

**Minutes of the meeting of the Annual Meeting of Kings Walden Parish
Council held in the Village Hall, Breachwood Green on
Monday 20th October 2025 at 7.30pm**

Councillors: Jon Chamberlin, Paul Harman (Chair), Vickie Peck-Cooper, Leigh Ward

In attendance: Clerk and RFO, Lisa Lathane

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

Cllrs King, Tait and Connolly sent their apologies which were accepted by members.

5.2 (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.

5.3 (Agenda 3) Public Participation

None

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

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

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

None.

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

1. A 50% deposit for the Kings Walden sign has been made and production is underway.
2. Alistair Strathern MP has emailed asking if the parish council would like a meeting with him. Members **AGREED** that the clerk should arrange a meeting.

5.7 (Agenda 7) Airport Update

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

5.8 (Agenda 8) Youth Club

1. Dannielle Swain has accepted the job of Youth Club Leader. Members **AGREED** the contract should be on the same terms as the previous leader.
2. The Clerk will liaise with the new leader regarding her contract.

5.9 (Agenda 9) To review events noticeboard at Breachwood Green Village Hall

This item was deferred.

5.10 (Agenda 10) To review tree planting request for Breachwood Green Pre-School

Members **AGREED** in principle to the planting of extra trees in the Recreation Ground, but to be liaised with at the time of the position of the trees.



5.11 (Agenda 11) 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. Members **NOTED** the 2025/26 Budget Report.
4. Members **NOTED** the conclusion of the 2024/25 audit from PKF Littlejohn. Members **NOTED** the 'other' item of the period for the exercise of public rights was less than 30 consecutive working days in length.

5.12 (Agenda 12) Planning

None.

5.13 (Agenda 13) Matters for future consideration

2026/27 Budget

The meeting closed at 20.19.

Next scheduled meeting: Monday 17th November 2025 19.30

ANNEX 1

Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

19 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
70	Office services	12/09/2025		Unity Trust Current /	P26-070	Payment - void	Actual Admin (Lisa Lathane	Z			
72	Broadband	15/09/2025		Unity Trust Current /	P26-072	Payment - Broadband	BT	S	-64.35	-12.87	-77.22
71	Domain and Cybercheck	15/09/2025		Unity Trust Current /	P26-071	Payment - Domain and Cybercl	Zen	S	-16.99	-3.40	-20.39
65	Grass cutting	16/09/2025		Unity Trust Current /	P26-065	Payment - Grass cutting	R Dawes	S	-434.88	-86.98	-521.86
66	Salary	16/09/2025		Unity Trust Current /	P26-066	Payment - Payroll	Staff	Z	-1,202.93		-1,202.93
68	Office services	16/09/2025		Unity Trust Current /	P26-068	Payment - Office services	Actual Admin (Lisa Lathane	Z	-75.00		-75.00
69	Mileage	16/09/2025		Unity Trust Current /	P26-069	Payment - Clerk expenses	Staff	Z	-11.70		-11.70
25	Misc Income	17/09/2025		Unity Trust Current /	R26-024	Receipt - Donation	Breachwood Green CIC	Z	1,000.00		1,000.00
73	Kings Walden Sign	24/09/2025		Unity Trust Current /	P26-073	Payment - Kings Walden Sign	MPC Contracting Ltd	S	-1,116.00	-223.20	-1,339.20
26	Interest	30/09/2025		Unity Trust Instant A	R26-025	Receipt - Interest	Unity Trust Bank	Z	173.31		173.31
74	Bank charges	30/09/2025		Unity Trust Current /	P26-074	Payment - Bank Charges	Unity Trust Bank	Z	-6.00		-6.00
75	Admin	07/10/2025		Unity Trust Current /	P26-075	Payment - Software	Google	Z	-14.00		-14.00
76	Skip	09/10/2025		Unity Trust Current /	P26-076	Payment - skip	Lisa Lathane	S	-440.00	-88.00	-528.00
77	Domain and Cybercheck	14/10/2025		Unity Trust Current /	P26-077	Payment - Domain and Cybercl	Zen	S	-16.99	-3.40	-20.39
78	Broadband	15/10/2025		Unity Trust Current /	P26-078	Payment - Broadband	BT	S	-64.35	-12.87	-77.22
Total									-2,289.88	-430.72	-2,720.60

Kings Walden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

19 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
82	Grass cutting	21/10/2025		Unity Trust Current /	P26-082	Grass Cutting and Hedge Cutti	R Dawes	S	434.88	86.98	521.86
80	Office services	21/10/2025		Unity Trust Current /	P26-080	Office services	Actual Admin (Lisa Lathane	Z	75.00		75.00
79	Salary	21/10/2025		Unity Trust Current /	P26-079	Payroll	Staff	Z	1,202.73		1,202.73
83	ParishOnline	21/10/2025		Unity Trust Current /	P26-083	Parish Online Mapping	Geosphere Ltd	S	90.00	18.00	108.00
81	Breachwood Green Rec Ground	21/10/2025		Unity Trust Current /	P26-081	Marquee storage	JC Agriculture	S	108.05	21.61	129.66
Total									1,910.66	126.59	2,037.25

ANNEX 2

16 October 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 16/10/2025	
Cash in Hand 01/04/2025	28,590.03
ADD Receipts 01/04/2025 - 16/10/2025	45,493.17
	74,083.20
SUBTRACT Payments 01/04/2025 - 16/10/2025	26,624.68
	47,458.52
A Cash in Hand 16/10/2025 (per Cash Book)	47,458.52
Cash in hand per Bank Statements	
Petty Cash	150.95
Lloyds bank current	0.00
Youth Club cash	0.00
Lloyds deposit	0.00
Unity Trust Current Account	17,134.26
Unity Trust Instant Access	30,173.31
	47,458.52
Less unrepresented payments	47,458.52
	47,458.52
Plus unrepresented receipts	
B Adjusted Bank Balance	47,458.52
A = B Checks out OK	