

# WIGGINTON PARISH COUNCIL

## PARISH COUNCIL MEETING Held in Wigginton Village Hall Tuesday 19<sup>th</sup> July 2022 at 8 pm

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### MINUTES

In attendance: Cllr Walker (Chairman), Cllr Axon (Vice Chair), Cllr Carr, Cllr Maisey, Cllr O'Sullivan, Cllr Pattison-Lora

Gosia Turczyn – Wigginton Parish Clerk

One member of the public and the parish warden.

**22/41 Chairman's Welcome.**

The Chairman welcomed everyone and opened the meeting.

**22/42 Apologies for absence to be considered by the Council.**

The Council considered and unanimously accepted apologies sent by Cllr Carr.

**22/43 Declarations of Interest and Dispensations.**

Cllr Maisey declared an interest in the 22/01942/FHA Demolition of the existing single storey western extension and adjacent summer house and replacement with a single storey Kitchen/Dayroom and Scullery extension along with various minor alterations solely to the ground floor of the core house. The Orchard Hemp Lane Wigginton Tring Hertfordshire HP23 6HF planning application.

**22/44 Public Participation.**

A member of the public spoke about Planting Trees project.

**22/45 Hertfordshire Police.**

No crimes were reported in the month June 2022.


**22/46 Minutes of the meeting held on 21<sup>st</sup> June 2022.**

The minutes of the Wigginton Parish Council meeting held on the 21<sup>st</sup> June 2022 were PROPOSED BY Cllr Axon and SECONDED BY Cllr Carr as being correct and were signed by the Chairman.

**22/47 Roles and responsibilities.**

The Council agreed the following roles and responsibilities:

Signed and dated

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- Highways and Footpaths, Speeding and Parking/20's Plenty Campaign - Cllr O'Sullivan
- Sustainable Wigginton liaison, Oddy Sub Committee, Big Picnic, Planning - Celia Pattison-Lora
- Chair, Shop Liaison, Wigginton Fireworks, Play Area resurface committee - Cllr Walker.
- Vice-Chair Oddy Design, Big Picnic and Play Area resurface committee - Cllr Axon
- Big Picnic, Oddy Sub Committee, 20's Plenty campaign – Cllr Stillwell
- Open Spaces including Tree Project, Planning, Finance, EV charging points - Cllr Maisey
- Website, social media/communications, Ultrafast Broadband, Wigginton Fireworks - Cllr Carr

## **22/48 Wigginton Community Projects.**

### 22/48 1. Planting Trees project.

Cllr Maisey sent out a report prior to the meeting that included quotes for trees and planting kits. The Council agreed the species of the trees chosen by the pre-school, the primary school, and the WI and approved the quote for £816.50 plus VAT, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Walker and carried unanimously. Cllr Maisey suggested obtaining a quote to clear the area at the back of the Sports Field where the trees will be planted. The groups involved in this project agreed to contribute towards the cost of a plaque. **Action:** The Council will agree the delivery date and planting arrangement via email.

### 22/48 2. Big Picnic.

The Big Picnic 2022 was widely attended, and the day was a great success. The Council received positive feedback from attendees and discussed how to improve the next community event. Members thanked Cllr Axon and Cllr Stillwell for their involvement in organising the event. The Council suggested buying another marquee that could be used during various parish events.


### 22/48 3. Wigginton Fireworks 2022.

The Council discussed arrangements for this year Firework event which is planned to take place on the 5<sup>th</sup> November at the Sports Field. The Council agreed to book first aiders from St John Ambulance and prepare risk assessment. **Action:** The Clerk will book St John Ambulance to attend the event from 5:30 pm. Cllr Carr will investigate booking the Firework display company.

## **22/49 Warden's Report.**

The warden's report was circulated prior to the meeting and the Council agreed the following points of action:

1. The Clerk will advertise for a handy man job on Facebook page and Parish website.
2. The Clerk to contact UK Power Network asking to remove the graffiti.

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**22/50 Clerk's correspondence.**

For information only: the Clerk will be on annual leave between 15<sup>th</sup> – 29<sup>th</sup> August 2022.

**22/51 Play Area and Sports Field.**

22/51 1. Sports Field Security.

The Council discussed managing the land in the event of Traveller group camping on the site. The Council agreed to contact Dacorum Borough Council and HCC for advice and investigate putting up a signage. **Action:** Cllr Walker to obtain a quote for installing security barrier. The Clerk will contact the village shop asking them to contact the police should this occur.

