



Wigginton Parish Council

Village Hall, Chesham Road, Wigginton HP23 6EH

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To Councillors: Steve Walker, Trena Axon, Charles Maisey, Sharon O'Sullivan, Harriet Stillwell, Celia Pattison-Lora and Keith Weston

Notice is hereby given that an Annual Meeting of Wigginton Parish Council will be held on

Tuesday 16th May 2023 at 8 pm, Village Hall, Chesham Road, Wigginton, HP 23 6EH for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.

Members of the public and press are allowed by legislation to attend this meeting.

Please note that meetings may be recorded.

Gosia Turczyn

**Gosia Turczyn
Clerk to the Parish Council
10.05.2023**

Members requiring further information or clarification on items on this agenda are requested to enquire prior to the meeting.

AGENDA

23/01 Election of Chairman.

To elect a Chairman for the year 2023/24 and sign Declaration of Acceptance of Office.

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.

23/03 Election of Vice-Chairman.

To elect a Vice-Chairman for the year 2023/24 and sign declaration of acceptance of office.

23/04 Apologies.

To consider and accept apologies.

23/05 Interest and Dispensations.

To receive any declarations of interest for items on the agenda or requests for dispensation.

23/06 Public Participation (max 15 minutes).

To receive questions from members of the public.

23/07 Minutes

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

23/08 Meeting Dates.

To agree meeting dates from May 2023 until April 2024.

23/09 Reports to Council

- a) Clerk report. Appendix 1
To note the report circulated prior to the meeting.
- b) Warden's report. Appendix 2
To discuss matters arising from the report and approve expenditure if required.
- c) PCSO report.
To note the report circulated prior to the meeting.

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.

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
- 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.

- b) Big Picnic 15th July 2023.

23/13 Play Area and Open Spaces.

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

23/14 Village Defibrillator

- a) To approve a donation to Air Ambulance for the defibrillator awareness training course.
b) To discuss the village defibrillator.

23/15 Wigginton Parish Council Insurance Policy.

To approve the renewal with BHIB Councils Insurance at a cost of £545.51.

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

To consider, review and approve the following documents:

- a) Standing Orders
b) Code of Conduct

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.
b) To pass resolution to authorise schedule of payments circulated prior to the meeting.
c) To note receipt of income.
d) To receive a report from Hertfordshire Internal Audit Service for financial year 2022-23.
e) To approve AGAR Section 1 Annual Governance Statement 2022-23.
f) To approve AGAR Section 2 Accounting Statements 2022-23.
g) To approve the Explanation of Variances.
h) To approve the dates for the Period for the Exercise of Public Rights to be commencing on Monday 5th June 2023 and ending on Friday 14th July 2023 and to confirm the date the Notice is to be published on the Council's website and noticeboard.

23/18 Any other business not requiring formal decision.

Meeting close.

Next meeting will be held on 20th June at 8 pm at the Village Hall.