

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 16th October 2018

Present:	Mr. Mike Smith (Chairman)	Mr. John Meischke (Vice-Chairman)
	Mr. Stephen Block	Mrs. Christine Dinnin
	Mrs. Catherine Hammon	Mr. Ian Knight
	Mrs. McCash	Mr. David Stock
	Mrs. Jane Allsop (Clerk)	
Public:	District Councillor Sophie Bell	
Police:	None.	

1. Apologies for absence

Apologies for absence: Dr. Emma Waltham and Mrs. Margaret Stanley.

2. Public Participation

None.

3. Chairman’s/Clerk’s Report

None.

4. Declaration of Interests

None.

5. Minutes of the last meeting

a) Acceptance

• Minutes of the Parish Council meeting held on Tuesday 18th September 2018

Parish Councillors agreed that the minutes be approved.

b) Review of actions

1. Purchase plastic goalpost socket covers: outstanding.

Action: J. Allsop

Mr. Smith asked if the responsibility to purchase goalpost sockets covers should be the Parish Council’s or that of the Football Club. Mr. Knight repeated his view, expressed at the September Parish Council meeting, that for safety reasons, it was the Parish Council’s responsibility to purchase the caps.

The Clerk said that she had asked Steve Betts to confirm the size of the smaller socket covers required, but he had not done so yet. Mr. Smith agreed to check the sizes.

Action: M. Smith

2. Liaise with Mr. Meischke and Mr. Smith re the style of the large litterbins

Refer to item 7 c, Specific items - Village litterbins.

3. Negotiate a discount from Glasdon UK Limited for the purchase of the litterbins

Refer to item 7 c, Specific items – Village litterbins

4. Look at alternative sites for former Church Walk bench

Refer to item 7 c, Specific items – Village litterbins – Memorial bench.

5. Instruct Sports Courts Limited to remove all the old fencing material from the sportsfield

All the old fencing material has been removed from site. At the request of an allotment holder, the wooden kicker boards are now on the allotments, so the material can be used for raised beds etc.

6. Arrange a site meeting of the Environment Sub-Committee

Refer to item 8 a, Environment Sub-Committee - Watton Green and the Lammas meeting

7. Inspect length of wood at entrance of allotments

Several Parish Councillors have inspected the length of wood at the entrance of the allotments, which had obviously been meant to be a barrier to close of the entrance of the allotments.

It was agreed by Parish Councillors that this barrier should be removed.

Action: M. Smith

c) Action points resolved

1. Chase Farid Tilavi (HCC) for a response to e-mail re post-works monitoring activities in Station Road

Mr. Stock said that while attempting to complete this action point he had established that Farid Tilavi (HCC) had recently passed away. He was saddened by this news and wanted it recorded that he, and the Parish Council, had enjoyed a good working relationship with Farid, in particular on the Station Road and High Street schemes, and described him as a caring and conscientious man who was keen to do his best to help us achieve our objectives. Farid was always prepared to attend meetings, sometimes at short notice and at a time that best suited us. On more than one occasion he attended site meetings in the village during what could only be described as uncomfortable weather conditions (e.g., frost, snow, ice, rain, etc.) when it was obvious to Mr. Stock that the man was not totally 100% fit or well.

He ended by saying that the efforts of Farid were very much appreciated by us and his involvement with the Parish Council will be sorely missed.

All of the Parish Councillors present wholeheartedly agreed with the sentiments expressed by Mr. Stock.

2. Forward Highways faults details to County Councillor Crofton re potholes near High Street roundabouts
3. Alter Data Protection document and replace with existing website version
4. Instruct 1st Call signs to make the Library banners
5. Notify Ware Rotary Club that they can use the portable floodlights again during their Fireworks display
6. Display conclusion of audit notices on the notice board and website
7. Submit budget requests to the Clerk for the 2019/2020
8. Contact Mr. Brett re hedge cutting
9. Inspect Rainbow multi-play and slide
10. Ask David Payne to trim grass around trim trail
11. Inspect roof vents and take action as required
12. Monitor tree growth near floodlighting columns
13. Write article re library for Parish News – cd done

d) Actions outstanding for more than two months

1. Upload articles to website and Facebook

Until the Trustees have agreed on their advertising-drive for Facebook and the website, this item to be removed from the agenda.

