Minutes of the Wigginton Parish Council Meeting

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| Meeting: | Monthly meeting |
| Held on: | Tuesday 18th December 2018 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | D. Wilde (Chair) (DW), S Walker (Vice-Chair) (SW), T. Axon (TA), S Fordyce (SF), J Mitchell (JM), T. Grammenos (TG), S O’Sullivan (Clerk), DBC Councillor Stan Mills and one members of the public |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1** | **Apologies** |  |
| 1.1 | Cllr. D. Moore | Note |
| **2**  2.1 | **Declarations of Interest by Members**  None | Note |
| **3**  3.1  3.2 | **Approval and Signing of Minutes**  Note amendment to the wording in the November 2018 minutes ref agenda item 7.1.4 should read ‘investigate sharing’ instead of ‘take over’  The amended Minutes of the meeting of Wigginton Parish Council on Tuesday 20th November 2018 were approved and signed. | Note  Note |
| 4  4.1 | **Public Participation**  Standing Orders were suspended to allow D. Meech, The Chair of the Wigginton Village Shop Committee to make representation to the Parish council under item 7 on the agenda. | Note |
| **5**  5.1  5.2  5.2.1  5.2.2  5.2.3  5.2.4  5.2.5  5.2.6  5.3  **6**  6.1  6.1.1  6.1.2  6.1.3 | **Village Warden’s Report/Clerk’s Report**    Warden’s Report  The monthly warden inspection was undertaken by Cllr. D Moore. Unfortunately, Cllr. Moore was unable to attend the meeting to present his report but has notified the Chair that no urgent issues were noted during his inspection - written report to follow  Clerk’s Report - Items for Information  The invitation to the local PCSO, William Liddell, to meet the Parish Council and speak at the meeting on January 15th has been accepted. The Clerk requested that any questions or comments to be put to PCSO Liddell at the meeting be emailed to the clerk so that she can notify him in advance.  A letter of thanks and a certificate for the Parish Council has been received from Essex and Herts Air Ambulance Service in recognition of the donation made.  .  A letter of thanks has been received from Caroline Hind, the British Legion Poppy Appeal organiser in recognition of the donation made.  The Chilterns Conservation Board has supplied the Parish Council with a copy of the Chilterns Buildings Design Guide. Passed on to Cllr S. Walker for reference.  The Litter Warden vacancy has been advertised at St Bartholomew’s Church – newsletter and noticeboards.  The Berkhamsted Raiders pitch coordinator has responded positively to the Parish Council’s request to control litter on the Sports Field during their matches. He has advised he will speak to all team managers involved.  Litter Warden Vacancy  No applications received. Cllr D Wilde is registered as a ‘Street Champion’ with DBC and will litter pick from time to time. Post to be advertised on Social Media when it is set up  **Matters Arising from the Minutes:**  Agreed actions from the November not on the agenda  Fencing to close the hole in the hedge in the Sports Field.  Cllr S Walker to action as soon as possible in the new year  Movable SID request to HCC.  Information is yet to be received from the relevant department at HCC. The Chair to continue to monitor this request.  Clerk to receive training on uploading documents to the website  Date is yet to be arranged | Note/  DM  Note/  Clerk  Note    Note  Note  Note  Note  All/DW  TG  SW  DW  Clerk |
| 6.1.4  6.1.5.  6.1.6 | Wi-Fi request to pre-school  Cllr. S Fordyce advised the Council that he is in discussion with the pre-school regarding the Wi-Fi provision at the Village Hall  The Clerk has reported the missing bin to Dacorum Ref: 566661 – no date for replacement yet. Clerk to contact DBC again.    Quote to re-concrete in goalpost in the Sports Field  Quote for £109.00 received from The Snagman. Acceptance of quote proposed by The Chair, Seconded by Cllr. S Fordyce and resolved to pay unanimously by the Parish Council | Note/  SF  Note/  Clerk  Note |
| 6.2  6.3 | Parking – to receive an update on monitoring  Cllr. D Wilde is monitoring the situation. Some occasional obstructive parking has been noted in Chesham Road and Wick Road but nothing justifying further action at present.  Update on investigation to move footpath  Following discussion, the Parish Council resolved to approach additional contractors for quotes. The brief to include linking the north west corner of the shop to the current path. Cllrs J Mitchell and T Grammenos to action. | Note    JM/TG |
| **7**  7.1  7.1.1  7.2  **8**  8.1  8.2  **9** | **Wigginton Community Shop**  To receive an update on access lighting issues to the shop and sports field  The Chair has contacted HCC Cllr N Hollinghurst re trimming the tree obscuring the lighting at the entrance to the Sports Field. Cllr Hollinghurst has advised that the tree growth is within HCC specified limits. The Chair to discuss this further with Cllr Hollinghurst.  