

## Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Wednesday 10<sup>th</sup> May 2006

Present:	Mr. N. Poulton (Chairman)	Mr. J. Meischke (Vice-Chairman)
	Mr. C. Clark	Mrs. C. Dinnin
	Mr. D. Filer	Mr. I. Knight
	Mrs. H. McCash	Mr. D. Stock
	The Clerk (Mrs. J. Allsop)	
Public:	Mr. E. Riddle	

### 1 Apologies for absence

Apologies were received from Mr. Dunhill and Mr. Smith.

### 2 Public Participation

None.

### 3 Declaration of Interests

Mr. Poulton, Mr. Meischke, Mrs. Dinnin and Mrs. McCash declared a personal interest in item 6 a iv, Planning applications - 101 High Street (on page 3 of these minutes).

### 4 Chairman's/Clerk's Report

Mr. Poulton said that he had one additional item.

- Planning application at 101 High Street. This item was discussed under 6 a iv (on page 3 of these minutes).

### 5 Minutes of the last meeting

#### a) Acceptance

##### • Minutes of the Parish Council meeting held on 12<sup>th</sup> April 2006

The following amendments were made to the minutes of the Parish Council meeting held on 12<sup>th</sup> April 2006.

- Page 1 item 5 b, Review of actions – Speak and write to Raj Chauhan re Watton Place Clinic signs ‘Thank you for your dated 31<sup>st</sup> March 06’ should read ‘Thank you for your letter dated 31<sup>st</sup> March 06’
- Page 7 item 8 b i, Sportsfield, Report – first line. ‘Mr. Knight’ should read ‘Mrs. Dinnin’
- Page 10 item 12, Accounts - Watton-at-Stone Parish Council – cheques required ‘J. Allsop – April salary’ should read ‘J. Allsop – March salary’

Mrs. McCash proposed that the minutes, as amended, be accepted and signed by the Chairman as a true record. Mr. Meischke seconded the motion and all present at that meeting were in favour.

#### b) Review of actions

- **Give telephone number for contacting the gas ombudsman to the Clerk:** completed.
- **Contact gas ombudsman re gas contract**  
Refer to item 8 a, Community Hall Trustees - Gas Contract (on page 4 of these minutes).
- **Inspect repair work done by Wicksteed Leisure Ltd to sportsfield play equipment:** completed.
- **Write to planning department re Old Coach House:** completed.
- **Copy Village Directory ready for distribution in the May edition of the Parish News:** completed.
- **Arrange for minutes for the year 2005/06 to be bound into book form:** outstanding. **Action: J. Allsop**
- **Ask Tim Clark to do the annual strimming work on the Parish Council land at Rivershill**  
Mr. Meischke has accepted a quotation of £70 from Tim Clark for this work.
- **Arrange for ferreting licences to be signed by Mr. Adams and Mr. Pressland**  
Mr. Adams has signed and returned his ferreting licences. Mr. Pressland has not yet signed and returned his ferreting licences. The Clerk to chase. **Action: J. Allsop**
- **Renew the license for Temporary Access across the Land known as the "Old Cottage Site":** completed.
- **Write to all allotment holders re paragraph 6 of their allotment tenancy agreement:** completed.  
Unfortunately there was an error in the letter sent to all allotment holders, which also appears on page 4 of the minutes of the Parish Council meeting held on 12<sup>th</sup> April 2006. Item 7 k, Specific items – Allotment tenancy agreement, the 5<sup>th</sup> line of the paragraph in quotes starts ‘water/rubbish and should have read waste/rubbish.

Mr. Poulton said that at a recent meeting of the Allotment and Gardens Association it was agreed that the error did not require the Parish Council to send a subsequent letter to all allotment holders.

After discussion, Parish Councillors agreed not to write to allotment holders again on this subject.

However, the Clerk to correct all new Allotment Tenancy Agreements to read 'waste/rubbish'.

