

Kings Walden Parish Council

MEMBERS ARE HEREBY SUMMONED and THE PUBLIC INVITED to a
Meeting of KINGS WALDEN PARISH COUNCIL
which will be held by Zoom Video Conferencing on
Tuesday 21st July 2020 starting at **7.30 pm**.



Clerk to the Council, 16th July 2020

To join Zoom meeting [KWPC Council Meeting](#)

(Meeting ID: 896 5895 6599 Password: 071407)

AGENDA

1. To receive apologies for absence.
2. Chairman's remarks.
3. Public participation:
 - a. To receive presentations from the public (10 minutes allowed, † pre-registration requested).
 - b. To receive a presentation from the District Councillors (5 minutes).
 - c. To receive a presentation from the County Councillor (5 minutes).
4. To adopt the minutes of the parish council meeting held on 16th June 2020.
5. Matters arising from minutes not covered elsewhere.
6. Village Hall Liaison
7. Hertfordshire County Council Speed Strategy
8. Luton Airport
 - a. LLACC
 - b. Expansion plans
9. Covid Help Line
10. Assets of Community Value
11. Finance
 - a. To receive the first quarter financial report
 - b. To receive an updated year-end financial forecast
 - c. To authorise non-contractual payments and note payments to date.
12. Planning:
 - a) To receive and consider responses to planning applications.
 - b) To note decisions and appeals.
 - c) To consider any other planning matters pertinent to the Parish Council.
13. To receive the clerk's report including update on ongoing projects.
14. Matters for future consideration.

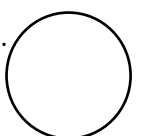
† Members of the public wishing to address the council are requested to register with the clerk on clerk@kwpc.org.uk or by calling 07956 381764 by 10.00 am on the day of the meeting.

KINGS WALDEN PARISH COUNCIL

Minutes of the meeting of the Kings Walden Parish Council held in the via Zoom Video Conferencing on Tuesday 16th June 2020 at 7.30 pm

Present: Councillors: Amanda King, Jon Chamberlin., Joe Graziano, Liz Thurlby, David Bennett, Paul Harman, one member of the public and the clerk, Tom Brindley.

- 1.1 (Agenda 1) apologies for absence** None
- 1.2 (Agenda 2) Chairman's remarks**
1. Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.
- 1.3 (Agenda 3) Chairman remains in post until May 2021**
- Members noted that, in accordance with the Local Authorities and Police and Crime Panels (coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020, the chairman and all other council appointments would remain in place until May 2021 and that council was not required to hold an Annual Parish Council meeting.
- 1.4 (Agenda 4) Public participation** None
- 1.5 (Agenda 5) To adopt the minutes of the parish council meeting 17th March 2020**
- The minutes were adopted and the chairman was authorised to sign.
- 1.6 (Agenda 6) Matters arising from March meeting not appearing on the agenda.** None
- 1.7 (Agenda 7) Dissolution of Emergency Powers Committee**
1. Members noted that the need for the Emergency Powers Committee had ceased as council could now meet online. The committee had never met.
 2. Members **RESOLVED** to dissolve the Emergency Powers Committee.
- 1.8 (Agenda 8) Annual Governance and Accountability Review**
1. Internal auditor report. Members noted the internal auditor had signed off the accounts without comment.
 2. Governance review. Members considered the eight applicable statements in the Annual Governance Statement 2019/20. Members **RESOLVED** to approve the Annual Governance Statement 2019/20.
 3. Accounting Statements. Members reviewed the Accounting Statements 2019/20. Members **RESOLVED** to approve the Accounting Statements 2019/20.
 4. Appointment of Internal Auditor. Members **RESOLVED** to appoint Karen Murphy FCA as internal auditor for 2020/21.
- 1.9 (Agenda 9) Recreation ground Fees and Licences**
1. Members reviewed the fees and **RESOLVED** to keep the fees the same as for 2019/20.
 2. After debate, members **RESOLVED** to grant a licence to Someries Youth Football for three junior pitches on Saturdays.
 3. After debate, members **RESOLVED** not to grant a licence to Stopsley Football club, as the ground could not take an adult pitch in addition to the junior pitches and the anticipated amount of cars would exceed the capacity of the car park.
 4. Members **RESOLVED** to issue a licence to the Breachwood Green Cricket Club, but to waive the fee, as the club was maintaining the pitch but not playing.
 5. Members noted that the school had not responded to the invitation to apply for a licence to use the recreation ground for school sports, but continued to use and mark a pitch and running tracks.
- 1.10 (Agenda 10) Finance**
1. Payments made were noted.
 2. The clerk presented a revised budget. Members reviewed the budget and noted that adjustments were made to increase spend on tree work and noise monitoring equipment. The clerk was asked to reinstate the money for Ley Green recreation ground enhancements.
 3. Members noted that the revised budget forecasted a free reserve of £4,500 at 31st March 2021.



