

Kings Walden Parish Council
Monday 17th April 2023 starting at 7.30pm

Kings Walden
Parish Council



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

To Cllrs: J Chamberlin, O Connolly, P Harman (Chair), A King, V Peck-Cooper, N Tait

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, 11th April 2023

A handwritten signature in blue ink, appearing to read 'Lisa Lathane'.

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 20th March 2022.
6. Matters arising from minutes of 20th March 2023 not covered elsewhere (information only).
7. To receive the clerk's report including an update on ongoing projects (information only).
8. To review changing room quotes
9. Airport Update
10. To review and agree options for the Village Hall screen
11. Review of Stopsley Sharks Licence
12. To discuss and agree Co-Option plans
13. To review and agree Village Day plans and payments
14. Finance and Risk:
 - a) To authorise non-contractual payments and note payments to date.
 - b) To authorise regular contractual payments for 2023/24.
 - c) To authorise the signing of the Bank Reconciliation
15. Planning:
 - a) To receive and consider responses to planning applications.
 - i. 23/00734/FP - Land To Rear Of Lane House, Ley Green, Kings Walden , SG4 8LJ
 - 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: Monday 17th April 2023 19:30

Minutes of the meeting of Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 20th 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 4th 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 20th February 2023.

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

10.6 (Agenda 6) Matters arising from the minutes of the 20th 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 28th 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 AGREED 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 AGREED 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 AGREED to support this application</p>

10.16 Matters for future consideration

None.

The meeting closed at 9.05 p.m. Next Meeting: Monday 17th 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
Total								270.48	10.80	281.28

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			
Total								138.11		138.11

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)

Bank Reconciliation at 17/03/2023		
Cash in Hand 01/04/2022		33,425.57
ADD Receipts 01/04/2022 - 17/03/2023		40,970.49
		74,396.06
SUBTRACT Payments 01/04/2022 - 17/03/2023		33,388.07
A Cash in Hand 17/03/2023 (per Cash Book)		41,007.99
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
		41,007.99
Less unrepresented payments		41,007.99
Plus unrepresented receipts		
B Adjusted Bank Balance		41,007.99
A = B Checks out OK		

Kings Walden Parish Council
Monday 17th April 2023 starting at 7.30pm

Kings Walden
Parish Council



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

- 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 20th March 2022.**
- 6. Matters arising from minutes of 20th March 2023 not covered elsewhere (information only).**
- 7. To receive the clerk's report including an update on ongoing projects (information only).**
 - Quotes have been accepted from Paul Cullen to install the noticeboard at Ley Green and mend the bus stop.
 - There is an issue with water pressure in the Youth Hut which I have a plumber coming out to investigate.
- 8. To review changing room quotes**
- 9. Airport Update**
- 10. To review and agree options for the Village Hall screen**
- 11. Review of Stopsley Sharks Licence**

Stopsley Sharks current licence ends at the end of April. Are we happy to renew the lease for the next year.

12. To discuss and agree Co-Option plans

From May 9th KWPC has one vacant seat which we are obliged to try and co-opt for ASAP. This is the one occasion we don't need to advertise as the election process was already advertised. Has anyone any ideas for residents to approach. This would be for the remaining Breachwood Green Ward seat.

13. To review and agree Village Day plans and payments

We have £1820 from a grant for the Village Day, plus £1000 that was put into the budget. Current proposed costs will be presented at the meeting.

Please consider if you would be able to volunteer on the day with running a stall or organisation etc.

14. Finance and Risk:

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

16 April 2023 (2023-2024)

**Kings Walden Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Subscriptions	11/04/2023		Lloyds bank current	P24-002	Subscription	HAPTC	E	509.63		509.63
3	Grass cutting	11/04/2023		Lloyds bank current	P24-003	Grass cutting	R Dawes	S	208.33	41.67	250.00
8	Admin	11/04/2023		Lloyds bank current	P24-008	Software	Google	E	9.20		9.20
4	Payroll Svcs	11/04/2023		Lloyds bank current	P24-004	Payroll admin	DCK Payroll Services	S	30.00	6.00	36.00
1	Office services	11/04/2023		Lloyds bank current	P24-001	Payroll admin	DCK Payroll Services	S	38.00	7.60	45.60
7	PAYE	11/04/2023		Lloyds bank current	P24-007	Payroll	HMRC	E	157.79		157.79
5	PAYE	11/04/2023		Lloyds bank current	P24-005	Payroll	HMRC	E	466.70		466.70
6	PAYE	11/04/2023		Lloyds bank current	P24-006	Payroll	HMRC	E	369.70		369.70
9	Broadband	14/04/2023		Lloyds bank current	P24-009	Broadband	Zen	S	37.00	7.40	44.40
10	Cybercheck	14/04/2023		Lloyds bank current	P24-010	Domain and Cybercheck	Zen	S	10.00	2.00	12.00
10	Admin	14/04/2023		Lloyds bank current	P24-010	Domain and Cybercheck	Zen	S	6.99	1.40	8.39
Total									1,843.34	66.07	1,909.41

