

Kings Walden Parish Council

MEMBERS ARE HEREBY SUMMONED and THE PUBLIC INVITED to attend a meeting of
KINGS WALDEN PARISH COUNCIL which will be held in the
Youth Hut, The Youth Hut, Chapel Road, Breachwood Green, Herts. SG4 8NX
Tuesday 28th September 2021 starting at 7.30 pm.



Clerk to the Council, 20th September 2021

AGENDA

1. To receive 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 parish council meeting held on 20th July 2021.
5. Matters arising from minutes of 20th July not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.
7. Ratification of decisions taken under Scheme of Delegation
8. Parish Council Meeting Venue / Date
9. Someries Football Club / Stopsley Sharks
10. Youth Club
 - a. Safeguarding Policy
 - b. Adult / Child Ratios
11. Breachwood Green Society
 - a. Lis Greet Memorial bench
 - b. Zip Wire
12. Airport Update
13. Playground Inspections
14. Finance and Risk:
 - a. To authorise non-contractual payments and note payments to date.
 - b. PFK External Auditor Report
15. 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.
16. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Tuesday 19th October 2021 19:30
-



Minutes of a discussion with Kings Walden Parish Council held via Zoom Video Conferencing on Tuesday 20th July at 7.30 pm

Present: Councillors: Amanda King (Chair), David Bennett, Joe Graziano, Brenda James.
One member of the public: Keely Pate

5.0 (Agenda 1) To receive apologies for absence

Members recommended councillors to accept apologies from the Clerk, Cllr Jon Chamberlin and Cllr Paul Harman who were unable to attend due to work and personal commitments

5.1 (Agenda 2) Chairperson's Remarks

1. Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest
2. The chairperson advised that the meeting would be recorded
3. The chairperson reminded the meeting that this meeting is not a formal meeting of the council, it is for discussion to take place in order to make recommendations to the Clerk under the Scheme of Delegation as meeting virtually

5.2 (Agenda 3) Public Participation

1. Keely Pate addressed the council and introduced herself and to inform us that she had joined the committee at the Pre-School as Treasurer

5.3 (Agenda 4) To adopt the minutes of the parish council meeting held on the 15th June 2021

The minutes were adopted, and the Chair was authorised to sign

5.4 (Agenda 5) Matters arising from minutes of 15th June not covered elsewhere

1. None

5.5 (Agenda 6) Update on ongoing projects

1. Defibrillators – following an incident at the European Championships, the Comet News had asked North Herts District Council for an update to the location of the defibs in the Parish. These were confirmed as Village Hall, Breachwood Green and Village Shop in Ley Green
2. Noticeboard. A license was sent through to the Clerk, as the noticeboard would be commissioned by Pilkington's for a nominal fee of £1 per annum. There were no objections noted and the new noticeboard would be sited near the Village Shop in Ley Green

5.6 (Agenda 7) Covid Risk Assessment - Re-opening from 19th July Government relaxation of rules

1. Fixing a date for face-to-face meetings to be reintroduced from September 2021 with Covid risk assessments in place via scheme of delegation
2. Youth Hut will reopen in August 2021, dates to be circulated, Covid risk assessments to be in place. Parish Youth Hut sub-committee to meet with Youth Leader in preparedness for August re-opening



5.11 (Agenda 8) Airport Update

1. Councillor Joe Graziano gave an update on airport matters. See Appendix 1

5.13 (Agenda 9) Finance and Risk

1. Payments were disclosed to members and authorised (Available online)

5.14 (Agenda 10) Planning

1. No 2, Chapel Road. Application for retrospective planning was refused for a fence erection on front and side elevations
2. Bailey's Close Farm. Application for planning registered for an erection of an industrial building with parking and landscaping and alteration to different access and demolition of an existing building

5.14 (Agenda 11) Any other business

1. A member of the public had complained about the refurbished units at the Heath Farm and that traffic was in violation of planning rules. Councillor James was asked to communicate with the resident and refer the matter onto to the relevant stakeholder at Planning

5.15 (Agenda 11) Matters for future consideration

1. None noted

The meeting closed at 20:12 PM.

