Minutes of the Wigginton Parish Council Meeting

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| Meeting: | Monthly meeting |
| Held on: | Tuesday 18th September 2018 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | Cllrs. D Wilde (Chair) (DW), S Walker (SW), S Fordyce (SF), J Mitchell (JM), Trenna Axon (TW), J Shelton (JS), S O’Sullivan (Clerk), one member of the public |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1** | **Apologies** |  |
| 1.1 | Cllr. S Mills, Dacorum Borough Council | Note |
| **2** | **Declarations of Interest by Members** |  |
| **3**  3.1  3.1.1  **4**  4.1 | None.  **Resignation and Councillor Vacancy**  Cllr. D Meech resigned on 22nd August 2018. The Parish Council would like to minute a sincere vote of thanks to Cllr. Meech for her dedication and hard work on behalf of the Parish. The Council wish Cllr Meech every success and full support with the ongoing project of the Village Shop.  As a result of Cllr. Meech resignation there is a vacancy on the Parish Council, in accordance with regulations the vacancy has been advertised and two applications have been received.  **Election of Vice-Chair**  As a result of Cllr. D Meech resignation the position of Vice-Chair became vacant. Cllr. S Walker was nominated, seconded and accepted by Council vote as the new Vice-Chair | Note  Note  Note  Note |
| **5** | **Approval and Signing of Minutes** |  |
| 5.1  5.2  5.3 | The Minutes of the Wigginton Annual Parish Meeting (APM) held on 25th April 2018 were approved and signed.  The Minutes of the meeting of the Parish Council on Tuesday 17th July 2019 were approved and signed.  The Minutes of the meeting of the Parish Council on Tuesday 21st August 2018 were approved and signed. | Note |
| **6** | **Public Participation** |  |
| 6.1 | None | Note |
| **7** | **Village Warden’s Report/Clerk’s Report** |  |
| 7.1  7.1.1 | The Clerk sought and gained the Council’s approval to attend the HAPTC New Clerk’s Course on Wednesday 26th September 2018.  Elections 2019  On enquiry the HAPTC training course for the Elections in May 2109 on 5th September was full. The HAPTC will provide the course documents for £20. The Clerk sought approval from the Council to purchase the documents. This was approved by Council. | Note  Clerk |
| 7.2  7.2.1  7.3  7.3.1 | Vote of thanks to Cllr, T Axon for updating the Village Warden Report Form.  Cllr. T Axon reported the following:  Regarding the play area:   * The gate to the play area needs to be adjusted as is difficult to close depending on the weather. Also for safety reasons the gate should open inwards. Cllr S Walker agreed to make the necessary adjustments. * The goal post is wobbly (See Agenda item 10.1.3.) and was damaged since the inspection but damage has now been repaired by Cllr. S Walker. * The bin next to the play area has been removed and not replaced. Clerk to contact Dacorum Borough Council. There is no bin in the Sports Field at present as the only other one is enclosed within the shop build area. Cllr. S Walker offered to provide a temporary bin on behalf of the Friends of Wigginton.   Regarding the Recreation Ground:   * The top rail of the gate appears to be missing – it is not missing but has been sited lower intentionally. Noted for ongoing inspections.   Litter Warden’s Resignation  The Chair advised the meeting that the Litter Warden has resigned with immediate effect. Council agreed that advertisements for a replacement should be placed on Noticeboards, the Parish Website and Streetbank | Note  SW  Note  Note/  Clerk  Clerk/  JS |
| **8** | **Matters arising from the Minutes** |  |
| 8.1 | The agreed actions outstanding from the June meeting that do not appear on the agenda are as follows:- |  |
| 8.1.1 | The hole in the hedge by the gym equipment still to be closed up. Cllr. S. Walker to look at and action. | SW |
| 8.1.2 | Update on planning requirement for additional lighting along the tarmac path to the shop.  Cllr. S Walker has received no update. Cllr Walker to email the Clerk with the name and contact details of the relevant person so that the Clerk can chase up. | SW/ Clerk |
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| 8.1.3  8.1.4  8.1.5  8.2  8.2.1  8.2.2 | Movable SID, 40mph limit, grasscrete and parking  The Chair, has emailed Herts County Cllr. Nick Hollinghurst for an update on the above items. As yet no reply from Cllr. Hollinghurst. Chair to follow up.  It was noted that the resident who, previously minuted, would benefit from a designated disabled parking space has not yet made the application.  Clerk to receive training on uploading documents to the website.  Clerk and Cllr J. Shelton to liaise.  Wi-Fi request to Wigginton Pre-School  Cllr. J Mitchell contacted Wigginton Pre-school to request that the Parish Council are able to use the pre-school Wi-Fi during meetings if necessary. As yet no response from the Pre-School. Cllr. Mitchell to email a reminder.  Village Shop  Insurance  The Clerk advised that acknowledgement has been received from the Parish Council insurers re notification of works  Request from the Village Shop Committee to allow an additional area of tarmac to facilitate accessibility to the shop from the car park.  This request was approved by the Council. The Clerk to advise the shop committee. | DW  Clerk/  JS  JM    Note  Note/  Clerk |
