

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

Councillors: Jon Chamberlin, Amanda King (Chair), Niki Tait, Leigh Ward

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

3.1 (Agenda 1) To receive and accept apologies for absence

Cllrs Connolly, Harman and Peck-Coopers sent their apologies which were accepted by members.

3.2 (Agenda 2) Chairman's remarks

Members are reminded of the council's code of conduct, to remain respectful, and the requirement to make Declarations of Pecuniary Interest.

3.3 (Agenda 3) Public Participation

None

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

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

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

None.

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

1. Information on how residents can log a missing blue-lidded bin if they haven't received one have been put out on Facebook and the email database.
2. The Annual Return has been sent to PKF Littlejohn.
3. The new Unity Trust Bank accounts are up and running, all Direct Debits have been moved over. The Lloyds Bank accounts have been closed.

3.7 (Agenda 7) Airport Update

None.

3.8 (Agenda 8) Village Sign

This item was deferred.

3.9 (Agenda 9) Events Board – to review options

4. Three options for an events Noticeboard for outside the Village Hall were presented to members.
5. Members **AGREED** to purchase Option B from Greenbarnes at a cost of £585.29 plus VAT. It is an 18 x A4 AF58 aluminium noticeboard.

3.10 (Agenda 10) Finance and Risk

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

3.11 (Agenda 11) Planning

1. To receive and consider responses to planning applications:
 - 25/01671/LBC Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT. Removal of chimney.
Members **AGREED** to support the application.
 - 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).
Members requested that the clerk ask to see images of the suggested windows before a decision is made on how to respond to this application.
 - 25/01556/LBC - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT. Erection of east elevation orangery.
Members **AGREED** to support the application.
2. To note decisions and appeals:
 - The Wandon End Solar Farm decision by the Secretary of State has been announced. The project has been given permission.
 - Members **AGREED** to write expressing disappointment in the decision, and the process. Letters will be send to the Planning Officer and the Planning Inspectorate.
3. 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 needs.

3.12 (Agenda 12) Matters for future consideration

None.

The meeting closed at 20.45.

Next scheduled meeting:

Monday 15th September 2025 19.30

ANNEX 1

Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

16 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40	Broadband	16/06/2025		Lloyds bank current	P26-040	Payment - Broadband	BT	S	-64.35	-12.87	-77.22
39	Domain and Cybercheck	16/06/2025		Lloyds bank current	P26-039	Payment - Domain and Cybercl	Zen	S	-16.99	-3.40	-20.39
41	Bank charges	17/06/2025		Lloyds bank current	P26-041	Payment - Bank Charges	Lloyds	Z	-4.25		-4.25
21	Bank charges	20/06/2025		Lloyds bank current	R26-021	Receipt - Refund of bank charg	Lloyds	Z	4.25		4.25
42	Bank charges	20/06/2025		Lloyds bank current	P26-042	Payment - Bank Charges	Lloyds	Z	-4.25		-4.25
43	Bank charges	20/06/2025		Lloyds bank current	P26-043	Payment - Bank Charges	Lloyds	Z	-4.25		-4.25
36	Grass cutting	24/06/2025		Lloyds bank current	P26-036	Payment - Grass Cutting and H	R Dawes	S	-434.88	-86.98	-521.86
35	Audit	24/06/2025		Lloyds bank current	P26-035	Payment - Internal Audit	K Murphy	Z	-220.00		-220.00
34	Salary	24/06/2025		Lloyds bank current	P26-034	Payment - Payroll	Staff	Z	-1,169.74		-1,169.74
30	Printing Costs	24/06/2025		Lloyds bank current	P26-030	Payment - Printing costs	Graphix Print Solutions	S	-20.00	-4.00	-24.00
31	Printing Costs	24/06/2025		Lloyds bank current	P26-031	Payment - Printing costs	Graphix Print Solutions	S	-334.00	-66.80	-400.80
37	Youth Hut Maintenance	24/06/2025		Lloyds bank current	P26-037	Payment - Sink installation at Y	Ryan Maidment	Z	-80.00		-80.00
29	Fire inspection	24/06/2025		Lloyds bank current	P26-029	Payment - Youth Club Fire Insp	Chubb	S	-111.13	-22.23	-133.36
32	Events	24/06/2025		Lloyds bank current	P26-032	Payment - Band Payment Brea	Kit Bottomley	Z	-100.00		-100.00
33	Events	24/06/2025		Lloyds bank current	P26-033	Payment - Band Payment	Lisa Lathane	Z	-350.00		-350.00
28	Events	24/06/2025		Lloyds bank current	P26-028	Payment - Band Payment	Breachwood Green Village	Z	-350.00		-350.00
38	Mileage	24/06/2025		Lloyds bank current	P26-038	Payment - Clerk expenses	Staff	Z	-58.05		-58.05
45	Information Commissioner	27/06/2025		Unity Trust Current /	P26-045	Payment - ICO Registration	ICO	Z	-47.00		-47.00
23	Interest	30/06/2025		Unity Trust Instant A	R26-023	Receipt - Interest	Unity Trust Bank	Z	11.63		11.63
44	Interest	30/06/2025		Unity Trust Instant A	VOID	Payment - Interest	Unity Trust Bank	Z			
47	Website	04/07/2025		Unity Trust Current /	P26-047	Payment - Website Hosting and	Staff	Z	-274.65		-274.65
46	Events	04/07/2025		Unity Trust Current /	P26-046	Payment - Dog Show Prizes	Petcular Little Shop	Z	-95.00		-95.00
48	Admin	07/07/2025		Unity Trust Current /	P26-048	Payment - Software	Google	Z	-12.00		-12.00
22	Interest	09/07/2025		Lloyds deposit	R26-022	Receipt - Interest	Lloyds	Z	3.62		3.62
49	Domain and Cybercheck	14/07/2025		Unity Trust Current /	P26-049	Payment - Domain and Cybercl	Zen	S	-16.99	-3.40	-20.39
Total									-3,748.03	-199.68	-3,947.71

Kings Walden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

16 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Grass cutting	22/07/2025		Unity Trust Current /	P26-051	Grass cutting	R Dawes	S	434.88	86.98	521.86
50	Office services	22/07/2025		Unity Trust Current /	P26-050	Office services	Actual Admin (Lisa Lathane	Z	75.00		75.00
52	Salary	22/07/2025		Unity Trust Current /	P26-052	Payroll	Staff	Z	1,169.74		1,169.74
Total									1,679.62	86.98	1,766.60

ANNEX 2

16 July 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 14/07/2025		
Cash in Hand 01/04/2025		28,590.03
ADD		
Receipts 01/04/2025 - 14/07/2025		24,617.79
		53,207.82
SUBTRACT		
Payments 01/04/2025 - 14/07/2025		16,622.32
A	Cash in Hand 14/07/2025 (per Cash Book)	36,585.50
Cash in hand per Bank Statements		
Petty Cash	14/07/2025	150.95
Lloyds bank current	14/07/2025	0.00
Youth Club cash	14/07/2025	0.00
Lloyds deposit	14/07/2025	3.62
Unity Trust Current Account	14/07/2025	4,983.34
Unity Trust Instant Access	14/07/2025	31,447.59
		36,585.50
Less unrepresented payments		
		36,585.50
Plus unrepresented receipts		
B	Adjusted Bank Balance	36,585.50
A = B Checks out OK		