

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Wednesday 13th September 2006

Present:	Mr. N. Poulton (Chairman)	Mr. J. Meischke (Vice-Chairman)
	Mrs. C. Dinnin	Mr. V. Dunhill
	Mr. D. Filer	Mr. I. Knight
	Mrs. H. McCash	
	Mr. D. Stock	
	The Clerk (Mrs. J. Allsop)	
Police:	PC Andy Woodward (until 1935)	PCSO Paul Weston (until 1935)

1 Apologies for absence

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

Due to his business commitments, Mr. Clark has not attended a Parish Council meeting since May 2006.

Mr. Poulton said he had spoken with East Herts Council who informed him that Parish Councillors can miss up to six consecutive meetings, however if they wish to remain as a Parish Councillor they can apply for another six-month extension to that period.

Mr. Poulton will meet with Mr. Clark to discuss the situation.

With his knowledge of Whempstead and his position as a Watton-at-Stone School Governor, Parish Councillors agreed that Mr. Clark was a valuable member of the Parish Council.

2 Public Participation

None.

3 Declaration of Interests

Mr. Poulton declared a personal interest in items 7 a ii, planning application – 10 School Lane and 7 b iii, planning decision - 10 School Lane (on pages 4 of these minutes).

4 Chairman's/Clerk's Report

Mr. Poulton said that he had two additional urgent items.

- **Planning application at 27 High Street**

This item was discussed under 7 a vi (on page 4 of these minutes).

- **HAPTC – £20,000 for Parish and Town Council in Hertfordshire**

HAPTC (Hertfordshire Association of Parish and Town Councils) wrote on 26th July to say that they had secured £20,000 of funds from the Hertfordshire Rural and Community Programme (RSCP) for the purchase and upgrade of computer equipment. Applications for grants need to be submitted to HAPTC by 30th November 2006.

The Clerk has requested that we apply for the purchase of a flat-screen monitor. Although, the Parish Council purchased an anti-glare screen for its Dell 15” monitor, the Clerk still experienced a lot of eye strain and headaches (almost two years ago) so she started to use her son’s 17” flat-screen monitor.

The cost of a flat-screen monitor of the same specification and make that the Clerk is currently using is approximately £150 (excluding VAT) via an internet supplier.

It was agreed that the Clerk should apply for funding. Mr. Poulton said there is a very good chance that we will get 90% of the cost.

Action: J. Allsop

5 Report from P C Andy Woodward re policing matters

Mr. Poulton welcomed PC Andy Woodward and PCSO Paul Weston to the meeting.

Mr. Poulton said that the Trustees and the Clerk met with PC Andy Woodward and PCSO Paul Weston last night (12th September) to discuss the vandalism at the Community Hall this summer. The outcome of that meeting is as follows.

- Invite Inspector Pat Rawle, PC Andy Woodward and PCSO Paul Weston to attend the Parish Council meeting in June 2007 to discuss policing during the school holidays.
- The police are to take action in the near future to identify any persons causing vandalism to the Community Hall and the surrounding areas. The Trustees are satisfied that the action to be taken by the police is appropriate.
- Mr. Meischke found part of a car bumper in the rubble of the damaged car-park wall. He has identified the type of vehicle from which it came and has given the details to the police. The police will use this information, together with other information obtained in the village, to try to apprehend the offender.

PC Andy Woodward was pleased to report that crime had dropped in Watton-at-Stone in the past year. During the period 1st January 2006 to 13th September 2006, 67 incidents were reported to the police.

However, during the same period last year, 1st January 2005 to 13th September 2005, 112 incidents were reported. Other rural areas in East Herts have also shown a similar drop in reported crimes.

The police apprehended a young male in Watton-at-Stone who was walking with a stolen mini-moped, which was seized by them.

PC Woodward said that local teenagers had asked him to help them obtain a Youth Club in the village. Mr. Poulton explained that the Parish Council had done all in its power to try to re-open the Youth Club. The main problem is finding a qualified leader to run the group. The venue and funding for a Youth Club is not a problem.

PC Woodward agreed to talk to the teenagers concerned suggesting that they write to the Parish Council outlining exactly what they want.

PCSO Weston said that Church voluntary-workers may be able to help in the running of the Youth Club. He agreed to investigate this possibility further.

PC Woodward and PCSO Weston agreed to give their next report on policing matters to the Parish Council during its meeting on 10th January 2007.

- PC Woodward and PCSO Weston left the meeting.

6 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on 12th July 2006**

Mrs. McCash proposed that the minutes be accepted and signed by the Chairman as a true record.

Mrs. Dinnin seconded the motion and all present at that meeting were in favour.

- **E-mailing agenda and minutes to Parish Councillors**

Mr. Filer felt that not enough discussion had taken place about this item and said that all of the organisations he had been involved with issue hard-copies of minutes.

