Minutes of the Monthly Meeting of Wigginton Parish Council

|  |  |
| --- | --- |
| Held on: | Tuesday 15th October 2019 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | D. Wilde (Chair) (DW), S. Walker (SW), S Fordyce (SF), D. Moore (DM), T Grammenos (TG), J Mitchell (JM) S O’Sullivan (Clerk)  Cllr. P. McDowell Dacorum Borough  Two members of the public |
| Copies: | All Councillors and the WPC website |

|  |  |  |
| --- | --- | --- |
| Item | Description | Action by |
| **1.** | **Apologies and Welcome** |  |
| 1.1  1.2 | Apologies received from Cllr. T Axon  The Chair welcomed DBC Cllr. P McDowell and two members 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 17th September 2019 were approved and signed | Note |
| **4.**  4.1. | **Public Participation**  The Chair proposed bringing forward Agenda Item 13.2 and to suspend standing orders to allow members of the public to speak. Unanimously agreed by the Parish Council. See Agenda Item 13.2 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 | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  Cllr. D Wilde submitted the Warden Report for October. The gate is still not closing on the spring. The Clerk advised that the restraining wire on the mesh fence along the tree line is broken. Cllr S Walker to adjust the gate and repair the fence if possible or get a quote to replace the restraining wire.  Cllr S. Fordyce to undertake the November warden report.  Clerk’s Report – Items for Information  The Winter Self-help Grit was ordered on 1st October. 34 x 20g bags to be delivered to Cllr. S Walker for storage and distribution.  The Chilterns Walking Festival is running from Saturday 5th October – Sunday 20th October. A poster and flyer have been posted on the Parish Council website, Facebook page and Parish noticeboard.  Tring station lift share poster has been posted on the Parish Council website, Facebook page and Parish noticeboard.  The Parish Council has been notified by Dacorum Borough Council Development and Planning Dept that details of the Agenda, Addendum and Minutes of the DBC Development and Planning Committee will be forwarded to Parish Councils when they are published.  A copy of the streetlight transfer contract has been received from Hertfordshire County Council. | SW  SF  Note  Note  Note  Note  Note |
| **6.**  6.1 | **Litter**  Litter picking contract with Sunnyside Rural Trust  The contract from Sunnyside Rural Trust has not yet been received. Sunnyside have, however, commenced work in the village. Clerk to contact Sunnyside to get contract formally signed off. | Note/  Clerk |
| **7.**  7.1 | **Wigginton Community Shop**  Direction Signs to the Village Shop  Hertfordshire County Council Cllr. Nick Hollinghurst has notified the Parish Council that two direction signs to the Village Shop are on order with the HCC supplier | Note |
| **8.**  8.1  8.2 | **Play Area**  To receive update on signage and funder plaques for the Pay Area  The sign has been made by Cllr. T Axon. The Parish Council would like to extend its thanks to Cllr. Axon. Cllr T Grammenos to collect the sign from Cllr Axon and pass to Cllr. S Walker for installation.  To further consider public use of the MUGA  Cllr. T Grammenos has agreed to arrange a meeting with the Head of St Bartholomew’s School and Cllr D Wilde to discuss this issue and report back to the November meeting. | Note/  TG/SW  Note/  TG/DW |
| **9.**  9.1 | **Budget**  To consider the draft budget for 2020/21  Cllr. S Fordyce presented a draft budget to the meeting. After some discussion and clarification of certain points Cllr. S Fordyce proposed that the draft budget be further considered at the November meeting. This proposal was seconded by Cllr. D Wilde and resolved by the Parish Council. | Note/  SF |
| **10.**  10.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 10.1.1 | Bank Balance on 30th September 2019 was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £3,691.80  £30,034.20 | | TOTAL | £33,726.00 | | 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: -   |  |  |  | | --- | --- | --- | | 15/10/19 | Wigginton Village Hall  Hire of Hall in October 2019 | £ 15.00 | |  | TOTAL | £ 15.00 | | Note |
| 10.2.2  10.2.3 | Direct Debit previously approved for payment was confirmed as:   |  |  |  | | --- | --- | --- | | 1/10/19 | Salix Finance Ltd  Loan Repayment | £300.00 | |  | Total | £300.00 |   Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (October) 2019) | £ 279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/09/19 - 20/10/19 | £ 335.55 | | BACS | The Snagman – Tree cutting in the play area | £ 300.00 | | BACS | PKF Littlejohn – External Audit Fee  Year ended 31st March 2019 | £ 240.00 | | BACS | Grant to the Village Hall | £ 750.00 | |  | **Total** | **£1,904.78** | | Note |
| 10.2.4  10.3  10.3.1  10.4  10.5  10.6 | 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   |  |  |  | | --- | --- | --- | | 30/09/19 | Groundworks  P3 Grant 2019 | £1,000.00 | |  | Total | £1,000.00 |   To consider transfers between accounts – Unity Current and Instant Access Saver  Transfer of £5,000 from the Unity Trust Instant Access Saver account to the Unity Current Account to maintain sufficient balance in the current account. Proposed by Cllr S Fordyce. Seconded by Cllr D Wilde and resolved by the Parish Council. Clerk to action.  To receive external audit report 2018-19  The external audit report has been received from the appointed auditors PKF Littlejohn LLP. Acceptance of the report was proposed by Cllr. S Fordyce, seconded by Cllr. D Wilde and resolved by the Parish Council. The Notice of Conclusion of Audit of the Annual Governance and Accountability Return for the year ended 31st March 2019 and other relevant documents have been posted on the Parish Council noticeboard and website in accordance with the current regulations in force.  Copies of the AGAR are available at a cost of £3.00 on application to the Clerk  To review the pitch hire agreement and set the Sports Field pitch hire fee for 2019-20 season  After some discussion around issues such as the increase in pitch use requested by Berkhamsted Raiders to accommodate some Saturday games and the impact of this increased usage e.g. on parking, the Village Shop etc, alongside consideration of the club’s proposals for improvements to the pitch Cllr T Grammenos undertook to review the current pitch hire agreement and to negotiate the hire fee and agreement with Berkhamsted Raiders for approval at the November Parish Council meeting.  The Clerk to forward the current pitch hire contract details to Cllr. Grammenos. | Note  Note  Note/  Clerk  Note/  Clerk  TG/  Clerk |
| **11.**  11.1 | **Planning**  DBC decisions on Planning applications  **4/10716/19/ROC**  Woodside, Chesham Road, Wigginton, Tring HP23 6JE. Variation of condition 9 (approved plans) attached to planning permission 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 house). - Granted | Note |
| 11.2 | The following Planning applications were considered by the Parish Council: -  None received | Note |
|  |  |  |
| **12.**  **12.1**  12.1.1  12.1.2  12.1.3 | **Items for Discussion**  **Green Spaces**  Maintenance of the cleared areas of the Recreation Ground  Cllr. T Grammenos has met with Goldleaf Groundcare, the Parish Council contractors and agreed with them that the Recreation Ground will be mown to the boundary within the current contract thus including the cleared areas.  To confirm approval and date of the Wigginton Fireworks Display  The date was confirmed as Saturday 2nd November 2019. Parking is required on the Recreation Ground. The Friends of Wigginton have supplied details of insurance cover for the event. Acceptance proposed by Cllr. D Wilde, seconded by Cllr D Moore and resolved by the Parish Council.  Cllr. S Walker advised that all metal is removed by magnet from the fire waste and taken to Evans for disposal. The ash is deposited in the Sports Field bushes.  To note Cllr T Grammenos advised the meeting that the basketball net is to be replaced thanks to a donation. | Note  Note    Note |
| **12.2**  12.2.1  13.2.2  12.2.3  **12.3**  12.3.1  **12.4**  12.4.1 | **Highways and Footpaths**  To receive an update report on the missing sign at the top of Oddy Hill  The sign has not yet been replaced. On investigation by DBC Cllr P McDowell it would appear that another Oddy Hill sign has been replaced in error. A map showing the location has been supplied to the DBC contractor and the sign will be replaced at the earliest opportunity.  To receive report on road surface issues reported by a resident regarding The Twist and Hemp Lane  Cllr D Wilde emailed HCC Cllr N Hollinghurst on 10th October regarding the previous response from HCC Highways but at the time of the meeting had not received any response. Cllr D Wilde to follow up.  To consider quotes for P3 Grant 2019/20 works notably to Footpath 21  One quote has been received for the above works. Decision deferred to the November meeting to await additional quote.  **Housing Needs Survey**  To consider commissioning a Housing Needs Survey  After discussion on the possible effects of housing development in the village with regard to land availability, likely resident opinion and infrastructure a vote was proposed by Cllr. D Wilde and seconded by Cllr. D Moore. The Parish Council resolved by a vote of 4:2 against commissioning a housing needs survey. The Chair to contact CDA Herts to advise. Letter of confirmation to follow from Clerk.  **Burglaries**  Resident security flyer  Cllr. D Wilde advised that he had distributed the attached security flyer (Appendix 1) to residents in Hemp Lane and The Twist where there has been a number of burglaries over recent months. | Note  Note/  DW  Note  Note/  DW/  Clerk  Note |
| **12.5**  13.4.1  **13.6**  13.6.1  **12.7**  12.7.1  **13.**  13.1  13.2  13.3  13.4  13.5 | **Tring and District Transport Plan**  To receive an update report  Cllr D Moore reported that the Tring Transport survey analysing passenger profiles was discussed at the recent meeting. A major outcome of the meeting was the launch of the London North-western Railway Lift-share Scheme. Flyers have been posted on the Parish Council noticeboard, website and Facebook page. The station forecourt is to be redeveloped in conjunction with on-going accessibility improvements taking place.  **Climate Change Emergency**  To receive a report from Sustainable Wigginton  Sustainable Wigginton held a successful open meeting on 21st September in the Village Hall to discuss ideas for actions against climate change to form the basis for a plan for Wigginton. The meeting was attended by approx. 35 people with discussions centred around seven topics; namely: biodiversity, built environment, energy, food production, food waste, transport, waste and packaging. Sustainable Wigginton are now developing the plan and gathering support around particular activities to help ensure the plan is deliverable.  Sustainable Wigginton will have a stall at the Tring Climate Event on 26th October between 10am and 3pm in the Victoria Hall.  **Website and IT**  Update on progress of Website  Cllr T Grammenos advised the framework for the new website is ready and will be transferred to Wigginton in the next few weeks. He gave an outline of what the new website would look like and requested confirmation that the Parish Council would agree to the purchase of the hosting package. Proposed by Cllr. T Grammenos, seconded by Cllr. D Wilde and resolved unanimously by the Parish Council. The website will be set up to comply with new accessibility regulations.  Cllr T Grammenos to be primary administrator. Cllr D Moore to be additional back-up administrator.  **AOB**  Poors Allotment Trustee Appointment  The Clerk received an email from the Poors Allotments Society Clerk who gave notice that the terms of office of three of the Trustees will end at the end of the month. The Parish Council appoints the Trustees (it is not an elected post). John Kilpatrick, David Newton and Stephen Wilkinson are willing continue as Trustees. Cllr D Wilde proposed acceptance, seconded by Cllr. S Fordyce and unanimously resolved by the Parish Council. Clerk to reply.  To consider complaint re parking on Chesham Road  Parking and passing issues along Chesham Road were highlighted to the Parish Council by two members of the public present at the meeting. The popularity of the play area and Village Shop and café have resulted in an increase in traffic and parking along Chesham Road. Football at the weekend also adds to the congestion. Incidents where traffic is unable to pass were reported to the meeting. It was suggested double yellow lines should be implemented either side of the entrance to the Sports Field to maintain a free passing place. After discussion it was decided that Cllrs D Wilde and S Walker would conduct a site visit to review options and report back to the November meeting. Proposals would then need to be put to HCC through HCC Cllr N Hollinghurst.  To consider complaint regarding the wildflower garden outside the Village Shop  Regrettably the Parish Council contractor has cut down the wildflowers being cultivated in a small garden outside the Village Shop. After discussion it was decided that Cllr. S Walker would contact the contractor to seek an explanation and apology. He would also ask them to supply replacement seeds. Cllr D Wilde has extended the apologies of the Parish Council.  Email regarding installation of an electric car charging point in the Sports Field.  The Parish Council support this idea in principle however, the cost is a prohibitive factor. It was suggested that the idea be taken on board by Sustainable Wigginton in their plan of actions for the future to combat climate change. Cllr D Wilde to reply to the resident who raised the issue.  Remembrance Wreath  The Chair, Cllr. D Wilde agreed to lay a wreath on behalf of the Parish Council at the Remembrance Day Service at St Bartholomew’s Church on Sunday 10th November. The wreath is being delivered to the Clerk. A donation of £30 was proposed by Cllr. D Wilde, seconded by Cllr S Walker and resolved by the Parish Council. | Note    Note    TG/  Note/  DM  Note/  Clerk  Note/  DW/  SW  Note/  SW  Note/  SW  DW |
| 13.6 | Wi-Fi at the Village Hall  Cllr S Fordyce proposed a contribution of £5 per month to Wigginton Pre-School to enable the Parish Council to access to the Wi-Fi at the Village Hall. Seconded by  Cllr T Grammenos and resolved unanimously by the Parish Council. Cllr Fordyce to obtain the Wi-Fi password.  The meeting closed at 10.00pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) | Note/  SF |
|  |  |  |
|  |  |  |

Appendix 1.

**A MESSAGE ABOUT HOME SECURITY FROM YOUR PARISH COUNCIL.**

Dear Resident,

Over recent months, some residents have expressed concern about burglary and crime in the village.

We have been in contact with Herts Police who advise that there has not been a significant increase in crime in the village and that the level of crime is not believed to be higher than other similar areas of the country.

We realise that it may not feel like this if you or your neighbours have been victims of crime and we understand how concerning this can be.

As a community we should all keep an eye on our neighbours and their properties and always report anything suspicious to the police – see bottom of page.

In an effort to encourage better security and reduce the risk of crime we have drawn up the suggestions below.

1. BASICS – THE HOUSE

• Ensure good locks are fitted to all doors and windows and are used when the house is unoccupied. Retro-fittable window locks cost a few pounds.

• Lock all downstairs windows at night.

• Glass door panels should be laminated or reinforced with film or grilles.

• Take special care about locks on ground floor windows or accessible from flat roofs.

• When moving into an older home change the locks.

• Do not leave keys, wallets, phones etc near external doors or visible from outside.

2. BASICS – OUTSIDE

• Lock garages and sheds, do not store valuables in them. Consider a shed alarm, from about £20.

• Lock bikes, tools and ladders away.

• Lock garden gates on inside with secure padlocks including side gates, keep fences secure.

• Front boundary should be not more than 1 metre high, for visibility

• Side and rear boundaries should be high for security. Trellis or spiky plants on top.

3. CHEAP AND EASY SECURITY ITEMS

• Timers operating internal lighting and/or radios – cost about £10

• Fake TV – flickering LED makes it appear someone is watching TV - cost about £15

• “Ring” video doorbell. Instant alert when visitors press your doorbell or trigger the motion sensors. See, hear and speak to guests from your phone or PC. £90.

• External security lighting front and rear – cost about £100 plus fitting.

4. HIGHER COST SECURITY ITEMS

• An intruder alarm with a prominent box. Cost about £600 plus maintenance costs.

• CCTV cameras linked to wi-fi “stick-up cam”. About £200 each plus fitting.

5. VALUABLES

• Consider security marking valuable items with UV pen £3. Forensic Property Marking kit about £65 with warning window-sticker. Ideally keep valuables in a safe.

6. HOLIDAYS

• Cancel all deliveries. Lock everything.

• Ask a neighbour to bring in bins and perhaps even park a car on your drive.

• If away for a long time ask a neighbour to cut the grass.

**MORE INFORMATION**

* https://www.herts.police.uk/Information-and-services/Advice/Crime-prevention/Protect-your-home/
* Join neighbourhood watch. Register atwww.OWL.co.uk

**REMEMBER**

* In an emergency or if a crime is taking place or has just taken place always dial 999.
* To report a crime or incident that is not an emergency dial 101.