

Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting
 Held on: Tuesday 21st March 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), S Walker (SW), C Williams (Clerk)
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	Cllr. C Pardy and Dacorum Borough Councillor Stan Mills	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 21 st February 2017 were approved and signed.	Note
4	Public Participation	
4.1	None	Note
5	Clerk's Report/Village Warden's Report	
5.1	The Warden reported no faults with the gym equipment.	Note
5.2	Following a resident's complaint regarding trip hazards in the recreation ground where the vandalised benches were removed, the Warden made an inspection and reported he had filed down the projecting legs as much as he could, but there are 3" holes square in the tarmac from when the bench. He asked if someone could take a look and in fill with concrete or tarmac if available. Cllr. S Walker said he has the bench ready to reinstall, which he would do during the coming week.	SW
5.3	The Councillors would like to formally thank the Warden for his work and noted the village is looking very tidy.	Note
5.4	Cllr. J Shelton mentioned the hole in the hedge 10 feet from the actual entrance to the Sports Field, which people use as a short cut has got bigger. Cllr. S Walker will put up a fence using excess fencing left over from a project and may plant some hawthorn bushes to stop further entry.	SW
5.5	The Warden raised concerns about UK Power Networks excavations in the play area although they made good the disturbed finishes as requested. He was concerned they may have disturbed the equipment, but will continue to check for any movement in the future.	Warden
5.6	The Clerk reported the 2017 ROSPA inspection is due in May and will liaise with the Warden to establish a suitable date to meet the inspector. The Chair said someone else from WPC could be present for extra support if required.	Clerk

Item	Description	Action by
6	Matters arising from the previous Minutes	
	Agreed actions outstanding from February meeting	
6.1.1	Cllr. S Walker will give the go ahead to the contractor to carry out the works to the fencing surrounding the play area.	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	Cllr. S Walker and J Shelton confirmed they had installed the grit bin at the entrance to Wigginton Bottom.	Note
	Replacement street lighting	
6.2	Cllr. S Fordyce confirmed he has spoken with M Leech and reported works should start in six weeks or earlier. He also asked about a lamp along the footpath adjacent to the Sports Field and this would cost circa £1500 provided there is an electricity supply. The exact location needs to be agreed and additional budget for the works identified and made available.	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 are 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 still awaiting a quote. The Clerk is organising appointments with three other suppliers to discuss ideas and obtain quotes. 	Clerk Warden SC
	Plans for delivery of 2017 'Oddy' Newsletter	
6.4	The delivery by volunteers of the Friends of Wigginton will be the weekend of March 25 th 2017. On the next agenda, the payment to the Friends of Wigginton for the delivery of 2016 and 2017's 'Oddy' distribution is to be discussed. Councillors who are part of the Friends of Wigginton group will need to declare their interest in the payment. The Clerk will check the amount of the previous year's payment.	Clerk
	Village Shop	
6.5	Cllr Wilde advised that the Shop Working Group – made up of councillors and shop team members - had not met in the period since the February Council meeting, but the shop team had sent a progress report. The main points of note were as follows: <p>(i) The shop had a successful first fundraising event, raising enough money to cover some of the legal search costs and some initial architectural work. The event sold out very quickly and generated a lot of positive feedback.</p> <p>(ii) The shop team had a good preliminary meeting with a local architect and, subject to suitable references; hope to engage him in the next few weeks to start the pre-application planning process.</p> <p>(iii) As requested at the last meeting, the shop provided the following rough timeline.</p> <ul style="list-style-type: none"> • Complete business plan - end of April. • Set up as Community Benefit Society (the legal entity recommended by 	Note

