

## Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting  
Held on: Tuesday 18<sup>th</sup> February 2019 at 8pm  
Location: Village Hall, Chesham Road, Wigginton  
Present: Councillors D. Wilde (Chair) (DW), S Walker (Vice-Chair) (SW), T. Axon (TA), S Fordyce (SF), J Mitchell (JM), Tom Grammenos (TG), D. Moore (DM), and J Martins (Clerk), and 3 members of the public.

### 1. Apologies

Cllr T. Grammenos & Dacorum Cllr Stan Mills.

### 2. Declarations of Interest by Members

None

### 3. Approval and signing of minutes

The Minutes of the meeting of Wigginton Parish Council on Tuesday 15<sup>th</sup> January 2019 were approved and signed.

### 4. Public Participation

The Police Community Liaison Officer (PCSO) was unable to attend this meeting but will attend the meeting in March and will be discussing the OWL Scheme (Online Watch Scheme), previously known as Neighbourhood Watch with the Parish Council together with any other policing issues

### 5. Village Warden's Report/Clerk's Report

5.1) Warden's Report:

- The monthly warden inspection was undertaken by Cllr Wilde. No major issues were noted.
- Cllr Walker confirmed that the renewal date for the defibrillator pads is September 2020.

5.2) Clerk's Report - Items for Information

5.2.1) Parish Precept Form submitted to DBC on 17/1/2019

5.2.2) The pre-school requested and was granted permission to use the Sports Field car park on the morning of 4<sup>th</sup> February for a visit to the children of a horse and carriage. No rides were given.

5.2.3) Further information dated 16<sup>th</sup> January from Jim Doyle the Elections Manager at Dacorum Borough Council, the likely cost to the Parish Council of the Election in May 2019 would have been £2,285.00 but the cost is to be shared by the Borough Council as they have their elections on the same day, therefore the estimated cost is now £1,100.00 The Clerk has electronic and hard copies of the HAPTC Elections handout showing the timetable for submissions etc.

5.2.4) Date of Annual Parish Meeting will be 1st May and May council meeting is to be moved to 14<sup>th</sup> May due to the Elections taking place on 2<sup>nd</sup> May. Clerk to confirm dates for the meetings next year with B Burch (**Clerk**)

5.2.5) Payment was agreed for ICO Data Protection fee which is due to be renewed 16<sup>th</sup> March 2019 at a cost of £40.00, however Cllr Fordyce will contact DBC to enquire on whether the PC actually need to pay this fee as all our data is open to the public domain. (**SF**)

5.2.6) At the date of this meeting the Acting Clerk has yet to obtain access to the online banking system, therefore an update on any recent activity and statements of the account will need to be addressed at the March meeting.

### 6. Litter Warden Vacancy

2No applications have been received. The vacancy will also be posted via social media and in the next publication of The Oddy.

### 7. Matters Arising from the Minutes:

7.1. Agreed actions from the January meeting:

Fencing to close the hole in the hedge in the Sports Field. Cllr S Walker to supply a quote for the March meeting. **(SW)**

### **8. Wigginton Community Shop**

8.1 Lights have been erected on all four corners of the shop. However, Cllr Axon raised concerns regarding the sensors, and would recommend the timings be adjusted so the lights come on sooner as you walk towards the shop from the car park. Cllr Walker will raise this with the electrician. **(SW)**

8.2 Cllr Walker has offered to provide six wooden bike rack structures at no cost to the shop. **(SW)**

8.3 The Shop has requested landlord's consent permitted to open outside its normal hours for the following events:

- Cheese and Wine evening to raise money for the new Play Ground (date to be confirmed)
- Big Picnic Sunday 2<sup>nd</sup> June (shop open until 6.00pm)
- Chiltern 100 Cycling Event (shop to open all day)

Council resolved unanimously to agree to these, subject to the shop's compliance with their alcohol licence. DW to inform the shop.

### **9. Play Area Replacement**

9.1 Agree Quote from Handmade Hideaways:

- With Mr Hamilton-Pike from Handmade Hideaways (HH) in attendance the Parish Council confirmed acceptance of his quote dated 18<sup>th</sup> February 2019 for £16.147, which was confirmed as a fixed price.
- During the work an inspection will take place midway and at the end, dates to be confirmed. Mr Hamilton-Pike to send Cllr Axon details of the company that will perform the compliance inspections and the Parish Council to be invoiced directly.
- Estimated programme is 3-4wks for work to be completed, start date 8<sup>th</sup> March.
- Glen Adams has agreed to provide site fencing and to do a CAT Scan to locate any electric cables. HH will in any case do all excavation by hand.
- Retention will 2.5 % of the contract sum, for 3 months after completion, but HH undertook to rectify any defects for 6 months.
- HH will take responsibility for ensuring security of any material left on site overnight.

9.2) Cllr Wilde proposed of vote of thanks to Cllr Axon for all her time and work in securing this proposal.

9.3) Cllr Axon suggested we erect a banner at the entrance of the carpark/playground informing people that the playground will be closed for refurbishment with dates and to also include the name Handmade Hideaways. Closer to the time another banner will be erected to advertise the opening. Approximate cost would be £50. Proposal agreed and Cllr Grammenos to be asked to add all relevant dates to social media sites. **(TA/TG)**

### **10. The Oddy**

10.1) The Oddy working party held a meeting on 23<sup>rd</sup> January to discuss timelines for producing the Oddy, the following dates are now confirmed:

- 26<sup>th</sup> February – Final contents including any illustrations to Cllr Axon
- 12<sup>th</sup> March - 1<sup>st</sup> draft for review to Councillors
- 19<sup>th</sup> March - Council agrees format and contents
- 20<sup>th</sup> March - Final edit meeting
- 26<sup>th</sup> March – Tenders for printing costs.
- 4<sup>th</sup> April – Oddy to be printed and sorted into streets, and delivery arrangements finalised.
- 6<sup>th</sup> – 7<sup>th</sup> April – Deliver the Oddy

The Village Shop will have several copies for people read whilst visiting the shop.

### **11. Finance**

11.1) Bank Balance on 15/02/2019 was confirmed by referring to a preprinted online statement as:

Unity Trust	£39410.05
TOTAL	£3941.05

Bank statements were unavailable at the time of this meeting, Cllr Fordyce will sign them off at the meeting in March.

11.2) Standing orders previously approved for payment were confirmed as:

15/02/19	Wigginton Village Hall Hire of hall in February 2019	£ 15.00
	<b>TOTAL</b>	<b>£ 15.00</b>

11.3) Cheques/BACS payments listed for payment at the meeting were confirmed as follows:

Cheque	Goldleaf Groundcare Ltd Grounds maintenance as contract (Jan 2019)	£279.23
Cheque	J Martins - Clerks reimbursements and salary 21/01/18 - 20/02/19	£320.21
cheque	Random Name Ltd - Linux Business Yearly Renewal fee/Web Hosting fees	£115.06
cheque	Handmade Hideaways – First instalment for Playground refurbishment (30% of total +VAT)	£5812.92
Cheque	Handmade Hideaways - Second instalment for Playground refurbishment (40% of total +VAT) to be paid on 18/3/2019	£7750.56
Cheque	Information Commissioner - Data protection renewal fee	£40.00
	<b>Total</b>	<b>£14317.98</b>

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.

11.4) To note receipt of income - None received

11.5) Proposal to transfer £15,000.00 to the savings account was agreed, Cllr Fordyce to action.