Next Meeting: Tuesday 21st September 2021 19:30 at the Village Hall

Signed Chair _____ Date _____



Appendix 1 – Airport Update, July 2021

AIRPORT UPDATE SUMMARY 20/07/21

Surface access

Reference was made regarding east west surface access that needed to be addressed particularly for the villages east of Luton and why nothing is being heard regarding what could be done on the rural lanes. CH from LLAL committed to take the comments back to LLAL for them to update and report back. Members were advised that LLAL had been looking at the DCO in the light of the pandemic and other events including Brexit and advised that the DCO was still ongoing, but some aspects of the application would probably be revised. LLAL confirmed that the DCO would not be submitted in 2021. It was noted that as a good regional airport there was a need for a more coherent discussion on surface access as many of the local roads, particularly to the East in Hertfordshire were at capacity even when the airport was at 18mppa. There had been much debate but no clear plans to improve the situation and reduce those travelling by car to around 45% of passengers. LLAOL advised that there was a full Transport Impact Assessment linked with Project 19 with all the impacts and mitigations set out very clearly as part of the application.

LLAL informed that there was ongoing engagement specifically relating to surface access with officers from Herts CC and separately Planning Officers were also being updated across the whole of the engagement piece (i.e.: environment, highways, surface access or biodiversity) on progress.

LLAL also confirmed that there would also be a further period for consultation on the DCO

Airspace Change

FAI-S – members were advised that the extensive re-organisation of flight paths in (take-offs at 10-degree angle towards south) southern England was not proceeding and was



awaiting Government funding. LLAOL informed that Parliament were processing the “Air Traffic Management and Unmanned Aircraft Bill” and if approved would allow Central Government to direct Airports to develop airspace proposals. Post meeting – Central Government on 19th March informed that £5.5 million will be made available to aid industry to develop and evaluate new flight routes to modernise airspace.

This extensive re-organisation of flight paths in southern England was recommencing, after Government funding through the “Air Traffic Management and Unmanned Aircraft Bill”. This is to aid industry to develop and evaluate new flight routes to modernise airspace. LLA has obtained funding and approval to restart, and will now work on Stage 2A Option development (Completion November 2021) and then Stage 2B by March 2022. Further dialogues with stakeholders will occur.

AD6 Airspace Consultation for arrival routes closed in February 2400 responses, submitted. Did not impact BWG.

1 MPPA

Members made further reference to the Planning Application; it was felt by many that an increase of 1mppa was significant for many of the surrounding communities and raised much concern. However, with the suggestion that the increase would give the airlines a certainty for planning, it was asked if that would give airlines the option to look at planning for quieter aircraft and to give a schedule for replacing their older jets with the new quieter NEO jets. LLAOL stated that as part of the application there were certain assumptions around how the fleet would be deployed but eventually it would be up to the airlines on how they deployed their fleets worldwide. LLAOL continued to work together with the airlines, many of which had the youngest overall fleets, to incentivise their plans.



CENTURY PARK

1) Outline permission has been granted for a new business park on 29/06/21;

Comprising office space (Class B1), warehouse and industrial space (Class B2 and B8), mixed employment space (Class B1/B2/B8), a hotel (Class C1), cafe space (Class A3); energy centre (sui generis), internal access roads; car parking, landscaping and associated works including earthworks, utility diversions, sustainable drainage systems, tree removal and tree protection; and relocation of the airport car hire centre.

