

Minutes of the Extraordinary Meeting of Wigginton Parish Council

Held on: Friday 1st May 2020 at 9am

Location: Zoom – Online Video Conference

Present: D. Wilde (Chair) (DW), S. Walker (SW), S Fordyce (SF), D Moore (DM), T. Grammenos (TG), T. Axon (TG), J Mitchell, S O’Sullivan (Clerk)

Copies: All Councillors and the WPC website

Item	Description	Action by
1.	Apologies	
1.1	None	Note
2.	Declaration of Interest by Members	
2.1	None	Note
3.	Amendment to Standing Orders and Hardship Fund Account	
3.1	<p>To approve the opening of a new bank account with Metro Bank Plc to facilitate the supply of goods to needy parishioners. A formal procedure to be agreed by the Parish Council to satisfy the due diligence requirements of the Bank.</p> <p>The motion was discussed, opening the bank account with Metro Bank approved and the following formal procedure presented to the meeting for agreement:</p> <p>The account with Metro Bank to be administered as follows:</p> <p>1. Account Administrator (AM):</p> <p>Cllr Stuart Fordyce</p> <p>Role:</p> <ul style="list-style-type: none"> • Arrange for the ID and security documentation to set up the facility • Maintain cash book records of receipts and payments • Set up online payments for 2 signatories to approve • Is not a signatory on the account <p>2. Key Officials (KOs):</p> <p>Cllr David Wilde Chairman Cllr Steve Walker Vice Chairman Cllr Jane Mitchell Cllr Trena Axon</p> <p>Role:</p> <ul style="list-style-type: none"> • Approve online payments initiated by the Account Administrator <p>3. Signing Rules</p> <ul style="list-style-type: none"> • Payments set up online by AM • Payments approved by two Kos <p>4. General Banking Rule:</p> <ul style="list-style-type: none"> • Two signatures required 	Note

Acceptance of the motion and account administration format was proposed by the Chair, Cllr D Wilde, seconded by Cllr S Fordyce and unanimously resolved by the Parish Council

- 3.2 To approve amendments to the Parish Council's Standing Orders to facilitate agenda item 3.1

The revised standing orders were presented to the meeting and acceptance of the amendments proposed by the Chair, Cllr D Wilde, seconded by Cllr. S Fordyce and unanimously resolved by the parish Council. Note

4. Planning

- 4.1 The following planning applications were considered by the Council:

20/00534/FUL

Bridge House, Tinkers Lane, Wigginton, Tring HP23 6JB
Demolition of existing dwelling house and construction of replacement dwelling house

The Parish Council resolved to make no comment on the above planning application Note

5. AOB

- 5.1 The recent burglaries in the area were discussed and it is understood arrests have been made. Cllr D Moore to get an update from OWL Note

These minutes are signed by the Clerk in her capacity as Proper Legal Officer albeit she is not an administrator or signatory on the Metro Bank account.

Cllr David Wilde
Chairman

Cllr Steve Walker
Vice Chairman

Sharon O'Sullivan
Clerk

Date: 1st May 2020