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6.5 cont.	<ul style="list-style-type: none"> • the Plunkett Foundation) - end of April. • Agree "Heads of Terms" for the lease - at Shop Working Group meeting in April. • Lease will take three months once "Heads of Terms" are agreed. Complete lease - July 2017. • Pre-application planning advice by June 2017 • Public consultation event and launch share offer - early July 2017. • Building Regulation and Planning process will take another 12 weeks so possibly complete by October 2017. • At the same time, continue marketing and fund raising, investigate and apply for available grants. 	Note
6.6	<p>Preparations for the "Tidy-up/Community Clean Up Wigginton Day"</p> <p>Cllr. D Wilde has contacted DBC's Clean, Safe and Green department for assistance. The Parish Council agreed to hold a "Tidy-up Morning" from 10am to 12pm on Saturday 25th March 2017. Cllr. D Wilde publicised the event via Streetbank and advertised on the notice boards.</p>	DW
6.7	<p>Update on Community Directory</p> <p>No update as Cllr. C Pardy is not present.</p>	Note
6.8	<p>Chairperson & Deputy Chairperson replacement</p> <p>Steve Cannon confirmed he was stepping down as chairman of the Parish Council. It was agreed that the process of electing a new Chairperson should begin which would follow a two stage process:-</p> <p>Stage 1 is to invite councillors to indicate whether they would like to be considered for the role. As part of this process, the candidate would have to be formally proposed and seconded by two fellow councillors in writing. This is to be communicated to the Clerk in time for the 18th April 2017 meeting.</p> <p>Stage 2 is a formal vote where all councillors indicate their preferred candidate. This will be done as a secret ballot to elect a Chair as part of the 18th April 2017 meeting.</p>	
6.9	<p>St Bart's churchyard community volunteer clear up feedback</p> <p>Cllrs J Shelton, S Walker and S Fordyce joined the volunteer group to help clear up St Bart's churchyard. It was a successful day and felt that no more money needs to be given at present. They will continue with more clear up days along with the ongoing help from volunteers. The next clear up day will be 29th April. Cllr. D Meech felt in the next village survey the PC should ask what the villagers would like money to be spent on. Some Councillors questioned whether the PC should be doing more so it was agreed the 2018/19 budget will be reviewed. It was also noted the Church gave their thanks for the work done.</p>	Note
7	Finance	
7.1	Balances and cheques for payment	

Item	Description	Action by																		
7.1.1	Balances on 20/03/2017 were confirmed as:- <table border="1" data-bbox="306 315 839 443"> <tr> <td>NatWest Current account</td> <td>1,075.84</td> </tr> <tr> <td>Natwest Business account</td> <td>16,652.29</td> </tr> <tr> <td>TOTAL</td> <td>17,728.13</td> </tr> </table>	NatWest Current account	1,075.84	Natwest Business account	16,652.29	TOTAL	17,728.13	Note												
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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:- <table border="1" data-bbox="306 620 1166 714"> <tr> <td>15/03/17</td> <td>Wigginton Village Hall Hire of Hall in March 2017</td> <td>£15.00</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>£15.00</td> </tr> </table>	15/03/17	Wigginton Village Hall Hire of Hall in March 2017	£15.00		TOTAL	£15.00	Note												
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7.1.4	Cheques listed for payment at the meeting were confirmed as:- <table border="1" data-bbox="306 831 1198 1173"> <tr> <td>002001</td> <td>Goldleaf Groundcare Ltd Grounds maintenance as contract (Mar 2017)</td> <td>£279.23</td> </tr> <tr> <td>002002</td> <td>C A Williams Clerk's reimbursement and salary 21/02-20/03</td> <td>£314.99</td> </tr> <tr> <td>002003</td> <td>Rob Hill Village Warden Services Feb 2017</td> <td>£64.09</td> </tr> <tr> <td>002004</td> <td>Herts County Council Street lighting invoice 01/04/16-31/03/17</td> <td>£2,420.54</td> </tr> <tr> <td>002005</td> <td>S Cannon – Almar printing Oddy 2017 printouts</td> <td>£102.00</td> </tr> <tr> <td></td> <td>Total</td> <td>£3,180.85</td> </tr> </table>	002001	Goldleaf Groundcare Ltd Grounds maintenance as contract (Mar 2017)	£279.23	002002	C A Williams Clerk's reimbursement and salary 21/02-20/03	£314.99	002003	Rob Hill Village Warden Services Feb 2017	£64.09	002004	Herts County Council Street lighting invoice 01/04/16-31/03/17	£2,420.54	002005	S Cannon – Almar printing Oddy 2017 printouts	£102.00		Total	£3,180.85	Note
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7.1.5	The cheques listed were 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. D Meech and agreed. A transfer of £4,000 from the current account to the Business Reserve account was approved. Clerk to action the transfer.	Note																		
7.2	Online banking Cllr. S Fordyce said WPC should pursue getting online banking to make the controlling the finances more straightforward.	SF																		
7.3	Review of internal audit 2016 and actions taken; Appointment of internal auditor for 2017 Mr Newhouse has quoted £275 to act as the Council's internal auditor for 2017. Cllr. S Fordyce recommended we appoint Mr Newhouse and request a two-year price freeze. The Clerk is to liaise with Mr Newhouse to agree his appointment terms.	SF Clerk																		
8	Planning																			
8.1	DBC recent decisions on Planning applications within the Parish are:- 4/03114/16/TPO 12 Osborne Way, Wigginton – Granted 4/00229/17/DRC Hill Green Farm, Hill Green Lane, Wigginton - Granted	Note																		

