

Minutes of the meeting of Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 17th April 2023 at 7.30pm

Councillors: Owen Connolly, Paul Harman (Chair), Amanda King, Vickie Peck-Cooper, Niki Tait

In attendance: 2 members of the public, County and District Councillor David Barnard and the clerk and RFO, Lisa Lathane,

11.1 (Agenda 1) Apologies for Absence

Cllr Chamberlin sent his apologies due to family health issues. Members **AGREED** to accept his apology.

11.2 (Agenda 2) Chairman's Remarks

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

11.3 (Agenda 3) Declarations of interest

Cllr Tait declared an interest in Agenda Item 15a.

11.4 (Agenda 4) Public participation.

1. Cllr Barnard addressed the meeting:

- a. Local Elections will run on the 4th May.
- b. Primary school allocations have been made, with 70% of applicants obtaining their first choice. Numbers in all schools have dropped.
- c. Half term food vouchers for eligible families will be available.
- d. Pot holes are an issue in the area. An extra £3.9 million has been given to Hertfordshire County Council to fix pot holes.

11.5 (Agenda 5) To adopt the minutes of the parish council meeting held on the 20th March 2023.

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

11.6 (Agenda 6) Matters arising from the minutes of the 20th March 2023 not already on the agenda

None.

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

1. Quotes have been accepted from Paul Cullen to install the noticeboard at Ley Green and to mend the bus stop roof.
2. There is an issue with water pressure in the Youth Hut. A plumber is coming out to find out what the issue is.

11.8 (Agenda 8) To review changing room quotes

All quotes are not yet back so members **AGREED** to defer this item until they were all received.

11.9 (Agenda 9) Airport Update

1. Members **NOTED** an update on the airport from Andy Mills-Baker.
2. The clerk will liaise with Luton Airport on the handheld noise monitor on if they would accept data from KWPC if we purchased the same handheld monitor they use.
3. The clerk will liaise with Andrew Lambourne to set up an Extraordinary Meeting to speak with residents about airport issues.

11.10 (Agenda 10) To review and agree options for the Village Hall Screen

The maximum screen size to successfully work with the projector is 120". A drop down screen would need to be tensioned. The clerk will liaise with the supplier to ascertain if we can exchange for a screen and projector that is better suited for its purpose and location.

11.11 (Agenda 11) Review of Stopsley Sharks Licence

1. Members **AGREED** to renew Stopsley Sharks Licence for another year.
2. A query has been received from another Football Club about availability of the football pitches at the weekend. Members **AGREED** that due to possible parking issues with hirers of the Village Hall that this request would be declined.

11.12 (Agenda 12) To discuss and agree Co-Option plans

1. Kings Walden Parish Council has an uncontested election this year.
1. From May 9th the Council has one vacant seat which we are obliged to try and co-opt for as soon as possible. Members will consider who to approach in the parish.

11.13 (Agenda 13) To review and agree Village Day plans and payments

1. Members **AGREED** to delegate the spending for necessary items for Village Day to the clerk, within the £1820 grant received and £1000 budgeted for 2023/24.

11.14 (Agenda 13) Finance and Risk:

1. Payments made were noted and can be seen in Annex 1.
2. The bank reconciliation for the end of the 2022/23 Financial Year was presented and received and signed by the Chair and can be seen in Annex 2.
3. The bank reconciliation for April 2023 and the new 2023/22 Financial Year was presented and received and signed by the Chair and can be seen in Annex 3.
4. Members **AUTHORISED** the following payments:
 - a. Leigh Ward for £131.25 for cleaning of the Youth Club from July 2022 to October 2022.
 - b. JC Agriculture for £480 for cleaning of the MUGA using specialised equipment.
 - c. McNeilly Electrical and Maintenance Services Ltd for £1557.23 for the installation of the projector and screen.
5. Members viewed and **AUTHORISED** the list of contractual payments for the 2023/24 Financial Year.

11.15 (Agenda 15) Planning

1. To receive and consider responses to planning applications:

Cllr Tait had declared an interest in this item and left the meeting whilst it was discussed.

