Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 17th March 2020 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), T. Axon (TG), S O’Sullivan (Clerk)  Ten members of the public |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1.** | **Apologies and Welcome** |  |
| 1.1 | Apologies received from Cllr. J Mitchell. Members of the public were welcomed by The Chair. | Note |
| **2.**  2.1 | **Declaration of Interest by Members**  Cllr. S. Walker declared a personal interest in Agenda item: Planning: 12.2 Planning application 20/00076/OUT and Item:9.1 Village Shop works | Note |
| **3.** | **Approval and Signing of Minutes** |  |
| 3.1 | The minutes of the meeting of Wigginton Parish Council on Tuesday 18th February 2020 were approved and signed | Note |
| **4.**  4.1 | **Public Participation**  Prior to the start of the main Parish Council meeting The Chair proposed bringing forward AOB item to discuss the village response to the impending Covid19 pandemic. See AOB for summary.  The Chair proposed to bring forward Agenda Item: Planning Item:12.2 and to suspend standing orders to allow guests to speak. | Note |
| **5.**  5.1  5.2  **5.3**  5.3.1  5.3.2  5.3.3.  5.3.4  5.3.5  5.3.6 | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  Main issues to report – missing advice labels, gate closure (See item: 7.1), no dog waste bags in dispensers.  Cllr. S Walker to undertake April inspection  Sunnyside Rural Trust Monthly Report  Sunnyside undertook litter picks during week of 3rd February and week of 17th Feb. Both litter picks took 2hrs 30 minutes. The first litter pick was completed by two project workers with a team of up to six adults with learning disabilities of mixed abilities. The second was completed by an individual. Five rolls of dog waste bags were replaced on the first visit and one roll on the second.  Items for Information - Clerk  The Clerk has reported fly-tipping on Rossway to DBC after receiving information from a resident.  The Information Commissioner’s Registration has been completed and the certificate for 2020/2021 received.  A new cheque has been issued and received from UK Power networks. The Parish Council address has been updated.  The Recreation Ground hedge alongside 1, Highfield Road is scheduled to be cut on Friday 24th July to avoid disruption to nesting birds and wildlife. Resident in agreement with this arrangement.  The Berkhamsted Raiders Chairman has expressed the Club’s thanks to the Parish Council for their support re pitch improvements. They intend to publicly thank the Parish Council via their Fb page and parent email. They will also mention the Village Shop.  Thanks, have been received from the GLN Scouts Southern 50 Challenge 2020 organisers for the Parish Council’s support in allowing a checkpoint in the Sports Field | Note/  SW  Note  Note  Note  Note  Note  Note  Note |
| **6.**  6.1 | **VE Day 8th May 2020**  To consider format of celebrations to mark VE Day  In light of the growing global threat of Covid19 further discussion on the format of these celebrations to be postponed until the April meeting | Note |
| **7.**  7.1  7.2 | **Play Area and MUGA**  To receive an update on play area gate closing  Ongoing problems with the gate closure mechanism. Cllr. S Walker to get a quote from the fencing company for repair or adaptation of the mechanism to present to the April meeting.  Cllr. T Grammenos has purchased a ‘Please close the Gate’ sign which he will pass to Cllr. S Walker for installation. Cllr. Grammenos to submit invoice for the sign to the April meeting.  To receive an update on public use of the MUGA  St Bartholomew’s School has written and issued documents relating to the hire and public use of the MUGA. These were reviewed and accepted by the Parish Council. These documents can be accessed on the School’s website <https://www.stbarts.herts.sch.uk/muga/> | Note/  SW/  TG  Note |
| **8.**  8.1  8.2  **9.**  9.1  **10.**  10.1 | **The Oddy 2020 and Village Survey**  To receive a progress report from the Oddy working party  The draft of the Oddy is ready and awaiting fine tuning. The Oddy working party will arrange a final editorial meeting to complete.  To review draft of the Village Survey 2020  After discussion the draft Village Survey was agreed in principle. The Chair, to make some minor adjustments and Cllr. S Fordyce to provide a heading summarising Parish Council finances  **Village Shop**  To approve request from the Village Shop to lay an appropriate material under the round picnic tables and along the front of the shop to reduce the mud in the area  The Parish Council reviewed the plan of proposed works to lay bark in the area specified. Proposed by Cllr. D Wilde, seconded by Cllr S Fordyce and resolved by the Parish Council  **CPRE Herts Award Scheme**  To consider nominations for the CPRE Herts Award Scheme  None proposed | Note/  TA/DW  JM/DM  Note/  DW/SF  Note  Note |
