

Kings Walden Parish Council
Monday 21st November 2022 starting at 7.30pm

**Kings Walden
Parish Council**



Breachwood Green Village Hall, Chapel Rd, Breachwood Green, SG4 8NX

To Cllrs: M Cann, J Chamberlin, O Connolly, P Harman (Chair), A King, M Mulgrew

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

Lisa Lathane, Clerk to the Council, 15 November 2022

A handwritten signature in blue ink, appearing to read 'Lisa Lathane', written over a horizontal line.

MEETING OF KINGS WALDEN PARISH COUNCIL - AGENDA

1. To receive and accept apologies for absence.
2. Chairman's remarks.
3. Declarations of Interest
4. 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).
5. To adopt the minutes of the parish council meeting held on 17th November 2022.
6. Matters arising from minutes of 17th November 2022 not covered elsewhere (information only).
7. To receive the clerk's report including an update on ongoing projects (information only).
8. To consider co-option applications
9. To consider grant applications
10. Airport Update:
 - a. Receive Airport Update report from Andy Mills-Baker
 - b. To review noise monitoring equipment costs
11. To pass a resolution to sign up to the civility and respect pledge
12. To consider CCTV Annual Maintenance quote
13. To agree arrangements and costs for Christmas Decorations in the parish
14. To consider adding CyberCheck to the council email package
15. To agree:
 - a. the installation of the new Ley Green Noticeboard
 - b. the costs for a larger Ley Green Noticeboard
16. To consider recommendations from the Employment Committee
17. Finance and Risk:
 - a) To authorise non-contractual payments and note payments to date.
 - b) To authorise the signing of the Bank Reconciliation
 - c) To review the draft budget for 2023/24
 - d) To resolve to make relevant changes to the banking mandate
18. Planning:
 - a) To receive and consider responses to planning applications.
 - i. 22/02659/FPH, Retention of security gates, 7 St Marys Rise Breachwood Green
 - ii. 22/02871/FP, Erection of six dwellings, Land On The West Side Of Lower Road Breachwood Green
 - b) To note decisions and appeals.
 - c) To consider any other planning matters pertinent to the Parish Council.
19. Matters for future consideration.

Next scheduled meetings: Parish Council meeting: Monday 16th January 2023 19:30

Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 17th October 2022 at 7.30pm

Councillors: Maria Cann, Jon Chamberlin, Paul Harman (Chair) and Amanda King

In attendance: 11 members of the public, Country and District Councillor David Barnard and the clerk and RFO, Lisa Lathane,

5.1 (Agenda 1) Apologies for Absence

Apologies were received from Cllr Connolly due to personal reasons.

Members **RESOLVED** to accept his apologies.

5.2 (Agenda 2) Chairman's Remarks

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

5.3 (Agenda 3) Declarations of Interest

None.

5.4 (Agenda 4) Public participation.

1. Residents raised their concerns regarding the planning application at 7 St Marys Rise: pressure on the already struggling sewerage system, water pressure and increased traffic.
2. Residents raised their dismay that footpaths surrounding Breachwood Green had been ploughed and not reinstated. Footpath and byway numbers affected will be reported by the clerk to Pilkington Farms Partnership and Hertfordshire County Council.
3. Cllr Barnard addressed the meeting:
 - a. He congratulated those involved in the Harvest Auction at The Plough as it had raised approximately £1000.
 - b. Hertfordshire Home Improvements Agency has Disabled Facilities grants available.
 - c. Hertfordshire County Council is looking to move from County Hall into smaller premises.
 - d. Cllr Barnard has money available in his Locality Budget Grant for local groups etc.
 - e. North Herts Council are meeting on the 8th November to consider and adopt the Local Plan.
 - f. Proposed Solar Farm at Wandon End: no application has been made by the developers.

10 members of the public and Cllr Barnard left the meeting.

5.5 (Agenda 5) To adopt the minutes of the Annual Parish Meeting held on the 26th September 2022.

