

Minutes of the meeting of the Annual Meeting of Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 15th May 2023 at 7.30pm

Councillors: Owen Connolly, Jon Chamberlin, Amanda King (Chair), Vickie Peck-Cooper, Niki Tait, Leigh Ward

In attendance: 2 members of the public and the clerk and RFO, Lisa Lathane

1.1 (Agenda 1) Election of Chairman

Councillor Paul Harman was elected as chairman for the civic year 2023/24.

1.2 (Agenda 2) Chairman's Acceptance of Office

Councillor Harman will sign his Acceptance of Office at the Annual Parish meeting on the 21st May 2023.

1.3 (Agenda 3) Election of Vice-Chairman

Councillor Amanda King was elected Vice-chairman for the civic year 2023/24.

1.4 (Agenda 4) Election of Staffing Committee

Cllrs Connolly, King and Peck-Cooper were appointed to the Staffing Committee.

1.5 (Agenda 5) Election of Youth Club Committee

Members **AGREED** to close this committee and have any matters come to Full Council.

1.6 (Agenda 6) Election of Village Hall Committee

Members **AGREED** to close this committee and have any matters come to Full Council.

Cllr King and the Clerk attend the Village Hall Management Committee to ensure there is a Parish Council presence. Members **AGREED** this should continue.

1.7 (Agenda 7) Election to Events Committee

Cllr Connolly and Ward, plus the Clerk were appointed to the Events Committee.

1.8 (Agenda 8) Election to Airport Committee

Cllr Connolly was appointed to represent the council on the Airport Committee, with support from Breachwood Green resident Andrew Mills-Baker.

1.9 (Agenda 9) Appointment of Airport Representative on LLACC

Cllr Connolly continues to represent the council at LLACC meetings.

1.10 (Agenda 10) Apologies for Absence

Apologies were received from Cllr Harman due to work commitments. Members resolved to accept his apologies.

1.11 (Agenda 11) Chairman's Remarks

Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.

1.12 (Agenda 12) Public participation.

Members of the public raised the following issues:



1. They enquired if Cube Metals had applied for planning permission for the modular building that are being delivered to them later this month. The parish council will raise the issue with the Planning Dept.
 2. Concern was raised on overhanging trees over the road near St Mary's Rise. The clerk will report to Highways.
 3. Overgrown footpaths in the parish are causing issues for walkers. If footpath numbers can be determined and reported to the parish council then the landowners can be contacted.
- 1.13 (Agenda 13) To adopt the minutes of the last parish council meeting.**
The minutes were adopted, and the chairman was authorised to sign.
- 1.14 (Agenda 14) Matters arising from the minutes of the last meeting not covered elsewhere.**
The Youth Hut is still without water and no cause can be found. The clerk will contact Affinity Water.
- 1.15 (Agenda 15) To consider co-option applications**
This item was deferred to the next meeting.
- 1.16 (Agenda 16) General Power of Competence: To confirm that the Council meets the eligibility criteria to exercise the General Power of Competence and resolve to adopt the power (Localism Act 2011 s1(1)).**
It was **RESOLVED** that in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 the Parish Council meets the conditions set out to exercise the General Power of Competence.
- 1.17 (Agenda 17) To review the clerk's report including an update on ongoing projects**
4. The projector and screen cannot be returned and replaced. However no-one complained about the screen at the Coronation viewing.
 5. Due to the wet weather Paul Cullen hasn't managed to install the noticeboard.
 6. Wi-Fi was installed in the Youth Hut and Village Hall on the 11th May.
 7. Luton Airport haven't responded to whether they would accept data from the handheld monitor as of yet.
- 1.18 (Agenda 18) To agree arrangements for the Annual Parish Meeting**
1. The Annual Parish Meeting has been advertised for the 21st May 2023 between 10am and 12pm.
 2. There is tea, coffee and sugar left from the Village Day. Members **AGREED** the clerk could purchase milk and cake for the meeting.
- 1.19 (Agenda 19) Events**
1. Coronation Village Day
 - a. £251.40 was made on Village Day by the Parish Council. Despite the weather there was a good turnout.
 - b. Estimated costs (we are awaiting one invoice) were £1615. We had a grant for £1820 and had budgeted £1000 for the day.
 - c. Many of the costs were items that can be carried over to future events (prizes, gazebos etc)
 2. Members **AGREED** to try to organise another Village Day in the summer due to demand from residents.
 3. Members **AGREED** to allow the Events Committee to spend what was left from the budget for the Coronation on the new Village Day.

4. Members **AGREED** to plan a Christmas Market on the 19th November.
5. Members **AGREED** to set the date of the 8th June 2024 as Village Day 2024.

1.20 (Agenda 20) Airport Update

1. Members **AGREED** to holding an Extraordinary Meeting on the 22nd May to invite LADACAN to speak to residents on the latest application by Luton Rising.
2. Members **AGREED** to deliver flyers to residents to advertise the meeting.
3. The clerk will invite MP Bim Afolami to the meeting.

1.21 (Agenda 21) Finance and Risk

1. Payments made were **NOTED** and approved. Payments can be seen in annex 1.
2. Authorisation was given to pay:

Cllr Ward declared an interest in the next item and left the room.

 - a. Leigh Ward an extra 6 hours for cleaning the Village Hall following the Village Day.

Cllr Ward re-joined the meeting.

 - b. £180 to Karen Murphy for carrying out the Internal Audit 2022/23.
 - c. £426 to R J Dawes for supplying and installing playbark at Ley Green Recreation Area
3. Authorisation was given to the Chair to sign the Bank Reconciliation.
4. Annual Governance and Accountability Review (AGAR).
 - a. Members considered the eight applicable statements in the Annual Governance Statement 2022/23. Members **RESOLVED** to approve the Annual Governance Statement.
 - b. Members reviewed the Accounting Statement for 2022/23. Members **RESOLVED** to approve the Annual Accounting Statement.