After discussion, it was agreed that Parish Councillors should be given hard-copy versions of the agenda and minutes if they so wished and those who are happy to receive them via e-mail shall continue to do so. Mr. Filer asked to be given hard-copies of the agenda and minutes. The remaining Parish Councillors present at the meeting wanted to have these items e-mailed to them.

Mr. Filer said that he was happy to receive an e-mail copy of the minutes but would like the hard copy sent to him with his agenda each month.

The Clerk to act accordingly.

Action: J. Allsop

The Clerk to e-mail Mr. Clark and Mr. Smith to ask them how they would like to receive their agenda and minutes.

Action: J. Allsop

b) Review of actions

- **Contact Herts Tree Care re Oak tree in School Lane**
Refer to item 10 b, Correspondence received – Herts Tree Care – quotation re work to Oak tree opposite 10 School Lane (on page 10 of these minutes).
- **Meet with the summer play scheme leaders on Friday 28th July**
Mr. Meischke and Mr. Knight said that the meeting had been a productive one.
- **Store leaflets on display in the pavilion and main corridor in the Parish Council meeting room:** completed.
Mr. Poulton said he had subsequently returned the leaflets to their original location.
- **Arrange to have two rubbish information-posters laminated and display them in the kitchen:** completed.
- **Contact owner of cherry-picker re installation of floodlighting bulls**
Refer to item 9 a, Recreation and Amenities Sub-Committee – MPPA Bulb changing (on page 6 of these minutes).
- **Obtain quotation for installation of floodlighting bulbs from Websters**
Refer to item 9 a, Recreation and Amenities Sub-Committee – MPPA Bulb changing (on page 6 of these minutes).
- **Obtain quotations for the boot-bath**
Refer to item 9 a, Recreation and Amenities Sub-Committee – Boot-bath/scrapper (on page 6 of these minutes).
- **Confirm that the footballers will use a boot-bath**
Refer to item 9 a, Recreation and Amenities Sub-Committee – Boot-bath/scrapper (on page 6 of these minutes).
- **Sign planning application papers for new Tennis Court:** completed.

- **Submit planning application for new Tennis Court to East Herts Council:** completed.
- **Provide quotation for the removal of the concrete area around the Teen Shelter and landscape**
Mr. Smith was not present at the meeting to report on this item. **Action: M. Smith**
- **Obtain a price for replacing the damaged wood on the MPPA gate**
Mr. Poulton to ask James Hale to repair the split piece of wood on the MPPA gate. **Action: N. Poulton**
- **Inspect the nettles in Church Walk and ask Adam Welch to clear:** completed.
Mr. Filer said that the nettles in Church Walk had not been cut back. Mrs. Dinnin said that Adam Welch did do the work (and she inspected it) directly after our July Parish Council meeting. As it is two months since the work was done the nettles have probably grown back again.
It was agreed to review the situation after Nick Whitehead had cut the Church Walk hedge, which will be in about two-weeks time. **Action: C. Dinnin**
- **Write to Hertfordshire Highways re dropped-kerbs, re-siting of barriers and hedge cutting:** completed.
Refer to item 10 c, Correspondence received – Hertfordshire Highways re request to drop kerbs and move barriers in Great Innings (on page 11 of these minutes).
- **Contact Hertfordshire Highways re Hazeldell footpaths**
Mr. Stock said that after being told by Hertfordshire Highways that there were no problems in Hazeldell, he insisted on a site meeting to discuss the matter further. The site meeting took place on Wednesday 19th July between himself and Ian Bishop (Hertfordshire Highways) together with representatives of the NRSWA Team, Transco, Skanska and the gang who did the original work. During the meeting Mr. Stock was able to demonstrate the problems that he had previously brought to the attention of Hertfordshire Highways.
All parties at that site-meeting agreed that there were a significant number of problems and action was required to resolve them. It was left that Individuals were to report back, as appropriate, to their own company/organization and determine when the corrective actions discussed were to be undertaken. It was also agreed that Ian Bishop would let Mr. Stock know exactly what was going to be done and when.
A small amount of work was undertaken soon after the site meeting, some of which was not totally in accordance with the outline agreements made with Mr. Stock, but at least some action was seen to be done.
Mr. Stock to write to Ian Bishop at Hertfordshire Highways asking for a formal written-update on what is going to happen, and when, to resolve the problems outstanding. **Action: D. Stock**
- **Write to two allotment holders re their tenancy agreement:** completed.
Refer to item 8 e, Specific items – Allotment rent (on page 5 of these minutes).
- **Send a donation to cover the cost of the strimming work on the allotments:** completed.
- **Provide a quotation for levelling the cleared area of the allotments**
Mr. Smith was not present at the meeting to report on this item. **Action: M. Smith**
- **Write to Mike Freeman re various issues concerning the allotments:** completed.
- **Write to Hertfordshire Police Authority re Community Safety Award 2006:** completed.
- **Contact PC Scott re a ‘speeding vehicles’ item for the next issue of Parish news:** completed.
This is an agenda item for the Parish Council meeting to be held 11th October 2006. **Agenda: 10/06**
- **Forward all flowerbed and leaf clearance quotations to Parish Councillors**
Refer to item 8 d, Specific Items - Grass cutting and leaf clearing works in the village (on page 5 of these minutes).
- **Write Parish News insert:** completed.