| **11.**  11.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 11.1.1 | Bank Balance on 2nd March 2020 was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £ 4,341.04  £23,060.26 | | TOTAL | £27,401.30 | | Note |
| 11.1.2  11.2 | Bank statements were available for inspection. Cllr. S Fordyce checked and signed off the Bank Reconciliation  To approve payments. | Note |
| 11.2.1  11.2.2. | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/03/2020 | Wigginton Village Hall  Hire of Hall in March 2020 | £ 15.00 | | 28/02/2020 | Sunnyside Rural Trust – Warden duties | £ 95.00 | |  | Total | £110.00 |   Direct Debit previously approved for payment: February Minutes: Item 9.1   |  |  |  | | --- | --- | --- | | 16/03/2020 | Information Commissioners Office  Renewal of registration | £35.00 | | Note  Note |
| 11.2.3 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract March 2020 | £ 279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/02/2020 - 20/03/2020 | £ 338.90 | | BACS | The Snagman – To restrain fencing in the Play Area | £ 89.40 | | BACS | Dacorum Borough Council – Non contested election costs | £ 150.00 | | BACS | SRT Trading – Dog Waste bags | £ 44.71 | |  | **Total** | **£ 902.24** | | Note |
| 11.3  11.4 | 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  25/2/2020 Reimbursement of VAT £2,301.10  To consider transfers between accounts – Unity Current and Instant Access Saver  None needed at this time | Note  Note  Note |
| **12.**  12.1 | **Planning**  DBC decisions on Planning applications    None | Note |
| 12.2 | The following Planning applications were considered by the Parish Council: - | Note |
|  | |  | | --- | | **20/00307/FUL**  The Greyhound, Chesham Road, Wigginton, Tring HP23 6EH  Single and two storey rear extension  The Parish Council resolved to support the above planning application | | **20/00328/FUL**  Park Farm, The Twist, Wigginton, Tring HP23 6DU  Demolition of existing stable block. Construction of new dwelling  The Parish Council resolved to support the above planning application | | **20/00425/FHA**  White Farm, Tinkers Lane, Wigginton, Tring HP23 6JB  Enclosure of loggia and single story rear extension  The Parish Council resolved to make no comment on the above planning application | | **20/00076/OUT**  Green Hedges, Chesham Road, Wigginton, Tring HP23 6HH  Replacement dwelling (To replace existing single storey bungalow with a two storey dwelling  The Parish Council resolved to object to the above planning application in support of objections raised by neighbouring residents. | | **20/00509/FHA**  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  The Parish Council resolved to support the above application | |  |
| **13.**  **13.1**  13.1.1  13.1.2  13.1.3  13.1.4  13.1.5 | **Items for Discussion**  **Green Spaces**  To consider option to apply for a Calor Rural Community Grant of up to £5,000 and identify a suitable project  Cllr. S Fordyce reviewed this scheme and reported that Wigginton would not meet the criteria of being a rural community relying on non mains gas supplies.  To consider quotes for moving the basketball net and siting of the table tennis table  Still awaiting quotes.  To consider quotes for resurfacing under the gym equipment  Cllr S Walker to conduct a test application for one piece of equipment and if successful to quote for the remainder.  To consider Grounds Maintenance quote for 20202/21  There was a very modest increase in the quote received from the Parish Council’s current contractor, Goldleaf Groundcare. Acceptance was proposed by Cllr. D.Wilde, seconded by Cllr. S Walker and resolved by the Parish Council. The Clerk to advise Goldleaf.  To consider the offer from Wigginton Gardeners and proposal from Sustainable Wigginton for planting in the Recreation Ground  Cllr D Wilde presented a proposal to the meeting for the development and creation of a wildflower area within the Recreation Ground. Budget cost in the region of £2,000. Cllr. D Wilde to approach Wigginton Gardeners to discuss the proposal and their involvement in the project reference their very kind offer of a contribution to the cost. | Note  SW/TG  Note/  Clerk  Note/  Clerk  Note/  DW |
