Minutes of the Wigginton Parish Council Meeting

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| Meeting: | Monthly meeting |
| Held on: | Tuesday 19th June 2018 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | Cllrs. D Wilde (Chair) (DW), S Walker (SW), S Fordyce (SF), J Mitchell (JM), S O’Sullivan (Clerk) and seven members of the public. |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1** | **Apologies** |  |
| 1.1 | Cllrs. D. Meech (Vice-chair), J. Shelton and T Axon. Dacorum Borough Councillor Stan Mills and C. Williams (Out-going clerk). | Note |
| **2** | **Declarations of Interest by Members** |  |
|  | None. | Note |
| **3** | **Approval and Signing of Minutes** |  |
| 3.1 | The Minutes of the Wigginton Parish Council (WPC) meeting held on 15th May 2018 were approved and signed. | Note |
| **4** | **Public Participation** |  |
| 4.1 | Seven members of the public attended and discussion is noted in item 8.2 | Note |
| **5** | **Village Warden’s Report/Clerk’s Report** |  |
| 5.1 | The Litter Warden’s invoice for May/June handed in to the meeting was approved and paid. More hours than average this month as fewer hours were done in the previous period. | Note |
| 5.2  5.2.1  5.2.2  5.2.3  5.2.4  5.2.5  5.2.6 | Chair, Cllr. D. Wilde carried out the Warden Inspection on 28th May and report was sent to the clerk. It was noted that it is important that reports are sent to the clerk so that we have a record of inspections. Clerk to send out template copies of report to councillors.  Next inspection due 1st July 2018 by Cllr. T Axon  There was a defectto the ‘Bridge’ which has been repaired by Cllr. S. Walker  Grass around the gym equipment and the tables/table tennis table has not been cut. The rest of the field has been mown. Ask Goldleaf to cut it.  The 2002 Jublilee bench next to the play area is rickety and some timber has decayed. Safe to use but budget to replace within 1 Year  Litter bin near car park entrance is loose, has fallen over and has been stood up. The base is damaged. Cllr. S. Walker advised bin has been removed presumably by DBC.  Logs/Chains: As previously logs are split. Need replacement. Safe to use but review carefully  The ground next to the table tennis table where trial pits were dug for the shop is very uneven making table tennis table unsafe to use. After discussion decided to tape off the area, put up a warning sign and remove the table tennis table from use. Request table to be stored by shop. | Note  Clerk  TA  Note  Clerk  Note  Note  Warden Inspection  SW/  DM |
| **6** | **Matters arising from the Minutes** |  |
| 6.1 | The agreed actions outstanding from the May meeting that do not appear on the agenda are as follows:- |  |
| 6.1.1 | The hole in the hedge by the gym equipment still to be closed up. Cllr. S. Walker to look at and action. | SW |
| 6.1.2 | The Clerk has confirmed and booked the Village Hall for the Monthly Council Meeting on 3rd Tuesday of every month. Annual Parish Meeting booked for 1st May 2019 | Note |
| 6.1.3 | The Clerk has sought permission from Mr Burch to trim back the hedge around the dog fouling sign by the play area. Clerk to ask Goldleaf to trim. | Clerk |
| 6.1.4 | Reference The Chair’s request to Cllr. S. Walker for quote to supply and install ten posts with plywood backs for sticky backed ‘No Dog Fouling Signs’. Quote for sum of £184.38 including materials and labour duly received and approved. Sticky signs handed to Cllr. Walker by Chair. Cllr. Walker to use judgement in placing the signs appropriately. | SW |
| 6.1.5 | The Chair, Cllr D. Wilde, met with Mrs Gregory, Administrator of St Bartholomew’s School, to discuss parking on Commonfield. The Chair’s note of the discussion is as follows:   1. The School will try to encourage clockwise flow of traffic round Wick Rd, Commonfield and Highfield Road and periodically remind parents about this. 2. The school will try to encourage those living near the school to walk to school. 3. There have been instances of parents illegally parking opposite the school where the school have involved the police. Following this the problem reduced. 