



## Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 26<sup>th</sup> September 2022 at 7.30pm

Councillors: Jon Chamberlin, Owen Connolly, Paul Harman (Chair) and Amanda King

In attendance: the clerk and RFO, Lisa Lathane, 1 member of the public

**The meeting held a 2 minutes silence in remembrance of Her Majesty Queen Elizabeth II.**

**4.1 (Agenda 1) Apologies for Absence**

Apologies were received from Cllr Cann due to personal commitments.

Members **RESOLVED** to accept her apologies.

**4.2 (Agenda 2) Chairman's Remarks**

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

**4.3 (Agenda 3) Declarations of Interest**

None.

**4.4 (Agenda 4) Public participation.**

None.

**4.5 (Agenda 5) To adopt the minutes of the Annual Parish Meeting held on the 18<sup>th</sup> July 2022.**

The minutes were adopted, and the chairman was authorised to sign.

**4.6 (Agenda 6) Matters arising from minutes of 18th July 2022.**

The planning application for the Wandon End Solar Farm has not been submitted as of yet.

**4.7 (Agenda 7) To receive the clerk's report including an update on ongoing projects**

1. CiLCA: The clerk was informed on the 17<sup>th</sup> September 2022 that she has passed the CiLCA (Certificate in Local Council Administration) qualification, which was a condition of her offer of employment at Kings Walden Parish Council.
2. Screen and Projector: The screen was delivered to the clerk in July, there is a delay in supply of the projector and audio package which the clerk is chasing.
3. New Councillor Training: Cllrs Cann and Connolly have been registered on to the New Councillor Training with HAPTC.
4. Planning Training: Cllr Connolly has been registered on the Planning Course with HAPTC.
5. CPRE: The membership with CPRE has been restarted as agreed at the last meeting.
6. Village Hall Security Lighting: Dave McNeilly has been asked to look at the security lighting as it has been reported to not work properly.
7. MUGA Panels: Cllr Chamberlin has fixed loose panels at the MUGA as a matter of urgency, the mesh screens had lost some fastenings.
8. Ley Green Noticeboard: this is now ready and the clerk has it.
9. CCTV: Hound Security have been contacted regarding moving the position of a couple of the cameras to cover the preschool and Youth Hut doors, he is going to come out to meet the clerk and see what can be done.
10. Changing Rooms: Invitations to Tender have been sent out. The clerk is liaising with companies.



- 4.8 (Agenda 8) To consider any grant applications**
1. Breachwood Pre-School have applied for £143.87 towards the increased costs for the outside canopy for the Pre-School.
  2. Members **AGREED** to award the grant application.
- 4.9 (Agenda 9) Youth Club**
1. A suggestion has been made to reduce the entrance fee for the Youth Club. Members **AGREED** to keep the fee as it is at present.
  2. Frankie Humphrey has resigned, ending her role as Youth Worker at the end of September.
  3. Members **AGREED** to Olivia Spyrou replacing Frankie Humphrey under the same Terms of Employment.
- 4.10 (Agenda 10) To receive report from the Events Committee**
1. It was suggested that the 10<sup>th</sup> June 2023 be the date for Breachwood Green Village Day.
  2. A £20 pitch fee for businesses was proposed.
  3. Cllr Harman has put himself forward to organise a Fun Run on the morning of the Village Day.
  4. Members **AGREED** to go ahead with the proposals.
- 4.11 (Agenda 11) Appoint new member to:**
- a) Youth Club Committee and Employment Committee:**  
It was **AGREED** to leave both committees as they are with two members, as only an advisory committee.
- b) Airport Committee and Representative on LLACC:**  
Members discussed the work required and will consider the position for the next meeting.
- c) Drivesafe**  
Members **AGREED** to advertise within the community for a volunteer to run Drivesafe.
- 4.12 (Agenda 12) To review and adopt:**
- a) Vexatious Complaints Policy**
- b) Community Engagement Policy**  
Members **AGREED** to adopt both the above policies.
- 4.13 (Agenda 13) Local Plan Update**
1. North Herts Council received the Inspector's Final Report on the Examination of the North Hertfordshire Local Plan 2011 – 2031 on 8<sup>th</sup> September 2022.
  2. North Herts Council will now consider the Inspector's Report and the adoption of the Local Plan.
  3. The final report hasn't taken into account the drop in un-met housing need in Luton.
  4. Members **AGREED** to liaise with Cllr David Barnard on the next steps that can be taken.
- 4.14 (Agenda 14) To consider the siting of a bench at Ley Green Recreation Ground in memory of Cllr David Bennett**
1. Members **AGREED** to place one of the spare new benches at Ley Green Recreation Ground in memory of Cllr Bennett.
  2. As the bench will be in memory of Cllr Bennett members **AGREED** that the new noticeboard in Ley Green will be a King Charles III commemorative noticeboard.
  3. It was **AGREED** that the bench on the Heath will be mended rather than replaced.



