

**Minutes of the meeting of the Annual Meeting of Kings Walden Parish
Council held in the Village Hall, Breachwood Green on
Monday 18th May 2026 at 7.30pm**

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

In attendance: One member of the public and the clerk and RFO, Lisa Lathane

- 1.1 (Agenda 1) Appointment of Chairman for Civic Year 2026/27**
Cllr Paul Harman was proposed as Chair by Cllr King, seconded by Cllr Chamberlin, elected unanimously.
- 1.2 (Agenda 2) Chairman's signing of acceptance of office**
Cllr Harman signed his Acceptance of Office.
- 1.3 (Agenda 3) Appointment of Vice Chairman for Civic Year 2026/27**
Cllr Amanda King was proposed as Vice-Chair by Cllr Harman, seconded by Cllr Ward, elected unanimously.
- 1.4 (Agenda 4) Appointment to Staffing Committee**
Cllrs Tait, King and Peck-Cooper were appointed to the Staffing Committee.
- 1.5 (Agenda 5) Appointment to Events Committee**
Cllrs Ward and Peck-Cooper, plus the Clerk were appointed to the Events Committee.
- 1.6 (Agenda 6) Appointment to Airport Committee**
Members **AGREED** that a representative would be appointed as and when necessary.
- 1.7 (Agenda 7) Appointment of Airport representative on LLACC etc**
Cllr Harman continues to represent the council at LLACC meetings.
- 1.8 (Agenda 8) To confirm the continuing use of the General Power of Competence (accepted on 15th May 2023 under Minute 1-16).**
It was **RESOLVED** that in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 the Parish Council meets the conditions set out to exercise the General Power of Competence.
- 1.9 (Agenda 9) To receive and accept apologies for absence**
None.
- 1.10 (Agenda 10) Chairman's remarks**
Members are reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest
- 1.11 (Agenda 10) Public Participation**



None.

1.12 (Agenda 12) To adopt the minutes of the last parish council meeting

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

1.13 (Agenda 13) Matters arising from minutes of the last meeting not covered elsewhere

None.

1.14 (Agenda 14) To receive the clerk's report including an update on ongoing projects

1. Quotes are being sought for tree surveys.
2. Quotes are being sought for CCTV.

1.15 (Agenda 15) To review and adopt Standing Orders and Financial Regulations

Members reviewed the documents and **AGREED** to adopt both documents.

1.16 (Agenda 16) Airport Update

1. There is no update on the Airport Expansion.
2. The council thank District Cllr Joe Graziano on his work liaising with Luton Airport on the resurfacing of Breachwood Green Village Hall car park.

1.17 (Agenda 17) Village Hall Works – to review and agree next steps

1. Members **AGREED** to create a working group consisting of members from all interested parties.
2. A date of the 22nd June set for an initial meeting of all interested parties. The clerk will invite all groups.

1.18 (Agenda 18) Stopsley Sharks – to review parking arrangements

1. Stopsley Sharks are nominating parking attendants, and the use of cones, for their match days to prevent hazardous parking.
2. Members **AGREED** that parking on the Recreation Ground can only happen when dry, which doesn't solve the parking issue at wet times.
3. The clerk was instructed to liaise with Stopsley Sharks to insist that parking must continue to be managed better, or maybe consideration should be give as to whether they have outgrown the site.

1.19 (Agenda 19) Breach on the Green

1. The Chair will liaise with the owner of Baileys Farm regarding use of their field for parking. He will also organise parking signs.
2. Members **AGREED** to host a pimms stall.
3. Members **AGREED** to put up the marquee on the afternoon of Friday 5th June. The clerk will put out a request for help for the 5th June, and for the dismantling of the marquee on the 7th June.
4. Members **AGREED** to host a raffle. The clerk will put together a letter on letterhead for all Cllrs to use when asking businesses for raffle prizes.
5. Members **AGREED** for costs to be incurred for the event of band fees of £1050 and the bouncy slide at a cost of £195.

1.20 (Agenda 20) Finance and Risk

1. Payments made were **NOTED** and approved. Payments can be seen in annex 1.
2. Authorisation was given to the Chair to sign the Bank Reconciliation shown in Annex 2.
3. Members **NOTED** the final 24/26 Budget Report.
4. Members **AGREED** to authorise the following Direct Debits / Standing Orders for the upcoming year:
 - Google Drive
 - Scottish Power
 - Zen (emails and cybercheck)
 - ICO (Data Protection)
 - HMRC for PAYE
 - Members **AGREED** to pay the clerk's salary moving forward by Standing Order.
5. Members reviewed the insurance arrangement for the parish council and **AGREED** no changes needed to be made.
6. Members **AGREED** the signatories for the Unity Trust Bank Accounts as the Chair and Cllrs King and Ward.

1.21 (Agenda 21) Planning

None.

1.22 (Agenda 22) Matters for future consideration

Tree Survey, CCTV, Noticeboard

The meeting closed at 21.03.