c) Action points outstanding for more than two months

- **Prepare plan of the sportsfield showing the location of all meters, drains, etc.:** completed.
- **Chase Raj Goutam re overgrown shrubbery near the Walkern Road bridge**
Mr. Knight said he had e-mailed Ian Bishop, however the work has still not been done.
Mr. Knight to continue to pursue the matter. **Action: I. Knight**
- **Chase Hertfordshire Highways re Church Lane (‘Clappers Lane’) potholes**
Mr. Poulton was pleased to report that Church Lane is due to be resurfaced, which will resolve the pothole problem in this section of the road.
- **Arrange for 2005/06 minutes to be bound in book form**
The book binder has asked the Clerk to contact him in a two weeks time because he is very busy at the moment. **Action: J. Allsop**

7 Planning

a) Applications

i) 57 Hazeldell

Single storey rear extension

Mrs. McCash visited the neighbouring residents and they had no objections to the application. She therefore 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.

Refer to item 7 b ii, planning decisions – 57 Hazeldell (on this page).

ii) School Cottage, 10 School Lane

First floor side extension

Mr. Meischke visited the neighbouring residents and they had no objections to the application. He therefore 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.

Refer to item 7 b iii, planning decisions – School Cottage, 10 School Lane (on this page).

iii) 27 High Street

Alteration to vehicle and pedestrian access

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

Refer to item 7 b i, planning decisions – 27 High Street (on this page).

iv) Recreation Ground, School Lane

Tennis Court with floodlighting

The Clerk wrote to the Planning Department to say that because the applicant is the Watton-at-Stone Parish Council, it cannot make any comment on this application.

Refer to item 7 c i, withdrawal – 27 High Street (on this page).

v) 15 Lammas Road

Single storey rear extension

Mr. Knight visited the neighbouring residents and they had no objections to the application. He therefore 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) 27 High Street – (Amended scheme)

Alteration to vehicle and pedestrian access

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

i) 27 High Street

Alteration to vehicle and pedestrian access

- East Herts Council refuse permission

ii) 57 Hazeldell

Single storey rear extension

- East Herts Council grant permission

iii) School Cottage, 10 School Lane

First floor side extension

- East Herts Council refuse permission

c) Withdrawn

i) Recreation Ground, School Lane

Tennis Court with floodlighting

8 Specific items

a) Litterbin for Watton Green

Mr. Poulton said that East Herts Council will not be supplying a replacement bin for Watton Green.

Mr. Filer said that when there was a bin on-site, it was well used. The cost of a replacement black Super Trimline bin (with post mounting), complete with galvanised lockable metal liner, is £53.23 plus VAT.

Mr. Filer proposed that the Parish Council purchases a replacement litterbin. Mrs. McCash seconded the motion and all present were in favour.

Action: J. Allsop

Mr. Filer said that the entrance on his side of the Watton Green is now wide enough to allow a vehicle to access the site. Recently there has been a car parking on Watton Green.

It was agreed to ask Mr. Smith to install a post in the gap to stop any further access. This would obviously need to be removed when grass cutting is required on site. **Action: M. Smith**

b) Improvements to the area around the Supermarket and Post Office

Mr. Poulton said that he had been approached by Paul Summan to ask if the Parish Council would help financially to improve the area outside his supermarket. Parish Councillors agreed that because this is a commercial venture we would not get involved.

Mr. Poulton to inform Paul Summan accordingly.

Action: N. Poulton

c) White-lining in the High Street and School Lane

The Clerk to chase Raj Goutam (Hertfordshire Highways) for a response to our recent letter.

Action: J. Allsop

d) Grass cutting and leaf clearing works in the village

The following quotations were received and e-mailed to Parish Councillors on 31st July 2006.

- **A J T Garden Services**
Leaf picking and flowerbed (including War Memorial Garden) maintenance Total £2000
- **Greenwood Tree Care (Adam Welch)**
Leaf picking £350 (£175 per session)
Flowerbed (including War Memorial Garden) maintenance £720 (£240 per session) Total £1070
- **Grass Roots (Ben Storey)**
Leaf picking £400 (£200 per session)
Flowerbed (including War Memorial Garden) maintenance £750 (£250 per session) Total £1150

Parish Councillors accepted the Grass Roots quotation. (Grass Roots have successfully completed the first flowerbed maintenance during August).

e) Allotment rent

There have been several changes in allotment holders and new Tenancy Agreements have been issued as required.

