

Monday 21st July 2025 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, 16th July 2025



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. Village Sign
9. Events Board – to review options
10. Finance and Risk:
 - a. [To authorise non-contractual payments and note payments to date.](#)
 - b. [To authorise the signing of the Bank Reconciliation](#)
11. Planning:
 - a) To receive and consider responses to planning applications.
 - i. [25/01671/LBC](#) - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT
 - ii. [25/01489/LBC](#) - Keepers Cottage, 2A Orchard Way, Breachwood Green, Hitchin, Hertfordshire, SG4 8NT
 - iii. [25/01556/LBC](#) - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT
 - a) To note decisions and appeals.
 - b) To consider any other planning matters pertinent to the Parish Council.
12. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 15th September 2025 19:30

**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	

Kings Walden Parish Council

Kings Walden
Parish Council



Monday 21st July 2025 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, 16th July 2025

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

MEETING OF KINGS WALDEN PARISH COUNCIL - AGENDA

1. **To receive and accept apologies for absence.**
Cllr Harman due to holiday.
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.**
 - Information on how to get a blue-lidded bin, if you haven't received one, put on FB and sent out on email database.
 - Annual Return submitted to, and acknowledged by, PKF Littlejohn.
 - The Unity Trust Bank accounts are up and running, all Direct Debits have been moved over. The Lloyds Bank accounts have been closed.
7. **Airport Update**
8. **Village Sign**
Quote requested from CJ Laser for a new village sign. Hoping to have it for the meeting.
9. **Events Board – to review options**
Options to be given at the meeting.

10. Finance and Risk:

- a. [To authorise non-contractual payments and note payments to date.](#)
- b. [To authorise the signing of the Bank Reconciliation](#)

Information via the links above or emailed as a separate Financial Report.

11. Planning:

a) To receive and consider responses to planning applications.

- i. [25/01671/LBC](#) - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT

Removal of chimney
No comments on the portal.

- ii. [25/01489/LBC](#) - Keepers Cottage, 2A Orchard Way, Breachwood Green, Hitchin, Hertfordshire, SG4 8NT

Replacement of 16no. single-glazed timber-framed windows with slim profile timber double glazed windows (as a variation of listed building consent ref: 24/02823/LBC granted on 04.02.2025 omitting Condition 2 thereof).

No comments on the portal.

- iii. [25/01556/LBC](#) - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT

Erection of east elevation orangery.

No comments on the portal.

a) To note decisions and appeals.

Wandon End Solar Farm – permission granted.

b) To consider any other planning matters pertinent to the Parish Council.

NHDC have put out a 'call for sites' for development, they are required to build approximately 7-10k homes to meet housing need.

12. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 15th September 2025 19:30