

## Minutes of the Monthly Meeting of Wigginton Parish Council

Held on: Tuesday 19<sup>th</sup> May 2020 at 8pm

Location: Zoom – Online Video Conference

Present: D. Wilde (Chair for items 1 and 2) (DW), S. Walker (Chair from item 3 onwards) (SW), S Fordyce (SF), D Moore (DM), T. Grammenos (TG), T. Axon (TG), J Mitchell, S O'Sullivan (Clerk)  
G Turczyn (New Clerk)

Copies: All Councillors and the WPC website

Item	Description	Action by
<b>1.</b>	<b>Apologies and Welcome</b>	
1.1	Apologies were received from Dacorum Borough Cllr Phil McDowell.  The Chair Cllr Wilde welcomed everyone and opened the meeting.  Due to technical difficulties Cllr Axon joined the meeting when item 6 was being discussed on the Agenda.	Note
<b>2.</b>	<b>Election of Chair and Vice Chair.</b>	
2.1	Cllr Steve Walker was elected as The Chairman, PROPOSED BY Cllr Mitchell SECONDED BY Cllr Fordyce and carried unanimously.  Cllr Wilde congratulated Cllr Walker and handed him over Chairing of the meeting.  No Vice Chair was elected.	Note
<b>3.</b>	<b>Councillors Areas of Responsibility 2020/2021</b>	
3.1	The Councillors agreed the following areas of responsibilities:  a) Highways and Footpaths, Sustainable Wigginton, Oddy Sub Committee - Cllr Wilde. b) Chair, Shop Liaison, Wigginton Support Fund Committee – Cllr Walker. c) Finance including Wigginton Support Fund Administration – Cllr Fordyce. d) Play Area, Oddy Design and Sub Committee – Cllr Axon. e) Litter, Village Hall Liaison, Friends or Wigginton Liaison, Oddy Sub Committee - Cllr Mitchell. f) Open Spaces, Planning – Cllr Grammenos. g) Website, Social Media, Communications, Tring and District Transport Plan, Oddy Sub Committee and Wiggintonhelp – Cllr Moore.	Note
<b>4.</b>	<b>Schedule of Parish Council Meetings 2020/21 including date of Annual Parish Meeting 2021.</b>	
4.1	The council agreed the schedule of Parish Council Meetings 2020/21.  Clerk to email the Village Hall to confirm the bookings.	Clerk
<b>5.</b>	<b>Declarations of interest and Dispensations.</b>	
5.1	None.	Note

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<b>6.</b>	<b>Approval and Signing of Minutes</b>	
6.1	The minutes of the meeting of Wigginton Parish Council held on Tuesday 21 <sup>st</sup> April 2020 were approved and signed by the Chairman.	Note
6.2	The Minutes of Extraordinary Meeting of the Parish Council held on Friday 1 <sup>st</sup> May 2020 were approved and signed by the Chairman.	
<b>7.</b>	<b>Public Participation</b>	
7.1	None.	Note
<b>8.</b>	<b>Clerk's Report/Village Warden's Report</b>	
8.1	Warden's Report	
	None as areas closed due to Covid-19.	Note
8.2	Sunnyside Rural Trust Monthly Report	
	The fortnightly litter pick was discontinued in April due to Covid-19 restrictions. The council agreed to pay a retainer of 50% of the monthly contract fee.	
8.2.1	To receive update on Warden Contract work	Note
	The Clerk received an email from Matt Felix at Sunnyside Rural Trust which confirmed that the Sunnyside Rural Trust is due to resume their work week commencing 11 <sup>th</sup> May 2020.	
	It was PROPOSED BY Cllr Fordyce and SECONDED BY Cllr Wilde and carried unanimously to reinstate their contract fee of £95.00 a month paid by Direct Debit.	
8.3	Items for Information – Clerk	
8.3.1	The Parish Council computer has been updated with appropriate Microsoft Office 365 license at a cost of £94.80 + VAT. Annual Direct Debit has been set up at Unity Trust Bank.	Note
8.3.2	A VAT reclaim of £563.81 was submitted on 25 <sup>th</sup> April 2020. HMRC has not yet paid the amount into the account.	
<b>9.</b>	<b>Insurance</b>	Note
9.1	The Wigginton Parish Council Insurance was renewed with BHIB at the price of £455.68. The council is in a Long Term Agreement with BHIB Insurance that ends in 2021.	
<b>10.</b>	<b>Play Area and Sports Field</b>	Note
10.1	To receive an update on the Annual Play Area Inspection	
	The annual inspection of the Play Area took place on the 15 <sup>th</sup> May 2020. The report will be produced for the meeting in June.	
	Cllr Walker will distribute weed killer at the Play Area surface.	SW
10.2	To receive an update on the proposed pitch works by Berkhamsted Raiders	

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	<p>A Grant to Berkhamsted Raiders for pitch improvements was granted. The contractor MWAgri will be responsible to carry out the maintenance of the pitch. Clerk will organise the liaison between MWAgri and Goldleaf to avoid clash between maintenance and grass cutting schedules.</p> <p>A discussion took place whether the contractor should provide their public liability insurance and the list of products that are used to maintain the pitch. The Clerk will email MWAgri to obtain this information.</p> <p>A Grant for £1,002.00 for installation of the boundary posts has been agreed. The Clerk is to accept the grant on behalf of the council on the Football Foundation portal and nominate Cllr Grammenos as a second signatory.</p>	Note/ Clerk
10.3	<p>To consider re-opening of the Play Area and Gym Equipment.</p> <p>It was PROPOSED BY Cllr Wilde and SECONDED BY Cllr Moore and carried unanimously to reopen the Play Area and Gym Equipment as soon as the government guidelines allow to do so.</p>	Note
11.	<p><b>The Oddy 2020 and Village Survey</b></p>	Note
11.1	<p>To determine a timeline for publishing the Oddy, including consideration of the Village Survey.</p> <p>A discussion took place how to deliver copies of the Oddy and the Village Survey to the parishioners under current social distancing guidelines. The council will agree the content of the online version by 1<sup>st</sup> June 2020 with amendments to the first page and advertise of the Support Fund.</p> <p>Cllr Wilde suggested for the Oddy to be distributed online via Wigginton Parish Council Website, social media platforms and emails.</p> <p>Cllr Fordyce suggested to print 200 copies to be put in the Village Shop, the school and the church as and when possible. This was agreed.</p>	TA
12.	<p><b>Community Support Scheme - Covid19</b></p>	Note
12.1	<p>To receive an update report on the Community Support Scheme</p> <p>Cllr Moore reported back that only small number of residents want help directly but that the Community Support Scheme group is still very busy delivering medicines daily.</p>	
13.	<p><b>Wigginton Support Fund</b></p>	
13.1	<p>To receive an update on the progress of the Hardship Fund. This has been renamed the Wigginton Support Fund.</p> <p>Cllr Wilde reported that a formal agreement was set up and signed by 7 people between the committee and the Parish Council.</p> <p>A bank account was opened with Cllr Fordyce as the administrator. There is a committee of 4 people including Cllr Walker as the Wigginton Parish Council representative. The committee is to raise money using crowdfunder, assess applications for grants and instruct the Parish Council to release funds accordingly.</p>	Note
14.	<p><b>Finance</b></p>	

  
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14.1	To receive bank statement and bank reconciliation	
14.1.1	Bank Balance on 30 <sup>th</sup> April 2020 was confirmed as: -	
	Unity Trust Current	£26,534.95
	Unity Trust Access Saver	£23,084.35
	<b>TOTAL</b>	<b>£49,619.30</b>
14.1.2	Bank statements were available for inspection. Cllr Fordyce checked and signed off the Bank Reconciliation.	
14.2	To approve payments	
14.2.1	Standing orders previously approved for payment were confirmed as: -	
	15/05/2020 Wigginton Village Hall	£15.00
	30/04/2020 Sunnyside Rural Trust Warden duties 50% retainer	£47.50
	25/05/2020 Goldleaf Groundcare Grounds Maintenance Contract	£280.23
14.2.2	Direct Debits previously approved for payment confirmed as: -	
	May 2020 V12Tech Microsoft Office 365 License	£113.76
	01/04/2020 Salix Finance Loan Repayment	£300.00
14.2.3	BACS Payments listed for approval at the meeting of Wigginton Parish Council held on 19 <sup>th</sup> May 2020: -	
	BACS S O'Sullivan Clerk's reimbursement and Salary	£335.55
	BACS G Turczyn Clerk's Salary	£153.68
	BACS D Wilde Reimbursement for Zoom Plan	£14.39
	BACS BHIB Councils Insurance	£455.68
	The payments listed were signed off against the appropriate invoices. It was PROPOSED BY Cllr Walker and SECONDED BY Cllr Fordyce and carried unanimously to approve the payments listed.	
14.3	To note receipt of income	
	No income was received.	



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14.4	<p>To receive an update on the Internal Audit and revised AGAR deadlines.</p> <p>The Clerk has arranged internal audit with Mr Ernest Newhouse on the 9<sup>th</sup> June 2020. Sharon O'Sullivan and Cllr Fordyce to assist if needed. The external auditor PKF Littlejohn extended the deadline till 31<sup>st</sup> August 2020.</p>	Note
<b>15.</b>	<b>Planning</b>	
15.1	<p>DBC decisions on planning applications:</p>	Note
	<p><b>20/00509/FHA</b>  17 Wick Road, Wigginton, Tring HP23 6EL  Demolition of single storey rear extension and construction of two storey side extension, single storey front porch and single storey rear extension – Granted</p>	
	<p><b>20/00425/FHA</b>  White Farm, Tinkers Lane, Wigginton, Tring HP23 6JB  Enclosure of loggia and single storey rear extension – Granted</p>	
	<p><b>20/00534/FUL</b>  Bridge House, Tinkers Lane, Wigginton, Tring HP23 6JB  Demolition of existing dwelling house and construction of replacement dwelling – Granted</p>	
	<p><b>20/00076/OUT</b>  Green Hedges, Chesham Road, Wigginton, Tring HP23 6HH  Replacement dwelling (To replace existing single storey bungalow with a two storey dwelling) – Granted</p>	
15.2	<p>Planning applications to be considered:</p> <p>None</p>	
<b>16.</b>	<b>Items for discussion:</b>	
16.1	Green Spaces	
16.1.1	<p>To consider quotes for moving the basketball net and siting of the table tennis.</p> <p>The council considered a quote obtained from Clubb for £10,625.00 + VAT and decided that spending that amount could not be justified. The council decided to leave the basketball net where it is for the time being.</p>	Note
16.1.2	<p>To consider the quotes for resurfacing under the gym equipment.</p> <p>Cllr Grammenos got a quote from Clubb for £800 + VAT. Cllr Walker will provide another quote for June's meeting.</p>	SW/ TG
16.1.3	<p>To further consider proposals for development of the Recreation Ground</p> <p>Sustainable Wigginton Scheme has not been developed further due to the pandemic. Cllr Wilde sent sketch of the wilding proposal to Steve Cannon, the chair of the Wigginton Gardeners for comments. He had agreed in principle the Gardeners would give a financial contribution to the proposal.</p>	Note



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	Cllr Axon suggested putting the information about Sustainable Wigginton Scheme in the Village Survey.	
16.1.4	To formally approve the appointment of Patrick Stileman to conduct the tree survey in the Recreation Ground.  An inspection took place on the 14 <sup>th</sup> May 2020 and the report will be send to the Clerk. Cllr Walker will get a quote from RML Tree and Garden Services to remove a tree that needs to come down.	SW
16.2	Highways and Footpaths	
16.2.1	To receive an update on situation regarding footpaths through Hill Green Farm.  Cllr Wilde reported that he emailed Dacorum Borough Countryside Officer Clayton Rae asking to contact the landowner to remove the signs reading that the footpath is closed to the public. The council will wait for the response from Clayton Rae before taking other action.	DW
16.2.2	To receive an update on road surface repairs to Hemp Lane.  It was reported that some repair work was carried out to the farmac, but it has not been done up to satisfactory standard. The Clerk emailed Dacorum Borough Cllr Nick Hollinghurst the 14 <sup>th</sup> May 2020 asking to retarmac the road and is yet to get a response.	Note
16.2.3	To receive an update on the visibility issue at the junction of Wigginton Bottom and Chesham Road.  The Clerk emailed Dacorum Borough Cllr Nick Hollinghurst on the 14 <sup>th</sup> May 2020 asking for the hedge to be cut back and is yet to receive a response.	
16.3	Climate Change Emergency	
16.3.1	To receive update of progress from Sustainable Wigginton on the Climate Action Plan.  No progress due to the pandemic.	Note
16.4	Beech Park	
16.4.1	To consider response to issues raised by Beech Park Residents Association.  Cllr Wilde emailed Clayton Rae regarding possibly putting better signage on the public footpath to discourage the public from taking a short cut through Beech Park. It was agreed that Wigginton Parish Council could not take any further action on this.	Note
17.	<b>Any Other Business</b>	
17.1	It was agreed to allow for 2 additional tables and benches to be put outside the shop.  The council suggested purchasing 2 benches for the Sports Field and 2 benches for the Recreation Ground.  Clerk to get quotes for June meeting.  Meeting Closed at 21:25 Gosia Turczyn, Wigginton Parish Clerk	Clerk



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