The allotment rents are due at the beginning of October and invoices will be sent out accordingly.

Action: J. Allsop

9 Reports

a) Sub-Committees

Budget & Finance

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

• **Date for reviewing budget for 2007/08**

Mr. Filer asked all Parish Councillors to give him any items they would like included in the 2007/08 budget by the end of October.

Action: Parish Councillors

Mr. Filer will meet with the Clerk in early November to review the budget items for 2007/08. He will then arrange a meeting of the Budget and Finance Sub-Committee prior to the Parish Council meeting to be held on 13th December so that a draft budget can be agreed for discussion at that meeting.

• **Obtain quotes from contractors for work in 2007/08**

Mr. Poulton gave all Parish Councillors present a copy of a schedule of works he had prepared, with the Clerk, which identifies the work done by the following current contractors.

- Grass Roots – Leaf picking and Flowerbed maintenance
- Adam Welch – strimming and mowing works
- Ted Brown - litterpicking

The Clerk to obtain quotations from all current contractors.

Action: J. Allsop

Community Hall Trustees

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

• **Acceptance of minutes of meeting held on 11th July 2006**

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

Mrs. Knight seconded the motion and Mr. Poulton and Mrs. Stock were in favour.

• **Insurance claims and associated quotations for repair work**

Mr. Poulton and Mr. Meischke will be submitting two insurance claims to Cornhill insurance with appropriate invoices and quotations enclosed as follows.

1. Damage to the car-park wall
2. Damage to 6 high level windows, roof tiles and guttering

Action: N. Poulton/J. Meischke

- **Advertising the hire of the Community Hall**

The Trustees to meet on 26th September to discuss the matter. Mr. Poulton said that all members of the Parish Council are welcome to attend the meeting.

Recreation & Amenities

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

- **MPPA – bulb changing**

Mr. Knight had not been successful in obtaining a free-of-charge source for changing the floodlighting bulbs. However, David Webster Limited had supplied a quotation of £187 (plus VAT) to change the five bulbs, and the Tennis Club had agreed to pay half of this.

Mr. Filer proposed that the Parish Council accepts David Webster Limited’s’ quotation. Mr Knight seconded the motion and all present were in favour. **Action: I. Knight**

- **Boot-bath/scrapper**

This item to be deferred until the Parish Council meeting to be held on 8th November. **Agenda: 11/06**

- **Additional Tennis Court - planning delays**

The planning application submitted to East Herts Council had to be withdrawn because an archaeological survey is required first.

The Tennis Club now need to decide if they wish to pursue the project further. Mr. Knight will keep the Parish Council updated.

- **Leaking sewer on Sportsfield**

Unfortunately, there has been another leak from the drain outside the Community Hall and East Herts Council had to come out and clear the problem. Because three properties in Rectory Lane are responsible for the sewer that this drain connects to, there has been no cost to the Parish Council.

Environment

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

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

Because of the very dry summer, a second grass cut has not yet been done. Mrs. Dinnin to speak to Mr. Smith about what is required. **Action: C. Dinnin**

- **The Cottage site - meeting with Mr. Frank Warren's agent**

Mrs. Dinnin met with Mr. Frank Warren’s maintenance man who produced a plan which showed that the pond adjacent to the Cottage site is in the ownership of the Crowbury Estate. However, Mr. Warren does not want to retain this land. It was suggested that his area could be added to the Cottage site.

Mr. Dunhill and Mr. Stock believed that the Cottage site was not owned by the Parish Council but leased by us. The Clerk agreed with this and said that the land is subject to a 99 year lease from East Herts Council.

It was agreed that the ownership of the land needs to be clarified.

The Clerk to give a copy of the lease to Mrs. Dinnin. **Action: J. Allsop**

- **Discussions with Tony Bradford (Countryside Management Service) re work to be done on Cottage Site**

Mrs. Dinnin had been in contact with Tony Bradford (who had marked-up the trees that need removing) and he is hoping to get a group of people involved in coppicing the trees on the Cottage Site and at Watton Green. They would cut up the wood for logs and remove them from the site at no cost to the Parish Council.

Mrs. Dinnin to write to Tony Bradford accepting his offer to remove the trees. If he is unable to do the work, we will ask him to provide a new specification for the work required. **Action: C. Dinnin**

- **Parish Paths Partnership**

Mr. Dunhill said he will be meeting with Parish Paths Partnership to discuss our grant for work required in Watton-at-Stone for the next financial year.

b) Sportsfield

i) Report

Mr. Filer completed the sportsfield report on the 11th September 2006, the result of which is as follows.

- **Sportsfield:**

Condition of grass	Not bad, considering lack of rain.
Litter	OK.
Dog fouling	OK.
General	Jack Turner seat – nettles. Bin now fixed.

