

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 20th November 2018

Present:	Mr. Mike Smith (Chairman)	Mr. Stephen Block
	Mrs. Christine Dinnin	Mrs. Catherine Hammon
	Mr. Ian Knight	Mrs. Margaret Stanley
	Mr. David Stock	Dr. Emma Waltham
	Mrs. Jane Allsop (Clerk)	
Public:	Mr. David Toal	
Police:	Sergeant Duncan Wallace (left at 1923)	

1. Apologies for absence

Apologies for absence: Mr. John Meischke (Vice-Chairman), Helen McCash and District Councillor Sophie Bell.

2. Public Participation

Mr. Smith introduced David Toal, owner of the Mill site in Mill Lane and asked him if he wanted to talk to the Parish Council about any items. Mr. Toal said he was interested in seeing a Parish Council meeting.

3. Chairman’s/Clerk’s Report

None.

4. Declaration of Interests

- Mrs. Stanley declared a personal interest in item 8 a, Environment Sub-Committee – Quotes for trees to be cut down on the Lammas. (Mrs. Stanley’s son has submitted a quote).
- Mrs. Dinnin declared a personal interest in item 6 a, planning applications – Land adjacent to BT exchange, High Street (Mrs. Dinnin lives opposite the application site).

5. Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 16th October 2018**

Parish Councillors agreed that the minutes be approved.

- **Report from Duncan Wallace**

Sergeant Duncan Wallace updated Parish Councillors on the crimes that have occurred in the last month.

He said that East Herts is currently showing an increase in reported crime of 0.7% year to date (since April 2018). This is below the average for the county which currently sits at an increase year to date of 1.5%

He agreed to e-mail a copy of his report to the Clerk for her to forward to Parish Councillors.

Action: D. Wallace/J. Allsop

Sergeant Wallace suggested that the Parish Council could remind villagers to lock their vehicles at night. He said that a high number, as many as one in six vehicles, remain unlocked at night.

The Parish Council agreed to put an article on their website and Facebook.

Action: M. Smith/J. Allsop

Sergeant Wallace left the meeting.

b) Review of actions

- 1. Order Commemorative WW1 Memorial seat from e by David Ogilvie Engineering**

The Clerk said she needs the details of the style and size of the seat to be ordered.

Mr. Smith and Mr. Meischke to liaise over the size and type of the WW1 seat. **Action: M. Smith/ J. Meischke**

c) Action points resolved

1. Confirm the size of goalpost socket cover
2. Purchase plastic goalpost socket covers
3. Remove length of wood ant entrance of allotments
4. Write to the planning department re 40 Hockerill (3/18/2189/HH)
5. Visit the neighbours affected by the planning application for 29 High Street (3/18/2214/HH)
6. Write to the planning department re Gregory’s Farm (3/18/1990/HH)
7. Chase Ian Richardson (HCC) for a response to e-mail re post-works monitoring activities in Station Road
8. Order 11 hooded litterbins from Glasdon UK Limited
9. Give the Clerk the details of the two large Broxap litterbins, so she can order them
10. Look at potential sites for new seats in the village during site meeting
11. Contact Ian Richardson re footpath survey
12. Look at putting up one of the library banners on the railings at the High Street/Station Road roundabout

13. Forward Mrs. McCash a copy of the library notice
14. Put up a copy of the library notice at the Parish Church
15. Provide Sophie Bell with the contact details of the Watton-at-Stone Speed Aware Team
16. Ask Sir Oliver Heald MP to help pursue the implementation of a new platform at Stevenage
17. Propose some appropriate wording for a commemorative plaque for Nigel Poulton and Michael Freeman
18. Prepare Mr. Block for his role as Chairman of Budget and Finance Sub-Committee
19. Submit budget requests to the Clerk for the 2019/2020
20. Chase P. J. Roofing re roof repairs and gutter cleaning
21. Notify allotment holder that we are unable to grant request to erect a polytunnel
22. Obtain quotations for clearing the culverts
23. Seek approval from Parish Councillors re who will be awarded the willow tree work on the Lammas
24. Arrange Environment Sub-Committee site meeting
25. Inspect and sign the fire inspection booklet
26. Obtain quotation for levelling the paving slabs around the Community Hall for 2019/20 Budget
27. Obtain quotations for replacement safety surface under rainbow multi play & slide for 2019/20 Budget
28. Contact the Woodhall Estate re fence by Chestnuts that is falling into the allotment land
29. Upload cold calling police report to Facebook and write article for Parish News
30. Send a copy of the police report to District Councillor Sophie Bell
31. Investigate upgrading the Mile sign outside 138 High Street

6. Planning

In the absence Mrs. McCash, Mr. Smith reported on the following items.

