

# Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting  
 Held on: Tuesday 19<sup>th</sup> September 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), J Shelton (JS), C Williams (Clerk) Herts County Cllr. N Hollinghurst, Dacorum Borough Cllr. S Mills (8.15) and three members of the public.  
 Copies: All Councillors and the WPC website

Item	Description	Action by
<b>1</b>	<b>Apologies</b>	
1.1	Cllr. S Walker	Note
<b>2</b>	<b>Declarations of Interest by Members</b>	
2.1	None	Note
<b>3</b>	<b>Approval and Signing of Minutes</b>	
3.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 18 <sup>th</sup> July 2017 and the Special Planning Meeting on 22 <sup>nd</sup> August 2017 were approved and signed.	Note
<b>4</b>	<b>Public Participation</b>	
4.1	There were no comments or questions from the public.	Note
<b>5</b>	<b>Clerk's Report/Village Warden's Report</b>	
5.1	It was decided to split the role and agreed to duly appoint Sue Morgan as the new Litter Warden. Due to no litter collections been carried out over the summer leading to more litter accumulated around the village, it was agreed that Sue could claim for double the time spent in the first month. The Chair and Cllr. S Walker have carried out the remaining job of the Warden to check the Play Area and gym equipment for RoSPA and insurance reasons.	Note
5.2	The Clerk reported a resident mentioned a loose slat on the bridge multiplay in the play area. This will be inspected at the next visit.	Chair SW
5.3	The Chair reported there was a crack on one of the items of sports equipment and would send details to the Clerk to inform the manufacturer as it was still under guarantee.	Chair Clerk
<b>6</b>	<b>Matters arising from the Minutes</b>	
6.1	Agreed actions outstanding from July meeting that do not appear on the agenda are as follows:-	
6.1.1	Still waiting for approval on the MUGA from Mr Purdew of Champneys.	Note
6.1.2	Cllr. S Walker was not present to give update on seeking a new Contractor for carrying out works to the play area fencing.	SW

Item	Description	Action by
6.1.3	The trees in the Jubilee garden have now been staked.	Note
6.1.4	Painting the goalposts - It was suggested to approach the Community Payback Team for help on this. The Clerk still needs to look into this.	Clerk
6.1.5	The Clerk reported the hedge on Chesham Road had been cut, but the undergrowth is taking over the footpath. Herts County Cllr. N Hollinghurst recommended the Clerk writes to him and he will pursue on our behalf.	Clerk
6.2	Replacement street lighting  Checks have been carried out by Ducreaux. The 27 lights works will be completed in October. The Vice-Chair will report this progress on Streetbank.	Vice-Chair
6.3	Commonfield decommissioned telephone box light update  Cllr. S Fordyce met with Mark Burrows with regards to the resident's concerns. Mark reported that it was not the responsibility of HCC but lies with DBC. Cllr. S Fordyce emailed Dacorum Cllr. S Mills and he confirmed DBC will not pay for individual needs and suggested the resident fill out a form to get permission to install a light at her own cost. The Clerk will write to the resident and enclose the necessary form and the Chair will visit the resident to explain her options if necessary.	Clerk Chair
6.4	Actions needed following annual RoSPA inspection  Play area gate - Cllr. S Walker has dealt with the protruding bolt threads. Basketball post – It was agreed a net is not needed for safety reasons.	Note
6.5	Village shop update  The Chair had received the following update from the shop:-  With the help of a Planning consultant, the shop have submitted a request for pre-application Planning advice to Dacorum Borough Council and expect to hear back within the next two months. The shop's Solicitor has passed the first drafts of the lease and agreements to the Parish Council's Solicitor for approval.  The shop has delivered a newsletter to each household in order to increase communications. There is now a feedback box and noticeboard in the Church Room at St Bart's for those who are offline.  The application process has started for a grant from an EU fund called LEADER and they confirm they are through the first hurdle in the process. The next fundraising event, an Auction of Promises, on 14 <sup>th</sup> October to be held at the school. Cllr. J Shelton will provide the disco to what should be a fun night.	Note
6.6	Wigginton Online and website update  Cllr. J Shelton reported Wigginton Online is being used a bit, but Streetbank remains ongoing despite initial reports of its closure. It was agreed to carry on with both as a means of communication.  The website development is in progress and the first draft is expected at the end of the month.	JS
<b>7</b>	<b>Finance</b>	
7.1	Balances and cheques for payment	

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7.1.1	Balances on 19/09/2017 were confirmed as:- <table border="1" data-bbox="306 309 839 465"> <tr> <td>NatWest Current account</td> <td>20,284.23</td> </tr> <tr> <td>Natwest Business account</td> <td>13,197.95</td> </tr> <tr> <td>o/s cheque 2017</td> <td>75.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>33,407.18</b></td> </tr> </table>	NatWest Current account	20,284.23	Natwest Business account	13,197.95	o/s cheque 2017	75.00	<b>TOTAL</b>	<b>33,407.18</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" data-bbox="306 618 1166 775"> <tr> <td>15/08/17</td> <td>Wigginton Village Hall Hire of hall in August 2017</td> <td>£15.00</td> </tr> <tr> <td>15/09/17</td> <td>Wigginton Village Hall Hire of hall in September 2017</td> <td>£15.00</td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>£30.00</b></td> </tr> </table>	15/08/17	Wigginton Village Hall Hire of hall in August 2017	£15.00	15/09/17	Wigginton Village Hall Hire of hall in September 2017	£15.00		<b>TOTAL</b>	<b>£30.00</b>	Note
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7.1.4	Cheques listed for payment at the meeting were confirmed as:- <table border="1" data-bbox="306 864 1198 1048"> <tr> <td>002032</td> <td>Goldleaf Groundcare Ltd Grounds maintenance as contract (September 2017)</td> <td>£279.23</td> </tr> <tr> <td>002033</td> <td>C A Williams Clerk's reimbursement and salary 21/07-20/09</td> <td>£646.89</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>£926.12</b></td> </tr> </table>	002032	Goldleaf Groundcare Ltd Grounds maintenance as contract (September 2017)	£279.23	002033	C A Williams Clerk's reimbursement and salary 21/07-20/09	£646.89		<b>Total</b>	<b>£926.12</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	Conclusion of external audit 2017  The external audit has been completed and the Annual Return signed by the Auditor. There were no matters of concern or other matters drawn to the attention of the Parish Council. The notice of conclusion of the audit will be displayed on the notice board for the required period. The Clerk reported there will be a change of Auditor for 2018 and HAPTC have organised a course for Parish Councils to meet the external auditor on 1 <sup>st</sup> November. Cllr. S Fordyce has agreed to attend.	Clerk									
7.3	Accounts Summary  Cllr. S Fordyce circulated via email an updated spreadsheet of the current finances to date. He reported the Parish Council should break even for the year.	Note									
7.4	New bank account progress  The Clerk is currently filling out the necessary forms online. It was agreed to defer the application process until all the information has been obtained from the new Parish Councillors.	Note									
7.5	Play area replacement quotes and plan of action  The Vice-Chair circulated a summary of three quotes received. It was agreed to go with her recommendation of Wicksteed who came in at the best price per piece of equipment. They also scored highly on play appeal following a survey with parents. Grants will now be sought. The Clerk will write to the other two suppliers to thank them for submitting quotes.	Vice-Chair Clerk									