11.6) The quote of £300.00 from Ernest Newhouse for the Parish Council Internal Audit was provisionally approved on the basis this is a fixed rate for 2 years, the clerk to confirm this with Mr Newhouse. **(Clerk)**

## 12. Planning

### DBC decisions on planning applications

<b>4/03082/18/LDE</b> Little Farfield, Chesham Road, Wigginton, HP23 6JD, Construction of car port with attached log store - Granted
<b>4/01885/18/TPO</b> 53 Beech Park, Wigginton, HP23 6JF, work to trees – Withdrawn
<b>4/00871/18/FUL</b> Amberley, Hemp Lane, Wigginton, HP23 6HF, Demolition of existing dwelling and construction of three dwellings - Refused

### Planning applications to be considered

<b>4/03256/18/FHA</b> Model Farm, Rossway, Berkhamsted, HP4 3UD Construction of a new sun room and car port. PC: Support Application
<b>4/00257/19/TCA</b> Fell Trees 61 Beech Park Wigginton, Tring HP23 6JF. PC; No Comment

## 13. Risk Assessment

The Parish Council Risk Assessment was reviewed and accepted

## **14. Items for discussion:**

### **14.1 Green Spaces**

14.1.1) Investigation to move footpath/costs/quotes – ongoing **(SW/JM)**

14.1.2) Consider quotes to link Wick Road footpath with the Village Shop – ongoing **(SW/JM)**

14.1.3) The Parish Council discussed possible actions that could be taken to stop unauthorised cars driving on the Sports Field. It was agreed that Cllr Moore would investigate the possibility of installing CCTV in this area and discuss with the village shop the possibility of sharing some of the initial costing and provide the power for the units. Appropriate signage would also be put in place if CCTV was installed. **(DM)**

14.1.4) Cllr Wilde to send Cllr Grammenos a copy of maintenance contract we have with Goldleaf Maintenance Ltd, current contract ends 31<sup>st</sup> March 2019. Cllr Grammenos to review their terms and conditions with an update at the next meeting. **(DW/TG)**

### **14.2 Highways and Footpaths**

Update on hedge trimming and other highway matters:

- Cllr Wilde has spoken to Cllr Hollinghurst and the trimming of the tree at the light near the sports field entrance is in their works programme.
- Cllr Hollinghurst had advised that the hedge opposite Wigginton Bottom needs cutting back further, as HCC are looking at resurfacing the pavement if this work is carried out. Cllr Wilde will encourage the land owner to cut the hedge further next autumn. **(DW)**
- Cllr Hollinghurst has secured funding for 2 road signs for the shop - no date fixed yet.
- Cllr Hollinghurst confirmed the field east of Fox Road is owned by HCC and will ask their estates department to remind the tenant to cut the hedge.

### **14. 3 Communication and Website**

- To consider and adopt the review of the Communication Plan – I was agreed to defer this until June by which time the effect of updates to WPC website and social media can be considered. **(DM)**
- To consider and adopt proposals for the Parish Council's Social Media and Website profile – Defer to March meeting **(TG)**

## **15. Any Other Business**

### **15.1 Crowdfunding for the Playground**

- It was decided that there are sufficient funds for the playground refurbishment and that WPC will not require the crowdfunding for this project. but will consider this for any further projects.
- Mr Steve Cannon has confirmed that the donation of £5600 by the former show committee can be used for the playground upgrade. Council reiterate their thanks to Mr Cannon and the other members of the former show committee.

### **15.2 OWL Scheme**

This is a scheme, formerly known as Neighbourhood Watch and which PCSO Jake Smith, has asked us to consider as this scheme is not currently in place. The Council have requested further information from PCSO Jake Smith, Clerk to action. **(Clerk)**

### **15.3 Items to raise at next meeting:**

The meeting in March will be attended by PCSO Martin Leadbetter, the Council would like to discuss issues of concern locally such as obstructive parking; Joyriding on sports field; drugs; burglaries.

### **15.4 Litter Picking**

Cllr Mitchell to advertise for volunteers for litter picking on the 16th March, posters to go in the Village Shop and Greyhound pub. **(JM)**

The meeting closed at 9.45pm

Joanne Martins Acting Clerk to the Council