

Minutes of the Monthly Meeting of Wigginton Parish Council

Held on: Tuesday 17th September 2019 at 8pm

Location: Village Hall, Chesham Road, Wigginton

Present: D. Wilde (Chair) (DW), S Fordyce (SF), D. Moore (DM), T Grammenos (TG),
T. Axon (TA), S O'Sullivan (Clerk)
Ash Lupton, Berkhamsted Raiders and Giles Meredith, Community
Development Action Herts

Copies: All Councillors and the WPC website

Item	Description	Action by
1.	Apologies and Welcome	
1.1	Apologies received from Cllrs S. Walker and J Mitchell	Note
1.2	The Chair welcomed Ash Lupton and Giles Meredith to the meeting	Note
2.	Declaration of Interest by Members	
2.1	None	Note
3.	Approval and Signing of Minutes	
3.1	The minutes of the meeting of Wigginton Parish Council on Tuesday 16 th July 2019 were approved and signed	Note
4.	Public Participation	
4.1.	The Chair proposed to bring forward Agenda Items 12.2 and 13.1.3 and to suspend standing orders to allow guests to speak. See Agenda items 12.2 and 13.1.3 for summary.	Note
5.	Village Warden's Report/Clerk's Report	
5.1	Warden's Report	
5.1.1	Cllr. J Mitchel was absent from the meeting and will submit the August inspection report to the October meeting. Cllr. D Moore presented the September inspection report to the meeting. No urgent actions required. Cllr T Axon to update the Warden report form to take into account the new set up of the play area and send a copy to the clerk for circulation	Note/ JM/ TA/ Clerk
5.2	Clerk's Report – Items for Information	
5.2.1	Email received from a resident to thank the Parish Council for repairing the footpath behind the shop in response to their previous email	Note
5.2.2	Email received from a resident re smoke from bonfires and noise from cyclists. As it is outside the Parish Council powers to act on these complaints the clerk responded with information on reporting nuisance issues to Dacorum Borough Council	Note
5.2.3	'Love Parks Week' 12 th – 21 st July 2019. 10 very positive responses were received from the post-box at the Village Shop. The Shop also reported numerous positive responses from their Facebook posting.	Note

5.2.4	MUGA – The Clerk emailed the Head of St Bartholomew’s School regarding public use of the MUGA. The Head responded that it is primarily insurance issues which are preventing public use. The school governing body is looking at the situation. Currently the only outside use of the MUGA is on a Monday afternoon when the Head supervises secondary school students after school. Cllr. T Grammenos to arrange to meet with the Head and Cllr D Wilde to further discuss the issue and report back to the October meeting	Note/ TG/ DW
5.2.5	The Town and Parish Council Conference will take place on Friday 29 th November 2019. Cllr S Fordyce agreed to attend	Note
5.2.6	Road Closure at the A41 Junction – Tring and Wigginton. The Clerk made enquires to ascertain further details and was informed that subject to contractors’ availability, the works, a principal inspection of the bridge structure, will commence mid to late October for one night (potentially a Wednesday). The works will be night-time only, from 21.00 – 0500hours. There will be a fully signed diversion route installed prior to the road closure being installed.	Note
5.2.7	The Clerk has not received weekly planning decision emails form Dacorum Borough Council during August. Copies have been requested from the DBC Planning dept but at the time of the meeting have not been received.	Note
5.3.8	The Parish Council subscription to Moonfruit has been cancelled	Note
6.	Litter	
6.1	Litter picking contract with Sunnyside Rural Trust	
	<p>Quote received from Sunnyside Rural Trust on 13th September. Cllr D Wilde had a further meeting with the Trust representative and reported to the meeting as follows:</p> <ul style="list-style-type: none"> • Contract to start on 1/10/19 for a period of 3 years, fixed price as per quote • Contract can be terminated at any time if unhappy with the service provided • Cost £95 per month Inc. VAT payable by Standing Order starting on 30/10/19. Clerk to ascertain bank details from Sunnyside and set up standing order. • Service as per quote: Central village litter pick including A41 roundabouts – fortnightly Other areas twice yearly, provisionally January and June to dovetail with Parish Council community litter picks. • Sunnyside to undertake some familiarisation visits in September • Sunnyside to send two signed copies of contract to the Clerk • Sunnyside will initially purchase 6 x 50bag rolls dog waste bags and bill the Parish Council • Sunnyside will report fly-tipping <p>The contract was proposed by Cllr D Wilde, seconded by Cllr T Axon and resolved unanimously by the Parish Council</p>	Note/ Clerk
6.2	To agree the Autumn Community Litter Pick date	Note/ JM
	By email prior to the meeting Cllr J Mitchell suggested either 9 th or 16 th November 2019. After discussion the 9 th was proposed by Cllr S Fordyce, seconded by Cllr T Grammenos and resolved by the Parish Council. Cllr J Mitchell to organise	
7.	Wigginton Community Shop	

