

Minutes of the Annual Council Meeting of Wigginton Parish Council

Meeting: Monthly meeting
 Held on: Tuesday 16th May 2017 at 8pm
 Location: Village Hall, Chesham Road, Wigginton
 Present: Cllrs. D Wilde (Chair) (DW), D Meech (Vice-Chair) (DM), S Cannon (SC), S Fordyce (SF), S Walker (SW), J Shelton (JS), C Williams (Clerk) and two members of the public.
 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	New Chair officially signs book and election of Vice-Chair	Note
2.1	The Chair officially signed the Parish Councillors book following his election last month. Having expressed her willingness to be Vice-Chair, Cllr Meech was nominated by Cllr. Walker, seconded by Cllr. Cannon and her election was agreed.	
3	Councillor's Areas of Responsibility for 2017/18	
3.1	Although all Councillors were happy to continue with their current areas of responsibility, it was agreed to review next month due to Cllr. Pardy's absence.	Note
4	Schedule of Parish Council Meetings 2017/2018 and setting date of Annual Parish meeting 2018	
4.1	Meetings will continue to be held on the third Tuesday of every month. There will be no meeting in August unless an <i>ad hoc</i> meeting is needed to discuss planning applications. All meetings will be held in the Village Hall at 8pm. The proposed date for the Annual Parish Meeting is 24 th April 2018. The Clerk will check availability of the Village Hall.	Note Clerk
5	Declarations of Interest by Members	
5.1	Cllr. Fordyce declared a personal interest in item with regard to planning application 4/00970/17/FHA.	Note
6	Approval and Signing of Minutes	
6.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 18 th April 2017 were approved and signed.	Note
7	Public Participation	
7.1	The meeting accepted the Chairman's proposal to take consideration of Planning application 4/00970/17/FHA 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 11.2 below. Two members of the public then left the meeting.	Note
8	Clerk's Report/Village Warden's Report	
8.1	The Warden's report was not available due to the Warden being on annual leave.	Note

Item	Description	Action by
8.2	The Clerk updated the WPC that use of the sports field car park will not be required this year by the Chiltern 100 Cycle Group due to change of route.	Note
8.3	The Clerk notified the WPC that the Berkhamsted Raiders would like to continue their season pitch hire for 2017/2018. It was agreed to charge £560. The Clerk will notify Ian Sayle.	Clerk
8.4	The Clerk received an email from Sue at HAPTC informing her the WPC can apply for another round of the Transparency Code funding to claim for website fees and the Clerk's hours for updating the website each month. The WPC agreed to put in another application. The Clerk will ask if they can claim for setting up a Community Social Network.	Clerk
8.5	The Clerk informed the WPC that the Recreation Ground horse chestnut trees are overdue their two year inspection by a Professional Arboriculturist. Patrick Stileman has carried out the inspections for some years and it was felt his knowledge is invaluable, although next time we will obtain various quotes for comparison. It was agreed to accept his quotation of £420 + VAT.	Clerk
9	Matters arising from the previous Minutes	
9.1	Agreed actions outstanding from April meeting	
9.1.1	Cllr. S Walker is waiting for Contractor to confirm a date to carry out the works to the fencing surrounding the play area.	SW
9.1.2	Cllr. S Walker is to coordinate a working party to move the goal post in the Recreation Ground.	SW
9.1.3	Cllr. S Walker is to install the bench at the Recreation Ground.	SW
9.1.4	Cllr. S Walker used leftover fencing from a current project to stop people using the hole in the hedge as a means of access onto the sports field.	Note
9.2	Replacement street lighting Cllr. S Fordyce texted the HCC Contractor Mick Leech to get an up to date time scale on when they will be making a start on the replacement street lighting project, as the initial 12 week lead in period initially quoted has lapsed. He hoped it would be within the next couple of weeks. There is a £3,000 provision for Phase 2 of the street lighting project, as this is uncommitted this could be diverted to other projects.	Note
9.3	ROSPA inspection Following the annual ROSPA inspection, it was agreed that a continued plan of action is needed: - <ul style="list-style-type: none"> ▪ Cllr. Cannon said he would meet the Warden one morning to help replace the swing seats for both junior and toddler swings. 	Warden SC
9.4	Village Shop Actions from April's legal meeting are being progressed but there is nothing specific to report at present.	Note
10	Finance	
10.1	Balances and cheques for payment	

