Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 18th June 2019 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | D. Wilde (Chair) (DW), S Walker (Vice-Chair) (SW), S Fordyce (SF), J Mitchell (JM), D. Moore (DM), T Grammenos (TG), S O’Sullivan (Clerk), Dacorum Borough Cllr. P Mc Dowell and three members of the public |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1.** | **Apologies and Welcome** |  |
| 1.1  1.2 | Apologies received from Cllr. T Axon  The Chair congratulated Dacorum Borough Councillor Phil Mc Dowell on his election to the Council and welcomed him to the meeting  The Chair welcomed three members of the public to the meeting | Note  Note  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 9th May 2019 were approved and signed | Note |
| 3.2 | The minutes of the Special Planning meeting of Wigginton Parish Council on 28th May 2019 were approved and signed | Note |
| 3.3 | The minutes of the Annual Parish Meeting of Wigginton Parish Council on 1st May 2019 were approved and signed | Note |
| **4.**  4.1. | **Public Participation**  The Chair proposed to bring forward Agenda Item 13.4.1 and to suspend standing orders to allow members of the public to speak. See Agenda item 13.4.1 for summary and Appendix A | Note |
| **5.**  5.1  5.1.1  5.  5.2.1  5.2.2  5.2.3  5.3 | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  Cllr T Grammenos has been unable to undertake the monthly inspection prior to the meeting. Inspection to take place asap and report presented to the July meeting. July inspection to be undertaken by Cllr. T Grammenos also.  Clerk’s Report – Items for Information  Letter of thanks sent to Wigginton Shop for their Easter Egg Hunt donation  BHIB confirmation of Parish Council insurance renewal and insurance documents received  The Annual Parish Meeting has been booked at the Village Hall on Wednesday 29th April 2020.  Litter Warden Vacancy  No applications received. The Chair of the Gardeners Association has agreed to insert a flyer or advertisement in their next newsletter in August. Clerk to provide information.  A member of the public present suggested contacting Sunnyside Trust. Contact details to be passed to the Clerk to make enquiries | Note/  TG  Note  Note  Note  Clerk  Clerk |
| **6.**  6.1  6.1.1 | **Matters Arising from the previous Minutes**  Agreed actions outstanding from the May 2019 meeting not on the agenda  To receive update on the Tring and District Transport Plan  Cllr D Moore is to attend theTring & Cheddington Station Plan Stakeholder Workshop on 5th July to discuss the proposals. Cllr D Moore to report back to the Parish Council July meeting | DM |
| **7.**  7.1 | **Wigginton Community Shop**  The Parish Council would like to extend congratulations to the Village Shop on their shortlisting as regional finalist for the Countryside Alliance Rural Oscars and as finalist for the Herts Business Awards | Note |
| **8.**  8.1  8.2  8.3 | **Play Area**  Update on the new slide replacement  Handmade Hideaways have emailed with a delivery date of 21st June. Clerk has requested to be notified when delivery has taken place and intended installation date  To receive an update on outstanding snagging, notably the gate closure, overhanging branches and re-siting of the boundary fence.  Cllr S Walker agreed to address the gate closure issue and to organise a working party to deal with the overhanging branches.  The Parish Council resolved to accept a quote of £547.00 + VAT from T P Roche & Sons Ltd to repair and re-site the play area fence. Clerk to place the order and request that Mr Roche contact Cllr S Walker to finalise the details and arrange a date for the works. Proposed by Cllr Walker. Seconded by Cllr. S Fordyce and unanimously agreed by the Parish Council.  To resolve to locate funder plaques in the play area  Cllr T Axon was unable to be present at the meeting so this issue was carried forward to the July Council meeting. To note, however, Tesco have advised that they will provide a funder plaque reference the Bags of Help Grant. The Parish Council resolved to erect a joint funder plaque listing all donations. Proposed by Cllr S Fordyce. Seconded by Cllr D Moore and agreed by the Parish Council  . | Note  SW  Clerk/  SW  TA |
| **9.**  9.1  9.2 | **Litter issues reference the Sports Field and Play Area**  To receive report on the meeting with DBC representatives regarding litter and recycling  Cllrs D Wilde and S Walker had a successful meeting with DBC representatives who agreed to replace the one missing and one damaged black bins beside the play area and the Village shop. At the time of the meeting both these bins have been replaced by Dacorum Borough Council. It was also proposed that the Parish Council should purchase a further black bin and two blue recycling bins for the area. DBC have provided contact details for a supplier. DBC have agreed to empty all five bins as part of their normal collections.  To consider quote for the additional bins in the Sports Field and Play Area  Wybone Ltd have quoted £690.00 + VAT for the supply of one black Litter bin and two blue Recycling bins for the Sports Field and Play Area. Cllr D Wilde proposed accepting the quote. Seconded by Cllr D Moore and unanimously agreed by the Parish Council. The Clerk to place the order. | Note  Clerk |
| **10.**  10.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 10.1.1 | Bank Balance on 16th June was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £29,132.14  £10,000.00 | | TOTAL | £39,132.14 | | Note |
| 10.2 | Bank statements were available for inspection and were duly signed. Cllr. S Fordyce checked the Bank Reconciliation.  To approve payments. | Note |
| 10.2.1 | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/06/19 | Wigginton Village Hall  Hire of Hall in June 2019 | £ 15.00 | |  | TOTAL | £ 15.00 | | Note |
| 10.2.2 | Bank Transfer agreed at WPC May Meeting 2019 (Minuted 11.1.2) to be paid when invoice received:   |  |  |  | | --- | --- | --- | | 15/06/19 | Handmade Hideaways  New slide + 2.5% retainer | £1,480.40 | | Note |
| 10.2.3 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (June 2019) | £279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/05/19 - 20/06/19 | £329.70 | | BACS | George Shanks Landscapes | £2,322.00 | | BACS | E. Newhouse – Internal Audit | £300.00 | | Cheque  300032 | R. Peterson – Flowers at Wigginton signs | £75.00 | |  | **Total** | **£3,305.93** | | Note |
| 10.2.4  10.3  10.3.1  10.3.2  10.4  10.5  10.6  10.7 | 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  Received from Dacorum Borough Council - £24,488.00  (Precept - £14,272.33, Concurrent Services - £9,292.10, Warden - £701.41, CTS - £222.16)  Tesco Bags of Help Grant – Final 25% - £1,000.00  To receive an update on progress re setting up a deposit/savings account  An instant access saver account has been set up at Unity Trust Bank. £10,000.00 has been transferred from the Unity Trust Current account as per the application instructions. No bank statement is yet available. Cllr S Fordyce proposed transferring additional funds into the saver account. After discussion it was resolved to transfer an additional £20,000.00 into the account. Seconded by Cllr D Wilde and agreed by the Parish Council. Clerk to action  To sign off bank signatories updated application  Cllrs D Moore and T Grammenos signed the Unity Trust mandate application. Clerk to submit to Unity Trust  To approve the Annual Internal Audit Report for the year 2018-19  The Annual Internal Audit took place on 17th May 2019. The accounts and systems were found to be generally in good order and well run. Cllr D Wilde proposed accepting the report. Seconded by Cllr. S Fordyce and agreed by the Parish Council  To agree the dates for the Public Rights Period  The Notice of Public Rights and publication of the unaudited Annual Governance and Accountability return must include the first ten days of July. The dates 24th June 2019 – 2nd August 2019 was proposed by Cllr D Wilde, seconded by Cllr S Fordyce and agreed by the Parish Council. Clerk to post the notice on the noticeboard and arrange publication on the Parish website. | Note    Note  Note  Note  Clerk  Note/  Clerk  Note  Note  Clerk |
| **11.**  11.1 | **Planning**  DBC decisions on Planning applications  **4/00527/19/FHA**  3 Mary Cross Close, Wigginton, Tring, HP23 6QL  Two storey front and side extension with alterations to roof, removal of chimney. Detached out building and additional car spaces. – Refused  The refusal has been appealed. No additional comment is permitted but the original comments will be taken into consideration.  **4/00575/19/FHA**  12 Belmers Road, Wigginton, Tring, HP23 6ER  First floor rear extension with new windows to side elevation. – Granted  **4/03035/18/FUL**  Courtwycks Stables, Hemp Lane, Wigginton, Tring, HP23 6HE  Construction of agricultural storage building – Granted  **4/00557/19/FHA**  Ladderstile, Fox Road, Wigginton, Tring, HP23 6EE  Remove existing conservatory and replace with larger new conservatory – Granted  **4/00735//19/FHA**  Little Farfield, Chesham Road, Wigginton, Tring, HP23 6JD  Conversion of existing garage, demolition of existing car port and log store, construction of extension to garage to form residential annexe – Granted  **4/00600/19/FUL**  Land at Geary’s Hill, Wigginton Bottom, Wigginton, Tring HP23  Stock fencing – Granted  **4/00692/19/FHA**  Greenways, Tinkers Lane, Wigginton, Tring HP23 6 JB  Proposed orangery, construction of garage and fencing with entry gates – Granted  Dacorum Borough Council Cllr. P McDowell advised the meeting that the planning application 4/00666/19/FUL Amberley, Hemp Lane, three dwelling application has been rejected | Note |
| 11.2 | The following Planning applications were considered by the Parish Council: -   |  |  |  | | --- | --- | --- | | **4/01333/19/TPO**  55b Beech Park, Wigginton, Tring, HP23 6JF  Removal of trees and shrubs from base of BT poles in caravan site  The Parish Council resolved to defer this application to the decision of the Dacorum Borough Council Woodlands Officer |  |  | | Note |
| **12.**  12.1  12.2  12.3  12.4 | **Correspondence**  To note emails from residents regarding issues with the slide and fence in the Play Area  Replies have been sent. Re the slide: See Minute 8.1  Re: Sharp brackets on the fence. This has been remedied by Cllr S Walker. See also Minute 8.2  To consider renewal of the Chiltern Society Membership  Proposed by Cllr S Walker. Seconded by Cllr D Wilde and agreed by the Parish Council. Clerk to action  To consider renewal of the Campaign to Protect Rural England Membership  Proposed by Cllr D Wilde. Seconded by Cllr J Mitchell and agreed by the Parish Council. Clerk to action  To consider McAfee computer security protection renewal  Proposed by Cllr D Wilde. Seconded by Cllr J Mitchell and agreed by the Parish Council. Clerk to action | Note  Clerk  Clerk  Clerk |
| **13.**  **13.1**  13.1.1  13.1.2  13.1.3  13.1.4  13.1.5 | **Items for Discussion**  **Green Spaces**  To receive an update on investigation to move footpath/costs/quotes  Due to the projected high cost of this project the Parish Council resolved not to proceed at this present time  To receive and consider quotes for the footpath from the Wigginton Village Shop to Wick Road  Cllrs S Walker and T Grammenos to obtain quotes for consideration at the July Parish Council meeting.  To receive a report from the working party (Cllrs SW, DM, JM) regarding the re-siting of the basketball net  The most appropriate area is to the right of the oak tree with the bench around it. The total area required needs to be assessed. Cllrs S Walker and T Grammenos are to look at this in conjunction with item 13.1.2 and to also take into account the replacement of the table tennis table at some point in the future. Cllrs S Walker and T Grammenos to devise a plan of action and quotes if possible, for the July meeting  To record written response from the contractor clearing the brambles on the Recreation Ground regarding the wildlife survey  Reference an email from a resident concerned about the impact on wildlife during the removal of the brambles a full risk assessment including a wildlife survey has been received from the contractor. Reseeding has taken place. A member of the public present was pleased to note that no further brambles in the area will be removed.  Update on email dated 26th March from Berkhamsted Raiders re pitch works.  Berkhamsted Raiders have informed Cllr T Grammenos that the pitch will be assessed in October and works, if needed, will possibly take place in Summer 2020 | Note  TG/  SW    TG/  SW  Note  Note |
| **13.2**  13.2.1  13.2.2  13.2.3. | **Highways and Footpaths**  To receive an update on the junction of Wigginton Bottom and Chesham Road issue  The trees on the right-hand side when exiting Wigginton Bottom have been cut down which greatly improves the sight line from that side. There is still quite a restricted view from the left.  To note that the loose kerb at the entrance to the Sports Field car park has been repaired  To note that the P3 grant for 2018 – 19 has not been spent. Clerk to investigate | Note  Note  Clerk |
| **13.3**  13.3.1  **13.4**  13.4.1  **14.**  14.1  **15.** | **Communication and Website**  To receive an update on the website and social media proposals  Cllrs D Moore and T Grammenos to meet with John Shelton regarding website and Facebook – a work in progress. Hopefully co-ordinated for August/September.  Looking at a news feed, monthly news item etc.  **Climate Change Emergency**  To discuss/adopt the proposal to declare a climate emergency  Resolution:  Wigginton Parish Council declares a ‘Climate Emergency’ and commits to launch a community-led consultation in conjunction with Wigginton CC Working Group to develop an action plan over the next 6 months. The Parish Council will provide representation on the Working Group.  Following discussion, the resolution was proposed by Cllr D Wilde, seconded by Cllr J Mitchell and agreed by the Parish Council.  For full background and further details see Appendix A attached to these Minutes.  **A.O.B**  Regarding request from an independent IT consultant to advertise in the Village Directory the Parish Council have no objection.  **Part II**  The Parish Council resolved to increase the salary of the Clerk and the hourly rate of pay for the Village Warden post in line with the recommendations of the NJC for Local Government Services review 1st April 2019. | Note/  TG/DM    Note  Note  Note |
|  | The members of the public left the meeting at 9.25pm. The meeting closed at 10.15pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |
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APPENDIX A.

**DRAFT DECLARATION OF CLIMATE EMERGENCY for consideration on 18th JUNE 2019.**

1. **Background**:

* the impacts of climate breakdown are already causing serious damage around the world;
* global warming is not a future threat – it’s the present reality and the consequences of global temperature rising above 1.5c are so severe that preventing this must be a key priority;
* our society and its elected representatives (local, regional and national) have a responsibility to each other and to future generations to limit the negative impacts of climate change;
* bold climate action can provide additional socio-economic and health benefits to communities;
* recognising the points above, a large number of UK local authorities have already passed “Climate Emergency” motions.

1. **Proposed resolution:**

***Wigginton Parish Council Declares a “Climate Emergency” and commits to launch a community-led consultation in co-ordination with Wigginton CC Working Group to develop an action plan over the next 6 months. The Parish Council will provide representation on the working Group.***

1. **Further detail:**

Activities such as, but not limited to, the following might be considered for action by the Working Group:

Parish council’s activities to be made net-zero carbon;

Parish Council to use clean energy across its functions;

Strategy for council decisions to be in line with zero-carbon approach;

Establish baseline data in relation to energy use and emissions within the parish;

Consider community-led schemes to reduce emissions;

Encourage re-use, repair, recycling and sharing of resources;

Engage with other local councils to encourage the sharing of ideas and resources;

Engage with land and business owners within the parish;

Call on borough council and local MP to provide support and resources.

The above proposals have been based on a meeting and discussions with the newly formed “Wigginton Climate Change Working Group.”

David Wilde, Chair WPC 11th June 2019