7.1	<p>To consider actions to be taken regarding speed of traffic entering and driving around the Sports Field car park ref report from the Village Shop</p> <p>A speed bump has previously been installed at the entrance to the Sports Field. After discussion the was resolved by the Parish Council to take no further action at this time. Proposed by Cllr T Grammenos. Seconded by Cllr S Fordyce.</p>	Note						
8.	Play Area							
8.1	<p>To agree possible date for works to the overhanging branches</p> <p>The extent of work needed is too much for a volunteer work party. Council to consider contractor quote of £300 for works. Acceptance of quote proposed by Cllr. D Wilde. Seconded by Cllr T Grammenos and resolved by the Parish Council.</p>	Note						
8.2	<p>To consider quotes for signage and funder plaques for the Pay Area</p> <p>Cllr T Axon advised the meeting that she had received quotes ranging from £200+ to £600+. Cllr Axon brought to the meeting samples of signage she would be willing and able to produce herself. The Parish Council would only need to reimburse her for materials costs. Signage to be fitted by Cllr S Walker. Agreement proposed by Cllr D Wilde. Seconded by Cllr S Fordyce and resolved by the Parish Council.</p>	TA/ SW/ Note						
9.	Budget							
9.1	<p>To prepare a list of items for consideration in the budget for 2020/21</p> <p>The Parish Council resolved to consider a draft budget at the October meeting. Proposed by Cllr S Fordyce. Seconded by Cllr. D Wilde. Cllr S Fordyce to prepare the draft budget for 2020/21. Items for consideration to include in the draft budget include:</p> <ul style="list-style-type: none"> • Provision for proposals from the Sustainable Wigginton Climate Action Plan • Possible funding for a Housing Needs Survey • Update to Recreation Ground facilities. 	Note/ SF						
10.	Finance							
10.1	To receive bank statements and bank reconciliations							
10.1.1	<p>Bank Balance on 31st August 2019 was confirmed as: -</p> <table border="1" data-bbox="263 1534 893 1624"> <tr> <td>Unity Trust Current</td> <td>£4,205.36</td> </tr> <tr> <td>Unity Trust Access Saver</td> <td>£30,003.95</td> </tr> <tr> <td>TOTAL</td> <td>£34,209.31</td> </tr> </table>	Unity Trust Current	£4,205.36	Unity Trust Access Saver	£30,003.95	TOTAL	£34,209.31	Note
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TOTAL	£34,209.31							
10.1.2	Bank statements were available for inspection. Cllr. S Fordyce checked the Bank Reconciliation.	Note						
10.2	To approve payments.							
10.2.1	<p>Standing orders previously approved for payment were confirmed as: -</p> <table border="1" data-bbox="263 1937 1125 2027"> <tr> <td>15/09/19</td> <td>Wigginton Village Hall Hire of Hall in September2019</td> <td>£ 15.00</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>£ 15.00</td> </tr> </table>	15/09/19	Wigginton Village Hall Hire of Hall in September2019	£ 15.00		TOTAL	£ 15.00	Note
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	TOTAL	£ 15.00						

