

Monday 20th October 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, 15th October 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. Youth Club: to agree the hiring of a new Youth Club Leader
9. To review events noticeboard at Breachwood Green Village Hall
10. To review tree planting request from Breachwood Green Pre-School
11. Finance and Risk:
 - a. To authorise non-contractual payments and note payments to date.
 - b. To authorise the signing of the Bank Reconciliation
 - c. To review the 2025/26 Budget
 - d. To suggest items to be included in the 2026/27 Budget
 - e. To note the Conclusion of the Annual Governance Review 2024/25.
12. Planning:
 - a) To receive and consider responses to planning applications.
 - a) To note decisions and appeals.
 - b) To consider any other planning matters pertinent to the Parish Council.
13. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 17th October 2025 19:30

**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, Owen Connolly, Paul Harman (Chair), Amanda King, Vickie Peck-Cooper, Niki Tait, Leigh Ward

In attendance: Three members of the public, County Councillor David Barnard, District Councillor Joe Graziano and the clerk and RFO, Lisa Lathane

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

None.

4.2 (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.

4.3 (Agenda 3) Public Participation

1. County Cllr David Barnard addressed the meeting:
 - A Local Government Review is underway and Cllr Barnard pushed for everyone to comment on the survey.
 - Cllr Barnard gave a grant to the Church for their fundraising event at The Plough.
2. District Cllr Joe Graziano addressed the meeting:
 - The illegal signs on Pasture Lane have been removed.
 - The Heath Development only has Outline Planning permission, but this does give the developers permission to clear the site. Cllr Graziano will look into the footpath permissions across the site.
 - Any incidents of speeding that residents have should be logged.
3. Andrew Spyrou addressed the meeting:
 - Andrew gave his resignation as the Youth Club Leader. After seven years he feels it is time to step aside for someone else to run the club.
 - The parish council thanked him for his work at the club, it has been a big success under his leadership and he will be missed.
 - There are some individuals interested in taking over from Andrew and the parish council will discuss outside the meeting how to advertise etc the post.

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

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

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

The cost of the noticeboard agreed at the last meeting has proven to be far higher than originally thought. This decision will be revisited at a later meeting.

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

None.



4.7 (Agenda 7) Airport Update

1. LADACAN have their AGM on Tuesday 7th October at 7.30pm at the Memorial Hall in Wheathampstead.
2. There is a high court appeal going ahead challenging the decision made by the Secretary of State, this is taking place in October.

4.8 (Agenda 8) Village Sign

1. Cllr Joe Graziano has found someone who will re-make the Kings Walden sign in wood, which will then be painted and preserved. The cost will be £2680 and charity Breachwood Green CIC will donate £1000 towards the cost.
2. Members **AGREED** to funding the remaining £1680, and will apply for a Southern Rural Grant to pay the outstanding amount.

4.9 (Agenda 9) 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.

4.10 (Agenda 10) Planning

1. To receive and consider responses to planning applications:
 - 25/01979/FPH – Medlow Farm, Colemans Road, Breachwood Green, Hitchin, Hertfordshire, SG4 8PA. Members **AGREED** to support the application.
 - 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:
 - 25/01556/LBC - Trinity Cottage, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT. Erection of east elevation orangery. PERMISSION GRANTED
 - 25/01671/LBC – Trinity College, Ley Green, Kings Walden, Hitchin, Hertfordshire, SG4 8LT. Removal of chimney. LISTED BUILDING CONSENT GRANTED
3. To consider any other planning matters pertinent to the Parish Council
None.

4.11 (Agenda 12) Matters for future consideration

Planter management outside the school,

The meeting closed at 20.34.

Next scheduled meeting: Monday 20th October 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 Breau	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		

Kings Walden Parish Council

Kings Walden
Parish Council



Monday 20th October 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, 15th October 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.**
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.**
 - A 50% deposit for the Kings Walden sign has been made and production is underway.
 - Alistair Strathern MP has emailed:
"Parish and Town councils are key parts of our local community and as a former local councillor myself I know all too well the unsung hard work that goes into making them tick, so I wanted to say a big thank you for all the work you and the rest of Kings Walden Parish council do on behalf of your community."

I wanted to reach out to see if you might have time to catch up over the coming months on any local issues affecting Kings Walden? Catch ups with Parish councils across the constituency have been invaluable in my first year as your MP, and going into my second I am keen to establish them on a more regular and standard footing."

7. Airport Update

The Judicial Review is scheduled to take place in the High Court on 4th and 5th November.

LADACAN'S expert legal team led by Estelle Dehon KC will argue that the Secretary of State's decision to overrule the recommendation of planning inspectors and permit massive further expansion of Luton Airport, was unlawful on various grounds and should be quashed.

A final decision is unlikely to be issued until several months after the hearing. Judgement is often reserved to allow time for the detailed decision document to be prepared and checked. Nevertheless, we'll be there - and it's another chance to remind the press that aviation is one of the hardest sectors to decarbonise and its climate change effects are significant, with no proven roadmap to achieve net zero by 2050. And aircraft noise - particularly at night - is known to harm health.

8. Youth Club: to agree the hiring of a new Youth Club Leader

- Danni Swain the only person who has come forward to take over the Youth Club.
- To agree employment details such as hourly rate – details previously used will be given at the meeting.
- Skip has been put in place to have a clear out of the Youth Hut.
- To discuss the re-opening of the youth hut and to agree ongoing hours.

9. To review events noticeboard at Breachwood Green Village Hall



4 x A4 Man-made Timber noticeboard (Ref: PSN)

From: £531.63 (excl VAT)

Single-bay, external, lockable, 4 x A4, Man-made Timber notice board, portrait format, glazed. Can be wall, post or railing-mounted. Overall dimensions 660mm wide x 848mm high (without header). Display dimensions 453mm wide x 682mm high. Display capacity 4 x A4 sheets in portrait orientation.

This board makes an ideal small noticeboard for parish councils, churches and the like. Nominally designed to accommodate 4 sheets of A4, it will also happily accommodate some of those smaller notices which always seem to appear!

INFO

Read more about this product and its accessories including guarantee

CONFIGURE

Choose your product options to request a Quote or Buy Online

VIEW

Retrieve your previously saved wishlist here

SKU: PSN

Categories: [External Noticeboards](#), [Man-Made Timber Noticeboards](#)



- £614.41 plus VAT for noticeboard with header stating 'Events'.
- £531.63 plus VAT without the header plate. To be wall mounted.
- Can be dark brown or golden oak.

10. To review tree planting request from Breachwood Green Pre-School

The Pre-School are holding a tree planting event at the Forest School site to raise funds. They are receiving 100 trees and expect to have some left over. They have asked if they could plant left over trees in the area below. In time Jon will make a gate so they can access it when they are established.



They have also asked if they can plant some in front of the Forest School as below.



Point to consider: who is responsible for ongoing maintenance of the trees.

11. Finance and Risk:

a. To authorise [non-contractual payments](#) and note [payments to date](#).

b. To authorise the signing of the [Bank Reconciliation](#)

c. To review the [2025/26 Budget](#)

d. To suggest items to be included in the **2026/27 Budget**

I have started to put together a draft budget for 26/27. If there are any suggestions for projects / additional budget lines that should be included please bring the suggestions to the meeting.

e. To note the **Conclusion of the Annual Governance Review 2024/25**.

Financial report sent separately to Cllrs or can be viewed via the links above.

12. Planning:

a) To receive and consider responses to planning applications.

a) To note decisions and appeals.

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

13. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 17th October 2025 19:30