

Minutes of the meeting of the Wotton-at-Stone Parish Council held in the Community Hall on Wednesday 13th October 2004

Present:	Mr. N. Poulton (Chairman)	Mr. J. Meischke
	Mr. C. Clark	Mrs. C. Dinnin (after 1730)
	Mr. V. Dunhill	Mr. I. Knight
	Mrs. H. McCash	Mr. M. Smith
	Mr. D. Stock	

1 Apologies for absence

Apologies for absence were received from Mr. Filer.

2 Public Participation

None.

3 Declaration of Interests

Mr. Poulton declared a personal interest in item 6 a ii, Planning Application – 1 Hazeldell, Single storey rear extension (on page 4 of these minutes).

Mrs. McCash declared a personal interest in item 6 b ii, Planning Application – 1 Hazeldell, Single storey rear extension and item 6 b iv, Planning Decision 11 Hazeldell, Rear conservatory (on page 4 of these minutes).

Mr. Knight declared a personal interest in item 6 b ii, Planning Decision – Land adjacent to 14 Beane Road, Proposed house & garage and replacement garage for No.14 (on page 4 of these minutes).

Mrs. Dinnin declared a non-prejudicial interest in item 6 b ii, Planning Decision – Land adjacent to 14 Beane Road, Proposed house & garage and replacement garage for No.14 (on page 4 of these minutes).

Although she is not covered by the code of conduct, the Clerk declared an interest in item 6 b ii, Planning Decision – Land adjacent to 14 Beane Road, Proposed house & garage and replacement garage for No.14 (on page 4 of these minutes).

4 Chairman's/Clerk's Report

None.

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on 8th September 2004**

Mr. Knight proposed that the minutes be accepted and signed by the Chairman as a true record.

Mr. Stock seconded the motion and all present at that meeting were in favour.

b) Review of actions

- **Write to the Co-operative Bank requesting weekly bank statements**

This action point has been completed.

The Clerk said that Mr. Smith of the Co-Operative Bank had telephoned her regarding the issue of weekly bank statements. He advised her that they charge a fee of £1.00 for each additional bank statement issued over and above the monthly statement. This charge would be made on both of our current accounts (i.e. the Parish Council and Community Hall accounts). The Clerk asked Mr. Smith not to proceed with issuing weekly statements until the Parish Council had discussed the issue further.

Parish Councillors agreed that, because of the cost incurred, we do not instruct the Co-operative Bank to issue weekly bank statements at this time.

It was agreed that we ask Mr. Filer to investigate the possibility of changing our bankers in the next financial year (1st April 2005).

Action: D. Filer

- **Write to Mr. Pressland re ferreting on Watton Green**

This action point has been completed.

- **Discuss allotment lease with Allotment and Garden Association**

This action point has been completed.

Refer to item 10, Reports from other organisations - Watton-at-Stone Allotment and Garden Association (on page 11 of these minutes).

- **Send e-mail to the Village Halls Advisory Service re Child Protection Polices**

This action point has been completed. Mr. Poulton said that Mr. Filer has obtained further information, a copy of which as been given to each of the Community Hall Trustees for further discussion as their next meeting.

Agenda: CH

- **Write to Planning Department re 5 Hazeldell**

This action point has been completed.

- **Write to Planning Department re Land adjacent to 14, Beane Road**
This action point has been completed.
- **Contact the Clerk to Hertford Town Council re Public Liability Insurance cover for allotment holders**
This action point has been completed. Refer to item 10, Reports from other organisations - Watton-at-Stone Allotment and Garden Association (on page 11 of these minutes).
- **Write to the Co-Operative Bank re cheque credits**
This item to be discussed under 8 a, Budget and Finance Sub-Committee - Co-operative Bank Accounts (on page 5 of these minutes).
- **Pay Lubbock Fine's invoice**
This action point has been completed.
- **Write to Ted Brown**
This action point has been completed.
- **Write to Mr. Stanley re grass cutting on Watton Green and the Lammas**
This action point has been completed. Refer to item 8 a, Environment Sub-Committee - Grass cutting on Lammas and Watton Green (on page 8 of these minutes).
- **Look through the old minutes re wording for the plaque to be installed on the ornate village sign**
This item to be discussed under 7 a, Specific items - Plaque for ornate village sign (on page 4 of these minutes).
- **Write to EHDC re 2005 Summer Play-Scheme**
This action point has been completed.
- **Write to Bryan Hammond re new Hertfordshire Highways system**
Mr. Clark said that he wrote to Bryan Hammond on 30th September and still awaited a reply. Mr. Poulton to liaise with Mr. Clark and then speak to Mr. Hammond re a response. **Action: N. Poulton**
- **Pay Kidde Fire Protection Services when the credit note has been received**
This action point has been completed. Mr. Poulton thanked Mr. Meischke for negotiating a credit of £91.35 to Kidde Fire Protection Services' invoice of £269.46. The total amount payable for the annual inspection was therefore £178.11 (£209.28 including VAT).
- **Give the Clerk the contact details for T&J Fire Services**
This action point has been completed.