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10.1.1	Balances on 16/05/2017 were confirmed as:- <table border="1" data-bbox="306 309 839 405"> <tr> <td>NatWest Current account</td> <td>23,330.05</td> </tr> <tr> <td>Natwest Business account</td> <td>12,652.52</td> </tr> <tr> <td>TOTAL</td> <td>35,982.57</td> </tr> </table>	NatWest Current account	23,330.05	Natwest Business account	12,652.52	TOTAL	35,982.57	Note									
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10.1.2	Bank statements were available for inspection and signed.	Note															
10.1.3	Standing orders previously approved for payment were confirmed as:- <table border="1" data-bbox="306 524 1166 620"> <tr> <td>15/05/17</td> <td>Wigginton Village Hall Hire of Hall in May 2017</td> <td>£15.00</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>£15.00</td> </tr> </table>	15/05/17	Wigginton Village Hall Hire of Hall in May 2017	£15.00		TOTAL	£15.00	Note									
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10.1.4	Cheques listed for payment at the meeting were confirmed as:- <table border="1" data-bbox="306 680 1198 965"> <tr> <td>002010</td> <td>Goldleaf Groundcare Ltd Grounds maintenance as contract (May 2017)</td> <td>£279.23</td> </tr> <tr> <td>002011</td> <td>C A Williams Clerk's reimbursement and salary 21/03-20/04</td> <td>£312.47</td> </tr> <tr> <td>002012</td> <td>D Wilde Refreshments</td> <td>£34.78</td> </tr> <tr> <td>002013</td> <td>Aon UK Ltd Insurance Renewal 1/6/17 – 31/5/18</td> <td>£523.25</td> </tr> <tr> <td></td> <td>Total</td> <td>£1,149.73</td> </tr> </table>	002010	Goldleaf Groundcare Ltd Grounds maintenance as contract (May 2017)	£279.23	002011	C A Williams Clerk's reimbursement and salary 21/03-20/04	£312.47	002012	D Wilde Refreshments	£34.78	002013	Aon UK Ltd Insurance Renewal 1/6/17 – 31/5/18	£523.25		Total	£1,149.73	Note
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10.1.5	The cheques listed were signed off against the appropriate invoices. The Chair proposed approval and payment. The cheques and invoices were reconciled by Cllr. Cannon and agreed.	Note															
10.2	MUGA at St Barts School financial help Members discussed the written request from the Head of St Bartholomew's School for financial assistance in meeting the HCC legal fees relating to the change of use for the MUGA. It was unanimously agreed that, if the MUGA project goes ahead, the Council will reimburse St Bartholomew's School the HCC Surveyors' and legal fees of £1500. The money will be taken from reserves. The chair will write to the Head accordingly and will also confirm the Council's understanding that the MUGA will be available for public use outside of school hours. Cllr Walker will check whether the payment will be subject to VAT.	DW SW															
10.3	Approval of accounts for the year ending 31 st March 2017 The accounts and supporting statement have been prepared as required by regulations and proper practice. It was agreed to approve the accounts as circulated and the document was duly signed.	Note															
10.4	Annual return for the year ending 31 st March 2017 A document detailing the Parish Council's response to the requirements as set out in the Annual Governance Statement had been circulated. Section 1 (Statement of Accounts) and Section 2 (Annual Governance Statement) of the Annual Return were completed and duly signed. Section 4 will be completed and signed by the Internal Auditor at his visit on 19 th May 2017. The External Audit date has been set for 26 th June 2017. The Notice of Appointment of Date for the Exercise of Electors' Rights will be posted on the Parish notice board and will be displayed for the required period.	Note															

