

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Wednesday 11th September 2002 at 7.00 pm

Present: Mr. N. Poulton (Chairman) Mr. D. Stock (Vice-Chairman)
 Mr. C. Clark (after 7.38 pm) Mrs. S. Davies (after 7.42 pm)
 Mr. V. Dunhill (after 7.08 pm) Mr. D. Filer
 Mr. I. Knight (after 7.02 pm) Mrs. H. McCash
 Mr. J. Meischke (after 7.04 pm)

Police: PC John Ivens (until 7.19 pm)
 Members of Public: Cllr Nigel Copping, Chairman of
 EHDC

Mr. Poulton welcomed Councillor Nigel Copping to the meeting.

1 Apologies for absence

Apologies for absence were received from Mrs. C. Dinnin.

Mr. Poulton said that Mr. Clark would be late arriving at the meeting because he had to attend an emergency meeting of the Watton-at-Stone School Governors.

Mr. Knight arrived at the meeting.

2 Update on policing matters by P.C. John Ivens

Mr. Poulton welcomed PC John Ivens to the meeting. The last meeting PC Ivens attended was the Annual Parish Meeting on the 1st May 2002.

PC Ivens reported on the crime figures for the period April though to the end of August 2002. These show that:

- there were 48 crimes reported, which is an increase of 15 on last year
- burglary to the home remains the same as last year

(Mr. Meischke arrived at the meeting.)

- there were 8 other burglary offences, which is a decrease of 2 on last year
- violent crime is up.

PC Ivens said that Hertfordshire Police now log crimes in the same terms as they are reported to them (this is a Government initiative, which Hertfordshire is the first county to adopt). For example, if someone reports a violent crime and it proves to be harassment, the crime is still logged as a violent crime.

PC Ivens said that Paul Griffin [Line Worker (Community Against Drugs) at EHDC] wishes to have feedback on the effectiveness of the bike ramps and play equipment that was funded by a police grant.

Mr. Poulton said that since the instillation of the youth shelter and bike ramps there had been no evidence of bongs or other drug paraphernalia found on the sportsfield. Also, there has been a noticeable decrease in the amount of vandalism and graffiti in the area. The bike ramps have not been used as much as the Parish Council would have liked, which is partly due to Cricket Club complaints and the removal of the mounds of earth. However, the Parish Council considers the project a great success.

PC Ivens said that during the summer months the police allocated £5,000 for diversionary activities for the youngsters of this area. Some of the children from this village spent a day at Herts Young Mariners in Cheshunt, where they participated in various activities such as sailing, canoeing, biking and potholing. A mobile bus with an on-board computer etc, also visited the village.

Mr. Dunhill arrived at the meeting.

PC Ivens asked if any Drug Line leaflets were on display in the village. Mr. Poulton said that there were none in the Community Hall or post office. Mrs. McCash said that the leaflets were on display at Watton Place Clinic.

Although the Summer Play Scheme was an overall success, the Parish Council is very disappointed that the Police did not inform them that they were called out to attend a break-in at the Community Hall (due to a window being left unlocked by a hirer) during this period. Because the Parish Council was unaware that the window remained unlocked, another break-in occurred the following night. PC Ivens was then given the emergency contact numbers for key holders of the Community Hall and informed that this list is also posted in a prominent position in two windows of the Community Hall.

Mr. Poulton then thanked PC Ivens for all he had done for the village during the last year. It was agreed that, compared with this time last year, there is a vast improvement in youth behaviour thanks to the efforts of PC Ivens and Inspector Pat Rawle. He asked PC Ivens to extend the Parish Council's thanks to Inspector Pat Rawle.

Mr. Filer asked PC Ivens who the Crime and Disorder Partnership were. PC Ivens did not know.

It was agreed to write to Pauline Entecott (EHDC) asking her to inform us who the Crime and Disorder Partnership.

Action: J. Allsop

Refer to item 4 b, Review of Actions - Write to Pauline Entecott (EHDC) requesting information on section 17 of the Crime and Disorder Act (on page 3 of these minutes).

PC Ivens said that Halloween is always a concern to the Police. He suggested that it would be useful if groups of parents could be out on the streets for a couple of hours during Halloween evening. This could discourage troublemaking. Mr. Poulton suggested that the police put an item in the Parish News to suggest this to parents. They could also contact Watton Primary School and the major secondary schools used by Watton students accordingly.

PC Ivens left the meeting at 7.19 pm.

3 Chairman's/Clerk's Report

- **Letter from Conservation Society**

Mr. Poulton read out the following letter, dated 6th September, from the Watton-at-Stone Conservation Society.

'We understand that the Parish Council has requested funds from Parish Paths, for work within the Parish.

We would like to request a grant of £100 from this amount to purchase discs/markers for our Millennium Walk project. We believe that at the present time, the cost of these markers to be approximately £150.00, and we are seeking the balance of funds from LEAF.

We should be most pleased if you could grant us this sum, and if this is the case, it would be helpful to know when it would be available.'

Mr. Dunhill said that he had applied for funds from the Parish Paths Partnership for discs/markers.

Mr. Dunhill proposed that the Parish Council grant the Conservation Society £100 towards discs/markers for their Millennium Walk. Mr. Stock seconded the motion and all present were in favour.

For accounting purposes, it is best for the Parish Council to place an order for the goods required.

The Clerk to write to the Conservation Society accordingly.

Action: J. Allsop

- **HCC Environmental re Street lighting**

David Jackson, from the Technical Support Operations Department at HCC Environment, has written (letter undated) to inform us that a new term of contract starts on the 1st October with Amey Lafarge for all street lighting maintenance. The cost of maintaining the 32 Parish Council-owned lighting columns is £267.84 for a six-month period (i.e. £16.74 each).

Mr. Poulton proposed that we accept these charges and do not obtain an independent quotation.

Mr. Filer seconded the motion and all present were in favour.

The Clerk to write to HCC accordingly.

Action: J. Allsop

4 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Wednesday 10th July 2002**

Mr. Filer proposed that the minutes be accepted and signed by the Chairman as a true record. Mr. Knight seconded the motion and all present at that meeting were in favour.

b) Review of actions

- **Give Parish Councillors not present at the July meeting copies of the 2002 Summer Play Scheme leaflet**

This action point has been completed.

- **Summarise HCC's 'Planning now for Hertfordshire's future' document and place on circulation**

This action point has been completed.

