



Papers for Parish Council Meeting on 18th July 2022

1. To receive and accept apologies for absence.
2. Chairman's remarks.
3. Public participation: To receive presentations from the public (10 minutes allowed, † pre-registration requested)
 - a. To receive a presentation from District Councillors (5 minutes allowed).
 - b. To receive a presentation from the County Councillor (5 minutes allowed).
4. To adopt the minutes of the Annual Parish Meeting held on the 22nd May 2022.
5. To adopt the minutes of the parish council meeting held on 20th June 2022.
6. Matters arising from minutes of 20th June 2022 not covered elsewhere.
7. To receive the clerk's report including an update on ongoing projects.

Brenda James's Vacancy

This has been advertised and ended today. As from tomorrow I will have confirmation as to whether or not we can co-opt.

Noticeboard

Rob is having trouble getting hold of the Perspex for the doors, and will be in touch when this is done.

Noise Monitoring Equipment

Requests for updated costs from companies who previously quoted have been sent. Awaiting new costs.

MUGA Repair

Marco Boi from Play Innovation has been in touch about patching up the MUGA. He doesn't believe this is worthwhile as it will continue to degrade in other areas and long-term it will be more costly. He will come out to look at it himself personally, with the idea to assist us in getting funding.



8. Village Hall Security

The pre-school was broken into on the evening of the 9th July.

Car Park Barrier

There has been cars driving into the car park and spinning around as if on a race track.

There has been a suggestion that the car park is locked overnight. This is to be discussed.

CCTV

CCTV has a black spot where you can't see the door to the pre-school or the youth hut.

Do we need to consider an extra camera to cover these spots?

Security Lighting

Security lighting wasn't working. This element is the Village Hall Committee's remit.

9. To review costs for Projector and Screen for Village Hall

Please see options circulated separately.

10. To agree advertising for Changing Room Refurbishment

I have found 6 x contractors relatively locally who carry out this type of work. I can contact them with the spec and ask for them to quote if agreed by Council.

Alternatively we can advertise in local papers, online etc.

It is also on Contracts Finder as legally have to do.

11. To review and adopt Sickness and Absence Policy & Co-Option Policy

Please see following page.

**Kings Walden
Parish Council**



ABSENCE AND SICKNESS POLICY

**Adopted: XXX
Review Date: XXX**



ABSENCE AND SICKNESS POLICY 2022

1. Policy Statement

- Kings Walden Parish Council, as a responsible employer, is committed to maintaining the health, well-being and attendance of its employees. We value the contribution our staff make to our operational efficiency and we miss that contribution when any employee is unable to work. The overall aim of the policy is to strike an effective balance between the needs of the Parish Council and the needs for the employee to be given time to recover from illness.
- The policy sets out:
What employees can expect from the Parish Council in an effort to support employees during periods of sickness and absence, and what responsibility employees have in relation to their attendance at work.

2. Statement of Intent

All days stated in this policy are calendar days and include weekends; planned leave and Bank Holidays.

Should you be unwell and unable to work, you must comply with the following:

- If you are unable to work through sickness, accident or personal circumstances must inform the Staffing Committee (for the Clerk) or the Clerk (for Youth Workers) of the reason for your absence by no later than 10am on the first morning of absence. The relevant person will seek to periodically maintain contact with you throughout your sickness absence.
- Consideration must be given to your current workload and urgent tasks or correspondence must be discussed with the Chair as soon as possible.
- If possible, you should give an indication of how long you expect to be absent so that arrangements can be made for cover if required.
- For periods over 7 days a medical certificate is required from your GP or consultant.
- If your GP or consultant advises that changes to your duties or work environment is recommended (such as light duties, adaptations to office equipment, phased return to work) this must be notified to the Staffing Committee as soon as possible.
- You are expected to mitigate your absence due to sickness or injury by not taking part in activities, or events that are likely to hinder a return to work.
- After each period of sickness absence the Chair of the HR working Group will carry out a return to work interview with the employee. In the case of less than 7 days this may



ABSENCE AND SICKNESS POLICY 2022

not be face to face.

3. Sick Pay

Sick pay will be paid in accordance with your contract of employment and the Green Book scheme as issued by the Society of Local Council Clerks.

4. Periods of Frequent or Extended Sickness

- Frequent periods of self-certificated sickness that occur on more than 2 occasions in any 3 month period will trigger a meeting with the Staffing Committee to identify any underlying issues that the Council can assist in resolving.

- A single period of medical certificated absence lasting 10 days or more will trigger a meeting with the Staffing Committee to identify any underlying issues that the Council can assist in resolving and or give Council the opportunity to assess if a temporary replacement is necessary.

- Repeated or extended sickness absence:
 - o 5 self-certificated occasions in any 12 month period
 - o 2 medical certificated occasions in any 12 month period
 - o Any period lasting more than 40 working hours

will be subject to further investigations by the Parish Council who may take necessary action that is proportionate and appropriate in the circumstances.