T&J Fire Limited can be contacted on 01707 326093 and are based at 6 Bridgegate Centre, Welwyn Garden City, Herts, AL7 1JG.

Mrs. Dinnin had given the Clerk the telephone number (01462 623194) of Herts Fire Protection Services, who the George and Dragon public house use for their annual fire checks.
- **Chase James Turner re the annual inspection of the heating system**
Mr. Poulton said that he was present while the James Turner's contractor did the annual inspection of the heating system (this has previously been done by David Bunyan). It took one man two and a half hours to do the inspection. James Turner installed the heating system when the Community Hall was built.

The James Turner contractor has asked if we would install a power socket in the boiler-room so that he does not have to use extension leads, which could get trapped by slamming doors. He also suggested that the cleaner should vacuum the boiler room monthly. Lots of dust/debris gets sucked into the boiler-room and the boiler would work more efficiently if its filters were not blocked by excessive amounts of dust.

It was agreed to instruct Rose Brown to vacuum the boiler room monthly. **Action: J. Meischke**

Mr. Burgess to be asked to provide a quotation to install a power socket in the boiler-room. **Action: J. Allsop**
- **Arrange the repair of the MPPA floodlight that is not working**
This item to be discussed under 8 a, Recreation and Amenities Sub-Committee - MPPA – general (on page 7 of these minutes).
- **Give Mr. Knight contact details for organisations re funding for the additional tennis court**
This action point has been completed.
- **Contact the planning officers at EHDC to discuss the provision of an additional tennis court**
This item to be discussed under 8 a, Recreation and Amenities Sub-Committee - Additional tennis court (on page 7 of these minutes).
- **Write to Wilf Emsley re insurance cover note for the Cricket Club shed**
This item to be discussed under 8 a, Recreation and Amenities Sub-Committee - Insurance for Cricket Club shed (on page 7 of these minutes).
- **Transport moveable goalpost and permanently site it on the far side of the sportsfield**
This item to be discussed under 8 a, Recreation and Amenities Sub-Committee - Moveable goal posts (on page 7 of these minutes).

- **Instruct EHDC to arrange a RoSPA inspection of the play equipment on the sportsfield**
This action point has been completed.
- **Write to the Sports and Social Club asking for a donation of £75 towards the permanent line marking**
This action point is outstanding. **Action: J. Allsop**
- **Write to Mr. Whitehead to accept his verbal quotation to cut the sportsfield hedges**
This action point has been completed.
Mr. Whitehead has now done the hedge cutting and it was agreed that he had done a good job.
- **Provide a quotation for plants required in sportsfield hedge and another for their planting**
Mr. Smith left the meeting while this item was discussed.
Mr. Poulton read out the following quotation (dated 10th October) from Mike Smith (Blue Bury Contractors)
 - To clear and prepare gaps and replant with native species.
 - Supply: 30 plants @ 50p each
Protectors and canes @ 30p each
 - Labour: £65
 - Total: £89 plus VAT
 After discussion, Mr. Knight proposed that we write to accept Mr. Smith's quotation. Mrs. McCash seconded the motion and all present were in favour. **Action: J. Allsop**
- **Write to Dr. Norden re Sportsfield hedge**
This action point has been completed.
- **Speak to Mrs. Marshall about logs on the Lammas, store any remaining logs at the Mill Lane end of the Lammas**
Mr. Poulton said that he spoke to Mrs. Marshall about the logs on the Lammas and she said that she would like all of them. Mr. Poulton very kindly transported (and neatly stacked) all of the logs from the Lammas to Mrs. Marshall's back garden at 19 Lammas Road.
- **Obtain quotations for the installation of a kissing gate on Footpath 27**
Mr. Dunhill said that letters had been sent to three contractors asking them to provide us with quotations.
This item to remain on the agenda under Environment Sub-committee. **Agenda: Env**
- **Write to John Love re various allotment matters**
This action point has been completed.
- **Speak to Melinda Baines about her allotment**
Mr. Poulton said that Melinda Baines had verbally informed Mrs. Dinnin that she is giving up her allotment.
- **Contact Mark Stewart, Mr. Barnett and Mr Cobb re their allotments**
Mr. Poulton reported that Mr. Barnett will not be retaining his allotments and Mr. Cobb is giving up half an allotment and retaining the other half. The Clerk said that she had tried to contact Mark Stewart by phone, but had been unable to do so. She therefore wrote to him, but because the letter was only delivered to him two days ago, a reply is awaited.
- **Find out who owns the tree adjacent to the streetlight outside the school and ask them to cut back foliage**
Mr. Poulton said that Mrs. Dinnin inspected the lamppost at the top of School Lane and it is clear of branches from the adjacent tree (which is on school property). The lighting problem in this area appears to be from branches overhanging from 9 Rectory Lane. Mrs. Dinnin spoke to Mrs. Maskell (who lives at 9 Rectory Lane) about cutting back the overhanging branches. Mrs. Maskell has already asked Michael Stanley to do this work in the New Year.
- **Write to Paul Sharkey re his concerns in School Lane**
This action point has been completed.