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

a) Applications

i) Land adjacent to Gregory's Farm (3/18/2290/AGPN)

Erection of agricultural open sided building

Following consultation with Parish Councillors via e-mail and concerns raised from residents, Mrs. McCash instructed the Clerk to write to the planning department as follows.

'Watton-at-Stone Parish Council has received concerns from residents about the prominent siting of this very large structure in the open landscape.

Please see the attached picture, which shows a large stack of straw/hay in the approximate location of the proposed barn. The Parish Council would like to see this barn located in a less prominent position where it would have less visually impact on the surrounding countryside.'

ii) 77 Rivershill (3/18/2316/FUL)

Change living room window to French doors with opening side windows

As the neighbours will not be affected by this application, they were not contacted by the Parish Council.

Parish Councillors agreed a no comment response.

Action: J. Allsop

iii) Land adjacent to BT exchange, High Street (3/18/2416/OUT)

Outline planning permission for single dwelling and garage all matters reserved

Mrs. Hammon and Dr. Waltham discussed the application with Consultant Jacqueline Veater at a Steering Group meeting the previous evening. They conveyed their concerns about the application to Parish Councillors.

After discussion, Parish Councillors agreed that Mrs. Hammon should draft a letter objecting to the application and e-mail it to Parish Councillors for their approval.

Action: C. Hammon

iv) Land adjacent to the Willows, Perrywood Lane (3/18/2478/FUL)

Demolition of brick stable building; removal of hard standings. Construction of one single storey detached dwelling with room in the roof space and single garage with associated parking and access

This application was discussed with application 3/18/2479/FUL (see below).

Parish Councillors studied the plans for both applications and agreed to write to the Planning department in support of both applications.

Action: J. Allsop

• Land adjacent to the Ponderosa, Perrywood Lane (3/18/2479/FUL)

Clear and levelling of contaminated site including removal of hardstandings.

Construction of 1 no 3 bedroomed dwelling and garage

Refer to the above application

b) Decisions

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

Single and two storey side and rear extension

- East Herts Council – refused

ii) Land adjacent to Gregory's Farm (3/18/2290/AGPN)

Erection of agricultural open sided building

- East Herts Council – refused

7. Specific items

a) Report from District Councillor Sophie Bell

District Councillor Sophie Bell was not present at the meeting and did not give the Parish Council a report.

b) Station Road update

Mr. Stock has established contact with Adrian McWhinnie at HCC (who replaces the late Farid Tivoli) and has been told that:

- the Station Road scheme is now complete and effectively closed
- a before-and- after report is being prepared surmising the effectiveness of the scheme
- overall, the measures introduced have improved accessibility for vulnerable road users (specifically pedestrian)
- the traffic-calming measures have effectively reduced the speed at which vehicles are travelling
- the new parking-restrictions have deterred obstructive parking near junctions.

Mr. Stock has been promised a copy of the before-and-after report as soon as it becomes available.

This item to remain on the agenda, awaiting HCC's report.

Agenda: 12/2018

c) Neighbourhood plan – progress report

Dr. Waltham said that the Steering Group met yesterday with Consultant Jacqueline Veater to discuss getting ready to submit the final stages of the Neighbourhood plan. They had hoped that after Jacqueline completes writing the plan, she could produce a leaflet for distribution around the village before the final plan was submitted. However, Jacqueline has told them that they are not yet at that stage and need to do more consultation. Another public meeting to update on progress, changes to the NPPF and adoption of the East Herts District Plan will be arranged at the school in January, followed by an exhibition in the Community Hall to get public feedback on a further consultation.

Best case, after both these stages and with a lot of hard work, the Steering Group would need to complete the plan by the end of February 2019 to then launch a final consultation on the full document in time for it to be submitted to the District Council in June (after which a further consultation will follow).

Dr. Waltham said that, as reported by Mrs. Hammon at the October Parish Council meeting, a change in planning laws now allows Neighbourhood Plans direct authority to release Green Belt land. The Steering Group will be looking at releasing two plots of similar sizes. The site at the Stevenage end of the High Street would run from the corner of Motts Close, following the contour line to its boundary with the railway line (leaving the high-level land in the Green Belt) across to the Aston Parish boundary. The other site is on Walkern Road, between Beane Road and the bypass. This would be sufficient land for approximately 130 houses at 35 metres per hectare density to be built, in excess of the 92 required for the village. In addition to this, about 15 properties could be built on the Station Road depot development.

HCC have produced a leaflet, which has been distributed to household in the village, outlining their proposals for the former depot site. Mr. Stock expressed his concern that the number of houses proposed could greatly increase by the time an actual planning permission was submitted. Dr. Waltham and Mrs. Hammon acknowledged this concern but reminded the meeting that the Neighbourhood Plan policies will include stipulations about density of housing construction, which should prevent a significant increase in numbers.

Dr. Waltham said that she had written to the Woodhall Estate, in response to the consultation they ran earlier this year and have asked them to re-engage with the Steering Group while there is still time.

In accordance with the EHDC District Plan, which envisages that green belt release would be appropriate where it contributes to the delivery of community benefits, any developer will be expected to give something back to the village.

Fairview New homes have retained their right to buy the Walkern Road site and are amenable to the idea of installing a footbridge across the River Beane to link up with the High Street opposite the Woodhall Estate site. There is also the possibility of obtaining some of the land that runs along the River Beane parallel with the High Street, for a village amenity. S106 money from this development could possibly be ringfenced for another school building. Fairview homes are keen to plant around the Walkern Road site to give it visually protection from the surrounding areas.

The Steering Group are still hoping that the Woodhall Estate can assist with football facilities in the village. However, they will need to engage with the Steering Group before any Green Belt can be released.

It was discussed that, as far as we know, Aston Parish Council have no plans to do a Neighbourhood plan.

At the public exhibition in February 2019, the Steering Group will be putting forwards some proposed sites that can be designated as "local green space" to give them extra protection from development, even if they are currently in the Green Belt. This designation cannot be used to create rights to public access, but protects open spaces which are important for the community. The Steering Group hope to build a patchwork of such plots that would balance the expected future new development in the village. Examples of such land might be the Church cemetery, the field in front of the church, the sportsfield, the allotments, the scouts' area. Mrs. Hammon

will be look further into what this entails for the Neighbourhood Plan steering group and will report back to the Parish Council. This will be an issue for consultation with the parish.

Also, some buildings and land can be considered as Community Assets, which would give the village a first right to buy option. Possible examples are: The War Memorial Hall, Methodist Hall, Scout Hut and land, the Allotments. Mr. Smith asked how such a purchase would be funded. Mrs. Hammon said that to designate something as a Community Asset does not cost anything or create any expectation that such a purchase would be made - it would simply create an option if the owner of the land or building decided to put up for sale. Again, Mrs. Hammon will be researching further into this for the Neighbourhood Plan's work and will report back to the Parish Council. Further discussion and public consultation would need to take place.

The Neighbourhood plan will also look to protect key views and sightlines and will include design codes on the style of any future housing construction. Dr. Waltham said that they have been awarded a grant to prepare some visual imagery to illustrate the Neighbourhood Plan. Margesson Photography will be taking some aerial photographs from the top of the A602 roundabout at the north-western end the village. They have quoted £125 to do this work. Parish Councillors agreed to accept this quotation.

There is the suggestion that Glebe Court could have a small extension. Jacqueline has told the Steering Group they need to investigate the need for additional housing on this site.

d) Village litterbins

Now that all the litterbins have been delivered, Mr. Smith, Mr. Meischke and Mr. Block will install the 11 hooded litterbins and Mark Blacktin will be instructed where to install the two large litterbins.

Action: M. Smith/J. Meischke/S. Block

e) Footpaths

Mr. Block said he had now received an update from Rosemary Chatindo (HCC).

‘I can confirm that the footways were walked in late September and a number of potential sites for new or improved crossing points identified, including various junctions along the High Street and in Great Innings. Some minor defects were identified and reported for maintenance at the time, along with possible extra works should location and budget allow, and on the whole would consider it a worthwhile exercise.

A report containing our findings and recommendations is currently being constructed, and when complete will form the basis of our proposals for funding.’

f) Library update

Mrs. Dinnin said that since the Library meeting on 4th September, 74 people have visited the library, 4 of which were children.

The number of people visiting the library has gone up, but nobody is visiting it during the opening session between 1700 and 1800 on Tuesdays.

A lot of the excess books have now gone, with very few remaining in the loft. Some have gone to Richard Hale and others to charity shops.

The Parish Council paperwork has been moved out of the cupboard in the meeting room and is now stored in the internal storeroom filing cabinet. The meeting room cupboard now stores the puzzles, which has freed up more space at the top of the library shelves.

Mrs. Dinnin said she had done rotas for December and January and will need to arrange another meeting of the volunteers early in the New Year to decide the future of the library.

Action: C. Dinnin

g) Village Benches

Mr. Smith said he is still storing the bench that was removed from Church Walk at his farm.

At the October Parish Council meeting, it was agreed that the Environment Sub-committee could look at the old wooden benches in the village and see which ones need replacing first, during their site meeting on 6th November. Mrs. Dinnin said that the committee had not done this, but it did identify a need for a new bench on the Lammas.

It was also agreed at the October Parish Council meeting that the bench that was removed from Church Walk could be used to replace one of these benches or used for a new site. Sites suggested were Mill Lane and in Station Road.

Parish Councillors agreed that the former Church Walk bench should be installed, on a concrete base, at the Station Road site. Mr. Smith to arrange for Mark Blacktin to install the bench.

Action: M. Smith

h) Commemorative plaques

Mr. Stock said that the wording for the commemorative plaque has now been agreed by Parish Councillors.

He said that we should get approval of the text from both Ann Poulton and Debra Freeman before we progress further. This was agreed.

Action: D. Stock/M. Smith

Parish Councillors now need to consider the physical size and style of the plaque to be mounted on the outside of the Community Hall adjacent to the main entrance. (Something similar to the Sir Nigel Gresley plaque at the station was suggested.)

Action: All Parish Councillors

i) **Milestone near 138 High Street**

The Clerk said that Mr. Meischke had informed her that an organisation who specialises in restoring Milestones, would be attending the Milestone at the pavement edge by 138 High Street, at no cost to the Parish.

8. **Reports**

a) **Sub-Committees**

Budget & Finance

Mr. Block reported on the following items.

- **Monthly accounts**

Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
2 Allotment rent	38.00	Amazon – plastic goal post inserts	14.48
	38.00		14.48
Cheques issued			
David Payne	Mowing/strimming		206.50
Chris Presland	sportsfield hedge cutting		500.00
Wages and salaries	£949.55 salary + allowance (after NI) + £18 untaxed allowance,		1254.39
Glasdon	11 litterbins		1,796.96
East Herts District	Emptying of 3 dog waste bins period 01.04.18 to 31.03.19		595.15
Mark Blacktin	Work to flag stones around the War Memorial		95.00
Broxap Limited	2 large litterbins		461.88
Adam Welch	2nd ½ season maintenance work payment plus leaf clearance		1,535.00
			6,444.88
Cheques received			
20 Allotment holders	Allotment rents 2018/2019		735.00
East Herts Council	Litterpick payment		1486.15
Groundwork Trust	Neighbourhood plan grant		1500.00
			3721.15

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Carla Beach – (4 weeks)	126.00	1 st Call signs – 2 library banners	30.00
Tony Silvestri – Pavilion (4 weeks)	40.00		30.00
Floodlighting donations	266.00		
Nicola Hayward – Pavilion hire	40.00		
Nicola Hayward - donation	5.00		
Lauren Whitby – Main Hall and Pavilion hire	108.00		
Youth Girls Football – Main Hall hire	10.00		
Forever Active - October	519.00		
	1114.00		
Cheques issued			
Silkwood Kitchens	deposit payment		1,545.00
Wages	Cleaning		439.64
P J Roofing	Replace broken roof tiles and clean gutters		216.00
Castle Water	waste water		18.37
Silkwood Kitchens	Interim payment		5,501.20
			7,720.21
Cheques received			
James Rhodes	Meeting room		20.00
Pie Events	Pavilion hire		20.00
Ian Gibbs Estate	Meeting room		12.00
Sports and Social Club	Hire of the Community Hall facilities		375.00
Nicki Berry	Main Hall and Pavilion hire		45.00
Wendy Ansell	Main Hall hire		75.00
Emily Purves	Main Hall and Pavilion hire		72.00
Felicitas Dixon	Main Hall and Pavilion hire		22.00
Kelly Grindley	Main Hall and Pavilion hire		54.00
Gustav Jahnert	Main Hall and Pavilion hire		72.00
Peter Khera	Main Hall		144.40
Ingrid Marson	Main Hall and Pavilion hire		72.00
			983.40

Parish Councillors agreed the payments.

- **Meeting date to discuss 2019/2020 budgets**

The Budget and Finance Sub-Committee will meet on 27th November at 1030 at Mr. Block's home, to discuss the draft Budgets for 2019/2020.

- **Bank signatories**

Parish Councillors approved the following changes to the Santander bank signatories.

The following former Parish Councillors to be removed from all Santander accounts.

- Mr. Nigel Poulton (deceased) and Mr. Denis Filer.

The following to be included on all Santander accounts.

- Mr. Stephen Block
- Mr. Ian Knight (who is already a signatory on the Community Hall account)
- Mrs. Christine Dinnin (who is already a signatory on the Parish Council accounts).

The Clerk to act accordingly.

Action: J. Allsop

Community Hall Trustees

Mr. Stock read out the following report from Mr. Meischke.

- **Minutes**, all Parish Councillors have been e-mailed a copy of the minutes of the Trustee's meeting held on 23rd October.
- **Kitchen**, nearly finished, some snags to iron out that I hope by the time this is being read out will have been done. I would like to finish it off by brightening it up and have it painted to white. Mike Taylor has quoted £150 including materials, so can I have agreement to go ahead with this please so that I can get him booked in before Xmas. The only other thing that is required are Induction Pans for the new Hob, Jane has found two sets a discount prices and will talk about this item, if agreed can to get the go ahead for this please.

Parish Councillors agreed the quotation of £150, including materials, to paint the kitchen. The Clerk to notify Mike Taylor accordingly.

Action: J. Allsop

The Clerk spoke on the subject of the pans and said that she had found two 5-piece saucepan sets on Amazon which are suitable for the new induction hob. Mrs. Dinnin questioned the need for so many saucepans and suggested that a frying pan was not a good idea. Parish Councillors agreed the purchase of a 5-piece Prestige set at £64.34.

Action: J. Allsop

Note: This was discussed during the subsequent Budget and Finance meeting and the Clerk has now purchased two John Lewis saucepans for £19 (£9 and £10) instead of the £64.34 set.

- **The cabinets** in the Kitchen, Library, and Plant rooms have all been moved round and on return I will look at sorting the Plant Room into a better order, with that in mind, Mike and I think we should dispose of the Safe as it is too big, all the paper work is now in the filing cabinet, agreement please.

It was agreed that the safe should be disposed of.

Action: M. Smith/J. Meischke

- **Christmas Tree**, these and the decorations are up I hope with Steve's help, Thank you.
- **Play Area safety Surface** I have had one of the three quotes for the replacement of the safety surface and will report on this next month. The Companies have been very slow to come out and look; 2 even refused saying we could send in photos for them to give estimates with, needless to say I dismissed them.
- **Social Media Proposal**, with all that I have had going on I have not had time to pursue the advertising plan with Victoria, but hope to sort over Christmas.
- **Active East Herts** is now up and running. The only activity we have dropped is Tai Chi, but all the others are looking healthy at the moment and with new people coming every week.
- **Roof repairs**, P J Roofing has replaced four broken roof- tiles and cleared out the gutters
- **White Board**, the Trustees would like to replace the panel at the end of the meeting room with a whiteboard, with the possibility of it also being used as a projector screen. The cost is £220, plus VAT, for short-range projection only.

The subject of the White Board to be discussed further when Mr. Meischke is present. **Agenda: 12/2018**

Recreation and Amenities Sub-Committee

Mr. Knight reported on the following item.

