

Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting
 Held on: Tuesday 16th January 2018 at 8pm
 Location: Village Hall, Chesham Road, Wigginton
 Present: Cllrs. D Wilde (Chair) (DW), D Meech (Vice-Chair) (DM), S Walker (SW), S Fordyce (SF), J Shelton (JS), J Mitchell (JM), T Axon (TA), C Williams (Clerk),
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	Dacorum Borough Cllr. S Mills.	Note
2	Declarations of Interest by Members	
2.1	The Vice-Chair declared a personal interest in item 6.2 with regard to her activities with the Village Shop. Cllr. S Walker declared a personal interest in item 8.2 with regard to planning application 4/02341/17/FUL.	Note
3	Approval and Signing of Minutes	
3.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 19 th December 2017 were approved and signed.	Note
4	Public Participation	
4.1	There were no comments or questions from the public.	Note
5	Village Warden's Report/Clerk's Report	
5.1	The Vice-Chair reported several issues: <ul style="list-style-type: none"> • Nails sticking out of the rotten wood lying on floor around the perimeter of the fencing to the play area – Cllr. S Walker to investigate. • Leaning goalposts – No concern at present. • Seated leg press corrosion – Fresh Air Fitness inspection on 6th Feb. • The finger signpost has fallen down possibly due to rot at footpaths FP07 and FP08 – Clerk to report to DBC Countryside Access Officer Clayton Rae. • Tyre tracks on the grass – No concern at present 	SW Clerk
5.2	The Litter Warden was unable to carry out any duties this month.	Note
5.3	Cllr. J Mitchell to carry out the next warden inspection.	JM
5.4	The Chair asked the Clerk to request a new bin to be located near the school on Commonfield. Clerk to action.	Clerk
5.5	It was agreed to organise a 'Litter-Picking Day' to be held on 7 th April 2018. Cllr. J Mitchell agreed to contact DBC's Clean, Safe and Green department for assistance with any equipment needed for the day and will collect. The Chair agreed to return the equipment after the event. It was agreed that publicising the event will need to be carried out which is to be discussed at forthcoming meetings.	JM Chair

6	Matters arising from the Minutes			
6.1	The agreed actions outstanding from the December meeting that do not appear on the agenda are as follows:-			
6.1.1	Cllr S Walker outstanding actions are as follows: <ul style="list-style-type: none"> • Check the bolt protruding from the bench by the play area. • Fix the rotten sign to the entrance in the middle of the sports field. • Close up the hole in the hedge by the gym equipment (consider planting hawthorn bushes). Cllr. S Walker will source prices. 	SW		
6.1.2	The Clerk to obtain prices for an extra SID to be located on Fox road/Vicarage Road.	Clerk		
6.1.3	Cllr. S Walker reported purchasing extra bags of salt would prove costly. He assured Councillors the current supply we hold should be sufficient for this winter.	Note		
6.2	Village Shop The business plan and share prospectus have achieved the industry standard kite mark for such documents and the HMRC have approved the 30% tax relief for UK tax payers. The Poor's Allotment charity who gave the sports field to the Parish Council had a covenant stating the sports field could not be used for commercial profit purposes. They have received legal advice and now acknowledge that the shop does not fall within this covenant as the shop is not for profitable gain. The architect is currently updating the shop plans and these will be forwarded to the Parish Council sub-committee (this has now been done and the sub-committee have approved the shop plans). By the end of January, it is expected that the plans will be forward to Dacorum Planning department for planning permission. The Share Prospectus' will be delivered to Parishioners homes weekend of 27/28 January (this has now been completed).	Note		
6.3	MUGA at St Bart's School Cllr. S Walker reported that a planning application has been submitted (to be discussed in 8.2) and Sport for England are now happy with the new layout with the addition of a footpath leading to the school. A quote for the footpath needs to be sought. Once planning has been approved, it is hoped the works will be carried out in the summer. The Chair congratulated him on his efforts.	Note		
6.4	Plans for 2018 'Oddy' Newsletter Cllr. T Axon presented her ideas for a new format for the 'Oddy'. All Councillors agreed to adopt the new format. The Chair invited all Councillors to produce first drafts of contributions to Cllr. T Axon by 15 th February. This is to be finalised at the March meeting before going to print by 1 st April and distributed in early April by the Friends of Wigginton.	All		
6.5	Outstanding signage from HCC Still waiting for installation. To be kept on the agenda.	Note		
7	Finance			
7.1	Balances and cheques for payment			
7.1.1	Balances on 16/1/2018 were confirmed as:-	Note		
	<table border="1"> <tr> <td>NatWest Current account</td> <td>15,482.02</td> </tr> </table>	NatWest Current account	15,482.02	
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Natwest Business account	16,199.22
TOTAL	33,643.08

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:- Note

15/1/18	Wigginton Village Hall Hire of hall in January 2018	£15.00
	TOTAL	£15.00

7.1.4 Cheque paid on 6th January 2018 under S.O. 29: Note

002051	Herts County Council P3 Grant payment	£1,200
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Cheques listed for payment at the meeting were confirmed as:-

002052	Goldleaf Groundcare Ltd Grounds maintenance as contract (January 2018)	£279.23
002053	C A Williams Clerks reimbursement and salary 21/12-20/01/18	£328.80
002054	Wigginton Parish Council Unity Trust opening balance	£5,000
002055	John Shelton Web Hosting costs	£26.39
	Total	£

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 Unity Trust Account Note
It was agreed to raise a cheque for £5,000, which would be used as an opening balance for the new Unity Trust bank account.

7.3 Play area replacement update Note
The Vice-Chair reported no new updates with regards to applying for more grants.

7.4 Budget 2018/19 Note
Cllr. S Fordyce presented final budget proposal for 2018/19 and it was agreed to formally approve:

- Request a contribution of £900 towards the cost of the Village Warden.
- Dacorum has confirmed WPC will receive a Concurrent Services Grant of £8,345. The Council will set a precept of £13,696; when off-set by the Council Tax Support Grant of £221, this represents £20.56 per Band D household (a 5.6% increase), based on the confirmed Council Tax Resource Base figure of £666.20

The Precept application form was duly signed.

7.5	<p>Quotations for crown reduction to 3 horse chestnut trees in the Recreation Ground</p> <p>The Clerk has sought quotations from three tree surgeons, although only one quote had been received it was agreed to not approach additional contractors as the quote received appeared competitive. It was agreed to accept the quotation of £990 from Luke Mabbett. Clerk to action.</p>	Note, Clerk
8	Planning	
8.1	<p><u>DBC decisions on Planning applications</u></p> <p>None received</p>	Note
8.2	<p>The following Planning applications were considered by the Parish Council: -</p> <p>4/03196/17/FHA Ashleigh, Tinkers Lane, Wigginton, HP23 6JB Part demolition of existing dwelling and outbuildings. Construction of single storey infill extensions to front and rear, roof alterations and construction of new garage. No Comment</p> <p>4/02341/17/FUL ST Bartholomews Church of England School, Commonfield, Wigginton, HP23 6EP Construction of multi-use games area on school field. The Parish Council agreed in principle to support the application but it was noted that the application stated "The use remains the same (children's physical activities)", which was contrary to WPC prior to understanding that the facility will be available for public use by local sports groups, outside of school hours, as well as for the school pupils. It was agreed that, before commenting, the Chair and Cllr.Walker would discuss this with the head of the school.</p> <p>4/03275/17/FUL Woodview Nurseries, Tinkers Lane, Wigginton, HP23 6JB Change of use from nursery to residential. Redevelopment of site to provide four new dwellings. No Comment</p> <p>4/03245/17/TPO Highfield House, Upper Tring Park, Wigginton, HP23 6EB Works to tree The Parish Council will defer to the opinion of the DBC Woodlands Officer.</p>	Note
9	Correspondence	
9.1	None	Note
10	Items for Discussion	
10.1	Green Spaces	
10.1.1	It was agreed to accept the quotation of £2,802.29 plus VAT from Goldleaf Groundcare Ltd for the full year contract as specified.	Note
10.2	Highways and footpaths	
10.2.1	Nothing to report	Note
10.3	Transport	
10.3.1	Nothing to report	Note
10.4	Communication	
10.4.1	Nothing to report	Note

10.5	Village Hall	
10.5.1	Nothing to report	Note
10.6	Website/Wigginton Online	
10.6.1	The website is up and running and just waiting for it to be transferred between hosts. Cllr. J Shelton will email all necessary information with regards to the change.	JS
10.7	Ideas for the next 5 years and a Village Survey	
10.7.1	The Chair will update the format and content of the last survey and will liaise with Cllr. J Shelton with regards to an online version. All Councillors will be invited to comment once draft is circulated.	Chair
11	Any Other Business	
11.1	The Chair raised an item from the Communication Plan titled 'Good Citizenship', which gives recognition to individuals or groups who perform a service that benefits or improves the community. All agreed it was a good idea as it is an opportunity to help the WPC engage more with groups in the village. The Chair will draft some wording, will liaise with the Vice-Chair for comments, and once agreed, he will email all village groups for a response.	Chair
11.2	The Clerk asked on behalf of the Preschool Committee if the Preschool could have permission to use the Recreation Ground for a Forest School one afternoon. Permission was granted although not needed as the Chair commented the Recreation Ground is there to be used.	Note
	The meeting closed at 10.10pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com	