

**Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 21<sup>st</sup> January 2020**

<b>Present:</b>	Cllr. John Meischke (Vice-Chairman)	Cllr. Stephen Block
	Cllr. Christine Dinnin	Cllr. Kay Jancey
	Cllr. Helen McCash (until 2105)	Cllr. David Stock
	Cllr. Emma Waltham	
	Clerk: Jane Allsop	
<b>Police:</b>	PC Paul Chapman and PCSO Sally Brooks (until 1937)	

In the absence of Cllr. Smith, Cllr. Meischke took the Chair.

**1. Apologies for absence**

Apologies for absence: Cllr. Mike Smith (Chairman), Cllr. Catherine Hammon and Cllr. Ian Knight.  
County Cllr. Ken Crofton and District Cllr. Sophie Bell

**2. Public Participation**

Cllr. Meischke welcomed PC Paul Chapman and PCSO Sally Brooks and invited them to give their police report.

**Police report**

PC Paul Chapman said that this is the last time he would be visiting the Watton-at-Stone Parish Council as PC Mark Turner has been appointed to take care of the policing for our Parish and the area that PC Nic Musto covered, with some slight area modifications. Acting Sergeant Nicola Hunt has taken over from Sergeant Duncan Wallace, who retired on 31<sup>st</sup> December 2019.

PC Paul Chapman and PCSO Sally Brooks went through a list of crimes that have been reported since the Parish Council’s meeting in December.

Cllr. Meischke said that Sergeant Wallace agreed to contact the Highways legal department to ask for their opinion on the use of a cardboard cut-out policeman. PC Chapman agreed to investigate this issue further but reiterated his comments from his e-mail of 28<sup>th</sup> November, that if used, a cardboard cut-out policeman should be kept in sight of someone as it is likely someone would find it fun item to steal. Parish Councillors confirmed that it used, it would always be in sight of someone.

Cllr McCash said that she did not realised that Sandys shop had a traffic calming effect. Now that this shop has closed for good, traffic speeds have increased significantly along this stretch of the High Street.

Concern was expressed from Cllrs. Block and Jancey about cars parked by the railings opposite Watton Place Clinic the doctor’s surgery and parking on the pavement, especially at weekends up from the George and Dragon public house. Refer to item 7 c, Traffic in the High Street.

PC Paul Chapman and PCSO Sally Brooks left the meeting.

**3. Chairman’s/Clerk’s Report**

**February Parish Council agenda**

The following items to be placed on the February agenda under Specific items.

- Meeting dates for the Civic Year 2020/21
- Footpaths

**Agenda: 02/2020**

**4. Declaration of Interests**

Cllr. McCash declared a pecuniary interest in item 5 c 12, Action points resolved - Ask the Practice Manager at Watton Place Clinic when the branches overhanging the footpath will be cut (Cllr. McCash is the accountant for Watton Place Clinic).

**5. Minutes of the last meeting**

**a) Acceptance**

- **Minutes of the Parish Council meeting held on Tuesday 10<sup>th</sup> December 2019**

Cllr. Jancey pointed out that Cllr. Knight was shown as being present at the meeting, but under Recreation and Amenities Sub-Committee he is stated as being absent.

The Clerk to amend the minutes by removing Cllr. Knight’s name from the present list and adding his name to item 1, Apologies for absence. **Action: J. Allsop**

Cllr. Meischke to sign the amended minutes. **Action: J. Meischke**

**b) Review of actions**

1. **The legalities of deploying 'Pop-up' Policemen**  
Refer to item 2 – Public Participation - Police report.
2. **Phone Kompan re site meeting**  
Cllr. Meischke said that he had had a telephone message today from Kompan to say that their local representative would be calling him tomorrow to agree a date for the site meeting.