The Chair of the Wigginton Shop Committee, D Meech, presented a number of proposals/requests to the Parish Council:   * The shop has the option on its survey plan to place security lights on its four corners which improve lighting along the pathway to Wick Road and Chesham Road. The Shop committee requested support from the Council to allow the lights at the end of the shop overlooking the car park to remain on till 8pm during the hours of darkness as a safety issue. The Council resolved to unanimously support this proposal. * It was requested that the trees on Parish Council owned property at the entrance to the Sports Field be trimmed to allow access for refuse vehicles. This was agreed unanimously by the Parish Council. Cllr S Walker to action * The bin next to the shop is damaged. Clerk to report to DBC * The shop would like to erect a wooden cycle rack and requested that the Parish Council support this as an additional amenity for the Sports Field as well as the shop. Cllr S Walker to provide a quote to the Parish Council for consideration   Cllr. D Wilde, on behalf of the Parish Council, congratulated the shop committee, the designers, the building contractor, the shop manager and volunteers and all involved on the incredible job they have done and are continuing to do in providing a wonderful asset to the community.  This note of congratulation was further endorsed by DBC Cllr. Stan Mills.  **Play Area Replacement**  To consider quotes from Suppliers  Cllr T Axon presented three quotes from suppliers for the play area replacement project. Quotes were received from Handmade Hideaways, Kompan and Sovereign.  After consideration and discussion Handmade Hideaways was proposed by The Chair as the preferred bidder on the basis not only of cost but also the fact that this plan ties in some of the existing equipment with the new and the wooden structures Handmade use are more in keeping with the area. This motion was seconded by Cllr S Fordyce and resolved unanimously by the Council. Cllrs. T. Axon and T. Grammenos to work with Handmade Hideaways to refine the detail of the plan and present a detailed costed proposal to the January Parish Council meeting.  To receive updates on Community Grants options  Cllr T Axon advised that the deadline for application for the DBC Community Grants has passed. The Parish Council need to apply in April – Grants up to £3000 are available.  There are numerous grants available from various sources – it is more as case of deciding what the Parish Council want to do and allocating time to apply for specific grants for specific projects  **Finance** | DW  Note  SW  Clerk  SW  Note  TA/TG  Note/  All |
| 9.1 | To receive bank statements and bank reconciliations |  |
| 9.1.1 | Bank Balance on 17/12//2018 was confirmed as:-   |  |  | | --- | --- | | Unity Trust | £41,704.79 | | TOTAL | £41,704.79 | | Note |
| 9.2 | Bank statements were available for inspection and were duly signed. Cllr. S Fordyce checked the Bank Reconciliation.  To approve payments. |  |
| 9.2.1 | Standing orders previously approved for payment were confirmed as:-   |  |  |  | | --- | --- | --- | | 15/11/18 | Wigginton Village Hall  Hire of hall in December 2018 | £ 15.00 | |  | TOTAL | £ 15.00 | | Note |
| 9.2.2  9.2.3 | Payment approved at the November meeting but not listed on the payments schedule:   |  |  |  | | --- | --- | --- | | 15/12/18 | Wigginton Village Hall  Concurrent Services Grant | £750.00 |   Cheques/BACS payments listed for payment at the meeting were confirmed as follows: - | Note    Note |
|  | |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (Dec) 2018) | £279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/11/18 - 20/12/18 | £332.70 | | BACS | SF Fordyce: Expensed DBC T&P Conference 30/11/18 | £ 13.40 | | Chq  300009 | Mr R Peterson – Flowers at Village signs | £ 75.00 | |  | **Total** | **£700.33** | |  |
| 9.3  9.4  9.5  9.6 | 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.  To note receipt of income  None received  To update bank signatories at Unity Trust  The clerk was unable to access the appropriate paperwork at Unity Trust so this item was deferred to the December meeting  To agree a draft budget for 2109-20  The draft budget was agreed in principle. Proposed by Cllr. S Fordyce. Seconded by Cllr. D Wilde and approved unanimously by the Parish Council. Final budget to be resolved in conjunction with the precept demand at the January Parish Council meeting.  To consider options for deposits/savings accounts  Cllr. S Fordyce advised he is still waiting for a response from Unity Trust bank re his request to set up a deposit account. | Note  None  Note/  Clerk  Note/  Alll  SF |
| **10.**  10.1 | **Planning**  DBC decisions on Planning applications  **4/02284/18/DRC**  Community Shop – Land adjacent to Sports Field, Chesham Road**,** Wigginton HP23 6HT – conditions pertaining to planning permission 4/00343/18/FUL - Granted  **4/02709/18/TPO**  91 Beech Park, Wigginton, Tring HP23 6JF – Granted  **4/02381/18/TPO**  48 Beech Park, Wigginton, Tring, HP23 6JF – Granted  **4/02273/18/DRC**  The Old Rectory, Vicarage Road, Wigginton, Tring, HP23 6DY  Conditions pertaining to planning permission 4/01049/18/FHA – Granted |  |
| 10.2 | The following Planning applications were considered by the Parish Council: -  **4/02828/18/FHA**  Greenways, Tinkers Lane, Wigginton, Tring HP23 6JB  Garage and garden store.  The Council decided to support this application  **4/02801/18/LBC**  Lakes Barn, Heath End Farm, Berkhamsted, HP4 3UF  Conversion of existing garage into residential annexe  The Council decided to pass no comment on this application  **4/02891/18/FHA**  Greenways, Tinkers Lane, Wigginton, Tring HP23 6JB  Proposed front fence and gate  The Council decided to pass no comment on this application | Note |