**Action: J. Allsop**

- **Inform Helen Gurney (Curator) that the Parish Council wish to be affiliated to Hertford Museum:** completed.
- **Copy summary statement of accounts for presentation at the Annual Parish meeting on 10<sup>th</sup> May:** completed.
- **Arrange for internal audit of Parish Council accounts to be done by Jim Morrissey**  
Refer to item 8 a, Budget and Finance Sub-Committee - Internal and external audit of Parish Council and Community Hall accounts (on page 4 of these minutes).
- **Arrange for Community Hall accounts to be audited by McCash and Hay**  
Refer to item 8 a, Budget and Finance Sub-Committee - Internal and external audit of Parish Council and Community Hall accounts (on page 4 of these minutes).
- **Renew CPRE membership:** completed.
- **Renew Parish Council and Community Hall annual insurance with Allianz Cornhill:** completed.
- **Accept quotation for repair to Community Hall roof:** completed.
- **Investigate repairing the faulty mechanism on the internal doors to the pavilion:** completed.
- **Contact Raj Goutam re overgrown shrubbery near the Walkern Road bridge**  
Although Mr. Knight e-mailed Raj Goutam re the trimming back of additional bushes along the Waggon and Horses boundary, no response has yet been received.  
Mr. Poulton said that due to recent leaf-growth, some bushes close to the bridge are now adding to the visibility problems.  
Mr. Knight to chase this item as a matter of urgency. **Action: I. Knight**  
Mrs. Dinnin said that she saw men in yellow waistcoats near the bridge checking out the area today.
- **Ask Ted Brown to periodically litterpick the Lammas:** completed.
- **Ask East Herts Council to provide a replacement litterbin for Watton Green**  
Mr. Poulton said that East Herts Council is to supply a new litterbin outside the Post Office and at the same time will look at supplying a replacement bin for Watton Green (this will probably be sited on Hertfordshire Highways land and not on Watton Green and therefore can be emptied as part of the litterbin emptying in the village).
- **Try to remove graffiti from the Great Innings notice board:** completed.
- **Investigate leaking down-pipe at the Community Hall**  
Mr. Meischke said that the clips that hold the new guttering in place had broken. This was most probably caused by the clips being installed during a very cold period and when the weather got warmer the clips snapped. It is most unlikely that the clips were broken because of vandalism. New clips have been fitted.
- **Contact Trevor Waldock re damage to swing seat at Great Innings Play area:** completed.
- **Inspect kissing-gate near War Memorial for damage**  
Mr. Dunhill confirmed that there is a bar missing on the kissing-gate.  
Upon his return from holiday at the end of May, he will ask HCC to be repair the kissing-gate. **Action: V. Dunhill**
- **Write to Allotment holders re tenancy agreement and hose pipe usage:** completed.
- **Write to Churches Serving Watton re Community Service:** completed.
- **Notify Sports and Social Club about date of Community Service:** completed.
- **Contact PC Andy Woodward re reporting incidents via e-mails**  
The Clerk sent the following e-mail (on 14<sup>th</sup> April) to PC Andy Woodward.  
'Could you please advise us if the complaints we make to you by e-mail (i.e. the traffic hazard caused by the Mercedes parked outside 130 High Street) are logged officially or should we also be ringing Hertford Police to report the incident?'  
PC Andy Woodward replied (on 20th April) as follows.  
'At the moment I am not creating logs for every sighting of the Mercedes because I usually don't read them until after I have read the e-mails and by then it is usually gone. If you do wish for me to create logs I can do or alternatively it can be reported to the control room on 0845 3300222 at the time and they can send the first available unit to go and have a look (me if I'm on duty!).'  
It was agreed that, in future, the Clerk shall e-mail and ring to report traffic related items to the police.

- **Report Church Lane (aka ‘clappers lane’) pot holes**  
Mr. Filer said the repair work has still not been done. The Clerk to chase. **Action: J. Allsop**
- **Inform East Herts Council about damaged Church Lane and Hazeldell road sign post:**  
Mr. Poulton said that, to reduce costs, East Herts Council will order the replacement signs when they do a bulk order in approximately 8-10 weeks time.
- **Write Parish News insert:** completed.

