



*Wigginton Parish Council*

Village Hall, Chesham Road, Wigginton HP23 6EH

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To Councillors: Trena Axon (Vice Chair), Sharon O'Sullivan, Celia Pattison-Lora, Harriet Stillwell, Steve Walker (Chair) and Keith Western

**Notice is hereby given that an Annual Meeting of Wigginton Parish Council will be held on Tuesday 21<sup>st</sup> May 2024 at 8 pm, Village Hall, Chesham Road, Wigginton, HP23 6EH for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.**

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Members of the public and press are allowed by legislation to attend this meeting.

Please note that meetings are recorded.

*Gosia Turczyn*

Gosia Turczyn  
Clerk to the Parish Council

**15.05.2024**

Members requiring further information or clarification on items on this agenda are requested to enquire prior to the meeting.

## **AGENDA**

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- 24/055 Election of Chair**  
To elect a Chair for the year 2024/25 and sign Declaration of Acceptance of Office.
- 24/056 Election of Vice Chair**
- 24/057 Apologies**  
To receive and accept apologies for absence.
- 24/058 Declarations of Interests and update of Register of Members' Interests**  
a) To receive declarations of interest from Councillors on items on the agenda.  
b) To receive written requests for dispensations for declarable interests.  
c) To grant any requests for dispensation as appropriate.  
d) To confirm accuracy of Register of Pecuniary Interests.
- 24/059 Public Matters**  
To receive questions from members of the public and press on items included on this agenda (max 15 min).
- 24/060 Minutes**

To confirm the Minutes of Wigginton Parish Council Meeting held on 16<sup>th</sup> April 2024 as an accurate record of proceedings.

**24/061**

**Reports to the Council.**

- a) Warden's report – appendix 1  
To note the report and approve expenditure if required.
- b) Clerk's report; correspondence and items for information only – appendix 2
  - (i) To give special thanks to members and volunteers who took part in the litter pick on 22<sup>nd</sup> of April.
  - (ii) To note that the waiting restrictions on Chesham Road will become enforceable on Monday 20 May 2024.
- c) Hertfordshire police – report from PCSO.

**24/062**

**Appointment of Representatives on Committees and Working Groups**

To review standing committees and working groups, including membership and election of Chair or lead:

- a) Staff Committee
  - (i) To elect a Chair
  - (ii) To elect a Vice Chair
  - (iii) To review membership and terms of reference
- b) Finance working group
  - (i) To review membership and terms of reference
- c) Planning working group
  - (i) To review membership and terms of reference

**24/063**

**Wigginton Parish responsibilities**

To review and agree individual area of responsibility on the Council.

**24/064**

**Vacancy for Parish Councillor**

The Notice of a Vacancy had been sent to Dacorum BC and is being displayed on the noticeboard and parish website.

**24/065**

**Planning Matters and Consultations – to consider comments on the following:**

**a) Application(s) received:**

- 24/00719/FHA Installation of heat pump on the side of western boundary. 2 Cow Roast Tring Road Cow Roast Tring Hertfordshire HP23 5RF
- 24/00772/FHA New rear single storey extension and two storey side extension. 2 The Bit Wigginton Tring Hertfordshire HP23 6EQ

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:**

- 24/00730/NMA 2 Pendley Beeches, London Road, Tring, Hertfordshire, HP23 5RA, Non material amendment attached to planning permission 23/00419/FUL (Construction of 2 bed bungalow). Granted
- 23/02183/ROC Wigginton Garage, Chesham Road, Wigginton, Tring, Hertfordshire, HP23 6EJ, Variation of Condition 2 (Approved plans), 4 (Tree Protection Measures) and 5 (Landscaping) 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. Granted
- 24/00587/FHA Park Farmhouse , The Twist, Wigginton, Tring, Hertfordshire, HP23 6DU Demolition of existing side and rear extensions and construction of a two storey side extension, single storey side extension, front porch and associated works. Granted

- 24/066 Wigginton Parish Council Insurance Policy**  
To approve the insurance renewal with Clear Councils (formerly known as BHIB Councils) at a cost of 640.50 (inclusive of VAT and fees).
- 24/067 Big Picnic**  
Preliminary discussion.
- 24/068 Play Area Renovation.**  
Update on planned work.
- 24/069 Village Hall**
- To approve a payment of £750 to the Village Hall as part of the Dacorum Borough Council Concurrent Services grant.
  - To note that the hall hire charges have increased to £17.50 per meeting as of April 2024. A new Standing Order will be set up for this amount.
- 24/070 Internal Controls – Governance, Policies and Procedures –  
To review and approve the following document(s):**
- Code of Conduct
  - Standing Orders
  - Financial Regulations
  - Financial Management and Risk Assessment
  - Policy Statement of Internal Control and Review of Effectiveness of Internal Control
- 24/071 Financial Matters and Audit**
- To review and note the accounts including bank reconciliation, bank statement and monthly budget report.
  - To note receipt of 2024-25 Precept and Grants.
  - To note that VAT reclaim was submitted to HMRC for the period 1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024.
  - To pass resolution to authorise schedule of payments in accordance with the budget circulated to Council.
  - To receive and note the Internal Auditors' Report for 2023-24 and any recommendations arising.

- f) To approve the final accounts for Year Ended 31<sup>st</sup> March 2024.
- g) To approve AGAR Section 1 Annual Governance Statement 2023-24
- h) To approve AGAR Section 2 Accounting Statements 2023-24
- i) To approve the Explanation of Variances 2023-24.
- j) To approve the dates for the Period for the Exercise of Public Rights to be commencing on Monday 3<sup>rd</sup> June 2024 and ending on Friday 12<sup>th</sup> July 2024 and to confirm the date the Notice is to be published on the Council's website and noticeboards.
- k) To review bank mandate on Unity Trust account.

**24/072 Meeting close.**

**The next meeting of the Wigginton Parish Council will be held on 18<sup>th</sup> June 2024 at 8 pm.**