

# Minutes of the Wigginton Parish Council Meeting

Meeting: Monthly meeting  
 Held on: Tuesday 17<sup>th</sup> April 2018 at 8pm  
 Location: Village Hall, Chesham Road, Wigginton  
 Present: Cllrs. D Wilde (Chair) (DW), D Meech (Vice-Chair) (DM), S Walker (SW), S Fordyce (SF), T Axon (TA), J Mitchell (JM), C Williams (Clerk) and no members of the public.  
 Copies: All Councillors and the WPC website

Item	Description	Action by
<b>1</b>	<b>Apologies</b>	
1.1	Cllrs. J Shelton and Dacorum Borough Councillor Stan Mills	Note
<b>2</b>	<b>Declarations of Interest by Members</b>	
2.1	The Vice-Chair declared a personal interest in item 6.2 with regard to activities with the Village Shop.  Cllr. S Walker declared a personal interest in item 6.3 with regard to activities with the MUGA and planning application.	Note
<b>3</b>	<b>Approval and Signing of Minutes</b>	
3.1	The Minutes of the Wigginton Parish Council (WPC) meeting held on 20 <sup>th</sup> March 2018 were approved and signed.	Note
<b>4</b>	<b>Public Participation</b>	
4.1	No members of the public were present.	Note
<b>5</b>	<b>Village Warden's Report/Clerk's Report</b>	
5.1	The Litter Warden reported no issues.	Note
5.2	Cllr. S Walker will carry out the next inspection of the Sports Field, the play area and Recreation Ground. He will also check the defibrillator located outside the Greyhound pub. The Clerk will forward him a checklist sheet.	SW Clerk
<b>6</b>	<b>Matters arising from the Minutes</b>	
6.1	The agreed actions outstanding from the March meeting that do not appear on the agenda are as follows:-	
6.1.1	Cllr. S Walker planted holly bushes in an attempt to close up the hole in the hedge by the gym equipment. It was reported that someone had unfortunately removed them. He agreed to make an inspection.	SW
6.1.2	The Clerk received a response from Herts County Councillor Nick Hollinghurst regarding to parking on double yellow lines at the Wick Road/Chesham Road junction. He reported that enforcement of parking restrictions is the responsibility of DBC and confirmed that he has asked Indigo Park Services UK Limited who carry this out on DBC's behalf to enforce 'Penalty Charge Notices' when they next visit.	Note
6.1.3	The Clerk is waiting to hear from Phil Smith to arrange a date for defibrillator training.	Note

6.1.4	The Clerk confirmed she had emailed Herts County Councillor Nick Hollinghurst inviting him along to a meeting to discuss reducing the speed limit on Chesham Road by the Beech Park section, bus stop relocation and parking on the corner of Commonfield. We are awaiting his reply.	Note				
6.1.5	It was agreed for the Chair and Cllr. T Axon to meet with the head of St Bartholomews to discuss parents parking along Commonfield. The Clerk is to arrange a suitable date and time preferably a Wednesday or a Friday before 9am.	Clerk				
6.2	Village Shop  Nothing to report.	Note				
6.3	MUGA at St Bart's School  Plans were resubmitted to incorporate community use between April and September each year (16:30 - 20:30 hours Monday to Friday and 10:00 to 16:00 on Saturdays) but will not be floodlit. Planning application is discussed in item 8.2.	Note				
6.4	GDPR – Action plan  It was agreed to appoint The DPO Centre Ltd to assist the WPC as a Data Protection Officer service going forward for the first year at a cost of £600 and the second year for £300. The Clerk is to make arrangements. Cllr. S Fordyce requested we include the Village Hall.	Clerk				
6.5	Preparation for the Annual Parish meeting to be held on 25 <sup>th</sup> April  It was agreed that the Chair will introduce and make a summary report to the meeting. The Vice-Chair will present the village survey results and future planning. The Chair will present the Citizenship Award. Cllr. J Mitchell asked for a thanks to be made to those who attended the litter pick. It was agreed to serve a glass of wine after the meeting.	Note				
6.6	Citizenship Award  The Chair requested some Councillors remain after the meeting along with the Clerk to form a judging panel.	TA				
6.7	Dog fouling in the village  The Chair called the dog warden to request more dog notices and will continue to chase.	Chair				
6.8	Recruitment process for new Parish Clerk  Advertising has been made on notice boards, Streetbank, HAPTC website, etc. WPC will wait to see if there is any interest once the application expires on 30 April 2018. If no responses are received, a broader advertising strategy will be undertaken possibly on Grapevine, Tring Town Council offices and Tesco. The Clerk will send an advert request to the administrator of the St Bartholomew's to advertise the role on the school notice board.	Clerk				
<b>7</b>	<b>Finance</b>					
7.1	Balances and cheques for payment					
7.1.1	Balances on 17/4/2018 were confirmed as:-	Note				
	<table border="1"> <tr> <td>NatWest Current account</td> <td>£9,316.30</td> </tr> <tr> <td>Unity Trust</td> <td>£14,686.43</td> </tr> </table>	NatWest Current account	£9,316.30	Unity Trust	£14,686.43	
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TOTAL	£24,002.73
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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:- Note

15/4/18	Wigginton Village Hall Hire of hall in April 2018	£15.00
	TOTAL	£15.00

7.1.4 Payments listed at the meeting were confirmed as:- Note

BACS	Goldleaf Groundcare Ltd Grounds maintenance as contract (March 2018)	£279.23
BACS	C A Williams Clerks reimbursement and salary 21/3-20/04/18	£327.36
00002	Sue Morgan Litter Warden duties	£54.60
BACS	Herts County Council Streetlighting bill	£2,626.77
BACS	HAPTC Membership 2018 (inc NALC affiliation fee)	£684.15
	Total	£3,972.11

7.1.5 The payments 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

7.2 Appointment of internal auditor for 2018  
The Clerk reported she had been in contact with Mr Newhouse and has arranged an appointment to meet on 11<sup>th</sup> May 2018. Clerk

7.3 CIL – Community Infrastructure Levy  
The CIL regulations (Regulation 59) require the neighbourhood proportion of CIL receipts to be passed onto the Parish Council therefore the WPC will receive a BACS payment for £2,687.75, which will go towards updating the play area. These payments occur biannually should a development occur in our neighbourhood in this case from planning application 4/04009/15/FUL. There are restrictions involved, which included a recommendation to open a separate bank account. Cllr. S Fordyce advised there should be no need to open a separate account for the amount received.

7.4 Cost approval for a speed bump for the entrance to the sports field  
The Chair and Cllr. S Walker visited site and measured up the proposed speed bump. It was agreed to purchase a speed bump at the cost of £323 plus VAT. The Clerk will place the order. Clerk

7.5 Closing the Natwest account and moving documents currently held in safe custody  
It was agreed to close the Natwest account. The Chair will contact Chris Smee to ask if they could hold documents for us which are currently held in safe custody at Natwest. The Clerk will ask the Aldbury Clerk where they hold their deeds etc. Clerk Chair

7.6 Opening a new savings account with Unity Trust

	It was agreed to open the savings account. The Clerk will action.	Clerk
<b>8</b>	<b>Planning</b>	
8.1	<u>DBC decisions on Planning applications</u> 4/03245/17/TPO Highfield House, Upper Tring Park, Wigginton – Granted	Note
8.2	The following Planning applications were considered by the Parish Council: -  <b>4/00754/18/LDP</b> White Farm, Tinkers Lane, Wigginton, HP23 6JB Single storey rear extensions No Comment  <b>4/02341/17/FUL</b> St Bartholomews Church of England School, Commonfield, Wigginton, HP23 6EP Fenced non-flood-lit multi use games area on school field incorporating community use between April and September each year (16.30-20.30 hours Monday-Friday and 10.00 to 16.00 on Saturday) Support  <b>4/00784/18/FUL</b> 22 Wick Road, Wigginton, HP23 6EL Partial demolition of existing single storey side extension. Construction of three bedroomed detached dwelling. Cannot comment due to no proposed side or front elevation plans or location plan submitted. WPC received a comment from a neighbour. WPC need to request the missing drawings and an extension on time. Cllr. S Walker will make a site visit.	Note
8.3	An e-mail was received from Aldbury Parish Council regarding the Newground Farm Planning application 4/00581/18/MFA mentioning they would like to share their comment of No objection with WPC (which they have already submitted to the planning officer) but would like their comment on the impact of traffic noted. WPC commented they endorse part of their comments. The Clerk will contact the planning officer with the following response 'We note APC's comment about the parking calculation and would like to be reassured by the planning officer to ensure the refuse vehicles and other vehicles are not impeded. Also, is there adequate parking on the site'.	
<b>9</b>	<b>Correspondence</b>	
9.1	None received.	Note
<b>10</b>	<b>Items for Discussion</b>	
10.1	Green Spaces	
10.1.1	Hiring out the sports field on Saturday morning/afternoon  The Clerk reported she had received no interest as yet in anyone wishing to hire the sports field. The Chair suggested advertising in the Tring Town Council offices if no interest received by the end of April.	Note
10.1.2	Community Gardening  The Vice-Chair suggested that the Recreation Ground would benefit from general clearing and some additional planting to improve the area. This could be achieved by assembling a group of volunteers. The Chair agreed this was a good idea but suggested this was discussed at the next WPC meeting.	
10.2	Highways and footpaths	
10.2.1	Annual P3 Grant for Footpaths:-	DM

	Dacorum Countryside Officer Clayton Rae will meet the Vice-Chair and discuss possible areas in need of work on Wednesday 18 <sup>th</sup> April.	
10.3	Transport	
10.3.1	Nothing to report	Note
10.4	Communication	
10.4.1	Nothing to report	
10.5	Village Hall	
10.5.1	Nothing to report	
10.6	Website/Wigginton Online/Business Directory	
10.6.1	Business directory – Discuss who can advertise following an email from an out of the village business	Note
	It was suggested a new section was created for businesses who serve the area who are not based in the village. It was agreed the directory would accept an advert provided it does not affect an existing business in the village.	
10.6.2	Wigginton Online	Note
	Cllr. J Shelton was not present to update.	
10.7	Ideas for the next 5 years and a Village Survey	
10.7.1	The village Survey results – Received 58 responses. Priority in first section was footpaths, second was a speed indicator device, third was streetlighting in the sports field car park, followed by flowerbeds and the Christmas tree. In the second section, first was owners to keep hedges and footpaths clear, second was litter picking, third was parking restrictions in critical areas. Summary of all comments received included general parking related matters, parking on footpaths, dog fouling, hedge cutting, narrow footpaths. The Chair and Vice-Chair will meet on Monday to go through the results and present at the Annual Parish meeting.	Note
<b>11</b>	<b>Electing new Chair/Vice-Chair</b>	
11.1	The Clerk confirmed nominations were David Wilde for Chair and Debbie Meech for Vice-Chair.	Note
<b>12</b>	<b>Any Other Business</b>	
12.1	None	Note
	The meeting closed at 10.25pm Cheryl Williams, Clerk to the Council wiggintonpcclerk@gmail.com	