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

- **Visit Beaneside residents re illegal planting on the Lammas**  
Mrs. Dinnin said that she and Mr. Meischke visited the Beaneside residents re the illegal planting on the Lammas and they have agreed to remove the wild rose bushes that they planted.  
This item to remain on the agenda until the plants have been removed. **Agenda: 06/06**

**6 Planning**

**a) Applications**

**i) 27 Lammas Road**

Small ground floor side extension to kitchen & first-floor side and rear extension above existing kitchen & dining room

Mr. Knight visited the neighbouring residents and they had no objections to the application.

Parish Councillors looked at the plans and agreed to write to East Herts Council informing them that the Parish Council has no comment on this application. **Action: J. Allsop**

**ii) 2 Perrywood Lane**

Alterations of existing bungalow to 1½ storey dwelling

Mr. Filer visited the neighbouring residents and they had no objections to the application.

Parish Councillors looked at the plans and agreed to write to East Herts Council informing them that the Parish Council has no comment on this application. **Action: J. Allsop**

**iii) Ballacrain, Walkern Road**

Demolish existing extension. Construct 2-storey (part) side extension

Mr. Knight visited the neighbouring residents and they had no objections to the application.

Parish Councillors looked at the plans and agreed to write to East Herts Council informing them that the Parish Council has no comment on this application. **Action: J. Allsop**

**iv) 101 High Street**

Removal of existing rear (north-east elevation) window and door, replacement with a pair of glazed doors and making good painted weatherboarding to rear garden room; sub-division of existing boiler room to form new toilet and shower room

Mr. Poulton, Mr. Meischke, Mrs. Dinnin and Mrs. McCash took no part in the discussions relating to this application.

Parish Councillors looked at the plans and agreed to write to East Herts Council informing them that the Parish Council has no comment on this application. **Action: J. Allsop**

**b) Decisions**

None.

**7 Specific items**

**a) Lammas Road street lighting**

East Herts Council has been asked to pay the £1,000 grant towards the Lammas Road street lighting direct to the Watton-at-Stone Parish Council.

Raj Goutam has asked the Parish Council to forward its grant of £1000 towards the Lammas Road street lighting.

The Clerk e-mailed Raj Goutam to ask him if the Parish Council could wait until it had received the East Herts Council grant and then forward a cheque for £2000 to Hertfordshire Highways. Mr. Goutam has today e-mailed us to confirm that this is acceptable. **Action: J. Allsop**

**b) Awarding of the Good Citizenship trophy and the Cup for Outstanding Effort**

The Clerk has contacted Carole Moore (Scout and Guide Group) and Mr. Clark has e-mailed Watton Primary school asking them to return the Parish Council trophies early in June and notify the Parish Council who are the recipients this year so that the trophies can be engraved accordingly.

Mr. Clark and the Clerk to chase.

**Action: C. Clark/J. Allsop**

**c) Major Incident Emergency Plan- Parish Council's Role**

All Parish Councillors have been issued with a draft Major Incident Emergency Plan, issued by HCC.

The Parish Council Major Incident Emergency Plan has been prepared and agreed in cooperation between the Hertfordshire Emergency Services major Incident Committee (HESMIC) and the Hertfordshire Association of Local Councils (HALC).

This generic plan outlines the multi-agency response to a major incident and describes how a Parish/Town Council can assist as part of that response.

Mr. Poulton said that it is the responsibility of the Parish Council to ascertain and insert local contact/resource details and other supporting material such as maps. It is suggested that these details should be reviewed annually at the Parish Council Annual Meeting.

Mr. Poulton asked all Parish Councillors to insert local details on the plan and then return the document to him.

This item to be discussed at the Parish Council meeting to be held on 12<sup>th</sup> July 2006. **Agenda: 07/06**

Mrs. McCash said that there already is a major incident plan for Watton-at-Stone railway station, a copy of which is held at Watton Place Clinic.

She agreed to obtain a copy of the plan for the Parish Council. **Action: H. McCash**

**d) Footpath adjacent to the Bull Public House car park**

Mr. Poulton said that the private footpath adjacent to the Bull Public House car park is badly overgrown.