2) Full permission for the construction of a 2km Century Park Access Road incorporating a new junction on the A1081, alterations to the existing Airport Way roundabout, alterations to Frank Lester Way, a newly created access from Eaton Green Road, a new roundabout providing access into

the business park, demolition of buildings, provision of replacement car parking (temporary and permanent), associated earthworks, landscaping, surface water drainage and utilities diversions; the

creation of new public open space including footpaths, landscaping, and ecological mitigation.

extension and alterations to Wigmore pavilion building to provide cafe (Class A3) and additional community space; construction of a new skate park and children's play area; and construction of a replacement airport technical services building and associated parking.

Councillor Joe Graziano, King Walden Parish Council, 20th July 2021



Papers for meeting 28th September 2021

1. To receive apologies for absence.

Cllr Mulgrew sends his apologies.

Cllr Graziano sends his apologies as he is abroad.

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 parish council meeting held on 20th July 2021.
5. Matters arising from minutes of 20th July not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.

Benches

The 4 benches have been ordered. There is a lead time of up to 10 weeks, an invoice for payment will be sent before dispatch. The cost was £1000 +VAT. The VAT will be reclaimed.

Salt

I have ordered salt for gritting to be delivered to the Recreation Ground.

Changing rooms

I have managed to get a key to the changing rooms so that this project can be moved forward.

I am investigating grants for the project.

Gateway

At Cllr Graziano's request I have chased Graham Bury (Assistant Highways Manager at HCC) again, and still not had a response back. I have asked David Barnard to chase also, which he has, but I've still not had a response from Graham.



Gates

Andrew Burton has gone very silent on this issue since he mentioned a scheme that could help us with new gates. I have chased him for an update on this but he hasn't responded.

CCTV

Graham came to look at the cameras which aren't working. There is a junction box where the silicon had failed so water had got in. He is ordering parts and will come back the week beginning the 27th September and get the cameras back online.

7. Ratification of decisions taken under Scheme of Delegation

We just need to formally agree the decisions made remotely.

From the discussion on May 18th:

- The minutes from May 4th were adopted, and the chairman was authorised to sign.
- The clerk should order a new noticeboard for Ley Green should Amanda Thompson and Pilkington Farms Partnership be in agreement to re-site it outside Kings Walden Stores.
- The clerk should add the following statement to the Standing Orders: The Chairman may (provided they are re-elected each year) remain in post for up to 3 years, but may not stand for re-election for a further 3 years.
- The clerk should issue an invoice for £50 to Breachwood Green Cricket Club for the use of the Village Hall toilets. This charge will be reviewed for next season and once a planned refurbishment has been carried out.
- Planning:
 - Crown House, Ley Green – Listed Building Consent: Replace 4no. non-original single-glazed timber windows (2no. on front elevation and 2no. on side elevation) with flush casement, slimline doubleglazed timber windows. Members had no objection to the development.
 - 2 Chapel Road, Breachwood Green – Retention of a wooden fence to front/side elevation for security and privacy purposes. Members had no objection to the development.

From the discussion on June 15th:

- The minutes from May 18th were adopted, and the chairman was authorised to sign.
- The members recommended the hiring of the cleaner for the Youth Hut when needed.
- The members recommended the clerk purchase the four benches for the parish.
- The members recommended the clerk put together a specification for the changing rooms, taking into account football league requirements, and look into additional funding for the project.



- Members recommended that the clerk repay the Southern Rural Grant as we are currently not able to use it for Noise Monitoring Equipment as intended.
- It was recommended that the clerk, along with Cllr Graziano and Cllr King, draft a letter to the leaders of both NHDC and HCC requesting that the reasons for the objection to be made public.
- It was recommended that we respond formally to the latest proposals, a similar response to the one submitted in February. The clerk and Cllr Graziano will draft a response.

From the discussion on July 20th:

- The minutes from June 15th were adopted, and the Chair was authorised to sign.
- Face-to-face meetings to be reintroduced from September 2021 with Covid risk assessments in place via scheme of delegation

8. Parish Council Meeting Venue / Date

The Village Hall have tried to get the Pilates to move to another evening but at the moment Tuesdays are the only day she can come to Breachwood and she teaches elsewhere on other evenings.

