

# Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting  
 Held on: Tuesday 20<sup>th</sup> March 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), C Williams (Clerk), Dacorum Borough Cllr. 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	Cllrs. J Mitchell and T Axon	Note
<b>2</b>	<b>Declarations of Interest by Members</b>	
2.1	The Vice-Chair declared a personal interest in item 6.2 with regard to activities with the Village Shop.  Cllr. S Walker declared a personal interest in item 6.3 with regard to activities with the MUGA.  The Vice-Chair, Cllr. J Shelton and Cllr. S Walker declared a personal interest in item 9 with regard to their association with the Friends of Wigginton.	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> February 2018 were approved and signed.	Note
<b>4</b>	<b>Public Participation</b>	
4.1	One member of the public attended and discussion is noted in item 6.6.	Note
<b>5</b>	<b>Village Warden's Report/Clerk's Report</b>	
5.1	The Litter Warden reported no issues.	Note
5.2	Cllr. J Shelton has yet to carry out warden inspection. Clerk to forward inspection report form.	JS
5.3	The Clerk reported that the annual RoSPA inspection was due in May. It was agreed to book the inspection. Clerk to organise.	Clerk
5.4	The Clerk confirmed that the Council's Data Protection Registration had been renewed.	Note
<b>6</b>	<b>Matters arising from the Minutes</b>	
6.1	The agreed actions outstanding from the February meeting that do not appear on the agenda are as follows:-	
6.1.1	Cllr S Walker's outstanding actions are as follows: <ul style="list-style-type: none"> <li>Close up the hole in the hedge by the gym equipment (consider planting holly bushes). Cllr. S Walker will take a look.</li> </ul>	SW

6.1.2	The Clerk obtained a brochure for purchasing an extra solar SID at a cost of £1,800 to be located on Fox Road/Vicarage Road. Planning permission may be required. It was agreed this should be included in the village survey for future expenditure.	Note
6.1.3	The Chair confirmed he had contacted all village groups with regards to the 'Citizenship award'. Once the nominations are in, the Chair and two others will make the decision on the overall winner.	Note
6.1.4	The Clerk had confirmed she had reported the pot holes on Hemp Lane to Highways who mentioned there had been a lot of reports already made. Reports can be made by phone to Herts Highways on 0300 1234047. You will be given a reference number which you can use to track the progress of the fault or alternatively report via the Hertfordshire.gov.uk website.	Note
6.1.5	The Clerk confirmed she had emailed Herts County Councillor Nick Hollinghurst with regards to enforcing no parking on the double yellow lines at Wick Road/Chesham Road junction and the moving of the bus stop. A response is awaited.	Note
6.2	Village Shop	
	The Vice-Chair reported they had received £13,500 from the 'Leader Grant'. Planning approval is due on 2 <sup>nd</sup> April. The lease agreement has still to be formalised; the Chair confirmed he had received another draft, which needs a careful review. Together with the match funding, the crowd funding raised a total of £199,500. The target figure is £228k, however this is based upon an enhanced specification of fitting out. The sum raised so far is sufficient to fund the scheme.	Note
	After careful consideration it was agreed that an allocation of two dedicated parking spaces (one disabled and one for the shop) are made for the village shop. It was agreed to allow 'The Village Shop' to erect and maintain lighting at the entrance to the car park subject to obtaining planning consent.	
6.3	MUGA at St Bart's School	
	Cllr. S Walker reported progress is slow. The planning officer Nigel Gibbs suggested the head Mrs Roycroft writes to the nearby residents to explain the plans and she has not received any objections, just one response asking questions.	Note
6.4	Plans for 2018 'Oddy' Newsletter	
	The first draft has been circulated and all Councillors are thoroughly happy with layout and content. A meeting is arranged for the 26 <sup>th</sup> March to make amendments and checks before the final copy goes to print.	All
6.5	Defibrillator and resuscitation training	
	The Clerk had contacted Phil Smith who confirmed he will be available in a couple of months after an operation. The Clerk will then confirm available dates. Cllr. S Walker advised adding a defibrillator check onto the Warden's monthly checks by checking the battery and if the door needs a light spray of WD40. The combination to open the door is 2159 which will be included in the Oddy.	Clerk
6.6	Dog fouling	
	One member of the public was invited to the meeting after receiving an email raising concerns over the increase in dog fouling on the Recreation Ground and the grass verges outside nearby homes. He has been providing bags on the fences of the two ends of the Recreation Ground to encourage owners to clean up after their dogs. There are two dog bins in the village: one on the Chesham Road sports field and	Clerk

one on the Recreation Ground on Vicarage Road. The Chair proposed some actions:

- Post a notice in the 'Oddy'.
- Asked the Clerk to contact the dog warden for signs and any advice. The Councillors will also come up with a sign that can be laminated and displayed around the village.
- Provide dog bags instead of the resident.
- The Clerk will contact Dacorum regarding extra bins and advice.

6.7 Recruitment process for new Parish Clerk

The Vice-Chair reported the advert needs to be agreed and then advertised in the Oddy, on Streetbank, Grapevine, notice boards, website and with HAPTC. The interview process will need a checklist of requirements once CVs have been received.

Note

**7 Finance**

7.1 Balances and cheques for payment

7.1.1 Balances on 20/3/2018 were confirmed as:-

Note

NatWest Current account	£9,367.30
Unity Trust	£25,215.09
<b>TOTAL</b>	<b>£34,582.39</b>

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

15/3/18	Wigginton Village Hall Hire of hall in March 2018	£15.00
	<b>TOTAL</b>	<b>£15.00</b>

7.1.4 Cheques listed for payment at the meeting were confirmed as:-

Note

BACS	Goldleaf Groundcare Ltd Grounds maintenance as contract (March 2018)	£279.23
BACS	C A Williams Clerks reimbursement and salary 21/2-20/03/18	£325.93
00001	Sue Morgan Litter Warden duties	£70.20
BACS	Herts County Council LED project phase 1 replacement street lighting	£9,720
BACS	Steve Walker Defibrillator pads	£83.82
BACS	Debbie Meech Play area leaflet printing	£31.48
	<b>Total</b>	<b>£ 10,510.66</b>

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. Cllr. S Fordyce also reported that as we have gone over the

Note

	£25k turnover limit, we will need an external audit. Overall, the accounts are healthy with a surplus of £12,000 for the year.	
7.2	<p>Review of internal audit 2017 and actions taken; appointment of internal auditor for 2018</p> <p>Actions taken are:</p> <ul style="list-style-type: none"> <li>• Annually check assets and conditions are satisfactory.</li> <li>• Bank reconciliations are now done monthly.</li> <li>• New spreadsheet for accounts has been set up.</li> <li>• Reserves are healthy for this year.</li> </ul> <p>Last year Mr Newhouse quoted £275 to act as the Council's internal auditor and agreed a price freeze for 2018. The Clerk will liaise with Mr Newhouse to agree an appointment date.</p>	Note
<b>8</b>	<b>Planning</b>	
8.1	<p><u>DBC decisions on Planning applications</u></p> <p>4/01774/17/FHA Cottage Row, Vicarage Road, Wigginton – Granted</p> <p>4/00490/18/DRC Tinkers Lodge, Bottom House Lane, Wigginton – Granted</p> <p>4/00189/18/HRN 5 Mary Cross Close, Wigginton - Granted</p>	Note
8.2	<p>The following Planning applications were considered by the Parish Council: -</p> <p><b>4/00572/18/FHA</b> 3 Fox Close, Wigginton, HP23 6ED Proposed first floor extension over existing garage and utility room Support. The proposal improves the amenity of the property.</p> <p><b>4/00497/18/FHA</b> Bungalow, Cherry tree Farm, Wigginton, HP23 6JG Single storey side extensions and open porch Unable to comment as no drawings were submitted.</p>	Note
<b>9</b>	<b>Correspondence</b>	
9.1	Friends of Wigginton Community Fete request for financial assistance with Portaloo hire at a cost of £175 on Saturday 2 <sup>nd</sup> June 2018. Approval was given.	Note
9.2	An e-mail was received from resident asking to use the sports field on the 25 <sup>th</sup> May by the gym equipment for a children's party. The Chair commented that the sports field is there to be used and was more than happy for the resident to use it for this purpose.	Note
9.3	St Bartholomew's School asked for permission to use the Recreation Ground on 13 <sup>th</sup> July 2018 as a car park for their Intervillage sports day. The Council agreed but advised they use car parking attendants for safety reasons due to busy road.	Note
<b>10</b>	<b>Items for Discussion</b>	
10.1	Green Spaces	
10.1.1	The Vice-Chair asked for ideas on hiring out the Sports Field on Saturday morning/afternoon for extra income. Ideas for advertising were in the Dacorum Digest and Everything Tring. The Chair agreed to look further into it.	Chair
10.2	Highways and footpaths	
10.2.1	<p>Annual P3 Grant for footpaths:-</p> <p>The Clerk will organise available dates for Clayton Rae to meet the Vice-Chair and discuss possible areas in need of work.</p>	Clerk

10.2.2	Request for 40mph speed limit along Chesham Road by Beech Park entrance:- Dacorum Borough Councillor Stan Mills was unsure this can be enforced unless an accident has occurred and maybe accused of urbanising your village. The Clerk will email Herts County Councillor Nick Hollinghurst for his comments.	Clerk
10.2.3	The Vice-Chair asked if a speed bump can be installed at the entrance to the Sports Field car park, which cost circa £150. All agreed it was a good idea. The Chair and Cllr.S Walker will make a site visit to confirm size needed and Cllr. S Walker will provide a quote for installation.	SW Chair
10.2.4	Cllr.S Walker commented that moving the bus stop had been discussed previously and a new location was proving difficult. The Chair proposed himself and Cllr. S Walker will consider possible locations. The Clerk has already emailed Nick Hollinghurst for an update.	SW Chair
10.2.5	The Clerk received an email again from a resident raising concerns over the parking on the corner of Commonfield/Highfield Road. The Chair asked the Clerk contact Nick Hollinghurst and invite him along to the next meeting to discuss the issues further.	Clerk
10.3	Transport	
10.3.1	Nothing to report	Note
10.4	Communication	
10.4.1	GDPR training seminar on 21 <sup>st</sup> March 2018 The Vice-Chair will attend and report back. The Vice-Chair said that the Council would need someone who was responsible for Data Protection. Those whose data the Council holds would have to be contacted to seek consent for their data to be held on file. The regulations would affect both email addresses and employment data.	DM
10.4.2	The Clerk received an email from Hilary Wight of the WI highlighting concerns over the Data Protection regulations and sharing information with the Parish Council. Cllr. J Shelton will take a look at options.	JS
10.4.3	The Church work party was cancelled due to adverse weather conditions. The Clerk received an email from Derek Keen asking for details of when the next work party will be rescheduled. The Clerk will forward his email to Cllr. J Shelton to give further details.	Clerk JS
10.4.4	The date of Annual Parish meeting has now been moved to Wednesday 25 <sup>th</sup> April 2018 and the large hall has been booked. The Chair suggested that Councillors consider who speaks at the Annual meeting when the Parish Council next meets on 17 <sup>th</sup> April 2018.	Note
10.5	Village Hall	
10.5.1	Cllr. S Fordyce reported that as WPC receive £750 from our concurrent services grant for the Village Hall, we could find a way of giving this to them via a project. All agreed this was a good idea. Suggestions are to be discussed at the next meeting.	Note
10.6	Website/Wigginton Online/Business Directory	
10.6.1	Cllr. J Shelton asked if the Data Protection regulations will affect the directory. The Chair advised that we should have further information following the Data Protection seminar.	Note
10.7	Ideas for the next 5 years and a Village Survey	

10.7.1	The village survey will be finalised at the meeting on 26 <sup>th</sup> March and will be added to the 'Oddy'.	Note
<b>11</b>	<b>Any Other Business</b>	
11.1	None	Note
<p>The meeting closed at 10.10pm  Cheryl Williams, Clerk to the Council  wiggintonpcclerk@gmail.com</p>		

DRAFT