

Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting
 Held on: Tuesday 21st February 2017 at 8pm
 Location: Village Hall, Chesham Road, Wigginton
 Present: Cllrs. S Cannon (Chair) (SC), S Fordyce (SF), D Meech (DM), J Shelton (JS),
 D Wilde (DW), Dacorum Borough Councillor Stan Mills, C Williams (Clerk)
 And eight members of the public.
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	None	Note
2	Declarations of Interest by Members	
2.1	None.	Note
3	Approval and Signing of Minutes	
3.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 17 ⁿ January 2017 were approved and signed.	Note
4	Public Participation	
4.1	The meeting accepted the Chairman's proposal to take consideration of St Bartholomew's Church maintenance grant review and 'The Community Shop' as the next business and to suspend Standing Orders to allow members of the public present to speak. The Council's comments are listed below under item 7.3 and 6.5. Seven members of the public then left the meeting.	Note
5	Clerk's Report/Village Warden's Report	
5.1	The Clerk reported Nick Hollinghurst had confirmed by e-mail that an order was secured with HCC for a new Wigginton and Tring signage at the A41 roundabout. This followed complaints by residents of Fox Close regarding the number of vehicles turning around when they realized they had missed the Tring exit off the roundabout.	Note
5.2	Nick Hollinghurst also confirmed he had put on order a simple 'P' sign to be placed on a new post opposite the Sports Field car park, positioned so that one can be seen in either direction. This will be purchased using his Community Locality budget.	Note
5.3	The Chair, Cllr Pardy and the Clerk had a successful afternoon with Mayor Bob McLean and the Mayoress Wendy McLean on January 31 st . Everyone concerned seemed to appreciate the visit and from their comments, they enjoyed it too.	Note
5.4	The Clerk reminded the Council the annual membership to CPRE was due. The Council agreed to not renew the membership for the coming year.	Note
5.5	The Warden reported no new faults with the gym equipment.	Note

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5.6	The Warden reported the condition of the play area equipment appeared to be generally the same as notified in previous reports. However there is noticeable decay to base of posts to toddler swing apparatus. Whilst difficult to judge if <i>significantly</i> worse than reported previously, note recommendation that defective parts should be programmed for renewal. Replacement swing seats are in storage- waiting for opportunity to fit!	Note
6	Matters arising from the previous Minutes	
6.1.1	Cllr. S Walker reported he had put the Contractor on hold to concrete in the play area fencing. The Chair pointed out the quote was not detailed, but Cllr. Walker gave his word the work will be done as requested.	SW
6.1.2	Cllr. S Walker is still to coordinate a working party to move the goal post in the Recreation Ground.	SW
6.1.3	The Clerk reminded the Council the grit bin is still waiting to be installed at Wigginton Bottom. Cllr. S Walker and the Chair agreed to assemble a working party to install the bin.	SW SC
6.1.4	Cllr. C Pardy raised the point that the PC should begin thinking about who will replace Cllr. S Cannon as the new Chairman. To be discussed at the next meeting.	Note
	Replacement street lighting	
6.2	No Update received. Cllr. S Fordyce will enquire about a new light on the Sports field.	SF
	ROSPA inspection	
6.3	Following the annual ROSPA inspection, it was agreed that a continued plan of action is needed: - <ul style="list-style-type: none"> ▪ Replacement swing seats for both junior and toddler swings have been purchased and awaiting installation by the Warden and the Chair. ▪ Cllr. D Meech and the Chair met with a representative from Playdale regarding new equipment and are now awaiting a quote. The Clerk was asked to chase. 	Clerk Warden SC
	Plans for production of 2017 'Oddy' Newsletter	
6.4	The Chair reminded the Council that some contributions are outstanding in order to put together a draft for finalisation. Delivery of the newsletter needs to be completed around 25 th March.	All
	Village Shop	
6.5	In order for this project to move forward, it was asked if the Council would provide more information with regards to the required leasehold agreement for the shop. For the record, the Poors Allotments Society has agreed to waive the covenant on the Sports Field site, for this purpose only of a Community Shop. It was also raised that agreement between the PC and the Community Shop to enter the site and construct the building needs to be formalised. This agreement, together with agreed leasehold terms for the Shop, would ideally be required prior to seeking Planning permission. It was suggested that as a first stage the PC and the Community Shop agree a "heads of terms" document, which would then be passed to the PC's solicitor to agree the legal document with the Shop's solicitor. Cllr. D Wilde asked if the Shop could provide a lease proposal for consideration	DW SW JS