She is looking at possibly moving the class completely to an alternative venue if we are unable to move our monthly meeting day.

9. Someries Football Club / Stopsley Sharks

Someries have informed the Parish Council that they no longer require the use of the recreation ground. They no longer have the youth teams that used the pitches. Stopsley Sharks have been in touch as per the email below:

We just wanted to introduce ourselves and ask whether or not it's possible to use the field there at Breachwood Green for our younger children's football teams, in the u7-u12 bracket.

I'm Chris, chairman and head of football development at Stopsley Sharks FC.

We were passed on your number through a coach, Rhys, who has recently asked to join our club (from another) due to wanting more club support which we are able to provide. His previous team, Someries Youth was using this field at Breachwood Green so he's aware of standards and requirements of pitch use. It's his understanding there isn't a lot of teams using the field now and we wanted to see if we could possibly use it?



If it would be possible to have a few (we're a small club, but feel we do things well) younger teams playing at Breachwood Green it would be fantastic. It's a lovely area close to us and we would follow any rules and regulations of course.

We also would be happy to support local functions for charity/otherwise that would help the local community.

10. Youth Club

- a. Safeguarding Policy

See draft policy attached at the end of this document.

- b. Adult / Child Ratios

11. Breachwood Green Society

- a. Lis Greet Memorial bench
- b. Zip Wire

The clerk has received an email from Joe Beavis, as shown below:

As you will be aware, The Breachwood Green Society is now in the process of closing. As you will also be aware, the late and much-missed Lis Greet was a central figure in the Society. In running down our funds we have purchased a traditional style teak three-seater bench which we would like to place on the rec. in her memory. The society would arrange proper installation.

If this is acceptable to the Parish Council, we suggest that it is placed in the SE (Bailey's Farm) corner, where it will be shaded by the trees and provide a general view of the rec. We notice the Zip-wire is out of order. Is there some help the Society can offer in the shape of a financial contribution or engineering service to make it serviceable?

12. Airport Update

Update from Cllr Graziano:

Cllr Graziano is still awaiting from the airport when the DCO Development Consent Order will be finalised. Light pollution and future expansion are dependent on it and everything is on hold. There is a LLACC meeting in October when we hope to know more.

13. Playground Inspections

NHDC have been in touch offering playground inspections at £50 per playground. This would be a saving of £110.60 pa on ROSPA Play Safety, for the same report. We need to inform NHDC by the 4th October if we'd like to go ahead with them.

14. Finance and Risk:

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

Kings Walden Parish Council - Summary Financial Report as at 24th September 2021							
Current Account							£
Balance at 19th July 2021							£ 2,667.55
Payments authorised at meeting:							
Date	Payee	Description	Payment Ref	Net	VAT	Total	
4th August 2021	Zen Internet Ltd	Admin	P-2022-035	£ 4.99	£ 1.00	£ 5.99	
6th August 2021	Google	Admin	P-2022-036	£ 8.28	-	£ 8.28	
6th August 2021	Scottish Power	Admin	P-2022-037	£ 89.74	£ 4.49	£ 94.23	
18th August 2021	Zen Internet Ltd	Admin	P-2022-038	£ 35.00	£ 7.00	£ 42.00	
6th September 2021	JC Agriculture	Car Park Barrier	P-2022-039	£ 900.00	£ 180.00	£ 1,080.00	
6th September 2021	HAPTC	Training	P-2022-040	£ 45.00	-	£ 45.00	
6th September 2021	PKF Littlejohn	Audit	P-2022-041	£ 300.00	£ 60.00	£ 360.00	
6th September 2021	HAPTC	Training	P-2022-042	£ 275.00	-	£ 275.00	
6th September 2021	Clr Graziano	Expenses - Car Park Barrier	P-2022-043	£ 12.34	-	£ 12.34	
6th September 2021	Zen Internet Ltd	Admin	P-2022-044	£ 4.99	£ 1.00	£ 5.99	
8th September 2021	Google	Admin	P-2022-045	£ 8.28	-	£ 8.28	
10th September 2021	Money transferred to KWPC Business Acc	Bank Transfer	P-2022-046	£ 10,000.00	-	£ 10,000.00	
20th September 2021	Zen Internet Ltd	Admin	P-2022-047	£ 35.00	£ 7.00	£ 42.00	
				£ 11,683.62	£ 253.49	£ 11,979.11	
Monies received:							
Date	From						
26th August 2021	Breachwood Green Village Hall	Rent				£ 1.00	
10th September 2021	NHDC	Precept				£ 14,653.25	
						£ 14,654.25	
Balance at 24th September 2021							£ 5,342.69
Business Bank Instant Account							
Balance at 19th July 2021							£ 34,044.08
Date	Recipient						
							£ -
Monies Received							
10th September 2021	Money received from Treasurers Accounts					£ 10,000.00	
9th August 2021	Interest					£ 0.29	
9th September 2021	Interest					£ 0.29	
						£ 10,000.58	
Balance at 24th September 2021							£ 44,044.66
Total bank balances							£ 49,387.35

b. PFK External Auditor Report

Please see the end of the document for the external auditor report.

Southern Rural Grant

I have been in touch with Claire Morgan at Southern Rural stating that we need to repay the Southern Rural Grant as the noise measuring equipment isn't currently required. She is organising for an invoice to be sent so that I can organise the repayment.



15. Planning:

- a) To receive and consider responses to planning applications.

Full Permission Householder : Single storey side extension to bathroom.

17 Oxford Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8NP

Reference: 21/02448/FPH

Listed Building Consent : Single storey side extension to existing bathroom.

17 Oxford Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8NP

Reference: 21/02449/LBC

Full Planning Permission : Erection of one detached 2-bed bungalow.

Colemans Farm, Colemans Road, Breachwood Green, Hitchin, Hertfordshire, SG4

8PA

Reference: 21/02583/FP

- b) To note decisions and appeals.

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

16. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Tuesday 19th October 2021 19:30
-



SAFEGUARDING POLICY 2021

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to minors and vulnerable adults.
- To promote the general welfare, health and development of minors and vulnerable adults by being aware of child and vulnerable adult protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council expects all minors and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult with legal parental responsibility.

Definitions:

Children and young people: anyone under the age of 18 years.

Vulnerable adult: anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

The Facilities: The facilities owned and managed by Kings Walden Parish Council, and referred to in this policy are:

- Breachwood Green Recreation Ground;
 - MUGA in Breachwood Green;
 - Changing rooms at the Village Hall, Breachwood Green;
 - The provision of children's play equipment in Breachwood Green and Ley Green
 - The Youth Hut, Chapel Road, Breachwood Green including the Parish Council run Youth Club.
- (together "the Facilities").

The clerk of Kings Walden Parish Council maintains and administers the hire of the Facilities. The Youth Club is staffed by a part-time DBS checked member of staff. The Parish Council has its own Youth Club Committee to ensure its smooth running. We provide individuals and local organisations and groups with access to recreational and amateur sports facilities for use by both the residents of the Parish of Kings Walden and other parishes, including children, young people and vulnerable adults.

Aims:

The aim of this policy document is to guide members of the Parish Council and staff / volunteers should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures:

The Clerk has been designated as the Safeguarding Officer and the responsibilities will include:

- Ensuring that participants are appropriately briefed before any Parish Council organised event involving minors or vulnerable people;



SAFEGUARDING POLICY 2021

- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring, that whilst Council members are unlikely to be involved with minors during the performance of their duties, they are mindful of the risk they face;
- Ensuring that before any volunteers or paid members of staff are recruited to work with minors and vulnerable persons they are interviewed and two references taken up;
- Decisions on whether any person should be DBS checked will be made by the Council, or the Clerk after consultation with the Chairman or Youth Club Committee, following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.

Kings Walden Parish Council recognises that safeguarding is not restricted to deliberate harm but includes health and safety, first aid and meeting the needs of those with medical conditions. The Council recognises that safeguarding can include a wide range of issues such as bullying, cyberbullying, racist and homophobic bullying as well as extremist behaviour and radicalisation.

The Parish Council agree that:

- Councillors / staff and volunteers will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising minors.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times – no revealing clothing or items of clothing with inappropriate language on, sexual tattoos on show.
 - Ensure that accidents are recorded in an accident book held by the clerk.
 - Never do anything of a personal nature for a young person.
- Keep records in an incident book held by the clerk of any allegations a young person may make to any committee member, member of staff or volunteer.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- All reports of an allegation to the Safeguarding Officer, Parish Council or Youth Club Committee should be dealt with in full confidence.
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- Any organisation which may make contact with minors or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate

in the use of any council-owned facilities.

Kings Walden Parish Council accepts that the prevailing attitude should be 'it can happen here' and this underpins our approach.

Safeguarding Reporting Procedure:

Procedures to be followed if a safeguarding incident is disclosed are:

- Stay calm and listen carefully.
- Reassure the person that they have done the right thing in making a disclosure.
- Do not investigate or ask leading questions.
- Make clear that the Safeguarding Officer for Kings Walden Parish Council must be informed.
- On no account suggest that the disclosure can remain a secret.
- Inform the named Safeguarding Lead as soon as possible who will take further action including alerting social services.
- Make a written record of the allegation as soon as possible including the nature of the allegation, whether the complaint is being made by a victim or a witness. Include details of names, addresses and phone numbers. If the family is aware of an allegation make this clear in your report.
- Maintain strict confidentiality and give your report to the Kings Walden Parish Council Safeguarding Officer who will take action. Sign and date your report and do not make copies.

This policy has been drawn up on the basis of current law and guidance that seeks to protect children, young people and vulnerable adults, namely:

- Children's Act 1989
- United Nations Convention of the Rights of the Child 1991
- Safeguarding Policy, Procedure and Guidance – GDPR Amendments
- The Care Act 2014
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) 2014

Declaration:

Kings Walden Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect. All members of Kings Walden Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This policy will be reviewed any time legislation is updated and further best practice advice is

SAFEGUARDING POLICY 2021

received.

Safeguarding complaints or queries can be directed to the clerk of Kings Walden Parish Council at clerk@kwpc.org.uk or on 07887 875442. Any complaints or queries relating to the Youth Club will be shared with the Youth Club Committee.

The information given above was amended and agreed at the meeting held on **XXXXX** as being a correct record.

Signed: _____ (Chairman) Date: _____

Mr Tom Brindley
Kings Walden Parish Council
191 High Street
Codicote
SG4 8UD

Our ref HT0063
SAAA ref SB04855

Email sba@pkf-l.com

19 August 2021

Dear Mr Brindley

Kings Walden Parish Council

Completion of the limited assurance review for the year ended 31 March 2021

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Kings Walden Parish Council for the year ended 31 March 2021. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HT0063 or Kings Walden Parish Council as a reference when paying by BACS.

Timetable for 2021/22

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2020/21

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Kings Walden Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Kings Walden Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Kings Walden Parish Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>

Mr Tom Brindley
Kings Walden Parish Council
191 High Street
Codicote
SG4 8UD

Our ref HT0063
SAAA ref SB04855
Invoice no: SB20210598
VAT no: GB 440 4982 50

Email sba@pkf-l.com

19 August 2021

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2021	£300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£300.00
VAT @ 20%	£60.00
TOTAL PAYABLE	£360.00

PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf,
London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include HT0063 or Kings Walden Parish Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com.

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19 August 2021

REMITTANCE ADVICE

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Additional fees (where applicable) as detailed by separate cover	£0.00
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