**c) Action points resolved**

1. **Reply to Helen McCormick (HCC) re village gateway**  
Cllr. Jancey pointed out that there is no footpath from the A602 roundabout to connect with the one by the entrance to Watton House.  
Cllr. Meischke agreed to point this out to Helen McCormick (HCC). **Action: J. Meischke**
2. Write to planning department re land adjacent to BT exchange, High Street (3/19/2222/FUL)
3. Write to planning department re land off Perrywood Lane (3/19/2369/TEL)
4. Write to planning department re land to rear of 35, 37 & 37A Station Road (3/19/2417/FUL)
5. E-mail District Cllr. Bell to invite her to discuss speeding issues in the village at the January meeting
6. Contact P. J. Andrews Services Limited about roofing quotes
7. Purchase spare Floodlight coin meters box
8. Arrange a date for the Trustees to meeting in January 2020
9. Instruct Sports Courts to moss kill the double courts
10. **Arrange to meet with Adrian Thompson re maintenance work on the sportsfield**  
Cllr. Dinnin said she is still trying to arrange a meeting. **Action: C. Dinnin**
11. **Ask Mark Blacktin to put up the new byelaw sign box on the Lammas**  
Mark will not be installing the new byelaw sign until the Information Board is ready to be installed and will fit both boards at the same time.
12. **Ask the Practice Manager at Watton Place Clinic when the branches overhanging the footpath will be cut**  
Cllr. Dinnin said that she had had an unsuccessful meeting with the Practice Manager. Although the Practice Manager said she would ask the gardener, she was quite negative about it.  
Hertfordshire Highways have cut back the tree near the telephone wires, as there had been complaints about leaves falling onto the pavement.  
The current problem items/areas outstanding on the boundary with Station Road were agreed by Councillors and, because of the problem with the overhanging trees on the boundary with Station road and the Surgery and because of the uncertainty about who is responsible, it was agreed to write jointly to the partners at Watton Place Clinic and to the Woodhall Estate. **Action: C. Dinnin**  
Cllrs. Dinnin, Meischke and Stock to confirm the problem items during their walk around the village to review various issues. **Action: C. Dinnin/J. Meischke/D. Stock**
13. Obtain quotations for cutting back Church Walk grass verge
14. Send photos of the damaged areas of the Mill Lane bridge to the Clerk
15. E-mail photos of damaged Mill Lane bridge to County Cllr. Ken Crofton for his urgent attention
16. **Tell Woodhall Estate they need to contact EHDC to request a dog waste bin**  
Cllr. McCash said that Nick Fox (Woodhall Estate) said that they will purchase and install the dog waste bin and liaise with EHDC about its emptying before the bin is installed.
17. Write letter to planning department re application for land at Home Farm, Munden Road, Dane End

**d) Action points outstanding for more than two months**

1. **Instruct Mark Blacktin to clear and clean the Community Hall gutters and elbows**  
Cllr Meischke said that he had not asked Mark Blacktin to clear the gutters because we are considering having the high-level roof done. This item to remain on the agenda. **Agenda: 02/2020**
2. **Ask Mark Blacktin to reset Mill Lane dog bin**  
Mark Blacktin has agreed to do the work but needs to source a new post for the dog bin. This item to remain on the agenda. **Agenda: 02/2020**
3. **Chase District Councillor Sophie Bell for dog fouling signs**  
District Cllr. Bell e-mailed on 14<sup>th</sup> January as follows.  
“I have a meeting next Tuesday unfortunately, so I won't be able to make it.  
Can you confirm that the signs that have gone missing are just the ones up by the school?  
The council are coming out to replace them in the next couple of weeks”.  
Parish Councillors present at the meeting did not know which dog signs had gone missing.  
The Clerk to investigate. **Action: J. Allsop**

## 6. Planning

Cllr. McCash reported on the following planning applications.

### a) Applications

None.

### b) Decisions

#### i) Land off Perrywood Lane (3/19/2369/TEL)

Installation of 1 x 15 metre dynamic DC385 monopole, 2 Huawei antennas, 2 x 0.6 metres DIA dishes, 2 equipment cabinets and ancillary development thereto with an 8-metre x 8-metre x 2.3-metre timber fenced enclosure  
-East Herts Council – granted

## 7. Specific items

### a) Report from District Councillor Sophie Bell

District Cllr. Bell gave her apologies for tonight's meeting in an e-mail dated 14<sup>th</sup> January.

Parish Councillors were again disappointed that she was unable to attend the meeting or give us a report. It was therefore agreed that we write to Sophie to express our concern that the link with her does not appear to be as strong and communicative as we have enjoyed over many years with our previous District Councillors. And that this is making it difficult for us to achieve some of our objectives in the most efficient and speedy manner, e.g., re-establishment of local speed-monitoring, enforcement of parking restrictions. **Action: J. Allsop**

### b) Neighbourhood plan and benefits Committee – progress report

Cllr. Stock said that, on 13<sup>th</sup> January, he together with Cllrs. Meischke, Dinnin and Block met with Derek Hill to discuss the possibilities for accommodating youth football within the village, if there was an interest to do so. It was clear from the outset that there had been some misunderstandings about the two main potential options available so these were clarified by Councillors.

After much discussion it became clear that the youth teams would not wish to share pitches with the senior teams within the village and therefore the favoured option, if possible, would be for Youth Football to develop additional and exclusive facilities on a potential site off of Mill Lane. Derek Hill was very positive about such a venture but needed to speak with others before progressing further. Although we have been told (verbally) that Youth Football do wish to pursue the matter, we await a formal written confirmation from Derek. There would be much work to do.

Further to an earlier meeting with them, the adult Football Clubs had not come back to us re a follow-up meeting to discuss their interest in developing the Mill Lane site so it has been decided that they will continue to play on the existing pitch on the Meadow.

Cllr. Waltham said she was really pleased that Youth Football are interested because past Neighbourhood Plan surveys have shown that many villagers consider this to be a high-priority item.

Cllr. Waltham said that the Neighbourhood plan exhibition, held on Sunday 19<sup>th</sup> January, was very well attended with approximately 300 visitors and over 130 consultation response forms completed. She said that the deadline for submission of these forms is 2<sup>nd</sup> February, but to date no extra forms have been handed in at Londis. Cllr. Waltham said that David Humby is analysing the results of the survey, which he expects to complete within the next week or two. She said she was currently updating the Neighbourhood plan website to incorporate all the information that was in the exhibition.

Cllr. Waltham said that previous Neighbourhood Plan surveys have shown creating Youth Football facilities for the village is an important issue.

She expressed her concern that the Mill Lane site may not be a suitable option. The major concern is pedestrian access on this narrow land versus vehicular access for parking. There will only be one youth team playing at any one time and the three junior teams will be playing back to back. Therefore, the flow of pedestrian and vehicular access will be staggered.

Cllr. Waltham said that another public consultation might be needed to discuss the football facilities option once the plans have progressed further.

If the Woodhall Estate do agree to give the Parish land for Youth Football, it would be part of our S106 allocation.

Concern was shown by some attending the exhibition about the safety of the vehicular access onto Walkern Road. Their concerns were that traffic on the Walkern Road is travelling too fast at the proposed entry site to the Fairview New Homes site. Fairview have since received a letter from one of the local residents expressing their concerns about the speed safety issues.

Cllr. Waltham said that the Steering Group have now spent all their £8,500 grant funding from Groundwork Trust, with a tiny overspend of £2.20. Further grants applications for funding need to be submitted before the end of January 2020. Funds are needed to allow Jacqueline Veater to provide the expertise required to complete the writing of the plan.

Cllr. Waltham said that huge thanks are due to the Steering Group, Benefits Committee, Jacqueline Veater and the Clerk for their achievement in helping put together an amazingly successful Neighbourhood Plan exhibition.

**c) Traffic in the High Street**

Yesterday, Cllr. Jancey and Cllr. Stock met to review the situation re the traffic- flow and congestion in the High Street, and discuss a way forward.