Item	Description	Action by
10.5	<p data-bbox="304 241 679 271">Income and expenditure review</p> <p data-bbox="304 297 1286 387">The circulated document was noted. The Council has received the requested amounts of precept, Concurrent Services grant, Council Tax Support Grant and Warden's grant from DBC. Cllr. S Fordyce reported the following:</p> <ul data-bbox="352 432 1278 831" style="list-style-type: none"> <li data-bbox="352 432 1278 521">• Charged £8,220 to 2017 accounts for phase 1 of streetlights which left a deficit of £7,163 for the year, and remaining reserves of £7,759. Accounts and Parish Annual Return approved on that basis. <li data-bbox="352 521 1278 611">• Need to build up reserves as we are well below levels prescribed by independent professionals and those of other councils. 50% of annual spend excluding earmarked reserves is a guideline. <li data-bbox="352 611 1278 701">• Any proposed extra spend in 2017-18 will need to come from savings elsewhere if we are to avoid a further year of deficit given the £1,500 already committed to the all-weather pitch project. <li data-bbox="352 701 1278 768">• Future intent to produce monthly accounts and forecasts rather than quarterly. <li data-bbox="352 768 1278 831">• Internal audit arranged for Friday 19th May where our assumptions will be discussed. 	<p data-bbox="1342 297 1398 327">Note</p>
10.6	<p data-bbox="304 869 1158 898">Agreement to purchase a copy of the Arnold Baker Local Councils Book</p> <p data-bbox="304 920 1286 981">The Chair mentioned he had a PDF copy of the 'Good Councillors guide', which he agreed to circulate via email.</p>	<p data-bbox="1342 920 1398 949">DW</p>
10.7	<p data-bbox="304 1010 1206 1039">Responses received regarding replacement Children's play area equipment</p> <p data-bbox="304 1061 1286 1240">The Vice-Chair and Cllr. S Cannon have met four play area equipment providers for quotes and designs. We have received one quote so far from Hags. The Vice-Chair mentioned that quotes were required and grants need to be investigated. It was hoped that, taking account of any grants together with the sum budgeted for the sports field and savings made elsewhere, at least part of the play equipment could be afforded this year.</p>	<p data-bbox="1342 1061 1398 1090">Note</p>
11	Planning	
11.1	<p data-bbox="304 1330 1270 1359">No DBC decisions on Planning applications within the Parish received this month.</p>	<p data-bbox="1342 1330 1398 1359">Note</p>
11.2	<p data-bbox="304 1391 1214 1420">The following Planning applications were considered by the Parish Council: -</p> <p data-bbox="304 1453 1118 1514">4/00970/17/FHA Plantation House, Fox Road, Wigginton, HP23 6EE Single storey side extension Support - The proposal improves the amenity and appearance of the building without apparent detriment to the neighbouring environment. It was noted that there were no "proposed" drawings on the planning portal. The meeting inspected the drawings brought to the meeting by the applicants.</p> <p data-bbox="304 1666 1182 1760">4/01058/17/TPO 10 Beech Park, Chesham Road, Wigginton, HP23 6JF Fell Pine Trees The Parish Council will defer to the opinion of the DBC Woodlands Officer.</p> <p data-bbox="304 1789 1158 1872">4/00844/17/FHA Farfield House, Chesham Road, Wigginton, HP23 6JD Two storey extension and single storey wing. New detached garage. No Comment</p> <p data-bbox="304 1912 1286 2018">4/01141/17/FUL Hill Green Farm stables, Hill Green Farm, Hill Green Lane, Wigginton, HP23 6HD Temporary change of use to allow siting of residential mobile home for 12 months. No Comment</p>	<p data-bbox="1342 1391 1398 1420">Note</p>

Item	Description	Action by
	4/01049/17/FHA Land ADJ to Cloudhill, Chesham Road, Wigginton, HP23 6EH Two storey side extension. No Comment	
	4/01064/17/FHA 2 Stable End Cottages, The Twist, Wigginton, HP23 6DU Two storey link extension and alterations. No Comment	
11.3	There were two further planning applications that came in on the day of the meeting. The Clerk will ask the planning officers for extensions in order for them to be reviewed at the next meeting.	Note
12	Correspondence	
12.1	None	Note
13	Items for Discussion	
13.1	Green Spaces	
13.1.1	Nothing to report.	Note
13.2	Highways and footpaths	
13.1.1	Nothing to report.	Note
13.3	Transport	
13.3.1	Nothing to report.	Note
13.4	Communication	
13.4.1	Cllr. Shelton agreed to look at ways to improve the website. The Clerk will check with Cllr. Pardy that she is happy for him to do so.	JS
13.5	Village Hall	
13.5.1	Cllr. Shelton mentioned he put in an application for the Jewson's Grant for materials to replace the flat roof. Waiting to hear if shortlisted.	Note
13.6	Education and Health	
13.6.1	Nothing to report.	Note
13.7	Business Directory	
13.7.1	Nothing to report.	Note
14	Any Other Business	
14.1	The Chair thanked Cllr. J Shelton for arranging the churchyard work party, which turned out to be a very successful clear up. There was a vote of thanks to Cllr. J Shelton and all who took part on the day. The Clerk will contact the resident from Cholesbury who initially raised concerns about the overgrowth to inform him about the clear up.	Clerk
15	PART II Review of Warden's and Clerk's salary It was agreed to implement the pay award for 2017-2018 to be backdated from 1 st April 2017. The Clerk's revised salary pro-rata for 7 hours per week will be £3,699.03 p.a. (£308.26 per month) including London fringe weighting.	Note, Clerk

The meeting closed at 10.20pm
Cheryl Williams, Clerk to the Council
wiggintonpcclerk@gmail.com