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

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

4. The clerk presented a verbal update on her report:
 - a. Screen and Projector: Due to supply issues the projector and audio package won't be delivered until the end of November 2022.
 - b. CCTV: The cameras have been moved to the new positions requested. A camera now shows clearly the back door to the Youth Hut, and the Pre-School.
 - c. Missing Road Signs: Missing road signs that need replacing have been logged with NHDC: for The Heath, Plough Lane and next to Parsonage Farm.

5.7 (Agenda 8) To consider co-option applications

Members **AGREED** to postpone this item until the next meeting.

Cllr Harman left the meeting due to work commitments and Vice Chair Cllr King chaired the remainder of the meeting.

- 5.8 (Agenda 9) To consider the siting and cost of a No-Through Road sign at Orchard Way**
1. Highways do not have any money in their budget for this to be carried out this year but KWPC can fund it themselves for £600/700.
 2. Members **AGREED** to fund the sign and request a Locality Budget Grant of £200 from David Barnard for the project. If the grant application is unsuccessful then Members **RESOLVED** to pay the full cost.

- 5.9 (Agenda 10) To agree the installation of the new Ley Green Noticeboard**
1. It was suggested to install the new noticeboard built by Boudier Interiors in the bus stop at The Heath to replace the current one. A larger one for Ley Green could then be sourced.
 2. Members **AGREED** to the above suggestion. The clerk will source quotes from Boudier Interiors and other suppliers.

- 5.10 (Agenda 11) To agree the costs and wording of plaques for the bench and noticeboard in Ley Green**
1. Cllr King will liaise with residents of Ley Green regarding the wording for the bench plaque in memory of Cllr David Bennett.
 2. Members **AGREED** to the following wording for the Ley Green Noticeboard: King Charles III 2022.

- 5.11 (Agenda 12) Project Ideas for Budget 2023/2024**
- Members **AGREED** to consider budgeting for picnic benches for the Recreation ground at Breachwood Green, and to refurbish the Village Hall Bar.

- 5.12 (Agenda 13) Airport Update**
1. Cllrs **NOTED** the verbal Airport Update report from Andy Mills-Baker.
 2. Members **AGREED** to request from Luton Airport that a permanent Noise Monitor is installed by them in Breachwood Green.
 3. Members **AGREED** that hiring a Noise Monitor should be for a minimum of 3 months at a time.

Resident Andy Mills-Baker left the meeting.

- 5.13 (Agenda 14) Finance and Risk**
1. Payments made were noted and can be seen in Annex 1.
 2. The bank reconciliation was presented and received and signed by the Chair and can be seen in Annex 2.
 3. The external audit has been signed off by PKF Littlejohn with the following comments:
 - a. Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £28,287 and £30,327 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR
 - b. We note that included in Section 1, Box 4 for the current year is a retirement gratuity paid to a former clerk. This payment may have been made unlawfully as the Council does not have discretionary powers to pay a gratuity under the circumstances of this case. We suggest that the Council seeks and follows appropriate advice in relation to this payment. In our view, Section 1, Assertion 3 should have been answered 'No'.

- 5.14 (Agenda 15) Planning**
1. To receive and consider responses to planning applications

- a. 22/02493/FP, Full Planning Permission: Full Planning Permission : Erection of three detached 3-bed dwellings, one detached double garage, parking and landscaping following demolition existing detached dwelling. 7 St Marys Rise Breachwood Green.

Members **AGREED** to raise the concerns of the residents regarding the application with the planning officer.

2. Planning decisions have been received on the following:

Application No / Address	Proposal	NHDC Decision
22/02344/FPH - Lulworth, Colemans Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8PA	Full Permission Householder : Open sided front porch and erection of detached double carport.	Permission Granted
22/02184/FPH - Jalna, 25a Oxford Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8NP	Full Permission Householder : Single storey side extension following demolition of existing outbuilding.	Permission Granted
22/01944/FPH - 2 Chapel Road, Breachwood Green, Hertfordshire, SG4 8NU	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).	Permission Granted

4.1 (Agenda 19) Matters for future consideration
Christmas, Employment Committee Meeting

The meeting closed at 10.00 p.m.

