

Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting
 Held on: Tuesday 17th October 2017 at 8pm
 Location: Village Hall, Chesham Road, Wigginton
 Present: Cllrs. D Wilde (Chair) (DW), D Meech (Vice-Chair) (DM), S Fordyce (SF), J Shelton (JS), S Walker (SW), J Mitchell (JM), T Axon (TA), C Williams (Clerk) and one member of the public.
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	Dacorum Borough Councillor Stan Mills	Note
2	Declarations of acceptance of office	
2.1	The Chair thanked Steve Cannon for his years of service on the Council as Chairman and Councillor and for agreeing to take photos of the Council to be used on the website. The Chair welcomed Cllr. J Mitchell and T Axon to the Council.	Note
3	Declarations of Interest by Members	
3.1	The Vice-Chair D Meech and Cllrs. J Mitchell and S Walker declared a personal interest in Item 10 with regard to their activities for the Friends of Wigginton.	Note
4	Approval and Signing of Minutes	
4.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 19 th September 2017 were approved and signed.	Note
5	Public Participation	
5.1	Rosemarie Hollinghurst asked whether WPC had been consulted on a planning application from Southacres, Chesham Road 4/02504/17/FUL, which is being reviewed on 23 rd October 2017 by Tring Town Council. Cllr. S Walker agreed to review the application.	SW
6	Clerk's Report/Village Warden's Report	
6.1	The Chair reported the new litter Warden is doing a great job.	Note
6.2	It was agreed to trial splitting the Warden role by having a litter warden and a nominated Councillor per month to carry out the checks of the play area, gym equipment, Sports Field and Recreation Ground. Cllr. T Axon agreed to carry out this month's check.	TA
7	Matters arising from the Minutes	
7.1	Agreed actions outstanding from September meeting that do not appear on the agenda are as follows:-	

Item	Description	Action by
7.1.1	The Clerk had informed 'Fresh-air fitness' about a crack on one of the items of the gym equipment. They replied they are currently seeking advice from an engineer on how to proceed with the damage and will advise shortly. This is to be added as an item to next month's agenda.	Note
7.1.2	The Chair asked Cllr. S Walker to check the play area fencing and to report if there is still a need to get a contractor in to make repairs as there may be a possibility it could be put on hold and monitored.	SW
7.1.3	The Chair asked Cllr. T Axon to check whether the goalposts needed painting on her next inspection.	TA
7.1.4	The Clerk had emailed Herts County Councillor Nick Hollinghurst and is awaiting response regarding: <ul style="list-style-type: none"> The undergrowth taking over the footpath on Chesham Road which is a safety hazard. Cutting back the hedge on Highfield Road. The outstanding signs for the Sports field and at the roundabout off the A41. 	Note
7.1.5	The Clerk has sent a letter to the resident of 1 Red Cottages asking them to kindly trim their overhanging hedge. Cllr. J Shelton confirmed it has now been done.	Note
7.1.6	The Clerk has emailed Clayton Rae regarding the complaints received about the dogs belonging to Jordan House and to see if he could help with the problem. A reply is awaited when he returns from holiday.	Clerk
7.1.7	The Clerk sent a letter to the resident on Commonfield who raised concerns over lack of lighting after a telephone box was decommissioned. No response has been received.	Note
7.2	Replacement street lighting update Cllr.S Fordyce reported the new date issued for delivery for installation is 31 st October 2017.	Note
7.3	Actions needed following annual RoSPA inspection <ul style="list-style-type: none"> It was agreed to leave the goalpost net as no issue was apparent. It was agreed to continue to monitor the swinging log equipment going forward that were concerns in the RoSPA report. 	Note
7.4	Village shop update No current update had been received, although the Chair reported the 'Auction of Promises' night was a great success, which raised in excess of £6k. The Parish Council sub group have arranged to have a meeting with the Village Shop on 15 th November 2017 for an update on progress. Cllr. T Axon asked to join the sub group and Cllr. J Shelton agreed to stand down. The Chair mentioned a draft lease had been issued with a few points to be addressed.	Note
7.5	Remembrance Day arrangements The Chair confirmed he has other arrangements on 12 th November 2017 and asked for another Councillor to take his place. Cllr. J Shelton agreed to lay the wreath on his behalf. The wreath has been ordered and will be delivered to Steve Cannon, Cllr. J Shelton will liaise with Steve regarding collection.	JS

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7.6	Wigginton Online and Website update Cllr. J Shelton reported Wigginton Online is still not being used much and will come up with some ideas to promote it. First draft to be sent out about the website over the coming weeks.	JS															
7.7	Arrangements for small working party to deal with trees at the Recreation Ground 11 th November 2017 has been agreed and the Chair, Cllrs. S Fordyce, S Walker and J Shelton have volunteered their time along with some possible villagers.	Note															
8	Finance																
8.1	Balances and cheques for payment																
8.1.1	Balances on 17/10/2017 were confirmed as:- <table border="1"> <tr> <td>NatWest Current account</td> <td>19,343.11</td> </tr> <tr> <td>Natwest Business account</td> <td>13,198.05</td> </tr> <tr> <td>Cancelled cheque 2017</td> <td>75.00</td> </tr> <tr> <td>TOTAL</td> <td>32,466.16</td> </tr> </table>	NatWest Current account	19,343.11	Natwest Business account	13,198.05	Cancelled cheque 2017	75.00	TOTAL	32,466.16	Note							
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8.1.2	Bank statements were available for inspection and signed.	Note															
8.1.3	Standing orders previously approved for payment were confirmed as:- <table border="1"> <tr> <td>15/10/17</td> <td>Wigginton Village Hall Hire of hall in October 2017</td> <td>£15.00</td> </tr> </table>	15/10/17	Wigginton Village Hall Hire of hall in October 2017	£15.00	Note												
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8.1.4	Cheques listed for payment at the meeting were confirmed as:- <table border="1"> <tr> <td>002034</td> <td>Goldleaf Groundcare Ltd Grounds maintenance as contract (October 2017)</td> <td>£279.23</td> </tr> <tr> <td>002035</td> <td>C A Williams Clerk's reimbursement and salary 21/09-20/10</td> <td>£326.60</td> </tr> <tr> <td>002037</td> <td>Ron Peterson Plantings (re-issued cheque)</td> <td>£75.00</td> </tr> <tr> <td>002038</td> <td>Sue Morgan Litter Warden</td> <td>£46.80</td> </tr> <tr> <td></td> <td>Total</td> <td>£727.63</td> </tr> </table>	002034	Goldleaf Groundcare Ltd Grounds maintenance as contract (October 2017)	£279.23	002035	C A Williams Clerk's reimbursement and salary 21/09-20/10	£326.60	002037	Ron Peterson Plantings (re-issued cheque)	£75.00	002038	Sue Morgan Litter Warden	£46.80		Total	£727.63	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	New bank account The Clerk reported this was still in progress, but confirmed all information has been received and the online form can now be submitted.	Clerk															
8.3	Play area replacement renewed quote and plan of action The Vice-Chair reported Wicksteed kindly renewed the quote and reduced it by £500. The Vice-Chair asked Cllr. S Walker to try and negotiate further with Wicksteed following his negotiations with Wicksteed on the MUGA. Grants still need to be sought.	SW DM															

Item	Description	Action by
8.4	Review Fixed Assets register The Clerk suggested the current Fixed Assets should be reviewed and updated where necessary by means of an inspection. The Chair and Cllr. T Axon agreed to check. The Clerk will forward a copy of the RoSPA report to Cllr. T Axon.	DW TA Clerk
9	Planning	
9.1	DBC decisions on Planning applications:- • None	Note
9.2	The following Planning applications were considered by the Parish Council: -	Note
9.2.1	No applications have been received this month.	Note
9.2.2	Dacorum Planning issued a statement regarding Lilas Wood application. It was agreed not to make any further comments.	Note
10	Correspondence	
10.1	It was agreed to allow Friends of Wigginton to use the sports field for the annual bonfire and firework display on Saturday 4 th November, as requested, and to allow parking on the Recreation Ground.	Note
10.2	It was agreed not to pursue further with the Sports England active places data platform.	Note
11	Items for Discussion	
11.1	Green Spaces	
11.1.1	Nothing to report.	Note
11.2	Highways and footpaths	
11.2.1	Nothing to report.	Note
11.3	Transport	
11.3.1	Nothing to report and it was agreed to remove it from the list.	Note
11.4	Communication	
11.4.1	Town and Parish Council Conference confirmation - Cllr. S Fordyce and the Clerk will be attending on 24 th November 2017. The Clerk will confirm attendance with Sharon Collins at DBC.	Clerk
11.4.2	Mayor's visit confirmation - The Clerk has requested available dates from Sharon Collins at DBC, but has not heard anything further.	Clerk
11.5	Village Hall	
11.5.1	New lighting has been installed in the large hall and painting will commence over half term on 20 th November 2017. A working party will paint the small hall at a future date. The Vice-Chair asked to resign as a representative for the Parish Council; a new representative is yet to agree to take her place.	Note
11.6	Education and Health	
11.6.1	Nothing to report and it was agreed to remove it from the list.	Note

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11.7	Business Directory	
11.7.1	Cllr. J Shelton will report back on this as it will form part of the new website.	JS
12	Any Other Business	
12.1	The Clerk asked if anyone has any room to store 4 large boxes of at least 24 files and old documentation. The Chair agreed to come and look so a decision can be made.	Clerk DW
12.2	Cllr. S Walker reported Andrew Smith is having trouble with a scaffolding company who own land down Hemp Lane, which backs onto his land. It was suggested he writes to the Clerk with exact details and the Parish Council can then review whether they can help.	Note
	The meeting closed at 9.40pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com	

DRAFT