**4.15 (Agenda 15) To consider Stopsley Sharks request to hire a Coffee Van on Saturday mornings**

Members **AGREED** that Stopsley Sharks could go ahead with this proposal.

**4.16 (Agenda 16) Airport Update**

1. Cllrs noted the verbal report from Cllrs Chamberlin and Connolly on their Airport Tour visit.
  - a. The prayer room has been expanded and covers all main religions
  - b. There are 40 parking bays for buses / coaches
  - c. There are 16 taxi bays, there are no private hire cars since Covid-19.
  - d. The Dart will hopefully be operational by the end of the year, they are currently training staff and carrying out snagging. The Airport are now talking with bus and train companies about transport links to the Dart service.
2. Cllrs noted the report from Andy Mills-Baker on the LADACAN AGM.
3. Cllrs noted the Statement Case from LADACAN that will be presented to the Airport Inquiry.
4. The costs of Noise Monitors are still being obtained. It was **AGREED** to investigate the costs of hiring noise monitors for short periods of time.

**4.17 (Agenda 17) Finance and Risk**

5. Payments made were noted and can be seen in Annex 1.
6. The bank reconciliation was presented and received and signed by the Chair and can be seen in Annex 2.
7. Payments for Authorisation: Members **AGREED** to pay the following invoice:
  - a. £382.08 to JC Agriculture for bench installation
  - b. £400 to Boudier Joinery & Renovations for the new Ley Green Noticeboard
  - c. £134.65 for the clerks expenses
8. Members **AGREED** not to opt out of the Smaller Authorities Audit Appointments external auditor appointments.

**4.18 (Agenda 18) Planning**

1. To receive and consider responses to planning applications
  - a. 22/02398/LBC – Listed Building Consent: Replace 3no. single-glazed, timber windows (2no. front elevation and 1no. on side elevation of front porch) with double-glazed, timber windows. 2 Crown Cottages, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LU. Members considered the application and **AGREED** they had no objections.
  - b. 22/02344/FPH - Full Permission Householder : Open sided front porch and erection of detached double carport. Lulworth, Colemans Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8PA. Members considered the application and **AGREED** they had no objections.
  - c. 22/02184/FPH - Full Permission Householder : Single storey side extension following demolition of existing outbuilding. Jalna, 25a Oxford Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8NP. Members considered the application and **AGREED** they had no objections.
  - d. 22/01944/FPH - Full Permission Householder : Erection of detached wooden summer house in front garden following demolition of existing wooden summer house in the front garden (as a resubmission of planning application 22/00419/FPH refused on 08.06.2022). 2 Chapel Road, Breachwood Green, Hertfordshire, SG4 8NU. Members considered the application and **AGREED** to support the application.
2. To note decisions and appeals



- a. 22/01056/FP Proposal: Change of Use and conversion of The Fox PH to a single residential dwelling (Use Class C3). Erection of side elevation conservatory, insertion of Juliet Balcony and window to existing side elevation, internal alterations, part removal of parking hardstanding and new landscaping. (Part Retrospective). Location: The Fox, Darley Hall, Darley Road. **PERMISSION GRANTED**
- b. 22/01634/FP Proposal: Erection of an agricultural grain store. Location: Lodge Farm, Kings Walden, Hitchin, Hertfordshire, SG4 8LL. **PERMISSION GRANTED**

**4.19 (Agenda 19) Matters for future consideration**

Budget Ideas for 23/24, No Through Road sign for Orchard Way

*The Chair took a few minutes at the end of the meeting to thank Joe Graziano for his hard work whilst on the Parish Council. His words can be seen in Annex 3.*

The meeting closed at 9.25 p.m.