c) Action points outstanding for more than two months

- **Write to Hertfordshire Highways re resurfacing problems in Hazeldell**
This action point remained outstanding, however, Mr. Poulton did refer Mrs. McCash to the appropriate part of the minutes of the meeting with Val Weaver (Hertfordshire Highways) held on 8th September 2004.
- **Cut back the Elderberry at the base of the Oak tree on sportsfield**
Mr. Poulton said he had removed the Elder at the base of the Oak tree and was surprised how large and messy the job was.
- **Contact Mr. Abel Smith re School Lane/Old School Orchard**
Mr. Smith said that he had already told us (during the September Parish Council meeting) that he had spoken to Mr. Abel Smith, who in turn agreed to discuss the matter with his Project Manager. The Clerk

apologised for not taking a minute of Mr. Smith’s action during the September meeting.

Mrs. McCash said that she had recently seen people taking measurements in this area.

6 Planning

a) Applications

i) 90 and 101 Great Innings South

Erection of 10 houses with associated roadway, parking and landscaping

The plans for this application were available for inspection by Parish Councillors prior to the start of the Environment Sub-Committee meeting held on 21st September 2004. Mr. Poulton read out the following letter that was sent to EHDC on 10th September and takes into account comments made by Parish Councillors present on 21st September.

‘The Watton-at-Stone Parish Council has no objection to the above application but wishes to make the following observations.

The Parish Council requires the contractor to ensure that no damage is done to the Oak tree situated on the East of the development. This large Oak tree has a Tree Preservation Order placed on it.

The Oak tree shown as being on the West side of the development is in fact a large black Poplar. It appears that this tree is to be retained. Is this still the case? If it is, the tree is a Poplar and not an Oak.

The Parish Council notes that the footpath to the South of the development shown on a previous planning application (ref: 03/01/0052/fp/th) has been omitted on the above application. It is the wish of the Parish Council that this footpath be re-instated.’

ii) 1 Hazeldell

Single storey rear extension

Parish Councillors were reminded that this is the third application for this site. Two previous applications were refused by EHDC and the Parish Council did support the applicant’s subsequent appeal.

After discussion, it was agreed to write in support of this application.

The Clerk to act accordingly.

Action: J. Allsop

b) Decisions

i) 5 Hazeldell

Single storey extension to front and rear of property

-EHDC – Permission granted

ii) Land adjacent to 14, Beane Road

Proposed house & garage and replacement garage for No.14

-EHDC – Permission refused

iii) Land at Lamp Post 37, Ware Road

10 metre high street light replacement mast with 3 no. integral omni-directional antennas,
2 no. equipment cabinets and 1 no. link cabinet

-EHDC – Prior approval refused

iv) 11 Hazeldell

Rear conservatory

-EHDC – Permission granted

v) 54 Great Innings north

Erection of a PVCU conservatory to rear of property

-EHDC – Permission granted

7 Specific items

a) Plaque for ornate village sign

Mr. Poulton said that the Clerk had looked through previous minutes to find out if any wording had been specified for the plaque. The only reference to the plaque was in the minutes of the Parish Council meeting of the 6th March 2002. Keith Bewley (Chairman of the Watton-at-Stone Millennium Mayfayre Committee) wrote to the Parish Council and part of his letter read as follows.

‘We ask only that you accept and promote our design, which would be constructed of English Oak (for permanence) Pictorial information (of our village) and displaying our donation plaque (in gratitude of our committee’s achievement).’

Mrs. Dinnin said that during the summer she spoke to Mr. Bewley, who admired the sign and said that the Watton-at-Stone Millennium Mayfayre Committee would like a plaque erected on the ornate village sign to mark their achievement.

Subject to approval from the Watton-at-Stone Millennium Mayfayre Committee, the following wording was agreed.

‘This sign was donated to the village by the Watton-at-Stone Millennium Mayfayre Committee and the Watton-at-Stone Parish Council’.

Mr. Meischke to give the wording to Jenny Beavan (member of the Watton-at-Stone Millennium Mayfayre Committee) for approval. **Action: J. Meischke**

b) Approval of minutes of meeting with Val Weaver held on 8th October

A copy of the minutes of the meeting with Val Weaver are attached to the minutes of the Parish Council meeting held on 8th September 2004 and were approved under item 5 a, Minutes of the Parish Council meeting held on 8th September 2004 (on page 1 of these minutes).

c) Watton-at-Stone Primary School - Community project

It was reported at the Parish Council meeting held on 14th July, that Dominic Long (the Deputy-Headteacher at Watton-at-Stone Primary School) is keen to do a community project. He is expected to contact Mr. Poulton around now to agree a project for his class for this year.

Mr. Clark to liase with Mr. Poulton and contact the school if necessary.

Action: C. Clark

Mr. Poulton reminded Parish Councillors that the community project is to design, implement and maintain a planted area around the village pump.

d) Binding of minute books

Mr. Poulton reminded Parish Councillors that we have five sets of minutes (spanning a five-year period) not bound into book form. Brian Hall (the book binder) has said that the price for the work would be £30 per copy (total cost £150 for five books).