4. On the afternoon in question there were no cars parked on the bend but Mrs Gregory advised sometimes vehicles park on the bend closer to the entrance to Tring Park, despite the Highway Code prohibiting parking on a bend and within 10m of a junction. 5. The school advised that vehicles sometimes park on the verge.   The school agreed it may help if the Parish Council put polite notices on the windscreens of improperly parked vehicles. The school also suggested that double yellow lines could be provided on the bend. The school agreed to put a reminder about the one way system in the school newsletter.  After discussion Councillors agreed that the situation be monitored for a period by Chair, Cllr. D. Wilde, who would also put a joint polite notice on behalf of the School and the Parish Council on the windscreens of inappropriately parked vehicles. Taking into consideration the needs of residents in the area is was decided not to advance the issue of double yellow lines at this time. | Note  DW |
| 6.1.6  6.1.7  6.1.8  6.1.9  6.1.10  6.2 | Following the letter sent to Mr Burch requesting overhanging trees and hedges to be cut back Mr Burch responded by agreeing to deal with requested items over the next few weeks. It was noted that hedges on Chesham Road had been trimmed at the time of the Council meeting. He also requested a meeting to discuss the proposed works with Clayton Rae and the Parish Council before any further hardcore is installed. The Vice Chair advised the Chair that the hardcore had already been installed. The Chair advised Mr Burch and has arranged to meet Mr Burch with Clayton Rae, DBC Countryside Officer, on 2nd July 2018 to discuss this and other issues.  Cllr. S. Walker reported no answer on question of whether planning is required regarding installation of additional lighting along tarmac path. Awaiting the return of the shop planning officer for response.  Regarding the request to Smith’s Coaches to remove bollards on Chesham Road John Smith responded that the one by The Bit was put there by HCC to stop people parking on the ‘Keep Clear’ area. The other one by their entrance was also put there by HCC as a result of an incident while undertaking works on the highway.  The Chair, Cllr D. Wilde, to check with Cllr N Hollinghurst whether this is correct. It was noted that the bollard has now been removed  Respond to HCC Cllr. N Hollinghurst regarding 40mph proposal to give the go ahead. Chair, Mr D. Wilde emailed Herts County Cllr. N Hollinghurst on 11th June 2018 supporting the proposal.  Clerk to meet new Clerk. Clerk arranged and has met with new Clerk, Sharon O’Sullivan. The formal contract has been signed and Sharon is appointed, commencing 18th June 2018.  Village Shop  Nothing to report this month. | Note  DW  SW  DW  Note  Note |
| 6.3 | MUGA at St Bart’s School |  |
|  | On 8th June the Head advised that she understood planning permission had been granted. They only have to complete the landowner’s permission process with HCC. School to request previously agreed funds from the Parish Council. | Note |
| 6.4 | GDPR  The Parish Council is working towards compliance and expects to receive further advice on the requirements for Councils. Need to fully assess what is needed. Clerk to contact HAPTC to seek advice and get bullet list of actions needed to comply fully with GDPR. | Clerk/All |
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| 6.5 | Defibrillator and resuscitation awareness  It was decided date of 30th June was too soon to fully advertise and get a robust response. Cllr. S. Walker to get Phil Smith’s phone number for the Clerk to cancel 30th June and rearrange for Sept. | Clerk |
| 6.6 | Play Area Replacement  The budget available for the play area has been increased due to the Tesco grant, CIL, the donation from the former show committee and the money already earmarked for this. Cllr. T. Axon will be meeting a supplier on her return from holiday. | TA |
