

Minutes of the Annual Council Meeting of Wigginton Parish Council

Meeting: Monthly meeting
 Held on: Tuesday 15th May 2018 at 8pm
 Location: Village Hall, Chesham Road, Wigginton
 Present: Cllrs. D Wilde (Chair) (DW), D Meech (Vice-Chair) (DM), T Axon (TA), S Fordyce (SF), S Walker (SW), J Shelton (JS), J Mitchell (JM), C Williams (Clerk) Dacorum Borough Councillor S Mills and ten members of the public.
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	None	Note
2	Official election of Chair/Vice-Chair	Note
2.1	The Chair and Vice-Chair officially signed the Parish Councillors book following the nominations received.	
3	Councillor's Areas of Responsibility for 2018/19	
3.1	Agreed as follows: Highways and Footpaths – David Wilde Communication/Village hall – Jane Mitchell Planning – Steve Walker Finance – Stuart Fordyce Green Spaces/Play area/Oddy – Trena Axon Village Shop Liaison – David Wilde, Steve Walker & Trena Axon Website – John Shelton has agreed to continue to maintain the website once he resigns as a Councillor. GDPR point of contact – to be agreed It was noted that Debbie Meech had a lot of work as Chair of the shop.	Note
4	Schedule of Parish Council Meetings 2017/2018 and setting date of Annual Parish meeting 2018	
4.1	The Clerk was asked to check the availability of the Village Hall on the third Wednesday of the month. If this day is not available, meetings will continue to be held on the third Tuesday of every month. There will be no meeting in August unless an <i>ad hoc</i> meeting is needed to discuss planning applications. All meetings will be held in the Village Hall at 8pm. The proposed date for the Annual Parish Meeting is 1 st May 2019.	Note Clerk
5	Declarations of Interest by Members	
5.1	None	Note
6	Approval and Signing of Minutes	
6.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 17 th April 2018 were approved and signed.	Note
7	Public Participation	

7.1	The meeting accepted the Chairman's proposal to take consideration of Planning application 4/00871/18/FUL as the next business and to suspend Standing Orders to allow members of the public present to speak. The Council's comments are listed under item 11.2 below. Ten members of the public then left the meeting.	Note
8	Clerk's Report/Village Warden's Report	
8.1	The Litter Warden did not produce an invoice because only a few hours of her time were incurred following the great work carried out on the litter pick day.	Note
8.2	Cllr. Walker carried out the monthly check of the play area, gym equipment etc and reported no faults. He reported the dog fouling sign at the entrance to the sports field from Chesham Road was covered by overgrowth from Burch's land. It was agreed that permission would be sought to trim back the undergrowth. The Clerk would send out an updated checklist to all Councillors.	Note Clerk
8.3	The Chair will carry out the next monthly check.	DW
9	Matters arising from the previous Minutes	
9.1	Agreed actions outstanding from April meeting	
9.1.1	The holly bushes Cllr. Walker planted had been stolen/removed possibly by kids who continue to go through the gap in the hedge. It was suggested a post be installed to act as a more formidable barrier. Cllr. Walker will explore the options and report back at the next meeting.	SW
9.1.2	The Chair has received 10 no dog fouling signs from the DBC dog warden. He asked Cllr. Walker to quote for supply and installation for ten posts with plywood sign backs for the sticky signs to be fix to measuring 150 x 100mm. Cllr. Walker agreed to provide a quotation.	SW
9.1.3	The Vice-Chair met with DBC Countryside Officer Clayton Rae to discuss areas to work on for this year's P3 grant. She reported it was agreed to work on FP7. Clayton agreed to work on improving the area at the top of the sports field as good will gesture which is technically not an assigned footpath so therefore works cannot be requested on the work plan form. The Clerk confirmed she submitted the work plan and are due to receive the grant of £1,000 for this year within the next week.	Note
9.1.4	The Clerk is still to action arranging for the Chair and Cllr. T Axon to meet with the head of St Bartholomew's to discuss parents parking along Commonfield. The Clerk is to arrange a suitable date and time preferably a Wednesday or a Friday before 9am.	Clerk
9.1.5	The Chair reported he had received a detailed response from Herts County Councillor Nick Hollinghurst regarding issues identified in the Village survey. Cllr. Hollinghurst had made an inspection with a County Engineer on 30 th April at short notice. Representatives of the WPC were unable to attend. A summary of his response is as follows:- <ul style="list-style-type: none"> Extend 40mph limit on Chesham Road to beyond Evans yard – Cllr. Hollinghurst and an engineer agreed this was a reasonable proposal and from the village to just beyond Evans is the best place to start the restriction. The Chair will formally respond with the go ahead. Footpath widths/hedge cutting and overgrowth on paths – Footpath maintenance is contracted out to DBC and Clayton is first point of contact. Ideally, all footpaths should be 2 metres wide and the adjacent landowners are responsible for preventing vegetation obstructing the right of way. 	Note, DW