BACS	Goldleaf Groundcare Ltd Grounds maintenance as contract (September) 2019)	£ 279.23
10.2.2 BACS	S. O'Sullivan - Clerk's reimbursement and salary Cheques/BACS payments listed for payment at the meeting were confirmed as follows: 21/07/19 - 20/09/19	£ 671.10
BACS	Dacorum Borough Council – Contribution to surfacing Footpath 7 (P3 Grant)	£1,000.00
BACS	The Snagman – Bases and fitting of bins in the Sports Field	£ 150.00
BACS	Wybone Ltd – Supply of bins for the Sports Field Invoice adjusted to reflect amount invoiced to the Village Shop for purchase of one recycling bin	£ 540.00
	Total	£2,640.33

Note

10.2.4 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. Note

10.3 To note receipt of income

Note

10.3.1 Rent from UK Power Networks noted £11.77

10.4 To consider transfers between accounts – Unity Current and Instant Access Saver

No transfers necessary at this time.

Note

10.5 To receive accounts summary as at 31st July 2019

Cllr. S Fordyce presented an accounts summary as at 31st July 2019 to the meeting. Acceptance proposed by Cllr s Fordyce. Seconded by Cllr D Wilde and resolved by the Parish Council

Note

10.6 To receive external audit report 2018-19

An interim email received from the external auditor. Still awaiting the conclusion of audit report.

Note

10.7 To set the Sports Field pitch hire fee for 2019-20 season

Cllr. T Grammenos to review the hire contract. Clerk to contact Berkhamsted Raiders to request a match schedule reference request from them to use the pitch on some Saturdays during the season as well as Sundays. Parking issues were discussed. Ash Lupton proposed that there could be a two-hour gap between matches to alleviate parking congestion. The Parish Council agreed that this would help the situation. Ash confirmed that the Raiders would continue to make sure the Sports Field is left litter free after matches.

TG/
Clerk

11. Planning

11.1 DBC decisions on Planning applications

4/01560/19/RET

Woodside, Chesham Road, Wigginton, Tring HP23 6JE. Retention of changes to ancillary dwelling approved on 4/03208/16/FUL (The demolition of an existing

Note

	garage and the creation of a new dwelling ancillary to the residential use of the existing house). - Granted	
	<p>Planning decisions from 31st July – 27th August 2019.</p> <p>4/01751/19/FHA Little Foxes, Tring Road, Tring, HP23 5RF Single storey side extension</p> <p>Weekly reports have not been received by the clerk, who has requested copies from Dacorum Borough Council.</p> <p>The Parish Council made no comment on a similar lawful application in July which was withdrawn. The Parish Council resolved to make no comment on this application.</p> <p>The following Planning applications were considered by the Parish Council: -</p>	Clerk
		Note
12.	Correspondence	
12.1	To consider an invitation from the Royal British Legion to purchase a poppy wreath for Remembrance Day Celebrations	
	Generally, cost approx. £30. Proposed by Cllr D Wilde, seconded by Cllr S Fordyce and resolved by the Parish Council. Clerk to place the order	Note/ Clerk
12.2	Reference communication from Community Development Action Herts to consider commissioning a 'Housing Needs Survey'	
	Following a presentation by Giles Meredith from CDAHerts and further discussion by the Parish Council, Cllr D Wilde proposed to defer the decision to the October meeting. Giles Meredith to supply additional information for councillors to consider in the meantime. Seconded by Cllr T Axon and resolved by the Parish Council.	Note
12.3	To consider proposal from Wigginton Gardeners' Association re planting daffodils in the village.	Note
	Unfortunately, it is too late for the Parish Council to take part in this scheme	
12.4	Luton Airport application for revised noise contours	
	A letter of objection has been sent from The Chair, Cllr D Wilde on behalf of the Parish Council. Receipt of the letter has been logged but no response received back.	Note
13.	Items for Discussion	
13.1	Green Spaces	
13.1.1	To receive an update on plan of works for a footpath between the Wigginton Village Shop and Wick Road	
	No formal quote has been received but Cllr S Walker has estimated based on labour and plant rates from a contractor that to lay a 35m footpath to required specification would cost in the region of £4,000. The need for the footpath arises from construction of the Village Shop who decided early on in their planning discussions that the cost was not viable. There has been no allowance in the Parish Council budget. No further action on this matter proposed by Cllr S Fordyce. Seconded by Cllr D Wilde and resolved by the Parish Council.	Note