**Kings Walden
Parish Council**



CO-OPTION POLICY

**Adopted: XXX
Review Date: XXX**



1. Vacancies

A casual vacancy can occur for a number of reasons:

- Resignations from the council must be made in writing to the Chairman. When the Chairman resigns, they serve the resignation in writing on the Clerk. Resignations are effective immediately on receipt by the Chairman / Clerk and cannot be post-dated or withdrawn.
- If a member fails to attend any meeting of the council for 6 months, without a reason for absence being formally accepted by the council, they automatically cease to be a member of the council.
- If a member dies, a casual vacancy occurs.

1. Following receipt of a resignation or confirmation of a casual vacancy for any other reason the Clerk must inform North Herts District Council as soon as practicable. (In accordance with s232 of the 1972 Local Government Act).

2. A notice of casual vacancy will then be issued by the Clerk on the instruction of North Herts District Council and will be displayed in a conspicuous place. A notice of casual vacancy allows for 10 people on the electoral register to request, in writing to the proper officer of the principal authority, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).

3. If no request to hold a by-election is forthcoming, the Kings Walden Parish Council are permitted to exercise the power to co-opt a person on to the council to fill a casual vacancy. Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

4. Whenever the need for co-option arises, Kings Walden Parish council will advertise the vacancy to seek and encourage 'expressions of interest' from anyone in the parish who is eligible to stand as a parish councillor. All potential candidates will be asked to complete an expression of interest form. (Attached as Appendix A of this policy).

2. Co-option procedure:

At the next available Full Council meeting following receipt of expressions of interest:

- Members of the Council will have received copies of the expression of interest forms



CO-OPTION POLICY 2022

submitted.

- Candidates will be asked to give a brief verbal supporting statement and Councillors will have opportunity to ask any additional questions. In the event a candidate cannot attend the meeting they will have the opportunity to submit an additional written supporting statement and they will be considered equally to any candidates in attendance.
- Within the open session of the meeting members will vote on the acceptability of each candidate for co-option. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (When there are more candidates than vacancies, the candidate with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies).
- One person will be chosen for each vacancy. However, where the Council believes it has sound reason to do so, due to the unsuitability of a candidate, it may choose not to appoint a candidate and to readvertise a vacancy. (Any decision not to appoint a candidate and leave a vacancy must be for reasons that would satisfy any future legal challenge.)

If present, the co-opted members may join the meeting after signing the acceptance of office form. However, it should be noted that their vote on any matter requiring prior notice will be discounted in the case of a tied vote for that meeting only.

The Clerk will notify North Herts District Council of the new Councillor appointment/s and advise the co-opted member of their obligations about registration of interests and acceptance of Code of Conduct.

The same process will be filled to co-opt members following an ordinary election after which vacancies remained.

APPLICATION FOR APPOINTMENT AS A MEMBER OF KINGS WALDEN PARISH COUNCIL

I wish to be considered for co-option as a member of the council for Breachwood Green / Kings Walden Ward

Full name (inc. title):

Name you wish to be known by:

Address (inc. postcode): _____

_____ Post Code:

Telephone number: Home: _____

Work: _____

Mobile: _____

Email: _____

If appointed, some of the personal data shown will be stored on computer systems which are registered under The Data Protection Act 1998. Your name and address will be published on the council's web site.

- I consent / do not consent to my **home** telephone number being published on the council web site.
- I consent / do not consent to my **mobile** telephone number being published on the council web site.
- I consent / do not consent to my **email** being published on the council web site (a council email address can be provided with auto forward to your personal account).

Signed: _____ Date: _____

MEMBERSHIP OF THE PARISH COUNCIL

Please also sign the following declaration to indicate that you have read and understood the regulations.

I declare that I am not disqualified from serving as a Member of Kings Walden Parish Council and that:

- I am aged 18 or over at the date of this election or appointment;
- I am a UK or commonwealth citizen / a citizen of the Republic of Ireland / a citizen of another Member state of the European Union;
- I am an elector of the parish, or;
- I have for the whole of the previous 12 months occupied (as owner or tenant) land or other premises in the parish, or:
during the previous 12 months have worked in the parish (as your principal or only place of work), or:
for the whole of the previous 12 months lived in the parish or within three miles of the parish boundary.



CO-OPTION POLICY 2022

Please provide some brief background details as to why you wish to become a Parish Councillor. Please let us know what skills or experience you would be able to bring to the Parish Council. (This information will possibly become public knowledge) Additional pages may be attached.

