

Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting
 Held on: Tuesday 15th January 2019 at 8pm
 Location: Village Hall, Chesham Road, Wigginton
 Present: D. Wilde (Chair) (DW), S Walker (Vice-Chair) (SW), T. Axon (TA), S Fordyce (SF), J Mitchell (JM), T. Grammenos (TG), D. Moore (DM), S O'Sullivan (Clerk), DBC Councillor Stan Mills
 Copies: All Councillors and the WPC website

Item	Description	Action by
1	Apologies	
1.1	None	Note
2	Declarations of Interest by Members	
2.1	Cllr. S Walker declared an interest in Agenda item 11.2 Planning application 4/02889/18/RET	Note
3	Approval and Signing of Minutes	
3.1	Note correction to November Parish Council meeting minutes reference DBC planning decisions incorrectly noted. December decisions minuted. See Appendix 1 attached to show decisions listed on November meeting Agenda.	Note
3.2	The Minutes of the meeting of Wigginton Parish Council on Tuesday 18 th December 2018 were approved and signed.	Note
4	Public Participation	
4.1	PCSO William Liddell has been transferred to another area. His replacement PCSO Tommy Walters extended his apologies at not being able to attend the meeting at short notice. The clerk has invited him to the February meeting and forwarded on a list of questions for his attention.	Note
5	Village Warden's Report/Clerk's Report	
5.1	Warden's Report The monthly warden inspection was undertaken by Cllr. S. Walker. No major issues were noted apart from the fact that pedestrians were walking from the Wick Road pathway to the shop over a grassed area which was becoming a slip hazard. Quotes for this to be included in the quotes requested under Item 6.2 on the Agenda but as a separate item. Cllr Walker to also supply a quote.	Note/ SW
5.2	Clerk's Report - Items for Information	
5.2.1	Notification has been received from English Rural that a two-bed house has become available in Mary Cross Close. A local connection criterion applies to this property. This has been advertised on the website and posted on noticeboards around the village.	Note
5.2.2	The Clerk has had an introductory meeting with the prospective temporary clerk. Reference Agenda item Part II Appointment of the temporary clerk.	Note

5.2.3	The Clerk has contacted Jim Doyle, Elections Manager at Dacorum Borough Council, regarding the Parish Council Elections in May 2019. DBC will be issuing a link to the electoral paperwork, which aligns with Electoral Commission guidelines, in March 2019. The approximate cost to the Parish Council seems excessive. The Clerk to further discuss with Jim Doyle.	Note
	The HAPTC Election Handout was passed to the Chair. Both electronic copies and a hard copy are to be passed to the temporary clerk	Note/ Clerk
5.2.4	The streetlight contract has been returned and acknowledged by the HCC solicitor. A signed copy will be returned to the Parish Council in due course.	Note
5.2.5	Advice has been noted by the Clerk from HAPTC regarding play equipment inspections. This should be undertaken by RoSPa, or an equivalent body, at least once a year. The Parish Council to inspect equipment in line with insurance requirements. The Parish Council resolved unanimously that the monthly inspections are sufficient. The new play equipment should be inspected prior to public use.	Note
5.2.6	The Clerk has been informed that the request for support for a school trip from St Bartholomew's School was sent to the Parish Council in error.	Note
5.3	Litter Warden Vacancy	
	No applications have been received. A suggestion that residents be asked to responsible for litter collection along the highway outside their own properties. This could be suggested via Social Media or in the Oddy. The Litter Warden vacancy to be re-advertised as a vacancy for a full Warden post. It was felt that the title litter warden might put applicants off.	Note/ Clerk/ TG/TA
6	Matters Arising from the Minutes:	
6.1	Agreed actions from the December 2018 not on the agenda	
6.1.1	Fencing to close the hole in the hedge in the Sports Field.	
	Cllr S Walker to supply a quote for the February meeting	SW
6.1.2	Wi-Fi at the Village Hall	
	The Chair proposed that Cllr. Fordyce should discuss and agree a suitable contribution to the Wi-Fi cost with the Pre-School leader. Seconded by Cllr. S Fordyce and resolved to agree by the Council	SF
6.1.3	The Clerk has reported the missing bin to Dacorum Ref: 566661 – no date for replacement yet. Clerk to contact DBC again.	Clerk/ Note
6.1.4	Re-listing of The Village Hall, The Greyhound, the Baptist Chapel and St Bartholomew's Church	
	The Clerk is yet to action. Deferred to the February meeting.	Note/ Clerk
6.2	To receive an update on investigation to move footpath/costs	
		JM/TG