KINGS WALDEN PARISH COUNCIL

4. Members **RESOLVED** to adopt the revised budget, as amended.

1.11 (Agenda 11) Ley Green Tree Work

Members **RESOLVED** to accept the quote from Honey Tree Surgeons.

1.12 (Agenda 12) Tree Stump

1. Members considered retaining the stump of the field maple in front of the village hall and creating a carved sculpture. A local carver had reviewed the stump and advised it best suited an owl.
2. Members **RESOLVED** to invite a local woodcarver to create a sculpture of an owl, subject to a satisfactory quote.

1.13 (Agenda 13) Planning

1. 7 Mill Way, Breachwood Green. Members had no objection to the development.
2. The clerk presented an updated planning report showing recent Local Planning Authority decisions.

1.14 (Agenda 14) Clerk's report

1. The clerk presented a report on ongoing work.
2. Tree work at Breachwood Green continued. The work could not be completed until UK Power Networks could disconnect power from an overhead line.
3. Noise Monitoring
 - a. The clerk had obtained a quotation from Cirrus Research for noise monitoring equipment. The price was higher than budget. Members agreed that it was important to only purchase equipment which gave data that would be accepted by aviation authorities.
 - b. Members requested the clerk to seek formal quotes for the purchase of professional grade monitoring equipment and to include some training on set-up, operation and data analysis.
 - c. The clerk was asked to seek grants towards the purchase of noise monitoring equipment.
4. **Bus shelter.** The clerk had requested a local contractor to quote to replace the cedar shingles on the Oxford Road bus shelter.
5. **Youth Hut Doors.** The clerk had requested a local contractor to quote to rehang the doors to avoid conflict with the entrance to the play area.
6. **Council Logo.** The planned competition had not been launched as the Breachwood Times was not published. Members agreed to advertise a competition on local social media.
7. **Breachwood Green (BWG) Society.** Members noted the sad death of Lis Greet, who had chaired the BWG Society for many years. The future of the BWG Society was uncertain. Members noted that this impacted on the London Luton Airport Consultative Committee and Breachwood Green litter picking.

1.15 (Agenda 15) Matters for future consideration

Members were asked to table items for the July meeting by 30th June.

1.16 (Agenda 16) To exclude the press and public

Members **RESOLVED** to exclude the press and public due to the commercial nature of the business to be discussed.

1.17 (Agenda 17) Commercially sensitive matters

Members discussed commercially sensitive matters and gave the clerk guidance on how to proceed.

The meeting closed at 20:55 p.m.

Next Meetings:

Parish Council, Tuesday 15th July 2020 19:30 by Zoom Parish Council, Tuesday 15th September 2020 19:30

Signed Chairman _____ Date _____

Payments to 16th June 2020

Payments

<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Uncleared</i>	<i>Total</i>	<i>Parks</i>	<i>Staff</i>	<i>Admin</i>	<i>Salary</i>	<i>Youth Club</i>
26/05/2019	Carter Jonas	Ley Green rec 2019	0.00	50.00	0.00	50.00			
01/04/2020	HAPTC	Subscription	0.00	506.71	0.00		506.71		
01/04/2020	Todeka	Office Svcs	0.00	90.00	15.00		75.00		
01/04/2020	DCK	Payroll Admin	0.00	30.00	5.00		25.00		
18/04/2020	Zen	Youth Hut BB	0.00	42.00	7.00				35.00
18/04/2020	Open Spaces	Ley Green survey	0.00	654.00	109.00	545.00			
20/04/2020	Carter Jonas	Ley Green rec 2020	0.00	0.00	50.00				
04/05/2020	R Dawes	Grounds Maint	0.00	924.00	154.00	620.00			
11/05/2020	Todeka	Office Svcs	0.00	90.00	15.00		75.00		
11/05/2020	R Dawes	Grounds Maint	0.00	250.00	41.67	208.33			
11/05/2020	Came & Co	Insurance	0.00	1242.03	0.00		1242.03		
12/05/2020	JC Agriculture	Grounds Maint	0.00	679.97		566.64			
18/05/2020	Scottish Power	Electricity	0.00	141.29	23.55				
18/05/2020	Zen	Broadband	0.00	42.00	7.00				35.00
20/05/2020	ICO	ICO Annual Fee	0.00	40.00	0.00		40.00		
20/05/2020	K Murphy	Audit	0.00	150.00	0.00		150.00		
05/06/2020	R Dawes	Grounds Maint	0.00	250.00	41.67	208.33			
08/06/2020	Honey Tree Surgeons	Tree maintenance	0.00	600.00	100.00	500.00			
16/06/2020	Todeka	Office Svcs	0.00	90.00	15.00		75.00		
16/06/2020	T H Brindley	Expenses	1.26	66.95	1.26		65.69		
08/06/2020	DCK	Payroll admin	0.00	42.00	7.00		35.00		
08/06/2020	Payroll	Payroll	0.00	1675.70				1675.70	
11/06/2020	DCK	Payroll admin	42.00	42.00	7.00		35.00		