Cllr. Jancey said that despite the parking-restriction times, there has been no improvement in the flow of traffic, congestion and quality of life in the High Street area between the Bull and Rivershill. This view was shared by all present.

Cllr. Jancey then said that she and Cllr. Stock think the initial approach should be to again ask District Cllr. Bell to get EHDC to arrange for the enforcement of the parking restrictions on a regular basis, at random times, over the next three months. This will allow us to form an opinion on how effective the current traffic-scheme is when drivers adhere to the parking restrictions. **Action: K. Jancey**

Cllr. Stock reminded Councillors that we had agreed to review the situation in the High Street after the current scheme had ‘settled in’ and that that time had come.

In addition to the parking-restriction issues, Cllr. Jancey is also concerned about vehicles parking on the pavements and thus adding to worries about pedestrian safety. It was agreed that we ask PCSO Sally Brooks to see if she can arrange for pavement parking to be looked at throughout the village with a view to initially putting polite-notice on the screens of any vehicles deemed to be causing an obstruction.

**Action: K. Jancey/J. Allsop**

Although Cllr. Jancey was asked to keep a diary-record of anything she reports to the police or problems she identifies in the High Street (e.g. vehicles parked near a roundabout and/or blocking the pavement), Cllr. Stock said that Parish Councillors should not be asked to act, or put in the position of acting as, Police officers. This was agreed and that we should ask the police to inspect an area we are concerned about rather than giving vehicle registration details.

The view of all Parish Councillors present is that we should consider pushing for the implementation of a scheme very similar, if not identical, to that originally envisaged and subjected to various audits at the time.

Cllr. Meischke said that Cllr. Smith is investigating a new App via which anyone using a mobile phone can report incorrectly parked vehicles direct to the HCC enforcement officers. The App takes a date and time-stamped photograph of the offending vehicle.

Cllr. Meischke said that the Parish Council needs to draw-up a rough plan of what we want from a traffic-calming scheme and contact Highways (HCC) accordingly with a “softly-softly approach”, initially, to say that the current scheme is not working. Cllr. Stock said that we should embark on this once we have reviewed the results of the outcome of any parking-enforcement actions undertaken by EHDC.

Cllr. Stock also felt that we needed to re-establish the good working-relations we had with HCC during the design and implementation of the Station Road scheme; which thus resulted in a very good outcome. Naturally this would involve our County Councillor as appropriate.

**8. Reports**

**a) Sub-Committees**

**Budget & Finance**

Cllr. Block reported on the following items.

- **Monthly accounts**

**Watton-at-Stone Parish Council**

<b>Petty Cash – Receipts</b>		<b>Petty cash - Payments</b>	
None		BT phone calls Oct – Dec 2019	80.68
			<b>80.68</b>
<b>Cheques issued</b>			
Wages and salaries	December 2019		1534.38
Watton Tree Services	Oak tree		800.00
Denise Hodgson	Return of Allotment deposit		50.00
ICO	Data protection fee		35.00
HCC	Clear folders and 2 x 2020 diaries		6.55
Bidwells	Allotment 6 month rent		335.00
HMRC	NI for Clerk - October to December 2019		238.65
SLCC	Annual subscription		161.00
Govresources	Neighbourhood Plan - consultation work		1,800.00
Mark Blacktin	Work to base of ornate-sign post		76.50
Directcds Ltd	Printing and laminating for NP exhibition on 19/01/2020		202.60
Govresources	Neighbourhood Plan - consultation work		<u>1,500.00</u>
			<b>6,739.68</b>
<b>Cheques received</b>			
None			