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8.2	<p>The following Planning applications were considered by the Parish Council: -</p> <p>4/00328/17/FHA 3, Catherine Cottages, Wigginton Bottom, Tring, HP23 6HP Single storey front and rear extensions. Support - The proposal improves the amenity and appearance of the building without apparent detriment to the neighbouring environment.</p> <p>4/00375/17/TPO 4 Sheringham heights, Beech Park, Wigginton, HP23 6JF Works to trees. The Parish Council will defer to the opinion of the DBC Woodlands Officer.</p>	Note
9	Correspondence	
9.1	The Clerk received an email from the Aldbury Clerk expressing the concerns from Aldbury PC regarding the volume of additional cyclists through the village and surrounding area. Although no specific problems have been reported, the situation is being monitored.	Note
9.2	The Chair received an email from Ray Desborough of the Village Hall Committee who asked how much space is needed in the metal cupboard for the planning equipment. The equipment has still not arrived from DBC so the size is unknown at present. The Village Hall Committee will issue a new padlock at the AGM meeting. The equipment may need to be added to the insurance policy along with the Clerk's laptop and printer. The Clerk will check the insurance arrangements.	Clerk
9.3	The Chair also received a report from Ray Desborough that an ash tree is growing by the Millennium oak tree. He has tried lopping it, but it has proved awkward due to the metal railing surround the tree. Cllr. J Shelton will have a look.	JS
10	Items for Discussion	
10.1	Green Spaces	
10.1.1	Nothing to report.	Note
10.2	Highways and footpaths	
	Parish Paths Partnership (P3) work grant scheme 2017	
10.2.2	Cllr. D Meech suggested footpath FP7 at last months meeting which was worked on previously, but only half was completed due to budget constraints. Cllr. D Meech will meet with Clayton Rae to discuss further. The Clerk is to organise the meeting.	Clerk DM
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	Nothing to report.	Note
10.6	Education and Health	
10.6.1	Nothing to report.	Note

Item	Description	Action by
10.7	Business Directory	
10.7.1	Nothing to report.	Note
11	Any Other Business	
11.1	<p>Cllr. S Walker gave an update on the school project and shared the designs/plans for the scheme. The School are waiting to hear if a Planning application is needed although its thought that this is unlikely to be required. The School are considering purchasing the equipment from Wicksteed (a specialist supplier), but are still pursuing alternative providers.</p> <p>The meeting closed at 9.30pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com</p>	Note

DRAFT