Minutes of the Wigginton Parish Council Meeting

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| Meeting: | Monthly meeting |
| Held on: | Tuesday 16th October 2018 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | Cllrs. D Wilde (Chair) (DW), S Walker (SW), Trenna Axon (TA), S Fordyce (SF), J Mitchell (JM), David Moore (DM), J Shelton (JS), S O’Sullivan (Clerk), eight members of the public |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1** | **Apologies** |  |
| 1.1 | Cllr. S Mills, Dacorum Borough Council | Note |
| **2**  2.1  **3** | **Declaration of Acceptance of Office as a Co-opted Member**  The Chair welcomed Cllr. David Moore to the Council  **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 18th September 2018 were approved and signed. | Note |
| 5  5.1 | **Public Participation**  The meeting accepted the Chair’s proposal to take consideration of planning application 4/00871/18/FUL as the next business and to suspend Standing Orders to allow members of the public present to speak. The Council’s comments are listed under item 9.2 below. Seven members of the public then left the meeting. | Note |
| **6**  6.1  6.2  6.3  **7** | **Village Warden’s Report/Clerk’s Report**    Proposal from the Clerk to change the address of the Parish Council  In the interests of privacy of the Clerk and continuity for the Parish Council the Clerk to seek approval from the Village Hall Committee and to implement the change of Wigginton Parish Council address to the Village Hall if they are agreeable. This was approved by Council.  Public notice of Councillor contact information.  Agreement to receive Summons and other notifications by email document handed out and duly signed and accepted by all councillors. Council agreed that councillor email information be posted on the website and noticeboard.  Litter Warden Vacancy  No applications have been received. Council decided to advertise through St Bartholomew’s School and Church in addition to Streetbank and the website. Facebook may also be an option.  **Matters Arising from the Minutes:** | Clerk  Note/  Clerk  Clerk |
| 7.1.1  7.1.1  7.1.2  7.1.3  7.1.4.  7.1.5  7.1.6  7.1.7  7.1.8.  7.1.8 | Hole in hedge by gym equipment to be closed up.  This to be put on hold until decision re path is finalised.  Update on planning requirement for additional lighting along tarmac path.  Clerk has received an email from Dacorum Borough Council to advise planning permission would be needed for this project. After an extensive discussion Council decided that it is not justifiable at the moment to proceed with a full pathway lighting project. It was decided that security lighting on the shop itself would likely be adequate. Cllr. SW to consult with the shop committee.  Movable SID request to HCC.  The Chair has contacted HCC Cllr. N. Hollinghurst and is awaiting his response.  Clerk to receive training on uploading documents to website.  Date is yet to be arranged between Cllr. J Shelton and the Clerk.  Wi-Fi request to pre-school  Confirmation is still pending from the pre-school. Cllr. J Shelton to contact the pre-school.  Plan to go through Parish documents in accordance with the retention policy  The Chair and Clerk to agree a date. Council agreed in the meantime for the Clerk to delete unnecessary documents from the Parish computer in line with the retention policy.  Backup of Parish information.  The Chair provided a second USB stick to the Clerk to make a second backup copy of documents held on the Parish computer. The Clerk to complete this process and return the USB stick to the Chair.  Adjustment of gate into the play area and missing bins.  The gate has been adjusted by Cllr. SW.  The Clerk has reported the missing bin to Dacorum Ref: 566661 – no date for replacement yet. Clerk to chase up before November meeting.  Cllr. S. Walker to place a temporary bin in the Sports Field at times of booked public use.  The shop builder has agreed to place a temporary bin outside the fenced off area when on site.    Quote to re-concrete in goalpost in the Sports Field  Cllr. S Walker to provide quote for consideration at the November meeting  Streetlighting contract.  Cllr S Fordyce confirmed to the meeting that the proposed contract was acceptable. The Council decided that Cllr Fordyce should continue to bring this matter to a close. | Note  Note/  SW  Note  Clerk/  JS  JS  Clerk/  DW  Clerk/  DW  Clerk/  SW  Note  SW  SF |
