

## WIGGINTON PARISH COUNCIL

PARISH COUNCIL MEETING  
Held in Wigginton Village Hall  
Tuesday 17<sup>th</sup> October 2023 at 8 pm

# MINUTES

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In attendance: Cllr Walker (Chair), Cllr Axon (Vice Chair), Cllr Pattison-Lora, Cllr Stillwell and Cllr O'Sullivan (arrived during Minute 23/65 Public Participation).

Gosia Turczyn – Parish Clerk

Nine members of the public and the parish warden

### **23/63 Apologies.**

To consider and accept apologies.

The Council received and accepted apologies sent by Cllr Maisey, Cllr Western, County Cllr Symington and Dacorum Borough Cllr Raynolds.

### **23/64 Interest and Dispensations.**

To receive any declarations of interest for items on the agenda or requests for dispensation.

None

### **23/65 Public Participation (max 15 minutes).**

Members of the public can raise matters of concern or queries.


Members of the public spoke about the planning applications 23/02183/ROC and 23/02290/FUL and raised concerns about the access to the proposed development from The Bit. A discussion took place whether the developer has a legal right of way as the road is owned as a freehold and therefore it was suggested that the affected residents write to the developer asking for a proof of access. Members of the public asked the Council to object to these planning applications based on overdevelopment and the proposed inadequate parking provision. Also, members of the public had confirmed that they were not consulted on the first planning application submitted in 2021.

### **23/66 Minutes**

To approve and sign the minutes of Wigginton Parish Council meeting held on the 19<sup>th</sup> September 2023 and the Extraordinary Wigginton Parish Council meeting held on the 27<sup>th</sup> September 2023 as a true and accurate record of proceedings.

Minutes of the Wigginton Parish Council meeting held on 19<sup>th</sup> September 2023 were PROPOSED BY Cllr Axon and SECONDED BY Cllr O'Sullivan as being correct and were duly signed by the Chair. Minutes of the Extraordinary Wigginton Parish Council meeting held on 27<sup>th</sup> September 2023 were PROPOSED BY Cllr Stillwell and SECONDED BY Cllr Axon as being correct and were duly signed by the Chair.

### **23/67 Parish Website and Communications Strategy**



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Council to agree on setting up a working group to investigate a new website design proposals and costings.

The Council suggested to ask Cllr Maisey to join the working group, which is currently consisting of Cllr Western, the Clerk and a parishioner who will overlook the project.

**23/68 Reports to Council**

a) Clerk's report. Appendix 1

The Council noted the report circulated prior to the meeting.

b) Warden's report. Appendix 2

To discuss matters arising from the report and approve expenditure if required.

The warden was present at the meeting and updated the Council on matters arising in the report and recent resurface work carried out by HCC.

c) PCSO report.

Included in the Clerk's report.

No report was received.

**23/69 Planning Matters**

a) Application (s):

- 23/02183/ROC Variation of Condition 2 (Approved plans) and 4 (Tree Protection Measures) attached to planning application 21/02925/FUL - Change of use from Sui Generis to C3 residential. Construction of two pairs of semi detached dwellings comprising two four bedroom properties and two three bedroom properties. Wigginton Garage Chesham Road Wigginton Tring Hertfordshire HP23 6EJ The Council resolved to object to this planning application due to overdevelopment and inadequate parking provision on site for the size and number of dwellings. This objection is also based on the fact that both applications are on the same site and no affordable housing or contribution is being proposed.  
The whole site is in the same ownership and in the same planning unit.  
(The Land Registry site shows that the whole site was sold to the developer earlier this year) Hence the two applications constitute an application for a total of 6 dwellings in the AONB and rural area which requires compliance with Dacorum's Affordable Housing Clarification Note dated 2019 and the Affordable Housing SPD of 2013.
- 23/02290/FUL Change of use of the existing property from Sui Generis (garage and coach hire business) to residential (Use Class C3). Demolition of all existing buildings and construction of 2 residential units with associated works. Wigginton Garage Chesham Road Wigginton Tring HP23 6EJ The Council resolved unanimously to object to this planning application due to the submitted plans and drawings being inaccurate and inconsistent. The adjacent properties will be structurally affected and there is an implication on health and safety. This objection is also based on the fact that both applications are on the same site and no affordable housing or contribution is being proposed. The whole site is in the same ownership and in the same planning unit.  
(The Land Registry site shows that the whole site was sold to the developer earlier this year) Hence the two applications constitute an application for a total of 6 dwellings in the AONB and rural area which requires compliance with Dacorum's Affordable Housing Clarification Note dated 2019 and the Affordable Housing SPD of 2013.



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- b) To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published. List of planning applications relevant to Wigginton Parish can be found at [www.dacorum.gov.uk](http://www.dacorum.gov.uk)
- 23/02324/FHA Proposal: Modify the garage so that it can be used as an office and gym for personal use only. Address: Treetops Hemp Lane Wigginton Tring Hertfordshire HP23 6HE Support
- c) Decision(s) issued by Dacorum Borough Council:
- 23/00420/FHA Bens Ley, Tinkers Lane, Wigginton, Tring, Hertfordshire, HP23 6JB, First floor side extension and construction of pitched roof over garage. Granted
  - 23/01860/FHA The Orchard, Hemp Lane, Wigginton, Tring, Hertfordshire, HP23 6HF, Single Storey Rear Extension Granted
  - 23/01861/LBC The Orchard, Hemp Lane, Wigginton, Tring, Hertfordshire, HP23 6HF, Single Storey Rear Extension Granted
- d) Appeals:
- 23/00047/FUL The Construction of an Equestrian training area (Menage) 40M x 20M Paddockside Tinkers Lane Wigginton Tring Hertfordshire HP23 6JB No comment.