Next Meeting: Monday 17<sup>th</sup> October 2022 19:30

# ANNEX 1

## Kings Walden Parish Council - Summary Financial Report and Bank Reconciliation as at 23rd September 2022

### Current Account

Bank Balance at 15th July 2022 £ 6,561.19

Payments authorised at meeting:

Date	Payee	Description	Payment Ref	Net	VAT	Total
18 July 2022	Zen Internet Ltd	Admin	P-2023-040	£ 35.00	£ 7.00	£ 42.00
21 July 2022	Leigh Ward	Cleaning at Youth Hut	P-2023-041	£ 175.00	£ -	£ 175.00
21 July 2022	Actual Admin	Office Services	P-2023-042	£ 75.00	£ -	£ 75.00
22 July 2022	Just Projectors	Projector and Screen	P-2023-043	£ 2,811.77	£ 562.35	£ 3,374.12
22 July 2022	CPRE	Membership	P-2023-044	£ 36.00	£ -	£ 36.00
3 August 2022	HAPTC	New Councillor Training	P-2023-045	£ 28.00	£ -	£ 28.00
3 August 2022	CDA	Subscription	P-2023-046	£ 36.00	£ -	£ 36.00
3 August 2022	Oliver Berti Firewood & Forestry	Playground Maintenance	P-2023-047	£ 525.00	£ 105.00	£ 630.00
3 August 2022	Andrew Spyrou	Expenses - Tuck Purchases	P-2023-048	£ 422.60	£ -	£ 422.60
3 August 2022	Chubb	Fire Inspection	P-2023-049	£ 107.27	£ 21.46	£ 128.73
3 August 2022	HAPTC	Planning Application Training	P-2023-050	£ 14.00	£ -	£ 14.00
3 August 2022	RJ Dawes	Grass Cutting	P-2023-051	£ 208.33	£ 41.67	£ 250.00
4 August 2022	Zen Internet Ltd	Admin	P-2023-052	£ 5.99	£ 1.20	£ 7.19
5 August 2022	Google	Admin	P-2023-053	£ 9.20	£ -	£ 9.20
12 August 2022	Scottish Power	Electricity	P-2023-054	£ 262.80	£ 13.13	£ 275.81
18 August 2022	Zen Internet Ltd	Admin	P-2023-055	£ 35.00	£ 7.00	£ 42.00
5 September 2022	Zen Internet Ltd	Admin	P-2023-056	£ 5.99	£ 1.20	£ 7.19
7 September 2022	Google	Admin	P-2023-057	£ 9.20	£ -	£ 9.20
7 September 2022	R J Dawes	Grass cutting & litter picking	P-2023-058	£ 208.33	£ 41.67	£ 250.00
7 September 2022	Actual Admin	Office Services	P-2023-059	£ 75.00	£ -	£ 75.00
15 September 2022	Bank Transfer to Deposit Acc	Bank Transfer		£ 5,477.00	£ -	£ 5,477.00
16 September 2022	Payroll	Payroll	P-2023-060,61,62	£ 3,491.07	£ -	£ 3,491.07
20 September 2022	Zen Internet Ltd	Admin	P-2023-063	£ 35.00	£ 7.00	£ 42.00
				<b>£ 14,088.55</b>	<b>£ 808.68</b>	<b>£ 14,897.11</b>

Monies received:

Date	From	Description			
29 July 2022	Andrew Spyrou	Youth Club Fees and Tuck Sales	R-2023-910	£	1,229.00
9 August 2022	HMRC VTR	VAT Reclaim 01/12/20 - 30/06/22	R-2023-909	£	3,473.99
30 August 2022	Breachwood Green Cricket Club	Hire of toilets 2021 & 2022	R-2023-912 & 913	£	100.00
9 September 2022	NHDC	Precept	R-2023-914	£	15,532.45
21 September 2022	Breachwood Green Cricket Club	Cricket Square Rent	R-2023-916	£	100.00
23 September 2022	Darren Patel	MUGA Hire Fee 21/09/22	R-2023-917	£	30.00
				<b>£</b>	<b>20,465.44</b>

