

## WIGGINTON PARISH COUNCIL

### ANNUAL PARISH COUNCIL MEETING

Held in Wigginton Village Hall  
Tuesday 16<sup>TH</sup> May 2023 at 8 pm

#### MINUTES

In attendance: Cllr Walker (Chairman), Cllr Axon (Vie Chair), Cllr Maisey, Cllr O'Sullivan, Cllr Pattison- Lora, Cllr Stillwell, Cllr Western

Gosia Turczyn – Wigginton Parish Clerk

One member of the public

#### **23/01 Election of Chairman.**

To elect a Chairman for the year 2023/24 and sign Declaration of Acceptance of Office.  
Resolved, PROPOSED BY Cllr Pattison- Lora and SECONDED BY Cllr Stillwell to appoint Cllr Walker as Chairman for the year 2023/24. Unanimously agreed. He duly signed the declaration of acceptance of office in the presence of the Clerk.

#### **23/02 Declarations of Acceptance of Office and Interest Forms for Councillors.**

To record the register of interests forms and declarations of acceptance of office and consider accepting any at a later date, where not received to date.  
The Parish Clerk report that seven Councillors had been elected, unopposed: Cllrs Walker, Axon, Maisey, O'Sullivan, Pattison-Lora, Stillwell and Western. All signed their declarations of acceptance of office and register of interest forms were completed. The Council agreed to accept the interest forms from Cllr Axon and Cllr Stillwell at later date.

#### **23/03 Election of Vice-Chairman.**

To elect a Vice-Chairman for the year 2023/24 and sign Declaration of Acceptance of Office.  
Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Western to appoint Cllr Axon as Vice-Chair for the year 2023/24. Unanimously agreed. She duly signed the declaration of acceptance of office.

#### **23/04 Apologies.**

To consider and accept apologies.  
None received.

#### **23/05 Interest and Dispensations.**

To receive any declarations of interest for items on the agenda or requests for dispensation.  
None.

#### **23/06 Public Participation (max 15 minutes).**

To receive questions from members of the public.  
A member of the public asked the Council about the progress on the 20-mph zone for the village and the Council reported that the justification of a 20-mph zone would be subject to the speed and volume surveys that are yet to be done. He also spoke in detail about the 23/00939/FHA planning application on the agenda as the applicant. It was PROPOSED BY Cllr Maisey and SECONDED BY Cllr Stillwell to support the planning application.

  
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### **23/07 Minutes**

To approve and sign the minutes of Wigginton Parish Council meeting held on the 18<sup>th</sup> April 2023 as a true and accurate record of proceedings.

Resolved, PROPOSED BY Cllr Walker and SECONDED BY Cllr O'Sullivan that these Minutes be agreed as a true and accurate record of the proceedings and were duly signed by the Chairman.

### **23/08 Meeting Dates.**

To agree meeting dates from May 2023 until April 2024.

Resolved, agreed unanimously to approve the schedule of meetings, with further dates of Staffing Committee meetings to be confirmed.

### **23/09 Reports to Council**

a) Clerk report. Appendix 1

The Community Litter Pick was a successful event and the Council thanked Cllr O'Sullivan and Cllr Pattison- Lora for leading this initiative and thanked all residents who joined and supported them on the day. Cllr O'Sullivan also reported fly tipping sites to Dacorum Borough Council.

b) Warden's report. Appendix 2

To discuss matters arising from the report and approve expenditure if required.

1. The Council received a quote of £2,388 from Handmade Hideaways to carry out remedial work on the play area equipment, and it was PROPOSED BY Cllr Maisey and SECONDED BY Cllr Western to approve the quote. Agreed unanimously.
2. The Clerk will liase with MW Agri Ltd, the Parish Council's ground maintenance contractor, and ask when they intend to carry out the post-season pitch maintenance on the Sports Field.
3. The Council agreed to put up "Private Land" signs on the Sports Field.

c) PCSO report.

The PCSO was absent during February, March and April due to sickness, however upon his return he informed the Clerk that there were no crimes reported during those months. Cllr Axon reported that there was a burglary in Wigginton over Easter holiday and the Clerk will enquiry further with the PCSO.

### **23/10 Appointment of Representatives – Appendix 3**

To appoint representatives to serve on Staffing Committee and to confirm individual area of responsibility for each Councillor.

The Council agreed the following:

Staffing Committee – Cllr Walker, Cllr Axon and Cllr Stillwell


Cllr Walker – Chairman, Shop Liaison

Cllr Axon – Vice Chair, The Oddy, Play Area and Big Picnic

Cllr Maisey – Planning, Open Spaces and Ultrafast Broadband

Cllr O'Sullivan – Highways and Footpaths

Cllr Lora-Pattison – Planning and Sustainable Wigginton Liaison

  
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Cllr Western – Parish Council Website, Village Communications and IT support

Cllr Stillwell – Play Area, Social Media and Big Picnic

Cllr Maisey suggested developing a community lead website that will enable village organisations to post information and promote initiatives and activities within the community. The Council also discussed improving the design and content on the Parish Council's website and Cllr Western agreed to contact a website designer and take on this project. The Council agreed to remove the business directory from the Parish Council's website and the clerk will action this.

