

Minutes of the Annual Council Meeting of Wigginton Parish Council

Meeting: Monthly meeting
 Held on: Tuesday 20th June 2017 at 8pm
 Location: Village Hall, Chesham Road, Wigginton
 Present: Cllrs. D Wilde (Chair) (DW), S Cannon (SC), S Fordyce (SF), S Walker (SW), J Shelton (JS), C Williams (Clerk) and Dacorum Borough Councillor S Mills.
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	Vice-Chair D Meech. Cllr. C Pardy has tendered her resignation from the Council via an email to the Clerk dated 20 th June 2017. The Clerk will advertise the vacancy.	Clerk
2	Councillor's Areas of Responsibility for 2017/18	
2.1	The Chair agreed to take on Footpaths. Cllr. J Shelton volunteered to look at the website. Due to Cllr. C Pardy's resignation, it was suggested to ask the Vice-Chair whether she would take on Health & well being temporarily. Clerk to action.	Clerk
3	Declarations of Interest by Members	
3.1	The Chair declared a Disclosable Pecuniary Interest in item 7.4 with regard to providing Structural Engineering Services to the Village Shop.	Note
4	Approval and Signing of Minutes	
4.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 16 th May 2017 were approved and signed.	Note
5	Public Participation	
5.1	There were no members of the public present.	Note
6	Clerk's Report/Village Warden's Report	
6.1	No faults recorded with the play area. Gym equipment faults have been reported and detailed in 6.2.	Note
6.2	The full RoSPA report was circulated previously via email. Items flagged as requiring attention at the sports field and play area and the actions agreed by the Council are as follows:- <ul style="list-style-type: none"> • Play area gate – Projecting bolt thread. Cut off and file down to remove sharp edges. The Clerk will ask the Warden if he is willing to do this. • Goal Posts – Paintwork in poor condition. De-scale and coat with lead-free paint. The Clerk will ask the Warden if he is willing to do this. • Gym equipment bike – Ground casing cracked. Clerk has contacted the supplier but date yet to be announced. • Gym equipment chest press/leg press – Chest press arm has eroded and cracked. Clerk has contacted the supplier but date yet to be announced. Cllr. S Walker will put barrier tape around the equipment to prevent usage and further damage. 	Clerk SW

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6.3	The Clerk reported the P3 grant of £1000 has been granted and monies will be received in due course.	Note								
7	Matters arising from the Minutes									
7.1	Agreed actions outstanding from May meeting									
7.1.1	Cllr. S Walker is chasing Contractor to confirm a date to carry out the works to the fencing surrounding the play area. If no correspondence made then Cllr. S Walker will tender for other Contractors.	SW								
7.1.2	Cllr. S Walker is to coordinate a working party to move the goal post in the Recreation Ground.	SW								
7.1.3	Cllr. S Walker is to install the bench at the Recreation Ground.	SW								
7.1.4	The Council agreed to purchase the book 'Arnold-Baker on Local Council Administration' as they felt it would benefit all Councillors going forward. Cllr. S Fordyce agreed to make a purchase on the Council's behalf.	SF								
7.2	Replacement street lighting The Clerk formally emailed Peter Simpson at HCC requesting an update on the replacement street lighting as the 12-week lead-time had expired. He replied explaining Mick Leech at Ducreux would investigate and update. No update received as yet.	Note								
7.3	MUGA at St Bart's School Cllr. S Walker reported that the school is waiting for grant approval from grant provider before project can progress further.	Note								
7.4	Village Shop It was initially agreed by email that the PC would appoint the Solicitors 'Barnes & Partners' for the nominal fee of £250 plus any expenses, which should not exceed £6, £100 is to be paid upfront. A proposed 'Heads of terms' first draft was received but comments were made, this is still to be reviewed.	Note								
8	Finance									
8.1	Balances and cheques for payment									
8.1.1	Balances on 20/06/2017 were confirmed as:- <table border="1"> <tbody> <tr> <td>NatWest Current account</td> <td>22,458.75</td> </tr> <tr> <td>Natwest Business account</td> <td>12,652.63</td> </tr> <tr> <td>o/s cheque 2011</td> <td>312.47</td> </tr> <tr> <td>TOTAL</td> <td>34,798.91</td> </tr> </tbody> </table>	NatWest Current account	22,458.75	Natwest Business account	12,652.63	o/s cheque 2011	312.47	TOTAL	34,798.91	Note
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8.1.2	Bank statements were available for inspection and signed. Cllr. S Fordyce checked the Bank Reconciliation, and agreed they matched the accounts.	Note								
8.1.3	Standing orders previously approved for payment were confirmed as:- <table border="1"> <tbody> <tr> <td>15/06/17</td> <td>Wigginton Village Hall Hire of Hall in June 2017</td> <td>£15.00</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>£15.00</td> </tr> </tbody> </table>	15/06/17	Wigginton Village Hall Hire of Hall in June 2017	£15.00		TOTAL	£15.00	Note		
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8.1.4	Cheques listed for payment at the meeting were confirmed as:-	Note																																	
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8.1.5	The cheques listed were signed off against the appropriate invoices. The Chair proposed approval and payment. The cheques and invoices were reconciled by Cllr. S Fordyce and agreed.	Note																																	
8.2	Internal Audit report for 2017 The Internal Audit took place on 19 th May 2017. Mr Newhouse made no significant new recommendations. The Chair has formally responded back to Mr Newhouse.	Note																																	
8.3	Online Banking The Clerk and Cllr. S Fordyce are currently looking at two other banks as alternative options to Natwest. Cllr. S Cannon reminded the WPC that they would need to consider the documents that are currently held in a safe custody hold with Natwest once the decision has been made to move banks. It was agreed a proposal would need to be put in place for the next meeting.	SF Clerk																																	
8.4	Hosting costs of new Community Online System Cllr. J Shelton has now set up and made active the new system, which has replaced Streetbank for residents to communicate with each other. He reported that so far 73 people had signed up within two weeks of it going live. Currently, the monthly charge is £9 per month and if the system proves successful it would be beneficial to move onto the annual charge, which would bring it down to the equivalent of £7 per month. Cllr. J Shelton is currently paying for this and the WPC will take on the payment once proven successful.	Note																																	
8.5	Chiltern Society Membership Renewal It was agreed to renew for another year for £30.	Note																																	