- **Copy Parish Councillors not present at the meeting with the 'Planning now for Hertfordshire's future' document**

This action point has been completed.

- **Give Mr. Poulton any comments on the paragraph about Community Hall to be included in the Golden Jubilee edition of the Village Guide**
 This action point has been completed.
 Mr. Poulton said that Mr. Stock had subsequently revised the text and passed it to the Conservation Society.
- **Visit the Clerk's home to update the Norton Antivirus on the Parish Council computer**
 This action point has been completed.
- **Arrange for cover for loss of income and subsidence/landslip on the Community Hall insurance policy**
 Cornhill insurance sent us new proposal forms that were duly completed and returned. However, the Clerk missed some of the sections on the form and it had been returned for completion.
 The Clerk to complete and return the proposal forms as required. **Action: J. Allsop**
- **Transfer the MPPA, Children's Playarea and bike ramps to the Community Hall insurance policy**
 This action point has been completed.
- **Write to EH Highways Partnership re ownership of footpath adjacent to Bull Public House**
 This action point has been completed.
 Because no written response was received, the Clerk spoke to Valerie Weaver (EH Highways Partnership) who then faxed her a map showing the areas of footpath that are their responsibility. EH Highways Partnership is responsible for the footpath from Rivershill to the boundary of the garden of Bull public house. The ownership of the small section of footpath that runs parallel to the garden of the Bull and into its car park is unknown. It was agreed to contact the Land Registry to find out who owns the footpath.
 The Clerk to act accordingly. **Action: J. Allsop**
- **Inform Parish Council about Mr. Clark continuing to put up notices on the Whempstead notice board**
 Mr. Clark was not present at the meeting to report on this item. **Action: C. Clark**
- **Write to Pauline Entecott (EHDC) requesting information on section 17 of the Crime and Disorder Act**
 This action point has been completed.
 Because no response was received, the Clerk phoned Pauline Entecott (who then apologised for not contacting us). Ms. Entecott has applied for a government grant for funding towards training for Parish Councillors on section 17 of the Crime and Disorder Act. She will contact us when she has heard if her application has been successful or not.
- **Contact McCash and Hay re date of deficit figure**
 This action point has been completed.
- **Return signed copy of accounts to McCash and Hay**
 This action point has been completed.
- **Reimburse the Community Hall Trust for cost incurred on the refurbishment of the post-and-rail fence**
 This action point has been completed.
- **Arrange meeting with Mr. Baker to discuss wall brackets for Main Hall**
 This action point has been cancelled because Mr. Baker no longer hires the Community Hall.
- **Carry-out six-monthly check**
 This action point has been completed.
 Refer to item 6 a, Community Hall Trustees - Verbal report on meeting held on 10th September 2002 (on pages 7, 8 and 9 of these minutes).
- **Write to EH Highways Partnership re lack of funding for footpath repairs**
 This action point has been completed.
 Mr. Poulton said that Valerie Weaver (EH Highways Partnership) had applied for £18,000 to be put into the 2003/2004 budget to fund the resurfacing of the Hazeldell footpaths. She will investigate further the High Street footpath when she is officially in charge of our area (i.e. early October), but seems to remember that she and Ron Jack did not consider the footpath to be a problem at the present time.
- **Write a letter of thanks to Ron Jack (EH Highways Partnership) re replacement of dead trees**
 This action point has been completed.
- **Write to Abel Smith re rabbit problem on Lammas**
 This action point has been completed.

No response has been received to date.

- **Write to Stort Valley Housing Association asking them to re-erect the public footpath sign at Glebe Court**

This action point has been completed.

Mr. Poulton read out a letter (dated 19th July) from Dee Stevenson of Stort Valley Housing Association who states that the responsibility for the re-erection of the sign is with the contractors. She will make sure that this is included on the outstanding order of works.

This item to remain on the agenda, under Specific Items, until the sign has been re-erected. **Agenda 10/02**

- **Ask Mr. Monk to tidy and weed the flowerbed outside Longmeadow**

This action point has been completed.

The Clerk said that she wrote to Mr. Monk on 17th July asking him to attend to the High Street flowerbed outside Longmeadow.

On receipt of the letter a lady phoned the Clerk to inform her that Mr. Monk had done some work to this flowerbed. The Clerk said that there was still a lot of grass growing up between the plants and asked the lady if she could ask Mr. Monk to suggest some additional planting for this flowerbed. She said that she would do this.

The Parish Council agreed to wait for suggestions from Mr. Monk.

- **Write to A P T re the proposed telecommunications development at Moorymead Close**

This action point has been completed.

- **Write to WAGN supporting Conservation Society concerns about Watton-at-Stone railway station**

This action point has been completed.

Mr. Poulton read out a letter dated 19th July from Oliver Heald MP in response to our letter of 11th July and the attached copy of a letter he received from James Adeshiyan (Route Director at WAGN), which reads as follows.

'Thank you for your letter dated 1st July 2002 regarding the above.

I do appreciate the actual concerns of the Watton-at-Stone Conservation Society however, at this time we do not have plans to install CCTV at this particular station. Nevertheless, I do feel there obviously needs to be an immediate interim solution to the issues raised in conjunction with the local community and relevant interest groups. With this in mind, I have asked my Retail Manager for WAGN to liaise locally with the Watton-at-Stone Conservation Society to see what can be done in the short-term to reduce the level of vandalism.

I am a great supporter of CCTV however, from my experience on the railways over the last seven years or so, I am also of the belief that CCTV alone will not resolve the ~ current issues with regard to vandalism hence what is needed is an integrated approach to tackle vandalism and improve perceptions of safety at stations. I have found that the best solution, therefore, is to work with the local community to bring this about.

With kind regards.'

Mr. Stock said that WAGN had promised to contact the Conservation Society to discuss the problems at the station. He then said that the Parish Council and the police should become involved and suggested that we liaise with the Conservation Society to arrange a full meeting with WAGN. This was agreed by all present.

Mr. Stock to contact the Conservation Society accordingly.

Action: D. Stock

Mr. Clark arrived at the meeting.

Mr. Filer said that he had been visited by a contractor, from May Gurney, who informed him that extensive work is due to take place to the railway bridge in Perrywood Lane. He had asked the Clerk to write to WAGN to obtain further information. This she did.

The Clerk said that Stewart Barnes (of May Gurney) had telephoned her and said that WAGN had copied him with our letter and informing her of what work was being undertaken.

