

# Minutes of the Annual Council Meeting of Wigginton Parish Council

Meeting: Monthly meeting  
 Held on: Tuesday 18<sup>th</sup> July 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), C Williams (Clerk) and Dacorum Borough Councillor S Mills and one member 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	Clerk
<b>2</b>	<b>Declarations of Interest by Members</b>	
2.1	Vice-chair D Meech declared a Disclosable Pecuniary Interest in Item 6.4 with regard to her association with the Village Shop.	Note
<b>3</b>	<b>Approval and Signing of Minutes</b>	
3.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 20 <sup>th</sup> June 2017 were approved and signed.	Note
<b>4</b>	<b>Public Participation</b>	
4.1	The meeting accepted the Chair's proposal to take consideration of item 6.4 regarding the Village Shop as next business and to suspend Standing Orders to allow the member of the public to speak. The Council's comments are listed below. The member of the public then left the meeting.	Note
<b>5</b>	<b>Clerk's Report/Village Warden's Report</b>	
5.1	The Warden gave notice of his request to resign by email to the Chair and the Clerk. The Clerk has displayed adverts on the notice board for the vacancy. Members agreed to approach suitable candidates. The Chair and Cllr. S Walker agreed to alternate the Warden's duties fortnightly between themselves until a suitable candidate is appointed. It was suggested that the job role may need to be adapted going forward. The Chair agreed to re-look at the job requirements.	Chair SW
5.2	The Clerk reported that the Council had been successful in their application for another grant from the Smaller Authorities Transparency Fund which totalled £315.84 towards the running costs of the website.	Note
5.3	The Clerk reported that a cheque had been received from UK Power Networks wayleaves for 25p.	Note
<b>6</b>	<b>Matters arising from the Minutes</b>	
6.1	Agreed actions outstanding from June meeting are as follows:-	
6.1.1	Cllr. S Walker agreed to look at the protruding bolt threads on the play area gate.	SW
6.1.2	Cllr. S Walker will seek new Contractor for carrying out works to the play area fencing. Cllr. S Cannon suggested approaching a contractor from the village.	SW

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6.1.3	Moving the goal post in the Recreation Ground will be addressed in the winter when the ground is softer. If the posts prove difficult to be removed from existing concrete foundations, it was suggested to approach Evans for a quote for a new post.	Note
6.1.4	Painting the goalposts - It was suggested to approach the Community Payback Team for help on this. The Clerk will look into this.	Clerk
6.1.5	The Clerk contacted Peter Simpson at HCC with regards to a resident's concerns over safety at night due to lack of lighting which was previously provided by a telephone box. He reported that Mark Burrows will be in contact to determine if there is evidence of a need and gave some suggestions for funding. It was agreed to pursue the following actions:- <ul style="list-style-type: none"> <li>• Clerk to contact Nick Hollinghurst to ask if there was a possibility to fund using his Highway Locality Budget.</li> <li>• DBC Councillor Stan Mills will pursue with Dacorum Borough Council.</li> <li>• The Chair will visit the resident to discuss options.</li> </ul>	Clerk DW SM
6.2	Replacement street lighting  Cllr. S Fordyce reported that he had received an email from HCC contractor Ringway apologising for the delay and that we are now looking at a fourteen-week installation date. Cllr. S Fordyce replied by email requesting an explanation as to why there is a delay. A reply is awaited.	Note
6.3	Actions following annual ROSPA inspection  The Chair reported that there are numerous actions to be done over the next three months and agreed to carry out a review of what needs to be completed.	DW
6.4	Village Shop  The Chair circulated by email the 'heads of terms' and the Chair proposed that the Council formally endorses the document with the additional clause from Cllr. S Cannon regarding signage. This was agreed unanimously by the Councillors eligible to vote. The Vice-Chair abstained.	Note
6.5	MUGA at St Bart's School  Cllr. S Walker reported a deal has been agreed whereby Champneys are putting forward all of the money towards the project. Wicksteed, the sports supplier, have confirmed their quotation, which Champneys are funding. The project is scheduled to start this summer subject to approval.	Note
6.6	Review of risk identification and assessment  The Clerk has updated the document "Risk identification and assessment" which was circulated to Council members. It was agreed the document would be adopted.	Note
6.7	Co-opting new Councillor  The Clerk has displayed adverts for the vacancy on the notice boards. The Vice-Chair and Cllr. S Walker reported they knew of possible interested candidates.	Note
6.8	Wigginton Online update  The Vice-Chair reported it is still in working progress.	Note

