

**Minutes of the meeting of the Annual Meeting of Kings Walden Parish  
Council held in the Village Hall, Breachwood Green on  
Wednesday 21st May 2025 at 7.30pm**

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

In attendance: District Councillor Joe Graziano and the clerk and RFO, Lisa Lathane

- 1.1 (Agenda 1) Appointment of Chairman for Civic Year 2025/26**  
Cllr Paul Harman was elected as chairman for the civic year 2025/26.
- 1.2 (Agenda 2) Chairman's signing of acceptance of office**  
Cllr Harman signed his Acceptance of Office.
- 1.3 (Agenda 3) Appointment of Vice Chairman for Civic Year 2025/26**  
Cllr Amanda King was elected Vice-chairman for the civic year 2025/26.
- 1.4 (Agenda 4) Appointment to Staffing Committee**  
Cllrs Connolly, King and Peck-Cooper were appointed to the Staffing Committee.
- 1.5 (Agenda 5) Appointment to Events Committee**  
Cllrs Connolly, Ward and Peck-Cooper, plus the Clerk were appointed to the Events Committee.
- 1.6 (Agenda 6) Appointment to Airport Committee**  
Cllr Connolly was appointed to represent the council on the Airport Committee, with support from full council.
- 1.7 (Agenda 7) Appointment of Airport representative on LLACC etc**  
Cllr Connolly continues to represent the council at LLACC meetings.
- 1.8 (Agenda 8) To receive and accept apologies for absence**  
Cllr Tait sent her apologies which were accepted by council.
- 1.9 (Agenda 9) Chairman's remarks**  
Members are reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest
- 1.10 (Agenda 10) Public Participation**  
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- 1.11 (Agenda 11) To adopt the minutes of the last parish council meeting**  
The minutes were adopted, and the chairman was authorised to sign.



**1.12 (Agenda 12) Matters arising from minutes of the last meeting not covered elsewhere**

None.

**1.13 (Agenda 13) To receive the clerk's report including an update on ongoing projects**

1. Accounts for 2024/25 are with the Internal Auditor.
2. Unity Trust Bank – the clerk has forms to be signed to complete the opening of the new accounts.
3. The ACV Application was submitted and confirmed for Wigmore Valley Park.
4. The Community Governance Consultation response was submitted.

**1.14 (Agenda 14) To review and adopt Standing Orders and Financial Regulations**

Members reviewed the documents and **AGREED** to adopt both documents.

**1.15 (Agenda 15) Airport Update**

The secretary of State has given permission for the Luton Airport expansion to 32m passengers. Members **AGREED** to pay £2500 towards the LADACAN legal fight against this decision. This will come from the Airport Mitigation budget line.

**1.16 (Agenda 16) Youth Hut Use – to agree best use of the space**

This item was deferred.

**1.17 (Agenda 17) Breach on the Green**

1. Cllr Chamberlin **AGREED** to provide bales for the Dog Show / for seating for the day.
2. Members **AGREED** the 6th June 2026 as next year's date for Breach on the Green.
3. The clerk will organise rotas for the bar and the bouncy castle after members confirmed who was available on the day.
4. Members **AGREED** to band costs for the day, with approximately £800 being raised from stall fees.

**1.18 (Agenda 18) Finance and Risk**

1. Payments made were **NOTED** and approved. Payments can be seen in annex 1.
2. Authorisation was given to the Chair to sign the Bank Reconciliation.
3. Members **NOTED** the final 224/25 Budget Report.
4. Members **AGREED** to authorise the following Direct Debits for the upcoming year:
  - Google Drive
  - Scottish Power
  - Zen (emails and cybercheck)
  - ICO (Data Protection)
  - HMRC for PAYE

**1.19 (Agenda 19) Planning**

1. 25/00975/FP - Land Adjacent To Breachwood Green Industrial Park, Pasture Lane Breachwood Green Hitchin SG4 8NY.

Members **AGREED** to object to the proposal on the grounds of the loss of agricultural land, road safety for vehicles and walkers, and the lack of respect to neighbours due to the project already been constructed.

**1.20 (Agenda 20) Matters for future consideration**  
Youth Hut Use

The meeting closed at 21.41.

