

**Minutes of the meeting of the Meeting of Kings Walden Parish Council
held in the Village Hall, Breachwood Green on
Monday 17th November 2025 at 7.30pm**

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

In attendance: Two members of public, District Cllr Joe Graziano, Clerk and RFO, Lisa Lathane

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

The Chair announced that Cllr Connolly has submitted his resignation due to time constraints. The Chair thanked Cllr Connolly for his time on the council.

6.2 (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.

6.3 (Agenda 3) Public Participation

1. A member of public addressed the meeting asking how the parish council can help with issues such as the airport, traffic etc. The limited powers of the parish council were explained. Cllrs urged residents to comment on any local planning issues etc to ensure local views are taken into account.
2. District Cllr Graziano addressed the meeting:
 - There is a Polling Station review currently running.
 - The Local Government Review continues. A push is being made for a two tier council.
 - The Kings Walden village sign will hopefully be ready by the end of November.

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

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

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

None.

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

Cllr Graziano has met with representatives of Luton Airport to ascertain if they can help us resurface the car park of the Village Hall.

6.7 (Agenda 7) Airport Update

LADACAN's Judicial Review was heard in early November, there is currently no indication when a decision will be made.

6.8 (Agenda 8) Training: to review and discuss clerk's request to undertake Financial Introduction to Local Council Administration (FILCA) training.

Members **AGREED** to share the cost of the above training with the clerk's other parish council's at a cost of £30.



6.9 (Agenda 9) To review and agree costs to replace Defibrillator Cabinet at Kings Walden Stores.

Members **AGREED** to replacing the cabinet at a cost of £600 inc VAT. There will be a cost to an electrician to install the cabinet once it arrives.

6.10 (Agenda 10) Assertion 10

1. Members reviewed the IT policy and **AGREED** to adopt it with minimal agreed changes.
2. Members reviewed their compliance with Assertion 10 and **AGREED** that the parish council meet all requirements.

6.11 (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 reviewed the 2026/27 Budget Report and made some minor changes. The clerk will investigate other items with a view to agree the budget at the January meeting.
4. Members **DEFERRED** the decision on the precept until the January meeting.

6.12 (Agenda 12) Planning

- 16/02014/1 - Land West Of Cockernhoe / Land East Of Cophorne, Cockernhoe, Hertfordshire
- 17/00830/1 - Land South And North West Of Cockernhoe And East Of Wigmore (Stubbocks Walk), Brick Kiln Lane, Cockernhoe, Hertfordshire,

1. Members **AGREED** to object to the above applications. The clerk will draft a response and it will be greed by email with councillors.
2. Members **AGREED**, with District Cllr Graziano, to hold a drop-in session to help residents with their responses to the above applications. It will be held on the 25th November between 6-8pm.

6.13 (Agenda 13) Matters for future consideration

2026/27 Budget, Precept

The meeting closed at 21.08.

Next scheduled meeting: Monday 17th November 2025 19.30

ANNEX 1

Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

13 November 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	Payment - Grass Cutting and H	R Dawes	S	-434.88	-86.98	-521.86
79	Salary	21/10/2025		Unity Trust Current /	P26-079	Payment - Payroll	Staff	Z	-1,202.73		-1,202.73
80	Office services	21/10/2025		Unity Trust Current /	P26-080	Payment - Office services	Actual Admin (Lisa Lathane	Z	-75.00		-75.00
83	ParishOnline	21/10/2025		Unity Trust Current /	P26-083	Payment - Parish Online Mappi	Geosphere Ltd	S	-90.00	-18.00	-108.00
81	Breachwood Green Rec Grounc	21/10/2025		Unity Trust Current /	P26-081	Payment - Marquee storage	JC Agriculture	S	-108.05	-21.61	-129.66
84	PAYE	23/10/2025		Unity Trust Current /	P26-084	Payment - PAYE	HMRC	Z	-1,055.09		-1,055.09
85	Electricity	23/10/2025		Unity Trust Current /	P26-085	Payment - Youth Hut Electricity	Scottish Power	L	-238.67	-11.93	-250.60
86	Bank charges	31/10/2025		Unity Trust Current /	P26-086	Payment - Bank Charges	Unity Trust Bank	Z	-6.00		-6.00
87	Admin	07/11/2025		Unity Trust Current /	P26-087	Payment - Software	Google	Z	-14.00		-14.00
27	Pitch fees	13/11/2025		Unity Trust Current /	R26-026	Receipt - Pitch fee	Darren Patel	Z	30.00		30.00
27	Pitch fees	13/11/2025		Unity Trust Current /	R26-026	Receipt - Pitch fee	Darren Patel	Z	30.00		30.00
27	Pitch fees	13/11/2025		Unity Trust Current /	R26-026	Receipt - Pitch fee	Darren Patel	Z	30.00		30.00
Total									-3,134.42	-138.52	-3,272.94

Kings Walden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

13 November 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
88	Office services	17/11/2025		Unity Trust Current /	P26-088	Office services	Actual Admin (Lisa Lathane	Z	75.00		75.00
89	Grass cutting	17/11/2025		Unity Trust Current /	P26-089	Grass cutting	R Dawes	S	434.88	86.98	521.86
90	Salary	17/11/2025		Unity Trust Current /	P26-090	Payroll	Staff	Z	1,202.73		1,202.73
								Total	1,712.61	86.98	1,799.59

ANNEX 2

13 November 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 13/11/2025			
	Cash in Hand 01/04/2025		28,590.03
	ADD		
	Receipts 01/04/2025 - 13/11/2025		45,583.17
			<hr/>
			74,173.20
	SUBTRACT		
	Payments 01/04/2025 - 13/11/2025		29,987.62
A	Cash in Hand 13/11/2025 (per Cash Book)		44,185.58
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	Cash in hand per Bank Statements		
	Petty Cash	13/11/2025	150.95
	Lloyds bank current	13/11/2025	0.00
	Youth Club cash	13/11/2025	0.00
	Lloyds deposit	13/11/2025	0.00
	Unity Trust Current Account	13/11/2025	13,969.32
	Unity Trust Instant Access	13/11/2025	30,173.31
			<hr/>
			44,293.58
	Less unrepresented payments		108.00
			<hr/>
			44,185.58
	Plus unrepresented receipts		
B	Adjusted Bank Balance		44,185.58
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	A = B Checks out OK		