| **13.2**  13.2.1  13.2.2  13.2.3 | **Highways and Footpaths**  To receive an update on parking and congestion issues on Chesham Road  No issues to discuss  To discuss further correspondence on road surface issues in Hemp Lane  Further correspondence has been received from residents. The Parish Council will continue to lobby HCC on this issue. HCC Cllr. Nick Hollinghurst has previously advised that nothing is likely to happen until the new financial year.  To determine FP works for P3 Grant 2020  If P3 grant funding is available in 2020 further works to FP21 were proposed by Cllr. D. Wilde seconded by Cllr S Fordyce and resolved by the Parish Council. Clerk to investigate availability of P3 grant funding for 2020.  . | Note  Note  Note/  Clerk |
| **13.3**  13.3.1  **13.4**  13.4.1  **13.5**  13.5.1  13.5.2  **13.6**  **14.**  14.1  **15.**  15.1  15.2  15.3  15.4  15.5 | **Tring and District Transport Plan**  To receive an update report  Nothing to report  **Climate Change Emergency**  To receive an update of progress from Sustainable Wigginton on the Climate Action Plan  SW activities in the last month:  • SW have carried out 16 thermal imaging surveys since mid-February and will provide reports with advice.  • Further events are planned, with dates dependent on the coronavirus situation.  One will be aimed at recycling good quality toys, games, books and music.  A second will be an evening of talks on sustainable topics.  • SW is proposing a plan to enhance the recreation ground for wildlife. Refer to item 13.1.5  **Website and IT**  Update on progress of the website  A training/handover meeting is yet to be arranged between Cllr. D Moore and John Shelton  To approve update of Parish Council computer systems  The Clerk requested approval to update Parish Council Office 365 system. Proposed by Cllr. D.Wilde, seconded by Cllr. S Fordyce and resolved by the Parish Council. Clerk to action.  **Meeting with Beech Park Residents**  The date for a meeting between The Chair, Cllr D Wilde, HCC Cllr. Nick Hollinghurst, DBC Cllr P McDowell and residents from Beech Park has been arranged for 26th March 2020  **Vacancy for New Clerk**  Update on recruitment process.  Three candidates were interviewed. Cllr. D Wilde proposed offering post to selected candidate, seconded by Cllr. S Fordyce and resolved by the Parish Council. Cllr. D Wilde to contact the successful candidate.  **AOB**  Play area inspection  The Play area inspection is due in April. One quote received. Cllr. Axon noted that the company used last year to inspect the new play equipment were very professional and accommodating. Clerk to contact them and place order if no major differential in the fee quoted.  APM 29th April 2020  In light of Covid19 pandemic may need to be postponed/cancelled  Next parish Council meeting 21st April 2020  In light of Covid19 pandemic may need to be postponed/cancelled/held in a different format.  Berkhamsted Raiders  Berkhamsted Raiders have contacted the Parish Council to advise that in accordance with Govt guidelines relating to Covid19 no further matches are to be played on the Wigginton pitch until further notice. Berkhamsted Raiders also noted that they may need to call on the support of the Parish Council regarding waiving of pitch fees etc should the curtailment of their activities cause the club financial hardship. The Parish Council agreed to consider any such request.  Covid19 Epidemic  In light of the developing Coronavirus epidemic and after in depth discussions, the Parish Council agreed that working with the team at the Village Shop, a community support channel should be established to enable members of the Wigginton community to offer and ask for help during the Coronavirus outbreak. As increasing numbers of the community become ill or are having to isolate themselves, the Parish Council hope to be able to organise assistance of a variety of kinds to enable the whole community to get through what is likely to be a very difficult period. This will include not only the ordering and delivery of food and medicines, but also other less tangible forms of support that people may need.  Exactly how the community support channel will operate and what it will be able to provide is yet to be fully determined. Initially, a central email address has been established enabling people to offer or ask for help. In addition, very soon a phone number will be operational. The email address is: [wiggintonhelp@gmail.com](mailto:wiggintonhelp@gmail.com)  A community leaflet drop is to be organised to reach every household in the Parish to ensure people are aware of how to contact the Community Support Scheme.  Meeting closed at 10.20pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](about:blank) | Note      Note/  DW  Note  DM/JS  Note/  Clerk  Note/  DW/  PMcD  NH  Note/  DW  Clerk  Note  Note  Note  Note |