

## WIGGINTON PARISH COUNCIL

PARISH COUNCIL MEETING  
Held in Wigginton Village Hall  
Tuesday 19<sup>th</sup> September 2023 at 8 pm

# MINUTES

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In attendance: Cllr Axon (Vice Chair), Cllr Maisey and Cllr O'Sullivan

Gosia Turczyn – Parish Clerk

### **23/44 Apologies.**

To consider and accept apologies.

The Council received and accepted apologies sent from Cllr Walker, Cllr Pattison-Lora, Cllr Stillwell and Cllr Western all of whom are on annual leave.

### **23/45 Interest and Dispensations.**

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

Cllr Maisey declared an interest in 23/01860/FHA and 23/01861/LBC Single Storey Rear Extension The Orchard Hemp Lane Wigginton Tring Hertfordshire HP23 6HF planning applications as the applicant. The Council was not quorate therefore an Extraordinary meeting to discuss this planning application will be held at the next convenient date.

### **23/46 Public Participation (max 15 minutes).**

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

None

### **23/47 Minutes**

To approve and sign the minutes of Wigginton Parish Council meeting held on the 18<sup>th</sup> July 2023 as a true and accurate record of proceedings.

Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr O'Sullivan that these minutes be agreed as a true and accurate record of the proceedings, unanimously agreed. The minutes were duly signed by the Vice Chair.

### **23/48 Parish Website and Communications Strategy**

After a discussion the Council agreed to set up a working party who would specify the work and budget required to design a new website by way of putting a proposal to the council for approval. Work in progress.

### **23/49 Reports to Council**

#### a) Clerk's report.

To note the report circulated prior to the meeting and approve training organised by HAPTC at a cost of £45.

  
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Approved, PROPOSED BY Cllr Axon and SECONDED BY Cllr O'Sullivan for the clerk to attend the 'Understanding Charitable Trusts' training.

b) Warden's report.

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

1. The Council resolved to get a sign for the playground at the cost of £25.00 plus VAT, proposed by Cllr Maisey and seconded by Cllr O'Sullivan.
2. The Clerk will obtain a quote to paint the crossroad sign at the War Memorial.

c) PCSO report.

There were no crimes reported in Wigginton parish in the month of August.

### 23/50 Planning Matters

a) Application (s):

- 23/01860/FHA Single Storey Rear Extension The Orchard Hemp Lane Wigginton Tring Hertfordshire HP23 6HF Discussion deferred to the next meeting.
- 23/01861/LBC Single Storey Rear Extension The Orchard Hemp Lane Wigginton Tring Hertfordshire HP23 6HF Discussion deferred to the next meeting.
- 23/01951/OUT One detached dwelling and associated detached double garage Greenways Tinkers Lane Wigginton Tring Hertfordshire HP23 6JB No comment.
- 23/02146/CON Installation of new telegraph Pole Osborne Way Wigginton Tring Hertfordshire No objection.

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)

c) Decision(s) issued by Dacorum Borough Council:

- 23/01212/FHA 8 Chiltern Hills Close, Aldbury, Tring, Hertfordshire, HP23 5FW, First floor side extension and conversion of existing garage to habitable accommodation. Granted
- 23/00939/FHA Hunters Quay, Hemp Lane, Wigginton, Tring, Hertfordshire, HP23 6HF, Construction of Gazebo and Log Store Granted
- 22/03698/FUL Shambles, 240 - 241 Clayhill, Wigginton Bottom, Wigginton, Tring, Hertfordshire, HP23 6HR, Demolition of existing shed and change of use of agricultural land to the northeast of the dwelling to residential use, to form an extension to the existing residential garden. Construction of new stable building with yard area and associated stone path access. Granted
- 23/01602/FHA 2 Red Cottages, Chesham Road, Wigginton, Tring, Hertfordshire, HP23 6EH, Installation of an Air Source Heat Pump (MCS 020) Granted
- 23/01626/FHA Copper Beech, 12 Fox Close, Wigginton, Tring, Hertfordshire, HP23 6ED, Part two storey, part single storey rear and front extensions. Granted
- 23/01568/LDP Treetops, Hemp Lane, Wigginton, Tring, Hertfordshire, HP23 6HE, Alterations to existing outbuilding, including new access door, two windows and conversion of existing garage into a gym. Refused

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### **23/51 Community Projects and Events.**

- a) The Big Picnic event will be held on 23<sup>rd</sup> September 2023 at the Sports Field.
- i) To approve a quote of £132 plus VAT from St John Ambulance for first aid cover. Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr O'Sullivan to approve the quote.
  - ii) To approve the event risk assessment. Resolved, PROPOSED BY Cllr Axon and SECONDED BY Cllr O'Sullivan to adopt the risk assessment.
- b) Council to approve an expenditure for up to £500 to build a plinth for the Queen's Canopy plaque, the cost includes materials and labour.  
Cllr Maisey and the Council thanked HG Matthews for donating the bricks for the plinth and it was resolved to approve the expenditure to build the plinth, PROPOSED BY Cllr Maisey and SECONDED Cllr Axon and agreed unanimously.
- c) Wigginton Village Signs
- i) To agree a proposal for a maintenance of the village signs.  
Cllr O'Sullivan thanked the volunteer who helped her paint the village signs and further discussion was deferred to the next meeting.
  - ii) To approve an expenditure of £66 for materials to paint the signs.  
Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Axon to approve the expenditure.