Item	Description	Action by
<b>8</b>	<b>Planning</b>	
8.1	DBC decisions on Planning applications	Note
	<b>None</b>	
8.2	The following Planning applications were considered by the Parish Council: -  <b>4/02062/17/MFA</b> New Ground Farm, New Ground Road, Aldbury, HP23 5RD Part demolition, part conversion and new build to create 10 dwellings No Comment  <b>4/02251/17/FHA</b> 3 Belmers Road, Wigginton, HP23 6ER Demolition of existing conservatory. Construction of a two storey rear extension. No Comment  <b>4/02136/17/TPO</b> Ridgecrest, Upper Tring Park, Wigginton, HP23 6FB Works to trees. The Parish Council will defer to the opinion of the DBC Woodlands Officer.	Note
<b>9</b>	<b>Correspondence</b>	
9.1	The Mayor of Dacorum, Cllr. David Collins has asked if he can visit the Parish as part of a "Community Tour of Towns, Parishes and Villages". It was agreed to invite the Mayor and the tour will follow a similar schedule to previous visits. Cllr. S Cannon agreed to talk to Evans once date confirmed. The Clerk will contact Sharon Collins to acquire dates available. The Chair requested a scanned copy of the letter for his reference.	Clerk
9.2	Dacorum Borough Council has issued an invitation to the Town and Parish Council Conference on Friday 24 <sup>th</sup> November 2017 at the Forum, Hemel Hempstead. Cllr. S Fordyce and the Chair (if need) agreed to attend.	Note
9.3	As the Parish Council has the responsibility for appointing Trustees of Wigginton Poors Allotment Charity, the Clerk explained this is usually on the recommendation of the existing Trustees. The Trustees recommend re-appointing Roger Wyborn, Richard Tregoning and Linda Cottrell, all of whose terms of office end over the coming three months and have expressed their willingness to serve a further four-year term. The Parish Council agreed to re-appoint all three Trustees.	Note
9.4	The Clerk received a footpath report from Richard Tregoning explaining they are currently in good order after the excellent work completed by the P3 initiative with three noted points: <ul style="list-style-type: none"> <li>• Footpath 2 where it leaves the parish of Wigginton has a notice stating it is not a footpath.</li> <li>• Footpath 5 has Alsatian dogs belonging to Jordan House off Hill Green Lane which are still a problem and have been reported to the police. The Vice-Chair stated that numerous complaints have been made and a member of the public reported some loose dogs from the farm have bitten joggers and a dog. Herts County Cllr. N Hollinghurst suggested informing Clayton Rae who will go through the necessary procedures to deal with the problem.</li> <li>• Apart from Footpath 19, all need mowing by DBC, however the hedges seem to be in good order.</li> </ul>	Clerk

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9.5	Cllr. S Cannon had been contacted by the British Legion asking if a poppy wreath will be required for the Remembrance Day service. It was agreed to purchase a wreath and the Chair offered to lay the wreath on behalf of the Parish Council.	Note
<b>10</b>	<b>Items for Discussion</b>	
10.1	Green Spaces	
10.1.1	The Chair announced himself and Cllr. S Walker will arrange a small working party to get together on 14 <sup>th</sup> October for work on the Recreation Ground.	Note
10.1.2	Cllr. S Cannon mentioned Cllr. S Walker dealt with the vandalised goal post over the summer and asked if this was done at a cost, but Cllr. S walker was not present at the meeting to report back. All Cllrs thanked him for dealing with it.	Note
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 send a letter to Herts County Cllr. N Hollinghurst to see if he can help further.	Clerk
10.2.2	Cllr. S Cannon reported the overhanging hedge on the corner of The Bit has not been addressed. The Clerk will write to the occupier.	Clerk
10.3	Transport	
10.3.1	Nothing to report.	Note
10.4	Communication	
10.4.1	The Vice-Chair reported that we have not received any monthly Police correspondence recently. The Clerk will look into this.	Clerk
10.5	Village Hall	
10.5.1	Cllr. S Fordyce reported the updating of the hall by means of new lighting and painting will go ahead possibly over half term.	Note
10.6	Education and Health	
10.6.1	Nothing to report.	Note
10.7	Business Directory	
10.7.1	Will form part of the new website.	Note
<b>11</b>	<b>Any Other Business</b>	
11.1	Herts County Cllr. N Hollinghurst reported the following: <ul style="list-style-type: none"> <li>• The double yellow lines will be re-done which were removed when the resurfacing was carried out.</li> <li>• The white 'Keep Clear' for Smith's Coaches will also be re-done.</li> <li>• The sign for the sports field car park and the sign at the roundabout off the A41 are still outstanding. The Clerk will send a reminder email to Nick for him to chase.</li> </ul>	Clerk

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11.2	The Chair will contact Clean, Safe and Green to request a new bin for possibly outside the school after Sue Morgan raised the issue of no bins are in that area.	Chair
12.	<p data-bbox="288 367 1299 461"><i>The Chair's proposal that the public be excluded from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the matters to be discussed was agreed.</i></p> <p data-bbox="288 495 619 555"><b>Part II</b> <b>Co-option to fill vacancy</b></p> <p data-bbox="288 584 1299 678">Cllr. S Cannon formally resigned as Councillor, resulting in two vacancies to fill. It was agreed to co-opt Jane Mitchell and Trena Axon to fill both vacancies for Parish Councillor.</p> <p data-bbox="288 707 743 786">The meeting closed at 9.30pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com</p>	