Next Meeting: Monday 21st November 2022 19:30

Signed Chairman _____ Date _____

ANNEX 1

Kings Walden Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
68 Office services	27/09/2022		Lloyds bank current	P-2023-064	Office services	Actual Admin (Lisa Lathane)	E	75.00		75.00
69 Salary	27/09/2022		Lloyds bank current	P-2023-065	Payroll admin	DCK Payroll Services	S	38.00	7.60	45.60
70 Noticeboard	27/09/2022		Lloyds bank current	P-2023-067	Noticeboard	Boudier Joinery & Renovator	E	400.00		400.00
71 Benches	27/09/2022		Lloyds bank current	P-2023-071	Benches	JC Agriculture	S	318.40	63.68	382.08
72 S137	27/09/2022		Lloyds bank current	P-2023-069	Grant	Breachwood Green Pre-Schoo	E	143.87		143.87
73 Clerk expenses	27/09/2022		Lloyds bank current	P-2023-070	Clerk expenses	Lisa Lathane	E	134.65		134.65
76 Web site	05/10/2022		Lloyds bank current	P-2023-072	Software	Zen	S	5.99	1.20	7.19
75 Admin	07/10/2022		Lloyds bank current	P-2023-068	Software	Google	E	9.20		9.20
74 Grass cutting	14/10/2022		Lloyds bank current	P-2023-066	Grass cutting	R Dawes	S	208.33	41.67	250.00
Total								1,333.44	114.15	1,447.59

Kings Walden Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
19 Pitch fees	03/10/2022		Lloyds bank current	R-2023-918	Pitch fee	Darren Patel	E	30.00		30.00
22 Pitch fees	07/10/2022		Lloyds bank current	R-2023-919	Pitch fee	Darren Patel	E	30.00		30.00
23 Interest	10/10/2022		Lloyds deposit	R-2023-920	Interest	Lloyds	E	1.59		1.59
Total								61.59		61.59

Created by  Scribe

ANNEX 2

14 October 2022 (2022-2023)

Kings Walden Parish Council

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

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

Bank Reconciliation at 14/10/2022		
Cash in Hand 01/04/2022		33,425.57
ADD Receipts 01/04/2022 - 14/10/2022		36,664.01
		70,089.58
SUBTRACT Payments 01/04/2022 - 14/10/2022		20,955.18
A	Cash in Hand 14/10/2022 (per Cash Book)	49,134.40
Cash in hand per Bank Statements		
Petty Cash	14/10/2022 0.00	
Lloyds deposit	14/10/2022 38,392.47	
Youth Club cash	14/10/2022 0.00	
Lloyds bank current	14/10/2022 10,741.93	
		49,134.40
Less unrepresented payments		
		49,134.40
Plus unrepresented receipts		
B	Adjusted Bank Balance	49,134.40
A = B Checks out OK		



Papers for Parish Council Meeting on 21st November 2022

1. To receive and accept apologies for absence.
2. Chairman's remarks.

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

3. Declarations of Interest
4. 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).
5. To adopt the minutes of the parish council meeting held on 17th November 2022.
6. Matters arising from minutes of 17th November 2022 not covered elsewhere (information only).

The Locality Budget Grant for the Orchard Road No Through Road Sign was applied for from Cllr Barnard, and was approved and it has been received. The clerk has contacted Graham Bury to say KWPC would like to go ahead with purchasing the sign etc and asking for the next steps.

The wording for the plaque for the bench for Cllr David Bennett has been suggested as 'In memory of David Bennett (the Dr)'.

7. To receive the clerk's report including an update on ongoing projects (information only).
 - All the projector and screen equipment has now arrived.
 - The Rural Housing enabler from CDA Herts has been in touch following a previous housing survey carried out in 2014, which nothing came of. He has been tasked with following up the housing needs surveys we have conducted where, as far as they can see, there has been no resulting affordable housing delivery. He hopes to explore whether there is any residual appetite or enthusiasm for trying to get some affordable housing away / refresh the survey / revisit potential sites.
He is happy to meet the parish councillors or attend a PC meeting if it would be helpful.