The work to the bridge involves structural repairs to the brickwork under the road level (this work will be carried-out over a period of six Saturday-nights, when the railway line will be closed). Also, brick pointing above road level, and sand blasting and repainting of the metalwork structure of the bridge, is to be carried-out.

Mr. Poulton asked the Clerk to obtain written confirmation of this information.

Action: J. Allsop

- **Write to E.H.C.P.A. Community Playbus Association supporting their proposals for a mobile toy library service**

This action point has been completed.

- **Send donation of £75 towards a replacement gate to Watton-at-Stone PreSchool Playgroup**
This action point has been completed.
- **Arrange to meet with HCC's Youth and Community Service in autumn**
Mrs. Dinnin was not present at the meeting to report on this item. **Action: C. Dinnin**
- **Speak to Sports and Social Club re improving the sportsfield grass and drainage**
This action point has been completed.
- **Contact Mr. Bunyan re shower at Community Hall**
This action point has been completed.
Refer to item 6 a, Community Hall Trustees (on page 7 of these minutes).
- **Give articles for inclusion in the Parish News to the editor**
This action point has been completed.

c) Action points outstanding for more than two months

- **Meet on-site with the Countryside Management Service to discuss need for any tree surgery on the Lammas**
This item to be discussed under 6 a, Environment Sub-Committee – Lammas (on page 11 of these minutes).
- **Try to obtain funding for work to riverside footpath from our Stewardship Agreement**
This item to be discussed under 6 a, Environment Sub-Committee – Lammas (on page 11 of these minutes).

5 Specific Items

a) Ornate Village sign

Mr. Stock said that he had taken photographs of the Churches and War Memorial etc. Mrs. McCash to arrange for a small group of Parish Councillors to visit Mr. Mould (sign maker) in Peterborough.

Action: H. McCash

Agenda: 10/02

This item to remain on the agenda under Specific Items.

b) Public Consultation on Structure Plan Alterations

The Hertfordshire Public Consultation on Structure Plan Alterations document has been on circulation to all Parish Councillors.

EHDC has listed three options.

- Option A** Plan for the 49,200 new dwellings required by Central Government Regional Guidance for the period 2001-2016, on the basis of the County Council's estimate of urban capacity of 47,000 homes. The implication being that a further 2,000 homes would need to be built on Greenfield sites that do not yet have planning permission.
- Option B** Plan for the 49,200 new dwellings required by Central Government Regional Guidance for the period 2001-2016, on the basis of the District's assessment of urban capacity of 35,600 homes. The implication being that a further 13,400 homes would need to be built on Greenfield sites that do not yet have planning permission.
- Option C** Is the only one at this stage which indicates a District provision, because the other two options would require further work by the County Council in assessing the merits of the different greenfield locations. The option C new annual housing building rate for East Herts is 460. The current Structure Plan East Herts annual rate is 555.

Mrs. Davies arrived at the meeting.

Mr. Poulton proposed that the Parish Council adopts Option C. Mr. Meischke seconded the motion and all present were in favour.

The Clerk to act accordingly.

Action: J. Allsop

c) Parish Council-owned land at Rivershill

Mr. Dunhill said that the Parish Council-owned land at Rivershill is very overgrown with nettles and brambles. He suggested that the Parish Council make a site visit to see what, if any, maintenance programme should be devised for the site.

Parish Councillors agreed to meet outside Mr. Meischke's house (64 Rivershill) on Saturday 21st September at 10.15 am and then proceed to the site (which can be accessed via a gate between number 48 and 50 Rivershill).

Action: Parish Councillors

The Clerk to send all Parish Councillors a reminder of the above arrangement together with a map of the site location.

Action: J. Allsop

d) Trophy

Mr. Poulton said that at the Annual Community Service (held at the sportsfield/Community Hall in July each year), the Scout and Guide Group present the Harry Camp trophy to one of their members.

Mr. Poulton said that he and Mr. Meischke felt that it would be a good idea if the Parish Council purchased a Good Citizenship trophy to be presented, at the same time as the Harry Camp trophy, to a member of the Scout and Guide Group.

This item was discussed and the possibility of extending the criteria to cover all youngsters of the village was raised, together with the option of purchasing an additional trophy to be presented to a Watton-at-Stone Primary School student.

Parish Councillors agreed in principal to purchase a Good Citizenship trophy to be presented at the Annual Community Service to a member/members of the Scout and Guide Group and to write to Carole Moore (Scout and Guide Group) asking her for her opinion on our proposal.

Action: J. Allsop

Mr. Clark agreed to speak to the school to find out if they would be interested in the Parish Council purchasing a Good Citizenship trophy to be presented at the Annual Community Service to a Watton-at-Stone Primary School student.

Action: C. Clark

e) Litterbin – sportsfield

Mr. Poulton said that the Jack Turner memorial bench on the sportsfield is being well used. However, it does not have a litterbin near it and therefore litter is being dropped in the area.

Mr. Poulton proposed that the Parish Council purchases a litterbin for the site. Mrs. Davies seconded the motion and all present were in favour.

The Clerk to act accordingly.

Action: J. Allsop

f) Dog-fouling on allotments

Mr. Stock said that three allotment holders, Mr. M. Freeman (10 Rivershill) and Mrs. & Mrs. Thurlow (130 High Street), had complained to him about dog fouling on the allotments site.

After lengthy discussion it was agreed that two dog-fouling penalty notices be purchased and placed at the two main entrances to the allotments. Anyone allowing their dogs to foul the site can then be reported and prosecuted accordingly. The Clerk to purchase the two notices.

Action: J. Allsop

Mr. Meischke to arrange for the notices to be put up.

Action: J. Meischke

Mr. Stock and Mr. Meischke to write a letter (to be sent by the Clerk) to all allotment holders informing them about the dog-fouling problem and the Parish Council's action.

Action: D. Stock/J. Meischke/J. Allsop

6 Reports**a) Sub-Committees****Budget & Finance**

Mr. Filer reported on the following items concerning the Budget & Finance Sub-Committee.

- **Approval of the Parish Council accounts for the year ended 31st March 2002**

Mr. Filer said that Lubbock Fine wrote to us on 2nd August and enclosed the paperwork and schedule for the new lighter-touch audit. This included the annual return for the year ended 31st March 2002 for completion by the Parish Council, and by an internal auditor appointed by the Parish Council. Because of the short timescale involved in advertising that the accounts would be available for public inspection, Mr. Filer and three other Parish Councillors agreed to ask McCash and Hay to carry-out the internal audit of the Parish Council accounts.

