**WIGGINTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Wigginton Village Hall**

**Tuesday 16th April 2024 at 8 pm**

**MINUTES**

In attendance: Cllr Axon (Vice – Chair), Cllr Walker (Chair), Cllr Pattison - Lora, Cllr O’Sullivan, Cllr Stillwell and Cllr Western

Gosia Turczyn- Parish Clerk and two members of the public.

##

**24/042 Apologies.**

To consider and accept apologies.

The Council received and accepted apologies sent by Cllr Maisey.

**24/043 Interest and Dispensations.**

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

None.

**24/044 Public Participation (max 15 minutes).**

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

1. A member of the public raised concerns about tree branches from the church grounds which are overhanging the Twist. The branches pose a health and safety risk especially when high sided vehicles pass beneath them. The branches have intertwined themselves with the overhead telephone and broadband cables which could cause the loss of vital broadband connections to properties in the Twist. The Clerk said that the responsibility for cutting back the tree branches lays with UK Power Networks, who previously addressed this and will refer this matter for the attention of the Church caretaker.
2. Member of the public raised concerns regarding trees, shrubs and branches that had been cut back at the bottom of the Sports Field over the last couple of days. He asked the Council whether this was done lawfully and with the Council’s permission. Cllr Western agreed to investigate with the residents whose property is adjacent to the Sports Field boundary whether they had carried out this work.
3. Member of the public spoke about 24/00706/ROC Variation of condition 10 (approved plans) attached to planning permission 20/02769/FUL (Stables building, access track, formation of a level area for the stable building and parking and change of use of field to equestrian) Hunters Quay Field Hemp Lane Wigginton Tring Hertfordshire.

**24/045 Minutes**

To approve and sign the minutes of Wigginton Parish Council meeting held on the 19th March 2024.

Resolved, PROPOSED BY Cllr Axon and SECONDED BY Cllr Walker to approve the minutes as a true record of proceedings. The minutes were duly signed by the Chair.

**24/046 Annual Parish Assembly 2024.**

The Annual Parish Assembly will be held on Friday 26th April at 8 pm at the Village Hall.

**24/047 Meeting Dates.**

To approve meeting dates from May 2024 until April 2025.

The dates were agreed by the Council.

**24/048 Reports to Council**

1. Clerk’s report and correspondence. Appendix 1

To note the report.

1. The Community Litter Pick will be held on the 20th April and start at 10 am at the Sports Field and it is being advertised.
2. The annual service maintenance report of the gym equipment was circulated to members and the parish warden.
3. Phase 1 of the internal audit took place on the 9th April. The Clerk is in the process of submitting the remaining documents relating to the Year End accounts to the auditor.
4. Warden’s report. Appendix 2

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

The report was noted.

1. PCSO report.

 Included in the Clerk’s report.

 No report was received.

**24/049 Planning Matters**

1. Application(s):
2. 24/00626/FHA Construction of a garden office. Treetops Hemp Lane Wigginton Tring Hertfordshire HP23 6HE Resolved, PROPOSED BY Cllr Pattison - Lora and SECONDED BY Cllr Stillwell to support this planning application.
3. 24/00706/ROC Variation of condition 10 (approved plans) attached to planning permission 20/02769/FUL (Stables building, access track, formation of a level area for the stable building and parking and change of use of field to equestrian) Hunters Quay Field Hemp Lane Wigginton Tring Hertfordshire Resolved, PROPOSED BY Cllr Western and SECONDED BY Cllr Axon to make no comment.
4. 24/00798/FHA Proposed single storey rear extension. Alterations to front porch. Internal and external alterations, including roof to be re-tiled with plain clay tiles. Loxleys Chesham Road Wigginton Tring Hertfordshire HP23 6HX

The Council agreed to send a letter to planning department at DBC To notify them that work has already started. It was resolved to make no comment, PROPOSED BY Cllr Pattison – Lora and SECONDED BY Cllr O’Sullivan.