| 7.2  7.2.1  7.2.2  7.3  7.4.  7.4.1.  7.4.2  7.5  7.5.1  7.5.2  7.5.3  7.6  7.7 | Village Shop  Notice from HM Land Registry: Notice to a registered proprietor of the entry of a unilateral notice – B133. Reference the Village Shop. Notice acknowledged by the Council. To be kept in Parish files.  To consider the request from the Village Shop regarding assistance with placement of Village Shop signs.  After discussion the Council unanimously decided that this was a matter for the shop to resolve.  MUGA at St Bart’s School  The Council were advised that this project was due for completion on 12th October apart for some final landscaping. There is no date yet for an official opening. The Council would like to be updated on ‘public use’ availability for the village. Clerk to contact the school.  GDPR  The Parish Council privacy policy has been uploaded to the website.  Council agreed for the Clerk to begin to update Council files in accordance with the Retention Policy. The Chair and the Clerk to collaborate in this process.  Play area replacement.  Cllr. Axon reported on an informative visit to Ley Hill school to view their new play area. Council requested that Cllr, Axon obtain a letter of recommendation from the school.  Cllr. Axon has signed up for the Waitrose Community Matters green token scheme at the Berkhamsted Waitrose throughout October. Advertised on Streetbank and the website.  Quotes from suppliers  Cllr Axon to obtain formal quotes and prepare a comparison report and proposal to present to the November Council meeting for approval.  Update on Parking  Although some parents at the school are not adhering to the suggested one-way system and traffic is busy at school times but there have been no recent complaints re parking. It was decided that the Chair would continue to monitor the situation.  Update on investigation to move footpath  Cllr. Walker advised that he is still waiting for quotes from suppliers | Clerk  Note    Clerk  Note  Clerk/  DW  TA  Note  TA  DW  SW |
| **8** | **Finance** |  |
| 8.1 | Balances and cheques for payment |  |
| 8.1.1 | Bank Balance on 15/10//2018 was confirmed as:-   |  |  | | --- | --- | | Unity Trust | £43859.55 | | TOTAL | £43859.55 | | Note |
| 8.1.2 | Bank statements were available for inspection and were duly signed. Cllr. S Fordyce checked the Bank Reconciliation. |  |
| 9.1.2 | Standing orders previously approved for payment were confirmed as:-   |  |  |  | | --- | --- | --- | | 15/10/18 | Wigginton Village Hall  Hire of hall in October 2018 | £ 15.00 | | 1/10/18 | Salix – Loan Repayment | £300.00 | |  | TOTAL | £315.00 | | Note |
| 9.1.3  9.1.4. | BACS payment made on 4th October 2018 under S.O.29:   |  |  |  | | --- | --- | --- | | **4**/10/18 | S. Fordyce ref: Speciality Stores Ltd Invoice  Dog waste bags and dispenser | **£67.28** |   Cheques/BACS payments listed for payment at the meeting were confirmed as follows: - | Note |
|  | |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (Oct) 2018) | £279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/09/18 - 20/10/18 | £346.20 | |  | **Total** | **£ 625.43** | | Note |
| 9.1.5 | 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 by council. | Note |
| 9 | **Planning** |  |
| **9.1** | DBC decisions on Planning applications  **4/01329/18/LDP** Cherry Tree Farm, Chesham Road, Wigginton, HP23 6JG– Granted  **4/01903/18/DRC – Conditions**  Community Shop, Sports Field, Chesham Road, Wigginton HP23 6HT -Granted | Note |
| 8.1 | The following Planning applications were considered by the Parish Council: -  **4/02081/18/FHA**  Netherby Grange, Heath End, Berkhamsted, HP4 3UF  Two storey rear extension  The Council decided to pass No Comment on the above application  **4/02381/18/TPO**  48 Beech Park, Wigginton, Tring, HP23 6HF  Work to trees  The Council decided to defer to the DBC Woodlands Officer  **4/00871/18/FUL**  Amberley,Hemp Lane, Wigginton, Tring, HP23 6HF  Demolition of existing dwellings and construction of three dwelling  The Council object to the above application following a strong representation from seven residents who attended the meeting with very robust objections and who have registered those objections on the DBC website. The decision was based on the grounds of gross overdevelopment of the site, in an area of outstanding natural beauty, in terms of size, quantity, overbearing effect on the surrounding properties and highway safety. The building line affords a significant intrusion on neighbouring properties. Alterations to ground levels increase the possibility of flooding at times of heavy rain. | Note  Note  Note |
| **10**  10.1  10.2  10.3  10.4  10.5 | **Correspondence**  Request from the Friends of Wigginton to use the Sports Field for the Annual Firework display on 3rd November.  Prior to the meeting confirmation of insurance cover was requested and duly received. Council approved the use of the Sports Field for the above event.  Proposal to purchase ‘World War Remembrance Silhouettes’ from the British Legion.  After discussion the Council resolved to purchase one silhouette at the cost of £250.  In addition, Cllr. J Shelton to crowd fund in the village to purchase a second silhouette. Cllr. Shelton to contact the British Legion re the order.  Dacorum Borough Council resident’s survey  Links to the survey have been posted on the website and Streetbank  Love Food. Hate Waste Winter Challenge  Poster promoting the campaign to be posted on the Parish noticeboard  Scam Mail Awareness  Poster promoting the campaign to be posted on the Parish noticeboard | Note  Note/  JS  Note  Clerk  Clerk |
| **11**  11.1 | **Items for Discussion**  Green Spaces |  |
| 11.1.1  11.1.2  11.1.3 | Dog Fouling - Providing disposal bags and placement of dispensers  Cllr. S Fordyce has placed dispensers in appropriate locations. Council resolved to support this initiative by purchasing additional disposal bags. Refill of the dispensers to be monitored and included in the duties of the Litter Warden role.  Cutting of brambles on the Recreation Ground  Cllr. S Walker and Cllr. T Axon met with Goldleaf Groundcare to discuss the requirement to remove brambles at the south end of the Recreation Ground. Council considered a quote from Goldleaf and resolved to obtain additional quotes before making a decision.  Litter Pick  The date for the Community Litter Pick confirmed for 10th November 2018. Cllr. J Mitchell to organise, register with DBC and advertise after the Firework Display by way of posters around the village and Streetbank. | SF    Clerk    JM |
| 11.2  11.3  11.4  11.5  11.6  **12**  12.1  12.2 | Highways and footpaths  With reference to a previous meeting and agreement between the Chair and a local landowner, the Chair to write to said landowner regarding cutting back of hedges to allow siding of the footpath along Chesham Road opposite Wigginton Bottom.  Transport  Nothing to report  Communication  The Clerk is posting notices on Streetbank. Council decided to relook at Facebook and Twitter possibilities.  Village Hall  Nothing to report  Website  Finance documents for 2018 have been uploaded to the website  **A.O.B**  Fireworks  Debris from the Fireworks bonfire to be suitably disposed of in the woods on the other side of the Sports Field.  Concern about litter on the Sports Field  Cllr. S Walker to place temporary bins in the Sports Field to accommodate increased litter at the weekends. | DW    Clerk  Note  Note  Note  Note |
| **13** | |  |  |  | | --- | --- | --- | | |  | | --- | | *The Chairman’s proposal that the public be excluded from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the matters to be discussed was agreed.* | | **Part II**  Cllr. J Shelton voiced his intention to resign from the Parish Council  Co-option to fill a vacancy:  It was agreed to co-opt Tom Grammenos to fill the upcoming vacancy for Parish Councillor. | | |  |
|  | The meeting closed at 10.10pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |
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