

# Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting  
 Held on: Tuesday 18<sup>th</sup> April 2017 at 8pm  
 Location: Village Hall, Chesham Road, Wigginton  
 Present: Cllrs. S Cannon (Chair) (SC), S Fordyce (SF), D Meech (DM), D Wilde (DW), S Walker (SW), C Pardy (CP), C Williams (Clerk) and eleven members of the public.  
 Copies: All Councillors and the WPC website

Item	Description	Action by
<b>1</b>	<b>Apologies</b>	
1.1	Cllr. J Shelton and Dacorum Borough Councillor Stan Mills	Note
<b>2</b>	<b>Declarations of Interest by Members</b>	
2.1	Cllrs. S Walker and D Meech declared a Disclosable Pecuniary Interest in Item 6.7 with regard to their association with the Friends of Wigginton.	Note
<b>3</b>	<b>Approval and Signing of Minutes</b>	
3.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 21 <sup>st</sup> March 2017 were approved and signed.	Note
<b>4</b>	<b>Public Participation</b>	
4.1	The meeting accepted the Chairman's proposal to take consideration of Planning application 4/00224/17/FUL as the next business and to suspend Standing Orders to allow members of the public present to speak. The Council's comments are listed under item 8.2 below. Ten members of the public then left the meeting.	Note
<b>5</b>	<b>Clerk's Report/Village Warden's Report</b>	
5.1	The Warden reported no faults with the gym equipment.	Note
5.2	The Warden reported that peripheral decay of varying extent is evident to timber posts (at ground level) of all play area apparatus on Chesham Road. A suitable programme for repair or renewal is required in due course. Replacement swing seats are in storage – waiting for opportunity to fit.	Note
5.3	The Clerk reported the 2017 ROSPA inspection is due in May and the ROSPA Inspector agreed to contact the Warden to arrange a suitable date.	Warden
<b>6</b>	<b>Matters arising from the previous Minutes</b>	
	Agreed actions outstanding from March meeting	
6.1.1	Cllr. S Walker is liaising with a contractor for a date to carry out the works to the fencing surrounding the play area.	SW
6.1.2	Cllr. S Walker is to coordinate a working party to move the goal post in the Recreation Ground.	SW
6.1.3	Cllr. S Walker is to install the bench at the Recreation Ground.	SW

Item	Description	Action by
6.1.4	Cllr. S Walker to look at the hole in the hedge with the possibility of using leftover fencing from a current project.	SW
6.2	Replacement street lighting With the support of the other Councilors, Cllr. S Fordyce asked the Clerk to write to HCC to request that the further 12 be tested on a pass basis. To fund the project, it was agreed that £5,100 will come from our own reserves, £3,000 from the loan, and £3,300 this year from the budget. Assuming everything passes, funding for the scheme is covered.	Clerk
6.3	ROSPA inspection Following the annual ROSPA inspection, it was agreed that a continued plan of action is needed: - <ul style="list-style-type: none"> <li>▪ Replacement swing seats for both junior and toddler swings are awaiting installation by the Warden and the Chair.</li> <li>▪ Cllr. D Meech and the Chair have met with four suppliers to discuss new play equipment ideas and are now waiting to obtain quotes.</li> </ul>	Clerk Warden SC
6.4	Village Shop Cllr Wilde reported that the shop working party had had a very constructive and wide-ranging meeting to discuss the proposed shop lease and the other legal documents required. The issues were not straightforward and it was agreed that the shop team would do further research on this including any precedents for this type of agreement. It was agreed that a full commercial solicitors fee for advising WPC could be a significant sum, and WPC would approach 3 local solicitors to try to obtain a low or free service. A further meeting of the shop working party would be arranged when more progress had been made. All understood that the WPC did not have any budget for solicitor's fees.	Note
6.5	Preparations for the "Tidy-up/Community Clean Up Wigginton Day" Cllr. D Wilde reported a successful day with 23 people from most areas of the Parish involved including 6 children and 1 dog. Approx. 11 sacks of rubbish and 6 sacks of recyclable rubbish were collected. 3 instances of fly tipping were noted.	Note
6.6	Update on Community Directory Cllr. C Pardy will email her update.	CP
6.7	Friends of Wigginton fee for 'Oddy' newsletter distribution Cllr. S Walker will chase up the invoice for payment to be made for 2016 and 2017 'Oddy' distribution. The 2017 'Oddy' delivery is still in progress.	SW
6.8	MUGA at St Bartholomews School Cllr. S Walker reported that Herts County Council has requested the school pay a legal fee of £1,500. The question was raised whether the WPC would be willing to give financial assistance. Before any contribution or payment was made, it was agreed that WPC request that the school make a formal written request. Cllr. S Walker will request a letter from the Head teacher.	SW