8. To consider co-option applications

Three applications have been distributed to Cllrs separately.

9. To consider grant applications

Application form has been distributed to Cllrs separately.

10. Airport Update

Andy Mills-Baker will attend to give a verbal update.

11. To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

12. To consider CCTV Annual Maintenance quote

Hound Security have been in contact regarding the CCTV fitted over a year ago. It should be regularly looked at to maintain the cameras and Hound Security has quoted £264 inc VAT to carry this out.

13. To agree arrangements and costs for Christmas Decorations in the parish

14. To consider adding Cybercheck to the council email package

To add Cybercheck to our email package would help protect against phishing and hacking etc. Paperwork for Cybercheck sent to Cllrs separately. Cost is £12 per month inc VAT.

15. To agree:

- a. the installation of the new Ley Green Noticeboard**
- b. the costs for a larger Ley Green Noticeboard**

16. To consider recommendations from the Employment Committee

17. Finance and Risk:

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

Authorisation is requested to pay:

£108 to JC Agriculture for spraying the MUGA, including the purchase of the chemicals.

Please see following pages.

Kings Walden Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
77 Audit	17/10/2022		Lloyds bank current	P-2023-073	Audit	PFK Littlejohn	S	200.00	40.00	240.00
78 Broadband	18/10/2022		Lloyds bank current	P-2023-074	Software	Zen	S	37.00	7.40	44.40
80 Grass cutting	04/11/2022		Lloyds bank current	P-2023-076	Grass cutting	R Dawes	S	208.33	41.67	250.00
81 Web site	04/11/2022		Lloyds bank current	P-2023-077	Software	Zen	S	6.99	1.40	8.39
79 Office services	04/11/2022		Lloyds bank current	P-2023-075	Office services	Actual Admin (Lisa Lathane)	E	75.00		75.00
82 Admin	07/11/2022		Lloyds bank current	P-2023-078	Software	Google	E	9.20		9.20
83 Electricity	11/11/2022		Lloyds bank current	P-2023-079	Youth Hut Electricity	Scottish Power	L	300.70	15.04	315.74
Total								837.22	105.51	942.73

Kings Walden Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
24 Pitch fees	17/10/2022		Lloyds bank current	R-2023-921	Pitch fee	Darren Patel	E	30.00		30.00
25 Pitch fees	20/10/2022		Lloyds bank current	R-2023-922	Pitch fee	Darren Patel	E	30.00		30.00
27 HCC Grant	27/10/2022		Lloyds bank current	R-2023-924	Grant	HCC	E	200.00		200.00
26 Pitch fees	28/10/2022		Lloyds bank current	R-2023-923	Pitch fee	Darren Patel	E	30.00		30.00
28 Pitch fees	07/11/2022		Lloyds bank current	R-2023-924	Pitch fee	Darren Patel	E	30.00		30.00
30 Interest	09/11/2022		Lloyds deposit	R-2023-926	Interest	Lloyds	E	4.10		4.10
29 Pitch fees	14/11/2022		Lloyds bank current	R-2023-925	Pitch fee	Darren Patel	E	30.00		30.00
Total								354.10		354.10

b) To authorise the signing of the Bank Reconciliation

17 November 2022 (2022-2023)

Kings Walden Parish Council

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

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

Bank Reconciliation at 17/11/2022			
	Cash in Hand 01/04/2022		33,425.57
	ADD		
	Receipts 01/04/2022 - 17/11/2022		37,018.11
			70,443.68
	SUBTRACT		
	Payments 01/04/2022 - 17/11/2022		21,897.91
A	Cash in Hand 17/11/2022 (per Cash Book)		48,545.77
	Cash in hand per Bank Statements		
	Petty Cash	17/11/2022	0.00
	Lloyds deposit	17/11/2022	38,396.57
	Youth Club cash	17/11/2022	0.00
	Lloyds bank current	17/11/2022	10,149.20
			48,545.77
	Less unrepresented payments		
			48,545.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		48,545.77
A = B Checks out OK			

c) To review the draft budget for 2023/24.

Circulated to Cllrs separately.

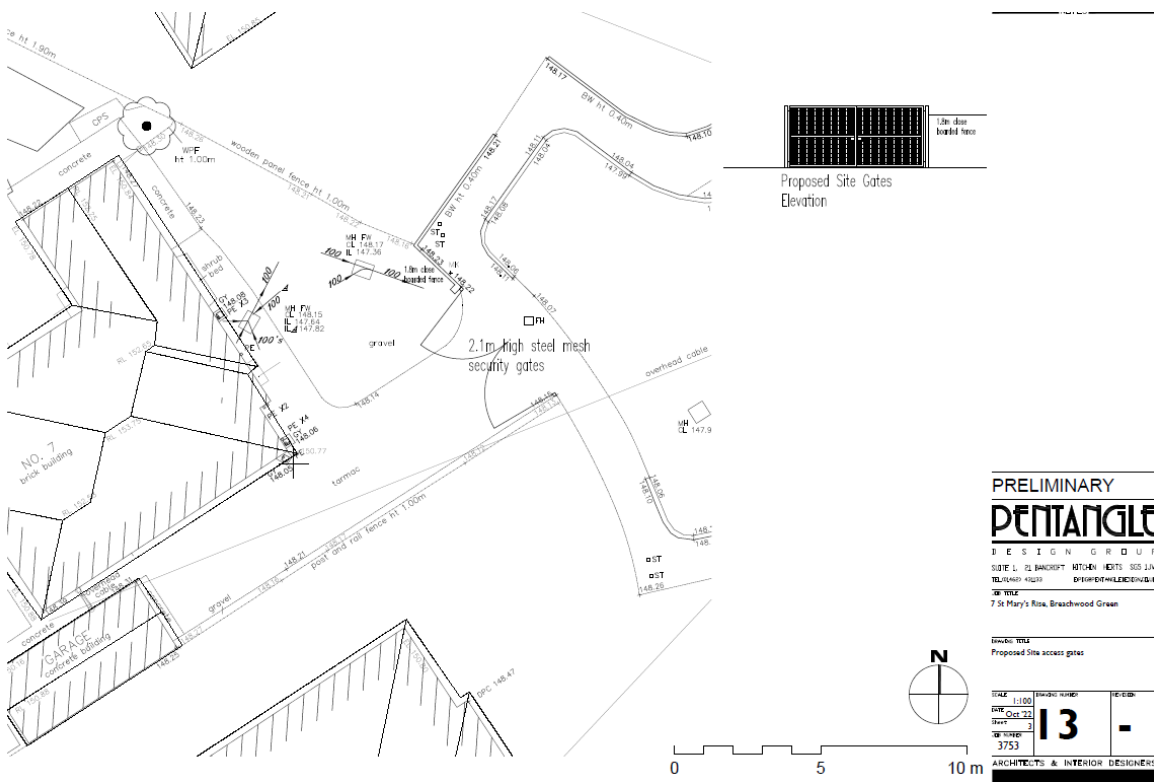
d) To resolve to make relevant changes to the banking mandate

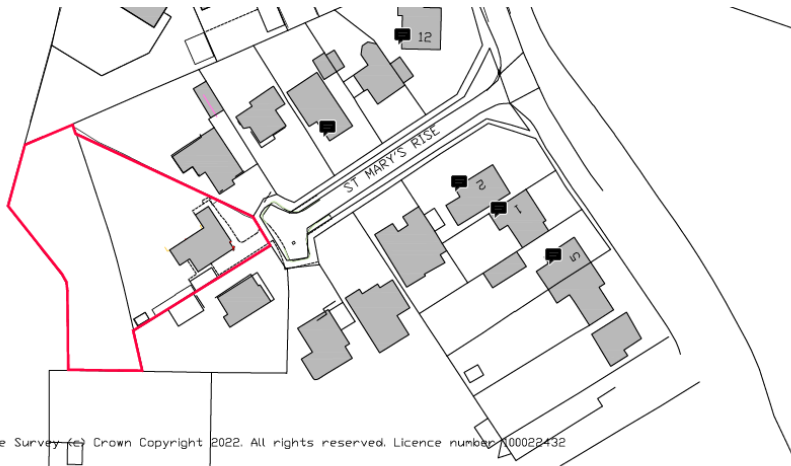
As we only have 1 signatory now on the banking mandate due to the death of David Bennett Lloyds Bank have asked KWPC to make a resolution to make the recent requested changes.

