Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 21st April 2020 at 8pm |
| Location: | Zoom – Online Video Conference |
| Present: | D. Wilde (Chair) (DW), S. Walker (SW), S Fordyce (SF), D Moore (DM), T. Grammenos (TG), T. Axon (TG), J Mitchell, S O’Sullivan (Clerk)  G Turczyn (New Clerk) as an observer |
| 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, Cllr. D Wilde welcomed the new Clerk, Gosia Turczyn to the meeting and introduced the other Councillors. | Note |
| **2.**  2.1 | **Declaration of Interest by Members**  Cllr. D Moore declared a personal interest in Agenda item: Planning: 12.2 Planning application 20/00834/FHA | Note |
| **3.** | **Approval and Signing of Minutes** |  |
| 3.1 | The minutes of the meeting of Wigginton Parish Council on Tuesday 17th March 2020 were approved and signed by the Chair Cllr D Wilde | Note |
| **4.**  4.1  4.2 | **Amendment to Standing Orders – Online Meetings**  To confirm proposal that Proposed Online Meeting Rules dated 13th April 2020 are adopted as an addendum to standing orders until further notice. See Appendix 1 for the Proposed Online Meeting Rules  Proposed by Cllr. D Wilde seconded by Cllr. S Fordyce and unanimously resolved by the Parish Council  The Chair, Cllr D Wilde had taken out a monthly subscription to ‘Zoom Pro’ to facilitate online meetings. It was understood that this could be cancelled after the May meeting and a subscription taken out by the new chair.  Cllr D Wilde had investigated a reduced price subscription offer advised by HAPTC but this needed 10 subscriptions. | Note  Note/  DW |
| **5.**  5.1  5.2  5.3 | **Parish Meetings**  To confirm proposal that the Annual Parish Meeting be cancelled this year to comply with Govt. Regulations on large gatherings.  Proposed by Cllr. D Wilde, seconded by Cllr D Moore and unanimously resolved by the Parish Council  To confirm proposal to hold the Annual Council Meeting on 19th May 2020 as planned, but online.  Proposed by Cllr. D Wilde, seconded by Cllr S Walker and unanimously resolved by the Parish Council  To confirm that Cllr Wilde is standing down as chair and it will be necessary to elect a new Chair of the Parish Council on 19th May 2020 – Nominations for Chair and Vice-Chair to be emailed to the Clerk by 12th May 2020  Proposed by Cllr. D Wilde, seconded by Cllr. S Walker and resolved by the Parish Council | Note  Note  Note |
| **6.**  6.1  **7.**  7.1  7.2  7.2.1  7.3 | Public Participation Members of the public were invited to join the online Zoom meeting by contacting the Clerk so that an online invitation could be issued. No requests were received. Clerk’s Report/Village Warden’s Report Warden’s Report  A full report not submitted in April – the play area is closed and a full safety inspection due in May 2020  The Gym equipment is in good condition. In accordance with Govt. regulations a sign to be erected to advise the public that the equipment is not to be used until further notice.  Sunnyside Rural Trust Monthly Report  The fortnightly little pick continued during March with both taking around 2 hours 30 minutes, slightly longer than normal. The first litter pick was completed by two project workers with a team up to six adults with learning disabilities of mixed abilities. The second visit was completed by an individual. More dog waste bags have been ordered.  The bi-annual litter pick of the wider mapped area of the Parish was started on 10th March and took place over three days. 80 large bags of rubbish plus many other large items were collected. A written report, including photos and OS locations, of 20 instances of fly-tipping was sent to the Clerk. The Clerk has forwarded this information to Dacorum Borough Council who will deal with this at the earliest opportunity.  To receive update on Warden Contract work during the Covid19 pandemic  The Parish Council have been informed by the Sunnyside Rural Trust that during the Covid19 pandemic lockdown they are unable to carry out the regular litter picks in Wigginton. Many of their staff have been redeployed to frontline work instead. After discussion it was proposed that the Parish Council pay a retainer of 50% of the monthly contract fee to both support Sunnyside in these challenging times while at the same time remaining aware of the need to deal with public money in an appropriate way. Clerk to advise Sunnyside  Items for Information - Clerk | Note  Note  SW  Note  Note  Note/  Clerk |
| 7.3.1  7.3.2  7.3.3  7.3.4  7.3.5  **8.**  8.1 | In accordance with Govt. regulations relating to Covid19 the Wigginton Play Area was closed on 23rd March 2020  The organisers of the Dens Hillbuster event on 19th April informed the Parish Council that the event has been cancelled.  The Parish Council has been advised by Dacorum borough Council that the neighbourhood proportion of the Community Infrastructure Levy for the Period October 2019 – March 2020 to be paid to Wigginton is zero  A letter has been sent to Berkhamsted Raiders to confirm the Parish Council agreement to contribute £170 towards the cost of post installation between the car park and pitch on the Sports Field. Ref: January Minutes Item: 11.1.4. This figure to make up 50% of the potential grant shortfall in the cost. Berkhamsted Raiders to also contribute £170.  The Clerk has been notified by the Smaller Authorities Auditor, PKF Littlejohn that In light of the [government’s announcement on 23 March 2020](https://s.factsline.com/redir.php?trans=647fd3f0-6de7-11ea-96e9-068e03beb944@emailer.factsline.co.uk&loc=https://www.gov.uk/coronavirus) to introduce stringent lockdown measures in response to the coronavirus pandemic, their instructions for the completion of the 2019/20 AGAR (Annual Governance and Accountability Return) will not be issued until such time as there is more clarity over the implications for smaller authorities. Subsequent information from HAPTC has been received stating that a two-month extension has been granted. AGAR returns will need to be completed by 1st September 2020 and final accounts and notice of conclusion of audit to be published on the PC website by 30th November 2020.  **VE Day 8th May 2020**  To consider format of celebrations to mark VE Day 2020  Local formal celebrations are not able to take place due to Govt Covid19 regulations. National commemorations to mark VE Day 75 on 8th May are being scaled back. Govt is working on new plans to ensure the nation can still provide thanks and a fitting tribute to the Second World War generation. VE Day 75 have produced “celebrate at home” packs containing photos, posters etc. Details of how to obtain these packs to be posted on the Parish website and Fb pages.  Consideration of possible celebrations for VJ Day in August deferred to July meeting. | Note  Note  Note  Note  Note/  Clerk  Note/  DM/  JS |
| **9.**  9.1  9.2  **10.**  10.1  **11.**  **12.**  12.1 | **Play Area and Sports Field**  To agree proposal to instruct the Play Inspection Company to conduct the Annual Safety Inspection of the Play Area  After consideration of quotes from two companies (similar costs) and preferences voiced at the March meeting the Clerk has engaged the Play Inspection Company to undertake the annual inspection. They will inspect at a date to be agreed in May and submit their report. The Play Inspection Company will contact the Clerk for access to the Play Area. Gym equipment also to be inspected.  Proposed by Cllr. D Wilde, seconded by Cllr T Axon and resolved by the Parish Council.  To receive an update on the Grounds Maintenance Contract work during Covid 19  Goldleaf have confirmed they are still working as they have been able to put social-distancing measures in place within their workforce. The Sports Field has already had a couple of cuts and the smaller areas cut w/c 13th April 2020 The Oddy and Village Survey To confirm proposal to defer a decision on publishing the Oddy until the May meeting, including consideration of the Village Survey.  Proposed by Cllr, D Wilde, seconded by Cllr. S Walker and unanimously resolved by the Parish Council.  **Community Litter Pick – 25th April 2020**  Due to Govt. Covid19 regulations this event is cancelled Community Support Scheme – Covid19 To receive an update report on the Community Support Scheme.  Following a leaflet drop to the 650 households in the village, giving details of the proposed Community Support Scheme, in excess of 70 volunteers came forward. Currently volunteers from the scheme are carrying out medicine deliveries for the Rothchild surgeries and deliveries from the Village Shop to isolating and vulnerable residents. Not many calls for assistance. It would appear the community is rallying around neighbours etc. An update is to be posted to Fb and the website.  The Scheme hopes to involve as many volunteers as possible. | Note/  Clerk  Note  Note  Note  Note/  DM |
| **13.**  13.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 13.1.1 | Bank Balance on 31st March 2020 was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £ 3,275.80  £ 23,084.35 | | TOTAL | £ 26,360.15 | | Note |
| 13.1.2  13.2 | Bank statements were available for inspection. Cllr. S Fordyce checked and signed off the Bank Reconciliation  To approve payments. | Note |
| 13.2.1 | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/04/2020 | Wigginton Village Hall  Hire of Hall in April 2020 | £ 15.00 | | 31/3/2020 | Sunnyside Rural Trust – Warden duties - March | £ 95.00 | | 25/4/2020 | Goldleaf Groundcare Ltd  Grounds maintenance as contract April 2020 | £280.23 | |  | Total | £390.23 | | Note |
| 13.2.2 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/03/2020 - 20/04/2020 | £ 361.55 | | BACS | HAPTC  Annual subscription 1/04/2020 – 31/3/2021  + Affiliation to NALC | £ 684.29 | |  | **Total** | **£1,045.84** |   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. | Note |
| 13.3  13.4  13.5 | To note receipt of income:  **10/4/2020 Parish Precept and Grants 2020/21 £**  Precept 14,714.51  Concurrent Service Grant:  Church 400.00  Village Hall750.00  Open Spaces 8,142.10  9,292.10  Warden Grant 718.95  Council Tax Support Grant 222.16  24,947.72  To consider transfers between accounts – Unity Current and Instant Access Saver  None – Clerk has been notified by Unity Trust that the interest rate on the Instant Access Saver Account is being reduced to 0.00% in May 2020  To consider account options now that interest on the Unity Instant Access has been reduced to 0.0%.  Cllr T Grammenos has arranged for Metro Bank representative to call Cllr S Fordyce to discuss possibly moving accounts to Metro Bank. | Note  Note |
| **14.**  14.1 | **Planning**  DBC decisions on Planning applications   |  | | --- | | 20/00206/FHA 3 Valpy Close, Wigginton, Tring HP23 6EY  Single storey rear extension - Granted | | 20/00135/FHA The Croft, Chesham Road, Wigginton, Tring HP23 6JE  Two storey side extension - Granted | | Note |
| 14.2 | The following Planning applications were considered by the Parish Council: - | Note |
