Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 17th December 2019 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | D. Wilde (Chair) (DW), S. Walker (SW), S Fordyce (SF), D. Moore (DM), J Mitchell (JM), T. Grammenos (TG), T. Axon (TA), S O’Sullivan (Clerk) |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1.** | **Apologies and Welcome** |  |
| 1.1 | No apologies. The Chair welcomed the Chairman of Berkhamsted Raiders FC and members of Sustainable Wigginton to the meeting. | Note |
| **2.**  2.1 | **Declaration of Interest by Members**  None | Note |
| **3.** | **Approval and Signing of Minutes** |  |
| 3.1 | The minutes of the meeting of Wigginton Parish Council on Tuesday 17th November 2019 were approved and signed | Note |
| **4.**  4.1 | **Public Participation**  The Chair proposed to bring forward Agenda Items 11.1.2 and 11.6.1 and to suspend standing orders to allow guests to speak. See Minute items 11.1.2 and 11.6.1 for summary. | Note |
| **5.**  5.1  5.1.1  5.2  5.2.1  **5.3**  5.3.1 | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  Cllr. T Grammenos was unable to undertake the December warden inspection prior to the meeting. Report to be emailed to the clerk.  Sunnyside Rural Trust Monthly Report  Sunnyside completed litter picks on 8th and 22nd November. Both visits took 2 hrs 30 mins. Dog waste bags were checked and replaced.  It was noted the dog waste dispenser at the top of Field Way leading into the Recreation Ground has been missed. Clerk to contact Sunnyside  Clerk’s Report – Items for Information  The Recreation Ground hedge alongside Highfield Road has not yet been reduced in height. The Clerk has emailed the Parish Council contractor but at the time of the meeting has not received a response. Clerk to contact contractor again. | Note/  TG  Note/  Clerk  Note/  Clerk |
| 5.3.2  5.3.3  5.3.4  5.3.5  5.3.6  **6.**  6.1 | Reference November Minutes Item: 12.2.5. The Clerk has written to the resident concerned regarding control of their dogs on a public footpath. No response has been received at the time of the meeting.  Sunnyside Rural Trust have agreed to rake the play area during their fortnightly visits  The Dacorum Borough Council Polling Station Review notice has been posted on the noticeboard  The manager of the Village Shop has confirmed that dog waste bags are generally kept in stock.  Berkhamsted Raiders have secured funding for an FA Pitch Advisor to inspect and report on the Sports Field pitch. The inspection took place on Tuesday 17th December.  **Herts Year of Culture 2020**  The Parish Council has received information about the Herts Year of Culture 2020. Any community cultural activities and events can be included and promoted. Any group can complete the activity form to receive a toolkit with branding, logos and all the information needed to get involved. Contact Annie Smith, Community Partnerships and Wellbeing Officer. Email: [annie.smith@dacorum.gov.uk](about:blank) Information to be posted on the Parish website and Facebook page.  Electric Umbrella inclusive music charity are looking for homes for their fantastic yellow street pianos. Electric Umbrella will design and deliver the pianos to the chosen location. After discussion the Parish Council resolved in principle to support this idea. Proposed by Cllr D Wilde, seconded by Cllr T Axon. Possible locations were discussed. The Clerk to obtain further information regarding cost, locations and installation details to report back to the January meeting. | Note  Note  Note  Note  Note  Note/  TG/DM  Clerk |
| **7.**  7.1  7.2  7.3 | **Play Area**  To receive update on signage and funder plaques for the Pay Area  Cllr. T Axon presented the final version of the Play Area sign to the meeting. Cllr Axon will complete weather proofing and final construction of the sign in preparation for installation just before the Easter holidays. Cllr S Walker to install.  To receive an update on play area fence repair and gate closing  Despite adjustments to the gate the closing issue remains. Cllr S Walker to investigate and action an alternative form of closing. Cllr S Walker to arrange for fence to be repaired by fencing contractor who made previous repairs and alterations earlier in the year.  In addition, improvements are to be made to the gate area to improve the surface and further chippings added where necessary e.g. at the bottom of the slide area, in the Spring.  To further consider public use of the MUGA  The issue appears to be problems with the school’s insurance covering some sports and not others and the extent of use throughout the year. Further information to be obtained from the original agreement for the MUGA between the school and the Parish council which refers to ‘local sports groups’. The Parish Council would deem this to mean properly set up groups rather than informal gatherings. These groups would likely have their own insurance. Cllr. T Grammenos to further clarify the position with the Governors | Note/  TA/  SW  Note  Note/  Clerk/  DW/  TG |
| **8.**  8.1  8.2 | **Budget**  To consider the Budget for 2020/21  The final budget for 2020/21 was presented to the meeting by Cllr. S Fordyce. Acceptance proposed by Cllr S Walker, seconded by Cllr D Wilde and resolved unanimously by the Parish Council.  To approve and sign the precept demand for 20/21  The precept demand, based on the approved budget for 20/21, was presented to the meeting by Cllr S Fordyce. Acceptance proposed by Cllr S Fordyce, seconded by Cllr D Wilde and resolved unanimously by the Parish Council.   * Dacorum Borough Council has confirmed WPC will receive a Concurrent Services Grant of £9,292.10. The Parish Council will set a precept of £14,714.51: when offset by the Council Tax Support Grant of £222.16, this represents £21.64 per Band D household (an increase of 3.1%) based on the confirmed Council Tax Resource Base figure of £679.90.   The Clerk to submit the precept form to Dacorum Borough Council.  . | Note/  SF  Note/  Clerk |
| **9.**  9.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 9.1.1 | Bank Balance on 2nd December 2019 was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £4,011.85  £25,034.20 | | TOTAL | £29,046.05 | | Note |
| 9.1.2  9.2 | Bank statements were available for inspection. Cllr. S Fordyce checked and signed off the Bank Reconciliation  To approve payments. | Note |
| 9.2.1 | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/12/19 | Wigginton Village Hall  Hire of Hall in December 2019 | £ 15.00 | | 30/11/19 | Sunnyside Rural Trust – Warden duties | £ 95.00 | |  | Total | £110.00 | | Note |
| 9.2.2 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (December) 2019) | £ 279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/11/19 - 20/12/19 | £ 335.55 | | BACS | Wigginton Village Hall – Reconciliation of Annual Hire Agreement | £ 5.00 | | BACS | The Snagman  Removal of fallen tree at St Bartholomew’s School | £ 80.00 | |  | **Total** | **£ 699.78** | | Note |
| 9.3  9.4  9.5 | The payments listed were signed off against the appropriate invoices. The Chair proposed approval and payment. Seconded by Cllr. S Fordyce. The cheques and invoices were reconciled by Cllr. S Fordyce and payment agreed by council.  To note receipt of income  None. Clerk to submit a VAT reclaim.  To consider transfers between accounts – Unity Current and Instant Access Saver  None required – sufficient funds in the Current Account  To review the pitch hire agreement and set the Sports Field pitch hire fee for 2019-20 season  Following his discussions with Berkhamsted Raiders Cllr T Grammenos proposed acceptance of the agreed hire fee of £828.00 for the 2019/2020 season. Seconded by Cllr D Wilde and unanimously resolved by the Parish Council. The Clerk to send contract to Berkhamsted Raiders for signature and to invoice in due course. | Note  Note/  Clerk  Note  Note/  Clerk |
| **10.**  10.1 | **Planning**  DBC decisions on Planning applications  None | Note |
| 10.2 | The following Planning applications were considered by the Parish Council: -   |  | | --- | | **19/02987/TPO**  55 Beech Park, Wigginton, HP23 6JF  Ash (T1) Reduce height of western stem by 4-5 metres and reduce the remaining stems height and spread by 2-3 metres. Ash (T2) Ash on plot 55 – Reduce tree height and spread by 2-3 metres. Dead Oak (T3) – fell. Thuja (G1) – reduce by one third and trim sides.  The Parish Council resolved to refer this application to the DBC Woodlands Officer | | Note |
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| **11.**  **11.1**  11.1.1  11.1.2  11.1.3 | **Items for Discussion**  **Green Spaces**  To consider quotes for white lining the Sports Field Car Park  To improve parking at the Sports Field, quotes have been received for white lining designated spaces in the car park. Cllr D Wilde presented a summary of the quotes to the meeting. After consideration Cllr D Wilde proposed acceptance of the quote from Three Counties Lining at £495.00 for execution of the job in one day or £750.00 if two days were required to access the car park. Acceptance seconded by Cllr S Walker and resolved by the Parish Council. Clerk to place the order. Cllrs. D Wilde and S Walker to meet with a representative of Three Counties Lining to discuss dates and practicalities around closing the Sports Field Car Park for one day (preferably) in order to minimise disruption to users of the car park. Cllr D Wilde also to liaise with Wigginton Village Shop.  To consider action to be taken regarding cars driving on the Sports Field  Two quotes for installation of wooden posts positioned at 2m intervals separating the pitch area from the car park were presented to the meeting. Keith Pollard, Chairman of Berkhamsted Raiders attended the meeting to discuss this issue. Berkhamsted Raiders are intending to use Football Foundation grant funding to make improvements to the pitch in March/April 2020. It is, therefore, imperative that the pitch area is protected particularly once these improvements have been made. Keith Pollard notified the meeting that grants may be available for the installation of the posts. He is happy to make the application on behalf of the Parish Council. Grants cannot be made retrospectively so Cllr D Wilde proposed deferring action on installing the posts to allow Mr Pollard to make the application. This could take up to three months. Proposal seconded by Cllr. T Grammenos and resolved by the Parish Council. Clerk to email quotes to Keith Pollard to support the grant application.  Mr Pollard extended compliments and thanks to the Village Shop. It is a great asset to the Sports Field. Mr Pollard left the meeting after discussion of these issues.  To consider request to use the Sports Field Car Park as a checkpoint for the GLN Scouts Southern 50 Challenge 2020  The Parish Council received a request from GLN Scouts to use the car park as a checkpoint, constituting a gazebo and use of two parking places on Saturday 15th February between 8.30am until 12.30pm, for their Southern 50 Challenge. Granting of permission proposed by Cllr D Wilde, seconded by Cllr S Walker and resolved by the Parish Council. Clerk to email the Village Shop and Berkhamsted Raiders to advise them of the event. Clerk to email Scouts agreeing permission. | Note/  Clerk/  DW/  SW  Note/  Clerk/  KP  Note/  Clerk |
