

**Monday 17<sup>th</sup> June 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, 12<sup>th</sup> June 2024



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## **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. To review and approve:
  - a. Standing Orders
  - b. Financial Regulations
  - c. Grants Policy and Application Form
8. Airport Update
9. To receive a bar refurbishment update and approve any associated costs
10. Village Day 2024
  - a. To receive a report on the event
  - b. To agree on how to manage the proceeds from Village Day
11. Annual Parish Meeting Arrangements
12. To discuss the management of Breachwood Green Village Hall
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 complete the Annual Governance and Accountability Review
14. Planning:
  - a. To receive and consider responses to planning applications.
  - 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 15<sup>th</sup> July 2024 19:30



## Minutes of the meeting of the Annual Meeting of Kings Walden Parish Council held in the Village Hall, Breachwood Green on Monday 20th May 2024 at 7.30pm

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

In attendance: 1 member of the public, District Councillor Joe Graziano and the clerk and RFO, Lisa Lathane

- 1.1 (Agenda 1) Election of Chairman**  
Councillor Paul Harman was elected as chairman for the civic year 2024/25.
- 1.2 (Agenda 2) Chairman's Acceptance of Office**  
Councillor Harman signed his Acceptance of Office.
- 1.3 (Agenda 3) Election of Vice-Chairman**  
Councillor Amanda King was elected Vice-chairman for the civic year 2024/25.
- 1.4 (Agenda 4) Election of Staffing Committee**  
Cllrs Connolly, King and Peck-Cooper were appointed to the Staffing Committee.
- 1.5 (Agenda 5) Election of Village Hall Committee**  
Cllr King, the Chair and the Clerk attend the Village Hall Management Committee to ensure there is a Parish Council presence. Members **AGREED** this should continue.
- 1.6 (Agenda 6) Election to Events Committee**  
Cllrs Connolly, Ward and Peck-Cooper, plus the Clerk were appointed to the Events Committee.
- 1.7 (Agenda 7) Election to Airport Committee**  
Cllr Connolly was appointed to represent the council on the Airport Committee, with support from Breachwood Green resident Andrew Mills-Baker.
- 1.8 (Agenda 8) Appointment of Airport Representative on LLACC**  
Cllr Connolly continues to represent the council at LLACC meetings.
- 1.9 (Agenda 9) Apologies for Absence**  
Apologies were received from Cllr Peck due to illness. Members resolved to accept her apologies.
- 1.10 (Agenda 10) Chairman's Remarks**  
Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.
- 1.11 (Agenda 11) Public participation.**  
District Cllr Joe Graziano addressed the meeting.
  1. Cllr Graziano is the newly elected District Councillor for the new Hitchwood Ward. This ward comprised of the parishes of Kings Walden, Preston and St Paul's Walden.
  2. The new Crime Commissioner is Conservative candidate Jonathan Ash-Edwards.



