



Monday 20th November 2023 starting at 7.30pm

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

To Cllrs: Jon Chamberlin, Owen Connolly, Paul Harman (Chair), Amanda King,
Vickie Peck-Cooper, Niki Tait, Leigh Ward

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, 14th November 2023

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. 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).
4. To adopt the minutes of the last parish council meeting.
5. Matters arising from minutes of the last meeting not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.
7. Airport Update
 - a. Development Consent Order and HCC
8. Parking on the Green/Mill Way
9. To consider outdoor storage prices
10. To consider new play equipment in Ley Green, including the relevant legal and surveyor fees
11. To consider grant applications
12. Film Night – to agree films and any costs
13. 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 approve the NALC recommendations for the Clerk's Salary (E01-23 National Salary Award, dated 6th November 2023) from 1st April 2023.
 - d. To approve the annual increment of the Clerk's Salary by one point from SCP19 to SCP20, backdating to April 2023 as per the Clerk's Employment Contract
 - e. To consider items for the 2024/25 Budget
14. Planning:
 - a) To receive and consider responses to planning applications.
 - i. 23/02418/LBC - Keepers Cottage, 2A Orchard Way, Breachwood Green
 - b) To note decisions and appeals.
 - c) To consider any other planning matters pertinent to the Parish Council.
15. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 15th January 2024 19:30



**Minutes of the meeting of Kings Walden Parish Council
held in the Village Hall, Breachwood Green on
Monday 16th October 2023 at 7.30pm**

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

In attendance: Clerk and RFO, Lisa Lathane

- 6.1 (Agenda 1) To receive and accept apologies for absence**
Cllr Tait sent her apologies. Members **AGREED** to accept her apologies.
- 6.2 (Agenda 2) Chairman's Remarks**
Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.
- 6.3 (Agenda 3) Public participation: to receive presentations from the public**
1. Cube Metals has contacted the clerk to inform the meeting that they are pleased to announce that one apprentice has been hired who is a resident of Breachwood Green. Two more residents have applied for positions within the company.
 2. A resident has contacted the clerk regarding issues on the The Heath with parking and trading times. Members **AGREED** to write the relevant parties asking them to be more considerate of residents living along The Heath.
- 6.4 (Agenda 4) To adopt the minutes of the last parish council meeting**
The minutes were adopted, and the chair was authorised to sign.
- 6.5 (Agenda 5) Matters arising from minutes of the last meeting not covered elsewhere**
None.
- 6.6 (Agenda 6) To review the clerk's report including an update on ongoing projects**
1. LADACAN's AGM will be held on Friday 20th October at 7:30pm in Wheathampstead Memorial Hall, AL4 8AY.
 2. A request as been put in for a visit from Highways to view possible options traffic slowing measures along Darley Road. They have responded asking for the specific location which I have sent, and they are doing some background checks first (i.e. check the accident history; check if any traffic speed data has been recently collected; if the location has been investigated before; if the Police are aware of any history of speeding complaints & any enforcement they may have carried out).
 3. Contact was made with Luton Council regarding access for parish residents to the tip on Eaton Road. No response has been received back.
- 6.7 (Agenda 7) To consider picnic bench options**
1. Cllr Chamberlin shared options with the meeting.
 2. After considering options members **AGREED** to purchase two benches from the Garden Furniture Centre at a cost of £799.99 each.
- 6.8 (Agenda 8) To consider outdoor storage options**
1. Costs for a new 20ft storage container, and a used container were shared with the meeting.



2. Members **AGREED** to purchase a used shipping container at a cost of £1700. Cube Metals has offered 50% as a donation towards the container which was accepted with thanks. The clerk will find out shipping costs.

6.9 (Agenda 9) To consider bar refurbishment options

1. Cllr Ward informed the meeting that Ashley Gordon is happy to install all bar equipment.
2. Decoration and refurbishment of the rest of the bar area will be carried out separately.
3. Members **AGREED** items to install in the bar, within the £5000 budget agreed at the last meeting.
4. Cllr Ward will liaise with Ashley Gordon as to how quickly the work could be undertaken, taking into considerations bookings in the hall.

6.10 (Agenda 10) To consider new play equipment in Ley Green

Contact has been made with Jonas Carter who KWPC rent the land from asking what permissions would be needed to install new play equipment. They are discussing at their end.

6.11 (Agenda 11) To review costs for repairing the bench on The Heath

The quote for repairing the bench was higher than anticipated. With a possible development on the land behind the bench, the parish council will look to relocate the bench elsewhere.

6.12 (Agenda 12) Uncontested elections Fee – to discuss and agree a response to the consultation

Members **AGREED** to respond stating their objection to the proposal.

6.13 (Agenda 13) Events

1. The clerk informed the meeting that £806.52 was made from Race Night after costs were taken out. Members **AGREED** that this amount be put towards hosting future events.
2. Members **AGREED** to hold a Christmas Film Night on the 9th December. Minimal purchases for the night to top up the bar will need to be made, which members **AGREED**.
3. Film suggestions were made for a family matinee, and an adults only film later in the evening. The clerk will investigate licence fees for these films.
4. Help to set up, run the evening, and clearing up was agreed.
5. Members **AGREED** not to run the Christmas Market as the date clashes with another large event locally.

6.14 (Agenda 14) Airport Update

1. The Secretary of State has made a decision on the expansion to 19million passengers, allowing the proposal to go ahead.
2. Members **NOTED** an airport update report from Andy Mills-Baker which was read out by Cllr King.

6.13 (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. £409.80 to SMASH Street Food for the food provided on Race Night.
 - b. £61.97 to Paul Cullen for fixing the noticeboard in Ley Green.
3. Members authorised the signing of the Bank Reconciliation.

6.22 (Agenda 22) Planning

1. The following applications were considered:



Application & Address	Proposal	Decision
23/02261/FPH - 9 Lye Hill, Breachwood Green	Detached double garage.	Council agreed to support.
APP/X1925/Y/23/3323283 - 2 Crown Cottages, Ley Green	Appeal Notice – Replacement of windows.	Council agreed to continue to support this proposal.
23/02111/FPH - Chiltern House, Austage End Lane	Open bay oak framed triple garage and installation of electric vehicle charging point.	Council agreed to support.

6.22 (Agenda 22) Matters for future consideration
Draft Budget, Youth Club

The meeting closed at 9.30 p.m.

Next Meeting: Monday 20th November 2023 19:30

ANNEX 1

13 October 2023 (2023-2024)

Kings Walden Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
80 Salary	19/09/2023		Lloyds bank current	P24-079	Payroll	Staff	Z	122.50		122.50
81 Salary	19/09/2023		Lloyds bank current	P24-080	Payroll	Staff	Z	196.00		196.00
83 Clerk expenses	19/09/2023		Lloyds bank current	P24-082	Clerk expenses	Staff	Z	32.09		32.09
82 Salary	19/09/2023		Lloyds bank current	P24-081	Payroll	Staff	Z	3,172.20		3,172.20
83 Events	19/09/2023		Lloyds bank current	P24-082	Clerk expenses	Staff	Z	21.00		21.00
83 Events	19/09/2023		Lloyds bank current	P24-082	Clerk expenses	Staff	S	423.87	84.77	508.64
89 Office services	19/09/2023		Lloyds bank current	P24-088	Office services	Actual Admin (Lisa Lathane)	Z	75.00		75.00
87 Grass cutting	19/09/2023		Lloyds bank current	P24-086	Grass cutting	R Dawes	S	434.88	86.98	521.86
86 Payroll Svcs	19/09/2023		Lloyds bank current	P24-085	Payroll admin	DCK Payroll Services	S	38.00	7.60	45.60
88 Band Night	19/09/2023		Lloyds bank current	P24-087	Band Night Donation	Breachwood Green Primary S	Z	250.00		250.00
84 Events	19/09/2023		Lloyds bank current	P24-083	Events expenses	Graphix Print Solutions	S	46.50	9.30	55.80
85 Events	19/09/2023		Lloyds bank current	P24-084	Events expenses	Graphix Print Solutions	S	180.00	36.00	216.00
90 Admin	06/10/2023		Lloyds bank current	P24-089	Software	Google	Z	9.20		9.20
Total								5,001.24	224.65	5,225.89

13 October 2023 (2023-2024)

Kings Walden Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
38 Events	18/09/2023		Lloyds bank current	R24-038	Race Night Tickets	Resident	Z	12.00		12.00
39 Events	25/09/2023		Lloyds deposit	R24-039	Event Proceeds	Petcular Little Shop	Z	20.00		20.00
40 Events	25/09/2023		Lloyds deposit	R24-040	Event Proceeds	SumUp	Z	773.16		773.16
41 Pitch fees	27/09/2023		Lloyds bank current	R24-041	Pitch fee	Darren Patel	E	90.00		90.00
43 Interest	09/10/2023		Lloyds deposit	R24-043	Interest	Lloyds	Z	29.60		29.60
42 Pitch fees	10/10/2023		Lloyds bank current	R24-042	Pitch fee	Darren Patel	E	30.00		30.00
Total								954.76		954.76

ANNEX 2

13 October 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)

Bank Reconciliation at 15/10/2023	
	Cash in Hand 01/04/2023 39,395.59
	ADD
	Receipts 01/04/2023 - 15/10/2023 41,766.85
	81,162.44
	SUBTRACT
	Payments 01/04/2023 - 15/10/2023 32,770.49
A	Cash in Hand 15/10/2023 48,391.95 (per Cash Book)
	Cash in hand per Bank Statements
	Petty Cash 13/10/2023 170.10
	Lloyds deposit 13/10/2023 32,530.30
	Youth Club cash 13/10/2023 0.00
	Lloyds bank current 13/10/2023 15,691.55
	48,391.95
	Less unrepresented payments 48,391.95
	Plus unrepresented receipts
B	Adjusted Bank Balance 48,391.95
	A = B Checks out OK



Monday 20th November 2023 starting at 7.30pm

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

To Cllrs: Jon Chamberlin, Owen Connolly, Paul Harman (Chair), Amanda King,
Vickie Peck-Cooper, Niki Tait, Leigh Ward

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Lisa Lathane, Clerk to the Council, 14th November 2023

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MEETING OF KINGS WALDEN PARISH COUNCIL - AGENDA

- 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. 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).**
- 4. To adopt the minutes of the last parish council meeting.**
- 5. Matters arising from minutes of the last meeting not covered elsewhere.**
- 6. To receive the clerk's report including an update on ongoing projects.**
 - A provisional order has been put in for the benches agreed at the last meeting. Once they are ready an invoice will be sent.
 - The final plastering in the changing rooms will commence at the end of this week. Then all that will be needed is for the changing rooms to be decorated.
 - The application for a Southern Rural Grant has been made and acknowledged, this is for the hand held noise monitor.
- 7. Airport Update**
 - a. Development Consent Order and HCC**

Please see the LADACAN letter regarding this circulated separately.
- 8. Parking on the Green/Mill Way**

Residents have contacted the clerk asking if there is anything we can do to stop people parking on the green as you turn into Mill Way. David Barnard has said we

can install bollards, however we do not own that land, Highways do. The previous clerk had looked into this issue and it was confirmed that Highways own that land and the verges.

The clerk has contacted Highways about the issue to see if installing bollards is something they would consider. At the time of writing no answer has been received.

9. To consider outdoor storage prices

Final costs are:

Delivery with crane and placement to required location £950.

Container £1,700

Cube Metals have suggested KWPC transfer 50% of the costs to them and they purchase. Concern doing it this way as to who owns the container.

10. To consider new play equipment in Ley Green, including the relevant legal and surveyor fees

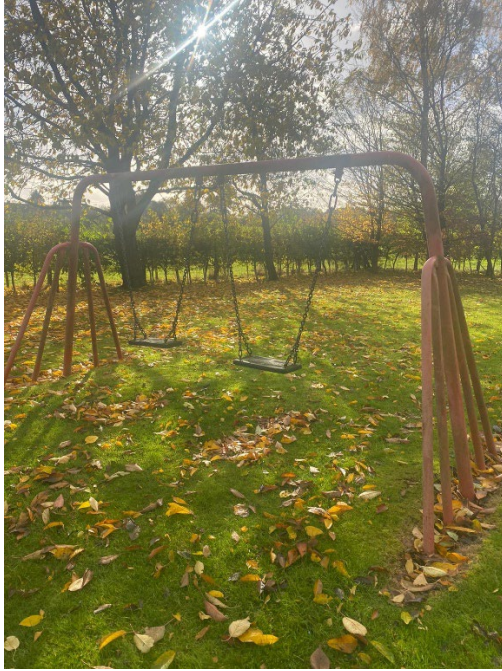
Carter Jonas have responded stating the following:

“In terms of erecting new play equipment on the asset, we would need you to provide drawings and specifications of the proposed structures which I would pass onto HCC for review.

Once permission is granted, this would then need to be documented via a licence for alterations and we would need you to confirm you are happy to cover the costs of granting this licence (£750 legal fees and £750 surveyor fees).”

Residents of Ley Green are requesting:

The existing swing to be converted back to baby/toddler and have a new set of swings installed.



11. To consider grant applications

Kings Walden Church are asking for £200 towards the Christmas Cracker costs.

12. Film Night – to agree films and any costs

Deposit of £150 for account opening is required. This is kept until the closing of the account.

Film licences are from £87. Elf and Band Santa are available.

13. Finance and Risk:

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

b. To authorise the signing of the Bank Reconciliation

Please see the above items at the end of this document.

c. To approve the NALC recommendations for the Clerk's Salary (E01-23 National Salary Award, dated 6th November 2023) from 1st April 2023.

d. To approve the annual increment of the Clerk's Salary by one point from SCP19 to SCP20, backdating to April 2023 as per the Clerk's Employment Contract

Information regarding items c & d circulated separately.

e. To consider items for the 2024/25 Budget

Please consider any items that will need to be costed and included on the 2024/25 budget.

14. Planning:

- a) **To receive and consider responses to planning applications.**
 - i. **23/02418/LBC - Keepers Cottage, 2A Orchard Way, Breachwood Green**

Listed Building Consent : Replace 16no. existing single-glazed timber-framed windows with white Upvc double-glazed windows

- b) **To note decisions and appeals.**
- c) **To consider any other planning matters pertinent to the Parish Council.**

15. Matters for future consideration.

Next scheduled meetings:

- **Parish Council meeting: Monday 15th January 2024 19:30**

Kings Walden Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
91	Domain and Cybercheck	16/10/2023		Lloyds bank current	P24-090	Domain and Cybercheck	Zen	S	16.99	3.40	20.39
92	Broadband	16/10/2023		Lloyds bank current	P24-091	Broadband	BT	S	39.95	7.99	47.94
96	Electricity	23/10/2023		Lloyds bank current	P24-095	Youth Hut Electricity	Scottish Power	L	318.89	15.94	334.83
95	Grass cutting	23/10/2023		Lloyds bank current	P24-094	Grass cutting	R Dawes	S	434.88	86.98	521.86
94	Noticeboard	23/10/2023		Lloyds bank current	P24-093	Noticeboard	Paul Cullen	Z	61.97		61.97
93	Events	23/10/2023		Lloyds bank current	P24-092	Race Night Catering	SMASH	Z	409.80		409.80
97	Office services	23/10/2023		Lloyds bank current	P24-096	Office services	Actual Admin (Lisa Lathane)	Z	75.00		75.00
98	PAYE	25/10/2023		Lloyds bank current	P24-097	Payroll	HMRC	Z	496.90		496.90
99	Admin	07/11/2023		Lloyds bank current	P24-098	Software	Google	Z	9.20		9.20
100	Domain and Cybercheck	14/11/2023		Lloyds bank current	P24-099	Domain and Cybercheck	Zen	S	16.99	3.40	20.39
101	Broadband	15/11/2023		Lloyds bank current	P24-100	Broadband	BT	S	39.95	7.99	47.94
Total									1,920.52	125.70	2,046.22

Kings Walden Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
44 Pitch fees	17/10/2023		Lloyds bank current	R24-044	Pitch fee	Darren Patel	E	30.00		30.00
48 Pitch fees	26/10/2023		Lloyds bank current	R24-048	Pitch fee	Darren Patel	Z	30.00		30.00
47 Interest	09/11/2023		Lloyds deposit	R24-047	Interest	Lloyds	Z	35.92		35.92
45 Pitch fees	14/11/2023		Lloyds bank current	R24-045	Pitch fee	Darren Patel	E	30.00		30.00
46 Pitch fees	15/11/2023		Lloyds bank current	R24-046	Pitch fee	Darren Patel	E	30.00		30.00
Total								155.92		155.92

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 17/11/2023		
	Cash in Hand 01/04/2023		39,395.59
	ADD		
	Receipts 01/04/2023 - 17/11/2023		41,922.77
			81,318.36
	SUBTRACT		
	Payments 01/04/2023 - 17/11/2023		34,816.71
			46,501.65
A	Cash in Hand 17/11/2023 (per Cash Book)		46,501.65
	Cash in hand per Bank Statements		
	Petty Cash	17/11/2023	170.10
	Lloyds deposit	17/11/2023	32,566.22
	Youth Club cash	17/11/2023	0.00
	Lloyds bank current	17/11/2023	13,765.33
			46,501.65
	Less unrepresented payments		
			46,501.65
	Plus unrepresented receipts		
			46,501.65
B	Adjusted Bank Balance		46,501.65
	A = B Checks out OK		