Minutes of the Wigginton Parish Council Meeting

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| Meeting: | Monthly meeting |
| Held on: | Tuesday 20th November 2018 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | S Walker (Chair)(SW), S Fordyce (SF), J Mitchell (JM), David Moore (DM), S O’Sullivan (Clerk), DBC Councillor Stan Mills and one member of the public |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1** | **Apologies** |  |
| 1.1 | Cllrs. D Wilde, T Axon and T Grammenos | Note |
| **2**  2.1  **3** | **Declaration of Acceptance of Office as a Co-opted Member**  The new Councillor, Tom Grammenos, was unable to be present, but the Chair recorded the Council’s formal welcome to him  **Declarations of Interest by Members**  None | Note  Note |
| **4**  4.1 | **Approval and Signing of Minutes**  The Minutes of the meeting of Wigginton Parish Council on Tuesday 16th October 2018 were approved and signed. | Note |
| 5  5.1 | **Public Participation**  The meeting accepted the Chair’s proposal to suspend Standing Orders to allow a member of the public present to speak. See 7.1.2 | Note |
| **6**  6.1  6.2  6.2.1  6.2.2  6.2.3  6.2.4  6.3  **7** | **Village Warden’s Report/Clerk’s Report**    Warden’s Report  The report by Cllr. J Mitchell referenced the ongoing conditions pertaining to the Sports Field. Namely, the hole in the hedge near the gym equipment and the safety concerns that raises by allowing unsighted pedestrian access to Wick Road. After discussion on possible options the Council resolved that Cllr. S Walker to arrange to erect appropriate fencing along the hedge at the approximate cost of £100.00  Clerk’s Report - Items for Information  The Village Hall Committee have accepted the Council proposal to adopt the Village Hall as its permanent address. The Clerk is in the process of notifying relevant parties of this change.  The Village Shop are hanging an advertising banner on the fence at the junction of Chesham Road and Hemp Lane from October to mid-January  Poster from Chilterns Conservation Board re their survey: Have your say on keeping the Chilterns Special has been posted on the noticeboard, Streetbank and the website.  Notification received from DBC that the Electoral Register and updates will now be submitted to the Parish Council electronically.  Litter Warden Vacancy  No applications have been received. In the interim the Council resolved to undertake more litter picks and that all councillors should sign up to be DBC Street Champions.  The Clerk to email the relevant link to all councillors  **Matters Arising from the Minutes:** | Note/  SW  Note/  Clerk  Note    Note  Note  Note/  Clerk |
| 7.1.1  7.1.2  7.1.3  7.1.4.  7.1.5  7.1.6 | Hole in hedge by gym equipment to be closed up.  See comments reference the Warden’s Report  Movable SID request to HCC.  Cllr D Wilde has contacted HCC Cllr. N. Hollinghurst re the SID. The meeting was advised (by member of the public attending and on his behalf) that Cllr. Hollinghurst has escalated the request with the relevant department at HCC but as yet has had no response.  Clerk to receive training on uploading documents to website.  Date is yet to be arranged.  Wi-Fi request to pre-school  Cllr. S Fordyce advised the Council that the Village Hall committee is to take over the Wi-Fi contract at the Hall and will bill the relevant parties using the service accordingly  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  Cllr. S Walker to provide quote for consideration at the December meeting | Note  Note  Clerk/  Note  Note/  SF  Clerk  Note/  SW |
| 7.2  7.2.1  7.3  7.4. | MUGA at St Bart’s School  To receive an update on the arrangements for public use of the MUGA  The Council has had information from the school that paperwork detailing the arrangements for the public use of the MUGA is being prepared by the Head-teacher over the winter ready for implementation after Easter 2019  Parking – to receive an update on monitoring  Cllr. D Wilde is monitoring the situation. Although unable to be present at the meeting Cllr Wilde has advised that there is nothing to report.  Update on investigation to move footpath  Cllr. Walker advised that he is still waiting for quotes from suppliers | Note      Note/  DW  SW |
| **8**  8.1  8.2  8.3  **9**  **10** | **Wigginton Community Shop**  To consider the Alcohol Policy of the Wigginton Community Shop  The Council resolved that as long as the alcohol policy is within the bounds of the lease the Council have no objection to it.  To consider access lighting to the shop and sports field  The Council have no objection to the shop committee placing reflectors/lighting on the council owned fencing or trees at the entrance to the sports field. Clerk to request Cllr. D Wilde to contact HCC regarding work to trees situated on the highway to improve lighting in the area  To receive an update on the completion of the Wigginton Community Shop lease  The shop lease has been signed off by Cllrs. S Walker and J Mitchell and returned to the Council solicitor on 12th November 2018  **Play Area Replacement**  Cllr. T Axon was unable to be present at the meeting so items 9.1 To consider quotes from suppliers and 9.2 To receive an update on Community Grant options were deferred to the December meeting.  **Finance** | Note  Clerk/  Note/  DW    Note  Clerk/  Note |
| 10.1 | To receive bank statements and bank reconciliations |  |
| 10.1.1 | Bank Balance on 14/11//2018 was confirmed as:-   |  |  | | --- | --- | | Unity Trust | £43,219.12 | | TOTAL | £43,219.12 | | Note |
|  | Bank statements were available for inspection and were duly signed. Cllr. S Fordyce checked the Bank Reconciliation. |  |
| 10.2.1 | Standing orders previously approved for payment were confirmed as:-   |  |  |  | | --- | --- | --- | | 15/11/18 | Wigginton Village Hall  Hire of hall in November 2018 | £ 15.00 | |  | TOTAL | £ 15.00 | | Note |
| 10.2.2 | The Clerk proposed and it was agreed by Council to consider items 10.8 and 10.9 prior to signing off payments.  Cheques/BACS payments listed for payment at the meeting were confirmed as follows: - |  |
|  | |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (Nov) 2018) | £279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/10/18 - 20/11/18 | £368.70 | | BACS | SF Fordyce: Reimbursement of Vets UK Inv: 2642235  Dog waste disposal bags | £ 56.40 | | BACS | Village Hall Hire – 2018 AGM + Defibrillator awareness | £ 35.00 | | BACS | HAPTC – Clerk – Effective Council Meeting Training on 7/11/18 | £40.00 | | BACS | St Bartholomew’s Church, Wigginton – Grant to maintain the churchyard | £470.00 | | Chq  300008 | The Royal British Legion – Poppy Appeal donation | £250.00 | |  | **Total** | **£1,499.33** | | Note |
| 10.3  10.4  10.5  10.6  10.7  10.8  10.9 | 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 resolve to appoint a second person to view and submit entries at Unity Trust  Council resolved that one person to view and submit was sufficient  To resolve to update bank signatories at Unity Trust  Council resolved that Cllrs. D Moore and T Grammenos should be added to the  authorised signatories list at Unity Trust. Clerk to action.  To agree a draft budget for 2109-20  Cllr. S Fordyce ran through the draft budget proposal. Cllrs to consider and bring amendments for approval of final budget to December meeting  To consider options for deposits/savings accounts  Cllr. S Fordyce advised best option is to set up deposit account with Unity Trust. Council resolved to agree with this option. Cllr. Fordyce to action  To consider and approve the Grant for maintaining St Bartholomew’s Churchyard  Council has received a request from the Treasurer of WPCC to approve a grant of £470 for maintenance of the churchyard. This was proposed by Cllr S Fordyce, seconded by Cllr S Walker and unanimously resolved to pay by the Parish Council  To consider and approve the Remembrance donation to the British Legion.  Cllr. S Fordyce proposed a donation of £250, seconded by Cllr. S Walker and unanimously resolved to pay by the Parish Council | Note  None    Note  Clerk  All  SF  Note  Note |
| **11** | **Planning** |  |
| 11.1 | 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 | Note |
| 8.1 | The following Planning applications were considered by the Parish Council: -  **4/02709/18/TPO**  91 Beech Park, Wigginton, Tring HP23 6JF  Work to trees  The Council decided to defer this application to the opinion of the DBC Woodlands Officer  **4/02678/18/ADV**  Wigginton Village Shop, Sports Ground, Chesham Road, Wigginton, Tring HP23 6HH  2 Fascia Signs  The Council decided to support this application  **4/02800/18/FHA**  Lakes Barn, Heath End Farm, Heath End, Berkhamsted, HP4 3UF  Conversion of existing garage into residential annexe.  The Council decided to pass no comment on this application | Note  Note  Note |