| 6.7  6.8 | Outcome of discussion with Clayton Rae regarding dangerous horse reported in field.  The Chair, Cllr. D Wilde, reported he had spoken to Clayton Rae who agreed to speak to his enforcement officer to see if action could be taken. DW to follow up when he meets Clayton Rae on 2nd July 2018.  Polite notices to owners to remind them to cut back hedges and discourage parking on pavements.   1. The Chair, posted six polite notices re domestic hedges along footpaths in Vicarage Road, Wick Road, Chesham Road and Fox Road. These have had some effect. 2. Field hedge opposite top of Wigginton Bottom. Has been cut. 3. Re vehicles parked on footpaths, Chair decided not to post notes on vehicles as further discussion needed. In quite a few cases, especially Wick Road, vehicles parked entirely on the road would block the road completely. The only alternative would be to park in a nearby, wider road transferring some of the problem there. After extensive discussion it was decided not to leaflet parked cars. It was suggested investigating moving the footpath inside the hedge and upgrading the existing path in the sports field. Cllr Walker agreed to provide an approx. budgetary cost of this. | DW  SW |
| **7** | **Finance** |  |
| 7.1 | Balances and cheques for payment |  |
| 7.1.1 | Balances on 11/6//2018 were confirmed as:-   |  |  | | --- | --- | | Unity Trust | £46,935.73 | | TOTAL | £46,935.73 | | Note |
| 7.1.2 | Bank statements were available for inspection and signed. Cllr. S Fordyce checked the Bank Reconciliation. | Note |
| 7.1.3 | Standing orders previously approved for payment were confirmed as:-   |  |  |  | | --- | --- | --- | | 15/6/18 | Wigginton Village Hall  Hire of hall in June 2018 | £15.00 | |  | TOTAL | £15.00 | | Note |
| 7.1.4 | Cheques/BACS payments listed for payment at the meeting were confirmed as:-   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (June 2018) | £279.23 | | BACS | C A Williams - Clerks reimbursement and salary 21/5/18 - 20/06/18 | £341.39 | | 00003  00006 | Sue Morgan  Litter Warden duties - April & May 18  Litter Warden duties - May & June18 (added at meeting) | £51.12  £63.90 | | 00004 | Ron Peterson - Contribution to costs of materials on village signs. | £75.00 | | BACS | Steve Walker  Speed bump fitting in car park entrance | £125.00 | | 00005 | Chiltern Society  Membership renewal | £30.00 | | BACS | Playsafety Ltd  RoSPA report | £ 163.80 | |  | **Total** | **£1,129.44** | | Note |
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| 7.1.5  7.1.6  7.2 | **BACS payments made on 24th May 2018 under S.O.29**   |  |  |  | | --- | --- | --- | | BACS | John Shelton  Domain renewal | £35.99 | | BACS | Ernest Newhouse  Internal Audit | £275.00 |   **BACS payments made on 11th June 2018 under S.O.29**   |  |  |  | | --- | --- | --- | | BACS | Herts County Council  Street-lighting Bill | £2,131.62 |   The cheques listed were signed off against the appropriate invoices. The Chair proposed approval and payment. The cheques and invoices were reconciled by Cllr. S Fordyce and agreed. | Note |
| 7.3 | Confirmation of NatWest closure and removal of documents held in safe custody to be then held at Barnes and Partners  Clerk has actioned closure and passed documents to Chair who has passed to Chris Smee of Barnes and Partners. | Note |
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| **8** | **Planning** |  |
| 8.1 | DBC decisions on Planning applications  4**/00754/18/LDP** White Farm, Tinkers Lane, Wigginton – Granted  **4/00383/18/TPO** 24 Beech Park, Wigginton – Granted  **4/02341/17/FUL** St. Bartholomew’s School, Commonfield - Granted | Note |
| 8.2 | The following Planning applications were considered by the Parish Council: -  **4/03275/18/FUL** Woodview Nurseries, Tinkers Lane, Wigginton, HP23 6JB  Change of use from nursery to residential. Redevelopment of site to provide three new dwellings.  Support.  One member of the public spoke in favour of the proposal and one against. Written objections had been made based on the fact that this is in the AONB and the Green Belt and adjacent to an ancient monument, Grimms Dyke. The risk of setting a precedent for further development changing the character of the area was also a concern. The chair read out parts of one objection received from a neighbour having a long boundary with the application site who was concerned about the risk of future development of the rest of the site.  