

Kings Walden Parish Council

Revised agenda for the meeting of KINGS WALDEN PARISH COUNCIL which will be held in the
Village Hall, Breachwood Green on Tuesday 17th March 2020 starting at 7.15 pm.

REVISED AGENDA – COVID-19

Clerk to the Council, 17th March 2020

1. To receive apologies for absence.
 2. Chairman's remarks.
 3. Public participation:
 - a. To receive presentations from the public (10 minutes allowed).
 - b. To receive a presentation from the District Councillors (5 minutes).
 - c. To receive a presentation from the County Councillor (5 minutes).
 4. To adopt the minutes of the Parish Council meeting 18th February 2020.
 5. Matters arising from minutes not covered elsewhere.
 6. **DEFERRED: Presentation by the Independent Commission on Civil Aviation Noise (ICCAN).**
 7. Other matters concerning Luton Airport.
 8. Impact of Covid-19 on the parish council and residents.
 - a. Emergency Powers Committee
 - b. Publicity
 - c. Support for residents
 - d. Emergency delegated powers
 - e. Other matters relating to Covid-19
 9. To consider the establishment of a Youth Club Committee.
 10. Gateway features and council logo.
 11. Litter picking.
 12. 2020 Annual Parish Meeting.
 13. Finance:
 - a. To approve any ad hoc payments.
 - b. To consider any grant applications received.
 14. Planning:
 - a. To receive and consider responses to planning applications.
 - b. To note decisions and appeals.
 - c. Local plan hearings
 - d. To consider any other planning matters pertinent to the Parish Council.
 15. Council email addresses
 16. Archiving historical records
 17. Urgent matters concerning:
 - Play areas
 - MUGA
 - Youth Club
 - Highways
 - Village Hall
 18. Matters for future consideration.
 19. To exclude the press and public due to the commercially sensitive nature of the business to follow.
 20. To consider commercially sensitive matters.
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KINGS WALDEN PARISH COUNCIL

Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Tuesday 18th February 2020 at 7.45 pm

Present: Councillors: Amanda King, Jon Chamberlin, David Bennett, Liz Thurlby, Joe Graziano, David McNeilly, Chairman - Village Hall Committee, Andrew Mills-Baker, County and District Councillor David Barnard, two members of the public and the clerk, Tom Brindley.

Cllr King being delayed, Cllr Jon Chamberlin took the chair.

8.1 (Agenda 1) Members accepted apologies from Cllr Paul Harman.

8.2 (Agenda 2) Chairman's remarks. Members were reminded of the council's code of conduct.

Cllr King arrived and took the chair.

8.3 (Agenda 3) Public participation.

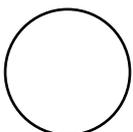
1. Ms Jill Carroll addressed the council regarding:
 - a. Lack of a No Through Road sign at Orchard Way. The clerk advised this had been reported.
 - b. Overgrown hedges in Oxford Rd. The clerk will investigate.
 - c. Pavements blocked by weeds in Orchard Way and St Mary's Rise. The clerk agreed to report to highways.
 - d. Fallen fence panel 1 Chapel Rd. The clerk advised this was the landowner's responsibility.
2. Mr Andrew Mills-Baker raised a concern regarding litter.
 - a. He noted that The Breachwood Green Society organised litter picking within the built environment but not in the surrounding country side.
 - b. Mr Mills-Baker suggested a volunteer group to clear litter from areas not presently covered.
 - c. Cllr Graziano advised that North Herts District Council would provide hi-viz jackets and litter picking tongs.
 - d. Members supported this initiative and suggested a Sunday morning. Date to be set at the March meeting.
3. Mr David McNeilly asked about gutter cleaning and blocked gullies. The clerk advised that gutter clearing was a function of the district council while gulley clearing was the responsibility of the county council. Gulley cleaning was done on a rotational basis approximately every two years. If a blocked gulley was causing flooding, the county council would take action.
4. County and District Cllr David Barnard, addressed the council.
 - a. Local Plan. The inspector had set 13th -19th March for the reopened Examination in Public. Regarding land for additional housing to meet Luton's needs, the inspector would seek evidence on why land in North Hertfordshire was preferable to land to the west of Luton.
 - b. Cycle marking: PCSO Heather Burrows, with funding from Cllr Barnard, was leading an initiative to mark cycles to deter and detect theft.
 - c. Cllr Barnard had made a grant to the Breachwood Times.
 - d. Cllr Barnard indicated he would support a locality grant application for money towards the purchase of noise monitoring equipment.
 - e. Highways had advised that no action was required regarding a displaced warning sign at Lilly Bottom crossroads. The sign had now completely fallen and Cllr Barnard agreed to follow up with highways.
5. Cars causing a nuisance at the car sales site at The Heath. The clerk was asked to investigate.
6. Nuisance caused by parked van. A van, parked on the highway and believed to be covered by a SORN, was reported. The clerk was asked to escalate the matter to the relevant enforcement agency.

8.4 (Agenda 4) To adopt the minutes of the parish council meeting 21st January 2020.

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

8.5 (Agenda 5) Matters arising from January meeting not appearing on the agenda.

1. (6.5.1) The youth hut windows had been replaced.
2. (6.5.3) Play area gate. No update.
3. (7.3.1) The date for Breachfest had been moved to 11th July to avoid a clash with the school fete.
4. (7.3.3) VE day celebrations and road closure.
 - a. The clerk had obtained the form for requesting a road closure but needed assistance on the exact location and times required.



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- b. Members questioned whether Oxford Road was the best location and the green at Windmill Road was considered. It was agreed that Oxford Road was the correct location as it was in the heart of the village and close to the pub which could supply power and parking.
 - c. Members asked Cllrs Harman, Thurlby, and Graziano and the clerk to define the location and timing, make the application to Herts County Council, and consult affected residents.
5. (7.14.2) Broadband at the Youth Hut
- a. The broadband connection to the youth hut was installed and operational.
 - b. There was good Wi-Fi coverage to the village hall, as demonstrated by the web pages displayed on a borrowed projector.
 - c. The Village Hall Committee had not accepted the council's offer of sharing the broadband feed.
 - d. The clerk was asked to obtain quotes for supply and installation of projection equipment in the village hall (which would be subject to agreement with the Village Hall Committee).
6. (7.7) Tree survey priority one work completed.

8.6 (Agenda 6) Luton airport

1. Cllrs Graziano and Thurlby had attended a meeting with Luton Airport officers: Alice Green (Community Noise Executive) and Nicole Morris (Community Noise Officer).
 - a. The matter of noise contours had been discussed but the map was small scale. A larger scale map had been requested.
 - b. The fourth quarter noise report had not been published.
 - c. The noise monitoring in Breachwood Green would be repeated in the summer.
 - d. Members **RESOLVED** to invite Alice Green and Nicole Morris to the Annual Parish Meeting.
 - e. Cllr Thurlby was asked to find the model of the portable monitoring equipment loaned by the airport.
2. Andrew Lambourne (LADACAN) had circulated a draft response to a noise contour consultation. Members were concerned that Luton Borough had not include Kings Walden Parish Council on the list consultees.
3. Airport Expansion – Development Consent Order
 - a. Mr Andrew Mills-Baker had attended the Airspace Change day and gave the council a verbal report. A written report will be published on the council's web site.
 - b. County Cllr Barnard suggested the consultation was premature as until the plans for Heathrow and Stansted were finalised it was not possible to assess the need or flightpaths for traffic using Luton.
4. Airport Working Party: Members **RESOLVED** to set up an Airport Working Party. Cllrs Thurlby and Graziano were appointed along with the clerk and Mr Andrew Mills-Baker.
5. ICCAN (Independent Commission for Civil Aviation Noise) attendance at March meeting. ICCAN had asked that neighbouring councils be invited. The clerk had invited neighbouring councils to send a representative.

