

WIGGINTON PARISH COUNCIL

PARISH COUNCIL MEETING Held in Wigginton Village Hall Tuesday 17th September 2024 at 8 pm

MINUTES

In attendance: Cllr Walker (Chair), Cllr O'Sullivan and Cllr Western

Gosia Turczyn – parish clerk

The village warden and three members of the public

24/105 Apologies

To consider and accept apologies.

The Council received and accepted apologies sent by Cllrs Axon, Stillwell and Pattison-Lora.

24/106 Interest and Dispensations

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

None.

24/107 Public Participation (max 15 minutes)

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

1. A member of the public raised concerns about an ongoing issue with power cuts affecting households in Wigginton, Tring, and surrounding areas. Residents had written to the UK Power Networks however, nothing has been done to rectify the problem. The Council agreed to write to the UK Power Networks asking to investigate this issue—the Clerk to action.
2. Concerns were raised about overgrown vegetation along Fox Road that is obstructing the footpath. Cllr Walker will contact the landowner asking to cut back the hedges.
3. An issue was raised about inconsiderate parking on the verges that have been causing restrictions for pedestrians. The Council advised to report any parking-related matters to Dacorum BC.
4. A member of the public has written to Dacorum Borough Council asking for the overgrown trees by Common Field to be pruned. He was informed that this falls under the responsibility of Openreach. An officer from Dacorum Borough Council visited the site to assess the issue. It was agreed that the Council would determine the owner of the land.
5. A member of the public who is on the EV charging points subcommittee with Cllr Pattison-Lora asked whether the Council would consider using the east side of Common Field as an alternative site for the EV charging points instead of the car park by the village shop. He agreed to consult HCC and Rural EV Charging about LEVI funding, prepare a sketch plan of the possible site on Common Field, and find out whether the land is owned by Dacorum BC or Highways.

24/108 Minutes

To approve and sign the minutes of Wigginton Parish Council meeting held on the 20th August 2024.

Resolved, PROPOSED BY Cllr O'Sullivan and SECONDED BY Cllr Walker that the minutes were a true and accurate record of proceedings and were duly signed by the Chair.

24/109 Vacancy for Parish Councillor

A new member will be formally co-opted at the next meeting.

24/110 Reports to Council

a) Clerk's report and correspondence – appendix 1

Item for information only.

This was noted.

b) Warden's report – appendix 2

To note the report and approve expenditure if required.

1. The parish warden reported that golf was being played on the Sports Field, and the Council agreed that the activity should be prohibited. It was therefore resolved to approve an expenditure of up to £200 for 4 signs prohibiting golf from being played, PROPOSED BY Cllr Walker and SECONDED BY Cllr Western.
2. It was noted that the defibrillator batteries are low. This is being monitored.
3. The benches in the Sports Field and Recreation Ground need fastening – Cllr Walker to action.

c) PCSO report.

Included in the Clerk's report.

There were no crimes reported in August.

24/111 Big Picnic 14th September 2024

To receive an update.

The day was a huge success and well-attended. The Parish Council estimated a profit of £1,000. The Councillors present at the meeting thanked Cllr Axon and Cllr Stillwell for their time and effort in making the day a fantastic community event.

24/112 Planning Matters

a) Application(s):

- 24/01926/ROC Variation of condition 2 (approved plans) attached to planning permission 24/00130/FUL (Demolition of existing stable buildings and construction of a residential dwelling). Tal-y-llyn Crawleys Lane Wigginton Tring Hertfordshire HP23 6FF

The clerk said that this application is for the removal of a condition for plans that have already been approved. The Design & Access Statement that was originally submitted had incorrect figures and the applicant requested a section 73 amendment to change condition 2 and attach the corrected Design & Access Statement.

The clerk will request clarification from DBC regarding the variation. It was agreed that should the Council be satisfied with the comments provided by the planning officer, then the Council will raise no objection.

- b) 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

- 24/010756/FUL Hunters Quay Field Hemp Lane Wigginton Tring Hertfordshire
Construction of timber cabin to provide self-catering holiday accommodation including change of use of field to outdoor recreation as an alternative to the extant consent for stables and equestrian use under 20/02769/FUL (Revised scheme)
No comment.

- c) Decision(s) issued by Dacorum Borough Council:
None.

24/113 Wigginton Community Shop

To discuss and review the relationship between the Parish Council and the village shop committee.

The Council agreed to obtain legal advice regarding the lease agreement. This item was deferred to the next meeting.

24/114 Internal Controls – Governance, Policies and Procedures – appendix 3

To review and approve the following documents:

- Grant and Donation policy.
Resolved unanimously to approve this policy.
- Review of Effectiveness of Internal Audit and Auditor.
This was reviewed and approved unanimously.
- Policy Statement of Internal Control and Review of Effectiveness of Internal Control.
This was deferred to the next meeting.

24/115 Financial Matters - appendix 4

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

The bank statement was reconciled to the cashbook. The balance of the Instant Access account as of 31st August 2024 was £24,143.24. The balance of the Current Account as of 31st August 2024 was £5,197.60.

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

Resolved, PROPOSED BY Cllr O'Sullivan and SECONDED BY Cllr Western to authorise the schedule of payments:

BACS/SO/DD presented for payment at the meeting of Wigginton Parish Council held on 17th September 2024.

PAYEE	DESCRIPTION	Amount
M W Agri Ltd	Ground Maintenance August (SO)	£396.78
M Turczyn – Deducted from total	Clerk's September salary.	£618.80
HMRC Cumbernauld	Clerk's PAYE September	£148.80
Wigginton Village Hall	Hall hire for Defib training - 20 th July 2024 3 hours	£35.00
PKF Littlejohn LLP	External Audit fee	£252.00
M Turczyn	Mileage September	£25.20
Cloud Next Ltd	Website hosting- monthly charge	£11.98

Total to be approved: £869.76

Payments made in September that were previously approved under the Big Picnic budget:

PAYEE	DESCRIPTION	Amount
Harriet Stillwell	Reimbursement for SumUp Payments air bundle	£58.80
Pods Inflatables	Extra staff hire – 4 hours	£160.00
MT Loo's	Hire of 2 portable loos	£276.00

Total paid in September: £494.80

- c) To note receipt of income.
In September the Council received £275 from the Big Picnic stall hire.
- d) To note that an invoice was raised to Berkhamsted Raiders for season 2024/25 at the amount of £1,296.
This was noted.
- e) To note that VAT return covering 01/04/2024 till 31/08/2024 was submitted to HMRC.
The Clerk reported that the Council had received £7,445.04 from HMRC for VAT return.
- f) To receive an update on the level of General Reserves and Earmarked Reserves.
The Council was found to have overspent on the Open Spaces budget due to the improvements made to the play area and the work done to enhance the Sports Field. As of August 31st, 2024, the general reserves amounted to £4,157. Additionally, the Earmarked reserves as of the same date were as follows:
EMR - Play Area - £905.90
EMR – Election Fund – £1,200
EMR – Recreation Ground - £2,000
EMR – Sport Field - £1,340
EMR – Access and Footpaths - £3,000
- g) To receive an update on Unity Trust bank signatories.
Cllrs Walker, O'Sullivan and Pattison-Lora are currently on the Unity Trust bank mandate as signatories. The bank mandate will be updated after the co-option of a new Councillor.
- h) Preliminary discussion on 2025-26 budget.
Members were asked to submit proposals for projects and services to be included in the 2025-26 budget.

Meeting close: 21:48

Next meeting will be held on 15th October 2024 at 8 pm at the Village Hall.