|  | |  | | --- | | **20/00347/TPO**  1 Beech Park, Wigginton, Tring HP23 6JF  Fell Thuja (**T1**), Oak (T2), Ash (T3), Goat Willow (T4), Hornbeam (T6) and Lawson Cypress (T11). Reduce Ash Tree (T5). Raise to 4m Hornbeam (T7), raise to 8m Oak (T10) and reduce height of Leyland Cypress (G1)  The Parish Council resolved to defer the above application to the opinion of DBS Countryside Officer | | **20/00653/FHA**  6 Highfield Road, Wigginton, Tring HP23 6EB  Change of use of existing store/potting shed to be utility room and WC. And 4m x 5.8m single storey rear extension  The Parish Council resolved to support the above application | | **20/00834/FHA**  242 Clayhill, Wigginton Bottom, Wigginton, Tring HP23 6HR  Construction of single storey rear extension replacing existing outhouse + front porch  The Parish Council resolved to support the above application | | **20/00852/FHA**  Bethany, Chesham Road, Wigginton, Tring HP23 6HJ  Front, side + rear extensions  The Parish Council resolved to support the above application | | **20/00876/FHA**  6 Fox Close, Wigginton, Tring HP23 6ED  Two storey front extension to replace a single storey garage and an extension of the rear first floor to create a larger dormer window  The Parish Council resolved to make no comment on the above application | | **20/00901/FHA**  11 Osborne Way, Wigginton, Tring HP23 6EN  Loft conversion with rear dormer and double hip to gable and two storey front extension  The Parish Council resolved to make no comment on the above application | |  |
| **15.**  **15.1**  15.1.1  15.1.2  15.1.3  15.1.4 | **Items for Discussion**  **Green Spaces**  To consider quotes for moving the basketball net and siting of the table tennis table  Councillors stated preferred option to approach local reliable known contractors. Minimum of two quotes required preferably by the May meeting. Cllr. D Moore to approach preferred contractor personally as previous contact through their web page has proven unproductive.  To consider quotes for resurfacing under the gym equipment  Cllr S Walker advise that cold lay tarmac for one piece of equipment would be in the region of £80 per m 2. Total cost for 10 pieces of equipment approx. £800. Cllr Walker to submit formal quote at the May meeting  To further consider proposals for development of the Recreation Ground  Detailed proposals have not yet been progressed due to the Covid19 pandemic. Deferred to the May meeting  To consider response to local resident regarding licensing application by Woodland Weddings at Lilas Wood  The area concerned is not in Wigginton Parish. The Parish Council resolved to make no comment. | Note/  DM  SW  Note  Note |
| **15.2**  15.2.1 | **Highways and Footpaths**  To consider complaint from resident regarding closure of FP3 and 11 through Hill Green Farm and dangerous dogs on the loose  In accordance with Govt regulations surrounding Covid19 the Parish Council would not discourage the public from complying with an advisory notice relating to Covid19 of a type approved by Dacorum Borough Council for use in this location. However, to note that the notice is advisory not compulsory and once the perceived risk of infection has passed all such notices should be removed. The position with regard to dogs is unchanged. It is the landowner’s responsibility to ensure that their dogs do not threaten or intimidate anyone on a public right of way. All incidents of this type should be recorded and if serious reported to the police in the usual way. The situation to be revisited once the lockdown measures are eased. | Note |
| **15.3**  13.3.1  **15.4**  15.4.1  **15.5**  15.5.1  **16.**  16.1  **17.**  17.1  17.2  17.3  17.4 | **Climate Change Emergency**  To receive an update on progress from Sustainable Wigginton on the Climate Action Plan  Nothing to report due to the pandemic  **Website and IT**  Update on progress of the website  A training/handover meeting is yet to be arranged between Cllr D Moore and John Shelton. Will have to wait until Govt ease lockdown measures.  **Meeting with Beech Park Residents**  The meeting scheduled for 26th March was cancelled due to Covid19 pandemic lockdown measures. A new date will be set when it is safe to do so.  **Appointment of New Clerk**  To confirm proposals for handover to the new Clerk.  Gosia Turczyn attended the meeting as an observer with a view to handover at Annual Council Meeting on 19th May. Gosia to commence employment on 6th May for a two-week handover period. Sharon to liaise with Gosia using Zoom. Equipment to be handed over taking all necessary precautions. Files to be updated on USB with a copy to the Chair.  **AOB**  Hardship Fund  A number of residents approached the Parish Council regarding setting up a Hardship Fund to support Wigginton residents having financial difficulties as a result of the Covid19 pandemic. The Chair, Cllr D Wilde proposed that the Parish Council set up and administer a bank account with Metro Bank to facilitate this fund but that a group of ‘trustees’ be formed to administer the fund and decide on distribution of monies. Cllr S Fordyce seconded this proposal and agreed to be the main administrator of the bank account. Cllr T Grammenos to liaise with Metro Bank. The proposal was unanimously agreed in principle. To be formally resolved at the next meeting.  .  Burglaries  A number of burglaries have been reported in the local area. Cllr D Moore to contact OWL for suitable advice to be posted on the website and Fb page.  Tree survey of the Recreation Ground  The tree survey is due reference previous inspection report in 2017 and to comply with Parish Council Risk Assessment policy. Parish Council confirmed happy to engage the previous inspector as he has conducted several previous surveys and knows the area well. Clerk obtained quote of £450.00 from him. Clerk to action  Nails on the Sports Field  The issue of nails remaining after the bonfire on the Sports Field was brought to the attention of the meeting. A new magnet is to be purchased. Nails to be removed at the earliest opportunity. Cllr. S Walker offered use of a skip.  Meeting closed at 9.40pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](about:blank) | Note    Note  Note/  DW  Note/  SOS/  GT  Note  Note/  DM  Note/  Clerk  Note |