16 April 2023 (2023-2024)

**Kings Walden Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Precept	06/04/2023		Lloyds bank current	R24-001	Precept	NHDC	E	17,085.65		17,085.65
2	CTRS	06/04/2023		Lloyds bank current	R24-002	CTRS	NHDC	E	511.15		511.15
3	Interest	11/04/2023		Lloyds deposit	R24-003	Interest	Lloyds	E	23.09		23.09
Total									17,619.89		17,619.89

Authorisation requested to pay invoices from:

- JC Agriculture for £480 for cleaning of the MUGA using specialised equipment.

- Leigh Ward for £131.25 for Youth Club cleaning from July 22 to Oct 22.

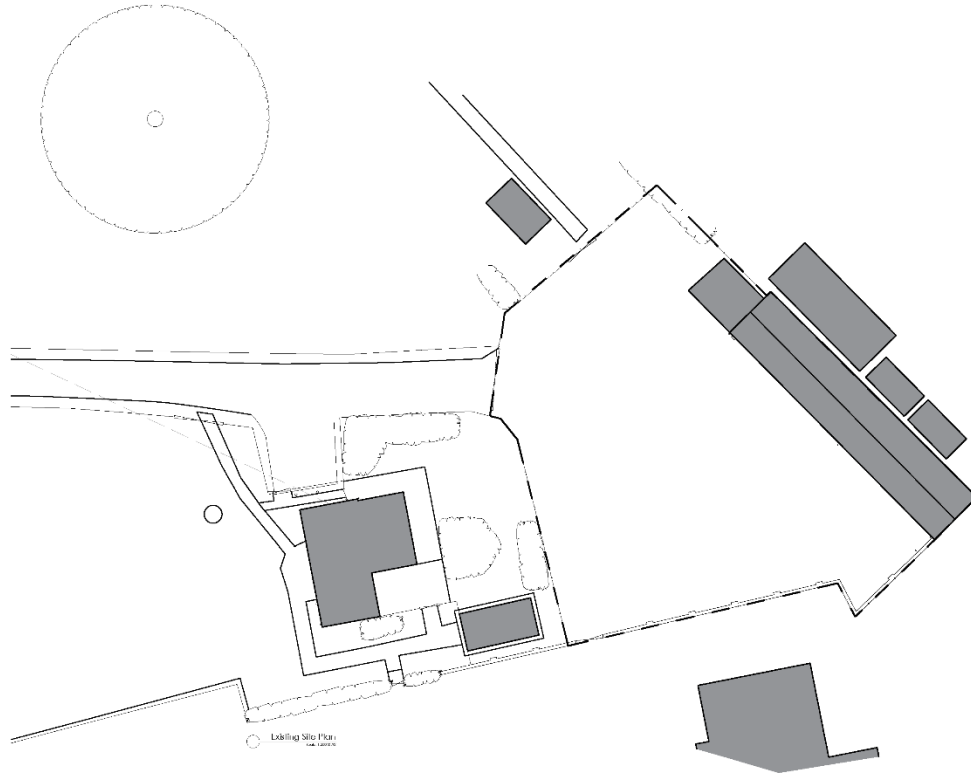
b) To authorise regular contractual payments for 2023/24.

List to be presented at the meeting.

15. Planning:

a) To receive and consider responses to planning applications.

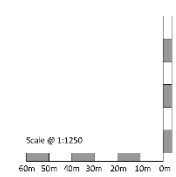
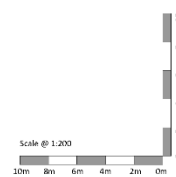
i. 23/00734/FP - Land To Rear Of Lane House, Ley Green, Kings Walden , SG4 8LJ



GENERAL NOTES

© Louis de Soissons, 15

The information on this plan is for guidance only. It is not intended to be used as a basis for any legal proceedings. The user of this plan is responsible for ensuring that it is used in accordance with the relevant planning and building regulations. The user of this plan is also responsible for ensuring that it is used in accordance with the relevant planning and building regulations. The user of this plan is also responsible for ensuring that it is used in accordance with the relevant planning and building regulations.



