

KINGS WALDEN PARISH COUNCIL

Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Tuesday 7th May 2019 at 7.15 pm

Present: Councillors: Amanda King, David Bennett, Joe Graziano, Jon Chamberlin

District Cllr Clare Strong, Mr Paul Harman, two members of the public, and the clerk, Tom Brindley.

- 1.1 (Agenda 1) Election of Chairman. Councillor Amanda King was elected chairman of the council for the civic year 2019/20.
- 1.2 (Agenda 2) Chairman's Acceptance of Office. The chairman signed the Acceptance of Office.
- 1.3 (Agenda 3) Appointment of Vice Chairman for civic year 2019-20. Cllr Jon Chamberlin was appointed as vice-chairman for the year 2019-20.
- 1.4 (Agenda 4) Appointment to Employment Committee (three members) Cllrs Amanda King, David Bennett and Liz Thurlby were elected as members of the employment committee.
- 1.5 (Agenda 5) Appointment to Village Hall Committee. Cllr Amanda King was appointed to represent the council on the Village Hall Committee.
- 1.6 (Agenda 6) To consider Apologies for Absence. Apologies were accepted from Cllr Liz Thurlby who was recovering from illness.
- 1.7 (Agenda 7) Chairman's remarks. Members were reminded of the council's code of conduct.
- 1.8 (Agenda 8) Public participation.
 - a. A question was asked about the defibrillator. The chairman advised this was on the agenda.
 - b. A question was asked regarding the fare strategy for the 88 bus which precludes Breachwood Green children from benefiting from a weekly or monthly advance payment scheme. The clerk was asked to write to CentreBus for an explanation.
 - c. The council was advised that BreachFest would take place on 20th July 2019.
 - d. District Councillor Cllr Strong updated the parish council on the North Herts District Council election results. No party has overall control; the Conservatives are the largest party with 22 members, followed by Liberal Democrats with 16 and Labour with 11.
 - e. Councillor Strong passed on apologies from herself and fellow councillors for the Kings Walden Annual parish meeting as the date clashed with NHDC full council.
 - f. Councillor Strong was asked about a visit to Cumberlow Green compostible waste plant and she agreed to follow up on this.
 - g. Councillor Strong advised that a visit to the MURF recycling plant would need to be arranged via County Council Barnard, as this was a county council facility.
- 1.9 (Agenda 9) To adopt the Minutes of the Parish Council meeting 21st March 2019. The minutes were adopted and signed by the chairman.
- 1.10 (Agenda 10) To adopt the Minutes of the Parish Council meeting 16th April 2019. The clerk advised that the meeting was non-quorate so no business was discussed but he had recorded the attendance and questions from the public in attendance. The minute was adopted and signed by the chairman.
- 1.11 (Agenda 11) Matters arising from February meeting not appearing on the agenda (held over from March meeting). None
- 1.12 (Agenda 12) Matters arising from March meeting not appearing on the agenda. None
- 1.13 (Agenda 13) To note and adopt the Minutes of the Employment Committee meeting 25th March 2019. The minutes were adopted and signed by the chairman.
- 1.14 (Agenda 14) Co-option of three members.
 - a. One application and two enquiries had been received.
 - b. Mr Paul Harman had made an application to be co-opted to the council.
 - c. Members interviewed Mr Harman and it was RESOLVED that Mr Paul Harman be co-opted as a member of Kings Walden parish Council.

- d. Councillor Harman signed the declaration of acceptance of office and took his seat on the council.
- 1.15 (Agenda 15) To Review the Risk Register. Members reviewed the risk register (held over from the April meeting). One risk was adjusted, the impact of the removal of Small Business Rate Relief was reduced to 1 as the council now held a reserve to cover such eventuality. The likelihood of such withdrawal remained at 1 giving a risk score of 1.
- 1.16 (Agenda 16) Annual Governance Statement. The council considered the annual Governance Statement. After reviewing the evidence presented by the clerk, members authorised the chairman to sign, indicating the council was fully compliant.
- 1.17 (Agenda 17) Internal Auditor's report and Annual Return.
- a. The clerk (as responsible Financial Officer) presented the internal auditor's report which gave the council a financial clean bill of health.
 - b. The clerk (as responsible Financial Officer) had signed the Annual Return.
 - c. Members authorised the chairman signed the Annual Return.
- 1.18 (Agenda 18) To consider any grant applications.
- a. An application had been received from the Breachwood Green Primary school PTFA for £385 towards a fund-raising event.
 - b. Members approved the grant of £385.00 under powers of S137 LGA 1974.
- 1.19 (Agenda 19) Litter picking payments for Breachwood Green Society and Ley Green Society.
- a. The clerk advised that North Hertfordshire District Council had withdrawn the Environment Enhancement Grant and that the Environment Enhancement reserve was now exhausted. As such, future litter picking payments would be funded from the precept.
 - b. Members approved a payment of £400 to the Breachwood Green Society.
 - c. Members approved a payment of £200 to the Ley Green Society.
- 1.20 (Agenda 20) Purchase of Defibrillator by the Village Hall Committee. The clerk advised that the Village Hall Committee had received funding for the ex VAT price of the defibrillator but was short of the VAT. Members RESOLVED to use powers under S137 LGA 1972 to grant the Village Hall Committee the VAT element of the cost.
- 1.21 (Agenda 21) Finance
- a. Payments. The clerk advised he would attach a list of contractual payments to these minutes.
 - b. Internal audit arrangements 2019/20. Members appointed Karen Murphy FCA as internal auditor for the financial year 2019/20.
 - c. Insurance arrangements for 2019/20. The clerk reminded members that last year the council had entered into a three-year contract with Came and Company (underwritten by Hiscox). The premium had increased by inflation.
 - d. To set fees for recreation ground use:
 - i. After considerable debate, members agreed to seek an arrangement with the Village Hall to pass on £100 of the fee for the use of the car park. Subject to such agreement, members set the 2019-20 fee for football pitches at **£500** for a Saturday and **£500** for a Sunday hire.
 - ii. After debate, and noting that the cricket club maintained the pitch at its own expense, members set the fee for the use of the cricket pitch at **£75**.
 - iii. Members agreed to hold the fee for use of the MUGA floodlights at current rates (**£15/hr Under 18, £25/hour Adult**).
- 1.22 (Agenda 22) Licence to use football pitches for 2019/20 – Application from Someries Youth Football Club. After debate, members agreed to grant a licence for the use of the recreation ground football pitches on Saturdays and Sundays between 1st August 2019 and 31st May 2020, subject to the mandatory opening, use and closing of the car park.
- 1.23 (Agenda 23) Application to hire the MUGA 5 aside football: 6 pm and 8 pm Thursday 3rd October to Thursday 27th Feb 2020 for two under 9s teams from Codicote. Members agreed to hire the MUGA to Codicote FC youth teams.
- 1.24 (Agenda 24) Planning
- a. To receive planning applications. None
 - b. To note decisions and appeals. None
 - c. Luton airport dual carriageway to Century Park. Members noted that Luton Council had granted itself permission to construct this road.

- d. Relaxation of planning condition 10 regarding night flights. Members noted that Luton Airport had applied for a relaxation of the planning condition 10. The clerk was asked to write to Luton Borough Council incorporating comments from Councillor Graziano.
- e. Members expressed concern that weight restrictions through the village were being ignored.
- 1.25 (Agenda 25) Arrangements for the annual Parish Meeting Tuesday 21st May. Members agreed the agenda for the APM.
- 1.26 (Agenda 26) Urgent items relating to the Airport, Youth Club, Play Area and Open Spaces, Highways and Village Hall.
 - a. Members noted the new litter bins had been installed at Breachwood Green Recreation Ground.
- 1.27 (Agenda 27) Members RESOLVED to exclude the press and public due to confidential nature of business to be discussed.
- 1.28 (Agenda 28) Play Area Fence
 - a. Members noted that of the five Requests For Quotations (RFQ) sent out, only one response had been received.
 - b. The clerk advised that, while the council's financial regulation **11.1 h** required three quotes for items over £3000, there was an exemption under **11.1 vii** for specialised services where a limited number of suppliers are available locally. Under these circumstances it would be acceptable to accept the single quote.
 - c. Members noted a variation in the required height of the fence near the youth hut (1.2 m) over the height quoted in the RFQ (1.0 m).
 - d. Members RESOLVED that, subject to a site meeting with the contractor to confirm the quotation, the council waive regulation 11.1 h and accept the quotation from Secure-A-Field.
- 1.29 (Agenda 29) Correspondence received. All correspondence had been dealt with on the agenda.
- 1.30 (Agenda 30) Matters for future consideration.
 - a. The clerk advised that the current web hosting company, which had been owned by a local resident, had changed hands and that the new owner did not have a UK bank account. The clerk recommended the council investigate new hosting arrangements.
 - b. The clerk reminded the council that it did not have an Emergency Response Plan, and recommended that this be remedied during the coming civic year.

The meeting closed at 10.22

Next Meetings:

Annual Parish Meeting: Tuesday 21st May.2019

Parish Council: Tuesday 18th June 2019

Signed Chairman _____ Date _____

KINGS WALDEN PARISH COUNCIL

PAYMENTS AS OF 07/05/2019

<i>Date</i>	<i>Status/ Power</i>	<i>Payee</i>	<i>Invoice</i>	<i>Description</i>	<i>FPO</i>	<i>C</i>	<i>Total</i>	<i>Net</i>
29/04/2019	+3	HAPTC		Subscription			505.16	505.16
29/04/2019	+4	Breachwood Times		Newsletter			6.00	6.00
07/05/2019	+4	Came & Company		Insurance			1194.26	1194.26
07/05/2019	+4	Information Comm.		Annual Fee			40.00	40.00
07/05/2019	4	Todeka	101398	Office Services			90.00	75.00
07/05/2019	4	T Brindley		Clerk Expenses			69.34	68.86
07/05/2019	7	BWG Society		Litter picking			400.00	400.00
07/05/2019	7	Ley Green Society		Litter picking			200.00	200.00
07/05/2019	4	G Graziano		Notice Board			37.37	37.37
07/05/2019	1	R J Dawes		Grounds maintenance	1016.79		1119.99	933.33
07/05/2019	4	K Murphy		Audit			125.00	125.00
07/05/2019	7	BG school PTFA		S137 grant			385.00	385.00
							4,172.12	3,969.98