This has been completed and all Parish Councillors have been given a copy of the completed annual return for the year ended 31st March 2002.

Mr. Filer proposed that the Chairman and the Clerk sign the annual return and statement of assurance.

Mr. Knight seconded the motion and all present were in favour.

Mr. Poulton and the Clerk duly signed the Annual return and the attached statement of assurance.

The Clerk to return all relevant documentation to Lubbock Fine.

Action: J. Allsop

- **Date of next meeting**

The Budget & Finance Sub-Committee will meet on Wednesday 30th October, at 7.30 pm, to discuss the 2003/04 budget.

Community Hall Trustees

Comment [C1]:

Mr. Poulton reported on the following items concerning the Community Hall Trustees.

• **Verbal report on meeting held on 10th September 2002**

• **Guttering**

Mr. Meischke has been looking into the on-gong problems of damage caused to the guttering by items being thrown into them or up onto the roof. The cost of installing cast-iron guttering would be £1,200 for one side of the building. Apart from its cost, it could cause serious injury or death in the event of it falling down. Mr. Meischke has had a quotation of £377 plus VAT from David Bunyan for the supply and installation of a snow shield on the plastic guttering at the Community Hall. This would prevent debris getting into the gutter and roof tiles falling down into them.

The Budget & Finance Sub-Committee to discuss making a provision for this item in 2003/04 budget. The money could be taken form the Community Hall Capital Reserve fund which is held in its 14-day account with the Co-operative Bank. **Budget 2003/04**

• **Showers**

David Bunyan has recently tested the showers and reported that they are working to their full capacity within the health and safety regulations for public use (and therefore cannot be set any higher).

Parish Councillors agreed to inspect the shower pressure at the end of the meeting.

Note: Parish Councillors made an inspection of the showers and agreed that the pressure was not satisfactory. Mr. Meischke and Mr. Poulton agreed to investigate further.

Action: N. Poulton/J. Meischke

• **Summer Play Scheme**

The Trustees' recommendation to the Parish Council is that they write to EHDC to:

- inform them that the 2002 Summer Play Scheme had been a great success
- return their deposit of £100 less £45 (i.e. the cost of the toilet being unblocked, net of VAT)
- seek clarification of the Summer Play Scheme leader's responsibilities towards the children attending.

This was agreed.

Mr. Meischke to write a letter (to be sent by the Clerk) to EHDC accordingly.

Action: J. Meischke/J. Allsop

• **MPPA & Community Hall equipment - six monthly check**

Mr. Meischke and Mr. Poulton carried-out the six-monthly check on the 9th September 2002, the result of which is as follows.

Note that:

- **U** indicates that urgent (i.e. immediate) action is required
- **S** indicates that action is required soon
- **W** indicates that action can wait

MPPA

Area	Check	OK	Needs Attention	Comments (if any)
Hard surface	Is it free of:		4	6 holes need attention.
	• Holes			
	• Cracks	4		
	• Litter/debris	4		
	• Weeds	4		
	• Moss etc.	4		
	Court marking	4		
Kicker boards	Are they:		4	Needs slight attention.
	• Secure			
	• Graffiti-free	4		
	• Graffiti-free	4		
	• In good condition.	4		
	Check for:			
	• Protruding nails	4		
	• Protruding screws	4		
	• Splinters/cracks	4		
	• Missing nails/screws	4		

	Are the gates free of graffiti, loose/missing nails/screws, cracks and splinters	4		
	Do the gates open, close and lock	4		
Tennis posts	Condition	4		
Tennis nets	Condition	4		
Flood lights	Are the lamps in contact with the trees Are the lamp posts in good order and free of graffiti	4	4	One tree needs pruning.
Wire fence	Is the wire mesh:			
	• Secured to posts		4	Wire needs tensioning.
	• Free of cuts/breaks	4		
	• In good condition	4		
	Is the metal-work (e.g. posts, etc.) secure and in good condition	4		
	Are the gates in good condition	4		
	Do the gates open, close and lock	4		
Notice board	Is it:			
	• Legible	4		
	• Free of graffiti	4		
	• Secure	4		
	• Free of damage	4		
Boundary	Is it:			
	• Free of litter	4		
	• In need of a cut	4		
	• Free of problem growth		4	Needs weed kill.
General/additional comments (if any): -				
<ul style="list-style-type: none"> • Tensions on wires need adjusting and re-fixing. • Strong weed kill around MPPA (drainage channel). • Kicker board need securing. 				

Play Area on sportsfield

Check the following points on all pieces of play equipment (i.e. Large swings, small swings, seesaw, multi play/slide 2 spring sit-on).		OK	Needs Attention	Comments (if any)
1	All structures and frameworks should be checked to ensure there is not bending, warping, cracking, loosening or breaking.	4		
2	Platforms should be free from trip hazards and protruding bolts.	4		
3	Fixed items of equipment should be checked to ensure parts are not bent, broken, loosened, worn, or missing.	4		
4	There should be no sharp points or protrusions.	4		
5	Welds should not be damaged or corroded.	4		
6	Access points should be checked to ensure there are no missing or broken rungs, and steps or treads are not loose.	4		

7	Exposed mechanisms and moving components have no pinch or crush points.	4		
8	Guards, handrails, or swing barriers are not missing, bent or broken and have no loose components.	4		
9	All drain holes are clear.	4		
10	All fastenings are secure.	4		
11	Swing seats and seats in general are not damaged; do not have sharp corners, insecure fittings, chain wear and have no loose or missing components	4		
12	Foundations are not cracked, loose in the ground or corroded at the base.	4		
13	Mechanical devices and other moving parts have no worn bearings, are not seized or have excessive or unduly noisy motion, have incorrect clearances and/or missing covers.	4		
14	There is no play in bearings and they are greased/lubricated. If, after adjustment, there is still play in the bearings, they should be replaced immediately. Note – special attention should be given to “sealed for life” parts.	4		
15	For all types of protective surfacing there should be no trip points, areas where water will lay, holes or litter.	4		
16	The surface finish of equipment should be free from rust and other corrosion, cracks, splinters, sharp edges and broken or open joints.	4		

Community Hall

Area	Check	OK	Needs Attention	Comments (if any)
2 Benches	Condition			
Badminton/ short tennis posts *	Condition	4		
Badminton posts *	Condition	4		
Badminton net	Condition	4		
Short-tennis net	Condition	4		
Netball posts	Condition	4		
Netball nets	Condition	4		
Sports floor	Condition	4		
Floor markings	Condition	4		
External toilets	Condition	4		
Internal toilets	Condition	4		
Showers	Condition	4		
Kitchen	Condition	4		
First Aid box	Contents	4		

• **Kicker boards**

The kicker boards need securing and repairing; the tension wire on the fencing needs tightening.

