Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 19th November 2019 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | D. Wilde (Chair) (DW), S Fordyce (SF), D. Moore (DM), J Mitchell (JM) S O’Sullivan (Clerk) |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1.** | **Apologies and Welcome** |  |
| 1.1 | Apologies received from Cllrs. T Axon, S Walker and T Grammenos | 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 15th October 2019 were approved and signed | Note |
| **4.** | **Public Participation**  None | Note |
| **5.**  5.1  5.1.1  5.2  5.2.1  5.2.2  5.2.3  5.2.4  5.2.5 | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  Cllr S. Fordyce submitted the November warden report. Cllr. T Grammenos to undertake the December inspection. Repair to the fence at the rear of the area and adjustment to the gate closing mechanism remain outstanding - See Agenda Item 8.2. Play area surface needs raking – Clerk to request Sunnyside Rural Trust include raking the area during their fortnightly visits. Dog waste bag dispensers need re-filling – Clerk to contact Sunnyside Rural Trust re monitoring the frequency of supply and to contact the Village shop re stocking of dog waste bags. Fireworks bonfire ashes contain metal nails – Cllr J Mitchell to refer to Friends of Wigginton to rectify.  Clerk’s Report – Items for Information  The contract with Sunnyside Rural Trust for warden duties has been signed and returned to them. The agreement is to run until September 2021.  Works to the overhanging branches in the play area (ref Minute Item 8.2 September minutes) has been completed.  Luton Expansion Consultation is taking place between 16th October and 16th December. A poster detailing venues and dates has been posted on the Parish noticeboard, website and Facebook page.  A significant amount of rubbish was reported dumped at the junction of Crawleys Lane and Rossway by a resident to the Clerk. Subsequently reported to Dacorum Borough Council by the Clerk. The rubbish was speedily removed by DBC. Fly-tipping can be reported directly to DBC using the following link [https://eforms.dacorum.gov.uk/EnvForms/ExtraQuestions.aspx](about:blank)  The Clerk has supplied a reference to Northchurch Parish Council in support of Berkhamsted Raider’s application to use facilities owned by Northchurch Parish Council | Note/  Clerk/  JM  Note  Note  Note  Note  Note |
| **6.**  6.1 | **Litter**  Report on Litter Pick on 9th November 2019  Cllr. J Mitchell reported a successful litter pick on 9th November. Eleven volunteers took part, collecting 10 bags of recyclable waste and 10 bags of general waste. Cllr. Mitchell noted that it would be better to organise the litter pick at the end of October as there would be less leaf fall obscuring the litter. The Parish Council would like to offer a vote of thanks to Cllr Mitchell for organising the litter pick and to all the volunteers for taking part. | Note |
| **7.**  7.1 | **Wigginton Community Shop**  To receive an update on the Wildflower Garden  The Chair, Cllr. D Wilde has extended the Parish Council’s apologies to the creator of the garden and Cllr S Walker has spoken to the Parish Council contractor. | Note |
| **8.**  8.1  8.2  8.3 | **Play Area**  To receive update on signage and funder plaques for the Pay Area  Although unable to attend the meeting Cllr Axon advised the Parish Council that the sign is in final stages of completion and will then be passed on to Cllr S Walker for installation.  To receive an update on play area fence repair and gate closing  These issues are ongoing. Cllr. S Walker has in hand.  To further consider public use of the MUGA  This issue is ongoing. Cllrs D Wilde and T Grammenos to arrange to discuss with the Head of St Bartholomew’s School. | Note/  TA/  SW  Note  Note |
| **9.**  9.1 | **Budget**  To consider the draft budget for 2020/21  No further additions to the draft budget. Draft proposed by Cllr S Fordyce, seconded by Cllr D Wilde and resolved by the Parish Council. Final budget to be presented to the December meeting.  . | Note/  SF |
| **10.**  10.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 10.1.1 | Bank Balance on 31st October 2019 was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £5,229.02  £25,034.20 | | TOTAL | £30,263.22 | | Note |
| 10.1.2  10.2 | Bank statements were available for inspection. Cllr. S Fordyce checked and signed off the Bank Reconciliation  To approve payments. | Note |
| 10.2.1 | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/11/19 | Wigginton Village Hall  Hire of Hall in November 2019 | £ 15.00 | | 31/10/19 | Sunnyside Rural Trust – Warden duties | £ 95.00 | |  | Total | £110.00 | | 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 (November) 2019) | £ 279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/10/19 - 20/11/19 | £ 336.99 | | BACS | Wigginton Pre-School  Use of Wi-Fi November 2019 – October 2020 | £ 60.00 | | BACS | St. Bartholomew’s Church  Churchyard maintenance grant | £ 470.00 | | Chq | Royal British Legion – Poppy Appeal - Wreath | £ 19.95 | |  | **Total** | **£1,166.17** | | Note |
| 10.3  10.4  10.5 | 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. Clerk to submit a VAT reclaim.  To consider transfers between accounts – Unity Current and Instant Access Saver  None required – sufficient funds in the Current Account  To review the pitch hire agreement and set the Sports Field pitch hire fee for 2019-20 season  Cllr T Grammenos in discussion with Berkhamsted Raiders. Final agreement to be approved at the December meeting | Note  Note/  Clerk  Note  Note/  TG |
| **11.**  11.1 | **Planning**  DBC decisions on Planning applications  None | Note |
| 11.2 | The following Planning applications were considered by the Parish Council: -   |  | | --- | | **19/02669/FHA**  16 Cow Roast, Tring Road, Tring HP23 5RF  Two storey side extension and rear garden room extension  The Parish Council is unable to comment as no planning statement is attached to the application. The drawings are not sufficiently clear on the relationship to the adjacent property. | | **19/02588/MFA**  Lilas Wood, Wick Road, Wigginton, Tring HP23 6HQ  Material change of use of woodland and agriculture land to a wedding venue, including all chattels, structures, trackway ad other materials associated with such use between May to September for 15 events per annum  The Parish Council agreed to make no comment on this application as it is not within the boundaries of Wigginton Parish. | | Note |
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| **12.**  **12.1**  12.1.1 | **Items for Discussion**  **Green Spaces**  To consider request from a resident on Highfield Road to reduce the height of the hedge bordering the Recreation Ground  Cllr. D Wilde proposed to request the Parish contractor to reduce the hedge size to 1.5m, seconded by Cllr S Fordyce and resolved by the Parish Council. Clerk to action. | Note/  Clerk |
| **12.2**  12.2.1  12.2.2  12.2.3  12.2.4  12.2.5 | **Highways and Footpaths**  To consider options for alleviating parking and congestion issues on Chesham Road  Following a site visit by Cllrs D Wilde and S Walker a number of proposals were put to the Parish Council for consideration. The following were proposed by Cllr D Wilde, seconded by Cllr S Fordyce and resolved by the Parish Council.   1. Cllr D Wilde to ask landowner to trim hedges to improve line of sight 2. Double/single yellow lines with time plates agreed in principle (2 votes for/2 votes against – Chair with casting vote) but agreed to wait until at least April 2020 and to monitor effects of other measures. Request would need to be made to HCC. 3. Mark parking spaces in the car park to maximise effective use of space – Quotes to be obtained for December meeting. 4. Parking Bay opposite Lewins Farm – insufficient benefit to justify cost at present. 5. Enlarge the car park – insufficient benefit to justify the cost 6. Car sharing by footballers – already requested.   To receive an update report on road surface issues in Hemp Lane  Ongoing issue. Awaiting response from HCC Cllr. N Hollinghurst.  To consider quotes for P3 Grant 2019/20 works notably to Footpath 21  Quotes considered. Cllr. D Wilde proposed acceptance of Sunnyside Rural Trust quote. Seconded by Cllr. S Fordyce and resolved by the Parish Council. Clerk to action.  To receive an update on Wigginton Bottom/Chesham Road visibility  Cllr D Moore spoke to hedge owner, who is unwilling to cut back the hedge as he feels it would kill the hedge. HCC Cllr N Hollinghurst will arrange for highways to check the sightline and report back. It was also noted that an electricity sub-station is located behind the hedge and ownership of the hedge was not clear. Cllr. Wilde to check the Land Registry plans.  To discuss a complaint received regarding out of control dogs loose across a public footpath at Hill Green Farm  Following discussion regarding incidents involving litter pick participants and others it was proposed to write to the owners of the dogs at Hill Green Farm to request their animals do not obstruct or intimidate users of the public footpath. Proposed by Cllr D Wilde, seconded by Cllr J Mitchell and resolved by the Parish Council. Cllr S Fordyce and Clerk to action. | Note  DW  Note  Clerk  Note/  NH/  DW  Note/  SF/  Clerk |
| **12.3**  12.3.1  **12.4**  **12.5**  12.5.1  **13.**  13.1  13.2  13.3 | **Tring and District Transport Plan**  To receive an update report  Cllr D Moore reported that the next Tring and District Transport Plan meeting will take place on 20th November 2019  **Climate Change Emergency**  To receive the draft climate action plan from Sustainable Wigginton  Cllr D Wilde reported that the action plan is in preparation and will be distributed prior to the December Parish Council meeting.  **Website and IT**  Update on progress of the website  Cllr T Grammenos was unable to be present at the meeting. This item was deferred to the December meeting.  **AOB**  To consider response to the Polling Places Review  The Parish Council had no comments to make on the above review.  VE Day Celebrations 8th May 2020  The Clerk has received information regarding Parish Council involvement in country-wide celebrations taking place on 8th May 2020. The Parish Council agreed to defer this item to early next year.  Pre-school Banner  Following discussion, the Parish Council agreed to allow the Pre-school to continue to display its banner in the play area.  The meeting closed at 9.25pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](about:blank) | Note    Note    Note    Note  Note  Note |