6. Planning

Mrs. McCash reported on the following items

The applications below were dealt with in accordance with the Parish Council’s Planning Protocol.

a) Applications

i) Watton Scout Hut, Mill Lane (3/18/1833/FUL)

Erection of new garage

Mrs. McCash e-mailed all Parish Councillors a copy of this application and it was agreed to write in support this application. The Clerk has written to the planning department accordingly.

ii) 40 Hockerill (3/18/2189/HH)

Partial removal of garage and conversion of remaining garage.

Mrs. McCash said that she had been unable to make contact with the neighbours of 40 Hockerill and had therefore put the Parish Council standard planning application letters through their doors.

Parish Councillors agreed a no comment response and the Clerk was instructed to write to the planning department accordingly.

Action: J. Allsop

The following applications were received after October agenda was published

• 29 High Street

Raising roof ridge. Creation of 1 no. rear dormer window, insertion of 2 no rooflights and 2 no. sun pipes.

Mrs. McCash said that 29 High Street is one of the three former police houses that were renovated and extended. It is located next to Aylott Court and has the lowest pitch out of the three properties.

Parish Councillors looked at the plans and agreed that raising the roof would not have a detrimental visual effect from the High Street, but it would be very imposing for the house located next to it in Aylott Court and could affect the house at the rear, which is in Lammas Road. Parish Councillors agreed that the neighbours affected by this application should be contacted and the Parish Council’s response to this application should reflect their views.

Mr. Meischke agreed to visit the neighbours affected and report back to the Parish Council so they can approve a response via e-mail.

Action: J. Meischke

• Gregory’s Farm, Dane End (3/18/1990/HH)

Change of use of land to residential curtilage

Parish Councillors discussed this application and agreed a no comment response. The Clerk was instructed to write to the planning department accordingly.

Action: J. Allsop

b) Decisions

i) 23 Lammas Road (3/18/1553/HH)

Single and two storey side and rear extension

- East Herts Council – refused

The following decision and appeal were received after October agenda was published

• Decisions

• 2 Moorymead Close (3/18/1704/HH)

Retrospective Garage conversion

- East Herts Council – granted

- **Appeals**
 - **2 Motts Close (3/18/1134/HH)**
Construction of two storey front extension
Mrs. McCash said that this is a notification of appeal only and the Parish Council cannot submit any additional comments to their 'no comment response'.
- c) **Applications withdrawn**
 - i) **113 High Street (3/18/1741/FUL)**
Demolition of pergola and wall. Single-storey rear extension with alterations to roof to side elevation.
Alterations to extraction unit
This application was withdrawn because the landlords at the Bull Public House did not see the application before the Brewery submitted the application.

7. Specific items

a) Station Road update

As reported in the minutes of our September meeting, Mr. Stock awaits feedback re the results of any monitoring performed since the completion of the remedial work carried out in the summer and also whether or not HCC now consider the project to be closed.

Further to the death of Farid Tilavi, Mr. Stock e-mailed Ian Richardson (HCC) to get an answer to the above and/or the name of the person who is to replace Farid as the contact for the Station Road scheme. We await an answer (Ian Richardson has been away on holiday). **Action: D. Stock**

Again, although no issues/problems have been reported to us with regard to the scheme, we need to continue to monitor the situation bearing in mind the future development of the old HCC-depot, adjacent to the entrance to Moorymead, and any bottlenecks /blind spots that occur at the bridge when rail-replacement buses are introduced to transport passengers to/from Stevenage. Preferring preventative measures to corrective ones when it comes to safety, Mr. Stock said that we should not abandon our desire to have a raised-platform crossing to the ticket office (i.e. as now installed adjacent to the entrance to Hazeldell). This was agreed by all present.