- **Children’s Play Area:**

Condition of surface	All surfaces in good condition.
Litter/Litterbin	OK.
Large swings	OK.

Small swings	OK.
See-Saw	OK.
Rainbow multi-play and slide	Good.
Two spring sit-on	OK.
Teen shelter	OK.
General	Good condition.
• Bike ramps area:	
Junior Jump	OK.
Double Ramp	OK.
Fun Box	OK.
General	Seat still unusable because of stinging nettles.
• Community Hall:	
General Condition (Exterior)	Graffiti on doors of toilets and on double doors (North side).
Litterbin	OK.
Car Park	Disabled parking sign needs renewing.
General	-
• Multi-Purpose Play Area:	
Surface	OK.
Boundary Fencing	OK.
Tennis nets	OK.
Litter	None.
General	Notice boards OK. Church Walk hedge needs cutting.
• Great Innings Play Area:	
Equipment	OK.
Surfaces	OK.
Litter	A little.
Dog fouling	OK.
Comments	Good condition.
• Allotments Area:	
Access	OK.
Condition of paths between Allotments	OK.
Condition of Allotments under cultivation	Dahlias are magnificent. A number are covered in
Condition of Allotments not under cultivation	-
Litter	OK.
Comments	Allotments at North-end (and in middle and South end) unkempt.
• Culverts on Mill Lane	
Litter and rubbish in and around Culverts	OK.
Dog-fouling	OK.
Comments	Overgrown (ivy) and trees by old factory.
• Salt bins	
Perrywood Lane	Full.
Entrance to Great Innings	Full and 1 plastic bottle.
Great Innings South – outside number 93	Full.
Station Road	Full.
Moorymead Close (2)	Full.
Hazeldell	Full.
Footpath 17	Full.
• Dog-waste bins	
Footpath 17	OK.
Sportsfield	OK.
Church Walk	No lid/smelly.
Walkern Road	No lid/smelly.
Station Road	OK.
High Street (by Memorial)	No lid.
Great Innings	OK.
Mill Lane	OK.
Opposite 5 School Lane	OK.

- **War Memorial**
General Comments Needs some weeding.
- **Ornate Village Sign**
General Comments OK. No litterbin yet on Watton Green.
- **Seats on sportsfield**
Ted Brown to be asked to strim the nettles around perimeter of the MPPA and the seats on the sportsfield.
Action: J. Allsop
- **Disabled car park sign**
The Clerk to obtain a replacement car park sign. **Action: J. Allsop**

ii) Weekly report and action

During the summer holidays, Ted Brown found a tent on the sportsfield which he removed and disposed of. There were also a lot of bottles to clear up on the sportsfield.

iii) 6-monthly check of MPPA, Play Area on sportsfield and Community Hall equipment

Mr. Poulton and Mr. Meischke did the six-monthly check on the 22nd January 2006, the result of which is as follows.

MPPA

Area	Check	OK	Needs Attention	Comments (if any)
Hard surface	Is it free of: <ul style="list-style-type: none"> • Holes • Cracks • Litter/debris • Weeds • Moss etc. • Court marking 	OK. OK. OK. OK. OK. OK.		
Kicker boards	Are they: <ul style="list-style-type: none"> • Secure <ul style="list-style-type: none"> • Graffiti-free • In good condition. Check for: <ul style="list-style-type: none"> • Protruding nails • Protruding screws <ul style="list-style-type: none"> • Splinters/cracks • Missing nails/screws Are the gates free of graffiti, loose/missing nails/screws, cracks and splinters Do the gates open, close and lock	No OK. OK. OK. OK. OK.		Bottom kicker board on right of gate needs re fixing. Far left-hand corner opposite allotments kicker board needs fixing to metal support. Right-hand side, four panels need screws. One bottom kicker opposite door facing old Rectory.
Tennis posts	Condition	OK.		
Tennis nets	Condition	OK.		
Flood lights	Are the lamps in contact with the trees Are the lamp posts in good order and free of graffiti	No. OK.		
Wire fence	Is the wire mesh: <ul style="list-style-type: none"> • Secured to posts • Free of cuts/breaks • In good condition 	OK. OK. OK.		

	Is the metal-work (e.g. posts, etc.) secure and in good condition	OK.		
Notice board	Is it: • Legible • Free of graffiti • Secure • Free of damage	OK. OK. OK. OK.		
Boundary	Is it:			
	• Free of litter • In need of a cut • Free of problem growth	Yes. Yes. Yes.		
General/additional comments (if any): - Perimeter needs cutting. Kicker board needs fixing.				

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.	No.	Yes	See – seesaw below.
2	Platforms should be free from trip hazards and protruding bolts.	OK.		
3	Fixed items of equipment should be checked to ensure parts are not bent, broken, loosened, worn, or missing.	No.	Yes	See – seesaw below.
4	There should be no sharp points or protrusions.	OK.		
5	Welds should not be damaged or corroded.	No.	Yes	See – seesaw below.
6	Access points should be checked to ensure there are no missing or broken runs and steps or treads are not loose.	OK.		
7	Exposed mechanisms and moving components have no pinch or crush points.	OK.		
8	Guards, handrails, or swing barriers are not missing, bent or broken and have no loose components.	OK.		
9	All drain holes are clear.	OK.		
10	All fastenings are secure.	No.	Yes.	
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	OK.		
12	Foundations are not cracked, loose in the ground or corroded at the base.	No.	Yes	See – seesaw below.
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.	No.	Yes	Seesaw moving on its moorings.
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.	OK.		
15	For all types of protective surfacing there should be no trip points, areas where water will lay, holes or litter.	No.	Yes.	

16	The surface finish of equipment should be free from rust and other corrosion, cracks, splinters, sharp edges and broken or open joints.	No.	Yes.	Safety surface cracked by see-saw.
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Community Hall

Area	Check	OK	Needs Attention	Comments (if any)
Pavilion				
Tables	Condition	OK.		
Chairs	Condition	OK.		
Corner seat unit	Condition	OK.		But scruffy.
Blinds	Condition	OK.		
Clock	Condition	OK.		
Main Hall				
2 Benches	Condition	OK.		
Badminton posts *	Condition	OK.		
Badminton net	Condition	OK.		
Sports floor	Condition	OK.		
Floor markings **	Condition	OK.		
External toilets	Condition	OK.		
Internal toilets	Condition	OK.		
Showers	Condition	OK.		
Kitchen	Condition	OK.		
First Aid box	Contents: Are they out-of-date or damaged. Are there any items missing.	OK.		
Fire exit signs		OK.		
Fire extinguishers		OK.		
General/additional comments (if any): - Cricket items stored in referees room on left hand side. Football items stored in referees room on right hand side. Equipment store could do with a sweep out.				

- **See saw and cracked safety surface**
Mr. Poulton spoke to Wicksteed Leisure Limited who informed him that a site visit would take up to 6 weeks to arrange and cost £40. Mr. Poulton contacted East Herts Council and they suggested we contact Playground Supplies. Playground Supplies have agreed to inspect the see-saw, free of charge, within the next 10 days and report back with their findings.
- **Internal storeroom**
Ask Rosemary Brown to sweep the internal storeroom. **Action: J. Allsop**

10 Correspondence received

a) East Herts Council re Oak tree opposite 10 School Lane

Mr. Poulton read out the following letter dated 17th July from East Herts Council.

Re Oak tree in sportsfield hedge (opposite 10 School Lane) Watton-at-Stone, Herts

‘With reference to your letter on 12 July 2006, I confirm the District Council has no object to work outlined namely:-

T1 Oak tree:

Prune back crown to previous pruning points. Clan crown to remove dead, dying, and defective branches. Lift lower branches all round to 3m and shape crown to balance.

All work must be carry-out by a reputable tree surgeon in accordance with British Standard BS3998: 1989 “Tree Works:

If the specified works on this letter are not undertaken within one year of the date of consent, a new application needs to be sought.’

b) Herts Tree Care – quotation re work to Oak tree opposite 10 School Lane

Herts Tree Care has supplied a quotation of £240 (plus VAT) to pollard the Oak tree in School Lane.

Dr. Norden has been given a copy of this quotation and has verbally agreed to pay for the work.

Herts Tree Care to be instructed to do the work.

Action: J. Allsop

c) Hertfordshire Highways re request to drop kerbs and move barriers in Great Innings

Mrs. McCash said that Hertfordshire Highways had, in the last few days, installed the dropped-kerbs and re-sited the barriers in Great Innings.

d) Douglas Moore – re 2007 World Scout Jamboree

Mr. Poulton read out the following letter dated 29th August from Douglas Moore.

‘I am an Explorer Scout who was a Beaver Cub and Scout at Watton-at-Stone. I have been selected to go on the World Scout Jamboree in August 2007. The total cost of this will be almost £1400, a large proportion of which I need to raise myself. I am therefore writing to ask whether the Watton-at-Stone Parish Council would be able to donate some money to help me reach this total. In return I would, after the Maori, be happy to send you a report about my experiences. If you would like to find out more information please feel free to contact me.’

After discussion Mr. Filer proposed that the Parish Council write to Douglas Moore informing him that the Parish Council has agreed to donate £50 towards his trip.

Action: N. Poulton

e) Request from Mrs. Day via Oliver Heald MP to remove seat at top of Hockerill slope

Mr. Poulton read out the following letter dated 20th July from Oliver Heald MP.

‘I have been contacted by my constituent Mrs. Gillian Day, 27 Hockerill, Watton-at-Stone, Hertfordshire SG14 3SQ (TEL 01920 830683).