Council took the view that redevelopment of the site was inevitable, the amended scheme was of attractive design, with beneficial impact on the view from the Lane and no adverse effect on the openness of the Green Belt. Also the planner had advised that part at least of the site qualified as previously developed land, and that any future applications for other parts of the site would be assessed on their merits.  **4/01358/18/TPO** Beech Park, Wigginton, HP23 6JF  Work to trees.  Defer to the opinion of DBC Woodlands Officer.  **4/01335/18/FHA** 1 Southways, Wigginton Bottom, Wigginton, HP23 6HW  Single storey rear extension.  Support - The proposal improves the amenity and appearance of the building without apparent detriment to the neighbouring environment.  **4/01211/18/FHA** 2 Stable End Cottages, The Twist, Wigginton, HP23 6DU  Single storey link extension and conversion of out building.  Support  **4/01190/18/FHA** Hadleigh, Hemp lane, Wigginton, HP23 6EL  Single storey rear extension.  No Comment - It was noted that site plans were not comprehensive and did not give clear indication of impact to adjacent properties.  **4/00784/18/FUL** 22 Wick Road, Wigginton, HP23 6EL  Partial demolition of existing single storey side extension and construction of three bedroom end of terrace dwelling.  Object.  Written objections had been received from neighbours, 3 of whom were present. Objections were based on overlooking, loss of light and privacy, visual domination by the new building, concerns about access to the rear of the existing house and loss of value by changing a house from a semi- to an end-of-terrace. | Note |
| **9** | **Correspondence** |  |
| 9.1 | The new Mayor, Rosie Sutton, would like an opportunity of doing a ‘Community Tour of Towns, Parishes & Villages Tour’. Dates specified on the email.  DW/Clerk to liaise re dates and arrangements - reference previous visits. | DW/Clerk |
| **10** | **Items for Discussion** |  |
| 10.1 | Green Spaces |  |
| 10.1.1  10.1.2  10.1.3 | Annual RoSPA report presented to the meeting. The Chair, Cllr David Wilde requested time to review the report to discuss at the next meeting.  Missing litter bin by play area. Clerk has reported issue to DBC. The bin has been removed.  Reporting Dog fouling and providing disposal bags  Dog fouling signs handed to Cllr. S Walker to prepare and erect signs where appropriate. | DW  Note  SW |
| 10.2 | Highways and footpaths |  |
| 10.2.1 | The Chair, has reported to Herts County Cllr. Nick Hollinghurst that the Parish Council favour an additional base for the SID so that it can be moved periodically as this is reported to be most effective in controlling speeds. As yet no reply from Cllr. Hollinghurst. Chair, D. Wilde to follow up. | DW |
| 10.3 | Transport |  |
| 10.3.1 | Nothing to report | Note |
| 10.4 | Communication |  |
| 10.4.1 | Cllr John Shelton is absent. The Chair, Cllr David Wilde, noted that a comment had been received that the Council Agendas and Minutes are not on the Website prior to the council meetings.  Draft minutes are to be uploaded together with the Agenda for the upcoming meeting once it has been circulated to Councillors. New clerk to receive training to action this. | Note |
| 10.5 | Village Hall |  |
| 10.5.1 | Cllr. S Fordyce reported LED lights have been renewed in the small village hall | Note |
| 10.6 | Website/Wigginton Online/Business Directory |  |
| 10.6.1  10.6.2. | Cllr. J Shelton not at meeting. Nothing to report.  Virus protection - McAfee requires renewal. Cllr Steve Walker to contact Cllr. John Shelton | Note  SW/JS |
| 10.7 | Ideas for the next 5 years and a Village Survey |  |
| 10.7.1 | Survey April 2108 Results and Actions spreadsheet prepared by the Chair, Cllr D. Wilde, to be updated by Clerk and circulated with meeting minutes to Councillors.  See summary attached. | Clerk |
| **11**  11.1 | **Any Other Business**  The Police liaison role was not allocated at the last meeting. The Vice-Chair, Cllr. D. Meech, is happy to continue with this. The Vice Chair has proposed that the Clerk writes to the Herts Police Commissioner, David Lloyd, regarding a recent article in the Sunday Times noting that 90% of crimes in our local area are unsolved. What action is he taking as these figures would suggest to criminals that they are unlikely to be caught? | Clerk |
|  | The meeting closed at 10.20pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |