Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 18th February 2020 at 8pm |
| Location: | Village Hall, Chesham Road, Wigginton |
| Present: | D. Wilde (Chair) (DW), S. Walker (SW), S Fordyce (SF), J Mitchell (JM), T. Grammenos (TG), S O’Sullivan (Clerk)  HCC Nick Hollinghurst and two 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 | Apologies received from Cllrs. T Axon and D Moore. Cllr N Hollinghurst and other members of the public were welcomed by The Chair. | Note |
| **2.**  2.1 | **Declaration of Interest by Members**  Cllr. S. Walker declared a personal interest in Agenda item: Planning: 12.2 Planning application 20/00076/OUT | Note |
| **3.** | **Approval and Signing of Minutes** |  |
| 3.1 | The minutes of the meeting of Wigginton Parish Council on Tuesday 21st January 2020 were approved and signed | Note |
| **4.**  4.1 | **Public Participation**  The Chair proposed to bring forward Agenda Items pertaining to input from HCC Cllr Nick Hollinghurst and to suspend standing orders to allow guests to speak. Cllr. Hollinghurst advised that he had visited Wigginton on Thursday 13th February accompanied by his HCC Highways Liaison Contact and looked at issues reference Agenda Item 13.2. See Minute items 13.2 for summary. Cllr. N Hollinghurst left the meeting at 8.45pm  The Chair of Wigginton Gardeners Association joined the meeting at 8.25pm to present an AOB item to the meeting. See Minute item AOB 15.1 for summary. The Chair of Wigginton Gardeners left the meeting at 8.50pm | Note |
| **5.**  5.1  5.2  **5.3**  5.3.1  5.3.2  5.3.3. | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  The Warden report noted muddy hollows at the base of the slides in the play area. See agenda item 7.4 re additional chippings. In addition, the area should be being raked by Sunnyside Rural Trust as part of the Warden contract. Clerk to check  It is also very muddy under the gym equipment resulting in the equipment itself being muddy. Cllr. S Walker to investigate and quote for laying rubber matting or shingle under each piece of equipment.  Cllr. D Moore to undertake March inspection  Cllr. J Mitchell proposed 25th April for the Community Litter Pick. Seconded by Cllr. D Wilde and resolved by the Parish Council. Cllr. J Mitchell to organise. Clerk to advise Sunnyside Rural Trust  Sunnyside Rural Trust Monthly Report  No report for January has been received. The Clerk has requested a copy.  Clerk’s Report – Items for Information  The Clerk has contacted UK Power Networks re getting the nominal rents they pay for installations on Parish Council land paid directly into the bank. Approximately £13 per annum. This is not possible. UK Power Networks will reissue out of date cheque for £0.25  The Clerk has requested Goldleaf Groundcare supply a quote to continue the current grounds maintenance contract into 2020/21. The Parish Council are very satisfied with the current contract.  A VAT reclaim for £2,301.10 has been submitted by the Clerk | Note/  Clerk/  SW  DM  JM/  Clerk  Note  Note  Note  Note |
| **6.**  6.1 | **Herts Year of Culture 2020**  The Clerk has again emailed Annie Smith, Community Partnerships and Wellbeing Officer (Projects) at DBC regarding the installation of the Electric Umbrella yellow pianos discussed in December. Annie advised she would contact Electric Umbrella again to supply details, costs etc. Unfortunately, no response has been received.  Councillors unanimously agreed to put the project to one side for the time being. | Note |
| **7.**  7.1  7.2  7.3 | **Play Area and MUGA**  To receive an update on play area fence repair and gate closing  Cllr. S Walker has purchased a new gate closing mechanism; however, some adaptation is necessary before it can be installed. Cllr. Walker advised problem is ongoing and receiving his attention. Invoice to be submitted when installation has taken place. Cllr. T Grammenos to purchase a ‘Please close the gate’ sign.  The fence has been repaired. Cllr. S Walker to submit an invoice to the March meeting.  To further consider public use of the MUGA  Cllr. D Wilde reported to the Parish Council on his recent meeting with the Head and a Governor of St Bartholomew’s School re the public use of the MUGA:   * The School proposed to make a list of which sports the MUGA can be used for and what the school requires of hirers e.g. regarding insurance etc * If possible, a list of hire charges to be supplied. * It was agreed that the MUGA could them be advertised for hire in the near future on the School’s website, the Parish Council website, in this year’s Oddy and elsewhere. * Further consideration will be given to a booking and hiring system. * The School will continue to work on an amendment to the Planning Permission to allow year-round weekend use which has been requested by a potential hirer. The Parish Council will consider any such application in the normal way.   To receive update on purchase of additional chippings for the play area  A 1000Kg bag of eco chippings has been ordered from the original supplier. Delivery has taken place on 13th February 2020. Cllr S Walker to organise a working party to spread the chippings on the play area asap. | Note/  SW/  TG  Note/  DW  Note/  SW |
| **8.**  8.1  8.2  **9.**  9.1  **10.**  10.1 | **The Oddy 2020**  To receive an update report from the Oddy working party  After discussion Councillors were allocated areas of responsibility for collecting and writing articles for inclusion in The Oddy. Proposed production dates as follows:   * Articles to Cllr. T Axon by 6th March * First draft – 17th March for review at March meeting * Final copy – 24th March * Delivery week ending 4th April 2020.   Cllr J Mitchell to contact village groups for articles for inclusion in The Oddy.  The Village Shop would like to include a flyer with The Oddy and have agreed to help with distribution.  To determine the parameters of the Village Survey 2020  The Chair, Cllr. D Wilde will compile the Village Survey 2020 which will be distributed with The Oddy – replies to be requested before 29th April – in time for the Annual Parish Meeting which is to be held on 29th April 2020 in the Village Hall. Cllr. D Wilde requested that Councillors contact him with items for inclusion in the Village Survey  **ICO**  To approve data protection fee renewal and option to pay by Direct Debit  There is a legal obligation to register with the Information Commissioner’s Office. Proposal to pay annually by Direct Debit at a reduced fee. Proposed by Cllr D Wilde, seconded by Cllr S Fordyce and resolved by the Parish Council. Direct Debit mandate duly signed. Clerk to submit to ICO  **Village Hall**  To formally approve advancing the 2021 grant to the Village Hall along with the 2020 payment in April to help facilitate roof repairs.  As noted in AOB February 2020 minutes; should the Village Hall require it, the above was proposed by Cllr S Fordyce, seconded by Cllr. S Walker and resolved by the Parish Council. The Village Hall committee has agreed to improve the booking system with a commitment to respond to booking requests within 24 hours | Note/  TA/DW  JM/DM  DW/  All  Note/  Clerk  Note |
| **11.**  11.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 11.1.1 | Bank Balance on 31st January 2020 was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £ 3,089.72  £25,060.26 | | TOTAL | £28,149.98 | | Note |
| 11.1.2  11.2 | Bank statements were available for inspection. Cllr. S Fordyce checked and signed off the Bank Reconciliation  To approve payments. | Note |
| 11.2.1  11.2.2. | Standing orders previously approved for payment were confirmed as: -   |  |  |  | | --- | --- | --- | | 15/02/2020 | Wigginton Village Hall  Hire of Hall in February 2020 | £ 15.00 | | 31/01/2020 | Sunnyside Rural Trust – Warden duties | £ 95.00 | |  | Total | £110.00 |   Payment previously approved: January Minute Item: 5.1.1  7/2/2020 Eco Chippings  1000Kg Rubber Chippings for Play Area £531.00 | Note  Note |
| 11.2.3 | Cheques/BACS payments listed for payment at the meeting were confirmed as follows: -   |  |  |  | | --- | --- | --- | | BACS | Goldleaf Groundcare Ltd  Grounds maintenance as contract February 2020 | £ 279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/01/2020 - 20/02/2020 | £ 335.55 | | BACS | Three Counties Lining Limited  White Lining the Sports Field Car Park | £ 594.00 | | BACS | SRT Trading  Upgrading works to FP21 | £1,200.00 | |  | **Total** | **£ 2,408.78** | | Note |
| 11.3  11.4 | 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  None  To consider transfers between accounts – Unity Current and Instant Access Saver  Clerk requested transfer of £2,000.00 from Instant Access Account to maintain adequate funds in the Current Account. Proposed Cllr. D Wilde. Seconded Cllr. S Fordyce and resolved by the Parish Council. | Note  Note  Note |
| **12.**  12.1 | **Planning**  DBC decisions on Planning applications  19/03138/FHA  Woodview, Tinkers Lane, Wigginton, Tring HP23 6JB  Single storey rear extension. First floor side extension over existing utility room. - Granted | Note |
