

**Minutes of the meeting of the Annual Meeting of Kings Walden Parish
Council held in the Village Hall, Breachwood Green on
Wednesday 16th June 2025 at 7.30pm**

Councillors: Jon Chamberlin, Paul Harman (Chair), Amanda King, Niki Tait

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

- 2.1 (Agenda 1) To receive and accept apologies for absence**
Cllrs Ward and Connolly sent their apologies which were accepted by members.
- 2.2 (Agenda 2) Chairman's remarks**
Members are reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest
- 2.3 (Agenda 3) Public Participation**
None
- 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 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**
1. Three bins have been repurposed from NHDC. Members **AGREED** to place them:
 - Outside Breachwood Green Primary School
 - On the corner at Mill Way
 - The corner of St Mary's Rise – the clerk will ask Highways for permission.
 2. The clerk continue to chase Licencing regarding the club licence for Breachwood Green Village Hall. She will ask Cllr Graziano to make contact with Licencing also.
- 2.7 (Agenda 7) Airport Update**
£2500 was donated to LADCAN after agreement at the last meeting. Andrew Lambourne of LADACAN sent his thanks to the council.
- 2.8 (Agenda 8) Youth Hut Use – to agree best use of the space**
This item was deferred.
- 2.9 (Agenda 9) To agree the setting up of a Working party for a possible extension of the Village Hall**
1. The clerk advised setting up a working party for this project, to ensure it was run properly and transparently for the community.

2. The chair informed the meeting that the architect for Pirton's new pavilion had visited the site and was going to come up with some ideas to present to the council.
3. The setting up of a Working Party was deferred.

2.10 (Agenda 10) Finance and Risk

1. Payments made were **NOTED** and approved and can be seen in annex 1.
2. Members **NOTED** the quarterly budget report.
3. Members **APPROVED** the bank reconciliation which can be seen in annex 2.

2.11 (Agenda 11) Planning

1. 25/01265/FPH The Old School, Ley Green, Kings Walden. Full Permission Householder : Two storey front extension. Internal opening to combine the two dwellings into one single unit. Alterations of existing front porch roof. Insertion of front rooflight following removal of existing rooflight. External cladding and alterations to fenestration. Members **AGREED** to support the application.
2. 25/00956/LBC – Keepers Cottage, 2A Orchard Way, Breachwood Green. Listed Building Consent: Replace 16 no. existing single-glazed timber-framed windows with white Upvc double-glazed windows. Members **AGREED** to comment on whether the style of the suggested window is in keeping with the property.

2.12 (Agenda 12) Matters for future consideration

Village Sign, Board for events

The meeting closed at 20.10.

Next scheduled meeting:

Monday 15th September 2025 19.30

ANNEX 1

Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

13 June 2025 (2025-2026)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------------|------------|--------|---------------------|-----------|----------------------------------|----------------------------|----------|------------------|----------------|------------------|
| 10 | Pitch fees | 20/05/2025 | | Lloyds bank current | R26-010 | Receipt - Pitch fee | Darren Patel | Z | 30.00 | | 30.00 |
| 10 | Pitch fees | 20/05/2025 | | Lloyds bank current | R26-010 | Receipt - Pitch fee | Darren Patel | Z | 30.00 | | 30.00 |
| 10 | Pitch fees | 20/05/2025 | | Lloyds bank current | R26-010 | Receipt - Pitch fee | Darren Patel | Z | 30.00 | | 30.00 |
| 10 | Pitch fees | 20/05/2025 | | Lloyds bank current | R26-010 | Receipt - Pitch fee | Darren Patel | Z | 30.00 | | 30.00 |
| 13 | Events | 21/05/2025 | | Lloyds deposit | R26-013 | Receipt - Village Day Stall Payn | Magic Bobbin | Z | 30.00 | | 30.00 |
| 14 | Events | 21/05/2025 | | Lloyds deposit | R26-014 | Receipt - Village Day Stall Payn | Fairy Shack | Z | 30.00 | | 30.00 |
| 11 | Events | 22/05/2025 | | Lloyds deposit | R26-011 | Receipt - Village Day Stall Payn | Dan's Van | Z | 80.00 | | 80.00 |
| 19 | Insurance | 22/05/2025 | | Lloyds bank current | P26-019 | Payment - Insurance | Gallagher Insurance | Z | -2,026.70 | | -2,026.70 |
| 20 | Office services | 22/05/2025 | | Lloyds bank current | P26-020 | Payment - Office services | Actual Admin (Lisa Lathane | Z | -75.00 | | -75.00 |
| 21 | Grass cutting | 22/05/2025 | | Lloyds bank current | P26-021 | Payment - Grass Cutting and H | R Dawes | S | -434.88 | -86.98 | -521.86 |
| 22 | Salary | 22/05/2025 | | Lloyds bank current | P26-022 | Payment - Payroll | Staff | Z | -1,169.74 | | -1,169.74 |
| 23 | Ley Green Rent | 22/05/2025 | | Lloyds bank current | P26-023 | Payment - Ley Green Rent | Carter Jonas | Z | -66.00 | | -66.00 |
| 12 | Events | 23/05/2025 | | Lloyds deposit | R26-012 | Receipt - Village Day Stall Payn | KandyCart | Z | 30.00 | | 30.00 |
| 15 | Events | 23/05/2025 | | Lloyds deposit | R26-015 | Receipt - Village Day Stall Payn | Preston Paws | Z | 20.00 | | 20.00 |
| 24 | Airport Mitigation | 23/05/2025 | | Lloyds bank current | P26-024 | Payment - LADACAN donation | LADACAN | Z | -2,500.00 | | -2,500.00 |
| 16 | Events | 27/05/2025 | | Lloyds deposit | R26-016 | Receipt - Village Day Stall Payn | Hannah Dixon | Z | 30.00 | | 30.00 |
| 17 | Events | 28/05/2025 | | Lloyds deposit | R26-017 | Receipt - Village Day Stall Payn | Just Face Painting | Z | 20.00 | | 20.00 |
| 18 | Events | 02/06/2025 | | Lloyds deposit | R26-018 | Receipt - Village Day Stall Payn | Max Burton | Z | 30.00 | | 30.00 |
| 25 | Office services | 04/06/2025 | | Lloyds bank current | P26-025 | Payment - Office services | Actual Admin (Lisa Lathane | Z | -75.00 | | -75.00 |
| 26 | Bar Refurbishment | 04/06/2025 | | Lloyds bank current | P26-026 | Payment - Bar refurbishment | Buzz Supplies Ltd | S | -1,249.99 | -250.00 | -1,499.99 |
| 19 | Events | 06/06/2025 | | Lloyds deposit | R26-019 | Receipt - Village Day Stall Payn | Love Olivia | Z | 30.00 | | 30.00 |
| 27 | Admin | 06/06/2025 | | Lloyds bank current | P26-027 | Payment - Software | Google | Z | -12.00 | | -12.00 |
| 20 | Interest | 09/06/2025 | | Lloyds deposit | R26-020 | Receipt - Interest | Lloyds | Z | 21.33 | | 21.33 |
| 30 | Printing Costs | 13/06/2025 | | Lloyds bank current | P26-030 | Payment - Printing costs | Graphix Print Solutions | S | -20.00 | -4.00 | -24.00 |
| Total | | | | | | | | | -7,187.98 | -340.98 | -7,528.96 |