1.22 (Agenda 22) Planning

1. The following planning decisions have been received:

Application No / Address / Proposal	Decision
23/00449/FPH - 21 Windmill Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8PH. Full Permission Householder : Single storey rear extension, single storey front and side extension and front porch extension including canopy following demolition of existing porch	Permission Granted
22/02931/FPH - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT Full Permission Householder : Single storey side extension and front conservatory and insertion of two rooflights to facilitate further accommodation at first floor level above existing side element following demolition of existing utility room.	Permission Granted



<p>22/02932/LBC - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT</p> <p>Listed Building Consent : Single storey side extension and front conservatory and insertion of two rooflights to facilitate further accommodation at first floor level above existing side element following demolition of existing utility room. Internal alterations.</p>	<p>Permission Granted</p>
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2. Cllr Ward reported to the meeting that the Wandon End Solar Farm application isn't due to go to a Planning meeting until late Autumn at the earliest.

1.22 (Agenda 22) Matters for future consideration
Parish Website, Picnic Benches, Cricket Pavilion

The meeting closed at 21:15 p.m.

Next Meeting: Annual Parish Meeting: Sunday 21st May 2023 10:00

Extraordinary Parish Council Meeting: Monday 22nd May 2023 18:30

ANNEX 1

14 May 2023 (2023-2024)

Kings Walden Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
11 Electricity	20/04/2023		Lloyds bank current	P24-011	Youth Hut Electricity	Scottish Power	L	164.90	8.25	173.15
16 PAYE	25/04/2023		Lloyds bank current	P24-016	Payroll	HMRC	E	416.52		416.52
14 Grounds maintenance	26/04/2023		Lloyds bank current	P24-014	MUGA Maintenance	JC Agriculture	S	400.00	80.00	480.00
12 Projector and Screen	26/04/2023		Lloyds bank current	P24-012	Installation of Projector and Sc	McNeilly	S	1,297.69	259.54	1,557.23
15 Office services	26/04/2023		Lloyds bank current	P24-015	Office services	Actual Admin (Lisa Lathane)	E	75.00		75.00
13 Youth Hut Cleaning	26/04/2023		Lloyds bank current	P24-013	Youth Club Cleaning	Leigh Ward	E	131.25		131.25
17 Village Day / Coronation	26/04/2023		Lloyds bank current	P24-017	Coronation Village Day Expens	Lisa Lathane	E	454.67		454.67
18 Village Day / Coronation	05/05/2023		Lloyds bank current	P24-018	Coronation Village Day Expens	Lisa Lathane	E	532.86		532.86
19 Village Day / Coronation	05/05/2023		Lloyds bank current	P24-019	Coronation Village Day Expens	Lisa Lathane	E	100.00		100.00
20 Admin	09/05/2023		Lloyds bank current	P24-020	Software	Google	E	9.20		9.20
Total								3,582.09	347.79	3,929.88

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
4 Misc Income	19/04/2023		Lloyds bank current	R24-004	VAT Refund	HMRC	E	1,381.30		1,381.30
5 Pitch fees	19/04/2023		Lloyds bank current	R24-005	Pitch fee	Darren Patel	E	30.00		30.00
6 Pitch fees	19/04/2023		Lloyds bank current	R24-006	Pitch fee	Darren Patel	E	30.00		30.00
7 Village Day / Coronation	25/04/2023		Lloyds bank current	R24-007	Village Day Stall Payment	Danielle Swain	E	15.00		15.00
8 Village Day / Coronation	27/04/2023		Lloyds bank current	R24-008	Village Day Stall Payment	Neil Henshaw	E	15.00		15.00
12 Village Day / Coronation	28/04/2023		Lloyds bank current	R24-012	Village Day Stall Payment	Karen Rees	E	15.00		15.00
9 Pitch fees	02/05/2023		Lloyds bank current	R24-009	Pitch fee	Darren Patel	E	30.00		30.00
10 Village Day / Coronation	02/05/2023		Lloyds bank current	R24-010	Village Day Stall Payment	Natural Spa Beauty	E	15.00		15.00
11 Village Day / Coronation	04/05/2023		Lloyds bank current	R24-011	Village Day Stall Payment	Patricia Parsons	E	30.00		30.00
15 Interest	09/05/2023		Lloyds deposit	R24-015	Interest	Lloyds	E	20.46		20.46
13 Pitch fees	14/05/2023		Lloyds bank current	R24-013	Misc Income	Breachwood Green Cricket Cl	E	50.00		50.00
14 Pitch fees	14/05/2023		Lloyds bank current	R24-014	Pitch fee	Breachwood Green Cricket Cl	E	100.00		100.00
Total								1,731.76		1,731.76

ANNEX 2

14 May 2023 (2023-2024)

Kings Walden Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 14/05/2023		
Cash in Hand 01/04/2023		39,395.59
ADD		
Receipts 01/04/2023 - 14/05/2023		19,351.65
		<hr/>
		58,747.24
SUBTRACT		
Payments 01/04/2023 - 14/05/2023		5,839.29
		<hr/>
A	Cash in Hand 14/05/2023 (per Cash Book)	52,907.95
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Cash in hand per Bank Statements		
Petty Cash	14/05/2022	0.00
Lloyds deposit	14/05/2023	36,003.00
Youth Club cash	14/05/2023	0.00
Lloyds bank current	14/05/2023	16,904.95
		<hr/>
		52,907.95
Less unrepresented payments		<hr/>
		52,907.95
Plus unrepresented receipts		
B	Adjusted Bank Balance	52,907.95
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A = B Checks out OK		