### **23/11 Planning Matters**

a) Application (s):

- 23/00939/FHA Construction of Gazebo and Log Store Hunters Quay Hemp Lane Wigginton Tring Hertfordshire HP23 6HF Support.

b) Decision (s):

- 23/00586/LDP 7 Highfield Road, Wigginton, Tring, Hertfordshire, HP23 6EB, Loft conversion with velux style roof windows, conversion of side/rear projection with associated fenestration alterations and construction of garden shed.  
Granted

### **23/12 Community Projects and Events.**

a) Oddy 2023 Newsletter and the village survey.

To note that the Oddy 2023 had been delivered to households in the Wigginton Parish and the village survey was launched online on the Parish Council's website and hard copies will be available from the village shop and the Greyhound pub.

b) Big Picnic 15<sup>th</sup> July 2023.

Cllr Stillwell reported that the activities, classic cars and bands had been booked. It was agreed to charge commercial stalls £15 rate and ask for donation from profit made on the day.

### **23/13 Play Area and Open Spaces.**

To approve a quote for £460 to carry out visual tree inspection report.

Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Western and carried unanimously.

### **23/14 Village Defibrillator**

a) To approve a donation to Air Ambulance for the defibrillator awareness training course.

The Council approved a donation of £120, PROPOSED BY Cllr Axon and SECONDED BY Cllr O'Sullivan, unanimously agreed. Cllr Maisey suggested to hold the training course annually and advertise the date in the Oddy to attract parishioners to attend.

b) To discuss the village defibrillator.

The village defibrillator was put back in the box and Cllr Walker will mount the information plaque to the wall next to the box.

### **23/15 Wigginton Parish Council Insurance Policy.**



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To approve the renewal with BHIB Councils Insurance at a cost of £545.51.  
Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Stillwell, unanimously agreed.

**23/16 Internal Controls- Governance, Policies and Procedures.**

To consider, review and approve the following documents:

- a) Standing Orders – Resolved, unanimously agreed.
- b) Code of Conduct – Resolved, unanimously agreed.

**23/17 Finance. Appendix 4**


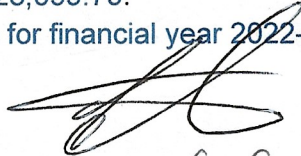
- a) To review and agree the accounts that were circulated prior to the meeting including bank statements and reconciliation and monthly budget report.  
Invoices, bank statement and bank reconciliation report were available for review at the meeting and members noted and checked the documents.
- b) To pass resolution to authorise schedule of payments circulated prior to the meeting.  
Resolved, PROPOSED BY Cllr O’Sullivan and SECONDED BY Cllr Maisey to authorise payments listed below:

**BACS presented for payment at the meeting of Wigginton Parish Council held on 16<sup>th</sup> May 2023.**

PAYEE	DESCRIPTION	AMOUNT
M W Agri Ltd	Ground Maintenance April and May	£748.64
M Turczyn	Salary, HMRC PAYE Contribution (salary deducted from the total)	£485.33
Anglo Dutch Ltd	Payroll provider	£54.00
HAPTC	Hertfordshire Internal Audit Service 2022-23	£270.00
RBS Rialtas	Alpha Software Annual Support	£167.36
M Turczyn	Clerk’s mileage and expenses April and May	£25.20
M Turczyn	Reimbursement for dog poo bags already paid retrospective approval	£42.05
M Turczyn	Reimbursement for Vi-Viz Vests already paid, retrospective approval	£71.34
S Walker	Reimbursement for Oddy delivery	£80.00
MB Lining	Box hatching car park marking at Sports Filed	£720.00

**TOTAL: £2,162.20**

- b) To note receipt of income.  
The Parish Precept and Grants were received in a sum of £28,099.79.
- c) To receive a report from Hertfordshire Internal Audit Service for financial year 2022-23.


  
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The Council noted the report, and it was agreed to review the points raised by the internal auditor. Action: Clerk will add this to the agenda for July's meeting.

- e) To approve AGAR Section 1 Annual Governance Statement 2022-23.  
Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Pattison – Lora and agreed unanimously.
- f) To approve AGAR Section 2 Accounting Statements 2022-23.  
Resolved, PROPOSED BY Axon and SECONDED by Cllr Pattison- Lora and carried unanimously.
- g) To approve the Explanation of Variances.  
Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Axon and carried unanimously.
- h) To approve the dates for the Period for the Exercise of Public Rights to be commencing on Monday 5<sup>th</sup> June 2023 and ending on Friday 14<sup>th</sup> July 2023 and to confirm the date the Notice is to be published on the Council's website and noticeboard.  
Resolved unanimously. The Notice will be published on 2 June.

**23/18 Any other business not requiring formal decision.**

- 1. Cllr Maisey suggested obtaining quotes to improve and develop the entrances along the boundary hedge beside Wick Road in particular entrance by the pub, opposite Commons Filed and entrance in the far corner close to Osborne Way. Action: To be added to the June's agenda.
- 2. Cllr O'Sullivan suggested to add an item to the next agenda that will establish the relationship between the Parish Council and Friends of Wigginton and the management of the Fireworks and Bonfire night.
- 3. The Clerk will seek advice from HAPTC about identification card issued on request to Councillors.

**Meeting close: 21:37**

**Next meeting will be held on 20<sup>th</sup> June at 8 pm at the Village Hall.**



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