13.1.2	<p>To consider options for re-siting of the basketball net and tennis table</p> <p>Cllr. T Grammenos to replace the basketball net. Any further actions regarding re-siting the basketball net and table tennis table to be deferred to the Parish Survey in 2020.</p>	Note/ TG/D W
13.1.3	<p>To consider proposals from Berkhamsted Raiders re pitch improvement works at the Sports Field</p> <p>Ash Lupton, Pitch Co-ordinator for Berkhamsted Raiders presented the club's funded proposals for basic pitch improvement works such as verti draining, weed-killer application and seeding of the pitch at the Sports Field for approval to the Parish Council. The Raiders would like to liaise directly with the Parish Council contractor, Goldleaf Groundcare, re timing of the works. The Parish Council made a stipulation that all products used must be pet and child friendly. Acceptance proposed by Cllr T Grammenos. Seconded by Cllr. D Moore and resolved by the Parish Council</p> <p>It was noted that Keith Pollard, Berkhamsted Raiders Club Chairman is the club site representative for Wigginton.</p>	Note
13.2 Highways and Footpaths		
13.2.1	<p>To receive report on works to footpaths</p> <p>Cllr D Wilde liaised with Dacorum Borough Council Countryside Officer about details of works. These were done later than usual because of Dacorum's resourcing and programming difficulties. A couple of complaints had been received prior to the works.</p>	Note
13.2.2	<p>To receive report on road surface issues reported by a resident regarding The Twist and Hemp Lane</p> <p>Cllr D Wilde reported these defects online on 24th August and received the following reply on 28th August: 'The Twist is scheduled for jet-patching. Hemp Lane is edge over-run and not suitable for jet patching.'</p> <p>Cllr D Wilde emailed HCC Cllr N Hollinghurst on 28th August to ask if anything could be done about Hemp Lane. No reply received at the time of the meeting. Cllr. D Wilde to follow up.</p>	Note/ DW
13.2.3	<p>To consider quotes for P3 Grant 2019/20 works notable to Footpath 21</p> <p>P3 grant has been agreed by Groundworks – awaiting payment. No quotes received at the time of the meeting. Cllrs D Wilde and D Moore to contact potential contractors for quotes to consider at the October meeting.</p>	Note/ DW/ DM
13.3 Burglaries		
13.3.1	<p>To receive a report on the recent burglaries in Wigginton. To consider the Parish Council's response to the same and any actions to be taken.</p> <p>Cllrs D Wilde and D Moore met with PCSO Leadbetter and a local resident on 16th September to discuss the issue. It is essential that all burglaries/attempted burglaries are reported to the police. It was noted that Wigginton is not registering burglaries above the national average for similar locations. After discussion it was decided that Cllr D Wilde would prepare a leaflet, collating security advice to residents.</p>	Note/ Clerk
13.4 Tring and District Transport Plan		

13.4.1	To receive an update report Cllr D Moore reported that there was no update at the present time	Note
13.5	Climate Change Emergency	
13.5.1	To receive a report from the Climate Change Working Party There is to be an open meeting on Saturday 21 st September in the Village Hall between 2 – 4pm. The meeting is to receive and discuss ideas to form the basis for an action plan for the village. The meeting has been publicised on social media and by leafletting including at the church fete	Note
13.6	Website and IT	
13.6.1	Update on progress of Website Cllr D Wilde noted that the WI are keen to contribute to the website. Cllr T Grammenos informed the meeting that the draft format is ready. He will prepare a document for a full discussion on the detail for the October meeting.	Note TG /Note
14.	AOB	
14.1	HCC - Self Help Grit Application for self-help grit is now open. Clerk to make application. Delivery to Cllr S Walker for distribution.	Note/ Clerk
14.2	Mowing of the Recreation Ground The area which was cleared of brambles this year needs to be regularly mown by the Parish Council contractor. Cllr T Grammenos to arrange to meet with Goldleaf Groundcare to discuss this work. Clerk to forward contact details to Cllr T Grammenos. The meeting closed at 10.25pm Sharon O'Sullivan, Clerk to the Council wiggintonpccclerk@gmail.com	Note/ TG/ Clerk

DRAFT