

## Minutes of the meeting of Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 20<sup>th</sup> March 2023 at 7.30pm

Councillors: Paul Harman (Chair), Amanda King, and Vickie Peck-Cooper

In attendance: 4 members of the public and the clerk and RFO, Lisa Lathane,

### 10.1 (Agenda 1) Apologies for Absence

1. Cllr Chamberlin sent his apologies due to family health issues.
2. Cllr Connolly sent his apologies due to work commitments.
3. Cllr Tait sent her apologies due to being away.
4. Members **AGREED** to accept all apologies.

### 10.2 (Agenda 2) Chairman's Remarks

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

### 10.3 (Agenda 3) Declarations of interest

None.

### 10.4 (Agenda 4) Public participation.

1. The meeting heard from representatives from Cube Metals:
  - a. Cube Metals will be having portable office premises delivered. The transport company have applied for the relevant road closure to ensure everything is dealt with properly.
  - b. Cube Metals have formally requested a name change from Baileys Close Farm to Beachwood Green Industrial Park.
2. The meeting heard from District Cllr Claire Strong:
  - a. Elections are taking place on the 4<sup>th</sup> May. Photo ID is now required to vote.
  - b. The waste contract with NHDC is going out to tender.
  - c. A new leisure contract is also being put out to tender.

### 10.5 (Agenda 5) To adopt the minutes of the parish council meeting held on the 20<sup>th</sup> February 2023.

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

### 10.6 (Agenda 6) Matters arising from the minutes of the 20<sup>th</sup> February 2023 not already on the agenda

None.

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

1. The clerk has obtained a grant of £1820 for the Coronation Celebration, it should be in our account in the next couple of weeks. Organisation of the event is underway.
2. LLACC has been informed of Cllr Connolly being the KWPC representative.
3. Bim Afolami's team has asked if we would like him to attend our Annual Parish Meeting. The clerk has accepted on the council's behalf.
4. The KWPC Precept request has been formally accepted by NHDC. The first of the two payments will be made on the 10th April 2023.
5. All Councillors will be up for election this May.
6. The Youth Club will reopen for the Spring on the 28<sup>th</sup> March 2023.

**10.8 (Agenda 8) To review changing room quotes**

All quotes are not yet back so members **AGREED** to defer this item until the April meeting.

**10.9 (Agenda 9) Airport Update**

Luton Airport have informed the public that they have submitted another planning application to increase passenger numbers. The consultation period has not been announced.

**10.10 (Agenda 10) To review the quote for Ley Green Recreation Ground Wood Chip.**

Members **AGREED** to accept the quote from R J Dawes of £355 to supply, deliver and spread 2.8m of woodchip to the area surrounding the play equipment at Ley Green Recreation Ground.

**10.11 (Agenda 11) To review and agree the bus stop maintenance quote**

1. Members **AGREED** to accept the quote from Paul Cullen of £80 to repair the bus stop on Oxford Road.
2. Members **AGREED** to ask Paul Cullen to quote to install the noticeboard outside Kings Walden Stores. Members **RESOLVED** to delegate authority to the Clerk to approve a payment of up to £300 for the work.

**10.12 (Agenda 12) To review and agree the contract with BT.**

3. To change to BT for broadband for the Village Hall, Pre-School and Youth Hut will cost approximately £42 per month.
4. The clerk will check with the pre-school if they are tied into their current contract or with to join up with our contract.
5. Members **AGREED** to make the change over to BT.

**10.13 (Agenda 13) To review and agree options for the Village Hall Screen.**

Changing to a larger drop-down screen will cost approximately £2700. The clerk is checking is the current projector would work for a larger screen.

**10.14 (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. Members reviewed the Asset Register and **AGREED** to adopt it with agreed changes.
4. Members **AGREED** to write off outstanding invoices for two sessions of MUGA hire amounting to £60.

