Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 16th July 2019 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | D. Wilde (Chair) (DW), S Walker (Vice-Chair) (SW), S Fordyce (SF), J Mitchell (JM), D. Moore (DM), T Grammenos (TG), T. Axon (TA), S O’Sullivan (Clerk), and one member of the public |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1.** | **Apologies and Welcome** |  |
| 1.1  1.2 | None  The Chair welcomed one member of the public to the meeting | Note  Note |
| **2.**  2.1 | **Declaration of Interest by Members**  None | Note |
| **3.** | **Approval and Signing of Minutes** |  |
| 3.1 | The minutes of the meeting of Wigginton Parish Council on Tuesday 18th June 2019 were approved and signed | Note |
| **4.**  4.1. | **Public Participation**  The Chair proposed to bring forward Agenda Item 12.1 and to suspend standing orders to allow members of the public to speak. See Agenda item 12.1 for summary. | Note |
| **5.**  5.1  5.1.1  5.2  5.2.1  5.2.2  5.2.3  5.2.4  5.2.5  5.2.6  5.2.7  5.3.8  5.3 | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  Cllr T Grammenos presented the June and July Warden reports to the meeting. No issues to report. Cllr. J Mitchel to undertake the August inspection and Cllr. D Moore to undertake the September inspection. Cllr T Axon to update the Warden report form and send a copy to the clerk for circulation  Clerk’s Report – Items for Information  Email received from a resident to say how much children are enjoying the new play area and requesting info on the chippings supplier. Details passed on by clerk  Love Parks week 12 – 21st July.  Many thanks to the Village Shop for assistance with the poster, comments letter box which has been placed in the shop and for posting details on Facebook inviting response.  Pre-School: Organised story-time session and play sessions in the park  Details of the Love Parks campaign have been posted on WPC website and Facebook page. Clerk to collect feedback from the shop at the end of the week. Cllr. D Moore to collate Parish Council Facebook responses.  Fly tipping reported in the Twist by a resident. Info passed on to Dacorum Borough Council via its website. Item turned out to be an ATM which was later collected by a Police Incident Vehicle.  Email and telephone conversation with potential new resident re planning – explained process, referred to Dacorum Borough Council planning dept.  Received email of thanks from North London and South Herts Ramblers for use of the Sports Field car park on 7th July 2019 and compliments on facilities.  Public Spaces Protection Order (Dog control) (email 12/7) in force from 29/7/19. Dacorum will be putting up signs on play areas in the next few weeks. Clerk has requested some posters and asked for leaflets to be delivered to the shop for people to pick up.  Information from Unity Trust that from September they will verify authorised signatory access on a three-monthly basis with a text msg to the authorising signatory when the account is accessed by that person. Also new beneficiary payments will be confirmed by text to the person submitting the payment.  The end of year accounting documents have been submitted to the external auditor PKF Littlejohn and receipt acknowledged. Awaiting their audit report  Litter Warden Vacancy  No applications received.  In response to the suggestion at the June Meeting the Chair has had a positive meeting with the Sunnyside Rural Trust regarding them supplying warden services i.e. litter picking and replenishing the dog waste bags in the dispensers. Cllr. D Wilde had prepared a plan of proposed litter pick routes and frequencies. Cllr. Wilde is to prepare a tender specification. The Clerk is to invite Sunnyside Rural Trust to tender for the proposed work. | Note/  JM/DM  TA  Clerk  Note  Note  Note  Note  Note  Note  Note  Note  DW/  Clerk |
| **6.**  6.1 | **Matters Arising from the previous Minutes**  Agreed actions outstanding from the June 2019 meeting not on the agenda  None | Note |
| **7.**  7.1 | **Wigginton Community Shop**  To consider proposal to share the cost of the recycling bins in the Sports Field  The total cost of the new bins is £690 + VAT plus installation costs. After discussion the Parish Council resolved to write to the shop committee with a breakdown of costs and invite them to contribute. Clerk to action | Note/  Clerk |
| **8.**  8.1  8.2  8.3 | **Play Area**  Update on the new slide replacement  The new slide was installed in the play area on 9th July 2019  To receive an update on outstanding snagging, notably the gate closure, overhanging branches and re-siting of the boundary fence.  Cllr S Walker has rectified the gate closure issue and will organise a working party to deal with the overhanging branches at the earliest opportunity.  The fencing works are in progress and should be completed within the next few days  To consider procurement of funder plaques in the Play Area  In addition, other play area specific signs are needed e.g. age limitation etc. Cllr T Axon has had a quote in the region of £526. A limit of £500 was proposed by Cllr. D Wilde and seconded by Cllr S Fordyce. The Parish Council resolved to accept this proposal. Cllr T Axon to work on the design of the notice and to procure another two quotes for consideration at the September meeting. | Note  SW/  Note  TA |
| **9.**  9.1 | **Litter issues reference the Sports Field and Play Area**  To receive an update report on replacement bins  An order has been placed with Wybone (South Yorks) for two blue recycling bins and one black general waste bin reference recommendation from DBC Clean, Safe and Green. Total cost £828.00 inc. VAT. Reference agenda item 7.1 this cost potentially to be shared with the Village Shop. Delivery due 9th August. Payment to be made to Wybone in accordance with their terms and conditions. Proposed by Cllr D Wilde and seconded by Cllr S Fordyce. The Parish Council resolved to accept the payment proposal. Cllr. S Walker to install on concrete bases and submit invoice for the same. | Note/  SW/  Clerk |
| **10.**  10.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 10.1.1 | Bank Balance on 16th June was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £5,984.38  £30,003.95 | | TOTAL | £35,988.33 | | Note |
| 10.1.2  10.2 | Bank statements were available for inspection. Cllr. S Fordyce unable to check the Bank Reconciliation as it had been reconciled to an online balance at a later date than the bank statement to hand. Cllr S Fordyce checked the bank account online later on 16th July and confirmed agreement with the bank reconciliation as at 14th July presented to the meeting.  To approve payments. | Note |
| 10.2.1 | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/06/19 | Wigginton Village Hall  Hire of Hall in July 2019 | £ 15.00 | |  | TOTAL | £ 15.00 | | Note |
| 10.2.2 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (July) 2019) | £279.23 | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (August) 2019) | £279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/06/19 - 20/07/19 | £395.77 | | BACS | Campaign to Protect Rural England – Annual Membership | £36.00 | | BACS | S. Fordyce – Reimbursement VetUK Ltd Invoice – Poop bags | £72.39 | | BACS | Wybone Ltd – Supply of bins for the Sports Field. Invoice to be received after delivery (9/8) Payment due end of August. Approval for payment on receipt of invoice Ref: Minute 9.1 | £828.00 | |  | **Total** | **1,890.62** | | Note |
| 10.2.3.  10.2.4  10.3  10.3.1  10.4 | Direct Debit mandate to Chiltern Society for annual membership duly signed reference July Minutes – Minute 12.2 Clerk to submit to the Chiltern Society.  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  Repayment of overpayment of salary to temporary clerk in May 2019 received 1/7/2019.  To consider transfers between accounts – Unity Current and Instant Access Saver  No transfers necessary at this time. | Note/  Clerk  Note  Note  Note |
| **11.**  11.1 | **Planning**  DBC decisions on Planning applications  **4/00891/19/FHA**  Woodland View, Rossway, Berkhamsted, HP4 3UD  Construction of new car port – Refused  **4/01009/19/FHA**  Bungalow, Cherry Tree Farm, Chesham Road, Wigginton, Tring, HP23 6JG  Single storey side and rear extension – Granted  **4/01396/19/DRC**  Courtwycks Stables, Hemp Lane, Wigginton, Tring, HP23 6HE  Details as requested by Condition 2 (Materials) and 3 (Topographical survey/finished floor levels) of planning permission 4/03035/18/FUL. Construction of agricultural storage building – Granted  **4/01135/19/DRC**  The Old Rectory, Vicarage Road, Wigginton, Tring, HP23 6DY  Details as required by Conditions 3 and 4 (Archaeological report) attached to planning permission 4/01049/18/FHA (Reconfiguration of internal spaces, new roof-light and windows, repairs to roof, chimney and internal floor. – Granted  Cllr. D Wilde advised the meeting that the planning application 4/00666/19/FUL Amberley, Hemp Lane, HP23 6HF has been refused | Note |
| 11.2 | The following Planning applications were considered by the Parish Council: -   |  | | --- | | **4/01444/19/FHA**  1 Belmers Road, Wigginton, Tring, HP23 6ER  Construction of a disabled access ramp to side of house  The Parish Council resolved to support this application | | **4/01477/19/FHA**  Model Farm, Rossway, Berkhamsted, HP4 3UD  Construction of oak framed garage/barn replacing existing barn  The Parish Council resolved to make no comment on this application | | **4/01500/19/FHA**  Model Farm, Rossway, Berkhamsted, HP4 3UD  Demolition of existing single storey rear extension and construction of two storey rear extension  The Parish Council resolved to make no comment on this application | | **4/01603/19/LDP**  Little Foxes, Tring Road, Tring, HP23 5RF  Single storey side extension  The Parish Council resolved to make no comment on this application | | **4/01560/19/RET**  Woodside, Chesham Road, Wigginton, Tring, HP23 6JE  Retention of changes to ancillary dwelling approved on 4/03208/16/FUL (The demolition of an existing garage and the creation of a new dwelling ancillary to the residential use of the existing dwelling house)  The Parish Council resolved to support this application | | **4/01447/19/LDP**  The White House, Hemp Lane, Wigginton, Tring HP23 6HF  Outdoor swimming pool 3M x 15M to rear garden  The Parish Council resolved to make no comment on this application | | Note |
| **12.**  12.1  12.2 | **Correspondence**  To consider request from Wigginton Pre-School to display an advertising banner long-term in the play area  Tracey Pike, Leader of the Pre-school attended the meeting to request the above to take advantage of the popularity of the play area to further promote Wigginton Pre-School. After some discussion, particularly on the issue of allowing advertising in general in the area and confirmation from Tracey that Wigginton residents would maintain priority should applications exceed available spaces the Parish Council resolved unanimously to permit a banner to be displayed during the main school holidays – Summer, Christmas and Easter. Proposed by Cllr. S Fordyce and seconded by Cllr. D Wilde.  Email from the Secretary of the Wigginton W.I. re details of the W.I. Welcome Pack to be added to the new website.  Cllr. T Grammenos has been in touch with the Secretary of the W.I. and will liaise with her in September when it is hoped the new website will be in place. | Note  TG/  Note |
| **13.**  **13.1**  13.1.1  13.1.2 | **Items for Discussion**  **Green Spaces**  To receive and consider quotes for the footpath from the Wigginton Village Shop to Wick Road  Cllr. T Grammenos to contact the Village Shop committee chairperson to discuss future development.  To consider options for re-siting of the basketball net and tennis table  Cllrs. T Grammenos and S Walker further examined the area and reported back to the meeting. Taking into account comments from the working party on suitable sites and after further discussions on the size of area and type of surface needed it was decided to not move the basketball net at this time but to replace the damaged net, assess the surface for repair and monitor use over the summer period. Cllr T Grammenos to action.  Cllr D Wilde to supply Cllrs Tom Grammenos and S Walker with table tennis table dimensions to enable further assessment of the area for the placement of the table tennis table. | TG/  Note  TG/  SW/  DW |
| **13.2**  13.2.1  13.2.2  13.2.3  13.2.4 | **Highways and Footpaths**  To receive report on works to footpaths  Cllr. D Wilde has been advised by Clayton Rae, Dacorum Borough Council Countryside Officer, that works have not yet been carried out in the Wigginton area. Cllr. D Wilde is to further contact Clayton Rae itemising urgent footpath works. Complaint received re footpath behind Osborne Way – to note this footpath is on the DBC list to be cut back.  To consider action to be taken regarding complaint about the footpath behind the Village Shop  To note Cllr. S Walker has repaired the footpath prior to the meeting  To receive an update on the P3 Grant for 2018/19  It has been noted ref June 2019 Minutes – Minute 13.2.3 that the P3 grant for 2018/19 remains in the Parish Council accounts as unspent. Investigation revealed that works were completed on Footpaths 7 and 8 during 2018-19 but as yet have not been invoiced by Dacorum Borough Council. The Clerk has contacted DBC and arranged for an invoice to be submitted to the Parish Council. Groundworks are satisfied with this arrangement.  To consider possible works for a P3 Grant application for 2019/20  After discussion it was proposed by Cllr D Wilde and seconded by Cllr J Mitchell to apply for a P3 grant to undertake works on footpath 21. Unanimously agreed by the Parish Council. Clerk to action grant application. | Note  Note  Clerk/  Note  Note/  Clerk |
| **13.3**  13.3.1  **13.4**  13.4.1  13.4.2  **13.5**  13.5.1  13.5.2  **14.**  14.1 | **Tring and District Transport Plan**  To receive and update report  Cllr. D Moore attended a meeting of the group on 5th July 2019. Tring Station is effectively a rail head for surrounding areas. Intention is that the plan will take into account input from local people. There will possibly be discounts for low emission cars. The Transport survey plan is available on the Wigginton Parish Council Facebook page.  **Climate Change Emergency**  To receive a report from the Climate Change Working Party  The Climate change group have set up a Facebook page – Sustainable Wigginton. There is a questionnaire to complete. A public meeting to discuss issues and how Wigginton can play its part is to be held on 21st September 2019  To consider application proposal for a Rural Community Energy Fund Grant.  Cllr. D Wilde proposed a resolution to make an application for the grant to support an approach to St Bartholomew’s School and the Village Shop with a view to conducting feasibility studies addressing climate change issues. The Parish Council to be the operating body. The proposal was seconded by Cllr D Moore and agreed by the Parish Council  **Website and Communication**  Update on website progress deferred to September. Discussion with relevant parties is ongoing.  Cllr. D Moore advised that the Parish Council Facebook page is up and running.  To consider proposal to upgrade the Parish Council computer held by the Clerk  After discussion it was decided not to upgrade the current computer or purchase a new one at this time. Clerk to use the planning computer which is of a higher specification that the one currently in use. Clerk to action change over.    **AOB**  A query was raised as to the current situation regarding the public use of the MUGA at St Bartholomew’s School. Clerk to contact the School for an update. | Note    Note  Note    TG  Note  Note/  Clerk  Clerk |
|  | The meeting closed at 10.00pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |
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