

## Minutes of the Annual Meeting of Wigginton Parish Council

Held on: Tuesday 15<sup>th</sup> June 2021  
Location: Wigginton Village Hall  
Present: S. Walker (Chair) (SW), T. Axon (Vice Chair) (TA), T. Grammenos (TG), M. Carr (MC), S. O'Sullivan (SO), County Cllr Sally Symington

Gosia Turczyn - Parish Clerk

Copies: All Councillors and the WPC website

Item	Description
1.	<b>Chairman's Welcome.</b>
1.1	The Chair welcomed everyone and opened the meeting.
2.	<b>Apologies for absence to be accepted by the council.</b>
2.1	Cllr Mitchell sent her apologies.
3.	<b>Declarations of Interests and Dispensations.</b>
3.1	None.
4.	<b>Public Participation (max 15 min).</b>
4.1	None.
5.	<b>Hertfordshire Police.</b>
5.1	Herts Police PCSO Martin Leadbitter sent an update about crimes reported in Wigginton Parish during May 2021:  Overnight between 21 <sup>st</sup> and 22 <sup>nd</sup> May there were two burglaries on Fox Road Wigginton. The first offenders have approached a shed from the fields behind and forced a window, removing power tools before making off. This remains undetected. Secondly a garage of a property on the street was entered by force by offenders through the garage door and removed tools before making off. This crime is still under investigation.  In the early hours of 31 <sup>st</sup> May an offender was found in his vehicle on Hemp Lane to be in possession of cannabis and was dealt with accordingly.
6.	<b>Approval and Signing of Minutes from the Annual Parish Council meeting held on 6<sup>th</sup> May 2021.</b>

*Axon* 20/7/21

6.1 The Minutes of the Annual Parish Council meeting held on Thursday 6<sup>th</sup> May 2021 were PROPOSED BY Cllr Axon and SECONDED BY Cllr Carr as being correct and were to be signed by the Chairman.

**7. Vacancy for Parish Councillor.**

7.1 The Clerk confirmed that there had been no application by 10 electors in the Parish for a by-election and that there is an advertisement on the parish website and Noticeboard. The Clerk suggested inviting the Chair and the Vice Chair to form an interview panel. Four applications for consideration had been received to date. The Clerk will arrange for the interviews to take place at the first convenient date.

**8. The Oddy 2021 and Village Survey.**

8.1 The Oddy 2021 and Village Survey had been produced and the Councillors agreed on the areas where it will be delivered.

**9. Clerk's Report/Village Warden's Report.**

9.1 Warden Report from Cllr Walker that was circulated prior to the meeting:

- Gym Equipment – the Council agreed to appoint FreshAir Fitness to carry out annual service and maintenance on the gym equipment.
- Dog waste signs were replaced.
- The Council confirmed there are 6 dispensers in the Parish.
- There is broken bench in the Recreation Ground. The Parish Council will investigate whether the bench can be replaced under warranty.
- Play area – various pieces of equipment need to be fixed or replaced. Work in progress.
- The Clerk will inform Berkhamsted Raiders to move the shed near the village shop to prevent future vandalism and ask for dog signs to be installed at the Sports Field.
- The Council agreed the expenditure up to £100 to replace the rainbow on the village sign.

9.2 Sunnyside Rural Trust monthly report:

Fortnightly litter pick was carried as usual. Dog poo bags dispensers were not refilled. The Council discussed whether to renew the contract with Sunnyside Rural Trust from September 2021. The Council agreed to advertise for a village warden position.

9.3 Items for Information from Clerk:

9.3.1 • The Clerk is attending a meeting organised by the Tring Town Council, regarding the Tring and District Community Transport Project and will report back at the next meeting.

9.3.2 • The Clerk reported ongoing issues with the work laptop. It was PROPOSED BY Cllr O'Sullivan and SECONDED BY Cllr Axon and carried unanimously to authorise an expenditure up to £200 to get the laptop used by the Clerk up to speed.

**10. Play Area and Sports Field.**

10.1 Points raised in the annual inspection report carried out by the Play Inspection Company were discussed by the Council. Further discussion took place about options on how to improve the playground and fix the damaged equipment. Cllr Axon got in touch with contractor and comprehensive quote will be provided by the next meeting.

*Handwritten signature and date:*  
Axon  
20/7/21

11. **Wigginton Support Fund.**

11.1 No update.

12. **Finance.**

12.1 The bank statement and bank reconciliation were circulated prior to the meeting and the Council agreed the accounts up to date:

**Bank Reconciliation 15<sup>TH</sup> June 2021**

BALANCE BROUGHT FORWARD		£ 56,108.84
Add Total Receipts – Cash Book		£ 814.00
Less Total Payments – Cash Book		£ 3,390.21
<b>BALANCE CARRIED FORWARD</b>	<b>TOTAL:</b>	<b>£ 53,532.63</b>
Unity Trust Current Account Balance		£ 30,425.26
Unity Trust Access Saver		£ 23,107.37
	<b>TOTAL:</b>	<b>£ 53,532.63</b>

12.2 A resolution was passed to make the following payments PROPOSED BY Cllr Axon and SECONDED BY Cllr O'Sullivan and carried unanimously:

BACS presented for payment at the meeting of Wigginton Parish Council held on 15<sup>th</sup> June 2021.

