

Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting
 Held on: Tuesday 21st November 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), J Mitchell (JM), C Williams (Clerk), S Walker (SW), Dacorum Borough Cllr. S Mills and two members of the public.
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	Cllr. T Axon	Note
2	Declarations of Interest by Members	
2.1	None	Note
3	Approval and Signing of Minutes	
3.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 17 th October 2017 were approved and signed.	Note
4	Public Participation	
4.1	The meeting accepted the Chair's proposal to take consideration of item 6.3 regarding the Village Shop as next business and to suspend Standing Orders to allow the members of the public to speak. The Council's comments are listed below. The members of the public then left the meeting.	Note
5	Clerk's Report/Village Warden's Report	
5.1	<p>Cllr T Axon submitted her report following her inspection of the Sports Field, play area, gym equipment and Recreation Ground. Findings are as follows:</p> <ul style="list-style-type: none"> • Wooden base logs are rotten around perimeter fencing of play area. • Bins not securely closed as latch seems broken – Dacorum responsibility. • Bench by play area has a bolt protruding – Cllr. S Walker agreed to address this. • Fence damaged at the back entrance. • Sign rotted and falling off on the middle entrance – Cllr. S Walker will mend. • Hole in hedge by gym equipment – Chair proposed using chestnut paling to fence it off and Cllr. S walker will carry out works. • Gym equipment cross trainer and bike have missing tamper proof casing – The Clerk will check if they are missing. • Cllr. S Fordyce will carry out the next report. 	SW SF Clerk
6	Matters arising from the Minutes	
6.1	Agreed actions outstanding from October meeting that do not appear on the agenda are as follows:-	
6.1.1	Cllr S Walker reported he felt no action is needed on the play area fencing at present.	Note

Item	Description	Action by
6.1.2	Cllr. T Axon's report on the goal posts suggested no apparent need for repainting at present.	Note
6.1.3	The Clerk had received a response from Clayton Rae regarding barking dogs. He reported that there was nothing DBC could do as Police are involved, therefore it is a criminal matter.	Note
6.1.4	The Chair had checked the Fixed Assets Register and asked Cllr. T Axon to also check whilst on her warden duty. Report still to be received from Cllr. T Axon.	Note
6.1.5	The Chair met with the Clerk to go through the files which the Clerk currently stores. They managed to decrease the volume of paperwork as all is mainly held on hard drive. Cllr. D Meech agreed to hold the remaining files which are in plastic boxes in her garage for safe keeping.	Note
6.2	Replacement street lighting	
	Cllr. S Fordyce confirmed 27 streetlights have now been replaced to LEDs. The remaining 12 lights has been budgeted for next year. The Clerk can now complete the loan agreement with Salix to obtain the loan to pay for the project.	Clerk
6.3	Village Shop	
	<p>Members of the shop committee met The Dacorum Planning Officer on 30th October 2017, which was a very positive meeting. As a result the shop representatives sent information to the Planning Officer regarding the scout hut and its services as requested. The Shop should receive feedback within the next 2 weeks on the best way to proceed. The Parish Council reps met with the Shop reps last week regarding the building proposals and went through all the detail. The next sub group meeting will be early January 2018.</p>	Note
	<p>Members of the shop committee are currently developing the shop's Business plan. This is in order to qualify for a national kite mark standard, and as a result, the shop will qualify for tax breaks from HMRC, in particular the Seed Enterprise Investment Scheme relief which would enable every investor to claim back up to 50% of the sum they invest, against their income tax liability.</p>	
	<p>Members of the shop committee are applying for a large European grant called LEADER, which would pay for the cost of the building. This has to be submitted by 27th November 2017. LEADER requires details of the funding breakdown. A third of the money needed will come from a community share offer i.e. a share offer to all parishioners, and other nearby villagers. To give LEADER an indication of the level of support we have, the Shop committee emailed a small number of supporters (who attended the auction or have shown other support) to ask them if they would like, at this stage, to give a non binding pledge. As a result, they have reached 50% of our target, which is very encouraging.</p>	
	<p>The shop committee are working on the Shop's public launch of the community share offer which will be held on Saturday 3rd and Sunday 4th February 2018 in the village hall (purposely split over 2 days to help as many people as possible attend). The exhibition will display the plans for the shop, fittings etc. They will also be asking very local suppliers (who will supply the shop) to attend, in order to show the public the type of produce, which will be available as well as the usual fruit, veg and other staples. The committee would like details of any local food and drink suppliers, plus gift companies who would like to supply the shop.</p>	