3. Major planning concerns for the parish remain as East of Luton, Wandon End Solar Farm and the proposed expansion of Luton Airport.
  4. The new contract for waste removal will be announced soon, and will move to 3 weekly collections from 2025.
- 1.12 (Agenda 12) To adopt the minutes of the last parish council meeting.**  
The minutes were adopted, and the chairman was authorised to sign.
- 1.13 (Agenda 13) Matters arising from the minutes of the last meeting not covered elsewhere.**  
None.
- 1.14 (Agenda 14) To receive the clerk's report including an update on ongoing projects**  
The parish council has now received the Lightsource Grant of the amount of £3,129.
- 1.15 (Agenda 15) Airport Update**  
Cllr Connolly addressed the meeting.
1. At the last LLACC meeting it was stated that flights are now at 98% of pre-covid rates.
  2. The planning of the rebuild of the car park at Luton Airport is on track, with demolition already carried out.
- 1.16 (Agenda 16) To agree arrangements for the Annual Parish Meeting**
1. Members **AGREED** to have a more social meeting show-casing the new bar and having a BBQ.
  2. Local organisations will still be invited along to speak about their activities in the last year.
  3. Planning will be done to take place on the 16<sup>th</sup> June.
- 1.17 (Agenda 17) To receive further information on Recreation Ground land requested**  
This item was deferred due to the developers not being able to attend.
- 1.18 (Agenda 18) To agree any costs for the bar refurbishment**
3. The bar shutter has been supplied and fitted by Royal Industrial Doors.
  4. Members **AGREED** that the clerk should purchase for the bar:
    - a. Two bottle openers with bins to be wall fitted.
    - b. Ice machine
    - c. An urn to be used in either the bar or the kitchen (cost approx £70)
    - d. Members **AGREED** the purchase of another upright fridge for behind the bar.
  5. The cost of the bar top from Cube Metals is more than was originally quoted. This will be discussed with Cube Metals before moving forward. Members **AGREED** to try to organise another Village Day in the summer due to demand from residents.
- 1.19 (Agenda 19) To set fees for the use of the Recreation Ground and / or changing rooms**
1. Members **AGREED** to increase the cost to the Cricket Club to £150 to include the use of the cricket square and the changing rooms.
  2. Members **AGREED** all other fees to remain the same.
- 1.20 (Agenda 20) To review and agree the Stopsley Sharks Licence to use the Recreation Ground**  
Members **AGREED** to grant another licence for a year to Stopsley Sharks.
- 1.21 (Agenda 21) Events**
1. Members **AGREED** the timings for Village Day.
  2. Half of the Ley Green marquee will be picked up and set up on Friday 7<sup>th</sup> June.

3. Members **AGREED** to ask James Marlow to borrow picnic benches for the day.
4. Members **AGREED** the drinks required for Village Day, and the quantities.
5. Members **AGREED** the following costs:
  - a. £350 for duo Bob and Lily
  - b. £250 for band DisFunktion
  - c. £300 for band Hanging Bandits
  - d. £210 for C&O Bouncy Castle
6. Members **AGREED** to set the date of the 2025 Village Day as the 7<sup>th</sup> June.

#### 1.22 (Agenda 22) Finance and Risk

1. Payments made were **NOTED** and approved. Payments can be seen in annex 1.
2. Authorisation was given to pay:
  - a. £431.65 to Ash Gordon for kegs for the Stopsley Sharks event.
  - b. £168 to Graphix Ltd for Village Day Banners
  - c. £1962.19 to Gallagher Insurance
  - d. £132.02 to Chubb for a Fire Inspection at the Youth Hut
  - e. £202.90 to Andrew Spyrou for Youth Club Tuck
  - f. £227.79 to the clerk for expenses
  - g. £1041 to Royal Industrial Doors for the remainder of the shutter payment.
3. Authorisation was given to the Chair to sign the Bank Reconciliation.
4. Members **AGREED** to authorise the following Direct Debits for the upcoming year:
  - a. Google Drive
  - b. Scottish Power
  - c. Zen (emails and cybercheck)
  - d. ICO (Data Protection)
  - e. HMRC for PAYE
5. Members **AGREED** to authorise the regular contractual payment to R J Dawes for £521.86 a month for grass cutting etc.

#### 1.22 (Agenda 22) Planning

1. Members considered the following applications and **AGREED** to make the following comments:

Application No / Address / Proposal	Decision
24/00787/FPH – 30 Lower Road, Breachwood Green  Full Permission Householder : Part two storey and part single storey rear extension, two storey side and first floor front extension, alterations to existing openings, ground floor front infill extension and internal alterations.	No comment
22/03231/FP – Land North East of, Wandon End, Hertfordshire.  Full Planning Permission : Proposed solar farm within 106 hectares with associated access, landscaping, battery storage and ancillary infrastructure (amended plans received 29.11.2023 and 24.04.2024 - relating to fire safety)	To respond with agreed comments objecting to the amended plans.

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

Donations following Village Day

The meeting closed at 10.07 pm.