The Chairman took the opportunity to thank Mr. Stock for his kind words concerning Farid Tilavi on behalf of the Council. Station road has been a frustrating process at times, often resolved by David's courteous yet determined replies.

Note: Due to the delays in the plans for a new platform at Stevenage for trains that terminate there, the related rail-replacement bus services to/from Watton-at-Stone will not be introduced in the foreseeable future. Refer to item 7 g, Specific items - Report from District Councillor Sophie Bell.

b) Neighbourhood plan – progress report

Mrs. Hammon was not present at the Neighbourhood Plan meetings held since the September Parish Council meeting, and therefore read from the following report written by Dr. Waltham.

- We had a productive first meeting with Jacqueline. We are meeting her again on 22 October, by which time she expects to have draft policies drawn up.
- The group has begun compiling the documents for the evidence base, such as existing reports relating to the River Beane. We now have a Dropbox folder set up and Charles Clark is adding the relevant documents to it. These will form part of the appendix to the plan.
- I have been given permission by Locality UK to apply for a grant for design visuals and will submit that this week. Initially they said we would have to wait until the end-of-grant paperwork had been submitted before asking for another grant, but they have given me special permission as I explained this would delay our plan by up to three months. I'll let Jane know if the application is successful. It will be for £1500 and the money once again will come from Groundwork.
- The NP team is drafting a letter to send to the Woodhall Estate in response to the consultation they ran earlier this year. We would like to point out that their plan is not in-line with our emerging policies and vision for the future of the village and ask them to re-engage with us while there is still time.
- The NP team undertook a site visit to the Walkern Road site to review the plan supplied by Fairview, in context. We have asked Fairview to do a comparison plan with the apartments moved away from Beane Road.
- The group is still working towards the Regulation 14 consultation taking place in January/February."

Mrs. Hammon was pleased to report that the Secretary of State has lifted the holding direction they had put on the East Herts District Plan. She said that the Steering Group had been concerned about the implications the holding direction might have had if there had been a delay in lifting it.

Mrs. Hammon said that there has been a change in the planning laws which now gives neighbourhood plans direct authority to release Green Belt land. The East Herts District Plan now reflects that change, so there is now a clear basis on which the Watton-at-Stone Neighbourhood Plan could be responsible for selecting land to be released from the Green Belt in the village. The Steering Group has not yet discussed what it will do about this change.

Sophie Bell said that it was her belief that it was important factor that each individual parish should have the power to make their own decisions on Green Belt release.

c) Village litterbins

Mr. Block said that the Clerk had negotiated a discount from Glasdon UK Limited who are offering one litterbin free of charge if we purchase ten (eleven in total). The bins will be the post mounted Super Trimline 50 lidded bins with metal liners and will cost approximately £138 per bin, plus VAT. They are the same style lidded bin as those installed on the sportsfield earlier this year and will have metal liners.

Parish Council agreed to the purchase of the eleven Glasdon litterbins. **Action: J. Allsop**

Mr. Block said that Mr. Meischke had sourced some large ground standing bins from Broxap at a much cheaper price than Glasdon UK Limited can supply them. Each bin would cost £200 including fixings with one requiring a vermin bait box at an additional £30. Parish Councillors approved the purchase of two large bins. Mr. Block to give the Clerk the details of the two large Broxap litterbins, so she can order them.

Action: S. Block/J. Allsop

• **War Memorial**

Mr. Meischke said that he had asked Mark Blacktin to re mortar the paving slabs around the War Memorial, so the site looks good for the Centenary Remembrance Sunday on 11th November.

Mark Blacktin has reported that further work will be required to keep the paving stones level, because they are installed directly on bare earth, with no foundation. It was agreed that this work should be done in the New Year. The additional planting for the site could also be done at the same time.

Mrs. McCash suggested that the Parish Council could fund any renovation works to the War Memorial site from New Homes Bonus funds.

It was agreed to put this item on the agenda for January 2019.

Agenda: 01/2019

• **Memorial seat**

Debra Freeman has rethought her memorial to her husband Michael and agreed to donate a Commemorative WW1 Memorial seat made by David Ogilvie Engineering, which currently costs £896 plus VAT, instead of her previous suggestion of a memorial litterbin. Parish Councillors agreed that the seat could be installed in the War Memorial garden once the area has been renovated.

It was agreed to order this seat for delivery at the end of February 2018

Action: J. Allsop

Mrs. McCash said she had been approached by a man who would like to install a bench in the village in memory of his wife.

It was agreed to look at the old wooden benches in the village and see which ones need replacing first. The bench that was removed from Church Walk could be used to replace one of these benches or a used for a new site. Sites suggested were Mill Lane and in Station Road, after the Doctor's surgery but before the cut through to Hazeldell.

Parish Councillors to look at these sites and other possible locations during the Environment Sub-committee site meetings to be planned for Watton Green and the Lammas.

Action: Env.

Sophie Bell said that she had asked EHDC if they could replace any non-lidded litterbins with lidded ones.

It was noted that people are putting their rubbish in the village litterbins including bottles.

d) Footpaths

There was nothing new to report on this item following the site meeting and subsequent actions (as recorded previously). However, Mr. Stock suggested that we need to keep this as a 'hot item' to ensure that we can be fully aware of HCC actions and plans on the matter and thus keep our residents informed as necessary. Although County Councillor Ken Crofton has indicated that it could be some considerable time before we see any works, he will be involved and could keep us informed on progress. Bearing in mind Ken's workload it was felt that we should retain our current link with Ian Richardson (HCC) to enable us to provide HCC with any further issues with the footpaths as they arise and also to get updates on what is happening. To this end Footpaths will now appear as a regular item on our Agenda.

Mr. Block agreed to contact Ian Richardson to find out if the engineering team had completed the survey of the footpaths, which Ken Crofton had informed us was booked to commence on 21st September. **Action: S. Block**

e) Library

Mr. Meischke said that he had got rid of some of the hard-back books to Richard Hale school, who are upgrading their library, but still had some left in the loft. The library books have been re arranged on the shelves and books will be rotated with those in the loft every few months.

Two Library banners have been made by 1st Call signs. On Library day (Tuesday) one banner will be put up on the railings by the car park and the other on Rosemary Brown's hedge. Mr. Meischke would also look at having one of them put on the railings at the High Street roundabout at its junction with Station Road.

Action: J. Meischke

Mrs. McCash agreed to put up a library notice at the Church.

Action: H. McCash

The Clerk to forward a copy to Mrs. McCash.

Action: J. Allsop

f) Benches/War Memorial

Refer to item 7 c, Specific items -Village litterbins.

g) Report from District Councillor Sophie Bell

As part of her introduction, Sophie Bell said that she was trying to keep her focus on local issues to improve the lives of the electorate.

- **District Plan** - EHDC has been working on the plan in readiness for their vote to approve it next week.
- **Clarion Housing Association** - Many of the Great Innings footpaths are in a very poor state and Sophie Bell is trying to get Clarion Housing Association to address the problem. Because of the Parish Council's current and on-going efforts and involvement with HCC, and Ken Crofton, to resolve footpath problems in the village, Mr. Stock asked Sophie Bell to keep us informed of any progress with the Housing Association. She was happy to do this.
She had also been in contact with the Housing Association about one of its tenants, who were told that they would be without electricity for a week, and she resolved the issue.
- **Speed aware** - Sophie Bell said she wanted to try and reduce speeding in the village by targeting areas with speeds checks. The Parish Council reminded her that, until recently, former District Councillor Mike Freeman and his team of volunteers had been actively involved for a long time in the performance of (and reporting on) speed-checks at various locations in the village and had been in possession of the related equipment. The Clerk is to provide Sophie Bell with the contact details of one or more of the volunteers for further information. **Action: J. Allsop**
- **Train service** - Mr. Stock asked Sophie Bell if she would be prepared to take on the extensive activities previously performed by Mike Freeman with regard to the quality of our train service and the plans to introduce rail-replacement bus services between Watton-at-Stone and Stevenage until the new platform is built at Stevenage. She agreed to do this.
As was the late Mike Freeman, Sophie Bell is a train-user and she commutes into London every day for work and is therefore aware of the related problems and issues. She said that there is a disagreement about the sale of the land required for the new platform and the whole plan is on-hold because the previously agreed purchase price of the land has now doubled.
She also said that as an interim arrangement, Govia Thameslink Railway are looking at the possibility of turning the trains that terminate at Stevenage around further up the track where they would not interrupt other train services.
It was agreed to ask our MP, Sir Oliver Heald, to help pursue the implementation of a new platform at Stevenage. **Action: M. Smith**
Sophie Bell said that Steve Jarvis (Stevenage) is meeting with Govia Thameslink Railway to try to get the Oyster-Card system rolled out in the area.

h) Tree outside no 6 Hazeldell

The Clerk read out the following e-mail dated 21st September from County Councillor Ken Crofton to Tina Roberts.

'Further to my last e-mail below I can confirm that Ringway have inspected the trees and have determined that they are not causing a hazard to your property or an obstruction. It therefore falls outside their remit to cut back these beautiful trees. They have said that if you wish you are entitled to cut back any branches that oversail your property boundary.

I am sorry you have not received the answer you wanted but the Council apply very strict guidelines on what their contractors are allowed to do.'

It was agreed to put this item on the February agenda to ensure that work to the trees is done before the end of the financial year. **Agenda: 02/2019**

i) Commemorative plaques

During our meeting in July, Parish Councillors briefly discussed the idea of commemorative plaques being made to recognise the service that Nigel Poulton and Michael Freeman gave to the parish of Watton-at-Stone in their capacities as District and Parish Councillors. Mr. Stock suggested the idea of a single plaque to commemorate both parties. This was agreed, and Mr. Stock was asked to propose some appropriate wording.

Action: D. Stock

8. Reports

a) Sub-Committees

Budget & Finance

• **Budget and Finance Sub-Committee - Chairman and Vice-Chairman**

Mr. Smith said that Mrs. Stanley no longer wishes to take over as Chairman of Budget and Finance Sub-Committee later this year due to family commitments. Mrs. McCash also does not wish to remain in the position. Mr. Smith has spoken to Mr. Block who would be happy to fill the position.

Parish Councillors voted with a show of hands their unanimous wish to appoint Mr. Block as Chairman of Budget and Finance Sub-Committee.

Mrs McCash agreed to meet with Mr. Block to prepare him for his role as Chairman of Budget and Finance Sub-Committee.
Action: H. McCash

Mrs. McCash reported on the following items.

• **Monthly accounts**

Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
1 Allotment rent 2018/2019	19.00	None	
	<u>19.00</u>		
Cheques issued			
Affinity for business	water - allotments		393.75
Community Hall	NHB grant for double tennis court fencing		8,236.00
Perfect Ground Solutions	Cricket pitch maintenance		1,095.00
Bidwells	Sportsfield extension Glebe rent		125.00
PKF Littlejohn LLP	Annual external audit for period ending 31.03.2018		480.00
Wages and Salaries	September 2019		1254.39
Frank Cooper & Son	grass cutting 3 invoices, line marking 1 invoice		750.00
David Payne	£65 - £30 overpay to mow/strim/weed + weed killer		35.00
HMRC	NI contributions for Clerk and PC		217.74
			<u>12,586.88</u>
Cheques received			
21 Allotment holders	Allotment rents 2018/2019		689.50
Cricket Club	Donation re cricket square maintenance		<u>930.00</u>
			<u>1619.50</u>

