# Meeting of Wigginton Parish Council

**Tuesday 21st April 2020, 8 pm – Zoom Video Conference**

**Members of the Public, who wish to join the meeting, are requested to contact the Clerk by email at** [**wiggintonpcclerk@gmail.com**](mailto:wiggintonpcclerk@gmail.com) **by 10am on Tuesday 21st April 2020 to request an invitation. An invitation will then be sent out by the Chair of the Parish Council.**

**BUSINESS TO BE TRANSACTED**

1. **Apologies**
2. **Declarations of interest by Members**
3. **Approval and signing of Minutes 5 Mins**
   1. Approval of the Minutesof the Meeting of the Parish Council on

Tuesday 17th March 2020 - to be signed as soon as is practical

1. **Amendment to Standing Orders – Online Meetings 5 Mins**
   1. To confirm proposal that Proposed Online Meeting Rules dated 13th April 2020

are adopted as an addendum to standing orders until further notice. See Appendix 1

for the Proposed Online Meeting Rules

* 1. To confirm proposal to take out a subscription to ‘Zoom Pro’ to facilitate online

meetings

1. **Parish Meetings 5 Mins**

5.1 To confirm proposal that the Annual Parish Meeting be cancelled this year to

comply with Govt. regulations on large gatherings.

5.2 To confirm proposal to hold the Annual Council Meeting on 19th May 2020 as

planned, but online.

5.3 To confirm proposal to elect a new Chair of the Parish Council on 19th May 2020

1. **Public Participation**
2. **Clerk’s Report/Village Warden’s Report 5 Mins**
   1. Warden Report
   2. Sunnyside Rural Trust monthly report

7.2.1 To receive update on Warden Contract work during Covid19 pandemic

* 1. Items for Information - Clerk

1. **VE Day 8th May 2020 5 Mins**
   1. . To consider format of celebrations to mark VE Day.
2. **Play Area and Sports Field 5Mins**

9.1 To agree proposal to instruct the Play Inspection Company to conduct the

annual safety inspection of the Play Area

9.2 To receive an update on Grounds Maintenance Contract work during Covid19

**10.** **The Oddy 2020** **and Village Survey 10 Mins**

10.1 To confirm proposal to defer a decision on publishing the Oddy until the May

meeting, including consideration of the Village Survey

**11. Community Litter Pick – April 25th 2020 5 Mins**

**12. Community Support Scheme – Covid19 5 Mins**

12.1 To receive an update report on the Community Support Scheme

**13. Finance 10 Mins**

* 1. To receive bank statement and bank reconciliation
  2. To approve payments

13.3 To note of receipt of income

13.4 To consider transfers between accounts – Current and Instant Access Saver

13.5 To consider account options now that interest on the Unity Instant Access Saver

has been reduced to 0%

13.6 To review the internal audit and confirm appointment of the Internal Auditor

13.7 To approve the final accounts for Year ending 31st March 2020

**14. Planning 10 Mins**

14.1 DBC decisions on planning applications:

|  |
| --- |
| 20/00206/FHA 3 Valpy Close, Wigginton, Tring HP23 6EY  Single storey rear extension - Granted |
| 20/00135/FHA The Croft, Chesham Road, Wigginton, Tring HP23 6JE  Two storey side extension - Granted |

14.2 Planning applications to be considered:

|  |
| --- |
| **20/00347/TPO**  1 Beech Park, Wigginton, Tring HP23 6JF  Fell Thuja (**T1**), Oak (T2), Ash (T3), Goat Willow (T4), Hornbeam (T6) and Lawson Cypress (T11). Reduce Ash Tree (T5). Raise to 4m Hornbeam (T7), raise to 8m Oak (T10) and reduce height of Leyland Cypress (G1) |
| **20/00653/FHA**  6 Highfield Road, Wigginton, Tring HP23 6EB  Change of use of existing store/potting shed to be utility room and WC. And 4m x 5.8m single storey rear extension |
| **20/00834/FHA**  242 Clayhill, Wigginton Bottom, Wigginton, Tring HP23 6HR  Construction of single storey rear extension replacing existing outhouse + front porch |
| **20/00852/FHA**  Bethany, Chesham Road, Wigginton, Tring HP23 6HJ  Front, side + rear extensions |
| **20/00876/FHA**  6 Fox Close, Wigginton, Tring HP23 6ED  Two storey front extension to replace a single storey garage and an extension of the rear first floor to create a larger dormer window |
| **20/00901/FHA**  11 Osborne Way, Wigginton, Tring HP23 6EN  Loft conversion with rear dormer and double hip to gable and two storey front extension |

14.3 Planning information

20/00076/OUT Green Hedges, Chesham Road, Wigginton, Tring HP23 6HH

The above planning application was to be referred to the Development Management Committee on the 2nd April 2020 with a recommendation for approval. This meeting has now been cancelled and the items therein deferred for 3 weeks as the Council considers its arrangements for continuing business in light of the COVID-19 emergency.

**15. Items for discussion: 45 Mins**

**15.1** **Green Spaces**

15.1.1 To consider quotes for moving the basketball net and siting of the table tennis

table

15.1.2 To consider quotes for resurfacing under the gym equipment

15.1.3 To further consider proposals for development of the Recreation Ground

15.1.4 To consider response to local resident regarding licensing application by

Woodland Weddings at Lilas Wood

**15.2 Highways and Footpaths**

15.2.1 To consider complaint from resident regarding closure of FP 3 and 11

through Hill Green Farm and dangerous dogs on the loose.

**15.3 Climate Change Emergency**

15.3.1 To receive update of progress from Sustainable Wigginton on the Climate Action

Plan

**15.4 Website and IT**

15.4.1 To receive an update on progress of the website

**15.5 Meeting with Beech Park Residents**

**16. Appointment of New Clerk**

16.1 To confirm proposals for handover to the new Clerk

**17. Any Other Business**

Sharon O’Sullivan, Clerk to the Parish Council 15th April 2020

Appendix 1

WIGGINTON PARISH COUNCIL – PROPOSED ONLINE MEETING RULES APRIL 2020

1. GENERAL
2. Be on time.
3. Mute yourself when not speaking. (alternatively the host can control all muting)
4. Ensure your technology works correctly.
5. Frame the camera correctly.
6. Have the right light and look into the camera.
7. To speak “raise a hand” and wait to be invited to speak by the host.
8. Give the meeting your full attention.
9. WIGGINTON PC RULES
10. The meeting will be conducted using “zoom” or other suitable software. The code to enter will be emailed to councillors and clerk, with agenda and reports.
11. To save meeting time, all are asked to read the docs beforehand and consider items requiring a decision.
12. We will advertise the meeting on the website, together with any documents for public consumption.
13. Public wishing to attend will have to email the clerk and request an invitation, which will be sent to them by the host (the chair).
14. Open the participants box by clicking on the “participants” button at the bottom.
15. “Raise your hand” if you want to speak by clicking on the relevant button next to your name in the participants box. A small blue hand will appear next to your name. The chair will unmute you.
16. The chair will try to fully engage all participants.
17. Screen sharing will be one at a time, controlled by the chair.
18. Resolutions will be made as follows:

* The chair will state the proposal and ask “if anyone disagrees raise a hand”.
* If someone disagrees a show of hands (agree, disagree or abstain) will be taken. The chair will state the result.
* If a show of hands is not possible the chair will read out names and ask councillors to state whether they agree, disagree or abstain.

1. Written record and background papers of meetings will be posted on our website.

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