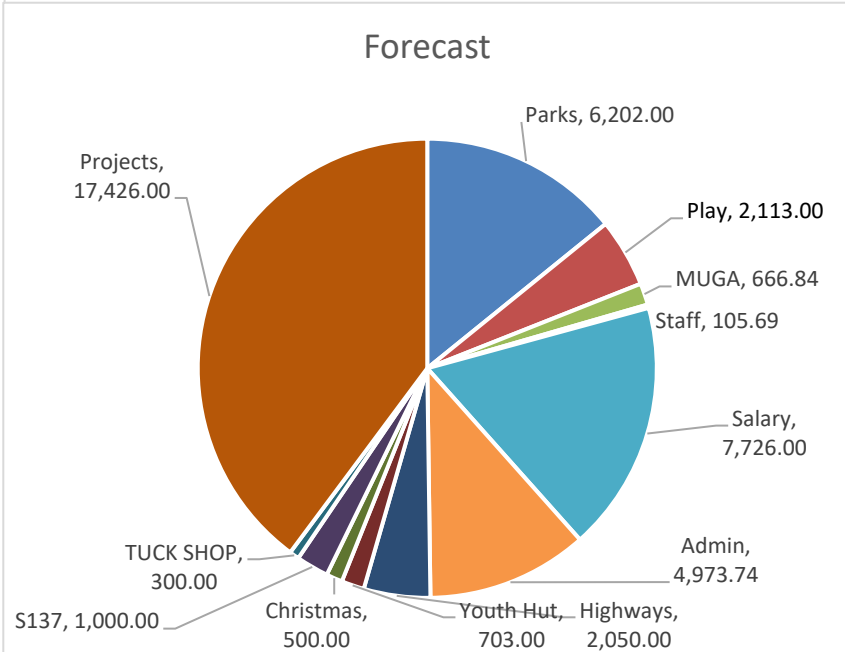
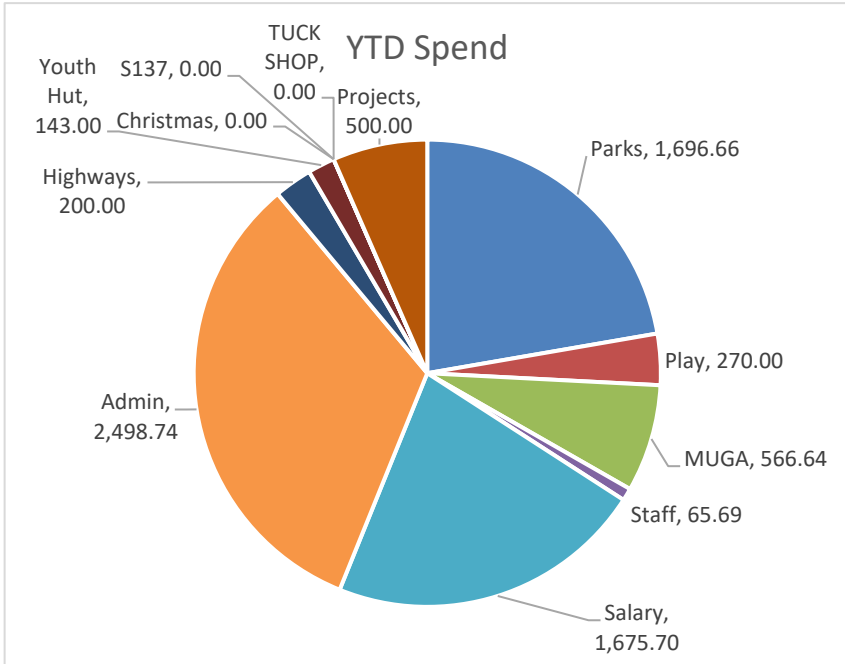
Kings Walden Parish Council

