Minutes of the Monthly Meeting of Wigginton Parish Council

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| Held on: | Tuesday 21st January 2020 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. HCC Cllr Nick Hollinghurst and DBC Cllr Phil McDowell joined the meeting at 8.15pm and were welcomed by The Chair. | 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 December 2019 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 DBC Cllr Phil McDowell and to suspend standing orders to allow guests to speak. See Minute items 11.2 for summary. Cllrs N Hollinghurst and P McDowell left the meeting at 8.45pm | Note |
| **5.**  5.1  5.1.1  5.2  5.2.1  **5.3**  5.3.1  5.3.2  5.3.3. | **Village Warden’s Report/Clerk’s Report**  Warden’s Report  Cllr. T Grammenos was unable to undertake the December warden inspection but submitted the January report to the meeting.   * It was noted that the fence restraining wire parallel to Chesham Road has snapped. Cllr. S Walker to arrange repair. * Standing water at the gate and some other areas is making it very muddy. Settlement of the chippings was expected. Cllr. D Wilde proposed the purchase of an additional 1000Kg bag of rubber chippings (£700 + VAT max budget) to add to the surface. Seconded by Cllr S Fordyce and resolved by the Parish Council. Clerk to seek quotes from original supplier and one other before placing order. * The exercise equipment is very dirty. Cllr. T Grammenos to clean.   Sunnyside Rural Trust Monthly Report  Sunnyside completed litter picks on 6th and 20th December 2019. Both visits took 2 hrs 30 mins. Dog waste bags were checked and replaced.  It was noted that some dog waste dispensers have been missed. Possible that demand is excessive. Cllr David Wilde to speak to Sunnyside contact when he meets with him later in the week.  Clerk’s Report – Items for Information  Reference December Minute:11.6.2 the clerk has written a letter of support to Power for People to support the Local Electricity Bill.  Sunnyside has been notified of missed dog waste bag dispenser at top of Field Way – acknowledgment received  The DENS fundraiser – the Hemel Hillbuster will be going ahead again this year on  Sunday 19th April. Same routes as last year – part of the route through Wigginton. Clerk to notify Village Shop and Berkhamsted Raiders. | Note  SW  Clerk  TG  Note/  DW  Note  Note  Note/  Clerk |
| **6.**  6.1 | **Herts Year of Culture 2020**  The Clerk has 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. Photos of the pianos have been received. | Note |
| **7.**  7.1  7.2 | **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. Invoice to be submitted to the February meeting when installation has taken place.  To further consider public use of the MUGA  The Parish Council contributed to the legal costs associated with construction of the MUGA with the understanding that it would be made available for use by village sports groups, out of school hours, from April 2019. Unfortunately, due to a number of issues particularly around insurance and access to the site this has not been possible. The Parish Council are keen that information relating to hiring of the MUGA be available for inclusion in this year’s Oddy. After discussion it was decided that Cllr D Wilde would arrange a meeting with The Head of St Bartholomew’s and school governors to find a way forward. | Note/  SW  Note/  DW |
| **8.**  8.1 | **The Oddy 2020**  To resolve to set up a working party to produce the Oddy 2020 and determine the terms of reference of the working party  After some discussion a working party comprising Cllrs T Axon, D Wilde, J Mitchell and D Moore was set up. Working party to report back to the February meeting with plan of action. The Village Shop would like to submit an article for inclusion in the Oddy. | Note/  TA/DW  JM/DM |
| **9.**  9.1 | **Finance**  To receive bank statements and bank reconciliations |  |
| 9.1.1 | Bank Balance on 31st December 2019 was confirmed as: -   |  |  | | --- | --- | | Unity Trust Current  Unity Trust Access Saver | £ 3,125.07  £25,060.26 | | TOTAL | £28,185.33 | | 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: -   |  |  |  | | --- | --- | --- | | 15/01/2020 | Wigginton Village Hall  Hire of Hall in January 2020 | £ 15.00 | | 31/12/19 | 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 January 2020 | £ 279.23 | | BACS | S. O’Sullivan - Clerks reimbursements and salary 21/12/19 - 20/01/2020 | £ 335.55 | | BACS | SRT Trading  Dog waste bags | £ 23.51 | | BACS | Random Name Ltd  Web hosting fees 7/1/19 – 8/1/2020 | £ 115.06 | |  | **Total** | **£ 753.35** | | Note |
| 9.3  9.4 | 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  £828.00 received from Berkhamsted Raiders for pitch hire 2019-2020 Season  To consider transfers between accounts – Unity Current and Instant Access Saver  None required – sufficient funds in the Current Account | Note  Note  Note |
| **10.**  10.1 | **Planning**  DBC decisions on Planning applications  **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. - Granted | Note |
| 10.2 | The following Planning applications were considered by the Parish Council: -   |  | | --- | | **19/03138/FHA**  Woodview, Tinkers Lane, Wigginton, Tring HP23 6JB  Single storey rear extension. First floor side extension over existing utility room  The Parish Council resolved to make no comment on this application | | Note |
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| **11.**  **11.1**  11.1.1  11.1.2  11.1.3  11.1.4  11.1.5 | **Items for Discussion**  **Green Spaces**  To receive update on white lining the Sports Field Car Park  The works were successfully completed on January 21st, 2020 with only a short closure of the car park necessary. Currently awaiting the invoice from Three Counties Lining. This will be approved at the February meeting.  To consider options for moving the basketball net  The Village Shop have advised the Chair that they are now in a position to contribute to community projects. This would provide an ideal opportunity to re-position the basketball net away from the car park area perhaps on the field on the other side of the shop. Cllr T Grammenos to investigate design and size of the area needed. Cllr S Walker to obtain costs based on information from Cllr Grammenos. Report back to the February meeting.  To review collection of waste/recycling by Dacorum Borough Council at the Sports Field.  It had been noted that the incorrect bags were being put in the bins resulting in recycling waste not being recycled. Cllr S Walker contacted the Dacorum Clean and Green team dealing with the area and has resolved the issue prior to the meeting.  To review the Sports Field pitch report from Berkhamsted Raiders and discuss issue raised with the goalposts  The pitch report highlighted several issues which need addressing regarding drainage and quality of the pitch surface. Reference previous meetings Berkhamsted Raiders are seeking grant funding for works to the pitch. They are optimistic that these applications will be successful. They are happy to include installation of posts, between the pitch and car park to protect the pitch, into the grant application. If this section of grant funding is successful, the grant would cover 70% of the post installation costs. Berkhamsted Raiders are happy to split the remaining 30% 50/50 with the Parish Council. The Parish Council would be happy to agree to this proposal.  Issues with the goalposts were highlighted in the FF report. The Chairman of Berkhamsted Raiders is happy with the condition of the goalposts but will put safety stickers on the posts as advised in the report.  It was also noted that short term improvement works – slotting is due to take place on Wednesday 22nd January 2020.  Berkhamsted Raiders have also advised that, in order to preserve the pitch, for the remainder of the season only girl’s matches will be played on Saturdays. No matches will be played on Sundays.  To consider communication from Goldleaf Groundcare re the Recreation Ground hedge alongside 1 Highfield Road.  Goldleaf quoted for reduction of the hedge to 1.5m. Continued maintenance of the hedge to then be included in the maintenance contract. Due to financial regulations further quotes are required. These are to be obtained prior to the February meeting where the final decision will be made. | Note  Note/  TG/SW  Note  Note/  Clerk  Note/  SW/  SF |
| **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  The Chair, Cllr D Wilde outlined the issues to HCC Cllr N Hollinghurst and DBC Cllr P McDowell and advised that hedges have been cut to improve visibility and that white lining of the car park has taken place to improve the situation. Berkhamsted raiders are spacing matches at 2 hourly intervals to alleviate match congestion. HCC Cllr N Hollinghurst advised that options for white and/or yellow lines on the road are very limited and take a long time to implement. Cllr T Grammenos to speak to Berkhamsted Raiders re putting out bollards on match days. Situation to be monitored.  To receive an update report on road surface issues in Hemp Lane  HCC Cllr Nick took note of concerns highlighted with Hemp Lane and advised he would investigate where Hemp Lane finds itself in the integrated highways plan and report back  To receive an update on progress of P3 works to Footpath 21  Sunnyside Rural Trust have reported that the work is 95% complete. Requested that the Parish Council inspect the works. Cllr D Wilde to arrange to do this.  .  To receive an update on Wigginton Bottom/Chesham Road visibility  HCC highways have inspected the hedge at the junction of Wigginton Bottom and Chesham Road and deemed it clearly impinging on the highway and as such a danger. It is scheduled to be cut by HCC. | Note/  TG  Note/  NH  Note/  DW  Note |
| **11.3**  11.3.1  **11.4**  11.4.1  **11.5**  11.5.1  **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 an update of progress from Sustainable Wigginton on the Climate Action Plan  Cllr D Wilde reminded the meeting about the Sustainable Wigginton event to be held in the Village Hall on 25th January. Clothes for sale and information event. Cllr. D Wilde is hoping to sign up as many people as possible for a Home Thermal Imaging Survey to highlight areas of heat loss in the home. A report will be provided giving advice on improvements. Contact Cllr Wilde if interested in having a survey in your home.  **Website and IT**  Update on progress of the website  The host transfer has been agreed but the website is not yet live. Due to current time restraints Cllr. T Grammenos to approach a local web design company regarding further development and maintenance of the website. Proposed by Cllr. T Grammenos, seconded by Cllr D Wilde and agreement resolved by the Parish Council.  **AOB**  Complaint re closure of Chesham Road.  Several complaints have been received from residents of Wigginton Bottom regarding the closure of Chesham Road for the installation of a domestic water supply. HCC highways put in place a 10-mile diversion around the area, however Wigginton Bottom became a shorter cut though resulting in increased volume of traffic and unsuitable vehicles using the road which is very narrow in places. The grass verges have been destroyed beyond natural repair and need to be rectified by the authorities involved. The Parish Council and members of the public have made complaints via the HCC website. Cllr. N Hollinghurst to investigate further. Cllr. P McDowell advised that TROs can be discussed by the Parish Council and comments passed on to highways.  Village Hall Roof  Cllr S Fordyce advised that repairs are needed on the Village Hall roof to the sum of approx. £5,000. He requested that the Parish Council agree to passing on the annual grant of £750 for 2020 and 2021 in April 2020 to help to facilitate the work. The Parish Council agreed in principle, to be formally approved at the February 2020 meeting. It was brought to the attention of the meeting that several villagers have commented that response to hall booking requests is sometimes rather slow. It was felt that improving the system may bring additional bookings to improve the Hall finances. Along with the agreement of extending the grant funds early the Parish Council will request that the Village Hall committee look at improving the booking system    Footpath outside the Greyhound Public House  The poor condition of the footpath around the pub car park entrance was brought to the attention of HCC Cllr N Hollinghurst. Reports have been made through the HCC website. There have been several accidents. Cllr. N Hollinghurst agreed to view the problem in daylight.  Meeting closed at 9.50pm  Sharon O’Sullivan, Clerk to the Council  [wiggintonpcclerk@gmail.com](about:blank) | Note    Note/  DW    Note/  TG  Note/  NH  Note |