Next Meeting: Parish Council Meeting: Monday 17<sup>th</sup> June 2024 19:30

# ANNEX 1

## Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

16 May 2024 (2024-2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	Events	19/04/2024		Lloyds deposit	R25-013	Receipt - Village Day Stall Payn	Leanne Walters	Z	30.00		30.00
6	Misc Income	22/04/2024		Lloyds bank current	R25-006	Receipt - VAT Refund	HMRC	E	5,829.51		5,829.51
14	Events	22/04/2024		Lloyds deposit	R25-014	Receipt - Village Day Stall Payn	Super Softy Van	Z	80.00		80.00
9	Events	22/04/2024		Lloyds bank current	P25-009	Payment - Events expenses	Filmbankmedia	S	-290.00	-58.00	-348.00
7	Subscriptions	22/04/2024		Lloyds bank current	P25-007	Payment - Subscription	HAPTC	Z	-538.65		-538.65
10	Office services	22/04/2024		Lloyds bank current	P25-010	Payment - Office services	Actual Admin (Lisa Lathane	Z	-75.00		-75.00
6	Clerk expenses	22/04/2024		Lloyds bank current	P25-006	Payment - Clerk expenses	Staff	Z	-119.61		-119.61
11	Electricity	22/04/2024		Lloyds bank current	P25-011	Payment - Youth Hut Electricity	Scottish Power	L	-282.96	-14.15	-297.11
8	Pitch fees	23/04/2024		Lloyds bank current	R25-008	Receipt - Pitch fee	Darren Patel	Z	30.00		30.00
10	Pitch fees	23/04/2024		Lloyds bank current	R25-010	Receipt - Pitch fee	Darren Patel	Z	30.00		30.00
9	Pitch fees	23/04/2024		Lloyds bank current	R25-009	Receipt - Pitch fee	Darren Patel	Z	30.00		30.00
11	Pitch fees	23/04/2024		Lloyds bank current	R25-011	Receipt - Pitch fee	Darren Patel	Z	30.00		30.00
15	Events	23/04/2024		Lloyds deposit	R25-015	Receipt - Village Day Stall Payn	Dan's Van	Z	80.00		80.00
16	Events	24/04/2024		Lloyds deposit	R25-016	Receipt - Village Day Stall Payn	Mariska Demmers	Z	30.00		30.00
17	Events	25/04/2024		Lloyds deposit	R25-017	Receipt - Village Day Stall Payn	Fairy Shack	Z	30.00		30.00
12	PAYE	25/04/2024		Lloyds bank current	P25-012	Payment - PAYE	HMRC	Z	-572.94		-572.94
13	Bar Refurbishment	01/05/2024		Lloyds bank current	P25-013	Payment - Bar refurbishment	Royal Industrial Doors	S	-867.50	-173.50	-1,041.00
18	Misc grant	02/05/2024		Lloyds bank current	R25-018	Receipt - Solar farm grant	Lightsource	Z	3,129.41		3,129.41
8	Ley Green Rent	02/05/2024		Lloyds bank current	P25-008	Payment - Ley Green Rent	Carter Jonas	Z	-96.00		-96.00
20	Events	07/05/2024		Lloyds bank current	R25-020	Receipt - Village Day Stall Payn	Mary Ferris	Z	10.00		10.00
19	Events	07/05/2024		Lloyds deposit	R25-019	Receipt - Village Day Stall Payn	Mary Ferris	Z	20.00		20.00
21	Events	08/05/2024		Lloyds deposit	R25-021	Receipt - Village Day Stall Payn	CJ Laser	Z	30.00		30.00
14	Admin	08/05/2024		Lloyds bank current	P25-014	Payment - Software	Google	Z	-12.00		-12.00
22	Interest	09/05/2024		Lloyds deposit	R25-022	Receipt - Interest	Lloyds	Z	24.14		24.14
15	Domain and Cybercheck	14/05/2024		Lloyds bank current	P25-015	Payment - Domain and Cybercheck	Zen	S	-16.99	-3.40	-20.39
16	Broadband	15/05/2024		Lloyds bank current	P25-016	Payment - Broadband	BT	S	-43.90	-8.78	-52.68
<b>Total</b>									<b>6,497.51</b>	<b>-257.83</b>	<b>6,239.68</b>