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6.4	MUGA at St Barts School Cllr. S Walker reported it is still going ahead although it has currently been put on hold following discrepancies with the involvement with Sports England.	Note																								
6.5	Wigginton Online update Currently still under review.	Note																								
6.6	New website update The Chair thanked Cllr J Shelton for his work on the website. All councillors were asked to send any comments following the site example circulated by email and once agreed it can be launched. Cllr. D Meech agreed to look at updating the Communication Plan.	All																								
7	Finance																									
7.1	Balances and cheques for payment																									
7.1.1	Balances on 21/10/2017 were confirmed as:- <table border="1"> <tr> <td>NatWest Current account</td> <td>18,600.78</td> </tr> <tr> <td>Natwest Business account</td> <td>13,198.17</td> </tr> <tr> <td>TOTAL</td> <td>31,798.65</td> </tr> </table>	NatWest Current account	18,600.78	Natwest Business account	13,198.17	TOTAL	31,798.65	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>15/11/17</td> <td>Wigginton Village Hall Hire of hall in November 2017</td> <td>£15.00</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>£15.00</td> </tr> </table>	15/11/17	Wigginton Village Hall Hire of hall in November 2017	£15.00		TOTAL	£15.00	Note																		
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7.1.4	Cheques listed for payment at the meeting were confirmed as:- <table border="1"> <tr> <td>002039</td> <td>Goldleaf Groundcare Ltd Grounds maintenance as contract (November 2017)</td> <td>£279.23</td> </tr> <tr> <td>002040</td> <td>C A Williams Clerk's reimbursement and salary 21/10-20/11</td> <td>£335.15</td> </tr> <tr> <td>002041</td> <td>Sue Morgan Litter Warden</td> <td>£62.40</td> </tr> <tr> <td>002042</td> <td>Ron Peterson Plantings</td> <td>£75.00</td> </tr> <tr> <td>002043</td> <td>BDO External Audit 2017</td> <td>£240.00</td> </tr> <tr> <td>002044</td> <td>HAPTC Cllr. S Fordyce attended external auditor and grant</td> <td>£40.00</td> </tr> <tr> <td>002045</td> <td>Royal British Legion Wreath for Remembrance Day</td> <td>£19.25</td> </tr> <tr> <td></td> <td>Total</td> <td>£1,051.03</td> </tr> </table>	002039	Goldleaf Groundcare Ltd Grounds maintenance as contract (November 2017)	£279.23	002040	C A Williams Clerk's reimbursement and salary 21/10-20/11	£335.15	002041	Sue Morgan Litter Warden	£62.40	002042	Ron Peterson Plantings	£75.00	002043	BDO External Audit 2017	£240.00	002044	HAPTC Cllr. S Fordyce attended external auditor and grant	£40.00	002045	Royal British Legion Wreath for Remembrance Day	£19.25		Total	£1,051.03	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																								

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7.2	<p>Online Banking – Mandate signing</p> <p>The necessary forms were signed by all Councillors present apart from Cllr. T Axon whom the Clerk will follow up with for her signature and then forms can be submitted.</p>	Clerk
7.3	<p>Play area replacement</p> <p>Cllr. D Meech is currently applying for grants and will continue to keep everyone updated.</p>	Note
7.4	<p>Proposed Budget 2018/19</p> <p>Cllr S Fordyce presented the summary outlining the proposed budget. The proposal will be need to be finalised at the January meeting. Last year's precept was increased by 36% and a decision will be made whether to increase by 5% as the proposed budget suggests to help build up reserves. Forecasted expenditure for 2018/19 is £3300 for the remaining lights, and £1000 towards the cost of the play area. Still remaining for this year is £4500 for the play area, £1500 for the MUGA and if not spent they will go into a designated reserve for next year. Data Protection costs will need to be budgeted and website costs.</p> <p>To help with further budgeting costs the following needs to be actioned:</p> <ul style="list-style-type: none"> • Obtain quotes from tree surgeons for crown reduction on the three horse chestnut trees in the Recreation Ground. Clerk to action. • Following the last village survey, Cllr. D Meech reminded Councillors speeding was an issue with villagers and Fox Road/Vicarage Road was a specific road a SID was considered. Costs for a new SID will need to be obtained and a decision to budget for one will be made at the next meeting. • Cllr. D Meech asked for ideas on what the village needs over the next 5 years. All Councillors to submit ideas. 	All
7.5	<p>HAPTC membership renewal</p> <p>It was agreed to renew the subscription for 2018/19 for the sum of £684.15 which includes the NALC affiliation.</p> <p>The Clerk will request for Cllrs. T Axon and J Mitchell to be added to their correspondence. It was agreed all Councillors can claim travel expenditure to the courses provided by HAPTC.</p>	Clerk
7.6	<p>Verbal report on 'Meet the new Auditor' conference</p> <p>Cllr. S Fordyce reported that from this year any council with expenditure of £25k or under does not have to be audited externally. As WPC do not spend over £25k, an 'Opt out of an external Auditor' form will be submitted when the forms are received for the next financial year although there is still a requirement to have an internal Auditor.</p>	Note
8	Planning	
8.1	<p><u>DBC decisions on Planning applications</u></p> <p>4/02251/17/FHA 3 Belmers Road, Wigginton – Granted</p> <p>4/01702/17/FUL Tinkers Lodge, Bottom House Lane, Wigginton - Granted</p>	Note

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8.2	<p>The following Planning applications were considered by the Parish Council: -</p> <p>4/02758/17/FHA Champneys Health Resort, Chesham Road, Wigginton, HP23 6HY Single storey rear extension and glazed link between cottage and re-installed barns. No Comment</p> <p>4/02835/17/FHA 11 Fox Close, Wigginton, HP23 6ED Single storey rear extension. First floor front and rear extensions. Two storey front extension and front porch. Conversion of garage to a room. Enlargement of existing dormer. (Amended scheme) No Comment and it is unclear what the exact amendment to the plans are therefore a revision note would help.</p>	Note
9	Correspondence	
9.1	<p>Tring Park Woodland Trust advertising</p> <p>The Parish Council were approached earlier in the year if Tring Park Woodland Trust could advertise in the newsletter. Currently, The Oddy is the only annual newsletter and no advertising has been done in the past. The Chair welcomed new ideas on the format of The Oddy which could incorporate advertising, photos etc. Cllr. S Walker will talk to Cllr. T Axon to ask if she would consider looking at a new format. Cllr J Mitchell mentioned accessing the newsletter on the website would be beneficial. It was agreed in principal advertising would be added to the Oddy.</p>	SW
10	Items for Discussion	
10.1	Green Spaces	
10.1.1	The Chair reported the working party successfully undertook works to the Recreation Ground on 11 th November.	Note
10.2	Highways and footpaths	
10.2.1	Nothing to report	Note
10.3	Transport	
10.3.1	The double yellow lines have still not been replaced since top dressing of the roads were done. Rosemarie Hollinghurst reported Herts County Councillor N Hollinghurst is currently chasing.	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. J Mitchell has agreed to represent the Parish Council.	Note
10.6	Business directory	
10.6.1	Nothing to report.	Note

Item	Description	Action by
11	Any Other Business	
11.1	Cllr. J Mitchell agreed to attend the HAPTC Data Protection meeting on the 13 th December held at Kimpton.	JM
11.2	Cllr. J Shelton suggested that WPC should look at doing something for the Herts Year of Activity event. It was agreed that ideas would be collated and discussed at the next meeting.	JS
11.3	Cllr. D Meech raised concerns over fires off Hemp Lane. Councillor Mills from DBC agreed to contact Planning enforcement.	SM
	<p>The meeting closed at 10.10pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com</p>	

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