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<b>7</b>	<b>Finance</b>																
7.1	Balances and cheques for payment																
7.1.1	Balances on 18/04/2017 were confirmed as:-	Note															
	<table border="1"> <tr> <td>NatWest Current account</td> <td>23,161.09</td> </tr> <tr> <td>Natwest Business account</td> <td>12,652.42</td> </tr> <tr> <td><i>o/s cheque 2002</i></td> <td>314.99</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>35,598.52</b></td> </tr> </table>	NatWest Current account	23,161.09	Natwest Business account	12,652.42	<i>o/s cheque 2002</i>	314.99	<b>TOTAL</b>	<b>35,598.52</b>								
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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															
	<table border="1"> <tr> <td>002006</td> <td>Goldleaf Groundcare Ltd Grounds maintenance as contract (Apr 2017)</td> <td>£279.23</td> </tr> <tr> <td>002007</td> <td>HAPTC Membership 2017 (inc. NALC affiliation fee)</td> <td>£676.86</td> </tr> <tr> <td>002008</td> <td>C A Williams Clerk's reimbursement and salary 21/03-20/04</td> <td>£315.98</td> </tr> <tr> <td>002009</td> <td>Rob Hill Village Warden Services Mar 2017</td> <td>£37.70</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>£1,309.77</b></td> </tr> </table>	002006	Goldleaf Groundcare Ltd Grounds maintenance as contract (Apr 2017)	£279.23	002007	HAPTC Membership 2017 (inc. NALC affiliation fee)	£676.86	002008	C A Williams Clerk's reimbursement and salary 21/03-20/04	£315.98	002009	Rob Hill Village Warden Services Mar 2017	£37.70		<b>Total</b>	<b>£1,309.77</b>	
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	<b>Total</b>	<b>£1,309.77</b>															
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. S Fordyce and agreed.	Note															
	Online banking																
7.2	The Clerk will liaise with the internal auditor for advice on the best options.	Clerk															
	Review of internal audit 2016 and actions taken; Appointment of internal auditor for 2017																
7.3	The Clerk reminded Cllrs. of the auditor's comments from June 2016. His recommendations have been implemented. Mr Newhouse quoted £275 to act as the Council's internal auditor for 2017 and agreed to hold his fee for the 2018 audit. The Clerk confirmed her meeting with the internal auditor has been agreed for 19 <sup>th</sup> May 2017 at 10am.	Clerk															
<b>8</b>	<b>Planning</b>																
8.1	DBC recent decisions on Planning applications within the Parish are:-	Note															
	<p><b>4/00185/17/FHA</b> 9 Wick Road, Wigginton – Granted</p> <p><b>4/00328/17/FHA</b> 3 Catherine Cottages, Wigginton Bottom - Granted</p>																

Item	Description	Action by
8.2	<p>The following Planning applications were considered by the Parish Council: -</p> <p><b>4/00224/17/FUL</b> Lilas Wood, Wick Lane, Hastoe, HP23 6EL Retention of existing structures and material change of use of land to allow for use as wedding venue (15 events). No Comment but grateful to be consulted.</p> <p><b>4/00613/17/FHA</b> Rosemary Cottage, 3 Wick Road, Wigginton, HP23 6EL 2 front dormers and infill between approved rear dormers with addition of central window. Support - The proposal improves the amenity and appearance of the building without apparent detriment to the neighbouring environment.</p>	Note
<b>9</b>	<b>Correspondence</b>	
9.1	<p>Cllr. J Shelton sent an email to the Clerk enclosing a letter from a concerned resident with regards to parked cars on the corner of where Highfield Road and Commonfield meet. The WPC did receive a letter from the same resident last year with which the WPC responded by sending a letter to HCC Nick Hollinghurst. The Clerk will reply to the resident to say the WPC will write to the next Herts County Councillor following the local elections on 4<sup>th</sup> May.</p>	Clerk
<b>10</b>	<b>Items for Discussion</b>	
10.1	Green Spaces	
10.1.1	Nothing to report.	Note
10.2	Highways and footpaths	
	Parish Paths Partnership (P3) work grant scheme 2017	
10.2.1	<p>Cllr. D Meech met DBC officer Clayton Rae to discuss finishing off the section of FP7, which meets Wigginton Bottom. Clayton advised filling in the workplan mentioning 'Make a contribution towards the improvement of FP7 both in the middle and by the Wigginton Bottom end as advised by CAO' and he will organise the work to be carried out using the P3 £1000 grant and additional funding. Clerk to action necessary forms.</p>	Clerk
10.2.2	<p>Cllr, D Meech spoke to Clayton Rae following a suggestion about adding a handrail as you come up The Twist from the Oddy on the Ridgeway and he agreed to have a look. Additional works between the Oddy and The Twist has currently only been part completed, but Clayton agreed to look into completing these works. Cllr. D Meech mentioned how supportive Clayton Rae continues to be.</p>	Note
10.2.3	<p>The Chairman mentioned the mystery behind with the hedge at the entrance to the Sports Field, which had been cut without permission. The owner was concerned that no one had discussed with her that works were going to be carried out. The owner was going to email the Chairman, but so far he has not received anything.</p>	Note
10.2.4	<p>The Chairman also took a look at the ash tree growing by the Millennium oak tree and Cllr. S Walker will have a look and see if his small chainsaw will do the job of removing it through the railings.</p>	SW
10.3	Transport	
10.3.1	Nothing to report.	Note