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Carla Beach – (4 weeks)	126.00	1 st Call signs – 2 library banners	<u>30.00</u>
Tony Silvestri – Pavilion (4 weeks)	40.00		<u>30.00</u>
Floodlighting - 29.06.18 to 31.08.18	134.00		
Louise Compton – Main Hall & Pavilion	52.50		
Tom Monk – Pavilion hire	21.00		
Felicitas Dixon – donations for toys	5.00		
Forever Active - September	<u>318.00</u>		
	<u>696.50</u>		
Cheques issued			
Wages	September 2019		389.64
Hertfordshire County	Cleaning materials		59.41
Sports Courts	Tennis court fencing		7,412.40
Mark Blacktin	move shelf in external cupboard		70.00
Mark Blacktin	Paint three external doors including materials		<u>175.00</u>
			<u>8,106.45</u>
Cheques received			
Chloe Teoli	Main Hall		571.42
Begoña Garcia	Meeting room		71.25
Badminton Club	Main Hall		142.50
Parish Council	New Homes Bonus grant for new tennis court fencing		8236.00
Serena McMullen	Main Hall and Pavilion hire		54.00
Ildiko Imre-Kada	Meeting Room		144.00
Louise Bater	Pavilion hire		136.80
Jade Berman	Pavilion hire 50% deposit		48.00
Tumble Tots	Main Hall		160.00
Felicitas Dixon	Main Hall and Pavilion hire		<u>22.00</u>
			<u>9585.97</u>

Parish Councillors agreed the payments.

• **6-monthly statement of accounts for the Parish Council and Community Hall**

Prior to the meeting, all Parish Councillors were e-mailed a copy of the 6-monthly statement of accounts for the period ending the 30th September 2018.

Mrs. McCash went through the expenditure and income items for both the Parish Council and Community Hall accounts and explained the variations in both statements. She said that she was not unduly concerned in the variations of these six-monthly figures and the Community Hall income for the 2nd quarter is always lower than the 1st due to the summer holidays.

- **6-monthly inspection of accounts**

Mr. Smith carried-out the six-month inspection of the Parish Council and Community Hall accounts on 16th October and they were in good order.

A copy of Mr. Smith's reports is included in the Parish Council and Community Hall accounts for 2018/19.

- **Reminder for Budget items for 2019/2020**

Mrs. McCash reminded Parish Councillors to give the Clerk their budget items for 2019/20 by the end of October so he can start putting together the draft budget figures with the Clerk.

Action: Parish Councillors

Community Hall Trustees

Mr. Meischke reported on the following item.

- **Report on meeting of the Trustees held on 15th October re Way-forward presentation**

This meeting was cancelled because Victoria Nightingale, was unable to attend the meeting. It has now been rescheduled for Tuesday 23rd October.

- **Kitchen update**

Mr. Meischke said that Silkwood Kitchens have remeasured up the kitchen. The original order was for a single oven cooker, but after discussion on hirer usage it was suggested that a double oven unit would be more useful than one large single oven. This incurs an extra cost of around £500. Parish Councillors approved the purchase.

- **Forever Active to Active East Herts**

Mr. Meischke said that the Forever Active scheme will come to an end on 31st October. Active East Herts will replace the scheme, however there will be no longer be a 50+ age group restrictions and children from 8 years old upwards will be able to take part.

There will be some funding opportunities from Active East Herts. And Mr. Meischke has met with the Active East Herts contact, who hopes to be able to organise an initial grant funding of between £250 to £300 to support all the different groups held at the Community Hall, including advertising. These funds will be used predominantly for Archer and Yoga instruction.