### Appendix 1

Addendum to Standing Orders:

At the Parish Council meeting held on 21st April 2020 Agenda Item 4.1 To confirm proposal that Online Meeting Rules dated 13th April 2020 are adopted as an addendum to standing orders until further notice was proposed by The Chair, Cllr D Wilde, seconded by Cllr. S Fordyce and unanimously resolved by the Parish Council. See addendum below.

WIGGINTON PARISH COUNCIL –  ONLINE MEETING RULES APRIL 2020

1. GENERAL
2. Be on time.
3. Mute yourself when not speaking. (alternatively the host can control all muting)
4. Ensure your technology works correctly.
5. Frame the camera correctly.
6. Have the right light and look into the camera.
7. To speak “raise a hand” and wait to be invited to speak by the host.
8. Give the meeting your full attention.
9. WIGGINTON PC RULES
10. The meeting will be conducted using “zoom” or other suitable software. The code to enter will be emailed to councillors and clerk, with agenda and reports.
11. To save meeting time, all are asked to read the docs beforehand and consider items requiring a decision.
12. We will advertise the meeting on the website, together with any documents for public consumption.
13. Public wishing to attend will have to email the clerk and request an invitation, which will be sent to them by the host (the chair).
14. Open the participants box by clicking on the “participants” button at the bottom.
15. “Raise your hand” if you want to speak by clicking on the relevant button next to your name in the participants box. A small blue hand will appear next to your name. The chair will unmute you.
16. The chair will try to fully engage all participants.
17. Screen sharing will be one at a time, controlled by the chair.
18. Resolutions will be made as follows:

* The chair will state the proposal and ask “if anyone disagrees raise a hand”.
* If someone disagrees a show of hands (agree, disagree or abstain) will be taken. The chair will state the result.
* If a show of hands is not possible the chair will read out names and ask councillors to state whether they agree, disagree or abstain.

1. Written record and background papers of meetings will be posted on our website.