Kings Walden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

13 June 2025 (2025-2026)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-----------------------|------------|--------|---------------------|-----------|--------------------------------|--------------------------|----------|-----------------|---------------|-----------------|
| 30 | Printing Costs | 13/06/2025 | | Lloyds bank current | P26-030 | Printing costs | Graphix Print Solutions | S | 20.00 | 4.00 | 24.00 |
| 35 | Audit | 17/06/2025 | | Lloyds bank current | P26-035 | Internal Audit | K Murphy | Z | 220.00 | | 220.00 |
| 36 | Grass cutting | 17/06/2025 | | Lloyds bank current | P26-036 | Grass Cutting and Hedge Cuttin | R Dawes | S | 434.88 | 86.98 | 521.86 |
| 29 | Fire inspection | 17/06/2025 | | Lloyds bank current | P26-029 | Youth Club Fire Inspection | Chubb | S | 111.13 | 22.23 | 133.36 |
| 31 | Printing Costs | 17/06/2025 | | Lloyds bank current | P26-031 | Printing costs | Graphix Print Solutions | S | 334.00 | 66.80 | 400.80 |
| 34 | Salary | 17/06/2025 | | Lloyds bank current | P26-034 | Payroll | Staff | Z | 1,169.74 | | 1,169.74 |
| 37 | Youth Hut Maintenance | 17/06/2025 | | Lloyds bank current | P26-037 | Sink installation at Youth Hut | Ryan Maidment | Z | 80.00 | | 80.00 |
| 28 | Events | 17/06/2025 | | Lloyds bank current | P26-028 | Band Payment | Breachwood Green Village | Z | 350.00 | | 350.00 |
| 32 | Events | 17/06/2025 | | Lloyds bank current | P26-032 | Band Payment Breach on the C | Kit Bottomley | Z | 100.00 | | 100.00 |
| 33 | Events | 17/06/2025 | | Lloyds bank current | P26-033 | Band Payment | Lisa Lathane | Z | 350.00 | | 350.00 |
| 38 | Mileage | 17/06/2025 | | Lloyds bank current | P26-038 | Clerk expenses | Staff | Z | 58.05 | | 58.05 |
| Total | | | | | | | | | 3,227.80 | 180.01 | 3,407.81 |

ANNEX 3

13 June 2025 (2025-2026)

Kings Walden Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| Bank Reconciliation at 13/06/2025 | | |
|--|-----------------|------------------|
| Cash in Hand 01/04/2025 | | 28,590.03 |
| ADD | | |
| Receipts 01/04/2025 - 13/06/2025 | | 24,598.29 |
| | | 53,188.32 |
| SUBTRACT | | |
| Payments 01/04/2025 - 13/06/2025 | | 12,655.17 |
| A Cash in Hand 13/06/2025 | | 40,533.15 |
| | (per Cash Book) | |
| Cash in hand per Bank Statements | | |
| Petty Cash | 13/06/2025 | 150.95 |
| Lloyds bank current | 13/06/2025 | 8,946.64 |
| Youth Club cash | 13/06/2025 | 0.00 |
| Lloyds deposit | 13/06/2025 | 31,435.96 |
| | | 40,533.55 |
| Less unrepresented payments | | 40,533.55 |
| Plus unrepresented receipts | | |
| B Adjusted Bank Balance | | 40,533.55 |
| Error A does NOT equal B | | |
| ERROR IS | £-0.40 | |