Louis de Soissons

15, The Quadrant, Kings Walden, Herts, SG4 8LJ
 T: 01438 55001 E: info@louisdesoissons.co.uk

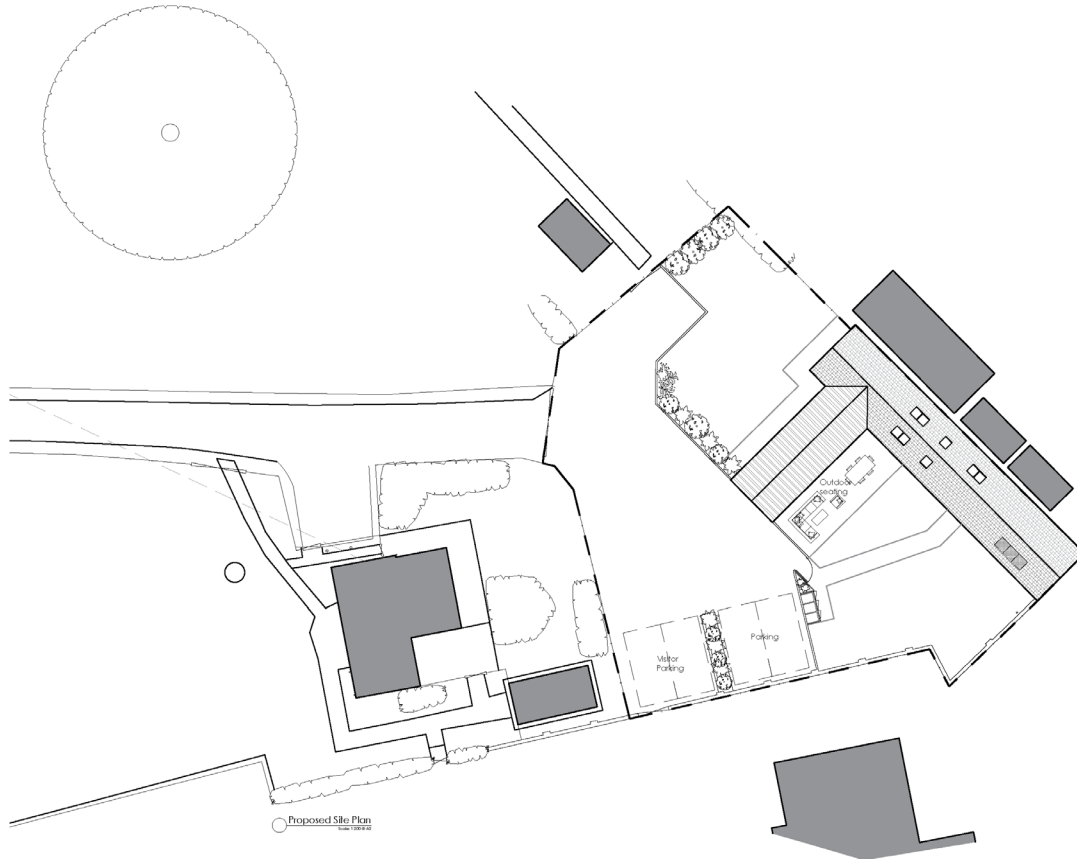
PLANNING

Client: Mr D Robertson

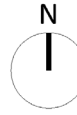
Project: Proposed Stable Conversion
 Rear of Lane House
 Ley Green, King's Walden

Drawing title: Existing Site Plan and Location Plan

Drawn by	Checked by	Checked by	Scale @ 1:200
LS	LS	LS	1:200 / 1:250
DATE	DATE	DATE	DATE
2023.14	2023.01	2023.01	2023.01



Proposed Site Plan
Scale: 1:200



GENERAL NOTES

© Louis de Soissons Ltd
 The drawings are subject to planning and all other necessary consents. Dimensions, areas and levels where given are only approximate and subject to site survey. All dimensions are to be checked on site. All feasibility studies are subject to a full survey.
 The drawings to be used in construction and all relevant consents must include all amendments and any discrepancies or variations are to be notified to the architect in writing before the affected work commences.
 All queries relating to design of structural elements are to be referred to the structural engineering consultant for resolution.
 The architectural and materials of the fabric of the building operations must comply with the recommendations of British Standard BS6300 part 1:14 inclusive and with Approved Document 3 (except Regulation 7 1999 edition (repealing 2000 amendments of the Building Regulations 2010)). All design and construction to be in accordance with the Construction Regulations (Approved Document A) 2019.

Rev	Date	Description	By

Louis de Soissons

Plot 10, Linton, Linton Road, King's Walden, Hertfordshire, SG2 8PH
 T: 01438 550011 E: www.louisdesoissons.com

PLANNING

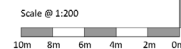


Client
 Mr D Robertson

Project
 Proposed Stable Conversion
 Rear of Lane House
 Ley Green, King's Walden

Drawing Title
 Proposed Site Plan

Drawn	Date	Checked	Scale @ A2
LN	03/23	J	1:200
JOB NO	DRAWING NO	REVISION	NOTE
2023-14	PL011		



Scale @ 1:200

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: Monday 15th May 2023 19:30