| **11**  11.1  11.2 | **Correspondence**  To consider action to be taken, if any, regarding information received that The Village Hall, The Greyhound Pub, St Bartholomew’s Church and Wigginton Baptist Church have been removed from Dacorum Borough Council List of Community Assets.  Being on the List of Community Assets affords these buildings some protection in that any proposed sale of the building has to be notified to the Parish Council who would then have an option to purchase the building. It was proposed by Cllr J Mitchell, seconded by Cllr S Walker and unanimously resolved by the Council that these buildings should be re-listed if possible. The Clerk to investigate and make the application with assistance from councillors.  Request from St Bartholomew’s School for grant to support pupils to access a school trip  The Council are always keen to work with and improve links with the school and would be open to further discussion on such matters in the future but on this occasion resolved to decline this request. The Clerk to reply to the school accordingly. | Note  Note/  Clerk/  All  Note |
| **12**  12.1  **13**  13.1  13.1.1  13.1.2 | **Streetlighting**  To conclude and sign off the contract for transferring the Streetlighting to HCC  The two copies of the contract were duly signed by the Chair and the Clerk and witnessed by Cllr. S Fordyce. Clerk to return the signed contracts to HCC  **Items for Discussion**  Green Spaces  To review quotes for cutting the brambles on the Recreation Ground  Quotes from Goldleaf Groundcare and George Shanks Landscapes Ltd have been received and considered. Acceptance of quote from George Shanks proposed by Cllr. D Wilde, seconded by Cllr T Grammenos and resolved by the Parish Council. Cllr T Grammenos to action.  Cllr S Fordyce also suggested that the current grounds maintenance contract should be reviewed. The Clerk to request a copy of the contract from the current supplier.  To decide on the location for the re-siting of the table tennis table  The member of the public present is currently storing the table tennis table and alerted the Council, by way of photographs, of the dilapidated state of the existing table. It was suggested that a new table could be sourced but the Council resolved to defer a decision on that suggestion to a later date next year. The old table is to be disposed of. | Note/  Clerk  Note/  TG  Clerk  Note |
| 13.2 | Highways and footpaths  A number of emails were received from HCC Cllr N Hollinghurst regarding current highways issues but too late for full inclusion in the meeting. An updated report to be given by The Chair at the January meeting | Note/  DW |
| 13.2.1  **13.3**  13.3.1  13.3.2  13.4  13.4.1  **14**  14.1  14.2 | To receive an update on requests to trim hedges  The Chair has sent out a reminder to the landowner on Chesham Road but has received no direct response.  It was also noted that the Village Hall hedge needs trimming. Cllr. S Fordyce to action.  Communication  To review and update methods of communication ref the Communication Plan  Although unable to be present at the meeting Cllr. D Moore advised The Chair that  he proposes to edit the Parish Council Communication Plan to be more concise and  focused. It will also include reference to Social Media options discussed under  agenda item13.3.2 Final proposal to be presented at the January meeting.  To consider and determine what information should be listed on Social Media  Cllr T Grammenos prepared a preliminary report for discussion at the meeting. A number of social media options were discussed. The prime aims of this media expansion are:   * That the residents of the Parish know who the Council are and what the council does. * Residents can easily contact the Council * Residents can easily see and receive notifications of meetings, news, documents and events   It is important to note that this media expansion will supplement the Parish Council website not be a substitute for it and that it will be an information tool not a discussion forum.  Cllr. T Grammenos to refine the proposals and confer with the website administrator and Cllr D Moore with reference to and in conjunction with the updated Communication Plan. Further discussion and adoption of the proposals planned for the January Parish Council meeting.  It was also suggested that a welcome pack could be prepared for new residents to the village.  Website  To consider updates to the website to include links to Social Media  See above reference to report to be prepared by Cllr T Grammenos for the January Parish Council meeting  **A.O.B**  Cllr S Walker advised that he has taken delivery of the Winter Self Help salt delivery. He will fill the salt bins in the village and pass the remaining salt to the Wigginton Community Shop for use around the shop area.  Dacorum Borough Cllr. Stan Mills proposed to the Parish Council that he be included in Parish communications with DBC. This would allow him to expedite Parish matters with DBC. This proposal was gratefully accepted and indeed welcomed by the Parish Council.  The Chair expressed the Parish Council’s thanks and appreciation of the work and assistance offered by Cllr Mills in its affairs. | Note  SF    DM    Note  TG/DM  Web admin  Note  SW |
|  | The meeting closed at 10.05pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |
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