# ANNEX 2

16 May 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: \_\_\_\_\_

<b>Bank Reconciliation at 16/05/2024</b>		
	Cash in Hand 01/04/2024	25,139.92
	<b>ADD</b> Receipts 01/04/2024 - 16/05/2024	27,931.82
		53,071.74
	<b>SUBTRACT</b> Payments 01/04/2024 - 16/05/2024	7,165.66
<b>A</b>	<b>Cash in Hand 16/05/2024</b> (per Cash Book)	<b>45,906.08</b>
<hr/>		
	Cash in hand per Bank Statements	
	Petty Cash                    16/05/2024	1,312.40
	Lloyds bank current        16/05/2024	21,822.49
	Youth Club cash            16/05/2024	0.00
	Lloyds deposit              16/05/2024	22,771.19
		<b>45,906.08</b>
	Less unrepresented payments	45,906.08
	Plus unrepresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>45,906.08</b>
<hr/>		
<b>A = B Checks out OK</b>		

# Kings Walden Parish Council

Monday 17<sup>th</sup> June 2024 starting at 7.30pm

Kings Walden  
Parish Council



**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, 12<sup>th</sup> June 2024

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

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## 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. To review and approve:
  - a. Standing Orders
  - b. Financial Regulations
  - c. Grants Policy and Application Form

Sent separately to Cllrs.

8. Airport Update
9. To receive a bar refurbishment update and approve any associated costs  
Urn was bought for use in the kitchen and/or behind the bar.  
Ice machine was purchased and was in use at Village Day.  
I've found the following upright fridges <https://www.nisbets.co.uk/polar-upright-back-bar-cooler-with-hinged-door/gj447>.  
<https://adexa.co.uk/Storage-Display-Refrigeration-25/Back-Bar-Refrigerators->



[309/Upright-Back-Bar-Coolers-481/Bar-bottle-cooler-Upright-Single-door-293-litres-Adexa-SC-293F?\\_gl=1\\*ebkpn5\\* up\\*MQ..&gclid=EA1aIQobChMInISevP7DhQMVRZpoCR1FCwxmEAAYASAAEgKEwfD BwE](https://www.amazon.co.uk/dp/B000000000?pf_rd_p=309/Upright-Back-Bar-Coolers-481/Bar-bottle-cooler-Upright-Single-door-293-litres-Adexa-SC-293F?_gl=1*ebkpn5* up*MQ..&gclid=EA1aIQobChMInISevP7DhQMVRZpoCR1FCwxmEAAYASAAEgKEwfD BwE)

Suggest stripping back wallpaper etc and painting white initially to give a blank canvas and improve the look of the bar. Can decide what else to do after the basics have been done.

#### **10. Village Day 2024**

- a. **To receive a report on the event**
- b. **To agree on how to manage the proceeds from Village Day**

#### **11. Annual Parish Meeting Arrangements**

#### **12. To discuss the management of Breachwood Green Village Hall**

The Village Hall committee are in agreement in relation to the Parish Council taking control of the management of the hall.

Suggest keeping finances separate to that of the Parish Council. Each Cllr from now onwards would then automatically be on the Village Hall Committee. We then manage it from there – gives more freedom in regards to spending etc.

#### **13. Finance and Risk:**

- a. **To authorise non-contractual payments and note payments to date.**  
**Request authorisation to pay:**

Clerk £215.88 for website hosting for 1 year. [www.Kingswaldenparish.co.uk](http://www.Kingswaldenparish.co.uk)  
Graphix Ltd £74.40 for Village Day printing

- b. **To authorise the signing of the Bank Reconciliation**

Sent separately to Cllrs.

- c. **To complete the Annual Governance and Accountability Review**

#### **14. Planning:**

- a. **To receive and consider responses to planning applications.**
- b. **To note decisions and appeals.**  
24/00787/FPH - 30 Lower Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8NS. Part two storey and part single storey rear extension, two storey side and first floor front extension, alterations to existing openings, ground floor front infill extension and internal alterations.  
PERMISSION GRANTED
- c. **To consider any other planning matters pertinent to the Parish Council.**

#### **15. Matters for future consideration.**

**Next scheduled meetings:**

- Parish Council meeting: Monday 15<sup>th</sup> July 2024 19:30