

**Monday 15<sup>th</sup> July 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, 10<sup>th</sup> July 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. Airport Update
8. Breachwood Green Village Hall
  - a. To sign Trustee Agreements for the management of Breachwood Green Village Hall
  - b. To have an initial discussion on an extension to Breachwood Green Village Hall
  - c. To discuss a possible supply cupboard to be built within the hall and agree next steps
9. To receive a bar refurbishment update and approve any associated costs
10. To review costs to replace a swing seat at Ley Green Recreation Ground
11. To discuss and review the cost for an Events Calendar for the parish website
12. Events: to discuss and agree any upcoming events
13. Breachwood Green Village Hall
14. 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 the 2024/25 Budget
  - d. To review and approve signatories for the bank accounts
15. Planning:
  - a. To receive and consider responses to planning applications.
    - i. 24/01254/FPH, 2 Heath Road, Breachwood Green.
    - ii. Wandon End Solar Farm Planning Meeting
  - b. To note decisions and appeals.
  - c. To consider any other planning matters pertinent to the Parish Council.
16. Matters for future consideration.

### **Next scheduled meetings:**

- Parish Council meeting: Monday 16<sup>th</sup> September 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 17<sup>th</sup> June 2024 at 7.30pm

Councillors: Owen Connolly, Paul Harman (Chair), Amanda King, Leigh Ward

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

### 2.1 (Agenda 1) Apologies for Absence

Apologies were received from Cllrs Chamberlin and Tait due to work commitments. Members resolved to accept their apologies.

### 2.2 (Agenda 2) Chairman's Remarks

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

### 2.3 (Agenda 3) Public participation.

District Cllr Joe Graziano addressed the meeting.

1. NHDC has declared a climate emergency. They aim to reduce their carbon emissions to 0% by 2030. A new cabinet has been set up to tackle this, Cllr Graziano has been selected to sit on the panel which will report to the Government. Issues they will start with are:
  - a. An equal insulation scheme offered to residents in comparison to neighbouring councils.
  - b. Solar Farms in the right place.
  - c. The use of wind turbines to create green energy.
2. Cllr Graziano met with the Crime Commissioner, issues discussed were:
  - a. How to reduce the speeding through villages.
  - b. How to tackle fly-tipping, with the possibility of remote cameras to increase prosecution of those carrying it out.
3. The Luton Airport Terminal 2 review has been postponed until the Autumn due to the General Election.

### 2.4 (Agenda 4) To adopt the minutes of the last parish council meeting.

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

### 2.5 (Agenda 5) Matters arising from the minutes of the last meeting not covered elsewhere.

None.

### 2.6 (Agenda 6) To receive the clerk's report including an update on ongoing projects

None.

### 2.7 (Agenda 7) To review and approve: Standing Orders, Financial Regulations and Grants Policy and Application Form.

Members reviewed the policies and **RESOLVED** to adopt them with minor agreed changes to the Grants Policy and Application Form.

### 2.8 (Agenda 8) Airport Update

Cllr Connolly addressed the meeting.

1. There is another LLACC meeting coming up this month.



2. Cllr Connolly has been invited on another walk around of Luton Airport to find out all recent changes etc.
3. The new car park is out for tender, District Cllr Graziano and the parish council will push for reduced light pollution from the new car park.

**2.9 (Agenda 9) To receive a bar refurbishment update and approve and associated costs**

1. The urn, agreed at the last meeting, was purchased and is in situ in the kitchen. The church used it to provide refreshments on Village Day.
2. The ice machine, agreed at the last meeting, was purchased and is in situ behind the bar. It was successfully used on Village Day.
3. The clerk had shared options for an upright display fridge to go behind the bar. Members **AGREED** to purchase one at a cost of £836 plus VAT.
4. Members **AGREED** to ask Cube Metals to come and quote again for the new worktop as less will be needed now with some bar top being removed for the new fridge.
5. Members **AGREED** to ask Jim Swain to board up the ceiling in the bar now that the old light has been removed.
6. Members **AGREED** to strip back the old wallpaper behind the bar and paint the wall white until further decisions have been made about redecoration. The clerk will liaise with Cllr Peck-Cooper who had previously offered to carry out the work.

**2.10 (Agenda 10) Village Day 2024**

1. Village Day was a success with a rough estimate of 300-400 people attending throughout the day. Many positive comments have been received from attendees.
2. The clerk informed the meeting:
  - a. Some stalls had already booked to attend the 2025 Village Day.
  - b. All the bands are also happy to be re-booked for 2025.
  - c. The church have also asked if they can be part of the day next year and praised the organisation.
3. Members **AGREED** that once final figures from the day are ascertained then donations will be made to: Royal British Legion, St Mary's Church and Breachwood Green Primary School.
4. Members **APPROVED** the signing of a declaration for SumUp to confirm the profile holder as the Clerk, for a review of the KWPC SumUp account.

**2.11 (Agenda 11) Annual Parish Meeting Arrangements**

1. Members **AGREED** to have a more social meeting show-casing the new bar and having a BBQ on the 6<sup>th</sup> July.
2. Local organisations will be invited along to speak about their activities in the last year.

**2.12 (Agenda 12) To discuss the management of Breachwood Green Village Hall**

1. After discussion with the Village Hall Committee it has been agreed that the parish council should take back the management of the Village Hall.
2. Parish Councillors whenever they join the council will sign to say they are a trustee of the hall. This ensures that there are always people on the committee to run the hall.
3. Finances etc will be kept separate from the parish council accounts.
4. Meetings can take place before a parish council meeting as and when required.
5. Members **AGREED** to move forward with this approach.
6. A meeting will be set up with Dave McNeilly and Suzanne Edbrooke to discuss taking over the accounts etc.

**2.13 (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. £215.88 plus VAT for website hosting and the domain for www.kingswaldenparish.co.uk.
  - b. £74.40 to Graphix Ltd for Village Day printing.
  - c. £200 to Karen Murphy for the Internal Audit
3. Authorisation was given to the Chair to sign the Bank Reconciliation seen in Annex 2.
  4. Annual Governance and Accountability Review (AGAR).
    - a. Members considered the eight applicable statements in the Annual Governance Statement 2023/24. Members **RESOLVED** to approve the Annual Governance Statement.
    - b. Members reviewed the Accounting Statement for 2023/24. Members **RESOLVED** to approve the Annual Accounting Statement.

**2.14 (Agenda 14) Planning**

1. The following decision notices have been received:

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.	Permission granted

**2.15 (Agenda 15) Matters for future consideration**

Donations following Village Day, future events

The meeting closed at 20.56 pm.

Next Meeting: Parish Council Meeting: Monday 15<sup>th</sup> July 2024 19:30

# ANNEX 1

## Kings Walden Parish Council

16 June 2024 (2024-2025)

### PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23	Events	20/05/2024		Lloyds deposit	R25-023	Receipt - Sum Up Payment	SumUp	Z	543.48		543.48
28	Grass cutting	21/05/2024		Lloyds bank current	P25-028	Payment - Grass cutting	R Dawes	S	-434.88	-86.98	-521.86
19	Insurance	21/05/2024		Lloyds bank current	P25-019	Payment - Insurance	Gallagher Insurance	Z	-1,962.19		-1,962.19
18	Printing Costs	21/05/2024		Lloyds bank current	P25-018	Payment - Printing costs	Graphix Print Solutions	S	-140.00	-28.00	-168.00
21	Tuck purchase	21/05/2024		Lloyds bank current	P25-021	Payment - Youth Club Tuck	Andrew Spyrou	Z	-202.90		-202.90
20	Fire inspection	21/05/2024		Lloyds bank current	P25-020	Payment - Youth Club Fire Inspr	Chubb	S	-110.02	-22.00	-132.02
24	Clerk expenses	21/05/2024		Lloyds bank current	P25-024	Payment - Staff expenses	Andrew Spyrou	Z	-10.58		-10.58
22	Clerk expenses	21/05/2024		Lloyds bank current	P25-022	Payment - Clerk expenses	Staff	Z	-227.79		-227.79
23	Bar Refurbishment	21/05/2024		Lloyds bank current	P25-023	Payment - Bar refurbishment	Royal Industrial Doors	S	-867.50	-173.50	-1,041.00
17	Events	21/05/2024		Lloyds bank current	P25-017	Payment - Bar stock	SMASH	Z	-431.65		-431.65
26	Misc Income	28/05/2024		Lloyds bank current	R25-026	Receipt - Rent	Village Hall	Z	1.00		1.00
27	Bar Refurbishment	30/05/2024		Lloyds bank current	P25-027	Payment - Bar refurbishment	Ryan Maidment	Z	-400.00		-400.00
25	Events	30/05/2024		Lloyds bank current	P25-025	Payment - Village Day Expense	Lisa Lathane	Z	-316.48		-316.48
26	Changing Rooms Refurbishment	30/05/2024		Lloyds bank current	P25-026	Payment - Changing Room Ref	Ryan Maidment	Z	-65.69		-65.69
24	Events	03/06/2024		Lloyds deposit	R25-024	Receipt - Village Day Stall Paym	Roxana Stanislav	Z	30.00		30.00
25	Events	03/06/2024		Lloyds deposit	R25-025	Receipt - Village Day Stall Paym	Jodie Haywood	Z	30.00		30.00
29	Events	03/06/2024		Lloyds bank current	P25-029	Payment - Coronation Village C	Staff	Z	-2,307.21		-2,307.21
30	Events	03/06/2024		Lloyds bank current	P25-030	Payment - Coronation Village C	Petculiar Little Shop	Z	-85.00		-85.00
31	Events	03/06/2024		Lloyds bank current	P25-031	Payment - Village Day Expense	Staff	Z	-190.85		-190.85
32	Events	04/06/2024		Lloyds bank current	P25-032	Payment - Village Day Expense	Edwards Beer and Wine Su	S	-954.13	-190.83	-1,144.96
33	Admin	07/06/2024		Lloyds bank current	P25-033	Payment - Software	Google	Z	-12.00		-12.00
28	Interest	10/06/2024		Lloyds deposit	R25-028	Receipt - Interest	Lloyds	Z	26.46		26.46
27	Events	10/06/2024		Lloyds deposit	R25-027	Receipt - Village Day SumUp	SumUp	Z	1,731.92		1,731.92
34	Domain and Cybercheck	14/06/2024		Lloyds bank current	P25-034	Payment - Domain and Cybercd	Zen	S	-16.99	-3.40	-20.39
29	Events	16/06/2024		Petty Cash	R25-029	Receipt - Village Day Cash Tak	Resident	Z	248.55		248.55
<b>Total</b>									<b>-6,124.45</b>	<b>-504.71</b>	<b>-6,629.16</b>