22.51 2 Cllr to agree football pitch maintenance out of football season.

The Clerk will contact Berkhamsted Raiders to investigate the agreement that is put in place for pitch maintenance. The Council gave permission for Berkhamsted Raiders to mark one parking space with Keep Clear sign.

**22/52 EV Charging Points – update from Cllr Maisey.**

No update.

**22/53 London Luton Airport Consultative Committee.**

For information only:

Nominations are invited for HAPTC executive member representative.

The Council agreed to reach out to parishioners to volunteer.

**22/54 Finance.**


22/54.1 The bank statement, monthly budget report up to date and bank reconciliation were circulated prior to the meeting and the Council agreed the accounts.

22/55.2 A resolution was passed to make the following payments, PROPOSED BY Cllr O'Sullivan and SECONDED BY Cllr Axon:

BACS presented for payment at the meeting of Wigginton Parish Council held on 19<sup>th</sup> July 2022.

PAYEE	DESCRIPTION	TOTAL: £1,849.53
M W Agri Ltd	Ground Maintenance June – paid by SO	£356.50
HMRC	Clerk's PAYE Tax	£60.80
HAPTC	Planning training sessions – Cllr Celia Pattison- Lora	£14.00
David Wilde	Reimbursement for investigational load test for EV charging points	£96.00
The Snag Man	New gate at the sports field, materials and labour	£855.43

Signed and dated

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RBS Rialtas Business Solutions LTD	Alpha Software Annual Support and Maintenance Licence for 1 user.	£154.80
Keith Simkin	Warden Duties April- June 2022	£312.00

**22/55 Internal Audit report.**

Council to discuss recommendations made by the internal auditor and to agree actions.

The Council acknowledged the recommendations made by the internal auditor and discussed the following:

1. The Council agreed to monitor payment list process and check whether all payments are included for approval. The Clerk will produce the list of payments for approval and circulate documents prior to the meeting which then be checked again at the meeting.
2. The Council agreed to review the effectiveness of the system of the overall internal controls such as financial risk management and risk assessment of parish assets at the December meeting on an annual basis.
3. The Council was satisfied of the employment status of the warden.
4. The Council will obtain log in to the Government Gateway for monitoring purpose.
5. The asset register will be reviewed on an annual basis and updated and minuted accordingly by the Clerk.
6. The Council will implement an IT policy.

**22/56 Internal Control.**

22/56 1 Council to adopt IT administration policy.

It was PROPOSED BY Cllr Carr and SECONDED BY Cllr Maisey and carried unanimously to adopt the IT administration policy.


**22/57 Planning.**

22/57.1 DECISIONS:

- 22/00615/DRC Park Farm, The Twist, Wigginton, Tring, Hertfordshire, HP23 6DU, Details as required by conditions 13 (EVC), 14 (cycle storage), 15 (ecology), 17 (tree protection) and 21 (educational resource) attached to planning permission 21/00677/FUL (Demolition of existing stable block. Construction of new dwelling (amended scheme) Grant
- 21/04665/FHA Glenthorpe, Chesham Road, Wigginton, Tring, Hertfordshire, HP23 6HH, First floor front extension and ground floor rear extension and associated works Grant
- 22/01702/FHA Bethany, Chesham Road, Wigginton, Tring, Hertfordshire, HP23 6HJ, Proposed garage Grant

22/57.2 APPLICATIONS:

Signed and dated

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- 22/01942/FHA Demolition of the existing single storey western extension and adjacent summer house and replacement with a single storey Kitchen/Dayroom and Scullery extension along with various minor alterations solely to the ground floor of the core house. The Orchard Hemp Lane Wigginton Tring Hertfordshire HP23 6HF Charles declared an interest. Support
- 22/01963/FHA Proposed single storey extension to dwelling. The Farmhouse Heath End Farm Heath End Berkhamsted Hertfordshire HP4 3UF Support

**22/58 Traffic and Speeding.**

Cllr O'Sullivan confirmed that photos of obstructive parking outside the Sports Field were sent to HCC.

**22/59 Footpaths and Open Spaces.**

The work to Oddy Hill footpath is ongoing.

**22/60 Any Other Business.**

None.

Meeting Closed 21:47

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