At the Parish Council meeting held on 5th May 2004, it was agreed that (for financial reasons) we wait until later in the financial year to see if we had sufficient funds available to have the work done this year. If there are insufficient funds to cover this amount, a provision to be made in the 2005/06 budget accordingly.

It was agreed that this item be placed on the agenda for the next meeting of the Budget and Finance Sub-Committee.

Agenda: B&F

e) Frogmore Hall

Mr. Poulton said that Mr. Clark (of 6 The Beanside) has contacted him again regarding his suggestion that a charity event should be arranged at Frogmore Hall to allow members of the public to look at the building before it is let or sold. The Clerk has spoken to the agents (FPD Savills, International Property Consultants) who are dealing with the sale of Frogmore Hall and was informed that a buyer has not yet been found. They have agreed to contact us when a buyer is found. Mr. Poulton said that if he has not heard from the agents by January 2005, he would contact them again.

8 Reports

a) Sub-Committees

Budget & Finance

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

- **Co-operative Bank Accounts**

All Parish Council had been given a copy of Mr. Filer's letter (dated 28th September) to the Co-Operative Bank and their reply (dated 4th October) concerning the late credit of three cheques (for £35, £128 and £252), which were paid in at Watton-at-Stone Post Office on 28th July 2004 but did not get credited to our account until 16th August 2004. The Co-Operative Bank is investigating what happened and will notify us of the outcome.

- **EHDC – precept**

The second precept payment has been paid (on 30th September) by EHDC directly into our Parish Council bank account via CHAPS transfer.

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

Prior to the meeting, all Parish Councillors were given a copy of the 6-monthly statement of accounts for the period ending the 30th September 2004.

Mr. Poulton read out Mr. Filer's notes concerning the expenditure and income as follows.

'Community Hall Account

1. Since Rose Brown took over the cleaning, costs had been much lower (24%). We should wait and see what happens when the footballers get into full swing; but there should be a saving.
2. A similar situation has occurred with cleaning materials (11%), but this may be a question of using up stock ordered by Christine Bewley.
3. Water charges and Electricity are low but Gas is well above budget (71%). We suspected this would happen and the two may balance each other.
4. Maintenance (85%) and MPPA maintenance (133%) are both well above budget but some will come back through an insurance claim. Details are given in the printed accounts.

5. The repairs to the play equipment have taken this way above budget (442%).

On the positive side, hire of the Main Hall, Pavilion and Parish Council room have gone extremely well and the overall result is that income exceeded expenditure on this account.

Parish Council Account

1. Hedges and Fences are well over Budget (78%), but this is a one-off item and will not be repeated in the second half of the year.
2. Work on the Lammas at 168% for the half-year is well over budget and covers work by Ted Brown, Adam Welch plus Storm Damage.
3. Tree Management at £1100 is at 110% of the annual budget. Thus if we decide to do any more in this area, it would have to come out of reserves. I am not against this at all, but it will need a positive decision by the Parish Council to go along this route.
4. The Audit fees are higher than budget (158%), but we knew this would happen as we are charged a scale fee. We will build this into our next budget.
5. Lighting Electricity (72%) and Maintenance (84%) are over budget, but again we knew about this and will get the budget right next year more correct

On the positive side, our income on Parish Paths has increased to £1300 (144%) and we have received a LEAF grant of £500. If we now take half of our precept (£13201) and add it to our income for the half-year (£3658), then we get a total income at the half-year of £16859. Comparing this with the expenditure of £14350 then we are healthy. This doesn't mean we can go on a spending spree!

- **Parish council computer**

Mr. Poulton said that the Clerk is having problems with the Parish Council computer. It has been breaking down on a regular daily-basis, with a resultant loss of work.

He said that there is £512 available (under contingency) in the Parish Council 2004/05 budget.

After discussion, Mr. Poulton proposed that a new computer be purchased to the value of £500.

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

It was agreed that the Clerk contacts, Michael Jackson (a local computer-expert who has helped both Mr. Poulton and Mr. Stock with technical problems concerning their computers) to ask him to recommend a package that is suitable for our needs.

Action: J. Allsop

When this has been done, Parish Councillors to be e-mailed the details so that they can approve the purchase of the suitable product.

Action: J. Allsop

- **Budget items**

Mr. Poulton said that Mr. Filer had asked Parish Councillors to give him any items they would like included in the 2005/06 budget before the end of October 2004.

- **Date of next meeting**

Mr. Filer has cancelled the Budget and Finance Sub-committee meeting arranged for 5th November. A new date has not yet been set.

Community Hall Trustees

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

- **Safety Inspections**

All safety inspections have now been done (i.e. electrical, gas and fire equipment).

- **Date of next meeting**

The next meeting of the Community Hall Trustees, which was due to take place on Tuesday 5th October 2004, has been rescheduled for Wednesday 20th October.