### **23/70 Community Projects and Events.**

- a) To review the community survey responses.  
The Council had received 10 responses in total and decided to do the next village survey in 2026.
- b) Wigginton Village Signs  
i) To agree a proposal for maintenance of the village signs.  
The council agreed to have 3 trough planters at each entrance to the village to grow plants. The Clerk will ask the Snag Man to quote to make the planters and full costing will be available at the next meeting.
- c) Community litter pick.  
i) To discuss whether to hold an autumn litter pick.  
The Council agreed to hold a community litter pick on the 5<sup>th</sup> November from 10 am till 12 noon with Cllr O'Sullivan leading the event. The warden had suggested which areas should be checked.

### **23/71 Highways and Footpaths**

- a) To discuss the frontage to the Sports Field.  
Cllr Walker agreed to approach the land over responsible for the trees.
- b) To receive and approve a quote to paint the crossroad sign at the War Memorial.  
Resolved, PROPOSED BY Cllr O'Sullivan and SECONDED BY Cllr Stillwell and agreed unanimously to approve a quote of £250.

### **23/72 Play Area**



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The Council had received a grant of £10,000 from the National Lottery Community Fund towards the resurface of the playground. The Council to discuss other funding sources.  
The Clerk had applied for £3,000 from DBC Community Grants and the council will find out in December whether the application was successful. Cllr Axon will approach the Champneys Tring to see whether they would be willing to donate towards the play area project.

### **23/73 Wigginton Fireworks event**

To review and agree the arrangement for the Fireworks event organised by Friends of Wigginton.

A Friends of Wigginton committee representative asked the Council for permission to use the Sports Field to hold this year Firework display and the Council agreed to this. The insurance certificate to cover the event will be sent to the clerk in due course.

### **23/74 Wigginton Parish Council Grants**

Applications are invited from community groups to apply for a small grant which would benefit the residents of Wigginton Parish. The closing date to apply is 14<sup>th</sup> of November 2023.

### **23/75 Flooding and Drainage. Appendix 3**

To agree actions arising from the drain survey report carried out by the parish warden.  
The Council noted the report and agreed to send it to County Cllr Symington and HCC Highways asking for any outstanding work to be actioned.

### **23/76 Tree survey. Appendix 4**

a) To note the survey report.

This was noted and the Council will follow up on any recommendations.

b) To approve a quote of £3,480 including VAT from R.L.M Tree and Garden Services for work to trees.

Resolved, PROPOSED BY Cllr Walker and SECONDED BY Cllr Axon and agreed unanimously to approve the above quote.

### **23/77 Internal Controls – Governance, Policies and Procedures. Appendix 5**

a) To approve the Review of Effectiveness of Internal Audit and Auditor.

Resolved, PROPOSED BY Cllr Walker and SECONDED BY Cllr O'Sullivan and agreed unanimously.

b) To approve the Terms of Reference for a Staff Committee.

Resolved unanimously to approve the Terms of Reference for a Staff Committee.

The clerk's appraisal was scheduled for the 13<sup>th</sup> November at 8 pm.

### **23/78 Finance - Appendix 6**

a) Wigginton PC had successfully completed the annual audit. Notice of conclusion of audit and other statutory documents are being displayed on the parish noticeboard and website. Council to decide how long the documents should be published for (on the noticeboard only).

The Council resolved to keep the notice published on the noticeboard until the November meeting.

b) To review and agree the accounts that were circulated prior to the meeting including bank statements and reconciliation and monthly budget report.

This was noted and agreed.

c) To pass resolution to authorise schedule of payments circulated prior to the meeting.

Resolved, PROPOSED BY Cllr Pattison-Lora and SECONDED BY Cllr O'Sullivan



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**BACS/DD presented for payment at the meeting of Wigginton Parish Council held on 17<sup>th</sup> October 2023.**

<b>PAYEE</b>	<b>DESCRIPTION</b>	
M W Agri Ltd	Ground Maintenance September (paid by DD)	£374.32
M W Agri Ltd	Hedge cutting	£45.00
HAPTC	Clerk's training	£45.00
St John Ambulance	Medical Cover for Big Picnic	£158.40
M Turczyn	Mileage September/October	£37.80
Keith Simkin	Warden hours	£397.50
Anglo Dutch Ltd	Payroll provider quarterly fee	£54.00
Utopia Signs	2 x A3 signs	£48.00
TEEC Ltd	Annual website and domain hosting	£151.19
Paul Chambers	Hire of PA for Big Picnic	£180.00

**Total approved: £1,116.89**

- c) To note receipt of income.  
The Council had received £10,000 from The National Lottery Community Fund and £10 income for the Big Picnic.
- d) Further discussion on 2024-2025 budget.  
A draft budget was circulated prior to the meeting and the clerk reported that the cost of concurrent services will raise due to the inflation. The open space maintenance contractor had confirmed that his costs will go up 6% and the warden's hourly rate will raise due to the increase in cost of his Public Liability insurance. The clerk also mentioned that the administration cost will raise such as the payroll and the Council's insurance, therefore the Council should consider raising the precept. Members were invited to review the draft budget and make suggestions to the clerk before the next meeting.

**23/79 Any other business not requiring formal decision.**

**Meeting close. 21:44**

**Next meeting will be held on the 21 November 2023 at 8 pm.**



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