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Niall Turner – 5 weeks - Main Hall	70.00	Philip Smith – Travel expenses -	40.50
Steve Smith	10.00	Tony Silvestri – Yoga instruction -	55.00
Floodlighting donations (£66 + £82)	148.00	JSM Archery	50.00
Ramblers– 48.00 Pavilion hire	7.00		<b>145.50</b>
Tony Silverstri – Pavilion hire	48.00		
Julie Halpin - Pavilion	31.50		
Sophie Hussain	40.00		
Girl’s Football	10.00		
Active East Herts	333.00		
	<b>697.50</b>		
<b>Cheques issued</b>			
Wages	December 2019		386.48
E-service (Europe) Ltd	Floodlighting coin timing machine		174.00
			<b>560.48</b>
<b>Cheques received</b>			
Begoña Garcia	Pavilion hire		21.00
Abigail Frances Williams	Pavilion hire		48.00
Badminton Club	Main Hall		185.25
Rachelle Hobbs	Pavilion hire		63.00
Claudia Rain	Main Hall and Pavilion hire		56.25
			<b>373.50</b>

Parish Councillors approved the payments.

- **Approval of minutes of Budget and Finance Sub-Committee meeting held on 26<sup>th</sup> November 2019**

Parish Councillors approved the minutes.

Parish Councillors approved all recommendations contained in the Budget and Finance Sub-Committee minutes dated 26<sup>th</sup> November as follows.

- **Community Hall hire charges**

No increase in the hourly rate.

- **Sports & Social Club hire-charge**

The annual hire charge be increased from £3,090 to £3,180. This gives the Parish Council an income of £1,590 and the Community Hall £1,325, when the VAT element of £265 has been deducted.

- **Allotment rents**

Rent increase from £28 to £30 per full allotment and from £14.00 to £15.00 for one half of an allotment, with effect from 1<sup>st</sup> October 2020.

- **Quotations received from contractors**

Parish Councillors agreed to accept the following quotations, which are detailed in the minutes of the Budget and Finance Sub- Committee meeting dated 26<sup>th</sup> November.

- Frank Cooper & Sons Limited sportsfield grass cutting quotation dated 24<sup>th</sup> November.
- Jeff Skidmore Contractors quotation dated (18<sup>th</sup> October 2019) to cut the Lamas and Watton Green grass and cut the sportsfield hedges

The Clerk to act accordingly

**Action: J. Allsop**

- **Employees and self-employed remuneration**

The Parish Council agreed the recommendations of the Budget and Finance Sub-Committee.

- **Budget 2020/21**

Parish Councillors approved the budget figures for 2020/2021.

- **Approval and signing of Precept forms for 2020/21**

Parish Councillors approved the annual precept requirement for 2020/21 is £36,765.

The Precept form was duly signed.

The completed precept form to be returned to East Herts Council.

**Action: J. Allsop**

- **SLCC Annual membership**

Parish Councillors approved the renewal of the SLCC annual membership at a cost of £161.00.

- **9-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 9-monthly statement of accounts for the period ending the 31<sup>st</sup> December 2019.

Cllr. Block highlighted some of the main expenditure and income items for both the Parish Council and Community Hall accounts.

- **9-monthly inspection of accounts**

Cllr. McCash carried-out the 9-month inspection of the Parish Council and Community Hall accounts on 16<sup>th</sup> January and they were in good order.

A copy of Cllr. McCash’s reports is included in the Parish Council and Community Hall accounts for 2019/20.

- **Projector**

Cllr. Jancey suggested that instead of the Parish Councillors printing off documents for the Parish Council meeting the Parish Council could purchase a projector.

Cllr. Meischke agreed to investigate the purchase of a projector, which could be used in both the meeting room and Pavilion.

**Action: J. Meischke**

### Community Hall Trustees

Cllr. Meischke reported on the following items.

- **Report and minutes of meeting held on 15<sup>th</sup> January 2020**

Cllr. Meischke reported on the following items.

- **Footballers usage**

The Trustees discussed if the Footballers should be fined when they leave the changing rooms in a mess. They agreed that the Footballers should leave the changing rooms in a reasonably clean condition, as they will be given a proper clean by the Community Hall cleaners. However, the footballers should leave the hallway very clean, clear of water and fit for use by other hirers. Also, the outside pathway should be swept and clear of mud.

The Parish Council agreed that the Football Clubs should be charged £30 each time they leave the Community Hall changing rooms and outside areas in an unacceptable condition. Also, that it is the Home Team’s responsibility to make sure the Away Team leave the facilities in a good condition.

When updating the Sports and Social Club agreement these terms and conditions will be added to the football club usage of the Community Hall’s facilities.

**Action: Trustees**

- **Active East Herts**

Cllr. Meischke said he is putting up the Active East Herts charges to £4 per session with effect from 1<sup>st</sup> February 2020. He said that there have not been any increases since 1<sup>st</sup> August 2017 when the rates went up from £2 to £3 per session.

- **Roof**

Cllr. Smith has e-mailed P. J. Andrews requesting a quotation, but to date had received no response.

- **Shower**

Cllr. Meischke said that there has been a problem with the showers which are cold. He called out James Turner and Sons Ltd (Turners) who found that the sealed heat mixer/blender had gone wrong. They are currently sourcing a replacement part.

- **Boilers annual inspection**

Cllr. Meischke said that Turners have carried out the annual boiler inspection and all was in good order.

- **Basin in the outside toilet area**

Turners have fitted a pressure reduction flow to the basin on the outside toilet. The reducer has been fitted through the wall of the decommissioned external toilet (now a storage area).

- **Sports and Social Club**

This item to be deferred to the February Parish Council meeting because Cllr. Knight was not present tonight.

### Recreation and Amenities Sub-Committee

In the absence of Cllr. Knight, Cllr. Meischke reported on the following items.

- **Tennis Court – change of priority usage times**

There is now coaching on Wednesday evenings and on both courts. Cllr. Knight stated in an e-mail that there had been no problems with this change, and therefore would like to move the Tuesday evening priority-usage to Wednesday evenings to regularise matters. The new times would be.

	COURT A – Old Courts	COURT B – New Court
Monday	1400 to 2130	1730 to 2130
Tuesday	1400 to 2130	
Wednesday	1400 to 2130	1730 to 2130
Thursday	1400 to 2130	1730 to 2130
Friday	1400 to 2130	
Saturday	1300 to 2130	
Sunday	0900 to 1300	

Parish Councillors agreed the changes and that the existing sign be replaced accordingly. Cllr. Stock proposed that the new sign be headed Tennis Club and not Sports and Social Club, and that the following should be added at the bottom: 'If the courts are not being used by the Tennis Club during these times, then members of the public are free to use them accordingly'. This was agreed.

### Environment Sub-Committee

Cllr. Dinnin reported on the following item.

- **Garden maintenance work on the sportsfield**

Adam Welch has submitted a quotation for this work but it not very keen on taking on the work.

Cllr. Dinnin said she and Cllr. Meischke have not managed to meet with Adrian Thompson yet to discuss the work required.

**Action: C. Dinnin**

- **Church Walk**

Cllr. Dinnin obtained two quotations for cutting back the grass verges on Church walk as follows.

- Adam Welch      £450
- Mark Blacktin    £520

Both Adam Welch and Mark Blacktin have done this work before. Parish Councillors agreed to accept the cheaper quotation.

The Clerk to contact both contractors accordingly

**Action: J. Allsop**

- **Lammas information board**

Cllr. Meischke said that his son-in law, Chris Andrews, has looked at the Lammas information board and put together a proof of what should be included on the board, which Bob Thornton is now looking at.

Cllr. Meischke said his son-in-law had noted that the Lammas information board currently does not depict the important fact that it is a major floodplain for the village, and this should be included on the board. He has also suggested that some of the colours on the board need to be altered so it allows people with common colour blindness to understand it.

- **Footpath on Station road by the side of the Doctors**

Refer to item 5 b, Action points resolved – Ask the Practice Manager at Watton Place Clinic when the branches overhanging the footpath will be cut.