Mr. Meischke signed the Members Interest book and left the meeting.

It was agreed to obtain quotations from Watton Service Station and Doe sport for the above repair work. If either of these quotations is below £100, then one of them can be accepted immediately.

Mr. Poulton to speak to Mr. Meischke and the Clerk to write to Doe Sport.

Action: N. Poulton/J. Allsop

• **Branch just touching one of the floodlights**

Paul Devine to be asked if the Parish Council can use his cherry picker so that the branch can be cut back.

Action: N. Poulton

- **Weeds around the drainage channel of the MPPA and a tree stump**

The Clerk to ask Nick Whitehead for a quotation.

Action: J. Allsop

- **Six holes in the surface of the MPPA**

The Parish Council contact Mr. Foster at Doe Sport to ask him to either supply the materials and colour paint so that we can repair the surface, or to carry-out the work himself on our behalf.

Action: J. Allsop

- **Community Hall**

The large changing room and corridor walls need painting up to a height level with the top of the doors. Also, all of the woodwork in these areas needs painting.

It was agreed to obtain quotations from Paul Devine and Mick Taylor for the painting of the large changing room and corridor, plus woodwork.

Action: J. Allsop

The Budget & Finance Sub-Committee to discuss making a provision for this item in 2003/04 budget.

Budget 2003/04

- **RoSPA inspection bike ramps**

Refer to item 8 e, Correspondence Received - EHDC – RoSPA Annual inspection (on page 16 of these minutes).

- **Opening and closing of toilets**

Mrs. Davies asked why the toilets had remained closed throughout the summer holidays. She said that she and groups of mums had taken their children to the sportsfield for picnics during the summer and experienced difficulties with the small children not having the use of the toilet facilities. Mr. Meischke said that this is yet another reason for having a caretaker for the Community Hall, which we cannot currently afford.

She was informed that the toilets are always kept locked during school half term and holidays to avoid them being vandalised. This decision was made because they were being regularly blocked and the walls covered with excrement. Mr. Poulton said that he often had to clear up the mess in the toilets himself because the cleaner (understandably) would not do so. In addition to this the toilets, washbasins and hand dryers were vandalised. Wetted toilet paper was regularly thrown about in the areas surrounding the Community Hall and the water supply used to fill water guns causing havoc to properties and the surrounding area.

The Trustees discussed this item at their meeting held on 10th September and their recommendation to the Parish Council is that the opening and closing times of the toilets remain as they are now (i.e. 9 am – 3.15 pm, Monday to Friday, during term-time only).

After discussion by Parish Councillors it was agreed that the Parish Council accept the Trustees recommendation but that this item be placed on the agenda for June 2003 when it will be reviewed.

Agenda: 06/03

Recreation & Amenities

Mr. Meischke reported on the following items concerning the Recreation & Amenities Sub-Committee.

- **Hedge cutting**

It was agreed that the Clerk contacts Nick Whitehead requesting a quotation (verbal or written) for the cutting of the sportsfield hedge. Also, for carrying-out weed-killing around the drainage channel on the MPPA and to treat a nearby tree-stump with root-out. If the quotation is similar to the price that he charged last year for hedge cutting (i.e. £300), then Mr. Whitehead to be instructed to carry-out the work as soon as possible.

Action: J. Allsop

- **Write to all allotment holders re waste management**

Mr. Stock and Mr. Meischke to write a letter (to be sent by the Clerk) to all allotment holders informing them that they are now responsible for their own waste management.

Action: D. Stock/J. Meischke/J. Allsop

Environment

Mr. Stock reported on the following items concerning the Environment Sub-Committee.

- **Byelaws - Watton Green and the Lammas**

Mr. Stock said that the Clerk had spoken to the Deputy Prime Ministers office and was informed that they wrote in May to say that they had no objections to the draft byelaws and would confirm them if they were formally adopted by the Council (the letter was never received by the Parish Council). The Deputy Prime Ministers office has agreed to send another copy of their letter to us.

Mrs. McCash proposed that the Parish Council formally adopt the draft byelaws, arrange for any advertising required, and apply to the Deputy Prime Ministers Office for confirmation of the byelaws.

Mr. Filer seconded the motion and all present were in favour.

Action: D. Stock

• **Watton Green**

Mr. Stock said that he had been in contact with the Countryside Management Service who agreed to a site meeting to discuss the wooded area of Watton Green. Peter Garrett is no longer the Parish Council's contact at the Countryside Management Service because he is moving to another area. His replacement is Mr. Paul Karczewski. Mr. Stock to arrange a site meeting between himself, Mr Karczewski, Mr. Filer and Mrs. McCash. **Action: D. Stock**

• **Rabbit fencing on Allotments and the Lammas/report from Sworders**

All Parish Councillors had been given a copy of the report prepared by Sworders concerning the rabbit problem on the Lammas and the associated crop damage to Mr Abel Smith's land.

They estimate that the cost of the crop damage to be no more than £55 to £60.

It was agreed by all present that we take no further action at this stage.

• **War Memorial**

Mr. Stock said that he had noted that although the planted area is looking very good at the moment, the War Memorial itself and the surrounding paving slabs look very dirty. He suggested that the Parish Council do something to improve the situation and therefore contact the stonemason who cleaned and restored the War Memorial some years ago (Hugh McAlphine) for quotation for work required. This was agreed. The Clerk to act accordingly. **Action: J. Allsop**

The Budget & Finance Sub-Committee to discuss making a provision for this item in 2003/04 budget.

Budget 2003/04

• **Lammas**

Mr. Dunhill said that he had a site meeting with the Countryside Management Service to discuss the need for any tree surgery on the Lammas. Robinsons Tree Service (arboricultural and forestry contractors) also attended the meeting and provided the following quotation (dated 14th August) for work on the Lammas.

- To pollard the Willow tree by the footbridge. £350
- To reduce the weight of the large limbs on the two Poplar trees by the river. £360
- To re-coppice the Willow trees along the riverbank over a 5-year period £600 per year

It was agreed that an additional quotation for the above work be obtained.