Bank Balance at 23rd September 2022 **£ 12,129.52**

### Business Bank Deposit Account

Bank Balance at 15th July 2022 £ 32,911.39

Date	Payee	Description			
				<b>£</b>	<b>-</b>

Monies Received

9 August 2022	Lloyds Bank	Interest	R-2023-915	£	1.09
9 September 2022	Lloyds Bank	Interest	R-2023-911	£	1.40
15 September 2022	Transfer from Current Account	Precept		£	5,477.00
				<b>£</b>	<b>5,479.49</b>

Bank Balance at 23rd September 2022 **£ 38,390.88**

**Total bank balances £ 50,520.40**

# ANNEX 2

3 September 2022 (

## Kings Walden Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>Bank Reconciliation at 23/09/2022</b>		
Cash in Hand 01/04/2022		33,425.57
<b>ADD</b>		
Receipts 01/04/2022 - 23/09/2022		36,602.42
		70,027.99
<b>SUBTRACT</b>		
Payments 01/04/2022 - 23/09/2022		19,628.19
<b>A Cash in Hand 23/09/2022</b>		<b>50,399.80</b>
		(per Cash Book)
Cash in hand per Bank Statements		
Petty Cash	18/07/2022	0.00
Lloyds deposit	23/09/2022	38,390.88
Youth Club cash	18/07/2022	0.00
Lloyds bank current	23/09/2022	12,129.52
		<b>50,520.40</b>
Less unrepresented payments		120.60
		50,399.80
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>50,399.80</b>
<b>A = B Checks out OK</b>		



# ANNEX 3

**Thank you Joe Graziano, for all the things that you have achieved for your community in your four years as a Parish Counsellor (April 2018 to August 2022)**

**Community DriveSafe Speed Monitoring** One of your first actions as a Parish Counsellor was to take on the leadership of the Police & Crime Commissioner's Community DriveSafe scheme which we had recently applied to join. Thereafter at regular intervals at various locations in Breachwood you got together a team of volunteers to measure the speed of vehicles driving through the village and fed this information back to the police.

**Road Safety** You were also tenacious in ensuring the Highways Department took road safety seriously, resulting eventually in the re-instatement of line markings at the dangerous junctions of Church Road and Lilley Bottom (and bend warning signs at the dangerous bend at The Heath/Darley Road/Windmill Road (? Requested but not sure if this was done).

## Airport

- **Light pollution.** It was your tenacity and passion that resulted in Parish Counsellors standing at the bottom of Brownings Lane at midnight on the phone to an airport official letting him know the effect of him turning off lights. As a result, the light pollution from the airport decreased significantly. Together with Liz Thurlby, you instigated an all-important dialogue with the airport with the idea being that we could work with the airport rather than simply oppose it.
- **Noise contour consultation:** You and Liz Thurlby attended a meeting with airport officials Alice Green (Community Noise Executive) and Nicole Morris (Community Noise Officer)
- **Airspace modernisation consultation, Future Airspace Strategy Implementation - South (FASI-S)** the Parish Council prepared a response that would decrease Breachwood Green's exposure to aircraft noise on take-off.
- **FASI Future Airspace Strategy Implementation South (FASI-S).** You attended an online meeting on 22nd February 2022 and submitted a request for 15 degree track change which means aircraft turning 15 degrees at 9,000 feet right (3 miles) avoiding Breachwood Green. The final decision will be given by the Civil Aviation Authority in 2024
- **Airport Expansion proposal from 18m to 19m and to drop noise limits:** The Parish Council objected.
- **London Luton Airport Consultative Committee (LLACC):** Following the sad death of Lis Greet, you took a seat on the committee as the Parish Council representative now the Parish Council is a full member with voting rights.

**Community Coffee Mornings** Your passion and care also led you to run regular community coffee mornings in aid of MacMillan Cancer Care from October 2019, with a small grant from the Parish Council.

**Refurbishment of Breachwood Bus Shelters** 2018/19 you repaired and repainted the two bus shelters in Breachwood Green, making them look fantastic and saving the council money.

**Refurbishment of The Heath Noticeboard** In 2019 you saved the council money by lovingly refurbishing the dilapidated notice board on The Heath and re-siting it in the bus shelter opposite, a much better place for it.

## Village Gateway Features

Finally, this year, after three years of badgering Highways for these, you got three Welcome to Breachwood Green signs installed at no cost to the Parish Council.