Next scheduled meeting:

Monday 15th June 2026 19.30

ANNEX 1

Kings Walden Parish Council PAYMENTS & RECEIPTS LIST

18 May 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
4	Breach on the Green	20/04/2026		Unity Trust Current /	R27-004	Receipt - Breach on the Green	CJ Laser	Z	25.00		25.00
12	Subscriptions	21/04/2026		Unity Trust Current /	P27-012	Payment - Subscription	HAPTC	Z	-597.73		-597.73
7	Office services	21/04/2026		Unity Trust Current /	P27-007	Payment - Office services	Actual Admin (Lisa Lathane	Z	-75.00		-75.00
8	Grounds maintenance	21/04/2026		Unity Trust Current /	P27-008	Payment - Playground Mainten.	JC Agriculture	S	-960.00	-192.00	-1,152.00
9	Grounds maintenance	21/04/2026		Unity Trust Current /	P27-009	Payment - Playground Mainten.	JC Agriculture	Z	-144.00		-144.00
6	Clerk expenses	21/04/2026		Unity Trust Current /	P27-006	Payment - Clerk expenses	Staff	Z	-63.50		-63.50
11	Grass cutting	21/04/2026		Unity Trust Current /	P27-011	Payment - Grass cutting	R Dawes	S	-434.88	-86.98	-521.86
10	Ley Green Rent	21/04/2026		Unity Trust Current /	P27-010	Payment - Ley Green Rent	Carter Jonas	E	-66.00		-66.00
5	Salary	21/04/2026		Unity Trust Current /	P27-005	Payment - Payroll	Staff	Z	-1,459.85		-1,459.85
6	Mileage	21/04/2026		Unity Trust Current /	P27-006	Payment - Clerk expenses	Staff	Z	-26.10		-26.10
13	Pension	21/04/2026		Unity Trust Current /	P27-013	Payment - Pension	NEST	Z	-125.09		-125.09
14	PAYE	23/04/2026		Unity Trust Current /	P27-014	Payment - PAYE	HMRC	Z	-974.24		-974.24
5	Misc Income	24/04/2026		Unity Trust Current /	R27-005	Receipt - Pitch fee	Darren Patel	Z	90.00		90.00
15	Electricity	27/04/2026		Unity Trust Current /	P27-015	Payment - Youth Hut Electricity	Scottish Power	L	-198.95	-9.95	-208.90
16	Bank charges	30/04/2026		Unity Trust Current /	P27-016	Payment - Bank Charges	Unity Trust Bank	Z	-7.00		-7.00
6	Breach on the Green	01/05/2026		Unity Trust Current /	R27-006	Receipt - Breach on the Green	Stallholder	Z	25.00		25.00
7	Breach on the Green	01/05/2026		Unity Trust Current /	R27-007	Receipt - Breach on the Green	Relish The Thought	Z	80.00		80.00
8	Breach on the Green	05/05/2026		Unity Trust Current /	R27-008	Receipt - Breach on the Green	Stallholder	Z	25.00		25.00
9	Breach on the Green	05/05/2026		Unity Trust Current /	R27-009	Receipt - Breach on the Green	Stallholder	Z	25.00		25.00
17	Admin	08/05/2026		Unity Trust Current /	P27-017	Payment - Software	Google	Z	-14.00		-14.00
10	Breach on the Green	12/05/2026		Unity Trust Current /	R27-010	Receipt - Breach on the Green	Stallholder	Z	25.00		25.00
18	Emails and Cybercheck	14/05/2026		Unity Trust Current /	P27-018	Payment - Domain and Cybercl	Zen	S	-16.99	-3.40	-20.39
19	Broadband	15/05/2026		Unity Trust Current /	P27-019	Payment - Broadband	BT	S	-68.54	-13.71	-82.25
Total									-4,936.87	-306.04	-5,242.91

Kings Walden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

18 May 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
9	Grounds maintenance	21/04/2026		Unity Trust Current A	P27-009	Playground Maintenance	JC Agriculture	Z	144.00		144.00
20	Salary	19/05/2026		Unity Trust Current A	P27-020	Payroll	Staff	Z	1,227.51		1,227.51
21	Printing Costs	19/05/2026		Unity Trust Current A	P27-021	Printing costs	Graphix Print Solutions	S	159.00	31.80	190.80
24	Insurance	19/05/2026		Unity Trust Current A	P27-024	Insurance	Gallagher Insurance	Z	2,093.41		2,093.41
22	Office services	19/05/2026		Unity Trust Current A	P27-022	Office services	Actual Admin (Lisa Lathane	Z	75.00		75.00
23	Cabinet	19/05/2026		Unity Trust Current A	P27-023	Defibrillator cabinet installation	McNeilly	S	110.00	22.00	132.00
25	Breach on the Green	19/05/2026		Unity Trust Current A	P27-025	Stallholder refund	Stallholder	Z	25.00		25.00
								Total	3,833.92	53.80	3,887.72

ANNEX 3

15 May 2026 (2026-2027)

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 15/05/2026		
	Cash in Hand 01/04/2026	32,619.21
	ADD	
	Receipts 01/04/2026 - 15/05/2026	24,286.92
		56,906.13
	SUBTRACT	
	Payments 01/04/2026 - 15/05/2026	5,894.55
A	Cash in Hand 15/05/2026 (per Cash Book)	51,011.58
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	Cash in hand per Bank Statements	
	Petty Cash 15/05/2026	150.95
	Lloyds bank current 15/05/2026	0.00
	Youth Club cash 15/05/2026	0.00
	Lloyds deposit 15/05/2026	0.00
	Unity Trust Current Account 15/05/2026	9,126.32
	Unity Trust Instant Access 15/05/2026	41,878.31
		51,155.58
	Less unrepresented payments	144.00
		<hr/> 51,011.58
	Plus unrepresented receipts	
B	Adjusted Bank Balance	51,011.58
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A = B Checks out OK		