	<ul style="list-style-type: none"> • Footpaths restricted by build up e.g. Oddy Hill – HCC usually arranges its manual removal with a spade in a process known as ‘siding out’. This was done on Oddy Hill about 4 years ago. Cllr. Hollinghurst confirmed he will examine further on his next tour around the Parish. • Footpath condition especially Chesham Road – HCC will require help in identifying all the landowners who have been failing to keep their hedges from growing out across the footway. Once they have cut back the hedges, the County can arrange to ‘side-out’. • Parking on footpaths – Again assistance will be required in identifying landowners who fail to maintain hedges and ask them to cut hedges back to highway boundary. The police need to be involved in enforcing penalties to drivers who park in ways which obstruct the footway. • Moving of the bus stop – No sufficient evidence has been received to justify this, nor the identification of a suitable alternative location for the bus stop. • Potholes – These should be reported on the HCC highway fault reporting system. All highway faults are inspected and then graded by their severity. <p>It was agreed that a polite note would be prepared and delivered to residents to remind owners to maintain their hedges and discourage parking on pavements.</p>	
9.2	<p>Village Shop</p> <p>Nothing to report this month.</p>	Note
9.3	<p>MUGA at St Bart’s School</p> <p>Nothing to report this month.</p>	Note
9.4	<p>New Parish Clerk recruitment update</p> <p>The Chair and Vice-Chair have interviewed a candidate and agreed to appoint them subject to the candidate meeting with the current Clerk to discuss the role in more detail. Clerk to organise a suitable meeting date.</p>	Clerk
9.5	<p>GDPR (General Data Protection Regulation)</p> <p>It was announced by the Government that Parish Councils no longer need a Data Protection Officer. Although this requirement may change, WPC must still comply with the requirements of the GDPR. The WPC have discussed and can confirm they are working towards being compliant.</p>	Note
9.6	<p>Results of the village survey – Action Plan</p> <p>To be discussed further at the next meeting.</p>	Note
9.7	<p>Children’s Play area – Plan</p> <p>The Vice-Chair reported she had met a representative from Kompan following a competition Cllr. Axon entered to win up to £50k match funding for the play area. Every entry will receive 25% off Kompan kit on an order placed before December 2018. Following their site survey, Kompan will forward a design proposal before next meeting.</p>	Note
9.8	<p>Community gardening. Residents had expressed no further interest.</p>	Note
9.9	<p>Speed bump at car park entrance. This had been procured and Cllr. Walker had installed it.</p>	Note

10	Finance																						
10.1	Balances and cheques for payment																						
10.1.1	Balances on 15/05/2018 were confirmed as:-	Note																					
	<table border="1"> <tr> <td>NatWest Current account</td> <td>9,301.30</td> </tr> <tr> <td>Unity Trust</td> <td>38,433.86</td> </tr> <tr> <td>TOTAL</td> <td>47,735.16</td> </tr> </table>	NatWest Current account	9,301.30	Unity Trust	38,433.86	TOTAL	47,735.16																
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10.1.2	Bank statements were available for inspection and signed.	Note																					
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10.1.4	BACS payment made on May 2018 under S.O. 29:	Note																					
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10.1.5	Payments listed at the meeting were confirmed as:-	Note																					
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10.1.5	The cheques listed were signed off against the appropriate invoices. The Chair proposed approval and payment. The cheques and invoices were reconciled by Cllr. Fordyce and agreed.	Note																					
10.1.6	It was agreed to move over all the money currently in the Natwest account and close the account once the documents held in Safe Custody are removed from the Natwest Tring branch. The Chair will arrange for the documents to be stored securely with Barnes and Partners of Crouch End.	Clerk DW																					
10.2	Approval of accounts for the year ending 31 st March 2018																						
	The accounts and supporting statement have been prepared as required by regulations and proper practice. It was agreed to approve the accounts as circulated and the document was duly signed by the Chair and Clerk.	Note																					
10.3	Annual return for the year ending 31 st March 2018																						
	A document detailing the Parish Council's response to the requirements as set out in the Annual Governance Statement had been circulated. Section 1 (Statement of Accounts) and Section 2 (Annual Governance Statement) of the Annual Return were completed and duly signed by the Chair and the Clerk. Section 4 was	Note																					

	completed and signed by the Internal Auditor during his visit on 10 th May 2018. The Internal Auditor made no significant recommendations. The Chair will formally respond. The External Audit date has been set for 10 th June 2018. The Notice of Appointment of Date for the Exercise of Electors' Rights will be posted on the Parish notice board and will be displayed for the required period.	
10.4	Insurance renewal with BHIB UK Ltd It was agreed to renew with BHIB UK Ltd for the sum of £463.16 for the period 1 st June 2018 to 31 st May 2019.	Note
11	Planning	
11.1	DBC decisions on Planning applications within the Parish received this month: 4/01939/17/FHA Frith House, Chesham Road, Wigginton – Granted 4/00497/18/FHA The Bungalow, Cherry Tree Farm, Chesham Road – Granted 4/00572/18/FHA 3 Fox Close, Wigginton - Granted	Note
11.2	The following Planning applications were considered by the Parish Council: - 4/00937/18/FHA Chiltern Cottage, Hemp Lane, Wigginton, HP23 6HF Two storey extension and single storey wing. New detached garage. Support - The proposal improves the amenity and appearance of the building without apparent detriment to the neighbouring environment. 4/01049/18/FHA & 4/01050/18/LBC The Old Rectory, Vicarage road, Wigginton, HP23 6DY Reconfiguration of internal spaces, new rooflight and windows, repair to roof, chimney and internal floor. Support - The proposal improves the amenity and appearance of the building without apparent detriment to the neighbouring environment. 4/00784/18/FUL 22 Wick Road, Wigginton, HP23 6EL Partial demolition of existing single storey side extension. Construction of a three bedroom dwelling. No Comment although it was noted there was no site plans submitted. 4/01154/18/FHA Jordan House, Hill Green Lane, Wigginton, HP23 6HD Proposed Storage building No Comment 4/00871/18/FUL Amberley, Hemp lane, Wigginton, HP23 6HF Demolition of existing dwelling and construction of four dwellings. Objection – Following a strong hearing from ten people who attended the meeting with very strong objections and who have expressed these on the website. Based on the grounds of gross over development in terms of size, quantity, overbearing effect on surrounding properties and highway safety.	Note
12	Correspondence	
12.1	Request from Danielle Grammenos to use the sports field on Saturday Morning between 8am-8.45am starting on 2 nd June – Agreed.	Note
12.2	Dangerous horse reported in a field which has a right of way to Footpath 8 towards Cow Roast – The Clerk has contacted Clayton Rae for advice and reported he had been in contact with the owner and had informed her she cannot keep an animal with a history of aggression in a field with public access. At present, Clayton felt there was not enough evidence to to take further action. The Chair agreed to contact Clayton Rae again to discuss matters further.	DW

13	Items for Discussion	
13.1	Green Spaces	
13.1.1	Overhanging trees from Burch's land along tarmac footpath The Vice-Chair agreed to prepare a letter to send to Mr Burch to request overhanging trees are cut back in accordance with guidance for Councils.	Note
13.2	Highways and footpaths	
13.2.1	Lighting in the sports field car park along the tarmac footpath It was agreed that lighting could be installed, additional to the shop lighting on the building, at the same time the shop is built. Cllr. Walker agreed to check with planners if planning permission would be required.	SW
13.2.2	Community shop signs around the village Agreed	Note
13.2.3	Partial closure of sports field tarmac footpath during building of Village Shop Agreed in favour.	Note
13.2.4	Position of bike stands on the sports field car park It was agreed the bike stands would be sited on the grass between the car park and the access paths to the shop.	Note
13.3	Transport	
13.3.1	Nothing to report.	Note
13.4	Communication	
13.4.1	Nothing to report.	Note
13.5	Village Hall	
13.5.1	Nothing to report.	Note
13.6	Website/Business Directory	
13.6.1	Cllr. J Shelton reported Wigginton Online service incurs a cost and suggested to put it on hold and in the meantime continue to use Streetbank. This was agreed and Cllr. Shelton is to post a message on Streetbank to make people aware.	JS
13.7	Ideas for the next 5 years/village survey	
13.7.1	Results of the survey – Action Plan To be fully discussed at next meeting	Note
14	Any Other Business	
14.1	The Vice-Chair reported Smiths Coaches leave bollards outside their entranceway on the road. It was agreed that the Clerk is to prepare a letter to ask them to remove them from the highway.	Clerk
15	<u>PART II</u> <u>Review of Warden's and Clerk's salary</u>	Note
	It was agreed to implement the salary increase for the warden to the hourly rate of £8.52 to be backdated from 1 st April 2018.	
	It was agreed to implement the pay award for 2018-2019 to be backdated from 1 st	

April 2018. The Clerk's revised salary pro-rata for 7 hours per week will be £3,831.45 p.a. (£319.29 per month) including the London fringe weighting.

The meeting closed at 10.40pm
Cheryl Williams, Clerk to the Council
wiggintonpcclerk@gmail.com

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