Mr. Dunhill to contact Herts Tree Care (who carried-out work on the Oak Tree in School Lane) accordingly. **Action: V. Dunhill**

The Countryside Management Service has suggested that the trees on the riverbank be coppiced over a 5 year period to open up the riverbank.

Under the Stewardship scheme for the Lammas, the Parish Council can put in a claim of £50 per tree plus a smaller amount for hedges.

b) Sportsfield

i) **Report**

Mr. Meischke carried-out the sportsfield report on the 29th August 2002, the result of which is as follows.

• **Sportsfield:**

Condition of grass	OK Patchy, poor goal mouth.
Litter	None.
Dog fouling	OK.
Netball posts	OK.
General	Hedge in need of cutting.

• **Children's Playground:**

Condition of surface	-
Litter/Litter bin	OK.
Large swings	OK.
Small swings	Paint frame.
See-Saw	OK.
Multi-play and slide	Needs cleaning and treat wood?
Two spring sit-on	OK.
Teen shelter	OK.
Comments	Good.

• **Bike ramps area:**

Junior Jump	OK.
Double Ramp	OK.
Fun Box	OK.

- **Community Hall:**
 - General Condition (Exterior) Good.
 - Litter bin Empty.
 - Car Park OK.
 - General Boiler still leaking.
- **Multi-Purpose Play Area:**
 - Surface Good.
 - Boundary Fencing Broken away, paint wood, all mesh needs repair.
 - Tennis nets Good.
 - Litter Good.
 - General Trees near lights.
- **Great Innings Play Area:**
 - Equipment Roundabout to be replaced.
Foot hold on springy cracked.
 - Surfaces Grass in need of cutting.
 - Litter Poor, lots under trees.
 - Dog fouling Good.
 - Comments Good for time of year.
- **Allotments Area:**
 - Access OK.
 - Condition of paths between Allotments OK.
 - Condition of Allotments under cultivation Good.
 - Condition of Allotments not under cultivation Overgrown.
 - Litter Good.
 - Comments Not much fouling.
- **Culverts on Mill Lane**
 - Litter and rubbish in and around Culverts OK.
 - Dog-fouling Some.
 - Comments Very overgrown.
- **Salt bins**
 - Perrywood Lane OK.
 - Great Innings OK.
 - Station Road -
 - Moorymead Close OK.
 - Hazeldell OK.
 - Garages between Glebe Close & Rectory OK.
- **Dog-waste bins**
 - Footpath 17 OK.
 - Sportsfield OK.
 - Church Walk OK.
 - Walkern Road OK.
 - Station Road OK.
 - High Street (by Memorial) OK.
 - Great Innings OK.
 - Mill Lane OK.
- **General**
 -
- **Goal mouths**

Mr. Meischke said that the goalmouth at the Community Hall end of the pitch is very badly worn. However, during weekly training sessions the footballers are still using this one goalmouth, which will damage it further. He said that he had asked Mick Roberts to encourage the footballers to use the other goalmouth so that the damaged one has a chance to recover.
- **Small swings**

Mr. Meischke said that the swings need repainting.
The Budget & Finance Sub-Committee to discuss making a provision for this item in 2003/04 budget.

Budget 2003/04

Mr. Meischke said that the safety surface under the small swings will need re-placing because it is wearing badly and can no longer be repaired by patching (i.e. the surface has gone hard). Wicksteed has provided two quotations for resurfacing.

1. To relay the safety surface on the top of the existing surface.
2. To dig out the existing surface and re-lay new safety surface.

The Budget & Finance Sub-Committee to discuss making a provision for this item in 2003/04 budget.

Budget 2003/04

• **Great Innings play area**

Mr. Meischke said, that by coincidence, he carried-out the inspection of the Great Innings Play area at the same time as it was being inspected by EHDC. He was informed by the EHDC inspector that the roundabout is due to be replaced within the next month.

ii) **Weekly report and action**

Playarea		
	Small swings – safety surface braking-up under second swing (quite large hole) and recent repair work also breaking up.	Wicksteed have inspected and provided a quotation for replacing the safety surface.
	Multi-play – two small holes in the safety-surfacing on sportsfield side of the end of slide.	Wicksteed have repaired the holes.
	Seesaw – handle loose on sportsfield side, bolts need tightening.	Wicksteed have tightened the bolts.
	See-saw spring equipment – wood is splitting, unacceptable for age of equipment.	Wicksteed have replaced the splitting wood with a new piece of wood.
	Multi-play – the edge of the platform by the red pole has nicks out of it. Also, the wood logs are splitting badly.	Wicksteed have inspected and informed us that the nicks out of the platform are vandalism and that the wood logs are OK.
MPPA	Small hole identified in surface and fence broken away.	Refer to item 6 a, Community Hall Trustees - Verbal report on meeting held on 10 th September 2002 (on page 10 of these minutes).

iii) **MPPA & sports equipment in Main Hall - six-monthly check**

This item was discussed under item 6 a, Community Hall Trustees - Verbal report on meeting held on 10th September 2002 (on pages 7, 8 and 9 of these minutes).

7 Planning

a) Applications

i) **1 Motts Close**

Extension to lounge and provision of porch

Mr. Stock put the plans on high-speed circulation to all Parish Councillors who were not away on holiday. Because Parish Councillors raised no objections, the Clerk was instructed to write to the Planning Department stating that the Parish Council had no comment on this application.

Parish Councillors agreed with the decision.

ii) **Perrywood Lane**

Two new houses with detached garages

At its meeting held on 10th July 2002, Parish Councillors inspected the plans submitted to EHDC and agreed that, because the Parish Council does not meet in August, on receipt of the official notification, the Clerk submit a “no comment” to this application.

On receipt of the plans, Mr. Stock contacted Mr. Meischke and Mr. Filer to get confirmation that the plans had not been changed. He then instructed the Clerk to write to the planning department at EHDC as previously agreed.

iii) **The Crowbury**

Erection of Cartshed/barn

Mr. Stock put the plans on high-speed circulation to all Parish Councillors who were not away on holiday.

Taking into account comments made by Parish Councillors, the following letter was sent to the Planning Department.

‘There is concern within the Parish Council that the location of the proposed Cartshed/Barn appears to be in the field adjoining Crowbury, which is outside the curtilage of the property. Because the

grounds of Crowbury are already fairly extensive, the Parish Council would prefer that the proposed Cartshed/Barn be sited within the existing curtilage of the property.'