| 8.3 | MUGA at St Bart’s School |  |
| 8.3.1 | Work has started on the project but no completion date has been advised. | Note |
| 8.4  8.4.1  8.4.2  8.4.3 | GDPR  Cllr. J Shelton has updated the Parish Council Privacy Policy. The Council approved and accepted the updated policy which will be uploaded to the Parish website.  The Document Retention Policy was accepted by the Council. A plan to go through Parish documents in accordance with the Retention Policy will be actioned by the Clerk and the Chair.  After discussion the Council agreed to continue to back up the Council computer on USB sticks – one to be held by the Clerk and the other by the Chair | JS  Clerk/  DW  Clerk/  DW |
| 8.5 | Defibrillator and resuscitation awareness  The defibrillator awareness session is to be held on 22nd September 2019 in the Village Hall. Session has been advertised on Noticeboards, Parish Website and Streetbank. A number of responses have been received by the Clerk. Clerk to email Berkhamsted Raiders to advise. The Chair will open up the Village Hall and pass on a donation of £100 to Essex and Herts Air Ambulance in appreciation for delivering the session. | Clerk |
| 8.6  8.6.1. | Play Area Replacement  Cllr. T Axon presented three proposals for the play area refurbishment to the Council. Cllr. Axon proposed a visit to a local school to view the work of one of the companies. This was agreed by the Council – Cllr Axon to organise. The Council requested that three formal quotes with a maximum budget of £15,000 + VAT are obtained asap with the aim to place an order by the end of the year.  75% (£3,000) of the Tesco grant towards the play area refurbishment has been received. The grant requires that the project is completed by 24th May 2019 and that photos and a report of the works is submitted prior to the remaining 25% being paid. | TA |
| 8.6.2.  8.7  8.8 | Cllr T Axon will contact Waitrose with the information they require for their funding campaign.  Crime in Wigginton – HPCC response.  An email has been received in response to the Council’s enquiry about the level of crime detection rate in Wigginton. The HPCC responded that is concurrent with national crime detection rates. The Police are subject to limited resources so need to focus on priority and serious crime.  Parking  The Chair advised that there is no change in the Wick Road situation and that there has been no evidence of obstructive parking in Commonfield. It was noted that these observations were made during school holidays. Monitoring to be ongoing. | TA    Note  DW |
| 8.8  8.9  8.10  **9** | Moving footpath investigation and costs.  Cllr. S. Walker has requested a quote and will chase up for the next meeting.  Table tennis and picnic table removal.  These have been removed by Cllr. Walker.  Remembrance  It was agreed that the Clerk will take delivery of the Remembrance Wreath and Cllr. S Fordyce or Cllr. S Walker will place the wreath on Remembrance Day. Clerk to investigate amount of donation made to the British Legion last year  **Finance** | SW  Note  Clerk/  SF/ SW |
| 9.1 | Balances and cheques for payment |  |
| 9.1.1 | Balances on 16/7//2018 were confirmed as:-   |  |  | | --- | --- | | Unity Trust | £45,564.86 | | TOTAL | £45,564.86 | | Note |
| 9.1.2 | Bank statements were available for inspection and signed. Cllr. S Fordyce checked the Bank Reconciliation. | Note |
| 9.1.3 | Standing orders previously approved for payment were confirmed as:-   |  |  |  | | --- | --- | --- | | 15/09/18 | Wigginton Village Hall  Hire of hall in September 2018 | £15.00 | |  | TOTAL | £15.00 | | Note |
| 7.1.4 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (Sept) 2018) | £279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 210/08/18 - 20/09/18 | £327.70 | | BACS | S. Walker – The Snag Man  Inv: SMQ01014 Picnic and Tennis Table - £112.50  Inv: Dog Signs - £184.38 | £296.88 | | BACS | PKF Littlejohn LLP  Professional Services re AGAR 31/3/2018 | £240.00 | | BACS | HAPTC  New Clerks Getting you started course 26/9/18 £40.00  Election 2019 – Course Handout and info £20.00 | £ 60.00 | | BACS | Vetimed – Dog Fouling Bags | £ 13.24 | | Chq 007 | Essex and Herts Air Ambulance  Donation ref Defibrillator Awareness Session | £100.00 | |  | **Total** | **£1,317.05** | | Note |
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| 7.2 | The cheques/payments listed were signed off against the appropriate invoices. The Chair proposed approval and payment. The cheques and invoices were reconciled by Cllr. S Fordyce and agreed. | Note |