	Cllrs. J Mitchell and T Grammenos to obtain quotes for the main footpath along the Wick Road side of the Sports Field and a separate quote to be obtained to rectify the issue highlighted by the Warden report under Agenda item 5.1					
7	Wigginton Community Shop					
7.1	To receive an update on access lighting issues to the shop and sports field					
	HCC Cllr. N. Hollinghurst has agreed to meet Cllr D. Wilde on site to discuss the tree growth obscuring the street light near the shop/car park entrance. Date yet to be arranged.	DW				
7.2	To consider quote to supply wooden bike rack requested by the Shop Committee					
	Cllr. S Walker to provide quote for six wooden bike rack structures to be considered at the February meeting.	SW				
8	Play Area Replacement					
	To consider detailed proposal from Handmade Hideaways					
	The detailed costings were not yet available from Handmade Hideaways. Cllr T. Axon advised the Council that it was not guaranteed that the bark currently in the play area would be sufficient but that it was possible to get a design assessment from a playground inspection company who would then also conduct the post installation inspection. Cllr T. Axon to obtain quotes for inspections. Assurances and costings are also needed from Handmade Hideaways re securing the site during construction etc. The Council resolved to set up a sub-committee consisting of Cllrs. T Axon, D Wilde, S Walker and T Grammenos to further consider the proposal and plan of works and determine a timeline for implementation bearing in mind grant stipulations. The Sub- Committee to report back to the February Council meeting.	TA/ DW/TG SW				
9	The Oddy 2019					
9.1	To resolve to set up a working party to produce the Oddy 2019 and determine the terms of reference of the working party.					
	After some discussion a working party comprising Cllrs. T Axon, D Wilde, J Mitchell and D Moore was set up. The Council decided local groups were to be invited to contribute. The working party to contact relevant groups. The Oddy format and content to be ready by 14th March, printed by early April for distribution over Easter weekend in readiness for the Annual Parish Meeting at the end of April. The working party to report back to the February Council meeting.	TA/ DW/JM DM				
10	Finance					
10.1	To receive bank statements and bank reconciliations					
10.1.1	Bank Balance on 17/12//2018 was confirmed as:-	Note				
	<table border="1"> <tr> <td>Unity Trust</td> <td>£40,221.46</td> </tr> <tr> <td>TOTAL</td> <td>£40,221.46</td> </tr> </table>	Unity Trust	£40,221.46	TOTAL	£40,221.46	
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TOTAL	£40,221.46					
	Bank statements were available for inspection and were duly signed. Cllr. S Fordyce checked the Bank Reconciliation.					
10.2	To approve payments.					

10.2.1	Standing orders previously approved for payment were confirmed as:-	Note															
	<table border="1"> <tr> <td data-bbox="280 367 411 427">15/01/19</td> <td data-bbox="416 367 1002 427">Wigginton Village Hall Hire of hall in January 2019</td> <td data-bbox="1007 367 1142 427">£ 15.00</td> </tr> <tr> <td data-bbox="280 434 411 461"></td> <td data-bbox="416 434 1002 461">TOTAL</td> <td data-bbox="1007 434 1142 461">£ 15.00</td> </tr> </table>	15/01/19	Wigginton Village Hall Hire of hall in January 2019	£ 15.00		TOTAL	£ 15.00										
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10.2.2	Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -	Note															
	<table border="1"> <tr> <td data-bbox="280 591 411 651">BACS</td> <td data-bbox="416 591 1098 651">Goldleaf Groundcare Ltd Grounds maintenance as contract (Jan 2019)</td> <td data-bbox="1102 591 1265 651">£279.23</td> </tr> <tr> <td data-bbox="280 658 411 719">BACS</td> <td data-bbox="416 658 1098 719">S. O'Sullivan - Clerks reimbursements and salary 21/12/18 - 20/01/19</td> <td data-bbox="1102 658 1265 719">£324.96</td> </tr> <tr> <td data-bbox="280 725 411 786">BACS</td> <td data-bbox="416 725 1098 786">SF Fordyce: Dog Waste Bags</td> <td data-bbox="1102 725 1265 786">£ 68.22</td> </tr> <tr> <td data-bbox="280 792 411 853">BACS</td> <td data-bbox="416 792 1098 853">S. Walker – The Snag Man</td> <td data-bbox="1102 792 1265 853">£ 109.00</td> </tr> <tr> <td data-bbox="280 860 411 891"></td> <td data-bbox="416 860 1098 891" style="text-align: right;">Total</td> <td data-bbox="1102 860 1265 891">£781.41</td> </tr> </table>	BACS	Goldleaf Groundcare Ltd Grounds maintenance as contract (Jan 2019)	£279.23	BACS	S. O'Sullivan - Clerks reimbursements and salary 21/12/18 - 20/01/19	£324.96	BACS	SF Fordyce: Dog Waste Bags	£ 68.22	BACS	S. Walker – The Snag Man	£ 109.00		Total	£781.41	
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10.2.3	The payments listed were signed off against the appropriate invoices. The Chair proposed approval and payment. Seconded by Cllr. S Fordyce. The cheques and invoices were reconciled by Cllr. S Fordyce and payment agreed by council.	Note															
10.3	To note receipt of income None received	Note															
10.4	To update bank signatories at Unity Trust The relevant paperwork from Unity Trust was signed by Cllrs. D Moore and T Grammenos and authorised by The Chair, Cllr. D Wilde and Cllr. Fordyce. The Clerk to return the approved paperwork to Unity Trust.	Note/ Clerk															
10.5	To agree a final budget for 2019-20 The council resolved to agree the final budget. Proposed by The Chair, Cllr D Wilde. Seconded by Cllr. D. Moore and approved unanimously by the Parish Council.	Note															
10.6	To agree and sign off the precept demand for 2019-20 The precept demand was proposed by Cllr. D Wilde, seconded by Cllr D Moore and unanimously resolved to agree by the Parish Council. The precept demand was duly signed by Cllrs. D Wilde, S Walker and S Fordyce. The Clerk to return the paperwork as requested by email to DBC.	Note / Clerk															
10.7	To receive an update on progress re setting up a deposits/savings accounts Cllr. S Fordyce proposed opening a savings account at Unity Trust Bank at a rate 0.4%. Cllr. D Wilde seconded the proposal and Council resolved to agree to set up the new account. Paperwork for Unity Trust was duly signed and authorised. The Clerk is to return the paperwork to Unity Trust.	Note/ Clerk															
10.8	To resolve to set up the temporary clerk with 'view and submit' access to the Unity Trust bank account.																

11.	<p>Council resolved to set up the temporary clerk with the aforementioned access to the Unity Trust account. Proposed by Cllr. D Wilde, seconded by Cllr. S Fordyce. The paperwork was duly signed. To be sent to the bank by the Clerk as soon as relevant ID paperwork as requested from the bank is received from the temporary clerk.</p>	Note/ Clerk
	Planning	
11.1	<p><u>DBC decisions on Planning applications</u> 4/02806/18/DRC Land adjacent to the Sports Field, Chesham Road, Wigginton, Tring HP23 6HT Conditions requested of planning permission 4/00343/18/FUL. Community Shopconstruction – Granted 4/02678/18/ADV Wigginton Village Shop, Sports Ground, Chesham Road, Wigginton, Tring HP23 6HH. 2 Fascia Signs – Granted</p>	
11.2	<p>It was brought to the attention of the meeting that Dacorum Development Control Committee at their meeting on 10th January refused the planning application 4/00871/18/FUL at Amberley, Hemp Lane, Wigginton HP23 6HF</p> <p>The following Planning applications were considered by the Parish Council: -</p> <p>4/03082/18/LDE Little Farfield, Chesham Road, Wigginton, Tring, HP23 6JD Construction of a car port and attached log store.</p> <p>The Council resolved to support this application</p> <p>4/03072/18/FUL Champneys Health Resort, Chesham Road, Wigginton, Tring, HP23 6HY Relocation of wooden barns</p> <p>The Council resolved to support this application</p> <p>4/02889/18/RET The White House, Hemp lane, Wigginton, Tring, HP23 6HF Retention of new access road and blocking up of old access</p> <p>After a brief discussion the Council resolved to pass no comment on this application</p> <p>4/03225/18/LDP Woodlands, Tinkers lane, Wigginton, Tring HP23 6JB Construction of a single storey rear extension</p> <p>The Council resolved to pass no comment on this application</p> <p>4/03035/18/FUL Courtwycks Stables, Hemp Lane, Wigginton, Tring, HP23 6HE Construction of an agricultural storage building</p> <p>The Council resolved to support this application. The building will improve the look of the area.</p> <p>4/03252/18/FUL Greenoaks, Heath End, Berkhamsted, HP4 3UF Demolition of existing storage buildings. Construction of a replacement building.</p>	Note

The Council believe that this property may not be in Wigginton Parish and resolved to pass no comment.

12. Correspondence

12.1 To consider a request from the Salvation Army to site a Clothing Bank on Parish Council property.

After discussion on the requirements of siting the bank and its impact on the immediate surroundings the Council resolved to decline this request. The clerk to inform the Salvation Army representative.

Note/
Clerk

13 Items for Discussion

13.1 Green Spaces

13.1.1 To receive an update on the plan for cutting the brambles on the Recreation Ground

George Shanks Landscapes Ltd has been booked to fulfil this brief in the Spring – Late February.

Note

Cllr. T. Grammenos has taken on responsibility for Open Spaces. He will obtain quotes for the annual grounds maintenance contract from 1st April 2019 to be considered at the February council meeting.