All applicants are asked to note that:

1. It may be some time before you hear whether you have been selected to fill a vacancy;
2. It is not possible to guarantee that you will be appointed;
3. A Parish Councillor who, without the consent of the Parish Council has failed to attend full Parish Council meetings for a continuous period of six months (from the date of the first meeting missed), shall be disqualified.;
4. All Parish Councillors are required to sign the Acceptance of Office and the Code of Conduct and complete a declaration of Pecuniary Interest.

Signed: _____ Date: _____

12. Finance and Risk:

a) To authorise non-contractual payments and note payments to date.

- Authorisation requested to organise playground inspections via NHDC at £50 per playground, therefore a total of £100 to KWPC.
- Authorised requested to pay cleaner for cleaning services at the Youth Hut since 27th March 2022. A total of £175.
- Who at Cricket Club should I chase for payment to use the toilets? 2021 and 2022 payments are outstanding.

Please see the following page for payments made.

Kings Walden Parish Council - Summary Financial Report and Bank Reconciliation as at 15th July 2022

Current Account

£

Bank Balance at 15th June 2022 £ 11,011.09

Payments authorised at meeting:

Date	Payee	Description	Payment Ref	Net	VAT	Total
20 June 2022	R J Dawes	Grass cutting & litter picking	P-2023-024	£ 208.33	£ 41.67	£ 250.00
20 June 2022	Payroll	Payroll	P-2023-025/026/027	£ 2,201.17	£ -	£ 2,201.17
20 June 2022	Zen Internet Ltd	Admin	P-2023-028	£ 35.00	£ 7.00	£ 42.00
21 June 2022	JC Agriculture	Play equipment maintenance	P-2023-029a	£ 385.00	£ 77.00	£ 462.00
21 June 2022	JC Agriculture	Grounds maintenance	P-2023-029b	£ 230.00	£ 46.00	£ 276.00
21 June 2022	Karen Murphy	Internal Audit 2022	P-2023-030	£ 170.00	£ -	£ 170.00
21 June 2022	Karen Murphy	Internal Audit 2021	P-2023-031	£ 160.00	£ -	£ 160.00
21 June 2022	Actual Admin	Office Services	P-2023-032	£ 750.00	£ -	£ 750.00
21 June 2022	DCK Payroll Services	Payroll Admin	P-2023-033	£ 45.00	£ 9.00	£ 54.00
29 June 2022	Information Commissioner	ICO Registration	P-2023-035	£ 35.00	£ -	£ 35.00
4 July 2022	Chubb	Fire Inspection - Youth Hut	P-2023-036	£ 133.34	£ -	£ 133.34
4 July 2022	R J Dawes	Grass cutting & litter picking	P-2023-037	£ 208.33	£ 41.67	£ 250.00
4 July 2022	Breachwood Green CIC	Litter Pick	P-2023-034	£ 250.00	£ -	£ 250.00
5 July 2022	Zen Internet Ltd	Admin	P-2023-038	£ 5.99	£ 1.20	£ 7.19
7 July 2022	Google	Admin	P-2023-039	£ 9.20	£ -	£ 9.20
				£ 4,826.36	£ 223.54	£ 5,049.90

Monies received:

Date	From	Description	Total
20 June 2022	Amanda King	Platinum Jubilee Donation	£ 100.00
7 July 2022	Stopsley Sharks	Licence Fee	£ 500.00
			£ 600.00

Bank Balance at 15th July 2022 **£ 6,561.19**

Business Bank Deposit Account

Bank Balance at 15th June 2022 **£ 32,911.10**

Date	Payee	Description	Total
			£ -

Monies Received

11 July 2022	Lloyds Bank	Interest	£ 0.29
			£ 0.29

Bank Balance at 15th July 2022 **£ 32,911.39**

Total bank balances £ 39,472.58



13. Planning:

a) To receive and consider responses to planning applications.

22/01634/FP - Full Planning Permission : Erection of an agricultural grain store. Lodge Farm, Kings Walden, Hitchin, Hertfordshire, SG4 8LL.

Details sent to Cllrs separately.

b) To note decisions and appeals.

22/00318/FP - Retention of industrial storage building. Baileys Close Farm , Pasture Lane, Breachwood Green, Hertfordshire, SG4 8NY.

PERMISSION GRANTED

c) To consider any other planning matters pertinent to the Parish Council.

Wandon End Solar Farm.

Gathering information on how other Parish Councils and villages have fought against solar farms.

Reminder of reasons we can use to oppose should that be the decision the parish council comes to:

- Overlooking / loss of privacy
- Loss of light or overshadowing / overbearing impact
- Parking
- Highway Safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation / wildlife
- Visual amenity / street scene

We cannot use:



- loss of view
- negative impact on the value of properties
- private rights
- boundary disputes
- construction noise

Similar projects:

<https://pa2.north-herts.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8QW8QLKK8Q00>

<https://pa2.north-herts.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R3R7PTLKI4N00>

14. Matters for future consideration.