| **11.2**  11.2.1  11.2.2  11.2.3  11.2.4 | **Highways and Footpaths**  To consider options for alleviating parking and congestion issues on Chesham Road  Cllr. D Wilde reported that hedges along Chesham Road had been cut which had improved the sightline for traffic.  White lining the car park ref Minute:11.1.1. This is being actioned. Cllr D Wilde to report to the February meeting  Cllr. T Grammenos to contact Berkhamsted Raiders to encourage them and their opposition teams to car share for matches played in Wigginton and to propose that they position traffic cones for approx.10 metres on either side of the entrance to the Sports Field as part of their pre match set up.  To receive an update report on road surface issues in Hemp Lane  Ongoing issue. Awaiting response from HCC Cllr. N Hollinghurst.  To receive an update on progress of P3 works to Footpath 21  The proposed date for commencement of works is w/c 13th January. Work should take about a week. Information requested by the Poors Trustees (owners of adjacent land) has been supplied by Sunnyside Rural Trust. At the time of the meeting the Clerk is awaiting approval of the proposed date to give the go ahead to Sunnyside.  To receive an update on Wigginton Bottom/Chesham Road visibility  The hedge has been trimmed slightly but visibility is still problematic. The issue has been raised with HCC Highways dept who will look at it in terms of road safety. If they consider there is a safety issue a Section 21 notice will be issued to further trim the hedge. | Note  DW  TG  Note/  DW/  NH  Note/  Clerk  Note/  NH |
| **11.3**  11.3.1  **11.6**  11.6.1  11.6.2  **11.7**  11.7.1  **12.**  12.1  12.2  12.3 | **Tring and District Transport Plan**  To receive an update report  Nothing to report  **Climate Change Emergency**  To receive the draft climate action plan from Sustainable Wigginton  Members of Sustainable Wigginton attended the meeting to discuss the plan and its relevance and impact on Wigginton. Cllr D Wilde gave a resume of the main points of the action plan. After discussion Cllr D Wilde proposed that the Parish Council endorses the action plan and supports Sustainable Wigginton in carrying it out. Seconded by Cllr S Fordyce and resolved by the Parish Council. The action plan to be published on the Parish Council website and Facebook page. Members of Sustainable Wigginton left the meeting after the vote.  To consider request from Power for People to support the Local Electricity Bill  After discussion Cllr D Wilde proposed the following resolution:  That Wigginton Parish Council:  I) Notes that the Local Electricity Bill aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so, if made law, would make these financial costs proportionate to the scale of a renewable electricity supplier’s operation and therefore empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and would result in councils or community organisations that set up local renewable electricity companies receiving revenues that could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities  II) Accordingly resolves to support the Local Electricity Bill, supported by a cross-party group of 115 MPs during the 2017-19 Parliamentary session; and    III) Further resolves to write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.  The resolution was seconded by Cllr S Walker and resolved by the Parish Council with one abstention. Clerk to write to Power for People.  **Website and IT**  Update on progress of the website  Cllr. T Grammenos advised that the hosting account for the new website is ready to transfer to the Parish Council. This will cost in the region of £100. Clerk to email John Shelton to invoice the Parish Council. Cllr T Grammenos to look at options going forward.  **AOB**  Dacorum Planning Portal Access  Dacorum Planning Portal are requesting all interested parties be registered for access. All councillors expressed a wish to be added.  To note HCC are to erect brown highways directions signs for the Greyhound public house.  The footpath outside The Greyhound is dangerous in parts – to be reported to HCC.  Meeting closed at 10pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](about:blank) | Note    Note/  TG    Note  Clerk  Clerk/  TG  Note/  Clerk  Note  Clerk |

Text of letter 21/5/2017 to the head:

Dear Ms Roycoft

THE MUGA FACILITY – HCC SURVEYORS AND LEGAL FEES

Thank you for your letter of 26th April. I am sorry for the delay in replying; this had to wait for us to vote on it at the last council meeting.

We understand that the MUGA facility will be available for public use by local sports groups, outside of school hours, as well as for the pupils of St Bartholomew’s and we are very pleased that you have asked HCC to go ahead.

We discussed your request for financial assistance in meeting the HCC legal fees on 16th May and unanimously agreed that, if the MUGA project goes ahead, the council will reimburse St Bartholomew’s School the HCC Surveyors' and legal fees of £1500, relating to the change of use. The money will be taken from our reserves.

I feel sure that the completed MUGA facility will be a great asset to the school and to the community, and I hope that the project goes ahead smoothly.