I understand that you know Mrs. Day and I wondered whether you would be willing to take up one of the points she raised with me.

It seems, that unfortunately, Mrs. Day has been the victim of two burglaries, the last being last Friday when an intruder walked through an open door and took her handbag. She is also aware of other occasions when her bungalow has been targeted.

She has asked me to take up with her housing association, the issue of providing better security and, possibly a rear door so that she does not have to rely on the front door being open to improve circulation on hot days.

The other point she made, which might be best taken forward by you, is that there is a seat on a grassy area immediately outside her bungalow. She tells me that youngsters frequently sit there for long periods and one of her neighbours has said that she has seen them string at Mrs. Day’s home in the past. Mrs. Day feels that it would be helpful for this seat to be moved, possibly to the bus top in the High Street. She thinks this may be a Parish Council seat and I wonder whether you would be able to look into her suggestion? It would certainly give her greater peace of mind if the seat were not available to these youngsters.’

After discussion, Parish Councillors agreed to write to Oliver Heald informing him that we can find no advantage in having the seat, which was donated by an ex-resident of Watton-at-Stone, removed. This seat is used regularly by the elderly as a resting place after they have walked up the Hockerill slope from the High Street. The Parish Council feels that even if the seat was removed, young people would still congregate at this point (and in dry weather would sit on the grass).

Action: N. Poulton

f) Watton-at-Stone Cricket Club re electronic scoreboard

The Cricket Club has written (letter dated 29th August) informing us that East Herts Council has given them a grant towards the new electronic scoreboard.

Mr. Poulton said that the Cricket Club has ordered the new electronic scoreboard (which will be invoiced to the Parish Council) and have sent us donation to cover the cost.

g) East Herts Council – Information sessions re planning and development control process

Mr. Poulton, Mr. Smith and Mr. Clark are to attend the planning information session on 21st September at Bishop’s Stortford and will report back to the Parish Council meeting during its meeting on 11th October.

Agenda: 10/06

h) East Herts Council –summer play scheme

Mr. Poulton read out a letter from East Herts Council regarding the success of the summer play scheme that they ran for four weeks at the Community Hall during the school summer holidays.

It was agreed that the play scheme had been a success and that we write to East Herts Council accordingly and return their £100 deposit.

Action: J. Allsop

i) Sports and Social Club re Sunday football

The Sports and Social Club wrote to the Parish Council concerning the ‘Sunday footballers’ who had not paid their Sports and Social Club subscription for 2005. They requested that the Parish Council does not give the Community Hall keys to any member of the Sunday football team until the matter has been resolved.

Mr. Knight said that the Sunday football team had now paid its Sports and Social Club subscription for 2005. However there will be no Sunday football team this year because they did not apply to the Football League early enough.

j) Harvey Fairbrass re residential units for the elderly

Mr. Poulton read out a letter dated 8th August from Harvey Fairbrass (Chartered Town Planner).

Mr. Fairbrass has been commissioned by the Margery Maplethorpe Trust to assist them in finding sites suitable for small-scale development providing accommodation for elderly residents.

Mr. Fairbrass asked for a response to the following questions.

- a) Is there any local knowledge either statistical or anecdotal of residents within you parish who are in need/would benefit from the provision of new purpose-constructed accommodation for the elderly. I so, an indication of the number of units that might be needed would be most useful.
- b) In order for the Trust to be able to provide such accommodation at affordable levels, it is the case that the Trust would be seeking to develop a site on which planning permission would not be forthcoming for general or “open-market residential development. The Local Plan provides that in appropriate cases “local needs” development may be acceptable where “open market” development would not, if there is both evidence of local need, and support from the Parish Council. Would the support of the Parish Council be forthcoming for an appropriate development in an appropriate location?
- c) Are there any specific sites of which the Parish Council is aware that might be appropriate for a small development of 4 -10 units for the local elderly? Land owners names, or contact details would be most helpful in such cases.’

Mr. Poulton said Glebe Court has only recently been fully occupied following its complete renovation almost two years ago. There are also two empty bungalows for the elderly in the village.

It was agreed to write to Mr. Fairbrass informing him that currently there is no need for the provision of new purpose-constructed accommodation for the elderly in Watton-at-Stone and that we are not aware of any specific sites that would be suitable.

Action: J. Allsop

k) Consultation on Statement of Licensing Principles under Gambling Act 2005

This item has been on circulation.

Mr. Poulton said that he had completed the comment slip attached to the consultation papers and Parish Councillors agreed that this should be returned to East Herts Council.

Action: J. Allsop

11 Reports from other Organisations

• Watton-at-Stone Neighbourhood Watch

Mrs. McCash said that she had managed to find representatives to cover most parts of the village although only a ¼ of the village had been given information packs. The Police, who did not expect the Watton-at-Stone Neighbourhood Watch to be such a success, have still not provided her with the packs outstanding. If the packs are not received soon, Mrs. McCash will write a letter of complaint to the Chief Constable.