BACS	S Walker – reimbursement for dog signs	£20.45
BACS	The Play Inspection Company – annual inspection	£150.00
BACS	D Wilde – Reimbursement for plants	£51.04
BACS	D Wilde – Reimbursement for plants	£91.50
BACS	D Wilde – Reimbursement for topsoil for planting	£30.00
BACS	D Wilde – Reimbursement for plants	£46.94

12.3 The Council approved the Annual Governance and Accountability Return (AGAR) 2020/2021.

12.4 The Council approved Section 1 of the Annual Governance Statement 2020/2021.

12.5 The Council approved Section 2 of Accounting Governance Statement 2020/2021.

12.6 The Council agreed the dates for the public right of access to be commencing on 18<sup>th</sup> June 2021 and ending on 29<sup>th</sup> July 2021. The notice will be published on the parish website and noticeboard.

12.7 The Council approved the explanation of variances.

*Axon*  
20/7/21

12.8 The Clerk recommended for the Council to implement an accounting software tailored for Parish and Town Councils and report with quote was circulated prior to the meeting. The main benefit of using the accounting software is to produce regular reports and monitor the budget. It was PROPOSED BY Cllr O'Sullivan and SECONDED BY Cllr Axon and carried unanimously to purchase the Alpha Financial Management Software (produced by Rialtas Solutions Ltd) at cost of £570.25 excluding VAT for 1<sup>st</sup> year and the ongoing annual cost thereafter.

**13. Planning.**

**13.1 DBC decisions of planning applications:**

- 21/00998/FHA Front porch extension. Hillberry Hemp Lane Wigginton Tring Hertfordshire HP23 6HF GRANTED
- 21/00959/FUL Change of use from Class C1 (staff accommodation) to Class C3 (Dwelling) Lodge House Champneys Health Resort Chesham Road Wigginton Tring Hertfordshire HP23 6HY GRANTED
- 21/00962/FUL Change of use from Class C1 (staff accommodation) to Class C3 (dwelling) Newsetts Lodge Champneys Chesham Road Wigginton HP23 6HY GRANTED
- 21/00993/FUL Change of use from Class C1 (Beauty College) to Class C3 residential. Champneys College Of Health And Beauty Champneys Health Resort Chesham Road Wigginton Tring Hertfordshire HP23 6HY GRANTED
- 21/01315/FHA Single storey rear extension to existing dwelling Glade House Tinkers Lane Wigginton Tring Hertfordshire HP23 6JB GRANTED
- 21/01352/LDP Rear conservatory extension Cottage Row Vicarage Road Wigginton Tring Hertfordshire HP23 6DY GRANTED
- 21/00963/FUL Change of Use of Orchard Cottage Class C1 (Staff Accommodation) to Class C3 (Dwelling) Orchard Cottage Champneys Health Resort Chesham Road Wigginton Tring Hertfordshire HP23 6HY APPLICATION WITHDRAWN
- 21/01275/ROC Variation of condition 2 (Approved plans), 3 (Materials), 5 (Landscaping), 6 (Construction Method Statement) and 8 (Contamination) relating to planning permission 20/02913/FUL - Demolition of existing barns and replacement with detached dwelling 2 Kiln Cottages Chesham Road Wigginton Tring Hertfordshire HP23 6JE REFUSED
- 21/01980/HPA Single storey rear extension measuring 4.05m deep with a maximum height of 3.71 and a maximum eaves height of 2.63. 31 Highfield Road Wigginton Tring Hertfordshire HP23 6EB APPLICATION WITHDRAWN
- 21/01116/FUL Construction of stock fence including 2 access gates and 3 kissing gates Geary's Hill Wigginton Bottom Wigginton Tring Hertfordshire GRANTED
- 21/01960/LDP Loft conversion. 31 Highfield Road Wigginton Tring Hertfordshire HP23 6EB APPLICATION WITHDRAWN
- 21/00898/FHA New front porch 6 Fox Close Wigginton Tring Hertfordshire HP23 6ED GRANTED
- 21/00905/DRC Details as required by conditions 2 and 3 (materials) attached to planning permission 20/00534/FUL (Demolition of existing dwelling house and construction of replacement dwelling house). Bridge House Tinkers Lane Wigginton Tring Hertfordshire HP23 6JB GRANTED

**13.2 Planning applications to be considered:**

- 21/01095/FUL Proposed conversion of existing farmhouse to provide four number dwellinghouses with associated parking. Newground Farm House Tring Road Tring Hertfordshire HP23 5FR The Parish Council objects to this planning application based on dangerous access.

*Y. Axon*  
*20/7/21*

- 21/01666/FUL Temporary permission from 20 May 2021 to 30 September 2021 for glamping units. Champneys Health Resort Chesham Road Wigginton Tring Hertfordshire HP23 6HY Support
- 21/01960/LDP Loft conversion. 31 Highfield Road Wigginton Tring Hertfordshire HP23 6EB Support
- 21/02094/FHA Construction of single story garage to rear of property within 1 metre of rear boundary. 7 Chesham Road Wigginton Tring Hertfordshire HP23 6HH Support
- 21/02131/FHA Single storey rear extension and loft conversion. 31 Highfield Road Wigginton Tring Hertfordshire HP23 6EB Support
- 20/03473/FHA Ground floor rear infill extension, 1st floor front and rear extensions with raising of the ridge to the main roof. Glyders Rossway Berkhamsted Hertfordshire HP4 3UD Support

**Items for discussion.**

**Green Spaces.**

- 14.** Sustainable Wigginton.
- 14.1 The Clerk read out a report sent out by Sustainable Wigginton representative.

**15. Highways and Footpaths.**

- 15.1 County Cllr Sally Symington advised the Council and Clerk about different options for registering the footpath adjacent to Lesley Woods as a Public Right of Way. Cllr O'Sullivan will draft letters.

**16. Any Other Business.**

- 16.1 The Clerk will find out whether the village signs have been planted.

Meeting Closed: 22:05

Gosia Turczyn, Wigginton Parish Clerk

15<sup>th</sup> June 2021

*Y  
AKMS  
29/7/21*