Recreation & Amenities

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

- **MPPA – general**

- **Weeds in drainage channel**

Mr. Knight said that there are a lot of weeds growing in the gravel-drainage channel at the base of the MPPA fence. He has asked Mr. Smith to weed-kill.

Action: M. Smith

- **Moss-kill and pressure-washing**

Mr. Knight has asked the following contractors to supply quotations for the moss-killing and pressuring-washing of the MPPA surface.

- Cambridgeshire Courts
- IRS Leisure
- Doe Sport.

- **Additional tennis court**

Mr. Knight said that he is still waiting for a formal response to our request to lease an area of land for an additional tennis court. He does not however envisage any problems.

Mr. Knight said that he spoke with Mr. Poulton about contacting the EHDC and has subsequently written to Tim Hagyard, in the planning department, outlining the proposals for the new tennis court and asking for a site meeting (if appropriate).

Mr. Knight contacted Keith Burgess regarding the possible installation of two new floodlighting columns. Mr. Burgess has confirmed that the existing cable from the Community Hall to the courts, together with the switchgear in the Community Hall, has the capacity for the increased load. Mr. Burgess has invoiced the Parish Council for £50. Mr. Knight said that the Sports and Social Club will reimburse the Parish Council via a donation. He also asked that all items concerning the additional tennis court be paid by the Parish Council, and the Sports and Social Club will then send a donation to reimburse us accordingly. Mr. Poulton said that the Sports and Social Club would need to send its donation prior to the Parish Council paying the invoice.

Mr. Knight to obtain a letter from the Sports and Social Club agreeing to reimburse the Parish Council, via a donation (net of VAT), for all items related to the building of the new tennis court.

Action: I. Knight

Mr. Knight said that when the planning application is submitted, it will include two floodlighting columns which, depending on the funds raised, may or may not be installed at the same time as the new tennis court.

- **MPPA Floodlights**

Mr. Knight said that he had purchased two floodlighting bulbs from The Lamp Company at £55 each (plus VAT). He has asked Harknett Street Lighting to fit one replacement floodlight, but is waiting to hear when they can do the work.

Harknett Street Lighting will also be asked to alter the angle of the floodlights that point towards the Rectory, because they are shining directly into the building. Mr. Poulton said that it would be a good idea to contact Mr. Riddle (who complained about the floodlights illuminating the back of his house) before the work is done, to find out if the recent repositioning of the floodlights solved the problem.

Mr. Meischke agreed to speak to Mr. Riddle and then contact Mr. Knight with the outcome.

Action: J. Meischke

- **Insurance for Cricket Club shed**

Mr. Knight said that Wilf Emsley had supplied the Parish Council with a copy of the insurance cover note for the shed (valued at £50,000). It also includes cover for public and employer's liability, personal accident, and £7,500 of cover for ground-machinery plus the contents of the shed.

Note: The insurance schedule commenced on 23rd June 2004 and expires on 1st March 2005.

- **Moveable goal post**

Mr. Knight said that his action point to liaise with Mr. Meischke re transporting the goalpost from his home and permanently siting it on the far side of the sportsfield (i.e. near the bike ramps and away from the Cricket and Football pitches) is still outstanding.

Action: I. Knight

- **Sportsfield grass cutting**

Mr. Knight said that we need to obtain quotations for grass-cutting on the sportsfield.

Mr. Poulton reminded Parish Councillors that Sodexho wrote earlier this year to inform us that they had wrongly priced their early quotation and that the figure should be £135.93 (plus VAT) per cut. Sodexho has always based its quotation on approximately 20 cuts a year, plus strimming work on four occasions. On this basis, the new price would have been an increase of over £2,000.

We did obtain a quotation from Frank Cooper and Son for cutting the sportsfield grass, which was for £35.00 plus VAT per cut (to gang mowing the sportsfield leaving the arisings to disperse on site once a fortnight) and £40.00 plus VAT to strim around the play equipment and various obstacles four times per year.

However, Mr. Poulton managed to persuade Sodexho to honour its original quotation of £651 (plus VAT).

Mr. Poulton has prepared the following grass-cutting specification for the year 2005.

- To grass cut leaving the arisings to disperse on site on a ten-day cycle from second week in April until last week in September.
- To strim around the perimeter of the sportsfield four times a year. Times to be agreed.

It was agreed to ask the following contractors to submit their quotations by 15th November 2004.

- Sodexho Land Technology

- A T Bone and Sons Limited
- Sports & Social Club

The Clerk to act accordingly.

Action: J. Allsop

Because we rejected them last year, it was agreed not to ask Frank Cooper and Son to quote at this stage, but their quote will be reviewed together with the any.

Environment

Mrs. Dinnin reported on the following items concerning the Environment Sub-Committee.

- **Approval of minutes of meeting held on 21st September 2004**

Prior to the meeting, all Parish Councillors were given a copy of the minutes.

Mr. Knight proposed that the minutes be accepted and signed as a true record. Mr. Meischke seconded the motion and all present were in favour.

Mrs. Dinnin went through the various items in the minutes.