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	and discussion at a joint meeting. It was agreed that going forward there would be a working party comprising Cllrs. Wilde, Shelton and Walker, with Cllr. D Wilde as the main contact.																			
7	Finance																			
7.1	Balances and cheques for payment																			
7.1.1	Balances on 20/02/2017 were confirmed as:-	Note																		
	<table border="1"> <tr> <td>NatWest Current account</td> <td>1,861.71</td> </tr> <tr> <td>Natwest Business account</td> <td>16,652.16</td> </tr> <tr> <td>TOTAL</td> <td>18,513.87</td> </tr> </table>	NatWest Current account	1,861.71	Natwest Business account	16,652.16	TOTAL	18,513.87													
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7.1.2	Bank statements were available for inspection and signed.	Note																		
7.1.3	Standing orders previously approved for payment were confirmed as:-	Note																		
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7.1.4	Cheques listed for payment at the meeting were confirmed as:-	Note																		
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7.1.5	The cheques listed having been signed off against the appropriate invoices. The Chairman proposed approval and payment. The cheques and invoices were reconciled by the Chairman and seconded by Cllr. C Pardy and agreed.	Note																		
	Data protection renewal																			
7.2	A renewal was received for the payment of £25. Clerk to action the payment.	Note																		
	St Bartholomews Church – Churchyard maintenance grant review																			
7.3	A Cholesbury resident asked how the PC can help further with the upkeep of the churchyard. The grant given for 16/17 was £470 plus an extra £100 for another project. The budget has already been set for 17/18, but the grant total will be looked at in the 18/19 budget and the WPC will also look at enquiring into increased help from Dacorum Borough Council. It was suggested a voluntary labour force could assist with the upkeep of the grounds. Suggestions such as the Sunnyside Rural Trust and Community Payback were discussed. It was agreed to see how much the local voluntary working party get cleared and then a plan of action of further voluntary help can be brought in. The Clerk will enquire about Community Payback and if grants increase can be obtained from DBC.	Clerk																		

Item	Description	Action by
	Online banking	
7.4	Cllr. S Fordyce confirmed that only records of invoices and BACS transfers need to be kept. The proposed online banking system with Natwest would cost 40p per transaction, but could be offset against what WPC currently pay for postage to send out cheques. Cllr. S Fordyce will propose a system and send to the internal Auditor for his advice.	SF
8	Planning	
8.1	DBC recent decisions on Planning applications within the Parish are:- 4/03319/16/FHA Beeches Farm, The Twist, Wigginton – Granted	Note
8.2	The following Planning applications were considered by the Parish Council: - 4/00185/17/FHA 9 Wick Road, Wigginton, Tring, HP23 6EL Single storey front and rear extensions. Support - The proposal improves the amenity and appearance of the building without apparent detriment to the neighbouring environment.	Note
9	Correspondence	
9.1	Dacorum Borough Council emailed information regarding the equipment required for when they go paperless and included a request for the Council to sign a form declaring their responsibility for the safe disposal of the equipment in accordance with (WEEE) recycling legislation. Cllr. C Pardy and S Walker will attend the information session on 3 rd March at the DBC offices.	Note
10	Items for Discussion	
10.1	Green Spaces Organising the “Litter picking day”.	
10.1.1	Cllr. D Wilde confirmed this will take place on Saturday 25 th March between 10am and 12am and will contact DBC to organise the necessary equipment and advertising. Cllr. C Pardy will advertise on Twitter and Facebook.	DW CP
10.2	Highways and footpaths	Note
10.2.2	The Chair asked if any footpaths require attention for 2017/18 PPP project. Cllr. D Meech suggested footpath FP7 that was worked on previously, but only half was completed due to budget constraints.	Note
10.3	Transport	
10.3.1	Nothing to report.	Note
10.4	Communication	
10.4.1	Nothing to report.	Note
10.5	Village Hall	
10.5.1	Cllr. C Pardy reported the Village Hall has agreed to allow space in a metal cupboard for the planning equipment to be stored and they agreed to allow the Council use of the projector screen.	Note

Item	Description	Action by
10.6	Education and Health	
10.6.1	Nothing to report.	Note
10.7	Business Directory	
10.7.1	Cllr. C Pardy and Cllr. D Meech reported the first monthly business coffee morning was successful with a turnout of 13 people.	Note
11	Any Other Business	
11.1	Cllr. S Walker reported the power line going across the sports field would be buried later in the year.	Note
11.2	Cllr. Meech asked if the village should be worried about the future of the pub as it is currently up for sale. Cllr. Walker mentioned he had spoken to the present Landlady, and she explained she is in talks with the brewery. Concluding there is nothing to worry about yet.	Note
	The meeting closed at 10.30pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com	

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