



## Minutes of the meeting of Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 18th September 2023 at 7.30pm

Councillors: Jon Chamberlin, Paul Harman (Chair), Amanda King, Vickie Peck-Cooper, Niki Tait, Leigh Ward

In attendance: 2 members of the public, District Cllr Strong and the clerk and RFO, Lisa Lathane

- 5.1 (Agenda 1) To receive and accept apologies for absence**  
Cllr Owen sent his apologies. Members **AGREED** 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) Public participation: to receive presentations from the public**
- District Cllr Strong addressed the meeting:
    - The brown bin subscription is out for renewal at a cost of £49 for 18 months.
    - The leisure contract in North Herts is out for tender.
    - Since the Local Plan was agreed there have been many large planning applications. There is currently a Public Inquiry regarding the solar Farm application in Gravely.
    - North Herts Council have introduced Meeting Free Fridays.
  - A member of public attended and raised the following issues:
    - Speeding along Darley Road with concerns that there will soon be an accident. The clerk will ask a member of Highways to come out to see what may be done to slow traffic.
    - The broken bench on the Heath: the resident asked when it would be fixed.
    - Access to Eaton Green Road Tip: the resident asked that the clerk follow up with Luton Council regarding the possibility of residents of the parish being able to use the facility.
    - Plant Trough: the resident requested that another plant trough to welcome visitors to Breachwood Green is installed. Breachwood Green CIC will cover the costs.
- Two members of public left the meeting.*
- 5.4 (Agenda 4) To adopt the minutes of the last parish council meeting**  
The minutes were adopted, and the chair was authorised to sign.
- 5.5 (Agenda 5) Matters arising from minutes of the last meeting not covered elsewhere**  
None.
- 5.6 (Agenda 6) To review the clerk's report including an update on ongoing projects**
- One of the doors to the new noticeboard in Ley Green has fallen off. The clerk will speak to Boudier Interiors who built the noticeboard.
  - A resident has again complained about the lack of repair of the bench on the Heath. Members **AGREED** to ask Paul Cullen to quote to fix the bench and that a quote of £250 or less could be accepted by the clerk.
  - There is a consultation running on the proposal to close Hexton Primary School. Members **AGREED** not to comment on the proposal.
  - Southern Rural Forum is holding their next meeting at Breachwood Green Village Hall on



the 21<sup>st</sup> Sept at 7.30pm. The subject is an Update on Luton Airport Expansion and Andrew Lambourne of LADACAN will be speaking. Members and residents are welcome to attend.

5. Youth Club is open again after the summer holidays, and had 35 children attend in the first week.
6. McNeilly Electrical will be carrying out the electrical work in the Village Hall changing rooms from Monday 25<sup>th</sup> September.
7. An email to the clerk from a resident regarding issues being caused by the development at The Heath was sent to all Cllrs. The clerk has passed on concerns to Pilkington Farms Partnership (PFP).
8. A resident has complained to the clerk regarding footpaths not being reinstated on PFP land. The clerk has forwarded concerns to PFP and will ask for updates.

**5.7 (Agenda 7) To consider picnic bench options**

1. Cllr Chamberlin shared options with the meeting.
2. Members **AGREED** that Cllr Chamberlin should get quotes for the preferred option.

**5.8 (Agenda 8) To consider outdoor storage options**

1. Members **AGREED** to look into purchasing another 20ft container for storage.
2. Cllr Chamberlin will price up the ground work required.

**5.9 (Agenda 9) To consider bar refurbishment options**

1. The Chair will meet with Ashley Gordon to discuss requirements.
2. Members **AGREED** to reassign budget items to allow a budget for the bar refurbishment of up to £5000.

**5.10 (Agenda 10) Asset of Community Value – The Plough PH, Kings Walden**

1. Members **AGREED** that requesting to bid as the Parish Council was not feasible.
2. The clerk will advertise the right to bid by Community Interest Groups on social media and the email database.

**5.11 (Agenda 11) Events**

3. Purchases for Race Night: Members **AGREED** to the purchase of drinks for Race Night. The clerk has bought wine, cider and lager. Cllr Chamberlin will purchase ale.
4. Help to set up, run the evening, and clearing up was agreed.

**5.12 (Agenda 12) Airport Update**

Southern Rural Grant: the deadline had just been missed when it was agreed at the last meeting to apply for this grant for the handheld noise monitor. The clerk will make the application before the next deadline in November.

**5.13 (Agenda 13) Finance and Risk**

1. Payments made were **NOTED** and approved. Payments can be seen in annex 1.
2. Authorisation was given to pay:
  - a. £45.60 to DCK Payroll for the July – Sept payroll.
  - b. £55.80 to Graphix Ltd for Race Night Flyers.
  - c. £216 to Graphix td for roadside banners and posters for Village Day.
  - d. Members **AGREED** that the clerk has delegated responsibility to replace the pads in the defibrillators at any time it is necessary if they are used.
3. Members authorised the signing of the Bank Reconciliation.
4. The external audit has been signed off by PKF Littlejohn without comment.



**1.22 (Agenda 22) Planning**

1. The following decisions have been received:

<b>Application &amp; Address</b>	<b>Proposal</b>	<b>Decision</b>
23/01363/FPH – 4 Darley Road Breachwood Green.	Single storey front extension and open sided porch. Alterations to fenestration.	Permission Granted.

**1.22 (Agenda 22) Matters for future consideration**

Picnic Benches, Play equipment in Ley Green

The meeting closed at 9.18 p.m.

Next Meeting: Monday 16<sup>th</sup> October 2023 19:30

## ANNEX 1

15 September 2023 (2023-2024)

### Kings Walden Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	Youth Hut Cleaning	18/07/2023		Lloyds bank current	P24-050	Youth Club Cleaning	Leigh Ward	E	243.75		243.75
52	Clerk expenses	18/07/2023		Lloyds bank current	P24-052	Clerk expenses	Lisa Lathane	E	38.25		38.25
52	Band Night	18/07/2023		Lloyds bank current	P24-052	Clerk expenses	Lisa Lathane	E	21.00		21.00
55	Band Night	18/07/2023		Lloyds bank current	P24-055	Band Night Expenses	Vickie Peck-Cooper	E	92.45		92.45
56	Band Night	18/07/2023		Lloyds bank current	P24-056	Band Night Expenses	SMASH	E	113.00		113.00
57	Band Night	18/07/2023		Lloyds bank current	P24-057	Band Night Expenses	SMASH	E	322.08		322.08
58	Litter picking	18/07/2023		Lloyds bank current	P24-058	Litter Picking	Breachwood Green CIC	E	250.00		250.00
60	Band Night	18/07/2023		Lloyds bank current	P24-060	Band Night Expenses	Jon Chamberlin	E	199.36		199.36
61	Broadband	18/07/2023		Lloyds bank current	P24-061	Broadband	BT	S	39.95	7.99	47.94
59	Grass cutting	18/07/2023		Lloyds bank current	P24-059	Grass cutting	R Dawes	S	434.88	86.98	521.86
52	Web site	18/07/2023		Lloyds bank current	P24-052	Clerk expenses	Lisa Lathane	S	143.88	28.78	172.66
51	Payroll Svcs	18/07/2023		Lloyds bank current	P24-051	Payroll admin	DCK Payroll Services	S	45.00	9.00	54.00
52	Admin	18/07/2023		Lloyds bank current	P24-052	Clerk expenses	Lisa Lathane	S	78.00	15.60	93.60
53	Band Night	18/07/2023		Lloyds bank current	P24-053	Band Night Expenses	Andrew Spyrou	S	266.28	53.26	319.54
54	Band Night	18/07/2023		Lloyds bank current	P24-054	Band Night Expenses	Leigh Ward	S	344.00	68.80	412.80
49	Printing Costs	18/07/2023		Lloyds bank current	P24-049	Printing costs	Graphix Print Solutions	S	165.50	33.10	198.60
62	Office services	24/07/2023		Lloyds bank current	P24-062	Office services	Actual Admin (Lisa Lathane)	E	75.00		75.00
64	PAYE	25/07/2023		Lloyds bank current	P24-063	Payroll	HMRC	E	552.70		552.70
65	Band Night	31/07/2023		Lloyds bank current	P24-064	Band Night Expenses	J Roberts and Sons	E	147.82		147.82
66	Band Night	31/07/2023		Lloyds bank current	P24-065	Band Night Donation	Breachwood Green Pre-Schoo	E	250.00		250.00
67	Band Night	31/07/2023		Lloyds bank current	P24-066	Clerk expenses	Lisa Lathane	E	250.00		250.00
68	Band Night	31/07/2023		Lloyds bank current	P24-067	Clerk expenses	Lisa Lathane	E	250.00		250.00
63	CCTV Maintenance	31/07/2023		Lloyds bank current	P24-063	CCTV	Hound Security	S	230.00	46.00	276.00
69	Admin	07/08/2023		Lloyds bank current	P24-068	Software	Google	E	9.20		9.20
70	Broadband	14/08/2023		Lloyds bank current	P24-069	Domain, Cybercheck and Broa	Zen	S	20.66	4.13	24.79
71	Electricity	14/08/2023		Lloyds bank current	P24-070	Youth Hut Electricity	Scottish Power	L	394.48	19.72	414.20
70	Domain and Cybercheck	14/08/2023		Lloyds bank current	P24-069	Domain, Cybercheck and Broa	Zen	S	16.99	3.40	20.39
72	Broadband	15/08/2023		Lloyds bank current	P24-071	Broadband	BT	S	39.95	7.99	47.94
75	Audit	25/08/2023		Lloyds bank current	P24-074	Audit	PFK Littlejohn	S	210.00	42.00	252.00
74	Office services	29/08/2023		Lloyds bank current	P24-073	Office services	Actual Admin (Lisa Lathane)	E	75.00		75.00
73	Grass cutting	29/08/2023		Lloyds bank current	P24-072	Grass cutting	R Dawes	S	434.88	86.98	521.86
76	Changing Rooms Refurbishm	31/08/2023		Lloyds bank current	P24-075	Changing Room Refurbishmen	M.J Russell Plumbing & Heati	S	5,300.00	1,060.00	6,360.00

15 September 2023 (2023-2024)

**Kings Walden Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
77 Admin	07/09/2023		Lloyds bank current	P24-076	Software	Google	Z	9.20		9.20
78 Domain and Cybercheck	14/09/2023		Lloyds bank current	P24-077	Domain and Cybercheck	Zen	S	16.99	3.40	20.39
79 Broadband	15/09/2023		Lloyds bank current	P24-078	Broadband	BT	S	39.95	7.99	47.94
<b>Total</b>								<b>11,120.20</b>	<b>1,585.12</b>	<b>12,705.32</b>

15 September 2023 (2023-2024)

**Kings Walden Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
31 Interest	09/08/2023		Lloyds deposit	R24-031	Interest	Lloyds	E	27.89		27.89
32 Band Night	22/08/2023		Lloyds bank current	R24-032	Band Night Cash Taken	Lloyds	E	960.00		960.00
33 Events	22/08/2023		Petty Cash	R24-033	Events Float	Resident	E	170.10		170.10
35 CTRSG	11/09/2023		Lloyds bank current	R24-035	CTRSG	NHDC	Z	511.15		511.15
34 Precept	11/09/2023		Lloyds bank current	R24-034	Precept	NHDC	Z	17,085.65		17,085.65
37 Interest	11/09/2023		Lloyds deposit	R24-037	Interest	Lloyds	Z	32.76		32.76
36 Race Night	13/09/2023		Lloyds deposit	R24-036	Race Night Sponsorship	Cube Metals	Z	300.00		300.00
<b>Total</b>								<b>19,087.55</b>		<b>19,087.55</b>

## ANNEX 2

15 September 2023 (2023-2024)

### 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 15/09/2023</b>		
Cash in Hand 01/04/2023		39,395.59
<b>ADD</b>		
Receipts 01/04/2023 - 15/09/2023		40,812.09
		80,207.68
<b>SUBTRACT</b>		
Payments 01/04/2023 - 15/09/2023		27,544.60
<b>A</b>	<b>Cash in Hand 15/09/2023</b> (per Cash Book)	<b>52,663.08</b>
Cash in hand per Bank Statements		
Petty Cash	15/09/2023	170.10
Lloyds bank current	15/09/2023	20,785.44
Youth Club cash	15/09/2023	0.00
Lloyds deposit	15/09/2023	31,707.54
		<b>52,663.08</b>
Less unrepresented payments		
		52,663.08
Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>52,663.08</b>
<b>A = B Checks out OK</b>		