Action: H. McCash

• Watton-at-Stone Allotment & Garden Association

Mr. Poulton said that Lillian Moles (Glebe Court Residence Secretary, 11 Glebe Court) spoke to the Clerk on 11th September about fires on the allotments. Someone had a fire on that day and the smoke had been blowing into Glebe Court. It was particularly unpleasant because it was hot day and everyone wanted to leave their windows open. This is happening on a regularly basis.

Also, particularly on Sundays, strimmers are being used on the allotments, sometimes for most of the day. Glebe Court has a digital Ariel and when the strimmers are in use they cannot get any TV reception. She said that it was particularly distressing to the elderly because most of them have nothing much to do but watch television.

Mr. Poulton said that Mrs. Moles’ complaints had been raised during the Allotment and Garden Association meeting held on 12th September. The Allotment holders have been reminded that all bonfires must be at the far end of the allotments and should only be lit when there is minimal wind blowing in a direction away from residential development. They have also been reminded to keep strimming works to an absolute minimum.

It was agreed to write to Mrs. Moles thanking her for bringing this matter to the Parish Council’s attention and informing her of the action taken.

Action: J. Allsop

12 Items for Parish News

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

- Report on Police visit
- Update on Neighbourhood Watch Scheme

Mrs. McCash and the Clerk to write the entries accordingly.

Action: H. McCash/J. Allsop

13 Accounts

Watton-at-Stone Parish Council

Petty Cash

Receipts

None

Payments

Recorded delivery postage 1.31
1.31

Cheques required

East Herts Council	Planning application for tennis court	135.00
HCC	Lighting maintenance – 1/03/06 to 31/03/06	217.86
HCC	Lighting energy – 1/03/06 to 31/03/06	118.92
J. Allsop	24 x 32p stamps	7.68
Ted Brown	Weed killing and nettle strimming on sportsfield and MPPA	25.00
Ted Brown	32 hours litterpicking	208.00
J. Allsop	August salary	559.05
J. Allsop	Phone charges to 03.08.06	25.00
Greenwood tree care	3 grass cuts	615.00
Frank Cooper & son	2 sportsfield grass cuts	84.00
Jim Morrissey	Internal audit of Parish Council accounts	100.00
Ted Brown	32 hours litterpicking	208.00
David Bunyan	Tidy area around damaged brick wall	243.23
Grassroots	High Street and Memorial flowerbed maintenance	293.75
J. Allsop	September salary	559.05
J. Allsop	Phone charges to 03.09.06	25.00
Frank Cooper & Son	3 sportsfield grass cuts and set out and over-mark football pitch	62.00
S. Pressland	Strimming on the allotments	50.00
HCC	Cleaning materials	<u>48.56</u>
		<u>3585.10</u>

Cheques received

Sports and Social Club	¼ year rent	275.00
East Herts Council	Litterpick grant	<u>1075.36</u>
		<u>1350.36</u>

Watton-at-Stone Community Hall

Petty Cash

Receipts

Amanda Bainton – Main Hall & Pavilion	72.00	J. Phillips 1/7/06 – 31/7/06	31.00
Natalie Emuss – refund of bank charges incurred	7.50	Jewson – paint for Community Hall	<u>37.39</u>
Gill Gilbey – Main Hall hire 4/9/06	<u>10.00</u>		<u>68.39</u>
	<u>89.50</u>		

Cheques required

Field & Co.	Repair of Community Hall roof	458.25
HCC	Cleaning materials	74.27
Rosemary Brown	24 hours cleaning at the Community Hall	144.00
Verleywood Ltd	Repair to toilet door	56.40
Stevenage Glass Company	Replace vandalised Parish Council meeting room windows	336.05
Stevenage Glass Company	Replace 6 vandalised high level windows	646.25
Rosemary Brown	28 hours cleaning at the Community Hall	168.00
H M Customs & Excise	VAT return 07/06	59.67
Gary Smith	Window cleaning at the	<u>56.00</u>
		<u>1998.89</u>

Cheques received

Badminton Club	Main hall hire	139.50
Liz Welch	Main Hall hire	126.00
Tennis Club	Donation re planning application for Tennis Club	136.31
Dave Boddy	Main Hall and Pavilion hire	351.00
Robert Coleman	Pavilion hire	28.00
Sports and Social Club	¼ year rent	275.00
Mrs. Davidge	Main Hall and pavilion hire	52.00
Mr. & Mrs. Emsley	Donation towards electronic scoreboard	<u>4250.00</u>
		<u>5357.81</u>

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

- **The meeting closed at 2105.**
- **The date for the next Parish Council meeting is Wednesday 11th October 2006.**