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6.9	Website update  Councillor J Shelton is currently working on this but not present to give latest progress.	Note																											
<b>7</b>	<b>Finance</b>																												
7.1	Balances and cheques for payment																												
7.1.1	Balances on 18/07/2017 were confirmed as:-  <table border="1"> <tr> <td>NatWest Current account</td> <td>22,144.50</td> </tr> <tr> <td>Natwest Business account</td> <td>12,652.73</td> </tr> <tr> <td>o/s cheque 2017</td> <td>75.00</td> </tr> <tr> <td>o/s cheque 2021</td> <td>40.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>34,682.23</b></td> </tr> </table>	NatWest Current account	22,144.50	Natwest Business account	12,652.73	o/s cheque 2017	75.00	o/s cheque 2021	40.00	<b>TOTAL</b>	<b>34,682.23</b>	Note																	
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7.1.2	Bank statements were available for inspection and signed. Cllr. S Fordyce checked the Bank Reconciliation.	Note																											
7.1.3	Standing orders previously approved for payment were confirmed as:-  <table border="1"> <tr> <td>15/07/17</td> <td>Wigginton Village Hall Hire of Hall in July 2017</td> <td>£15.00</td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>£15.00</b></td> </tr> </table>	15/07/17	Wigginton Village Hall Hire of Hall in July 2017	£15.00		<b>TOTAL</b>	<b>£15.00</b>	Note																					
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7.1.4	Cheques listed for payment at the meeting were confirmed as:-  <table border="1"> <tr> <td>002024</td> <td>Goldleaf Groundcare Ltd Grounds maintenance as contract (July/Aug 2017)</td> <td>£558.46</td> </tr> <tr> <td>002025</td> <td>C A Williams Clerk's reimbursement and salary 21/06-20/07</td> <td>£335.20</td> </tr> <tr> <td>002026</td> <td>Rob Hill Warden invoice</td> <td>£0</td> </tr> <tr> <td>002027</td> <td>Chiltern Society Membership 2017</td> <td>£30.00</td> </tr> <tr> <td>002028</td> <td>Patrick Stileman Horse Chestnut survey</td> <td>£504.00</td> </tr> <tr> <td>002029</td> <td>S Fordyce Book purchase</td> <td>£113.99</td> </tr> <tr> <td>002030</td> <td>Friends of Wigginton Outstanding payment for delivery of Oddy newsletter for 2016/2017</td> <td>£240.00</td> </tr> <tr> <td>002031</td> <td>Namesco Domain name renewal for the website</td> <td>£20.39</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>£1,802.04</b></td> </tr> </table>	002024	Goldleaf Groundcare Ltd Grounds maintenance as contract (July/Aug 2017)	£558.46	002025	C A Williams Clerk's reimbursement and salary 21/06-20/07	£335.20	002026	Rob Hill Warden invoice	£0	002027	Chiltern Society Membership 2017	£30.00	002028	Patrick Stileman Horse Chestnut survey	£504.00	002029	S Fordyce Book purchase	£113.99	002030	Friends of Wigginton Outstanding payment for delivery of Oddy newsletter for 2016/2017	£240.00	002031	Namesco Domain name renewal for the website	£20.39		<b>Total</b>	<b>£1,802.04</b>	Note
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7.1.5	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																											
7.2	Online Banking  It was agreed to accept Cllr. S Fordyce's recommendation of changing current banking methods with Natwest to Unity Trust. The Clerk will action. It was agreed to keep the documents currently held in safe custody at Natwest and keep the current account open.	Clerk																											

