

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

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

In attendance: 5 members of the public, and the clerk and RFO Lisa Lathane

3.1 (Agenda 1) Apologies for Absence

None.

3.2 (Agenda 2) Chairman's Remarks

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

3.3 (Agenda 3) Public participation.

None

*The Chair proposed, and members **AGREED** that Agenda items 7 and 8b were moved up the agenda.*

3.4 (Agenda 7) Airport Update

Cllr Connolly addressed the meeting:

1. The Secretary of State has pushed back the decision on the Airport expansion until October.
2. A new drop-off zone is opening on the 16th July 2024.
3. A new car park is hoped to be constructed and open by late 2025. The parish council will continue to push for better lighting protection for the parish.
4. Luton Council are considering CPZ zones for parking to prevent waiting cars taking up space near the airport.
5. Members **AGREED** to write to the new MP to bring him up to speed regarding the issues affecting the parish from the airport.

3.5 (Agenda 8b) Breachwood Green Village Hall: to have an initial discussion on an extension to Breachwood Green Village Hall

Members of Breachwood Green Cricket Club and another member of the public attended the meeting to discuss the possible extension of Breachwood Green Village Hall:

1. Members **AGREED** to ask each interested party (Cricket Club, Pre-School etc) for a wish list of what they would like from a potential new space.
2. A member of the Cricket Club with his family building business assess the current building. Cllr Connolly will attend this meeting.

Five members of public left the meeting.

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

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

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

None.



- 3.8 (Agenda 6) To receive the clerk's report including an update on ongoing projects**
The clerk has spoken to someone regarding hosting of the old website who has promised to take it down as soon as possible.
- 3.9 (Agenda 8) Breachwood Green Village Hall**
1. The Chair and clerk attended the last meeting of the Village Hall Committee, where it was voted to hand over the running of the hall to the parish council.
 2. Members **AGREED** to officially take over the management of the hall and signed trustee forms.
 3. Members discussed removing the door to the toilets in the corner of the hall and installing a large cupboard for storage. Drawings and costings will be obtained before a decision is made.
- 3.10 (Agenda 9) To receive a bar refurbishment update and approve any associated costs**
1. The new upright fridge is in place and was used at the APM. The chair was thanked for the installation.
 2. Licencing: the parish council can apply for an annual club premises licence with the responsibility on the hall committee as a whole rather than an individual. Members **AGREED** to apply for this licence. The clerk will start the application process.
- 3.11 (Agenda 10) To review costs to replace a swing at Ley Green Recreation Ground**
1. The clerk had sent round costs ahead of the meeting.
 2. Members **AGREED** to authorise the cost of £210 inc VAT once further investigation has happened to ensure it will fit the current fittings.
 3. Cllr Tait will speak to Ley Green residents who had requested the swing.
- 3.12 (Agenda 11) To discuss and review the cost for an Events Calendar for the parish website**
1. Members **AGREED** the cost of £72 for a six month subscription to an online events calendar that can be added to the parish website.
 2. It will allow residents to add public events to the calendar to avoid clashes of events dates.
- 3.13 (Agenda 12) Events: to discuss and agree any upcoming events**
Members **AGREED** to arrange:
1. A Race Night in the Autumn
 2. Live Music Nights in September and December
 3. Musical Bingo on the 12th October
- 3.14 (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. The clerk £878.44 in expenses.
 3. Authorisation was given to the Chair to sign the Bank Reconciliation seen in Annex 2.
 4. Members **NOTED** the Budget Report for 2024/25
 5. Members **AGREED** to add all Cllrs as signatories to the bank account. Members **AGREED** to the signing of the Board Resolution Form to add all new signatories.

3.14 (Agenda 14) Planning

1. To receive and consider responses to planning applications

Application No / Address / Proposal	Decision
24/01254/FPH – 2 Heath Road, Breachwood Green Full Permission Householder : Part two storey and part single storey rear extension	Members AGREED to support the application.
Wandon End Solar Farm – Planning Meeting	Members AGREED to Cllr Connolly speaking at the planning meeting. He has liaised with the other two speakers who are objecting to ensure that all points are covered.

3.15 (Agenda 15) Matters for future consideration

None.

The meeting closed at 21.32 pm.

Next Meeting: Parish Council Meeting: Monday 16th September 2024 19:30

ANNEX 1

Kings Walden Parish Council

11 July 2024 (2024-2025)

PAYMENTS & RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
29	Events	16/06/2024		Petty Cash	R25-029	Receipt - Village Day Cash Tak	Resident	Z	248.55		248.55
30	Events	17/06/2024		Lloyds deposit	R25-030	Receipt - Village Day BBQ proc	JC Agriculture	Z	799.66		799.66
42	Broadband	17/06/2024		Lloyds bank current	P25-042	Payment - Broadband	BT	S	-43.90	-8.78	-52.68
35	Grass cutting	20/06/2024		Lloyds bank current	P25-035	Payment - Grass cutting	R Dawes	S	-434.88	-86.98	-521.86
39	Office services	20/06/2024		Lloyds bank current	P25-039	Payment - Office services	Actual Admin (Lisa Lathane	Z	-75.00		-75.00
37	Audit	20/06/2024		Lloyds bank current	P25-037	Payment - Internal Audit	K Murphy	Z	-200.00		-200.00
40	Clerk expenses	20/06/2024		Lloyds bank current	P25-040	Payment - Clerk expenses	Staff	Z	-31.50		-31.50
41	Bar Refurbishment	20/06/2024		Lloyds bank current	P25-041	Payment - Bar refurbishment	Adexa Direct	S	-836.00	-167.20	-1,003.20
36	Events	20/06/2024		Lloyds bank current	P25-036	Payment - Printing costs	Graphix Print Solutions	S	-62.00	-12.40	-74.40
43	PAYE	21/06/2024		Lloyds bank current	P25-043	Payment - Payroll	Staff	Z	-3,929.18		-3,929.18
38	Website	21/06/2024		Lloyds bank current	P25-038	Payment - Website Hosting and	Staff	Z	-274.64		-274.64
31	Pitch fees	24/06/2024		Lloyds bank current	R25-031	Receipt - Pitch fee	Stopsley Sharks FC	Z	500.00		500.00
44	Information Commissioner	04/07/2024		Lloyds bank current	P25-044	Payment - ICO Registration	ICO	Z	-35.00		-35.00
45	Events	04/07/2024		Lloyds bank current	P25-045	Payment - Bar stock	Staff	S	-191.98	-38.40	-230.38
46	Admin	05/07/2024		Lloyds bank current	P25-046	Payment - Software	Google	Z	-12.00		-12.00
32	Events	08/07/2024		Lloyds deposit	R25-032	Receipt - Event Proceeds	SumUp	Z	714.34		714.34
33	Interest	09/07/2024		Lloyds deposit	R25-033	Receipt - Interest	Lloyds	Z	26.67		26.67
34	Events	11/07/2024		Lloyds deposit	R25-034	Receipt - Event Proceeds	Lloyds	Z	400.00		400.00
Total									-3,436.86	-313.76	-3,750.62

ANNEX 2

11 July 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 11/07/2024	
	Cash in Hand 01/04/2024 25,139.92
	ADD
	Receipts 01/04/2024 - 11/07/2024 32,983.90
	58,123.82
	SUBTRACT
	Payments 01/04/2024 - 11/07/2024 22,846.07
A	Cash in Hand 11/07/2024 35,277.75 (per Cash Book)
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	Cash in hand per Bank Statements
	Petty Cash 11/07/2024 150.95
	Lloyds bank current 11/07/2024 8,053.08
	Youth Club cash 11/07/2024 0.00
	Lloyds deposit 11/07/2024 27,073.72
	35,277.75
	Less unrepresented payments 35,277.75
	Plus unrepresented receipts
B	Adjusted Bank Balance 35,277.75
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A = B Checks out OK	