### **23/52 Highways and Footpaths**

- a) To agree on setting up a Speeding and Traffic working group to analyse the HCC's speed and volume survey data and to put forward a proposal to be approved by the Council.  
A Speeding and Traffic working group consisting of Cllr O'Sullivan, Cllr Stillwell and Cllr Maisey was set up and a proposal with recommendations was circulated to the Council prior to the meeting. The Council agreed to the recommendations made by the working group, subject to minor amendments, and the Clerk will submit it to County Cllr Symington for consideration.
- b) To discuss the footpath between the Fieldway and Common Field.  
It was resolved to approve the quote of £45 from M W Agri to cut the hedge to improve the access, PROPOSED BY Cllr Axon and SECONDED BY Cllr Maisey.
- c) To receive an update on footpath issues arising from the Chiltern Society Footpath monitor's report.  
The Council discussed the Footpath 21 and Cllr O'Sullivan reported that the Poors Charity will get in touch with Countryside Access officer at Dacorum Borough Council.

### **23/53 Village Hall**

- a) To approve a payment of £750 to the Village Hall as part of the Dacorum Borough Council's Concurrent Services grant.  
Resolved, PROPOSED BY Cllr Maisey and SECONDED BY Cllr Axon to approve the payment to the Village Hall as part of the concurrent service grant.
- b) To review and confirm the arrangement for Wigginton Parish Council to continue as a Custodian Trustee of the Village Hall.  
The Council agreed for the arrangement to continue.

### **23/54 Berkhamsted Raiders**

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- a) To review and approve the pitch hire agreement. Berkhamsted Raiders proposed fee for 2023/24 season is £1,080.  
The above was approved by the Council.
- b) To review and approve the pitch maintenance agreement for 2023/2024 season.  
The Council reviewed and agreed the above.

### 23/55 Finance


- a) To review and agree the accounts that were circulated prior to the meeting including bank statements and reconciliation and monthly budget report.  
The accounts were noted and agreed and the bank statement and reconciliation were duly signed by Cllr Maisey.
- b) To pass resolution to authorise schedule of payments circulated prior to the meeting.  
Resolved, PROPOSED BY Cllr Axon and SECONDED BY Cllr Maisey to authorise the following payments:

#### **BACS/DD presented for payment at the meeting of Wigginton Parish Council held on 19<sup>th</sup> September 2023.**

PAYEE	DESCRIPTION	
M W Agri Ltd	Ground Maintenance July (paid by DD)	£374.32
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M Turczyn	Reimbursement for dog poo bags (paid and deducted from total)	£45.98
Dacorum Borough Council	Local election 2023 Uncontested	£267.20
M Turczyn	Mileage July-September	£25.20
Steve Walker	Reimbursement for Clerk's laptop paid to Currys Group Limited (paid in August authorised in July)	£479.00
Sharon O'Sullivan	Reimbursement for village signs paint and wood preserver	£66.00
M Turczyn	Reimbursement for stationary items	£10.50
M Turczyn	Salary September (deducted from the total)	£398.33
HMRC Cumbernauld	PAYE	£97.00
PKF Littlejohn LLP	External Audit fee	£252.00

**Total to be approved: £717.90**

- b) To note receipt of income.  
The Council noted that no income was received in the month of August.
- d) To appoint Hertfordshire Internal Audit Service as an internal auditor for 2023/24 at a cost of £288.90 (letter of engagement was circulated prior to the meeting).  
Resolved, PROPOSED BY Cllr O'Sullivan and SECONDED BY Cllr Axon that the above internal auditor be appointed. The Clerk will sign and send the letter of engagement.
- e) Preliminary discussion on 2024-2025 budget.

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The Council discussed several provisions for the next year's budget and agreed to budget £5,000 for the improvement on the Sports Field and include contribution to clerk's pension.

**23/56 Any other business not requiring formal decision.**

Cllr Axon asked to add funding options for the play area to the next agenda.

**Meeting close. 21:48**

**Next meeting will be held on the 17<sup>th</sup> October 2023 at 8 pm.**

  
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