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Parish Council



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Lisa Lathane, Clerk to the Council, 10<sup>th</sup> July 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.**  
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.**  
I have finally managed to speak to someone on the phone about taking down our old website. I confirmed by email that we wanted it taken down with immediate effect. It is still to be taken down at the time of writing.
7. **Airport Update**
8. **Breachwood Green Village Hall**
  - a. **To sign Trustee Agreements for the management of Breachwood Green Village Hall**  
The clerk and chair attended the Village Hall meeting on Monday where they agreed to hand over the running of the hall to the parish council. As such each Cllr now needs to sign a Trustee Form.
  - b. **To have an initial discussion on an extension to Breachwood Green Village Hall**  
A discussion to decide what we're asking for to be designed in order to get costs to

build and obtain funding.

- c. **To discuss a possible supply cupboard to be built within the hall and agree next steps**

**9. To receive a bar refurbishment update and approve any associated costs**

New upright fridge has arrived and is in place and was in use at the APM. Thank you to Paul for removing the old shelving in order to make room.

**Licencing:**

To have a premises licence you have to have one person with a personal licence who takes the whole responsibility. However, as a village hall committee for running a licence in a village hall we can apply to have that responsibility to the committee as a whole. "The application must come from a committee or board with responsibility for the management of the community premises." The fee to do this is £23.

<https://www.gov.uk/government/publications/alcohol-licensing-community-premises/designated-premises-supervisor-committee-guidance>

Premises licence details: <https://www.gov.uk/find-licences/premises-licence/north-hertfordshire>

I have emailed to find out how it stands in regards to the DPS needing a personal licence if in fact it is the whole committee that has responsibility as above.

Personal licence courses can be done online: <https://courses.biiab.co.uk/courses/5ff1a510-8b28-4150-bbd3-5c8ec94ab4ad>

The licencing should maybe be done as the Village Hall Committee, as that is the entity that runs the hall, despite it now all being parish councillors.

**10. To review costs to replace a swing seat at Ley Green Recreation Ground**

<https://www.onlineplaygrounds.co.uk/premium-cradle-seat-sw22-969.html> £122.40 inc VAT

<https://www.onlineplaygrounds.co.uk/wicksteed-single-tier-rubber-cradle-seat-sw23.html> £210 inc VAT

**11. To discuss and review the cost for an Events Calendar for the parish website**

Events Calendar on St Paul's website costs approx works out at about £72 for six months. Allows public to enter info for an event open to the public. Website admin (clerk) would then approve or reject the event. Would help to avoid event clashes between organisations (e.g. us and St Mary's Church).



Link to the calendar on SPW website: <https://stpaulswaldenparishcouncil.org.uk/calendar/>

Any calendar I've found charges for visitors to add events. The alternative is a free calendar that people email the clerk for events to be added.

**12. Events: to discuss and agree any upcoming events**

Possible easier less costly events to run: Race Night, Musical Bingo etc.

**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 review the 2024/25 Budget**
- d. **To review and approve signatories for the bank accounts**

At present Amanda is the only signatory. Lloyds have been sent mandates previously twice to add extras but nothing has happened. To be added as a signatory and for online banking please bring to the meeting:

- full name
- date of birth
- nationality
- email address and phone number
- personal address history for the past 3 years

**14. Planning:**

- a. **To receive and consider responses to planning applications.**
  - i. **24/01254/FPH, 2 Heath Road, Breachwood Green.**
  - ii. **Wandon End Solar Farm Planning Meeting**
- 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 16<sup>th</sup> September 2024 19:30