Application No / Address / Proposal	Comment
23/00734/FP - Land To Rear Of Lane House, Ley Green, Kings Walden , SG4 8LJ Full Planning Permission : Conversion and single storey side extension of former stable block into one 2-bed dwelling following demolition of existing carport including parking, landscaping and associated works	Members AGREED to support this application

11.16 Matters for future consideration

None.

The meeting closed at 9.15 p.m. Next Meeting: Monday 15th May 2023 19:30

ANNEX 1

26 April 2023 (2022-2023)

Kings Walden Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
123	Grass cutting	27/03/2023		Lloyds bank current	P-2023-119	Grass cutting	R Dawes	S	208.33	41.67	250.00
125	Office services	27/03/2023		Lloyds bank current	P-2023-121	Office services	Actual Admin (Lisa Lathane)	E	75.00		75.00
124	Salary	27/03/2023		Lloyds bank current	P-2023-120	Payroll	Staff	E	3,182.40		3,182.40
126	Payroll Svcs	27/03/2023		Lloyds bank current	void	Payroll admin	DCK Payroll Services	S			
Total									3,465.73	41.67	3,507.40

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

26 April 2023 (2022-2023)

**Kings Walden Parish Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
53 Village Day	24/03/2023		Lloyds bank current	R-2023-947	Village Day Stall Payment	Natalie Meese	E	15.00		15.00
54 Village Day	24/03/2023		Lloyds bank current	R-2023-948	Village Day Stall Payment	Mary Ferris	E	15.00		15.00
56 Village Day	27/03/2023		Lloyds bank current	R-2023-950	Village Day Stall Payment	Em's at 27	E	15.00		15.00
55 Pitch fees	28/03/2023		Lloyds bank current	R-2023-949	Pitch fee	Darren Patel	E	30.00		30.00
57 Pitch fees	28/03/2023		Lloyds bank current		Pitch fee	Darren Patel	E			
58 Misc grant	31/03/2023		Lloyds bank current	R-2023-951	Grant	National Lottery	E	1,820.00		1,820.00
Total								1,895.00		1,895.00

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 CTRSG	06/04/2023		Lloyds bank current	R24-002	CTRSG	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

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ANNEX 2

26 April 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 31/03/2023		
Cash in Hand 01/04/2022		33,425.57
ADD		
Receipts 01/04/2022 - 31/03/2023		42,865.49
		<hr/>
		76,291.06
SUBTRACT		
Payments 01/04/2022 - 31/03/2023		36,895.47
		<hr/>
A Cash in Hand 31/03/2023		39,395.59
(per Cash Book)		
<hr/>		
Cash in hand per Bank Statements		
Petty Cash	31/03/2023	0.00
Lloyds deposit	31/03/2023	35,959.45
Youth Club cash	31/03/2023	0.00
Lloyds bank current	31/03/2023	3,436.14
		<hr/>
		39,395.59
Less unrepresented payments		<hr/>
		39,395.59
Plus unrepresented receipts		
B Adjusted Bank Balance		39,395.59
<hr/>		
A = B Checks out OK		

ANNEX 3

16 April 2023 (2023-2024)

Kings Walden Parish Council

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

Date: _____

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

Date: _____

Bank Reconciliation at 16/04/2023	
	Cash in Hand 01/04/2023 39,395.59
	ADD
	Receipts 01/04/2023 - 16/04/2023 17,619.89
	57,015.48
	SUBTRACT
	Payments 01/04/2023 - 16/04/2023 1,909.41
A	Cash in Hand 16/04/2023 55,106.07 (per Cash Book)
	Cash in hand per Bank Statements
	Petty Cash 17/11/2022 0.00
	Lloyds deposit 16/04/2023 35,982.54
	Youth Club cash 16/04/2023 0.00
	Lloyds bank current 16/04/2023 19,123.53
	55,106.07
	Less unrepresented payments
	55,106.07
	Plus unrepresented receipts
B	Adjusted Bank Balance 55,106.07
	A = B Checks out OK