The Forever Active Tai Chi class is 'dead in the water', but the Yoga class has reasonable numbers.

Mr. Meischke is initially going to suggest that we split the total income received from the yoga sessions with the instructor, Tony Silverstri, and review the situation again at the end of December.

Steve Block now heads up the Watton-at-Stone Table Tennis team, who were victorious in their first match. If the current numbers for table tennis expand, there may be the opportunity to open on an additional day.

- **Roof repairs**

Mr. Meischke said that P. J. Roofing have still not replaced the 3 to 4 cracked tiles. They also agreed to clean out all the gutters whilst they were on site. Mr. Meischke to chase.

Action: J. Meischke

Recreation and Amenities Sub-Committee

Mr. Knight reported on the following items.

- **Tennis courts – wire netting replacement**

Mr. Knight said that wire netting has now replaced with the reduction in the number of gates needed between the courts. The tennis court signs have been reinstated on the new netting. Mr. Knight said it was a good decision to go with the improved fencing specifications. This project was funded from the New Homes Bonus funds.

- **Sportsfield**

Mr. Knight said he had nothing to report.

Mr. Smith said that the sportsfield looks a bit tatty due to the very dry summer we have just had, and the Parish Council may have to consider reseeding sometime in March/April.

Mr. Smith and Mr. Knight to review the condition of the sportsfield in March 2019. **Agenda: 03/2019**

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

The allotment rent renewals have gone out to all Allotment holders. Mrs. Dinnin said there are currently three empty plots and three people on the waiting list.

There has been some petty vandalism at the far end of the allotments. The police were informed and PCSO Sally Brooks visited the site and spoke to the allotment holder whose plot had been vandalised.

PCSO Sally Brooks believes the damage has been done by primary school children and will be visiting the school to talk them.

One of the allotment holders would like to erect a polytunnel on his plot, measuring approximately 6 feet 6 inches in height, 10 feet in width and 15 feet in length.

The Clerk read out a clause from the St. Alban's Diocesan Board's allotment lease agreement and Parish Councillors agreed that the erection of a polytunnel would be in conflict with our lease.

The Clerk to notify the allotment holder accordingly.

Action: J. Allsop

- **Fallen tree on the Lammas**

Mr. Smith said that a large willow tree had fallen on the Lammas. As a matter of urgency, he had the tree removed to the far end of the Lammas. In his opinion, Mr. Smith said that that area of the Lammas could not sustain further deposition of either wood or grass arisings which may affect future management of the Lammas.

Furthermore Mr. Smith identified the remaining willows as being potentially dangerous and suggested that they should be removed and the area around the culverts tidied up. He asked Adam Welch, Tree Smiths and Mathew Stanley to quote.

Adam Welch has declined to quote because there is too much material to remove from site for him to be competitive.

Tree Smiths have submitted a quotation and Mathew Stanley has submitted a verbal quote.

Mr. Smith agreed to obtain a written quotation from Matthew Stanley and ask to see sight of his public liability insurance certificate.

Once these trees have been removed, there will be access to the culverts.

Mr. Smith to obtain quotations for clearing the culverts.

Action: M. Smith

Mr. Smith to seek approval for who will be awarded the work via e-mail to all Parish Councillors.

Action: M. Smith

- **Watton Green and the Lammas meeting**

Mrs. Dinnin said she will be arranging a site meeting of the Environment Sub-Committee to discuss issues on the Lammas and Watton Green.

Action: C. Dinnin

b) Routine Reports

- i) **Emergency escape lighting tests and manual alarm call tests**

Mr. Meischke and Mr. Smith carried out the above tests prior to the start of this meeting.

- ii) **Gas and electricity meter readings**

Mr. Meischke gives the Clerk gas and electricity meter readings at the end of each month and she uploads these readings to the providers websites.

- iii) **Weekly reports - Fire Inspection and shower tests**

Mr. Meischke said that he needs to inspect and sign the fire inspection booklet.

Action: J. Meischke

- iv) **Health and Safety for Community Hall**

Mr. Meischke said that some of the paving slabs around the hall need relaying so that they are properly realigned with each other with no potential trip hazards.

Mr. Meischke to submit this item for inclusion in the 2019/20 Budget.

Action: J. Meischke

- v) **Monthly village-report**

Mr. Smith completed the report on 16th October 2018 and reported on the negative items highlighted in the monthly village-report.

- **Sportsfield** – grass looks patchy

- **Rainbow multi play and slide** – the safety surface needs replacing as it has more patches than continuous surface. Mr. Meischke agreed to obtain quotations.

Action: J. Meischke

- **Allotment area** – looks a bit sorry for itself, but satisfactory for time of year.

Fence by chestnuts will fall into the allotment area if it is not attended to. Mr. Smith to contact the Woodhall Estate to ask them to reinstate it.

Action: M. Smith

- vi) **Weekly sportsfield**

Mr. Meischke said that David Payne had asked if he needed to trim around the cricket nets. The nets need to be raised to allow the area to be strimmed. However, this responsibility belongs to the Cricket Club and David Payne has been informed accordingly.

- vii) **Website/Facebook**

Cold calling (refer to item 8 b x, Routine reports - Police report).

Action: J. Allsop

viii) Highway and Lighting faults

The hole in the carriage way in the High Street near the Station Road roundabout has been marked up for repair. Highways do not consider that the hole near the Great Innings roundabouts needs repairing.

ix) Dog fouling reports

Mrs. Dinnin said that dog fouling has been reported on many of the allotment plots. This seems to have occurred since the stile at the end of the allotments was replaced with a kissing gate.

When the Clerk sent out the allotment rent renewals by e-mail, it also included the following text.

“Dog fouling on the Allotments

We have received several complaints about dog fouling on the allotments, especially on the grass paths between plots and also on the plots too.

Could you please report any dog fouling to me or to Christine Dinnin if you know who the offenders are or if you see a dog owner with their dog on the allotments, look to see what the dog is up to.”

x) Police reports

PCSO Sally Brooks e-mailed the Clerk (on 13th October) the Police report covering the last month incidents. This report has been e-mailed to all Parish Councillors.

The Clerk to send a copy of the police report to Sophie Bell.

Action: J. Allsop

In her report, PCSO Sally Brooks included an item on Cold Calling. It was agreed to put up an article about Cold Calling on Facebook and in the Parish News.

Action: M. Smith/J. Allsop

9. Correspondence received

None.

10. Village organisations

- **War Memorial Hall Committee**

Mr. Stock attended the recent meeting of the committee and continued to be impressed by the determination of its members to ensure that the building (internally and externally) and the facilities therein are maintained in the best possible condition and improved where necessary. Much of the internal work has been completed and improvements to the outside of the building are about to be undertaken.

- **Scout & Guide Group**

Mrs. Dinnin said that funds raised by the Scout and Guide Group from their Fireworks display on 3rd November will be put towards their new scout hut project.

They have a current planning application for a new larger storage shed, which will be used to store all their items when the old Scout Hut is demolished.

The Scouts are looking for grant funding towards a trip to Belgium to look at the war graves.

11. Items for Parish News

The following items were identified for inclusion in the December 2018 issues of the Parish News.

- Cold calling

Action: M. Smith/J. Allsop

- **Mile sign**

Mr. Meischke said that he and Mr. Smith were looking at the old mile stone located on in the pavement outside 138 High Street, which is very worn with the signage barely visible, with a view to renovating it.

Mr. Meischke said that Roger Green, who had noticed them inspecting the mile stone, had informed him that there is an organisation that looks after the historic mile stones to assure their integrity. Mr. Meischke agreed to investigate.

Action: J. Meischke

The meeting closed at 2135.

The date for the next Parish Council meeting is Tuesday 20th November 2018.