18. Planning:

a) To receive and consider responses to planning applications.

i. 22/02659/FPH, Retention of security gates, 7 St Marys Rise Breachwood Green





PLANNING
PENTANGLE

DESIGN GROUP

SUITE 1, 21 BANCROFT HITCHIN HERTS SG5 1JW
 TEL (01462) 431133 E: PDGP@PENTANGLEDESIGN.CO.UK

JOB TITLE
 Proposed Residential Development at
 7 St Mary's Rise, Breachwood Green

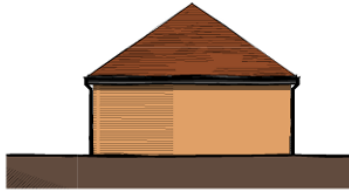
DRAWING TITLE
 Location Plan

- ii. 22/02871/FP, Erection of six dwellings, Land On The West Side Of Lower Road Breachwood Green

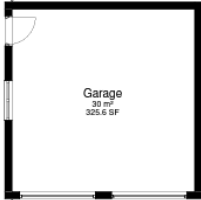




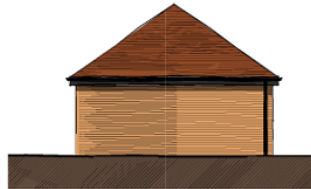
Front Elevation (S)
1: 100



Side Elevation (E)
1: 100



Floor Plan
1: 100



Rear Elevation (N)
1: 100



House Side Elevation (W)
1: 100



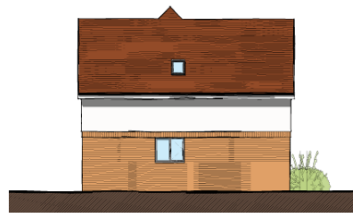
PLANNING
PENTANGLE
DESIGN GROUP
SUITE 1, 21 BANCROFT, HITCHIN, HERTS. SG5 1JW
T:01462 431133 E:ppg@pentangleesign.co.uk

JOB TITLE
Proposed Residential Development
Land at Lower Road, Breachwood Green
for -
DRAWING TITLE
Garage to Plot 4 Plan and Elevations

SCALE: 1: 100 DRAWING NUMBER: REVISION:
DATE: Oct '22 SHEET: 03 OF 03
JOB NUMBER: **31**
3680
ARCHITECTS AND INTERIOR DESIGNERS



Plot 4 Proposed South East Elevation
1: 100



Plot 4 Proposed South West Elevation
1: 100



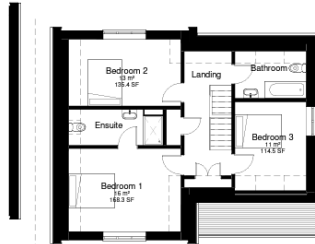
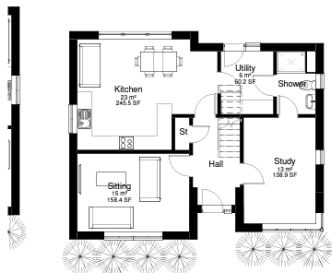
Plot 4 Proposed North West Elevation
1: 100

PLOT 4



Plot 4 Proposed North East Elevation
1: 100

MATERIALS:
Roof
Clay Plain tile - Imerys Phalempin
Walls: Red multi facing brick to selection and through coloured render.
Windows: powder coated aluminium



PLANNING
PENTANGLE
DESIGN GROUP
SUITE 1, 21 BANCROFT, HITCHIN, HERTS. SG5 1JW
T:01462 431133 E:ppg@pentangleesign.co.uk
JOB TITLE
Proposed Residential Development at
Land at Lower Road, Breachwood Green
for -
DRAWING TITLE
PLOT 4 Proposed Plans and Elevations



Plot 3 Proposed South East Elevation
1:100



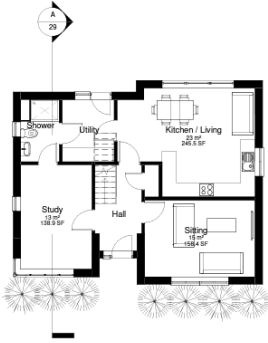
Plot 3 Proposed South West Elevation
1:100



Plot 3 Proposed North West Elevation
1:100

PLOT 3

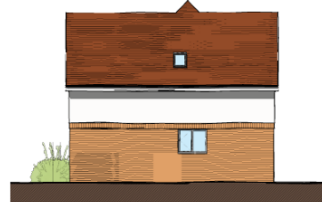
Proposed Gross Internal Areas		
Name	Area	Area SF
Ground Floor	71 m ²	761 SF
First Floor	65 m ²	698 SF
Grand total	136 m ²	1459 SF



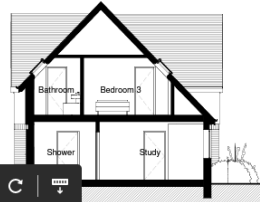
Plot 3 - Proposed Ground Floor
1:100



Plot 3
1:100



Plot 3 Proposed North East Elevation
1:100



MATERIALS:

- Roof: Clay Plain tile - Inceys Phalepin
- Walls: Red multi facing brick to selection and trough coloured render.
- Windows: powder coated aluminium

PLANNING PENTANGLE DESIGN GROUP

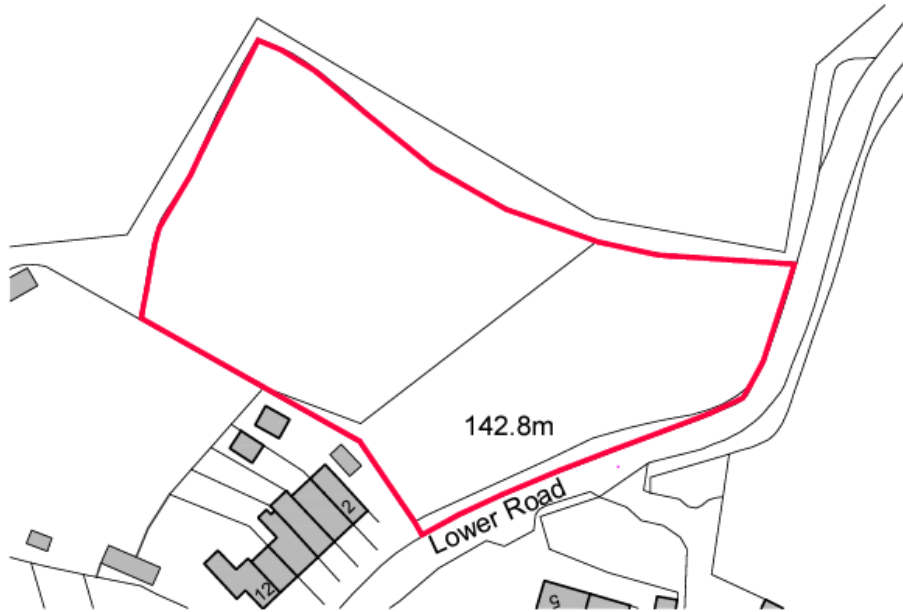
SUITE 1, 21 BANCROFT HITCHIN, HERTS SG5 1JW
T:01462 431133 E:pdg@pentangle.co.uk

JOB TITLE
Proposed Residential Development at
Land at Lower Road, Breachwood Green
for -

DRAWING TITLE
PLOT 3 Proposed Plans and Elevations



Aerial view from East



Ordnance Survey, (c) Crown Copyright 2021. All rights reserved. Licence number 100022432



View down Lower Road, Looking North

3660 / 21A

b) To note decisions and appeals.

None

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

19. Matters for future consideration.

Next scheduled meetings: Parish Council meeting: Monday 16th January 2023 19:30