Parish Councillors agreed with the decision.

iv) 24 Rivershill

Single and double storey extension to rear and proposed garage to replace existing

Mr. Dunhill visited the residents of the neighbouring properties and no objections were raised by them.

Baring in mind the history of this site, Mr. Stock put the plans on high-speed circulation to all Parish Councillors who were not away on holiday. Because Parish Councillors raised no objections, he instructed the clerk to write to the Planning Department stating that the Parish Council supports this application.

Parish Councillors agreed with the decision.

v) 49 Hazeldell

Single storey rear extension

Mr. Stock said that he had spoken to the residents of one of the neighbouring properties. Because no objections were raised and the application was in keeping with similar extensions to adjacent properties, Mr. Stock had instructed the Clerk to write to the Planning Department stating that the Parish Council had no comment on this application.

Parish Councillors agreed with the decision.

vi) R/O Telephone exchange, High Street

Radio dish antenna mounted on a steel pole at 15 metres above ground level

Mr. Stock gave the plans for this application to Mrs. Dinnin and Mrs Davies.

Mr. Stock contacted all but two Parish Councillors and suggested that the following letter be sent to the Planning Department.

'We strongly object to the erection of the mast at the Telephone Exchange for the following reasons.

- The structure is unsuitable for a residential area.
- It is obtrusive.
- It is not in keeping and will have a detrimental visual impact on the street scene.
- A significant number of objections have been voiced by local residents.
- It will create a precedent for other such structures in similar locations.

It is for these reasons that we request that BT be asked/encouraged to site the proposed mast at a more suitable location that will have less visual impact on our village.'

Parish Councillors agreed with the decision and the letter was sent accordingly.

Mr. Stock and Mr. Poulton had received a number of objections from the public directly.

Mrs. Davies said that she had raised a petition against the application, which had been signed by residents in the area. Mrs. Dinnin is doing the same for residents of Beane Road and Walkern Road. Mrs. Davies and Mrs. Dinnin will submit these petitions to EHDC. A petition is also being raised by the Waggon and Horses public house.

Apparently BT has agreed to a site meeting next week with EHDC and some local residents.

b) Decisions

i) 29 High Street

Single-storey and two-storey side, rear and front extension

-EHDC permission granted

ii) Tinkers Corner, Whempstead

Garage and garden store

-EHDC permission granted

iii) 119 High Street – Amended plans

Change of use from retail store

-EHDC permission refused

iv) Whempstead Lane

Dwelling house

-EHDC permission refused

v) Whempstead Lane

Alteration and resubmission of existing application

-EHDC permission refused

- vi) **1 Motts Close**
Extension to lounge and provision of porch
-EHDC permission granted
- vii) **Heath Mount School, Pre-prep Department, Woodhall Park**
Extension to Pre-prep school and alteration to car parks
-EHDC permission granted
- viii) **Existing Telecommunications tower, Gregory's Buildings, Hogswood Lane, off Mill Lane**
The installation of 2 no antennas and 1 dish antenna on the existing telecommunications tower plus equipment at ground level
-EHDC permission granted
- ix) **Beane House**
Window in gable end of loft, overlooking back garden
-EHDC permission granted
- x) **Bulls Green Water Tower**
Telecommunications installation – T-Mobile UK Limited
-EHDC permission granted
- xi) **Bramfield Road, Datchworth**
Proposed garage and carport. Conversion of integral garage to from habitable accommodation
-EHDC permission granted
- xii) **Blue Bury Farm, Walkern Road**
Agricultural dwelling
-EHDC permission granted

8 Correspondence received

a) Adam Smith re ramps on sportsfield

Mr. Poulton said that he had received the following letter from Adam Smith (teenager) of 17 High Street.

'Earlier in the year there were some new ramps built in the village that were advertised as a skate park but as you are aware there is no concrete around the area so it is impossible for us to skate there. When these ramps were built there was a small opening ceremony at which a few of my friends and I spoke to you about getting some tarmac put down in a few months. As of yet no tarmac has been put down and my friends and I have been wondering if there are any plans to put down any tarmac at all.

As you have probably heard we have been getting into trouble recently because we have had to skate in the car park of some local flats as that is the only place we have enough room to skate. We were just wondering if you are planning on putting any tarmac down any time soon.

Please could you reply to tell us where we stand?'

Parish Councillors discussed the content of the letter. It was agreed to find out the cost of installing a hard surface under the bike ramps and try and obtain the necessary permissions and funding.

It was agreed to obtain quotations from both Doe Sport and Wicksteed Leisure.

Action: J. Allsop

A letter to be sent to Adam Smith informing him that the Parish Council is looking into the possibility of installing a hard surface under the bike ramps. However, he will have to be patient because progress depends on us getting appropriate funding etc. Also, there is no guarantee that the Parish Council will be able to install a suitable surface.

Action: N. Poulton

b) EHDC – Trees on Walkern Road

Liz Greenwood (Landscape Officer, EHDC) wrote to us on 24th July as follows.

'Thank you for your letter of the 31st May, I apologise owing to staff shortages I have been unable to respond until now.

Trees planted at your request on this area of land several years ago, unfortunately the land is owned by the Highways Authority and the District Council can no longer plant trees on their land at their expense. I therefore suggest you contact Dave Standon who may be able to assist you further in this matter.'

Mr. Poulton said that he had spoken to Liz Greenwood and Valerie Wheeler at EH Highways Partnership, who both agreed that the trees need replacing. Mr. Poulton will pursue this matter to ensure that the trees are replaced.

Action: N. Poulton

c) HCC – Hertfordshire Minerals Local Plan Review

HCC has written (letter dated 17th July) to inform us that two of the potential locations for extraction during the plan period up to 2016 have been recommended as

- Land at British Aerospace, near Hatfield.
- Lane at Rickneys Quarry, north of Hertford, to the east of Sacombe Road and south of Dimmings lane.

The panel has also agreed that land at Coursers Road, London Colney, north-east of the M25 should be identified as a preferred area for extraction to meet need during the period after 2016, when the plan ends.

It was agreed that the Parish Council write to HCC informing them that we wish to be kept informed by letter about the progress of the Minerals Local Plan Review.

Action: J. Allsop

d) Sports & Social Club re insurance cover

Mr. Poulton said that he had heard verbally from the Cricket Club that the Sports & Social Club has ceased its insurance cover (including liability insurance) for all groups. It is now the responsibility of individual groups to arrange for their own insurance cover.