Financial Report as at
Balance at 1/4/2019 **22,642.54**

30th June 2020

<u>Receipts</u>	<u>YTD</u>	<u>Orig. Budget</u>	<u>Rev. Budget</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>FY Forecast</u>	<u>FY Variance</u>
<i>Precept</i>	15,310.09	31,535.00	31,535.00	15,752.50	-442.41	31,535.00	0
<i>CTSG</i>	914.83	915.00	915.00	914.83	0.00	915.00	0
<i>Interest</i>	3.44	14.00	12.00	2.00	1.44	12.00	0
<i>Grants</i>	0.00	500.00	500.00	500.00	-500.00	4,500.00	-4,000
<i>MUGA & REC</i>	0.00	0.00	500.00	83.33	-83.33	500.00	0
<i>Solar Farm</i>	0.00	2,200.00	2,200.00	0.00	0.00	2,200.00	0
<i>Other</i>		0.00	0.00	0.00	0.00	152.00	-152
<i>Youth Subs</i>	0.00	600.00	310.00	400.00	-400.00	380.00	-70
<i>Sale</i>	0.00	800.00	380.00	600.00	-600.00	310.00	70
Total receipts	<u>16,228.36</u>	<u>36,564.00</u>	<u>36,352.00</u>	<u>18,252.66</u>	<u>-2,024.30</u>	<u>40,504.00</u>	<u>-4,152</u>
VAT refund		2301.00	3763.00	3,763.0	-3,763.00	3,763.0	0
Cash received	<u>16,228.36</u>	<u>38,865.00</u>	<u>40,115.00</u>	<u>22,015.66</u>	<u>-5,787.30</u>	<u>44,267.00</u>	<u>-4,152</u>
	A	B		C	= C-A		
<u>Payments</u>	<u>YTD</u>	<u>Orig. Budget</u>	<u>Rev. Budget</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Forecast</u>	<u>FY Variance</u>
<i>Parks</i>	1,696.66	6,130.00	6,187.00	2,000.00	303.34	6,202.00	-15
<i>Play</i>	270.00	560.00	560.00	208.00	-62.00	2,113.00	-1,553
<i>MUGA</i>	566.64	600.00	568.00	567.00	0.36	666.84	
<i>Staff</i>	65.69	400.00	400.00	16.67	-49.02	105.69	294
<i>Salary</i>	1,675.70	9,260.00	7,900.00	0.00	-1675.70	7,726.00	174
<i>Admin</i>	2,498.74	4,860.00	4,464.00	186.00	-2312.74	4,973.74	-510
<i>Highways</i>	200.00	1,150.00	1,250.00	52.08	-147.92	2,050.00	-800
<i>Youth Hut</i>	143.00	1,041.00	683.00	28.46	-114.54	703.00	-20
<i>Christmas</i>	0.00	500.00	500.00	0.00	0.00	500.00	0
<i>S137</i>	0.00	1,000.00	1,000.00	41.67	41.67	1,000.00	0
<i>TUCK SHOP</i>	0.00	600.00	300.00	0.00	0.00	300.00	0
<i>Projects</i>	500.00	11,500.00	12,200.00	0.00	-500.00	17,426.00	-5,226
Total Payments	<u>7,616.43</u>	<u>37,601.00</u>	<u>36,012.00</u>	<u>3,099.88</u>	<u>-4,516.56</u>	<u>43,766.27</u>	<u>-7,655.43</u>
VAT	654.48	1,242	3,763	156.79		3,564.00	
<i>Surplus/Deficit</i>	8,611.93	1,264.00	4,103.00	18,915.79	10303.86	500.73	
Current Balance	<u>30,599.99</u>						
Unpaid cq	0.00						
Unbanked receipts							
Net Balance	<u>30,599.99</u>						
				Cash Paid		<u>47,330</u>	
				C Bal		19,579	