- **Goal post and socket**

Mr. Knight said that one of the goal posts got stuck in its ground socket and proved very difficult to remove. He said he did not know how this happened but would investigate to ensure that it does not happen again.

Action: I. Knight

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

Mrs. Dinnin said that she has had trouble with one on the allotments holders not cultivating their plot. She said that the Allotment Tenancy agreement states under the termination of tenancy section that “the Council giving the TENANT, twelve months’ notice of termination”. She asked if this could be reduced to ‘three months’ notice’. This was agreed by all Parish Councillors present. The Clerk to issue the modified tenancy agreement to all new tenants. **Action: J. Allsop**

The allotment parking area, at the Glebe Court end, has been extended so it is double the width by plots 23 and 24. Mrs. Dinnin said that this area needs marking off properly.

Mr. Smith suggested a single rail to denote the car park area and he would arrange for Mark Blacktin to do the work. **Action: M. Smith**

Trellis attached to the fence by chestnuts is causing it to fall into the allotment area.

Mr. Smith said he had spoken to Linsey Holt (Property Manager, Woodhall Estate) and she has said that the estate would be carrying-out the repair work.

Mrs. Stanley left the meeting while the item was discussed

- **Quotes for trees to be cut down on the Lammas**

As discussed at the October meeting, three quotations were sort for cutting down the Willow trees at the Mill Lane end of the Lammas.

- Adam Welch declined to quote
- TreeSmiths £2,150
- Matthew Stanley £1,500

Mr. Smith said he had obtained a written quotation from Matthew Stanley and had sight of his public liability insurance certificate.

After discussion, Parish Councillors agreed to accept Matthew Stanley’s quotation. Mr. Smith to notify Mr. Stanley and the Clerk to write to TreeSmiths. **Action: M. Smith/J. Allsop**

Mr. Smith said that Matthew Stanley’s quotation could be reduced further if, when the trees are cut down the large logs are left on the area between the Mill Lane side of the bench.

When the tree work has been done, Mr. Smith to obtain quotations for clearing the culverts.

Action: M. Smith

Mrs. Stanley returned to the meeting.

- **Environment Sub-committee report on site meeting - 6/11/2018**

Mrs. Dinnin reported on the Environment Sub-Committee site meeting, held on 6th November. A copy of her report was e-mailed to all Parish Councillors on 13th November).

- **Watton Green**

Inspected Green and agreed it looked very good and suggest we leave it as it is apart from the following:

1. Grass cut in June and cuttings removed and then in September it is topped and cuttings left on site - quotations needed for budget + contractor found
2. Grass verge and ditch to be cut as now - contractor and quotations needed for budget
3. Grass area around the new planted trees to be left uncut - will bring plan along to meeting - MS said native grasses wouldn't survive existing grass
4. Sign installed by CMS has faded and cover needs replacing - CD to contact CMS
5. Cottage site I will contact Tony Bradford and see what he plans to do this year on this site.
6. Check BT lines and trees and find out who is responsible

- **War Memorial**

Adam Welch cut the hedges and weeded before Remembrance Sunday

Mark has repaired paving stones around the War Memorial.

Mrs. Dinnin said that she is requesting additional regular weeding costs are included in the 2019/20 budget and will obtain the additional costings from Adam. **Action: C. Dinnin**

Mrs. Dinnin suggested that the Memorial bench for Michael Freeman, which has yet to be ordered, is installed on the right-hand side of the War Memorial (as viewed looking up towards the Church). This would involve the removal of half a metre of Laurel bush and a low conifer in order to install the bench.

New shrubs need to be planted along the pavement edge of the Memorial site and she suggested Red Robin (Photinia Fraseri). On the left-hand side at the back of the site, remove unattractive shrub and some of the low-lying conifer and replace with one or two new colourful shrubs.

- **Lammas**

Again, in good order.

- **Grass on the Lammas**

1. Cut and remove grass in June and top in September – Mr. Smith is obtaining quotations from contractors.
2. Estimates for periodical strimming along bank before H. Balsam flowers and so river is visible from the footpath - quotation and contractor
Nettles along bottom of Lammas bank to be strimmed - quotation and contractor
Tidying up re growth on trees on bank of river, not sure when MS last did this - quotation and contractor
3. Notice boards - one at Mill Lane end needs new cover and byelaw sign replaced and frame painting one at Walkern Road end is ok but frame needs painting and a byelaw sign and no dog fouling signs installed - JM thinks he may have a dog fouling sign.
Get Adam to strim round these signs when he cuts the footpaths - CD to speak to Adam
4. Willow trees - When the Willow trees are cut down there will be room for the large logs to be left on site and stored on the empty area to the left of the bench.

- **EHDC - Extension and Variation of Public Spaces Protection Order 2016 - Dog control measures in East Herts**

Mr. Smith said that the Clerk forwarded all Parish Councillors an e-mail (dated 1st November) from Nicky Kirby, Enforcement and Inspection Team Manager at EHDC, concerning Dog control measures.

EHDC invite the Parish Council to have areas specified for any of the following

1. Dogs on leads in specified areas - you must keep your dog on a lead at all times.
2. Dog excluded in specified areas
3. Walking more than four (4) dogs - an individual must not walk more than four (4) dogs at any one time

Mr. Smith suggested that the sportsfield and allotment areas are specified as 'Dogs on a lead' areas.

This was agreed by Parish Councillors

The Clerk to notify EHDC accordingly.

Action: J. Allsop

b) Routine Reports

i) Emergency escape lighting tests and manual alarm call tests - Outstanding.

Mr. Meischke and Mr. Smith to carry out the above tests.

Action: J. Meischke/M. Smith

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

None.

iv) Health and Safety for Community Hall

None

v) Monthly village-report

Mrs. Hammon completed the report on 16th and 18th November 2018 and reported on the negative items highlighted in the monthly village-report.

- **Thistles** – There are quite a lot of thistles up by Harry's bench. The Clerk to ask David Payne to clear and inform Mr. Meischke that she is doing so. **Action: J. Allsop**
- **Cricket nets** – the grass around the bottom of the cricket nets has not being strimmed. Mrs. Dinnin top speak to Bob Spinks about this. **Action: C. Dinnin**
- **Litter bin missing from top of sportsfield** - litter on ground. It was agreed to monitor and reinstate the bin if required. **Action: M. Smith/J. Meischke**
- **Laminated signs about dog fouling** (near the Community Hall and footpath 17) are taking in water and need replacing. Mr. Smith to inspect. **Action: M. Smith**
- **Tennis Court** – leaves on court. The Clerk to ask David Payne to clear and inform Mr. Meischke that she is doing so. **Action: J. Allsop**
- **New Boundary fence** – fantastic.
- **Allotment** – one plot full of nettles – Mrs. Dinnin said that this is one of the unused plots.

- **Mud on footpath** – there is thick mud at the entrance to the sportsfield from School Lane, which probably comes from the building site at 9 School Lane. Mr. Smith to speak to the builders and ask them to clear the mud away.

- **Dog bin dispenser** – empty. Mr. Smith to investigate.

Action: M. Smith

vi) **Weekly sportsfield**

None.

vii) **Website/Facebook**

Write article reminding villagers to keep their vehicles locked at night and upload to Facebook.

Action: M. Smith/J. Allsop

viii) **Highway and Lighting faults**

None.

ix) **Dog fouling reports**

Refer to last bulleted item under ‘Monthly village-report.

x) **Police reports**

Refer to item directly after 5 a Minutes of the last meeting – Acceptance.

9. Correspondence received

None.

10. Village organisations

- **War Memorial Hall Management Committee**

Mr. Stock attended the AGM of the War Memorial Management Committee on 14th November, followed by the regular committee meeting.

The finances remain in a healthy state and bookings are high and stable.

The War Memorial Trustees congratulated the committee on its work during the year and the improvements to the hall, both internally and externally.

- Mrs. Helen McCash was elected as Chairman
- Mrs. Pam Filer as Treasurer
- Mr. Peter Doolan as Secretary
- Mrs. Christine Grant as the Bookings Secretary.

- **Watton-at-Stone Scout and Guide Group**

Mrs. Dinnin said that the Scout and Guide Group’s firework display, held on 3rd November, had been a great success.

11. Items for Parish News

No items were identified for inclusion in the February 2018 issues of the Parish News.

The meeting closed at 2120.

The date for the next Parish Council meeting is Tuesday 11th December 2018.