**10.15 (Agenda 15) Planning**

1. To receive and consider responses to planning applications:

Application No / Address / Proposal	Comment
<p>23/00449/FPH - 21 Windmill Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8PH.</p> <p>Full Permission Householder : Single storey rear extension, single storey front and side extension and front porch extension including canopy following demolition of existing porch</p>	<p>Members <b>AGREED</b> to support this application</p>

<p>22/02931/FPH - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT</p> <p>Full Permission Householder : Single storey side extension and front conservatory and insertion of two rooflights to facilitate further accommodation at first floor level above existing side element following demolition of existing utility room.</p>	<p>Members <b>AGREED</b> to support this application</p>
<p>22/02932/LBC - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT</p> <p>Listed Building Consent : Single storey side extension and front conservatory and insertion of two rooflights to facilitate further accommodation at first floor level above existing side element following demolition of existing utility room. Internal alterations.</p>	<p>Members <b>AGREED</b> to support this application</p>

**10.16 Matters for future consideration**

None.

The meeting closed at 9.05 p.m. Next Meeting: Monday 17<sup>th</sup> April 2023 19:30

Signed Chairman \_\_\_\_\_ Date \_\_\_\_\_

## ANNEX 1

17 March 2023 (2022-2023)

### Kings Walden Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118 Clerk expenses	28/02/2023		Lloyds bank current	P-2023-114	Clerk expenses	Lisa Lathane	E	59.29		59.29
119 Office services	28/02/2023		Lloyds bank current	P-2023-115	Office services	Actual Admin (Lisa Lathane)	E	75.00		75.00
117 Subscriptions	28/02/2023		Lloyds bank current	P-2023-113	SLCC Membership	Lisa Lathane	E	73.00		73.00
120 Admin	07/03/2023		Lloyds bank current	P-2023-116	Software	Google	E	9.20		9.20
121 Admin	14/03/2023		Lloyds bank current	P-2023-117	Domain and Cybercheck	Zen	S	6.99	1.40	8.39
121 Cybercheck	14/03/2023		Lloyds bank current	P-2023-117	Domain and Cybercheck	Zen	S	10.00	2.00	12.00
122 Broadband	14/03/2023		Lloyds bank current	P-2023-118	Broadband	Zen	S	37.00	7.40	44.40
<b>Total</b>								<b>270.48</b>	<b>10.80</b>	<b>281.28</b>

17 March 2023 (2022-2023)

### Kings Walden Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
46 Pitch fees	20/02/2023		Lloyds bank current	R-2023-940	Pitch fee	Darren Patel	E	30.00		30.00
47 Pitch fees	20/02/2023		Lloyds bank current	R-2023-941	Pitch fee	Darren Patel	E	30.00		30.00
49 Pitch fees	27/02/2023		Lloyds bank current	R-2023-943	Pitch fee	Darren Patel	E	30.00		30.00
50 Interest	09/03/2023		Lloyds deposit	R-2023-944	Interest	Lloyds	E	18.11		18.11
51 Pitch fees	13/03/2023		Lloyds bank current	R-2023-945	Pitch fee	Darren Patel	E	30.00		30.00
52 Pitch fees	17/03/2023		Lloyds bank current	R-2023-946	Pitch fee	Darren Patel	E			
<b>Total</b>								<b>138.11</b>		<b>138.11</b>

## ANNEX 2

17 March 2023 (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)*

<b>Bank Reconciliation at 17/03/2023</b>		
Cash in Hand 01/04/2022		33,425.57
<b>ADD</b> Receipts 01/04/2022 - 17/03/2023		40,970.49
		74,396.06
<b>SUBTRACT</b> Payments 01/04/2022 - 17/03/2023		33,388.07
<b>A Cash in Hand 17/03/2023</b> (per Cash Book)		<b>41,007.99</b>
Cash in hand per Bank Statements		
Petty Cash 17/03/2023	0.00	
Lloyds deposit 17/03/2023	38,459.45	
Youth Club cash 17/03/2023	0.00	
Lloyds bank current 17/03/2023	2,548.54	
		<b>41,007.99</b>
Less unrepresented payments		41,007.99
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>41,007.99</b>
<b>A = B Checks out OK</b>		