

WIGGINTON PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING
Held in Wigginton Village Hall
Tuesday 17th May 2022 at 8 pm

MINUTES

In attendance: Cllr Walker (Chairman), Cllr Axon (Vice Chair), Cllr Carr, Cllr Maisey, Cllr O'Sullivan, Cllr Stillwell and County Cllr Sally Symington

Gosia Turczyn – Wigginton Parish Clerk

Three members of the public

22/01 Election of Chairman and signing of Declaration of Acceptance of Office.

Cllr Walker was elected as a Chairman, PROPOSED BY Cllr Stillwell and SECONDED BY Cllr O'Sullivan. He signed the Declaration of Acceptance of Office.

22/02 Election of Vice Chair.

Cllr Axon was elected as Vice- Chair, PROPOSED BY Cllr Stillwell and SECONDED BY Cllr O'Sullivan.

22/03 Apologies for absence to be considered and approved by the Council.

None.

22/04 Declarations of Interests and update of Register of Members' Interests.

None.

22/05 Public Participation (max 15 min).

County Cllr Symington updated the Council on the Oddy Hill work schedule.

22/06 Hertfordshire Police – to receive report from PCSO.

There were no crimes reported in the parish of Wigginton during April.

22/07 To approve the minutes of the meeting held on 19th April 2022.

The minutes of the Wigginton Parish Council meeting held on the 19th April 2022 were approved unanimously as being correct and were to be duly signed by the Chairman.

22/08 Code of Conduct.

Signed and dated

The Code of Conduct was approved by the Council, PROPOSED BY Cllr Carr and SECONDED BY Cllr O'Sullivan.

22/09 Standing Orders.

The Council approved model Standing Orders, PROPOSED BY Cllr Carr and SECONDED BY Cllr O'Sullivan.

22/10 Financial Regulations.

The Financial Regulations were PROPOSED BY Cllr Stillwell and SECONDED BY Cllr Maisey to be approved by the Council.

22/11 Financial Management and Risk Assessment.

This was approved unanimously.

22/12 Asset Register.

Asset Register was updated by the Clerk, and it was approved by the Council, PROPOSED BY Cllr Carr and SECONDED BY Cllr O'Sullivan.

22/13 Council Roles and Responsibilities.

The Council agreed to review this after co-opting a new councillor.

22/14 Wigginton Community Projects.

22/14.1 Planting Trees project.

Cllr Maisey suggested that the Parish Council ought to be primarily responsible for this project including decision-making process and the management and maintenance of the trees in the future. The Parish Council had invited the WI and the pre-school to donate and plant a tree each and agreed to also approach the Primary School. Cllr Maisey suggested to opt for a medium size, native tree. The commemorative plaque will be donated by the Parish Council.

22/14.2 Big Picnic.

The Big Picnic event organised by the Parish Council will take place on the 2nd July at the Sports Field. Cllr Stillwell talked about various activities and entertainment taking place throughout the day. Cllr Axon shared a draft plan of the setting up and the Council discussed several matters such as power supply and parking issues. The Council will produce a risk assessment prior to the next meeting.

22/14.3 Wigginton Ultrafast Broadband.

The Ultrafast Broadband project had moved to the next stage when the date of installation will be scheduled, after which the participants will be able to validate their vouchers.

22/15 Warden's Report.

The warden's report was circulated prior to the meeting and the Council discussed the matters arising from the report and actions:

1. Cllr Walker agreed to fix the latch on the gate at the play area.
2. PlayFix Ltd is due to repair the defective equipment.

22/16 Council to approve recommendation put forward by the Chairman and Vice Chair following Clerk's appraisal.

The Clerk's completed her appraisal and discussed the outcome with the Council, noting the points that were raised. The Council agreed to carry out an appraisal on an annual basis.

The Council resolved to accept the recommendations of the Chairman and the Vice Chair with regards to salary increase. The Clerk's new pay will come to effect from 1st June 2022. She will notify payroll of the change.

22/17 Clerk's report and correspondence.

22/17.1 BHIB Councils Insurance renewal.

It was PROPOSED BY Cllr Carr and SECONDED BY Cllr Stillwell and carried unanimously to approve the quote of £507.23.

22/17.2 Council to consider replacing the noticeboard outside the Village Hall and agree the arrangements for disposal of the old noticeboard.

Cllr Axon showed pictures of various noticeboards and the discussed whether aluminium noticeboard will be more suitable due to it being low maintenance. Cllr Axon will circulate the pictures to Cllrs to reach final decision. Cllr Walker agreed to dispose of the old noticeboard.

22/17.3 McAfee Anti-Virus Subscription.

It was PROPOSED BY Cllr Maisey and SECONDED BY Cllr Carr to purchase 2 year anti-virus subscription for Clerk's laptop at a cost of £64.99.

22/18 Play Area, Recreation Ground and Sports Field.

22/18.1 The gate at the Recreation Ground and Sports Field will be open for the Big Picnic.

22/18.2 The play area working group, consisting of Cllr Walker, Cllr Axon and the Clerk will draft terms of reference for approval at the next meeting.

22/19 Finance.

22/19.1 The bank statement, monthly budget report up to date and bank reconciliation were circulated prior to the meeting and the Council had no further questions.

22/19.2 A resolution was passed to make the following payments, PROPOSED BY Cllr Maisey and SECONDED BY Cllr O'Sullivan.:

BACS presented for payment at the meeting of Wigginton Parish Council held on 17th May 2022:

PAYEE	DESCRIPTION	TOTAL: £2,170.14
M W Agri Ltd	Ground Maintenance April	£356.50
Pods Inflatables	Game bundle for Big Picnic	£515.00 (Revised Price)
M Turczyn	Reimbursement for dog poo bags	£46.32
Anglo Dutch Ltd	Quarterly Payroll fee	£54.00
M Turczyn	Reimbursement for CiLCA qualification paid to SLCC	£287.00

Signed and dated

HMRC	Clerk's PAYE Tax	£53.00
MT Loo's Limited	Hire of portable loos for Big Picnic	£252.00
Your Sign Shop Limited	Banner for Pig Picnic	£99.09
BHIB Councils Insurance	Insurance cover Annual fee	£507.23

The Council resolved to set up a Standing Order payment of £356.50 to M W Agri Ltd for ground maintenance.

22/19.3 Council to approve the final accounts for Year End 31st March 2022. The final accounts were circulated prior to the meeting including Summary of receipts and payments for Year End 31st March 2022. It was PROPOSED BY Cllr Maisey and SECONDED BY Cllr O'Sullivan and carried unanimously to approve the accounts for Year End 31st March 2022. Annual Governance and Accountability Return forms will be ready for approval at the next meeting.

22/19.4 The internal audit will take place in June 2022.

22/20 Internal Controls.

22/20.1 Council to adopt Safeguarding Policy.

The Council adopted this policy unanimously.

22/20.2 Council to adopt Equal Opportunity Policy.

The Council adopted this policy unanimously.

22/20.3 Council to adopt IT administration Policy.

Deferred until next meeting.

22/20.4 Council to adopt Terms of Reference for working parties.

Deferred until next meeting.

20/21 EV Charging points.

Cllr Maisey spoke about charging point options. County Cllr Symington suggested liaising with Dacorum Borough Council in the first instance.

20/22 Planning.

DECISIONS:

- 22/01010/TPO T1 - Modification to tree T2 - Modification to tree T3 and T4 - Modification to tree T5 - Fell tree All of the above work is for safety reasons (see attached Report). 1 Beech Park Wigginton Tring Hertfordshire HP23 6JF Granted
- 22/00664/FHA Garage Loft Conversion and Carport Extension Dunedin Chesham Road Wigginton Tring Hertfordshire HP23 6JE Granted Wigginton Parish Council
- 22/00761/FHA Martin Stickley Construction of gazebo and log store Hunters Quay Hemp Lane Wigginton Tring Hertfordshire HP23 6HF Granted

APPLICATIONS:

- 22/01154/FUL Conversion of existing barn into 2 no. residential dwellings with associated parking. Newground Barn Newground Road Tring Hertfordshire HP23 5FR No objections, however the Council wished to raise concerns regarding visibility due to vehicles driving in and out.
- 21/01095/FUL Proposed conversion of existing farmhouse to provide four number dwellinghouses with associated parking. Newground Farm House Tring Road Tring Hertfordshire HP23 5FR Objection.
- 22/01359/FHA Conversion of garage and construction of single storey rear extension to form annexe and roof alterations. 14 Osborne Way Wigginton Tring Hertfordshire HP23 6EN No objection.

22/23 Any Other Business.

22/23.1 Cllr Stillwell asked whether an annex mirror could be placed on Fox Closed. It is the responsibility of HCC Highways to assist with this enquiry.

22/23.2 County Cllr Symington said that double yellow lines were added to 2022/23 Locality Budget and the next stage would be to provide photographic evidence of vehicles being parked on the side of the road near the entrance to the Sports Field.

Meeting Closed 21:26