**WIGGINTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Held in Wigginton Village Hall**

**Tuesday 15th October 2024 at 8 pm**

**MINUTES**

In attendance: Cllr Walker (Chair), Cllr O’Sullivan and Cllr Western, Cllr Pattison- Lora and Cllr Stillwell and Carol Brown (Cllr from minute 24/120)

Gosia Turczyn – parish clerk and five members of the public

##

**24/116 Apologies**

To consider and accept apologies.

The Council received and accepted apologies sent by County Cllr Symington.

**24/117 Interest and Dispensations**

1. To receive any declarations of interest for items on the agenda or requests for dispensation.

 Cllr Western declared an interest in the agenda item 24/125 Wigginton Community Shop as his spouse is the Greyhound pub landlady. Cllr O’Sullivan declared an interest in the agenda item 24/125 Wigginton Community Shop as she is volunteering in the shop.

Cllr O’Sullivan declared an interest in the 24/02217/FHA Construction of a single-storey, garden office (5m x 4mx 2.45m). It will replace a wooden shed. 2 Catherine Cottages Wigginton Bottom Wigginton Tring Hertfordshire HP23 6HP planning application as a next-door neighbour.

**24/118 Public Participation (max 15 minutes)**

Members of the public can raise matters of concern or queries.

1. Four members of the public representing Common Field raised objections to the suggestion to use Common Field as a site for electric vehicle (EV) chargers. The council explained that until an official proposal is presented to the community for consultation, this is merely a suggested option. They reassured residents that no decisions have been made yet.
2. Member of the public received the following update from Dacorum BC regarding the trees on Common Field: The tree Surveyor has visited and carried out an inspection of the trees at Common Field.  A complete re-survey of the trees within this green has now been completed. Telephone lines have been cleared of minor vegetation with a rising stacked on site. This will be cleared by Clean Safe and Green. Three trees, as follows,  have been identified for work. A silver birch is in physiological decline, so will be felled and ground.   A  works order will be added to the contractors schedule. A silver maple,  with a low canopy over the highway, is to have this raised. Regrowth is to be removed from a historically felled Goat Willow, this is resting against the garage wall so removal is to mitigate any potential future damage.

**24/119 Minutes**

To approve and sign the minutes of Wigginton Parish Council meeting held on the 17th September 2024.

Resolved, PROPOSED BY Cllr Western and SECONDED BY Cllr Walker that the minutes were a true and accurate record of proceedings and were to be duly signed by the Chair.

**24/120 Vacancy for Parish Councillor**

1. Council to co-opt a new member.

Resolved, PROPOSED BY Cllr Pattison-Lora and SECONDED BY Cllr Western to co-opt Carol Brown as a new member. She has signed the Declaration of Acceptance of Office and Members’ Interest form and the Chair welcomed her to the Council.

1. To note that Notice of the Vacancy had been sent to Dacorum BC and is being displayed on the noticeboard and parish website.

The Council expressed gratitude to Trenna Axon for her service as a Councillor, particularly for producing the Oddy and organising the Big Picnic events.

**24/121 Reports to Council**

1. Clerk’s report and correspondence - appendix 1

Item for information only.

The Council noted the report and agreed to grant permission to establish a water stop at the Sports Field on Saturday, November 16th, for the Chiltern Ridge Winter 50K run. The Council requested that the organisers provide a portable toilet on-site and asked for a donation.

1. Warden’s report - appendix 2

 To note the report and approve expenditure if required.

1. Golf is still being played at the Sports Field. The Clerk ordered 4 signs that will be installed by Cllr Walker.
2. A wooden bollard had been knocked by a vehicle and requires reinstating.
3. PCSO report.

 Included in the Clerk’s report.

 No crimes were reported during September.

**24/122 Wigginton Fireworks and Bonfire Night 2nd November 2024.**

To review and agree the proposal put forward by Friends of Wigginton to hold the annual Fireworks and Bonfire on the Sports Field.

Friends of Wigginton provided event insurance cover to the Clerk, and a comprehensive risk assessment was conducted and circulated to the Council. The Council agreed for the event to go ahead.

**24/123 Planning Matters**

1. Application(s):
* 24/02098/TPO Works to trees 55 Beech Park Wigginton Tring Hertfordshire HP23 6JF – It was resolved to support this application.
1. To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published. List of planning applications relevant to Wigginton Parish can be found at [www.dacorum.gov.uk](http://www.dacorum.gov.uk)
* 24/02217/FHA 2 Catherine Cottages Wigginton Bottom Wigginton Tring Hertfordshire HP23 6HP. Construction of a single-storey, garden office (5mx4mx2.45m). It will replace a wooden shed – resolved to support this application.
1. Decision(s) issued by Dacorum Borough Council:
* 24/01825/LDP Ladderstile , Fox Road, Wigginton, Tring, Hertfordshire, HP23 6EE Assembly of a pre-fabricated log cabin style outbuilding, replacing existing outbuilding.Designed to fall within Permitted Development Rights, as clarified under Pre-Application Advice Ref: 24/00389/PRHW.Located within 20m of residence (14.3m) and located to the rear of the residence. Located 1m from the boundary with Dellview. Elevation of 2.28m Structure will be constructed on a frame supported by the pre-existing concrete slab from the old shed in part and sunk posts otherwise.No new hardstanding will be contstructed. No change to access. No change to drainage. GRANTED
* 24/01707/FHA Quercus Cottage , Tinkers Lane, Wigginton, Tring, Hertfordshire, HP23 6JB Single storey side extension. GRANTED
* 24/01737/ROC Tal-y-llyn, Crawleys Lane, Wigginton, Tring, Hertfordshire, HP23 6FF Variation of condition 2 (approved plans) attached to planning permission 23/00111/FHA (Demolition of garden store building and extension of property). GRANTED
* 24/01926/ROC Tal-y-llyn, Crawleys Lane, Wigginton, Tring, Hertfordshire, HP23 6FF Variation of condition 2 (approved plans) attached to planning permission 24/00130/FUL (Demolition of existing stable buildings and construction of a residential dwelling). GRANTED
* 24/01856/DRC Wigginton Garage, Chesham Road, Wigginton, Tring, Hertfordshire, HP23 6EJ Details required by Condition 4 (Tree Protection Plan) and Condition 6a, 6b and 6c (Contamination) attached to planning permission 21/02912/FUL (Change of use of the existing property from Sui Generis (garage and coach hire business) to residential. Demolition of large coach repair workshop to the rear and two storey side and rear extension). GRANTED

**24/124 Dacorum Local Plan**

To discuss the DBC’s proposal and agree comments.

This was noted and will be added to the next agenda.

**24/125 Wigginton Community Shop**

1. To appoint Austins Penny & Thorne Solicitors as a legal consultant.
2. To approve an expenditure of £500 plus VAT for legal fees.

Resolved, PROPOSED BY Cllr Walker and SECONDED BY Cllr Pattison – Lora to approve item a and b.

**24/126 Wigginton Parish Community Grants**

Applications are invited from community groups to apply for a small grant which would benefit the residents of Wigginton parish. The closing date to apply is 8th November 2024.

**24/127 Internal Controls – Governance, Policies and Procedures –** appendix 3

**To review and approve the following documents:**

1. Policy Statement of Internal Control and Review of Effectiveness of Internal Control.

Item deferred.

 **24/128 Financial Matters and Audit -** appendix 4

1. The Parish Council had successfully completed the annual audit. Notice of conclusion of audit and other statutory documents are being displayed on the noticeboard and parish website. Council to decide how long the documents should be published for (on the noticeboard only).

The Council agreed to take down the notice on the 13th November.

1. To review and agree the accounts that were circulated prior to the meeting including bank statements and reconciliation and cashbook report.

The accounts were noted and agreed and were duly signed by the Chair. The Clerk applied for £300 from Members’ Locality Budget towards the costs of the Big Picnic.

1. To pass resolution to authorise schedule of payments circulated prior to the meeting.

Resolved, PROPOSED BY Cllr Pattison-Lora and SECONDED BY Cllr Sillwell to approve the following schedule of payments:

**BACS/SO/DD presented for payment at the meeting of Wigginton Parish Council held on 15th October 2024.**

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| **PAYEE** | **DESCRIPTION** | Amount |
| M W Agri Ltd | Ground Maintenance September (SO) | £396.78 |
| Utopia Signs  | 4 x signs for Sports Field – no golf | £96.00 |
| Keith Simkin  | Warden duties – quarter invoice  | £392.00 |
| Keith Simkin  | Litter Pick  | £8.99 |
| St John Ambulance  | First Aid for Big Picnic  | £171.60  |
| M Turczyn  | Mileage/ Expenses October  | £30.20 |
| M Turczyn | Reimbursement for dog bags | £37.77 |
| Cloud Next Ltd | Website hosting- monthly charge | £11.98 |
| Royal British Legion Poppy Appeal  | Poppy Wreath 2024  | £30.00 |

**Total to be approved: £1,175.32**

1. To note receipt of income.

This year’s Big Picnic event had generated £990 cash and this will be banked by the Clerk.

1. Discussion on 2025-26 budget.

Members were invited to propose projects to be included in the next year's budget.

 **Meeting close 21:15**

 **Next meeting will be held on 19th November 2024 at 8 pm.**