- **Debris at bottom of Great Innings on boundary with Grey House**

Cllr. Dinnin said that Iain Harris e-mailed on 19<sup>th</sup> January to say that the recent high winds did some damage to the trees around his property. He attached three pictures which showed that one of the trees and the ivy covering it, had come down. The tree was outside his boundary fence and therefore not his responsibility. He did rake the debris back from the pavement.

Cllr. Dinnin said that Adam Welch quoted £70, by text message to the Clerk, for removing the debris and chipping it. She and two other Parish Councillors approved the quote and Adam has now cleared the site.

Cllr. Dinnin said that there is also some dead trees and rubbish stuffed along the Great Innings boundary with the Grey House.

Cllrs. Dinnin, Meischke and Stock to confirm the problem items during their walk around the village to review various issues.

**Action: C. Dinnin/J. Meischke/D. Stock**

### b) Routine Reports

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

Cllr. Meischke to do the tests on Monday 27<sup>th</sup> January.

**Action: J. Meischke**

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

Cllr. 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**

Done.

- iv) **Monthly village-report**

Cllr. Stock completed the report on 15<sup>th</sup> January 2020 and apologised for doing it early, but this was due to other commitments. He then highlighted the following items to the meeting.

- **Sportsfield:** This was very muddy, which is expected for this time of the year.
- **Large swings:** The worn areas of safety surface under seats were flooded.
- **Rainbow multi-play and slide:** We need to keep an eye on top wooden-tread repair.
- **Supernova and Junior climbing frame:** There were significant areas of flooding due to the poor and collapsing safety surface.

- **Notice board:** He suggested that we remove the empty Parish Council notice board from the Community Hall wall because it gives a bad impression. (Note that it has now been agreed that this will remain and become a notice board to display information about the Community Hall itself.)
- **Tennis Courts notices:** He suggested changes/additions to the wording. Refer to item 8 a, Recreation and Amenities Sub-Committee -Tennis Courts - change of priority usage times.
- **Allotments:** We need to monitor encroachment and tree over-hangs. He had some questions about ill-defined pathways. He and Cllr. Dinnin to visit and review the footpath issue.

**Action: D. Stock/C. Dinnin**

- **Dog waste bin by War Memorial:** This is split at the top of the bin.
- **War Memorial:** This needs weeding to maintain its appearance. The sand-containers also need to be removed (Note that Cllr. Meischke has done so.) Cllrs. Stock, Dinnin and Meischke to have a site meeting to review and discuss a maintenance strategy to ensure that the memorial garden is kept in a good condition.
- **Defibrillator:** There was a piece of card obscuring the battery light. (Note that Cllr. Meischke has removed this and the light is now visible.)

**Action: D. Stock, C. Dinnin, J. Meischke**

Cllr. Waltham said that there is fly tipping in a ditch near Watkins Hall Farm. She agreed to send photos of the fly tipping to the Clerk so it can be reported to EHDC.

**Action: E. Waltham/J. Allsop**

v) **Weekly sportsfield**

None.

vi) **Weekly defibrillator inspection**

Refer to item 8 b iv, Routine reports - Monthly village report.

vii) **Website/Facebook.**

Advertise price increase for Active East Herts.

**Action: J. Allsop**

viii) **Highway and Lighting faults**

Cllr. Block and Cllr. Jancey said that the drain cover in the pavement outside 57 High Street has broken again. At present there is a cone over the top of it.

Cllr. Block to e-mail photos of the drain cover to the Clerk so she can report it to Highways.

**Action: S. Block/J. Allsop**

ix) **Dog fouling reports**

The Clerk has given Mr. Moray some more dog waste bags for the dispenser along footpath 17.

x) **Police reports**

Refer to item 2, Public participation.

## 9. Correspondence received

None

## 10. Village organisations

None.

## 11. Items for Parish News

None.

**The meeting closed 2150.**

**The date for the next Parish Council meeting is Tuesday 18<sup>th</sup> February 2020.**