Kings Walden Parish Council



Balance Sheet

	30/06/2020	Forecast 31/03/2021
Bank a/c:		
Lloyds current	1,987.36 A	3,579.10
Lloyds deposit	28,539.15 B	16,000.00
Cash	75.00 C	.00
Stock	.00 D	
Uncleared	.00 E	.00
Unclaimed VAT	.00 F	
Income not/rcv	G	.00
Total	30,601.51	19,579.10
Reserves:		
MUGA	6,000.00 H	7,000.00
Other	.00 I	
Youth Hut	2,000.00 J	2,000.00
Environment	.00 K	.00
Rec Ground	1,000.00 L	2,000.00
Community Fund	3,763.56 M	4,000.00
Committed	N	.00
VAT Refund	O	
Income Due	P	
Total	12,763.56	15,000.00
Available	17,838	4,579
	A+B+C+D-E+F+G-H-J-K-L-M-N+O+P	
Total	30,601.51	19,579.10
ERROR	0.000	0.000

RECEIPTS	YTD	FY	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	ORIG BUD	VAR	REV BUDGET
Precept	15,310	31,535	15,310	-				16,225							31,535	0	31,535
CTSG	915	915	915	-											915	0	915
Interest	4	12	1	1	1	1	1	1	1	1	1	1	1	1	14	-2	12
Grants	-	4,500	-	-			500		4,000						2,700	1,800	500
MUGA & REC	250	500	-	-		250		250								500	500
Solar Farm	-	2,200										2,200					2,200
Other	165	165	-	-		165									861	-697	-
YC Sales	-	310	-	-	-	-	-	100	80	50				80	600	-290	310
YC Subs	-	380	-	-	-	-	-	120	100	60				100	800	-420	380
Xfer reserves	-	0	-	-											-	0	-
Sub Total	16,643	40,516	16,226	1	1	416	501	16,696	4,181	111	1	2,201	1	181	37,425	891	36,352
VAT refund	2301	3763				2,301							1,462		2301		3763
Total	18,944	44,279	16,226	1	1	2,717	501	16,696	4,181	111	1	2,201	1,463	181	39,726	4553	40,115

Detail	YTD	FY	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	ORIG BUD	VAR	YTD	REV BUDGET
Parks	1,696	6,202	645	828	223	208	208	208	208	208	2400	208	650	208	6,130	-72.00	1696	6,187
Play area	270	2,113		230	40	1,250	593								560	-1,553	270	560
MUGA	567	667		567		100									600	-67	567	568
Staff	66	106			66	40									400	294	400	400
Payroll	1,676	7,726			1,676			1,850			2,100			2,100	9,260	1,534	1,676	7,900
Admin	2,499	4,974	607	1,507	385	275	275	275	275	275	275	275	275	275	4,860	-114	2,499	4,464
Highways	200	2,050			200		1,200	600					50		1,150	-900	200	1,250
Youth Hut	143	703	35	73	35		235	35	35	60	35	35	90	35	1,041	338	143	683
Christmas	-	500								500					500	0	0	500
Grants	-	1,000					100	900							1,000	0	0	1,000
Youth tuck	-	300						75	50	100				75	600	300	0	300
Projects	500	17,426	0	0	500	7,666	1,760	1,500	6,000	0	0	0	0	0	11,500	-5,926	500	12,200
Sub Total	7,616	43,766	1,287	3,205	3,125	9,539	4,371	5,443	6,568	1,143	4,810	518	1,065	2,693	37,601	-6,302	7,616	36,012
VAT	654	3,564	120	233	307	1,400	20	600	400	100	60	100	180	50	1,490	-2,074	654	3,763
Total	8,270	47,330	1,407	3,438	3,426	10,939	4,391	6,043	6,968	1,243	4,870	618	1,245	2,743	39,091	-8,239	8,270	39,775

OBAL	22,642.54	22,642.54	22,642.54	37,462	34,025	30,600	22,378	18,488	29,141	26,354	25,222	20,353	21,936	22,154
RECEIPT	18,944	44,279	16,226	1	1	2,717	501	16,696	4,181	111	1	2,201	1,463	181
SPEND	8,270	47,330	1,407	3,438	3,426	10,939	4,391	6,043	6,968	1,243	4,870	618	1,245	2,743
CBAL	33,317	19,592	37,462	34,025	30,600	22,378	18,488	29,141	26,354	25,222	20,353	21,936	22,154	19,592