**Next scheduled meeting:**

Monday 16<sup>th</sup> June 2025 19.30

# ANNEX 1

## Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

20 May 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
5	Misc Income	02/05/2025		Lloyds bank current	R26-005	Receipt - Misc Income	Breachwood Green Cricket	Z	50.00		50.00
5	Misc Income	02/05/2025		Lloyds bank current	R26-005	Receipt - Misc Income	Breachwood Green Cricket	Z	100.00		100.00
6	Misc Income	02/05/2025		Lloyds bank current	R26-006	Receipt - Misc Income	Breachwood Green Cricket	Z	50.00		50.00
6	Misc Income	02/05/2025		Lloyds bank current	R26-006	Receipt - Misc Income	Breachwood Green Cricket	Z	100.00		100.00
8	Grounds maintenance	02/05/2025		Lloyds bank current	P26-008	Payment - MUGA Maintenance	JC Agriculture	S	-947.50	-189.50	-1,137.00
9	Grass cutting	02/05/2025		Lloyds bank current	P26-009	Payment - Grass Cutting and H	R Dawes	S	-434.88	-86.98	-521.86
7	Subscriptions	02/05/2025		Lloyds bank current	P26-007	Payment - Subscription	HAPTC	Z	-571.30		-571.30
10	Office services	02/05/2025		Lloyds bank current	P26-010	Payment - Office services	Actual Admin (Lisa Lathane	Z	-75.00		-75.00
11	Payroll Svcs	02/05/2025		Lloyds bank current	P26-011	Payment - Payroll admin	DCK Payroll Services	S	-30.00	-6.00	-36.00
12	Salary	02/05/2025		Lloyds bank current	P26-012	Payment - Payroll	Staff	Z	-1,143.94		-1,143.94
17	Payroll Svcs	02/05/2025		Lloyds bank current	P26-017	Payment - Payroll admin	DCK Payroll Services	S	-38.00	-7.60	-45.60
13	Mileage	02/05/2025		Lloyds bank current	P26-013	Payment - Clerk expenses	Staff	Z	-28.80		-28.80
8	Events	07/05/2025		Lloyds deposit	R26-007	Receipt - Village Day Stall Paym	Stallholder	Z	30.00		30.00
9	Events	08/05/2025		Lloyds deposit	R26-007	Receipt - Village Day Stall Paym	Stallholder	Z	30.00		30.00
14	Admin	08/05/2025		Lloyds bank current	P26-014	Payment - Software	Google	Z	-12.00		-12.00
7	Interest	09/05/2025		Lloyds deposit	R26-006	Receipt - Interest	Lloyds	Z	20.55		20.55
15	Domain and Cybercheck	14/05/2025		Lloyds bank current	P26-015	Payment - Domain and Cyberd	Zen	S	-16.99	-3.40	-20.39
16	Broadband	15/05/2025		Lloyds bank current	P26-016	Payment - Broadband	BT	S	-64.35	-12.87	-77.22
18	Bank charges	19/05/2025		Lloyds bank current	P26-018	Payment - Bank Charges	Lloyds	Z	-12.47		-12.47
<b>Total</b>									<b>-2,994.68</b>	<b>-306.35</b>	<b>-3,301.03</b>

## ANNEX 2

Kings Walden Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

20 May 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
21	Grass cutting	22/05/2025		Lloyds bank current	P26-021	Grass Cutting and Hedge Cuttin	R Dawes	S	434.88	86.98	521.86
23	Ley Green Rent	22/05/2025		Lloyds bank current	P26-023	Ley Green Rent	Carter Jonas	Z	66.00		66.00
19	Insurance	22/05/2025		Lloyds bank current	P26-019	Insurance	Gallagher Insurance	Z	2,026.70		2,026.70
22	Salary	22/05/2025		Lloyds bank current	P26-022	Payroll	Staff	Z	1,169.80		1,169.80
20	Office services	22/05/2025		Lloyds bank current	P26-020	Office services	Actual Admin (Lisa Lathane	Z	75.00		75.00
<b>Total</b>									<b>3,772.38</b>	<b>86.98</b>	<b>3,859.36</b>

# ANNEX 3

20 May 2025 (2025-2026)

## 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 19/05/2025</b>		
Cash in Hand 01/04/2025		28,590.03
<b>ADD</b>		
Receipts 01/04/2025 - 19/05/2025		24,156.96
		52,746.99
<b>SUBTRACT</b>		
Payments 01/04/2025 - 19/05/2025		4,708.82
<b>A</b>	<b>Cash in Hand 19/05/2025</b>	<b>48,038.17</b>
	(per Cash Book)	
<b>Cash in hand per Bank Statements</b>		
Petty Cash	19/05/2025	150.95
Lloyds bank current	19/05/2025	15,972.93
Youth Club cash	19/05/2025	0.00
Lloyds deposit	19/05/2025	31,914.63
		<b>48,038.51</b>
Less unrepresented payments		48,038.51
Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>48,038.51</b>
<b>Error A does NOT equal B</b>		
<b>ERROR IS</b>		<b>£-0.34</b>

Error is due to 34 pence underpayment on Clerk's wages.