Item	Description	Action by
10.4	Communication	
10.4.1	Nothing to report.	Note
10.5	Village Hall	
10.5.1	Ray Desborough will be stepping down as the Chairman of the Village Hall and there is no replacement as yet. This is a concern if a replacement is not found, the WPC as a trustee and if the committee folds, will be responsible. The new Chairman must already be in the committee. Cllr. C Pardy agreed to advertise on their behalf.	CP
10.6	Education and Health	
10.6.1	Nothing to report.	Note
10.7	Business Directory	
10.7.1	Nothing to report.	Note
<b>11</b>	<b>Electing new Chairperson</b>	
11.1	Following the Clerks email requesting nominations, and expressing his willingness to become the next Chairman, Cllr. D Wilde was nominated as Chairman by Cllr. D Meech, seconded by Cllr. S Walker and his election was agreed as of the Annual Council Meeting on May 16 <sup>th</sup> . The Chairman mentioned he would be happy to support him with any questions. Cllr. D Wilde expressed warm gratitude to Cllr. S Cannon for his time and commitment to WPC.	Note
<b>12</b>	<b>Arrangements for 2017 Annual Parish Meeting on 26<sup>th</sup> April 2017</b>	
12.1	The Chairman agreed to organise copies of the agenda and minutes from the 2016 meeting. Even though it is advertised in the 'Oddy', advertising is also to be done on Streetbank, Facebook and notice boards.	SC
<b>13</b>	<b>Any Other Business</b>	
13.1	Cllr. D Wilde mentioned the email from DBC regarding a Consultation on SEA/Sustainability Appraisal Draft Scoping Report for New Local Plan. Replies were requested by 5 <sup>th</sup> May, Cllr. D Wilde agreed to read and will respond if he feels necessary to do so.	DW
13.2	The Chairman asked if anyone else felt the double yellow lines on Chesham Road are too long especially on the Village Hall side. Most Councillors agreed, once the new Herts County Councillor is announced, they will be contacted.	Note
13.3	Following the Warden's concerns over possible vandalism or removal of one of the picnic tables from the Sports Field, both the Chairman and Cllr. S Walker made an inspection and reported that they could not identify anything damaged and concluded it may just be general wear and tear.	Note
13.4	The Clerk received an email from the Poors Allotments Society Clerk who gave forward notice that the terms of office of four of the Trustees ends later this year. Two are happy to be reappointed, one is retiring and the fourth she is not sure whether to continue. It is the WPC who appoints the Trustees (they are not elected). In the past, the WPC has always been happy to go with recommendations of existing Trustees. Roger Wyborn is now the Chairman.	Note

Item	Description	Action by
14	<p data-bbox="304 248 400 282">PART II</p> <p data-bbox="304 282 767 315"><u>Review of Warden's and Clerk's salary</u></p> <p data-bbox="304 315 1278 371">It was agreed to implement the pay award for 2017-2018 to be backdated from 1<sup>st</sup> April 2017. The Warden's revised hourly rate will be £7.80.</p> <p data-bbox="304 371 1286 528">The Clerk's salary is also to be revised, but Cllr. D Meech and the Chair agreed when the Clerk was appointed that upon completion of her first year the salary band would increase from SCP 18 to SCP 19. It was agreed that the Clerk should revise the paperwork and re-circulate to the Chair via email and the Chairman will approve the increase and sign it off.</p> <p data-bbox="304 562 743 651">The meeting closed at 10.30pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com</p>	Note, Clerk

DRAFT