1. 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)

None received.

1. Decision(s) issued by Dacorum Borough Council:
2. 24/00610/TPO 55B Beech Park, Wigginton, Tring, Hertfordshire, HP23 6JF, Tree works. GRANTED
3. 23/03031/ROC Cow Roast, Tring Road, Cow Roast, Tring, Hertfordshire, HP23 5RF, Variation of Condition 15 (EV Chargers) attached to planning permission 22/02975/FUL (Single and two storey side and rear extensions and alterations to existing building including removal of the kitchen addition, closing and deepening of some windows and removal of modern studwork partition). GRANTED
4. 23/00672/FUL 1 Fox Close, Wigginton, Tring, Hertfordshire, HP23 6ED, Construction of a new dwelling and detached double garage with crossover. WITHDRAWN

**24/050 The Oddy 2024 Newsletter.**

If update.

Cllr Western had agreed to collect the Oddy from Almar Tring printers and email members the street plan for delivery.

**24/051 Play Area Resurface and Renovation project.** Appendix 3

To receive, consider and approve a quote for swings.

The Council had received and considered 3 quotes and resolved to approve a quote of

£4,798.80 excluding VAT from Wicksteed, PROPOSED BY Cllr Western and SECONDED BY Cllr Axon and agreed unanimously. Cllr Axon will place the order.

**24/052 New Parish Council website**.

Update from the Clerk.

The Clerk had set up an account with Cloud Next for hosting of the website and a gov domain. Work in progress.

 **24/053 Finance.** Appendix 4

1. To review and agree the accounts that were circulated prior to the meeting including bank statements and reconciliation and cashbook report.

The accounts were received, noted and agreed PROPOSED BY Cllr Walker and SECONDED BY Cllr Western.

1. 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 to

 approve the following payments:

**BACS/DD presented for payment at the meeting of Wigginton Parish Council held on 16th April 2024.**

|  |  |  |
| --- | --- | --- |
| **PAYEE** | **DESCRIPTION** | Amount |
| M W Agri Ltd | Ground Maintenance March (paid by DD) Deducted from total | £374.32 |
| RBS Rialtas Business Solutions  | Accounting software annual fee | £230.40 |
| M Turczyn  | Clerk’s mileage | £25.20 |
| HAPTC | Annual Subscription  | £728.09 |
| ALMAR Tring  | 650 Oddy Newsletters Print | £576.00 |
| Fresh Air Fitness  | Maintenance Service Gym Equipment  | £573.60 |

**Total to be approved: £2,133.29**

c) To note receipt of income.

d) To note the VAT return amount for Year Ended 31st March 2024 that will be submitted to HMRC.

 Noted.

e)To note that the internal audit took place on the 9th April.

 Noted.

f) To receive and approve Wigginton Parish Council Statement of Accounts for Year Ended 31st March 2024.

 Resolved, PROPOSED BY Cllr Walker and SECONDED BY Cllr Pattison – Lora to approve the accounts for year ended 31st March 2024.

 **24/054 Any other business not requiring formal decision.**

 The Council discussed the proposal from Berkhamsted Athletic FC to hire the Sports field pitch and after receiving response from Berkhamsted Raiders and reviewing the current agreement with them the Council decided not to hire out the pitch to any other club at the moment due to the deterioration of the pitch. The Clerk will find out when the after-season maintenance on the pitch will be carried out.

 The Council resolved to go into a private session, PROPOSED BY Cllr Walker and SECONDED BY Cllr Western, and asked members of the public under the Public Bodies (Admission to Meetings) Act 1960 to leave the room. The Council and the Clerk discussed matters relating to members’ Code of Conduct, all of which could not be disclosed in the minutes due to confidentiality.

 **Meeting close. 21:15**

 **Next meeting which is the Annual Council Metting will be held on the 21st May at 8 pm.**