| 12.2 | The following Planning applications were considered by the Parish Council: -   |  | | --- | | **20/00076/OUT**  Green Hedges, Chesham Road, Wigginton, Tring, HP23 6HH  Replacement dwelling. (To replace the existing single storey bungalow with a two  storey dwelling)  The Parish Council resolved to object to the above application on the grounds of  loss of light and dominance of existing properties | | **19/02669/FHA**  16 Cow Roast, Tring Road, Tring HP23 5RF  Two storey side extension and rear garden room extension  The Parish Council resolved to object to the above application on the grounds of  scale, overlooking adjacent properties and parking issues. | | **20/00206/FHA**  3 Valpy Close, Wigginton, Tring HP23 6EY  Single storey rear extension  The Parish Council resolved to make no comment on the above application | | **20/00135/FHA**  The Croft, Chesham Road, Wigginton, Tring HP23 6JE  Two storey side extension  The Parish Council resolved to make no comment on the above application | | Note |
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| **13.**  **13.1**  13.1.1  13.1.2  13.1.3 | **Items for Discussion**  **Green Spaces**  To consider options for moving the basketball net  Cllrs. T Grammenos and S Walker, after having reviewed the area, proposed siting the basketball net in the Sports Field area as per photo and drawing Appendix 1. Discussions took place regarding additional space for the table tennis table. Cost is estimated to be in the region of £3-5,000. Cllr. T Grammenos to obtain quotes.  To review and sign the Grass Pitch Maintenance Agreement with Berkhamsted Raiders to enable them the make grant applications for improvements to the Sports Field pitch area.  Several small amendments to the agreement were discussed at the meeting. The Clerk to liaise with Berkhamsted Raiders and to get the agreement signed and sent back if they are agreeable to the changes. Deadline for the grant applications is 28th February.  The question of dogs on the pitch was raised during discussion. Cllr. T Grammenos to purchase signs to ask dog owners to keep their dogs off the pitch area. Invoice to be submitted to the March meeting.  To consider quotes for works to the Recreation Ground hedge alongside 1 Highfield Road.  Two quotes were received. After discussion Cllr. D Wilde proposed accepting the quote from RML Tree and Garden Services. Seconded by Cllr. T Grammenos and resolved by the Parish Council. Clerk to notify interested parties. Date to be agreed asap to minimise impact on wildlife in the area.  Once the hedge is reduced it is to be included within the contract for routine grounds maintenance. | Note/  TG/SW  Note/  Clerk  TG  Note/  Clerk |
| **13.2**  13.2.1  13.2.2  13.2.3  13.2.4  13.2.5.  13.2.6 | **Highways and Footpaths**  To consider options for alleviating parking and congestion issues on Chesham Road  The outline issue was briefly discussed with HCC Cllr N Hollinghurst. Any road lining options will take a long time to implement. The situation will continue to be monitored for the time being.  To receive an update report on road surface issues in Hemp Lane  HCC Councillor Nick Hollinghurst advised works to Hemp Lane are most likely in the Long Term Works Plan for early 20/21. It was noted in his visit to Wigginton that four drains at the top of Hemp Lane near the Church are blocked and need to be cleared to reduce runoff down the lane that is scouring the edges of the banks. Cllr Hollinghurst is pressing for urgent action, but this may take several months.  To receive an update on progress of P3 works to Footpath 21  Remedial works after inspection have now been completed and the invoice received from Sunnyside Rural Trust. Clerk to return P3 grant paperwork to Groundworks and investigate possible grants available for this year.  To receive an update on Wigginton Bottom/Chesham Road visibility  Cllr Hollinghurst confirmed that in the opinion of HCC Highways there is an unacceptable obstruction to visibility at this junction. The Highways officer considered that the highway boundary is not in fact the chain link fence but is further in at the midline of the original hedge. Contractors are to be contacted by HCC  To receive update on footpath around the Greyhound car park entrance.  Most of the land is undoubtedly highway land and demarcation with the car park is clear. The levels appear unsatisfactory and have been exacerbated recently by heavy vehicles. A survey is to be made of the area with a view to relaying reducing slopes, the footway surface and the surface of the entrance. The width of the entrance to be widened. Former grassed area to be tarmacked. Cllr Hollinghurst advised that this cannot be done in this financial year but hopefully early in 20/21 if additional funding can be procured.  To receive update on complaints from residents regarding damage to verges in Wigginton Bottom/Clay Hill  In Highways terms the damage appears minor but Cllr. Hollinghurst will report it. Paperwork will be looked at to check diversion advice. It is unlikely that Wigginton Bottom was specified as an official diversion therefore it is unlikely that any satisfactory outcome from the water company’s contractor will result.  HCC Cllr. Nick Hollinghurst also reported on the long outstanding issue of Speed Limits affecting the village.  Suggestions: (a) Take the 40mph back to Champneys entrance  (b) 30 or 40mph on Chesham Road from entrance to  Champneys to A G Evans yard to entrance of Nine Acres Farm  (a) may not be achievable and almost certainly will have to have a gap between (a) and (b). May not be able to achieve 30mh in (b). Cllr N Hollinghurst to work with HCC design team to look at the above options. | Note  Note/  NH  Note/  Clerk  Note  Note/  NH  Note/  NH  Note/  NH |
| **13.3**  13.3.1  **13.4**  13.4.1  **13.5**  13.5.1  **13.6**  **14.**  **15.**  15.1  15.2 | **Tring and District Transport Plan**  To receive an update report  Nothing to report  **Climate Change Emergency**  To receive an update of progress from Sustainable Wigginton on the Climate Action Plan  The clothing sale and information event hosted by Sustainable Wigginton on Saturday 25th January was very well attended and raised £370 for DENS.  Further initiatives are being developed.  Thermal imaging of properties in Wigginton is being undertaken for a suggested donation of £15. A report will be issued offering advice on heat loss if necessary. The imaging has to be done in cold weather and is complete for this winter. Requests for next winter can be made to Sustainable Wigginton via dehwilde@btinternet.com.  **Website and IT**  Update on progress of the website  The new website is now live. Cllr. T Grammenos investigated outsourcing administration but the cost is prohibitive. Cllr D Moore is willing to take over website administration.  John Shelton attended the meeting to propose that he will continue to manage the account with the hosting company as it will enable him to oversee several village websites currently operating via the hosting company. The Parish Council are responsible for their own hosting fees. Cllr. D Moore to manage the Parish Council website pages. Cllr D Moore to contact John Shelton re access information. John proposed separating the Trade Directory from the Parish website. Currently 20-30 businesses in the directory. Cllr. D Wilde proposed acceptance of Mr Shelton’s proposal along with proposing an enormous vote of thanks to John for his extensive work on the website and Parish Council IT. Seconded by Cllr T Grammenos and unanimously resolved by the Parish Council  **Meeting with Beech Park Residents**  The date for a meeting between The Chair, Cllr D Wilde, HCC Cllr. Nick Hollinghurst, DBC Cllr P McDowell and residents from Beech Park is yet to be arranged.  **Vacancy for New Clerk**  Notices advertising the vacancy of Clerk to the Parish Council have been posted with HAPTC, on the noticeboard, Parish website etc. The closing date is 14th March 2020. To date one application has been received.  **AOB**  Funds from Wigginton Gardeners Association  The Chair of Wigginton Gardeners attended the meeting to offer funds to plant indigenous trees on the Recreation Ground. The Parish Council are working alongside Sustainable Wigginton to develop initiatives such as this so it would be ideal for all parties to work together. Cllr, D Wilde requested that the Chair of Wigginton Gardeners write to the Parish Council with their proposal for consideration at the March meeting.  Request from the Village Shop to lay a light stone or other appropriate surface underneath the two round picnic tables and along the front of the shop to reduce mud in the area.  After discussion the Parish Council agreed to the proposal in principle and will consider drawings to formally approve at the March meeting. It was suggested that bark or eco-chippings could be used instead of shingle.    Meeting closed at 10.15pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](about:blank) | Note    Note/  DW    Note/  DM  Note/  DW/  NH/  PmcD  Note  Note  Note |

**Appendix 1**

Basketball net relocation:

