

Monday 20th May 2024 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 May 2024



ANNUAL MEETING OF KINGS WALDEN PARISH COUNCIL - AGENDA

1. Appointment of Chairman for Civic Year 2023/24
2. Chairman's signing of acceptance of office
3. Appointment of Vice Chairman for Civic Year 2023/24
4. Appointment to Staffing Committee (3 members)
5. Appointment to Village Hall Committee (3 members)
6. Appointment to Events Committee (3 members)
7. Appointment to Airport Committee
8. Appointment of Airport representative on LLACC etc
9. To receive and accept apologies for absence.
10. Chairman's remarks.
11. 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).
12. To adopt the minutes of the last parish council meeting.
13. Matters arising from minutes of the last meeting not covered elsewhere.
14. To receive the clerk's report including an update on ongoing projects.
15. Airport Update
16. To agree arrangements for the Annual Parish Meeting
17. To receive further information on Recreation Ground land requested
18. To agree any arising costs for the bar refurbishment
19. To set fees for the use of the Recreation Ground and / or changing rooms
20. To review and agree the Stopsley Sharks Licence to use the Recreation Ground
21. Events
 - a. To receive an update on Breachwood Green Village Day 2024
 - b. To agree working parties to set up and clean up
 - c. To agree who is available on the day to be involved in rotas for stalls / bar etc
 - d. To agree any costs for Breachwood Green Village Day 2024
 - e. To agree date for Breachwood Green Village Day 2025
22. 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 review and agree Direct Debits for 2024/2025.
23. Planning:
 - a) To receive and consider responses to planning applications.
 - i. 24/00787/FPH - 30 Lower Road, Breachwood Green
 - ii. 22/03231/FP - Land North East Of, Wandon End, Hertfordshire
 - b) To note decisions and appeals.
 - c) To consider any other planning matters pertinent to the Parish Council.
24. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 17th June 2024 19:30



**Minutes of the meeting of Kings Walden Parish Council
held in the Village Hall, Breachwood Green on
Monday 15th April 2024 at 7.30pm**

Councillors: Jon Chamberlin, Owen Connolly, Vickie Peck-Cooper, Niki Tait, Leigh Ward

In attendance: One member of public and the Clerk and RFO, Lisa Lathane

11.1 Vote Chair for Meeting

Due to the absence of the Chair and Vice-Chair a vote was taken on who would chair the meeting. Cllr Ward nominated and Cllr Tait seconded a nomination for Cllr Chamberlin. The vote was unanimous in Cllr Chamberlin's favour.

11.2 (Agenda 1) To receive and accept apologies for absence

Cllrs Harman and King sent their apologies. Members **AGREED** to accept their apologies.

11.3 (Agenda 2) Chairman's Remarks

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

11.4 (Agenda 3) Public participation: to receive presentations from the public

None

11.5 (Agenda 4) To adopt the minutes of the last parish council meeting

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

11.6 (Agenda 5) Matters arising from minutes of the last meeting not covered elsewhere

None.

11.7 (Agenda 6) To review the clerk's report including an update on ongoing projects

1. A VAT reclaim has been submitted for £5829.51.
2. A Lottery Grant submission has been made to cover costs for Village Day, and for the bar refurbishment. Decisions take up to 12 weeks.
3. At the next meeting there will be a vote for Chair and Vice Chair for the next year.
4. Lightsource solar farm at Lawrence End has been bought out by BP. There has been no response from Lightsource as to the agreement with KWPC. The clerk will continue to find out more information.

11.8 (Agenda 7) Airport Update

1. An update from LADACAN was shared with Cllrs.
2. Cllr Connolly will attend the next LLACC meeting next week.

11.9 (Agenda 8) To receive a bar refurbishment update and approve any associated costs

1. Members **AGREED** to liaise with Stopsley Sharks on providing a bar for their Awards Presentation on the 18th May.
2. Cube Metals have offered to provide a stainless steel bar for the front and back surface, as a donation to the community.
3. The triple fridge has arrived and now needs to be put in place behind the bar.
4. Bar shutter: Two quotes have been received. We need to ascertain if we need a shutter with a motor for stabilisation due to the width. Members **AGREED** to purchase the motor free shutter if the answer is that a motor is not required. If a motor is required to purchase the cheaper shutter with a motor.



5. Cllr Ward to get quotes from Stevenage glass for the bar backing.

11.10 (Agenda 9) To review plans for Village Day 2024 and approve any associated costs

1. Stall bookings are coming in from small businesses.
2. Roadside banners are at the printers.
3. Members **AGREED** to book the Hanging Bandits at a cost of £300.
4. Cllr Chamberlin will liaise with Robin King regarding other bands to play in the evening.
5. Top Dog Training School have agreed to judge the dog show
6. Cllr Chamberlin will look into costs etc to run a hog roast?
7. Members **AGREED** to delegate necessary costs for Village Day to the clerk in conjunction with the Chair and Vice Chair, with a £1000 limit.
8. Cllr Chamberlin will provide straw bales to create seating / a dog show area.
9. Cllr Chamberlin will liaise with Wayne Gardner regarding a DJ for the end of the night.
10. Cllr Ward will speak with Café77 and Cantina Carnitas regarding

11.11 (Agenda 10) To review and agree the lining and siting costs for the new container

Cllr Chamberlin declared a pecuniary interest.

1. Cllr Chamberlin will look at options to line the container.
2. James Marlow has agreed he will assist in moving the container.
3. One quote has been received to create a base for the container. At least one other quote will be obtained.

11.12 (Agenda 11) To review a request for access to potential development via the Recreation Ground

Members **AGREED** to invite the developer to the next meeting to answer any questions the parish council has before it decides on how to proceed.

11.13 (Agenda 11) Finance and Risk

1. Payments made were **NOTED** and approved. Payments can be seen in annex 1.

The following payments were **APPROVED**:

- Clerk expenses - £119.61
- HAPTC - £538.65
- Carter Jonas - £96
- Filmbankmedia - £348

2. Members authorised the signing of the Bank Reconciliation.
3. Members **NOTED** the final Accounts Report for 2023/24.

11.14 (Agenda 12) Planning

1. To receive and consider responses to planning applications
 - a. 24/00624/FPH- 5 Lye Hill, Breachwood Green. No comment.
2. To note decisions and appeals
None.
3. To consider any other planning matters pertinent to the Parish Council
None.

11.15 (Agenda 13) Matters for future consideration

The meeting closed at 9.13 p.m. Next Meeting: Monday 20th May 2023 19:30

ANNEX 1

Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

15 April 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Grass cutting	08/04/2024		Lloyds bank current	P25-002	Payment - Grass Cutting and H	R Dawes	S	-434.88	-86.98	-521.86
1	Salary	08/04/2024		Lloyds bank current	P25-001	Payment - Payroll	Staff	Z	-3,385.35		-3,385.35
3	Admin	08/04/2024		Lloyds bank current	P25-003	Payment - Software	Google	Z	-12.00		-12.00
1	Precept	09/04/2024		Lloyds bank current	R25-001	Receipt - Precept	NHDC	Z	18,376.26		18,376.26
4	Interest	09/04/2024		Lloyds deposit	R25-004	Receipt - Interest	Lloyds	Z	22.50		22.50
2	Events	10/04/2024		Lloyds deposit	R25-003	Receipt - Village Day Stall Payn	Stallholder	Z	30.00		30.00
3	Events	10/04/2024		Lloyds deposit	R25-002	Receipt - Village Day Stall Payn	Stallholder	Z	30.00		30.00
5	Events	12/04/2024		Lloyds deposit	R25-005	Receipt - Village Day Stall Payn	Stallholder	Z	30.00		30.00
Total									14,656.53	-86.98	14,569.55

ANNEX 2

15 April 2024 (2024-2025)

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 15/04/2024	
	Cash in Hand 01/04/2024	25,139.92
	ADD Receipts 01/04/2024 - 15/04/2024	18,488.76
		<hr/> 43,628.68
	SUBTRACT Payments 01/04/2024 - 15/04/2024	3,992.28
A	Cash in Hand 15/04/2024 (per Cash Book)	39,636.40
	Cash in hand per Bank Statements	
	Petty Cash 15/04/2024	1,312.40
	Lloyds bank current 15/04/2024	15,906.95
	Youth Club cash 15/04/2024	0.00
	Lloyds deposit 15/04/2024	22,417.05
		<hr/> 39,636.40
	Less unrepresented payments	39,636.40
	Plus unrepresented receipts	
B	Adjusted Bank Balance	39,636.40
	A = B Checks out OK	

Kings Walden Parish Council

Kings Walden
Parish Council



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Lisa Lathane, Clerk to the Council, 14th May 2024

A handwritten signature in blue ink, appearing to read 'Lisa Lathane', written over a horizontal line.

ANNUAL MEETING OF KINGS WALDEN PARISH COUNCIL - AGENDA

- 1. Appointment of Chairman for Civic Year 2023/24**
Councillors can nominate other councillors or themselves for the position, but another Councillor must second the nomination. Councillors can nominate themselves (if present at the meeting). Voting can only be done if present at the meeting.
- 2. Chairman's signing of acceptance of office**
- 3. Appointment of Vice Chairman for Civic Year 2023/24**
Councillors can nominate other councillors or themselves for the position, but another Councillor must second the nomination. Councillors can nominate themselves (if present at the meeting). Voting can only be done if present at the meeting.
- 4. Appointment to Staffing Committee (3 members)**
Currently: Cllrs Connolly, King and Peck-Cooper.
- 5. Appointment to Village Hall Committee (3 members)**
Currently Cllr King and the Clerk attend the Village Hall Management Committee to ensure there is a Parish Council presence. Cllr Harman also attends for the Cricket Club.
- 6. Appointment to Events Committee (3 members)**
Currently Cllr Ward and Connolly, plus the Clerk.
- 7. Appointment to Airport Committee**
Currently Cllr Connolly with support from Breachwood Green resident Andrew Mills-Baker.
- 8. Appointment of Airport representative on LLACC etc**
Currently Cllr Connolly.

9. To receive and accept apologies for absence.

10. Chairman's remarks.

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

11. 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).

District Cllr Joe Graziano will be attending.

b. To receive a presentation from the County Councillor (5 minutes allowed).

12. To adopt the minutes of the last parish council meeting.

13. Matters arising from minutes of the last meeting not covered elsewhere.

14. To receive the clerk's report including an update on ongoing projects.

- We have now received the Lightsource Grant – an amount of £3129.

15. Airport Update

16. To agree arrangements for the Annual Parish Meeting

17. To receive further information on Recreation Ground land requested

The developers have, since the sending of the agenda, contacted me to say they cannot attend. They hope to attend the next meeting.

18. To agree any arising costs for the bar refurbishment

- In a change to what was stated when we met with Cube Metals this is the cost given for the bar top: the charge is for material cost and do labour FOC, cost would £765.00 + VAT. This is for Stainless steel top bar , glued to existing on silicon.
- The bar shutter is currently being manufactured by Royal Industrial Doors.

19. To set fees for the use of the Recreation Ground and / or changing rooms

Current fees sent to Cllrs separately.

20. To review and agree the Stopsley Sharks Licence to use the Recreation Ground

Currently pay £500 to train and play one day a weekend throughout the football season.

21. Events

a. To receive an update on Breachwood Green Village Day 2024

b. To agree working parties to set up and clean up

Need volunteers to pick up the marquee, and also to it up (approx. 8 people), and put up bunting etc. Also to stock the bar etc.

Also need volunteers to take down the marquee and clean the hall etc.

c. To agree who is available on the day to be involved in rotas for stalls / bar etc

Need people for the bar, for the bouncy castle and dual game (if agreed), and small children's games (could be on one table).

d. To agree any costs for Breachwood Green Village Day 2024

Bob and Lily (opening band) - £350

DisFunktion band - £250

Hanging Bandits band - £300

Bouncy Castle and Dual game - £210

e. To agree date for Breachwood Green Village Day 2025

Propose stick to the same weekend and have it on the 7th June.

22. Finance and Risk:

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

Authorisation requested to pay:

- i. £431.65 to Ash Gordon – Kegs for Stopsley Sharks event
- ii. £168 to Graphix Ltd - roadside banners
- iii. £1962.19 to Gallagher Insurance
- iv. £132.02 to Chubb - Fire Inspection at the Youth Hut
- v. £202.90 to Andrew Spyrou for Youth Club Tuck
- vi. £227.79 to the clerk for expenses
- vii. £1041 to Royal Industrial Doors – for remainder of shutter payment

b. To authorise the signing of the Bank Reconciliation

Items a & b sent separately to Cllrs as a Financial Report.

c. To review and agree Direct Debits for 2024/2025.

- i. Google Drive
- ii. Scottish Power
- iii. Zen (Emails & Cybercheck)
- iv. ICO (Data Protection)
- v. HMRC for PAYE

To also approve regular contractual payments to R J Dawes for £521.86 a month for grass cutting etc.

23. Planning:

a) To receive and consider responses to planning applications.

i. 24/00787/FPH - 30 Lower Road, Breachwood Green

ii. 22/03231/FP - Land North East Of, Wandon End, Hertfordshire

b) To note decisions and appeals.

c) To consider any other planning matters pertinent to the Parish Council.

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