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9	Planning	
9.1	<p>DBC decisions on Planning applications</p> <p>4/01058/17/TPO 10 Beech Park Homes, Chesham Road, Wigginton – Refused 4/00613/17/FHA Rosemary Cottage, 3 Wick Road, Wigginton – Granted 4/00970/17/FHA Plantation House, Fox Road, Wigginton – Granted</p>	Note
9.2	<p>The following Planning applications were considered by the Parish Council: -</p> <p>4/01096/17/FHA Treath, Hemp Lane, Wigginton, HP23 6HF Two-storey rear extension. Single storey rear extension. Pitched front dormers and timber cladding. No Comment</p> <p>4/01153/17/LDP 17 Wick Road, Wigginton, HP23 6EL Single storey rear extension The Chair commented that this application had already been granted. The decision was issued on 15th June 2017.</p> <p>4/01166/17/FHA & 4/01167/17/LBC Lakes Barn, Heath End Farm, Heath end, Berkhamsted, HP4 3UF Alterations to fenestration including insertions of two roof lights. No Comment</p>	Note
10	Correspondence	
10.1	<p>Email regarding Rural Affordable Housing</p> <p>The Clerk received an email from CDA Herts (Community Development Action Hertfordshire) asking if the WPC are interested in reviewing the need for Affordable Housing in the Parish and could we provide a contact. The Chair agreed to be the contact. The Clerk was asked to check when the last Housing Needs survey was carried out.</p>	DW Clerk
11	Items for Discussion	
11.1	Green Spaces	
11.1.1	Nothing to report.	Note
11.2	Highways and footpaths	
11.2.1	The Clerk received a complaint about the hedge along Highfield Road being overgrown and can something be done about it. The Chair provided photos, which the Clerk then forwarded onto HCC as it is a Highways matter. Clerk will chase HCC if no work carried out by the next meeting.	Note
11.2.2	Cllr. S Cannon received a complaint about the hedge on the corner of 'The Bit' and was asked if he knew them could he ask them to cut it back. He agreed to do so, but if by the next meeting it is not done a formal letter will be drafted from the WPC.	SC
11.2.3	The Clerk will put the finance papers and Audit papers onto the website along with displaying the Notice of Appointment of Date for the Exercise of Electors Rights will be posted on the notice board.	Clerk

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11.3	Transport	
11.3.1	Nothing to report.	Note
11.4	Communication	
11.4.1	Review of Risk Identification and assessment	SC Clerk
	The Clerk updated the document "Risk identification and assessment". The document was reviewed and adopted by the Council as circulated. However, Cllr. S Cannon proposed the Council should add into the document a section about safe guarding PC assets. He agreed to draft a proposal to be added and the document will be reviewed again at next months meeting. He also suggested adding ' Take action according to RoSPA report' to section 9.	
11.4.2	Cllr. J Shelton suggested the Communication Plan should be updated due to changes occurring. He agreed to talk to the Vice-Chair about the update.	JS
11.5	Village Hall	
11.5.1	Nothing to report.	Note
11.6	Education and Health	
11.6.1	Nothing to report.	Note
11.7	Business Directory	
11.7.1	Cllr. J Shelton agreed to take on the responsibility due to the resignation of Cllr. C Pardy	JS
12	Any Other Business	
12.1	A concerned resident contacted the WPC and asked whether a streetlight could be placed near the Sheltered Accommodation homes off Common Field which previously relied upon the light from the telephone box at night but this has since been de-commissioned. The Clerk will contact Peter Simpson at HCC to ask if this can be considered.	Clerk
	The meeting closed at 9.50pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com	