It was agreed to ask Ted Brown to clear it. **Action: N. Poulton**

**8 Reports**

**a) Sub-Committees**

**Budget & Finance**

Mr. Filer reported on the following item concerning the Budget and Finance Sub-Committee.

- **Internal and external audit of Parish Council and Community Hall accounts**

The books and papers for the internal audit of the Parish Council accounts will go to Jim Morrissey on 22<sup>nd</sup> May.

**Action: J. Allsop**

The books and papers for the external audit of the Community Hall accounts will go to McCash and Hay within the next week.

**Action: J. Allsop**

**Community Hall Trustees**

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

- **Report and minutes on meeting held on 26<sup>th</sup> April 2006**

All Parish Councillors were given a copy of the minutes of the Trustees meeting held on 26<sup>th</sup> April 2006 prior to this meeting.

The following amendment was made to the minutes of the Trustees meeting held on 26<sup>th</sup> April 2006.

Page 1, item 7, Roof repairs - First word of second paragraph.

‘There’ should be spelt ‘Their’.

Mr. Stock proposed that the minutes as amended be accepted and signed by the Chairman as a true record. Mr. Meischke seconded the motion and Mr. Poulton and Mr. Knight were in favour.

- **Gas Contract**

Mr. Poulton wrote on 8<sup>th</sup> May to the gas regulators, Energy Watch re the missing gas contract.

- **Guttering**

The broken clips holding up the new guttering have been replaced.

- **Roof repairs**

Field and Company have been instructed to do the repair work to the Community Hall roof.

- **Replacement Floodlighting Bulbs**

As soon as the ground will enable a vehicle to access the MPPA, Mr. Knight will arrange for the four floodlighting bulbs to be replaced.

**Action: I. Knight**

- **Boot-scraper/Bath**

Mr. Knight to obtain costs for a movable boot-bath to be used by the footballers. **Action: I. Knight**

- **Football posts**

Mr. Knight to obtain a chain and padlocks to secure the football posts to the MPPA fencing.

**Action: I. Knight**

- **Wicksteed Leisure Limited repairs**  
Wicksteed Leisure Limited completed the repair work to the play area and have credited us with £211.50 because the non-bump mechanism was not required to repair the see-saw. Mr. Meischke has inspected the work.
- **MPPA/New Tennis Court**  
Jim Smith will give Mr. Knight the modified plans for the tennis court shortly.
- **External Door between Pavilion and Sportsfield**  
Mr. Meischke to obtain quotations for replacing the external doors in UPVC and wood. The cost of replacing these doors will be included in next year's budget. **Action: J. Meischke/J. Allsop**
- **Graffiti on Wall**  
Paul Bunyan and Micki Powell have removed the graffiti from the Community Hall brickwork.

**Recreation & Amenities**

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

- **Sportsfield Maintenance**  
The sportsfield is looking in good condition following the weed-killing, fertilising and re-seeding work done last month.
- **MPPA**  
Nothing to report.
- **Boot-bath/scrapper**  
Refer to item 8 a, Community Hall Trustees - Boot-bath/scrapper (on page 4 of these minutes).
- **Additional Tennis Court**  
Refer to item 8 a, Community Hall Trustees - MPPA/New Tennis Court (on page 5 of these minutes).

**Environment**

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

- **Letters from Sue Jarczewski re:**
  - The Lammas ( dated 25<sup>th</sup> April 2006)
  - The Cottage site (dated 28<sup>th</sup> April 2006)

It was agreed that all Parish Councillors should be given a copy of both letters so their contents can be discussed at the Parish Council meeting to be held on 14<sup>th</sup> June 2006. **Agenda: 06/06**

- **Flood Warden meeting held 19<sup>th</sup> April 2006**  
Mr. Knight said that Paul Cross, Environment Agency arranged a meeting with the Watton-at-Stone Flood Wardens to ensure that a system is in place for Watton-at-Stone. Mr. Knight said that he is now the coordinator for the Watton-at-Stone Flood Wardens and the point of contact with the Environment Agency.  
The current floodplain-boundary for Watton-at-Stone has enormous implications. For example, the properties on the left-hand side of Rivershill are marked on the floodplain map, which clearly they are not. Similarly the properties on the right-hand side of Beane Road should not be on the floodplain map.
- **Visibility on the Walkern Road**  
This item was discussed under 5 b, Review of actions - Contact Raj Goutam re overgrown shrubbery near the Walkern Road bridge (on page 2 of these minutes).

**b) Sportsfield**

**i) Report**

Mrs. McCash completed the sportsfield report on the 6<sup>th</sup> May 2006, the result of which is as follows.

- **Sportsfield:**

Condition of grass	Very good.
Litter	None to be seen.
Dog fouling	OK.
General	Top rail off fence (far side), strimming needed around MPPA and seats.
- **Children's Play Area:**

Condition of surface	Good.
Litter/Litterbin	Good.
Large swings	Good (on over the top).
Small swings	Good.
See-Saw	Good.
Rainbow multi-play and slide	Good.

Two spring sit-on	Good.
Teen shelter	Good.
General	Good.
• <b>Bike ramps area:</b>	
Junior Jump	}
Double Ramp	} Good/unused.
Fun Box	}
• <b>Community Hall:</b>	
General Condition (Exterior)	
Litterbin	Good.
Car Park	Good.
General	Good.
• <b>Multi-Purpose Play Area:</b>	
Surface	In use/but good.
Boundary Fencing	Good.
Tennis nets	Good.
Litter	None.
General	Good.
• <b>Great Innings Play Area:</b>	
Equipment	Good.
Surfaces	Good.
Litter	A lot including booze bottles.
Dog fouling	None.
Comments	-
• <b>Allotments Area:</b>	
Access	Good.
Condition of paths between Allotments	Good.
Condition of Allotments under cultivation	Good.
Condition of Allotments not under cultivation	Good.
Litter	None.
Comments	Good.
• <b>Culverts on Mill Lane</b>	
Litter and rubbish in and around Culverts	-
Dog-fouling	Some.
Comments	-
• <b>Salt bins</b>	
Perrywood Lane	OK.
Entrance to Great Innings	OK.
Great Innings South – outside number 93	OK.
Station Road	OK.
Moorymead Close (2)	OK.
Hazeldell	OK.
Footpath 17	OK.
• <b>Dog-waste bins</b>	
Footpath 17	OK.
Sportsfield	OK.
Church Walk	No lid.
Walkern Road	Lid twisted.
Station Road	OK.
High Street (by Memorial)	OK, but no lid.
Great Innings	OK.
Mill Lane	OK.
Opposite 5 School Lane	OK.
• <b>War Memorial</b>	
General Comments	Very tidy.
• <b>Ornate Village Sign</b>	
General Comments	Good.

- **Post and Rail fence on far side of sportsfield**  
Mrs. McCash said that one rail is missing from the fence (her husband reinstated another rails).  
Mr. Poulton to inspect the fence and arrange for the repair work required. **Action: N. Poulton**
  - **Great Innings play area**  
Mrs. McCash said that in the last 10-12 days she had been picking up two or three alcohol bottles a day on the Great Innings play area and surrounding area.  
Mr. Poulton thanked Mrs. McCash but asked her to leave the clearing up to East Herts Council so that they can monitor the situation.
  - **Cross-bar post onto Watton Green**  
Mr. Filer said that he would arrange for the missing post to be replaced. **Action: D. Filer**
- ii) **Weekly report and action**  
There was nothing to report from Ted Brown's weekly inspections.

## 9 Correspondence received

### a) East Herts Council re bus permit issue

Sue Richardson (Customer Services Manager at East Herts Council) wrote on 20<sup>th</sup> April to thank the Parish Council for issuing bus permits in the village during March.

### b) Sports and Social Club re Parish Council contribution towards the sportsfield maintenance

The Sports and Social Club has written asking the Parish Council for a contribution of £315 towards the weed-killing, fertilising and re-seeding work done last month.

Parish Councillors agreed to make this payment.