| **8** | **Planning** |  |
| 8.1 | DBC decisions on Planning applications  **4/01329/18/LDP** Cherry Tree Farm, Chesham Road, Wigginton, HP23 6JG– Granted  **4/01903/18/DRC – Conditions**  Community Shop, Sports Field, Chesham Road, Wigginton HP23 6HT -Granted | Note |
| 8.2 | The following Planning applications were considered by the Parish Council: -  **4/02081/18/FHA**  Netherby Grange, Heath End, Berkhamsted, HP4 3UF  Two storey Side Extension  The Council decided to pass No Comment on the above application  **4/02201/18/ROC**  Ashleigh, Tinkers Lane, Wigginton, Tring HP23 6JB  Variation of Condition 2 (approved plans) attached to planning permission 4/03196/17/FHA (Part demolition of existing dwelling and outbuildings. Construction of single storey infill extensions to front and rear, roof alterations and construction of a new garage.  The Council decided to pass no comment on this application | Note |
| **9** | **Correspondence** |  |
| 9.1  9.2 | Letter from Wick Road residents  The resident involved has been made aware of the issue and has responded accordingly.  Email re Battle of Britain Service at St. Bartholomew’s Church  The Chair attended the service on behalf of the Council. | Note    DW |
| **10** | **Items for Discussion** |  |
| 10.1 | Green Spaces |  |
| 10.1.1  10.1.2  10.1.3  10.1.4 | Dog Fouling - Providing disposal bags  Cllr. S Fordyce demonstrated a sample dispenser to the meeting and Council agreed to purchase a further three dispensers and refills  Preparation and erection of dog fouling signs in progress.  Litter Pick  The date for the Community Litter Pick was agreed for 10th November 2018. Cllr. J Mitchell to organise and advertise.  Pitch Hire/Lining and Repair of Goalpost  Vote of thanks to Cllr. S Walker for undertaking urgent repair of the broken goalpost reported since the last meeting. One of the posts is safe but would benefit from being re-concreted. Cllr S Walker to provide a quote for this work. The Clerk advised that the Berkhamsted Raiders have rebooked the pitch for the season at a cost of £555.00. They have been informed of the grass cutting schedule so that it will not clash with the lining of the pitch for matches.  Cutting of brambles on the Recreation Ground  The Clerk has contacted Goldleaf and is waiting for a response. Clerk to contact Goldleaf again. | Note/  SF  JM  Note  Clerk |
| 10.2 | Highways and footpaths |  |
| 10.2.1  10.2.2.  10.2.3 | Missing Sign on Oddy Hill  An email has been received from DBC Cllr. Stan Mills to advise that this request has been processed and will be actioned the next time DBC bulk order road signs.  HCC Gritting Plan  Application has been submitted and acknowledged by HCC. To be delivered to Cllr. S. Walker.  Flowers at Village Signs  A letter of thanks has been sent to the local resident who maintains the beautiful flowers at the village signs. He has agreed to continue this work for another year. | Note    Note  Note |
| 10.3 | Transport |  |
| 10.3.1 | Nothing to report | Note |
| 10.4 | Communication |  |
| 10.4.1 | Nothing to report | Note |
| 10.5 | Village Hall |  |
| 10.5.1 | Nothing to report | Note |
| 10.6  10.6.1 | Website  Cllr. J Shelton has updated the website. |  |
| 10.7 | Ideas for the next 5 years and Village Survey |  |
| 10.7.1 | The Survey April 2018 Results and Actions spreadsheet prepared by the Chair, Cllr D. Wilde, and updated by the clerk to be circulated with meeting minutes to Councillors. | Clerk |
| **11**  11.1  11.2  11.3  11.4  11.5 | **A.O.B**   |  | | --- | | Conclusion of External Audit 2018 | | The external audit has been completed and the Annual Governance Return  signed by the Auditor. It was noted and drawn to the attention of the Parish  Council that the Annual Governance Return should be signed prior to  publication of the Public Rights Notice. The notice of Conclusion of the Audit will  be displayed on the notice board and Parish website for the required period.  Free DVD “A Country at War, Life on the Home Front in Hertfordshire”  The Parish Council have been made aware of this DVD. The Clerk to send details  to the Wigginton History Society.  Streetlighting Contract  The contract for HCC to take over responsibility for streetlighting has been  received from HCC. Cllr Fordyce to continue to liaise with HCC on this matter.  Funding Opportunities  Email from DBC re funding opportunities brought to the attention of Councillors.  This email was received too late for consideration at this meeting so carried  forward to the October meeting.   |  | | --- | | *The Chairman’s proposal that the public be excluded from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the matters to be discussed was agreed.* | | **Part II**  Co-option to fill a vacancy:  It was agreed to co-opt David Moore to fill the vacancy for Parish Councillor. | | | Clerk  Clerk    SF  All/  Clerk |
|  | The meeting closed at 9.50pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |