Minutes of the Annual Meeting of Wigginton Parish Council Meeting

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| Meeting: | Annual Council Meeting |
| Held on: | Tuesday 9th May 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), S O’Sullivan (Clerk), |
| Copies: | All Councillors and the WPC website |

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| Item | Description | Action by |
| **1.** | **Apologies** |  |
| 1.1  1.2 | Sharon O’Sullivan, the permanent clerk is now back in post.  Cllrs. T Axon and T Grammenos | Note |
| **2.**  2.1 | **Declaration of Acceptance of Office**  Cllrs present signed the Declaration of Acceptance of Office. Witnessed by the Clerk who is to return documents to Dacorum Borough Council. Cllrs T Axon and T Grammenos to submit their declarations by the end of May | All/  Clerk |
| **3.**  3.1  3.2 | **Election of Chair and Vice-Chair**  Cllr D Wilde nominated as Chair by Cllr D Moore, seconded by Cllr S. Walker. Unanimously elected by the Council.  Cllr S Walker nominated as Vice-Chair by Cllr D Wilde and seconded by Cllr S Fordyce.  Unanimously elected by the Council | Note |
| **4.** | **Councillor’s Area of Responsibility 2019/20**   * Cllr D Wilde – Highways and Footpaths * Cllr S Walker – Planning and Shop Liaison * Cllr S Fordyce – Finance * Cllr T Axon – Play Area and The Oddy * Cllr J Mitchell – Litter, Village Hall Liaison, Friends of Wigginton Liaison * Cllr T Grammenos – Open Spaces and Social Media * Cllr David Moore – Communications, Tring and District Transport Plan (to represent Wigginton on the working party with Dacorum Borough Council) | Note |
| **5.** | **Schedule of Parish Council Meetings 2019/20**  Parish Council meetings will continue to be held on the third Tuesday of the month at 8pm in the Village Hall on the following dates: To be confirmed with Village Hall  18th June 2019  16th July 2019  20th August (planning only, if required)  17th September 2019  15th October 2019  19th November 2019  17th December 2019  21st January 2019  18th February 2019  17th March 2019  21st April 2019  Annual Parish Meeting Wednesday 29th April 2019 or 6th May – to be confirmed by the Clerk ref Agenda Item 15.4 | Clerk  Note  Clerk |
| **6**  6.1 | **Declarations of Interest by Members**  None | Note |
| **7.**  7.1 | **Approval and Signing of Minutes**  The Minutes of the meeting of Wigginton Parish Council on Tuesday 16th April 2019 were approved and signed. | Note |
| **8.**  8.1 | **Public Participation**  See Item 16. Mr Mark Burrage, an environmental engineer to speak to the Council on Climate Change | Note |
| **9.**  9.1  9.1.1  9.2 | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  No inspection required in May due to the fact the new play area was inspected by The Play Inspection Company prior to the opening on 13th April 2019  Next warden report to be undertaken by Cllr. T Grammenos prior to June Council meeting.  Litter Warden Vacancy  No applications received. Clerk to contact the Gardeners Association re placing a flyer in their newsletter | Note  TG  Clerk |
| **10.**  10.1  10.1.1  10.1.2  10.1.3  10.1.4  10.1.5  10.1.6  10.1.7  10.1.8 | **Matters Arising from the previous Minutes**  Agreed actions outstanding from the April 2019 meeting not on the agenda  To assess the effectiveness of the Shop lighting  Lighting at the shop is not activated until movement detected very close to the shop. The Parish Council resolved to re-visit this issue in September when daylight hours begin to decrease  Basketball Net Removal  It has been noted by Councillors that the basketball net is frequently used but is not in an ideal location as the car park is busy. The Parish council resolved to set up a working party (Cllrs SW, DM and JM) to investigate options and cost of re-siting the basketball net on the other side of the shop. Possible reinstatement of the table tennis table at some point in the future to be taken into consideration  To determine CCTV options to improve security in the area of the Shop and Sports Field  The Shop are not currently intending to upgrade their equipment. It was noted that a high-resolution camera to auto record car number plates on the equipment in the shop would cost in the region of £1000. The Council resolved unanimously to take no action at present as the costs are too high.  DENS Cycling event.    It was noted that the event passed off with no issues. The organisers provided temporary toilet facilities and marshals to monitor the event.  Summer Walks Programme  The use of the Sports Field car park on 7th July has been agreed with the organisers. The Shop is aware  Big Lunch – Saturday 1st June 2019  This event is organised by the Shop. The Parish Council resolved to advertise the event on the PC website and social media.  Replacement Litter Bin at the Play Area  Despite repeated requests the Dacorum Borough Council litter bin has not yet been replaced. Clerk to contact DBC again. Temporary bins installed by the Parish Council are filling up very quickly due to increased litter generated from the Shop and the increased use of the new play equipment. The Chair has consulted with two contractors to provide a large waste bin into which the smaller bins could be emptied. The cost would be in the region of £700-800 per year. After discussion around re-cycling, safety of having a large movable bin in the area and the resulting unsightliness the Parish Council resolved to trial a large bin from Dacorum Borough Council for a three-month period. Proposed by the Chair, seconded by Cllr Fordyce and agreed by Council. Cllr D Wilde to action.  OWL presentation at the Wigginton Shop  Clerk to send contact details for the Shop to Phil Waine of OWL | Note  SW  DM  JM  Note  Note  Note  TG  Clerk  DW  Clerk |
| **11.**  11.1.1  11.1.2  11.2  11.3 | **Play Area Replacement**  To receive an update on outstanding snagging.  It was noted that a number of snagging issues need to be resolved by the Parish Council:   * The gate at the entrance opens by default rather that closing. It was decided a spring closure would alleviate the problem * Branches overhanging the structure need to be trimmed * The boundary fence near the slide needs to be redirected and repairs undertaken to secure the chain-link fencing   It was resolved to accept Cllr S Walker’s offer to provide a quote for the above works. The quote to be considered at the June meeting.  Handmade Hideaways have agreed to replace the yellow curly slide as it is not of the required specification. The original quote did not cover the cost of the upgraded slide therefore Handmade Hideaways have requested that the Parish Council agree to a further spend for this upgrade. Handmade Hideaway to take back the yellow slide and provide a new one with the Parish Council funding half the difference in price of the new slide. The 2.5% retainer also to be transferred to Handmade Hideaways ahead of schedule to facilitate purchase of the new slide. Cost to the Parish Council of approximately £1400 inc VAT.  The Parish Council resolved to agree to this arrangement. Proposed by the Chair, Cllr D Wilde and seconded by Cllr. S Fordyce and unanimously agreed by the Parish Council.  To resolve to locate funder plaques in the play area  After discussion the Parish Council resolved to place one plaque on the gate of the play area to recognise funders to the refurbishment. Cllr Axon to action  Tesco Bags of Help application for remainder of Grant (£1000)  Cllr D Wilde has written and will submit the application for remainder of the grant. | Note  SW  Note  Clerk  TA  DW |
| **12.**  12.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 12.1.1 | Bank Balance on was confirmed as: -   |  |  | | --- | --- | | Unity Trust | £18,103.74 | | TOTAL | £18,103.74 | | Note |
| 12.2 | Bank statements were available for inspection and were duly signed. Cllr. S Fordyce checked the Bank Reconciliation.  To approve payments. |  |
| 12.2.1 | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/05/19 | Wigginton Village Hall  Hire of hall in May 2019 | £ 15.00 | |  | TOTAL | £ 15.00 | | Note |
| 12.2.2 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract (May2019) | £279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 8/5/19 - 20/05/19 + Holiday pay outstanding | £351.44 | | BACS | Joanne Martins - Temporary Clerks salary 21/4/19- 8/5/19 | £522.00 | | BACS | HAPTC Annual membership Renewal Fee | £679.11 | | BACS | D Wilde – Expenses – APM 2019 Refreshments | £18.97 | |  | **Total** | **£1850.75** | | Note |
| 12.2.3  12.3  12.3.1  12.4  12.4.1  12.4.2  12.4.3  12.4.4. | 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  Donation for the Play Area Refurbishment from the Wigginton Shop Easter Egg Hunt  £196.50 gratefully received. Clerk to acknowledge  To review and agree the Annual Governance and Accountability Return Forms  The Parish Council resolved to approve the Annual Accounts 2018/2019. Proposed by Cllr D Wilde, seconded by Cllr S Fordyce and unanimously agreed by the Parish Council.  The Parish Council resolved to approve Section 1, the Annual Governance Statement 2018/2019. Proposed by Cllr D Wilde, seconded by Cllr S Fordyce and unanimously agreed by the Parish Council. The Annual Governance Statement was duly signed by the Clerk and The Chair  The Parish Council resolved to approve Section 2, Accounting Statements 2018/2019. Proposed by Cllr D Wilde, seconded by Cllr S Fordyce and unanimously agreed by the Parish Council. The Accounting Statements were duly signed by the Clerk and the Chair  The Internal Audit date has been set for Friday 17th May 2019 with Mr Ernest Newhouse. | Note    Note  Clerk  Note  Note  Note  Note  Clerk |
| **13.**  13.1 | **Planning**  DBC decisions on Planning applications  None | Note |
| 13.2 | The following Planning applications were considered by the Parish Council: -   |  |  | | --- | --- | | **4/00692/19/FHA**  Proposed orangery, construction of garage and fencing with entry gates, Greenways, Tinkers Lane, Wigginton, Tring, HP23 6JB  The Parish Council resolved unanimously to pass No Comment on this application |  | | **4/00891/19/FHA**  Construction of new car port, Woodland View, Rossway, Berkhamsted, HP4 3UD  The Parish Council resolved unanimously to Support this application |  | | **4/01009/19/FHA**  Single storey side and rear extension, bungalow, Cherry Tree Farm, Chesham Road, Wigginton, Tring, HP23 6JG  The Parish Council resolved unanimously to support this application |  | | **4/00625/19/AGD**  Construction of general-purpose agricultural grain store.  Beggars Lane Grain Store, Beggars Lane, off Newground Road, Aldbury, HP23 5RD  Parish Council resolved to make no comment on the building in question but wish to draw attention to concerns that the access to the property will be on an awkward and at times busy junction so would trust that the highways authority will fully scrutinise and assess this access point. |  | | **VARIATION OF CONDITION**  2 (approved plans), 3 (written scheme of investigation),  6 (contamination), 8 (materials), 11 (landscaping),  13 (drainage scheme) and 14 (refuse storage) attached to planning permission **4/02062/17/MFA** – part demolition part conversion and new build to create 10 dwellings. New Ground Farm, Newground Road, Aldbury, Tring, HP23 5RD  The Parish Council resolved to pass No Comment on this application |  |   A late application was presented to the Council to consider**:**  **4/00666/19/FUL** Demolition of existing dwelling and construction of 2 detached dwellings, Amberley, Hemp Lane, Wigginton, Tring HP23 6HF. This application was not received in time to be considered at this meeting but due to time constraints stipulated by DBC Planning Authorities the Parish Council resolved to consider it at a Special Planning Meeting on 28th May 2019 at 7.30pm in the Village Hall | Note |
| **14.**  14.1 | **Correspondence**  Letter received from the Aldbury clerk requesting advice and information about playground design and funding. Cllr. T Axon to respond. | Note/  TA |
| **15.**  15.1  15.1.1  15.1.2  15.1.3 | **Items for Discussion**  Green Spaces  To receive an update on investigation to move footpath/costs/quotes  Remains outstanding  Update on clearing brambles on the Recreation Ground  These works were completed on 7th May 2019. A communication was received from a member of the public regarding consideration of wildlife in the area. The experienced contractor who carried out the works has assured the Parish Council that he conducts a full wildlife survey before undertaking such works. Cllr T. Grammenos to respond.  Update on email dated 26th March from Berkhamsted Raiders re pitch works.  Cllr T Grammenos is liaising with a new person from Berkhamsted Raiders and will update on this project in June. | Note  TG    TG |
| 15.2  15.2.1 | Highways and footpaths  To update on a letter received requesting a mirror to be erected at the junction of Wigginton Bottom and Chesham Road.  HCC Cllr N Hollinghurst has responded and advised that HCC will not erect mirrors on the public highway due to the risk of glare. Cllr D Moore to speak to residents re possibility of cutting hedges back further to allow better view of oncoming traffic | Note/  DM |
| **15.3**  13.3.1  15.4  15.4.1  15.4.2  **16.**  16.1  16.2  16.3 | Communication and Website  To receive an update on the website proposals  Cllr T Grammenos was absent. Update deferred to June  Matters arising from the Annual Parish Meeting  Separation of waste at the shop/car park  This to be considered in conjunction with Item 10.1.7  Date of Annual Parish Meeting in 2020  Dates of Wednesday 29th April 2020 or 6th May 2020 suggested subject to Village Hall availability. Clerk has emailed Village Hall – awaiting response.  **A.O.B**  Dacorum Borough Council list of Community Assets  The Village Hall and the Greyhound Pub have been accepted for re-listing on the Dacorum Borough Council List of Community Assets for the next 5 years. The Church was rejected but is least at risk from development. Clerk to file the original letters.  Dacorum Borough Councillors  The Parish Council would like to record its thanks to Dacorum Borough Cllr Stan Mills for his help and support during his time of office.  The Parish Council would also like to extend a warm welcome to the new Dacorum Borough Cllr for Aldbury and Wigginton, Cllr Phil McDowell, and look forward to meeting him in the near future,    Climate Change  Mr Mark Burrage, an environmental engineer, joined the meeting and gave a short presentation to the Parish Council regarding involvement in actions to offset climate change. As no resolution can be made under AOB the Parish Council requested that Mr Burrage prepare and forward proposals to the Parish Council for consideration at the June meeting | Note/  TG    DW  Note/  Clerk  Note      Note  Note  Note |
|  | The meeting closed at 10.25pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](mailto:wiggintonpcclerk@gmail.com) |  |
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