Cash	YTD	FY
O Bal	22,643	22,643
Receipts	18,944	44,279
Payments	8,270	47,330
C Bal	33,317	19,592

Reserves	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021
MUGA	1000	2,000	3000	4000	5000	6000	7000
Env	1000	1,490	890	290	90	0	0
Recreation Ground	2560	-	-	-	3320	5000	2000
Lawrence End Community Fund			4,300	2,300	4,364	6764	4000
Village Hall	1000	1,000					
Play Area			350	-	-	-	-
Youth Hut Rates			500	1000	1500	2000	2000
Total earmarked reserves	5,560	4,490	9,040	7,590	14,274	19,764	15,000
Gen Reserve Req	4,000	4,500	4,500	4,500	4,500	4,500	4,500
Free			8,567	818	-	1,621	92

This forecast shows the anticipated receipts and payments between now and March 31st 2021.

Planning

<http://www.kwpc.org.uk/planning.php?template=2>

App. No.	View	Date	Location	Proposal	Status
20/01266/FPH		30/11/1999	7 Mill Way Breachwood Green Hitchin Hertfordshire SG4 8PE	Two storey side and single storey rear extension and insertion of rear dormer window following demolition of existing single storey detached garage; single-storey detached outbuilding and detached rear summer room	Pending
20/01185/FPH		08/06/2020	Sun Cottage Darley Hall Darley Road Breachwood Green Luton Hertfordshire	art single storey, part two storey front extension, two storey side extension, insertion of window to existing side elevations and rooflight to existing front roofslope following demolition of existing front conservatory and corridor. Works to also include replacing all existing windows.?	Approved
20/01038/FP		20/05/2020	Frogmore Stables Frogmore Bottom Road Kings Walden Hitchin Hertfordshire SG4 8NN	Conversion of former stables with two 1-bed flats above to two 4-bed dwellings.?	Pending
20/01036/FC?		07/05/2020	Field Number Adjacent To Hollybush Cottage Kings Walden Hertfordshire	Installation of 1 x 9m hollow pole (7.3m above ground)	Pending

Clerk's report 18th July 2020

Tree Work

Breachwood Green

All work complete except for an ash tree which requires a power cable to be switched off. Warren Quinlan (Honeytree surgeons) are liaising with UK Power Networks.

Ley Green

All work complete. Awaiting £150 contribution from Pilkington Farm Partnerships.

Breachwood Green Play Area

- Play Safety Inspection report received.
- Play area opened
- New grips on gym equipment
- New safety cap on gym equipment
- New safety surface (grass with reinforcement) installed under swings
- Outside tap installed at Youth Hut. Awaiting security cabinet

Breachwood Green Rec

- New ramp and seat for zipwire required. Cost is £593 assuming we self-install.
- Someries has paid £250 deposit (against £500 fee) for use of football pitch.

Breachwood Owl

The maple tree stump has been carved with an owl and a squirrel and various other details. Feedback from residents is excellent.

Annual Governance and Accountability Review

- AGAR and associated reports sent to external auditor.
- Publication of right to inspect accounts published on notice boards and web site.

Noise Monitoring Equipment

- £500 pledged by County Cllr Barnard.
- Application enquiry made to North Herts District Council.
- The only alternative supplier found so far can only supply equipment for general noise monitoring and not aircraft specific yet.

Bus shelter

Quote received but contractor unable to start until October at earliest. Seeking a second=d contractor. KWPOC will supply materials.

Youth Hut Doors

No quote received (same contractor as Bus Shelter)

Council Logo

Not sure if this has been advertised on social media (members were actioned)

Ley Green Barbecue and Marquee

Awaiting updated requirements details from Ley Green Society.

Gateway Feature

I've written to Herts Highways requesting permission.

Youth Club Committee

The youth club committee should meet soon to consider the possibility of reopening the club in September. A risk assessment will be required. Andrew Spyrou must also be consulted.

Suggest a Zoom meeting late July or early August.

Village Hall

Dave McNeilly and other trustees are keen to meet. Suggest a Zoom meeting late July or early August.

Kings Walden Sign

I noted this was deteriorating earlier in the year and discussed with Cllr Bennett. I have a good record of design concept and a photo of the sign but no design document as such. The sign was supplied by "Sign of the Times", Wingfield Rd, Tebworth, Luton and erected in late 2012.

I will follow up with the company (assuming it is still trading).

THB 18/07/2020