**Action: J. Allsop**

## 10 Reports from other Organisations

- **River Beane Restoration Association**  
Mr. Knight said that the River Beane Restoration Association's AGM will be held on Wednesday 17<sup>th</sup> May in the Community Hall.  
One of the aims of improving the water situation in this area is to adopt a policy that treats sewage locally. Currently our sewage is treated south of Hertford and therefore we do not get back any of the water extracted. Mr. Knight said he had also spoken to our local MP, Oliver Heald, about the water shortage problem during his surgery on 29<sup>th</sup> April.
- **Watton-at-Stone School Governors**  
Mr. Clark reported that the school has been appointed as the lead agency in the area for Child Centre status by the County Council and is the first rural primary school in the county to be appointed.  
This appointment means the school will take the initiative in arranging a co-ordinated approach to services to children from age 0 to 5 years, for example, ensuring that appropriate support is available for play-groups and child-minders. The first stage is to develop a business plan which describes what needs to be done in an area and suggestions as to how a Child Centre can be set up, who should be involved and how it could operate. The award of the lead agency status includes a sum of money for funding the development of the business plan which should be completed by March 2007.
- **Allotments**  
Mr. Filer said that Peter Evernden had contacted him about the increased car movement on the allotments. Mr. Evernden wants to erect a fence on the allotments to protect his privacy.  
It was agreed that Mr. Filer inform Mr. Evernden that he should contact the St. Albans Diocesan Board, who own the allotment land, to seek permission to erect a fence. **Action: D. Filer**
- **Watton-at-Stone Neighbourhood Watch**  
Mrs. McCash that the Watton-at-Stone Neighbourhood Watch will be meeting on 22<sup>nd</sup> June in the Memorial Hall.
- **Cricket Club water usage**  
Mr. Poulton said that the current hosepipe ban does not affect the sportsfield. However, in view of the water shortage, the Cricket Club (which has access to the stand pipe on the sportsfield) should be asked to be careful with water usage and attend the hosepipe whilst it is in use.  
Mr. Knight to inform the Cricket Club accordingly. **Action: I. Knight**

## 11 Items for Parish News

None.

## 12 Accounts

### Watton-at-Stone Parish Council

#### Petty Cash

##### Receipts

None

##### Payments

None

#### Cheques required

J. Allsop	April salary	559.05
J. Allsop	Phone charges to 03.04.06	25.00
Cornhill Insurance	Annual premium	1302.19
CPRE	Annual subscription	26.00
HCC	5 reams of copy paper	14.68
Frank Cooper and Sons	April grass cut	169.20
J. Allsop	May salary	559.05
J. Allsop	Phone charges to 03.05.06	<u>25.00</u>
		<u>2680.17</u>

#### Cheques received

HCC	P3 grant	1000.00
Ms. Pook	Allotment rent	6.50
Mr. Dixon	Allotment rent	<u>6.50</u>
		<u>1013.00</u>

### Watton-at-Stone Community Hall

#### Petty Cash

##### Receipts

Jim Keen – Main Hall	60.00	VAT return 03/06	21.32
Floodlighting to 26.04.06	40.00	Banked	<u>328.02</u>
Gill Gilbey – Main Hall hire	<u>20.00</u>		<u>349.34</u>
	<u>120.00</u>		

#### Cheques required

AON Ltd	Annual insurance premium	2171.50
Wicksteed Leisure	Repair to play equipment	663.87
G. Smith	Window cleaning	56.00
J. Phillips	Open toilets – 30.03 – 30.04.06	31.00
N Poulton	To remove graffiti from Community Hall building	<u>15.00</u>
		<u>2937.37</u>

#### Cheques received

Dave Boddy	Main Hall and Pavilion hire	405.00
Badminton Club	Main Hall hire	171.00
Mary Ranzetta-D'Arcy	Main Hall & Pavilion hire	45.00
Watton Wheelers	Pavilion hire	14.00
Louisa Bailey	Main Hall hire	<u>172.44</u>
		<u>807.44</u>

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

- **The meeting closed at 2020.**
- **The date for the next Parish Council meeting is Wednesday 14<sup>th</sup> June 2006.**