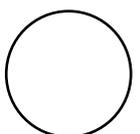


# KINGS WALDEN PARISH COUNCIL

## Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Tuesday 17<sup>th</sup> March 2020 at 7.15 pm

Present: Councillors: Amanda King, Jon Chamberlin., Joe Graziano, four members of the public and the clerk, Tom Brindley.

- 9.1 (Agenda 1) apologies for absence** Members accepted apologies from Cllrs Paul Harman, David Bennett and Liz Thurlby
- 9.2 (Agenda 2) Chairman's remarks**
1. Members were reminded of the council's code of conduct. It was noted that the clerk had powers to grant a dispensation to any member declaring an interest if their exclusion would mean the meeting was no longer quorate.
  2. Due to the Covid-19 pandemic, the presentation by ICCAN had been postponed.
  3. An additional item: Impact of Covid-19 on the parish council and residents had been added to the agenda.
- 9.3 (Agenda 3) Public participation**
1. A member of the public asked about the council's plans for assisting residents during the Covid-19 pandemic. The chairman replied that this was on the agenda and that the council would take whatever measures it could to assist vulnerable residents.
  2. County and District Cllr David Barnard, had sent apologies but had contacted the clerk offering the services of his company Acorn Preservation as a call centre hub.
  3. The chairman was asked if the Youth Club would proceed. She replied that at present it was due to open on 24<sup>th</sup> March but this was being monitored on a daily basis. The council, via the clerk and in consultation with Andrew Spyrou, the council's youth worker, would make the decision.
- 9.4 (Agenda 4) To adopt the minutes of the parish council meeting 18<sup>th</sup> February 2020**  
The minutes were adopted and the chairman was authorised to sign.
- 9.5 (Agenda 5) Matters arising from February meeting not appearing on the agenda**  
None
- 9.6 (Agenda 6) Presentation by the Independent Commission on Civil Aviation Noise**  
Postponed due to Covid19 pandemic.
- 9.7 (Agenda 7) Luton airport**
1. Cllr Graziano gave a summary of the Noise Monitoring Report received from Luton Airport. The clerk was asked to publish the report on the council website.
  2. A further noise monitoring exercise will take place in September.
  3. County Cllr David Barnard had, through his county locality budget, donated £500 towards the purchase or lease of noise monitoring equipment.
  4. The clerk had spoken with a noise monitoring supplier who had advised that there were several options including permanent installations, static relocatable equipment and hand-held. The static equipment was more expensive but gave better results than hand-held. Siting was a critical to obtaining reliable and repeatable data.
  5. Members agreed that the purchase of monitoring equipment should be pursued but that it was not the top priority during the Covid-19 pandemic, particularly as the number of aircraft movements was significantly reduced at this time.
- 9.8 (Agenda 8) Impact of Covid-19 on the parish council and residents**
1. Emergency Powers Committee
    - a. Members **RESOLVED** to establish an Emergency Powers Committee to facilitate the smooth running of the council during the Covid-19 pandemic.
    - b. Cllrs King, Chamberlin and Graziano were appointed to serve on the committee.



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- c. The committee was granted certain delegated powers:
- The committee shall comprise three members.
  - The chairman of the council will serve as the chairman of the committee.
  - The vice-chairman of the council will serve as the vice-chairman of the committee
  - The meeting chairman may permit other councillors to substitute.
  - The committee will have powers to approve expenditure up to £10,000.
  - The committee will have the power to co-opt new councillors to fill casual vacancies.
  - The committee shall have the power to approve the unaudited accounts.
  - The committee shall have the power to respond to planning applications.
  - The committee shall have the power to respond to consultations.
  - The committee shall meet as required.
  - The notice period for a meeting will be three days.
  - All agendas and papers will be circulated to all councillors in advance of the meeting
  - The public shall be permitted to attend all meetings,
  - Suitable isolation precautions will be observed.
  - The public may only participate by invitation of the committee
  - The committee shall have the power to issue notices on behalf of the council and to post these on notice boards and the council web site.
  - The committee's powers shall cease on 30<sup>th</sup> September 2020 unless renewed by a full council meeting.

## 2. Publicity

The clerk will maintain the website with up to date information

## 3. Support for residents

- a. County and District Councillor David Barnard had offered his company's phone number for a community help line.
- b. Members **RESOLVED** to accept Cllr Barnard's generous offer.
- c. The clerk was asked to compile a list of volunteers and the services they could offer.
- d. Members agreed to place a notice in the Breachwood Times advertising the service.

## 4. Emergency Delegated Powers

Members **RESOLVED** to grant the clerk additional powers to:

- a. Authorise expenditure up to £5000.
- b. Issue notices on behalf of the council and to post these on notice boards and the council web site.

This delegated power will cease on 30<sup>th</sup> September 2020 unless renewed by a full council meeting.

## 5. Other matters related to Covid-19

Members noted that the shop in Ley Green remained open but the rural post office service in Breachwood Green had ceased. The shop would open between 12:00 and 14:00 for those self-isolating.

Rescheduled meetings: See 9.12

### 9.9 (Agenda 9) Youth Hut Committee

1. Members **RESOLVED** to establish a Youth Club committee to oversee and give policy direction to the youth club and to maximise the use of facilities.
2. Cllrs King, Chamberlin and Harman were appointed to the committee.

### 9.10 (Agenda 10) Gateway features and Logo

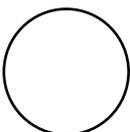
1. Gateway features:
- c. Cllr Graziano had drafted a dimensioned design to permit the clerk to apply for highways permission.
- d. The clerk was asked to circulate the login details for the council's Parish Online Mapping subscription.
2. Council Logo: The invitation to submit a design will be advertised in the Breachwood Times.

### 9.11 (Agenda 11) Litter Picking

Deferred to September.

### 9.12 (Agenda 12) 2020 Annual Parish Meeting (APM)

1. In view of government advice to limit public gatherings, it was **RESOLVED** to hold a much reduced APM on 5th May.



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2. The clerk advised that to be quorate required just two residents, one a councillor.
3. It was **RESOLVED** to cancel the April parish council meeting.
4. It was **RESOLVED** that the council's annual meeting would be held on the 5<sup>th</sup> May immediately following the Annual Parish Meeting.
5. It was noted that the only statutory item was the election of a chairman for the year 2020/21 and to appoint members to committees.
6. Other business would be determined nearer the time and was dependent on the development of the Covid-19 pandemic.

## 9.13 (Agenda 13) Finance

1. In light of the Covid-19 pandemic, the government had extended the period for completing the Annual Governance review until September 2020.
2. Payments totalling £2,191.09 were noted/approved, see attached schedule.

## 9.14 (Agenda 14) Planning

1. No new applications or decisions.
2. Members noted the North Herts Local Plan, Examination in Public had been postponed.

## 9.15 (Agenda 15) Council email addresses

1. Members noted that GDPR regulations required members to use council email addresses for council business.
2. The clerk had set up email addresses for all members and would roll these out over the next few weeks.

## 9.16 (Agenda 16) Urgent matters concerning Youth Club, Village Hall, Play Area, Highways

1. Speed Watch. Cllr Graziano advised tha Speed Watch had been suspended during the Covid-19 pandemic.
2. The surface under the swings had not been sown. Members **RESOLVED** to engage Breachwood Landscapes to install reinforcement and lay turf.
3. Youth Hut doors. It had proved impractical to reverse the opening of the gate to the play area. The clerk was asked to investigate rehanging the youth hut doors to avoid the conflict with the gate.

## 9.17 (Agenda 17) Archiving of historical records

1. Members **RESOLVED** to lodge the historic meetings and accounts books with the County Archive.
2. Members considered scanning the records prior to archiving but decided this was an unnecessary expense and might damage the records.

## 9.18 (Agenda 17) To exclude the press and public

Members **RESOLVED** to exclude the press and public due to the commercial nature of the business to be discussed.

## 9.19 (Agenda 18) Commercially sensitive matters

Members discussed commercially sensitive matters and gave the clerk guidance on how to proceed.

The meeting closed at 20:50 p.m.

### Next Meetings:

Annual Parish Meeting: Tuesday 5th May 19:15

Parish Council, Tuesday 5<sup>th</sup> May 2020 19:30

Signed Chairman \_\_\_\_\_ Date \_\_\_\_\_

Payments to 17<sup>th</sup> March2020

**PAYMENTS FEBRUARY 2020**

Status	Power	Date	Payee	Description	Total	Net	VAT	Parks Play Areas	Project	Staff	Admin	Youth Hut	S137
	2	22/02/2020	H3G	Youth Hut	10.21	8.51	1.70					8.51	
+	4	15/03/2020	Payroll	Payroll	1793.30	1793.30				1793.30	0		
+	2												
+	2	17/03/2020	Todeka	Vacuum bags	143.98	119.98	24.00					119.98	
+	2	07/03/2020	R Dawes	Play Area	250.00	208.33	41.67						
								208.33					
	1												
	4	17/03/2020	Todeka	Office	90.00	75.00					75.00		
	2/5	17/03/2020	T H Brindley	X's	104.5	97.98	6.57	8.33		67.15	10.00	12.50	
					2267.84	2199.60	68.24	216.66	0.00	1860.45	85.00	28.98	0.00

\* = Approved  
+ = Already paid

**Powers:**

- 1 Grass cutting: Open Spaces Act 1906 s.10
- 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19
- 3 HAPTC membership: LGA 1972 s.143
- 4 Audit, Insurance, Training: LGA 1972 s.111
- 5 Salary/expenses: LGA 1972 s.112(2)
- 6 Other, Localism Act 2011
- 7 S137: LGA 1972 s137
- 8 Public Health Act 1936, s234
- 9 Website / newsletter: LGA 1972 s142
- 10 Bus shelters: Local Government (Misc. Prov.) Act 1953, s4
- 11 Defibrillator: Public Health Act 1936, s234