- The Clerk has confirmed that there is no money left in the budget for additional work on the Lammas. Any work done would have to be paid for out of reserves.
 - DEFRA has been informed about the scrub-clearance work being done on the Lammas (i.e. from the meadow to the ditch and in the ditch itself).
 - The Countryside Management Service has supplied us with the names and addresses of suitable contractors to do the weed-wipe of nettles and docks.
 - DEFRA has sent us the forms needed to apply for permission (Derogation Agreement) for the weed-wipe work to be done. They have suggested that the work be done in March at the latest, so it will not affect the nesting season.
 - Mr. Dunhill has supplied a map of the Lammas with the boundaries shown.
 - Letters have been sent to six contractors asking them to quote for cutting the grass at Watton Green and the Lammas and enclosing the map supplied by Mr. Dunhill.
- Parish Councillors discussed whether Michael Stanley should be invited to do the work again. It was agreed not to invite him.

- Mrs. Dinnin said that she had contacted Sue Clarkson (Countryside Management Service) re funding opportunities and to obtain the updated Management Plan. Sue Clarkson said that she was very busy at the moment and would respond as soon as she was able to do so.

Adam Welch to be asked to supply a quotation (before 15th November) for strimming and mowing works in 2005, based on his schedule of works this year.

Action: J. Allsop

- Mr. Dunhill has informed HCC Rights of Way that the public footpath between the Church and the horse's field is impassable. The Rights of Way department has agreed to contact the Diocesan Board asking them to clear the footpath immediately. On one side of the path, the Churchyard hedge is growing over the footpath, and on the other side, the horses' field fence is leaning into the footpath.

Mr. Knight said that he had also spoken to the Diocesan Board about the footpath. He suggested that before the new tenant (Ms. Morrissey) signs her agreement with the Diocesan Board to rent the horses' field, she ensures that the fence adjacent to the footpath has been properly repaired.

- **Grass cutting on Lammas and Watton Green**

Mrs. Dinnin said Michael Stanley had cut the grass at Watton Green and the Lammas and done a much better job. The Clerk said that Mr. Stanley informed her that he had been let down badly by a sub-contractor earlier in the year and would be doing the work himself from now on.

- **Oak trees on the Lammas**

Mrs. Dinnin said that it was reported at the Parish Council meeting held on 5th May that Adam Welch had inspected the Oak trees on the Lammas bank. One Oak was dead and another needed two large lower limbs removing. For safety purposes, Mr. Welch recommended that work is carried-out on these two trees. He provided a quotation of £500 (in June 2004) for doing the work, i.e. £360 to remove the dead tree and £140 for work to the other tree.

Mrs. Dinnin said that some of the branches of these Oak trees had fallen in the recent storms.

Mr. Poulton said he was concerned about their condition, especially as Meteorologists are predicting a bad winter. After discussion, it was agreed that we should instruct Adam Welch to do the work.

However, because these trees are covered by Tree Preservation Orders, we will need to obtain permission from EHDC before the work is done.

A letter to be sent to EHDC accordingly.

Action: C. Dinnin

Adam Welch to be contacted when permission has been granted by EHDC.

Action: C. Dinnin

b) Sportsfield

i) Report

Mr. Stock did the sportsfield report on the 11th October 2004, the result of which is as follows.

- **Sportsfield:**
 - Condition of grass OK.
 - Litter None.
 - Dog fouling OK.
 - Netball posts OK, but only one secured.
 - General Someone has been driving on the field.
- **Children’s Play Area:**
 - Condition of surface OK.
 - Litter/Litterbin OK.
 - Large swings OK.
 - Small swings OK.
 - See-Saw OK.
 - Rainbow multi-play and slide OK.
 - Two spring sit-on OK.
 - Teen shelter OK.
 - General Very clean.
- **Bike ramps area:**
 - Junior Jump OK.}
 - Double Ramp OK.} Again no sign of use.
 - Fun Box OK.}
- **Community Hall:**
 - General Condition (Exterior) OK, but one broken roof-tile and a broken/missing vent on changing-room side of the Community Hall.
 - Litterbin OK.
 - Car Park OK.
 - General OK, apart from the missing gate.
- **Multi-Purpose Play Area:**
 - Surface OK.
 - Boundary Fencing OK, but boundary gravel-drain needs attention re weeds.
 - Tennis nets OK.
 - Litter OK.
 - General Wind-blown leaves on MPPA surface; but it is autumn.
- **Great Innings Play Area:**
 - Equipment OK.
 - Surfaces OK.
 - Litter OK.
 - Dog fouling None.
 - Comments Whole site looks very good.
- **Allotments Area:**
 - Access OK.
 - Condition of paths between Allotments OK/variable.
 - Condition of Allotments under cultivation OK for time of year.
 - Condition of Allotments not under cultivation OK.
 - Litter None.
 - Comments OK overall.
- **Culverts on Mill Lane**
 - Litter and rubbish in and around Culverts OK.
 - Dog-fouling None.
 - Comments I feel that the earth bike-ramp adjacent to the footpath could be a problem.
- **Salt bins**
 - Perrywood Lane Nearly full, but contains some rubbish.
 - Entrance to Great Innings ½ full.
 - Great Innings South – outside number 93 Full.
 - Station Road Full.
 - Moorymead Close (2) Both full.

- | | |
|-----------|-------|
| Hazeldell | Full. |
|-----------|-------|
- **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	Missing lids as before.
 - **Netball posts**

Mr. Stock said that during his inspection of the sportsfield he had noted that only one of the netball posts was secured and the base of the other had sunk into the ground.

Mr. Meischke said that he has now secured both the netball posts.
 - **Vehicle on sportsfield**

Mr. Stock said that someone had been driving on the field. The vehicle track marks appear to go round back on themselves, which suggests that it could have been a joy rider, rather than a someone working on the field.
 - **Sportsfield gate**

Mr. Meischke said that the sportsfield gate had been repaired and re-hung. However, it does require further work to enable it to close properly. **Action: J. Meischke**
 - **Broken roof tile and broken/missing vent**

Mr. Poulton said that the Community Hall has five broken tiles and 2 broken/missing air vents. He has been given a quote of £100 for doing the repair work. It was agreed that this was an acceptable price.
 - **Gravel drain around MPPA**

This item was discussed under 8 a, Recreation and Amenities Sub-Committee - MPPA – general (on page 6 of these minutes).
 - **Earth bike-ramps**

Mr. Stock said that the earth bike-ramp that is adjacent to the public footpath had not been removed and remains a potential hazard.

Mrs. McCash said that she would speak to the youngsters involved again and ask them to remove it as a matter of urgency. **Action: H. McCash**
 - **Broken bin on the Lammas**

Mrs. Dinnin said that the bin on the Lammas was broken and the liner was bent and in a different location. Mr. Dinnin said that the bin was damaged during the summer holidays.

Mrs. McCash to inspect the bin and report her findings to Mr. Poulton. **Action: H. McCash**
 - **Grass cuttings on sportsfield**

Mr. Smith said that too many grass cuttings are being dumped under the sportsfield hedge adjacent to School Lane. The rotting grass cuttings will cause harm to the hedge and should be spread evening over the sportsfield. Mr. Knight said that it is the Cricket Club doing this during their weekly cuts of the cricket table.

Mr. Knight to tell the Cricket Club to scatter and not dump the grass cuttings. **Action: I. Knight**
- ii) **Weekly report and action**
- Mr. Poulton said there was nothing to report from Ted Brown's weekly inspections.

7 Correspondence received

a) Cornhill Insurance

Mr. Poulton read out the following letter (dated 27th September) from Mrs. K. A. Ayres, Commercial Underwriter – Schemes Team at Allianz Cornhill.

‘Thank you for your letter of 6th September 2004 regarding the action taken following the vandalism at the tennis courts. We note what action has been taken and confirm that this is acceptable to ourselves at this time but will need to be informed if any further incidences occur.

We trust that this now concludes matters but if you have any further queries please do not hesitate to contact us.’

Mr. Poulton said that we are still waiting for Allianz Cornhill to settle our claim for the vandalism done to the MPPA surface.

b) Letter Simon White re allotment

Mr. White has written (letter dated 3rd October) informing us that he no longer wishes to rent allotment number 10b.

8 Reports from other Organisations

- **Watton-at-Stone Allotment and Garden Association**

Mr. Poulton said that he and Mr. Meischke attended the Allotment and Garden Association meeting held on 15th September. It was a very constructive meeting during which the following items were discussed.

- **Public Liability**

The Allotment and Garden Association have taken out £5,000,000 public liability insurance cover for its members. Mr. Love has allowed the Parish Council to photocopy the cover note for its records.

- **Allotment entrance**

Someone has used bricks to fill in the hollows at the entrance to the allotments. Because the sharpness of the bricks could cause tyre problems, it was agreed to ask Mr. Bunyan if he could drive the Cricket-Club roller over the bricks to push them into the soil. **Action: J. Meischke**

- **Rabbit fence**

Rabbit proof-fencing is soon to be erected along the boundary of the allotments adjacent to Mr. and Mrs. Papa's property (the Chestnuts).

- **River Beane Restoration Association**

Mr. Knight reported that Hertford Town Council and all Parish Councils in the vicinity of the River Beane had donated £25 towards the running costs of the River Beane Association. Three MPs in the River Beane constituency had agreed to support the association.

The Clerk said that the Environment Agency had published new flood-warning maps on the Internet. These show the whole of Beane Road, Lammas Road and Rivershill under water in extreme flood conditions, as well as part of the High Street in the vicinity of Station Road. It was agreed that this new mapping would almost certainly increase the cost of insurance cover for residents in the areas affected.

Mr. Knight said that he would be writing to the Environment Agency as a resident of Beane Road.

- **Watton-at-Stone School Governors**

Mr. Clark said that the school is in the process of preparing a new constitution, as laid down by the Government. The new constitution does not require schools to elect a member of their local Parish or Town Council onto the Board of Governors. They do however require a Community Governor, which could be a Parish Councillor. Mr. Clark said that, at present, the school would like to continue to have a member of the Parish Council on its Board of Governors. He said that his current term of office runs for another two years.

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

Mrs. Dinnin said that she had not been invited to any of the Watton-at-Stone Pre-School Playgroup meetings.

The Clerk to contact Clare Lewis (one of the play leaders) asking her to contact Mrs. Dinnin.

Action: J. Allsop

9 Items for Parish News

The following items to be sent to the Editor of the Parish News for inclusion in the next issue.

Items discussed during the meeting between Parish Councillors and Val Weaver (Hertfordshire Highways) on 8th September as follows.

- Ms. Weaver's presentation of the Hertfordshire Highways' Traffic Survey in the areas of the A602/Mill Lane/Whempstead.
- The delay in remedial safety-work being done in the Whempstead area.
- Concern expressed by Parish Councillors about traffic speeding in Station Road and the High Street.
- The completion of carriageway repair-work at the junction of School Lane and the High Street, opposite the Post Office.
- Delays in the gully-emptying programme due to contractual problems.
- The drainage problems near the War Memorial and outside 67 High Street.
- Concern about High Street pedestrian-safety in the vicinity of the Post office.

The Clerk to write the article accordingly.

Action: J. Allsop

10 Accounts

Watton-at-Stone Parish Council
Petty Cash

Receipts

Donation towards photocopying	4.00
R. Riddle – allotment rent 2004/05	<u>10.00</u>
	<u>14.00</u>

Payments

Stamps	<u>19.60</u>
Boardmans Photocopying	<u>1.85</u>
	<u>21.45</u>

Cheques required

V. Dunhill	Norton Antivirus software	29.99
N. J. Whitehead	Sportsfield hedge cutting	352.50
Sodexo Land Technology	Sportsfield – football pitch marking	154.58
Ted Brown	48 hours work	170.00
D. R. Monk	High Street flowerbed maintenance	80.00
D. R. Monk	War Memorial flowerbed maintenance	31.25
J. Allsop	October salary	519.27
J. Allsop	Phone calls to 3 rd October	<u>25.00</u>
		<u>1362.59</u>

Cheques received

HCC	P3 grant	1300.00
John Love	Allotment rent 2004/05	30.00
M. Inman	Allotment rent 2004/05	30.00
Cath Millar	Allotment rent 2004/05	5.00
I. Beadle	Allotment rent 2004/05	5.00
Mr. D. Wolf	Allotment rent 2004/05	5.00
Mr & Mrs Thurlow	Allotment rent 2004/05	15.00
Mr. B. Beadle	Allotment rent 2004/05	10.00
Mr. Roger Green	Allotment rent 2004/05	10.00
Mr. Mick Moore	Allotment rent 2004/05	20.00
Mr. J. E. Knight	Allotment rent 2004/05	20.00
Mr. Cobb	Allotment rent 2004/05	5.00
Mr. Phil Moor	Allotment rent 2004/05	10.00
Mr. & Mrs. Phillips	Allotment rent 2004/05	30.00
Ms. Jo Rees	Allotment rent 2004/05	5.00
Mr. Jim Hall	Allotment rent 2004/05	10.00
Mr. David Wilkinson	Allotment rent 2004/05	5.00
Mr. John Bunyan	Allotment rent 2004/05	5.00
Mrs. Muriel Haig-Smith	Allotment rent 2004/05	10.00
Mr. Hodges	Allotment rent 2004/05	10.00
Mr. Michael Freeman	Allotment rent 2004/05	25.00
Mr. Arthur Lewis	Allotment rent 2004/05	<u>5.00</u>
		<u>1570.00</u>

Watton-at-Stone Community Hall

Petty Cash

Receipts

Mr. Keen – Main Hall hire	80.00
N. Stichbury – Main Hall hire	30.00
Barry Moor – Main Hall hire	32.00
A. Flack – Pavilion hire	80.00
Floodlighting to 11.10.04	<u>320.00</u>
	<u>542.00</u>

Payments

Cleaning materials	6.65
Doe Sport – repairs to MPPA surface	263.20
Replacement roof tile	5.00
Rose Brown – 23 hours	126.50
J. Phillips – opening toilets	<u>30.00</u>
	<u>431.35</u>

Cheques required

K. S. Burgess	Annual electrical inspection and repairs	220.00
Kidde Fire Protection	Annual fire equipment inspection	<u>209.28</u>
		<u>429.28</u>

Cheques received

Ms. McKenna	Main Hall and Pavilion hire	48.00
G. Gilbey	Main Hall hire	80.00
Norfolk County Council	Pavilion hire	44.00
Badminton Club	Main Hall hire	198.00
T. Robinson	Main Hall and Pavilion hire	<u>52.00</u>
		<u>422.00</u>

Mrs. McCash proposed that the Parish Council approve the above payments, Mr. Smith seconded the motion and all present were in favour.

- **The meeting closed at 2112.**
- **The date for the next Parish Council meeting is Wednesday 10th November 2004.**