| **12**  12.1  12.2  12.3  12.4  12.5  **13** | **Correspondence**  To respond to an email re litter left on the Sport Field after Sunday football matches  The Council resolved to write to the football club match co-ordinator to request action re the above. Clerk to action. Councillors will monitor the situation  To respond to anti-social behaviour at the bottom of the Twist  The discovery of metal canisters and balloons at the bottom of the Twist has been reported to the police by Cllr. D Wilde. Council resolved to renew links with the local PCSO. The Safer Neighbourhood Team to be invited to the December/January meeting in line with the Parish Council’s Communication Policy. Clerk to action.  To consider and approve the Parish Council’s continued membership to HAPTC  The HAPTC have advised that the membership fee payable by the Parish Council to renew membership next April is £679.11. Council approved continued membership.  To respond to email re the recent Litter Pick. Also ref item14.4.1 on the agenda  The Litter Pick was advertised on signs around the village, Streetbank and the website. Clerk to reply – best option is for interested parties to register on Streetbank and track information on the Village website.  The success of the recent litter pick was also noted at the meeting, although not as many participants as for the litter pick last April. A vote of thanks to Cllr. J Mitchell for organising the litter pick  To consider request from Tring Neighbourhood Watch to feature in the Oddy  The Parish Council do not consider this feasible as they do not cover the Wigginton area  To conclude and sign off the contract for transferring the Streetlighting to HCC  The Parish Council have not received the final contract as of the meeting date – item to be deferred to the December meeting. | Clerk/  All  Clerk  Note  Clerk  Note |
| **14**  14.1 | **Items for Discussion**  Green Spaces |  |
| 14.1.1  14.1.2  14.1.3  14.1.4 | Dog Fouling - Providing disposal bags and placement of dispensers  An email was received regarding dog waste issues. The Parish Council noted that a number of measures have already been taken to alleviate the problem. Waste dispensers have been placed at the entrances to the open spaces and a number of new signs have been erected to supplement those already in place. Dog fouling can be reported to Dacorum Borough Council via their website or by contacting the DBC offices. Clerk to reply to email  To consider the purchase of Dark Night – Preventing Dog Waste pack from Keep Britain Tidy  The Council decided not to purchase this pack as enough measures are already being taken  To consider quotes for the cutting of brambles on the Recreation Ground  Only one quote has been received. Clerk to chase up further quotes and to look at current grounds maintenance contract. Item to be carried forward to December meeting.  To decide on location of the table tennis table  Item to be deferred to the December meeting | Note/  Clerk    Note    Clerk  Note |
| 14.2  14.3  14.4  14.4.1  14.5  14.6  **15**  15.1 | Highways and footpaths  Cllr. D Wilde, although unable to be present at the meeting, has advised that there is nothing to report.  Transport  Nothing to report  Communication  To review and update methods of communication ref the Communication Plan  With reference to an email from a resident to be put on a list of interested people for  the litter pick the Council resolved this was not the best way forward. In the absence of Cllr. T Grammenos the discussion about reviving Facebook and Twitter was deferred to the December meeting. Cllr. D Moore is to review the Communication Plan and report back the December meeting.  Village Hall  See item 15.1  Website  Positive feedback has been received: The website is easy to use and informative  **A.O.B**  Payment to Village Hall from concurrent service grant  Cllr. S Fordyce advised the Council that £750 is due for payment. The payment was seconded by Cllr. Walker and resolved to pay by the Council | Note  Note    Note/  DM  Note  Note  Note |
|  | The meeting closed at 9.50pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |
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