TG

13.2 Highways and footpaths

13.2.1 To receive an update on hedge trimming and other highway matters

Report from Cllr D Wilde:

1. Commonfield traffic and parking

- Following discussions on 17th July 2018 Cllr. S Walker advised a resident at the top of Commonfield to apply for a disabled space as a resolution to the parking problem.
- At the same time, it was agreed HCC Cllr N Hollinghurst was going to look into possible funding for Grasscrete as an alternative. Cllr D Wilde raised this with Cllr Hollinghurst again on 19th Dec 2018.
- No restrictive parking has been noted during visits to Commonfield between 8am and 9am on schooldays.
- Many parents still use anti-clockwise circulation, entering via Highfield Road, against the school's advice. The School advised on the 10th January 2019 that they had reminded parents about this twice during the autumn term, however also, that there had not been any serious problems.
- HCC Cllr N Hollinghurst has advised that HCC can help the school draw up and manage a 'Green Travel Plan' if they ask for assistance.

2. Parking Elsewhere:

- Wick Road remains a problem with one van which frequently parks on the footway, completely obstructing it. However, the owner may have nowhere else to park it – no action taken.
- There were incidences of other vehicles partly obstructing footways but none were such as to justify action
- The chair will keep this under review.

3. Hedges Generally:

- There are a few hedges which partly obstruct footways. Hopefully these will be cut in the near future.
- Hedges on Chesham Road were cut over Christmas. They have been cut back more than previously, as agreed. The road signs are mostly visible but deeper hedge cutting will be needed next year and subsequently to leave footpaths completely clear. Cllr D Wilde to contact HCC Cllr Hollinghurst to ask if present cutting is sufficient to make 'siding out' of the footway worthwhile.
- Wick Road hedge next to the Sports Field, owned by the Parish Council, was cut in late December or early January
- Fox Road next to the footpath north of Vicarage Road needs cutting. Cllr D Wilde to determine who is responsible for this hedge – possibly HCC.

4. An additional socket for the SID on Fox or Vicarage Roads

- HCC Cllr Hollinghurst advised that this would be the third one and is something HCC can provide though it would not be a priority – it might be the year after next.

13.3 Communication

13.3.1 To consider and adopt the review of the Communication Plan

This item to be carried forward to the February meeting

Note/
DM

13.3.2 To consider and adopt proposals for the Parish Council's Social Media profile

Cllr. T Grammenos is working on setting up Social Media and will meet discuss proposals and collaborative working with the website administrator and report back to the February meeting.

TG

13.4 Website

13.4.1 To consider and adopt a plan for managing the website going forward in conjunction with a wider social media presence

The website administrator presented a series of proposals to the Parish Council for a more collaborative set up for the website to link in with other groups in the Parish. Cllr T Grammenos to arrange to meet with the website administrator to discuss this in conjunction with the social media set up and report back to the February meeting.

TG

14. A.O.B

14.1 **Unauthorised cars on the Sports Field**

Cllr. T Axon reported that on several occasions cars have been racing around on the Sports Field late at night. Incidents have been reported to the police. After discussion the Council resolved that access needs to be restricted to the Sports Field at night. Cllr. S Walker to quote for drop in the ground barriers to be erected. Item to be added to the February meeting agenda.

Note/
Clerk

14.2 Online Banking process

Cllr S Fordyce requested permission from the Council to provide the Chair of Cholesbury Parish with details of the protocols of the WPC online banking process. This was seconded by Cllr D Wilde and agreed by Council.

15

Part II
Appointment of Temporary Clerk

Joanne Martins was duly appointed temporary Clerk to the Council for a period of three months.

The meeting closed at 10.25pm
Sharon O'Sullivan, Clerk to the Council
wiggintonpccclerk@gmail.com

Appendix 1

DBC planning decisions listed on November agenda but omitted from November Minutes.

4/01945/18/ROC

New Ground Farm, New Ground Road, Aldbury, Tring HP23 5RD -
Withdrawn

4/03275/17/FUL

Woodview Nurseries, Tinkers Lane, Wigginton, Tring, HP23 6JB – Granted

4/01990/18/APO

Hill Green Farm Stables, Hill Green Farm, Hill Green Lane, Wigginton,
HP23 6HD – Prior approval not required.

4/02081/18/FHA

Netherby Grange, Heath End, Berkhamsted, HP4 3UF – Granted

4/02201/18/ROC

Ashleigh, Tinkers Lane, Wigginton, Tring, HP23 6TB – Granted

4/02326/18/AGD

Land at Geary's Hill, Wigginton Bottom, Wigginton, HP23 6HU – Prior
approval required and refused.

4/01701/18/FUL

South Acres, Chesham Road, Wigginton, Tring HP236JE - Granted