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7.3	Quotations for Play Area replacement	
	<p>Quotations and designs have been sought from four suppliers, but have only obtained two so far. One has emailed to say they could not help us with the project and one has promised to send over design and quote by the end of the week. A plan of action will be discussed further at September's meeting.</p>	Note
<b>8</b>	<b>Planning</b>	
8.1	DBC decisions on Planning applications	Note
	<p><b>4/01141/17/FUL</b> Hill Green Farm Stables, Hill Green Farm, Wigginton – Granted  <b>4/01140/17/FHA</b> Treath, Hemp Lane, Wigginton – Granted  <b>4/01049/17/FHA</b> Land ADJ to Cloudhill, Chesham Road, Wigginton – Granted  <b>4/00224/17/MFA</b> Lilas Wood, Wick Lane, Hastoe- Withdrawn</p>	
8.2	The following Planning applications were considered by the Parish Council: -	Note
	<p><b>4/01166/17/FHA</b> Lakes Barn, Heath End Farm, Heath End, Berkhamsted, HP4 3UF  Alterations to fenestration including insertion of two roof lights.  No Comment</p>	
<b>9</b>	<b>Correspondence</b>	
9.1	Tring Park Woodland Trust advertising	
	<p>The Oddy newsletter format to be discussed in November to allow for an advertising section to be included.</p>	Note
<b>10</b>	<b>Items for Discussion</b>	
10.1	Green Spaces	
10.1.1	Actions needed following Horse Chestnut Tree inspection at the Recreation Ground	
	<p>Overall the bacterial infection has reduced significantly resulting in the trees having better future prospects and due to this the survey, the frequency of herbicide applications has been extended to once every three years. Key recommendations from the Tree Risk Assessment report and actions are as follows:-</p> <ul style="list-style-type: none"> <li>• Crown reduction work to three Horse Chestnuts – Defer works to early next year and quotes to be sought.</li> <li>• There is additionally an Elder at high risk of failure in the corner of the site where the footpath comes in (Tree 9A) which should be removed, and some dead hawthorn stems in the hedge which he recommended are cut to 2.5m height stems – Work party and date to be organised.</li> <li>• There is a large Corsican pine beyond the hedge line, which appears to be off-site with the Hollies. Although, he was not instructed to inspect the tree he observed a dead broken branch hanging down and if this were to fall it risks falling onto the Vicarage Road/Hollies junction. The branch should be removed – The Chair and Cllr. S Walker had agreed with the owner on site that a joint working party would deal with this and also dead hawthorns on the boundary.</li> </ul>	Note

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10.1.2	The Clerk received a phone call from a resident advising some trees in the Jubilee Garden need staking as they are leaning. The Chair agreed to take a look. It was also agreed the working party for the Recreation ground may carry out necessary works.	DW
10.2	Highways and footpaths	
10.2.1	The Clerk has received no response from DBC regarding cutting back the hedge on Highfield Road. The Clerk will pursue further.	Clerk
10.2.2	The Clerk raised concerns that it is impossible to use the pedestrian footpath along Chesham Road across from Wigginton Bottom due to the overgrown hedge and undergrowth growing over the footpath. She felt there is a safety issue when walking with young children and the passing traffic. The Clerk also reported a resident took action on cutting back nettles growing over the footpath by the Greyhound. Cllr. S Cannon will talk to the owner.	SC
10.3	Transport	
10.3.1	Nothing to report.	Note
10.4	Communication	
10.4.1	Special planning only meeting date to be confirmed  The Council will meet on 22 <sup>nd</sup> August 2017 at 7.30pm to discuss planning applications.	Note
10.4.2	Police and Crime Commissioner consultation  The Parish Council agreed it does not wish to make any comment in this consultation.	Note
10.5	Village Hall	
10.5.1	Nothing to report.	Note
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>Any Other Business</b>	
11.1	None  The meeting closed at 9.48pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com	Note