Mr. Knight confirmed that this was so and that all parties concerned have been informed.

e) EHDC – RoSPA Annual inspection

EHDC has written to inform us that RoSPA will be carrying-out its annual inspection of play areas during November 2002.

It was agreed to write to EHDC to say that the Parish Council would like to have a risk assessment carried-out at the same time as the annual RoSPA playground inspection.

The equipment to be inspected is as follows.

- Large Swings
- Small Swings
- See-Saw
- Rainbow Multi-play with slide
- Two spring sit-on
- Three bike ramps:
 1. Junior Jump bike ramp
 2. Double Ramp
 3. Fun Box.

The Clerk to write accordingly.

Action: J. Allsop

f) HCC – Rural Transport and Traffic Conference

HCC is holding a Rural Transport and Traffic Conference on 17th September 2002 at Knebworth Barns. No Parish Councillors put their names forward to attend the conference.

Police meeting on Tuesday 24th September

Mr. Poulton asked Parish Councillors to attend this important local police meeting which will be held at the Community Hall at 7 pm for 7.30 pm. Residents of Watton-at-Stone and the surrounding villages are invited to attend the meeting to discuss rural policing. Mrs. Dinnin, Mrs. McCash, Mr. Meischke, Mr. Stock and Mr. Poulton agreed to attend.

Mr. Poulton to report on this item at the Parish Council meeting to be held on the 9th October 2002.

Action: N. Poulton

9 Reports from other Organisations

• Watton-at-Stone School Conservation Society

Mr. Stock reported that the update to the Village guide is progressing well.

• Watton-at-Stone School Governors

Mr. Clark reported that the School is undergoing an OFSTED inspection during the week commencing 7th October. The Inspectors held a meeting with the Governors followed by a meeting with parents tonight. The inspectors will give verbal feedback to the Governors on the 31st October and the full report will be published on the 22nd November.

Mrs. Davies raised an issue regarding behaviour at the School, because she had been informed that two families had recently removed their children from the School and sent them to Benington. Mr. Clark responded that he was aware of the issue and that the behaviour of certain pupils had been a problem for some time.

He reported that there were two problems, one relating to the behaviour of a particular child and, separately, problems with a small minority of pupils in a particular class. Both topics had been discussed with parents at the Annual Parents Meeting held in July and the Governors were satisfied with the School's new Behaviour Policy and the Head's management of these situations. He also pointed out the

family involved could have pursued the matter with the Governing Body through School Complaints procedure, but they had not done so.

- **Watton-at-Stone School Pre-School Playgroup**

Mrs. Davies said that the Watton-at-Stone Pre-School Playgroup committee needs a Treasurer. The constitution of the committee has recently been changed to extend membership to parents whose children are not yet attending the Pre-School Playgroup.

- **Stansted Airport: We're all ears - questionnaire**

Mr. Poulton handed out questionnaires to all Parish Councillors present. The need for expansion and the effect on the surrounding areas was debated in general terms and at length. It was agreed that Parish Councillors should complete the questionnaire on an individual basis if they so wished.

10Accounts/Correspondence

Watton-at-Stone Parish Council

Petty Cash

Receipts

None

Payments

None

Cheques required

Watton Pre-school Play Group	Donation towards new gate	75.00
Inland revenue	Tax & NI	126.88
J. Allsop	August salary	491.82
ADAS	Report on the Lammas	200.01
Ted Brown	12 hours litterpicking	84.00
J. Allsop	100 X 27p stamps (bought in May 2002)	27.00
J. Allsop	Phone charges £23.03 + stationery £5.95	28.98
Cornhill Insurance	Additional premium	83.91
McCash & Hay	Internal audit	58.75
EHDC	To empty dog waste bins for 2002/03	183.72
EHDC	Cost of advert for Code of Conduct	77.61
Sodexho	Grass Cutting – second payment	360.45
J. Allsop	September salary £491.82 + 100 x 27p stamps	518.82
D R Monk	Flowerbed maintenance	85.00
Community Hall	Reimbursement of costs incurred in replacing fencing	700.00
Ted Brown	12 hours litterpicking	84.00
Sworders	Report on the Lammas	302.56
Michael Stanley		<u>470.00</u>
		<u>3958.51</u>

Cheques received

None

Watton-at-Stone Community

Hall

Petty Cash

Receipts

Mr. Keen – Main Hall	180.00
Barry Moor – Main Hall	64.00
Ivan Baker – Main Hall	90.00
Colin Straker	16.00
Mrs. Grey – Pavilion hire	21.00
Floodlighting to 12 th August 2002	<u>40.00</u>
	<u>411.00</u>

Payments

K. Harris – 5 weeks work	25.00
VAT return 6.02	50.07
TXU Energi	135.04
VAT return 7.02	41.76
Three Valleys Water	41.16
HCC – cleaning materials	<u>45.53</u>
	<u>338.56</u>

Cheques required

David Bunyan	Repair to guttering and boiler	232.65
Christine Bewley	43.5 hours work	204.75
Cornhill Insurance	Additional premium	316.91
David Bunyan	To unblock disabled toilet	52.88
Christine Bewley	63 hours	330.75
		<u>1137.94</u>

Cheques received

Badminton Club	Main Hall hire	112.50
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Watton-at-Stone Parish Council

PC-09/02

Mrs Sadler	Main Hall and Pavilion hire	52.00
Tennis Club	Pavilion hire	35.00
Denise Martin Harker	Pavilion hire	77.00
Denise Martin Harker	Pavilion hire	73.50
Parish Council	Reimbursement of costs incurred in replacing fencing	700.00
Mrs Clark	Pavilion hire	17.50
Denise Martin Harker	Pavilion hire	77.00
		<u>1144.50</u>

Mr. Filer proposed that accounts be paid, Mrs. McCash seconded the motion and all present were in favour.

- **Standing Orders**

Mr. Poulton said that the Standing Order on Contracts [number 73 (a)] reads as follows.

‘Where it is intended to enter into a contract exceeding £1,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works, the clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.’

Mr. Poulton said that the figure of £1,000 is now too low and asked Mr. Filer to look into the matter.

Mr Filer agreed to do so.

Action: D. Filer

Mrs. McCash said that in her capacity as an accountant dealing with small business the figure usually used is in the region of £4,500.

- **The meeting closed at 9.32 pm.**
- **The date for the next Parish Council meeting is Wednesday 9th October 2002.**