8.7 (Agenda 7) Youth Hut Decoration

1. Nadine Casson had agreed to clean the youth hut toilets and main hall for a modest fee.
2. The clerk has moved all non-youth club equipment into the services cupboard, leaving the central cupboard empty for youth club use.
3. Councillors King, Chamberlin and Graziano, along with Andrew Spyrou and parent volunteers had agreed to sort the youth club equipment and determine what should be retained and what should be disposed of.
4. The clerk had identified some coloured paint in the store room which appeared to be the paint used previously. This was a safe water-based paint and appeared to be suitable for painting the wall panels.
5. Andrew Spyrou was compiling a Risk and Method statement.
6. The clerk confirmed he had purchased working platforms.

8.8 (Agenda 8) Gateway features and Logo

1. Gateway features:
 - a. Cllrs Chamberlin and Graziano agreed to discuss construction design with a local contractor.
 - b. The clerk advised he required a dimensioned design before seeking permission from Hertfordshire County Council highways.

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2. Council Logo: Members **RESOLVED** to invite designs for a council logo. The invitation to be advertised in the Breachwood Times.

8.9 (Agenda 9) NHDC Chair's dinner: 28th February

The clerk was asked to represent the council.

8.10 (Agenda 10) NHDC "Village voices" and SRAC meeting: 26th March

The clerk was asked to represent the council.

8.11 (Agenda 11) Date and format for the 2020 Annual Parish Meeting

1. The date for the Annual Parish Meeting was set as Tuesday 5th May 2020.
2. The main topic will be Luton Airport. Representatives from Luton Airport will be invited to attend.
3. Cllr Thurlby will invite local clubs and societies to make presentations.
4. Further details will be agreed at the March meeting.

8.12 (Agenda 12) Finance

1. Payments totalling £7,893.30 were noted/approved, see attached schedule.
2. The payment from Lightsource for the Laurence End Solar Farm had been received and was £2,450, 15% larger than the budgeted figure.

8.13 (Agenda 13) Risk Register

Members reviewed the risk register. Changes and additions were accepted.

8.14 (Agenda 14) Planning

19/02948/FP Parsonage Farm, Ley Green. Members noted the decision to grant conditional permission for continued activity.

20/00115/FPH The Pump House, Ley Green. Members considered an application for conversion of stables to accommodation. Members raised no objection but ask that a condition limiting the use to be ancillary to the main house be applied.

17/01793/1 White Cottage, Pasture Lane. (Cattery) The clerk had received correspondence from a neighbour complaining that conditions regarding screening had not been complied with. This resulted in significant light pollution to adjacent property. The clerk had referred the correspondence to District Cllr Barnard who had in turn raised it with North Herts DC Planning Department.

8.15 (Agenda 15) Urgent matters concerning Youth Club, Village Hall, Play Area, Highways

Speed Indicator Device (SID) The clerk had discovered that, contrary to previous advice from highways, data captured by the SID was downloadable for a fee. Members raised concern that Hertfordshire County Council wanted £275 to provide this data.

8.16 (Agenda 16) Matters for future consideration

Archiving of historical records.

8.17 (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.

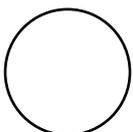
8.18 (Agenda 18) Tree work tenders

Members **RESOLVED** to shortlist three suppliers and delegated power to Cllr Chamberlin and the clerk to enter negotiations. The decision on which contractor to appoint would be made by council at a subsequent meeting.

The meeting closed at 10.05 p.m.

Next Meetings: Parish Council, Tuesday 17th March 2020

Signed Chairman _____ Date _____



Kings Walden Parish Council

Emergency Powers Committee

In order to ensure the smooth running of the parish council during the Covid-19 epidemic, it is agreed to establish an Emergency Powers Committee.

1. The committee shall comprise three members, appointed by full council.
2. The chairman of the council will serve as the chairman of the committee.
3. The vice-chairman of the council will serve as the vice-chairman of the committee
4. The meeting chairman may permit other councillors to substitute.
5. The committee will have powers to approve expenditure up to £10,000.
6. The committee will have the power to co-opt new councillors to fill casual vacancies.
7. The committee shall have the power to approve the unaudited accounts.
8. The committee shall have the power to respond to planning applications.
9. The committee shall have the power to respond to consultations.
10. The committee shall meet as required.
11. The notice period for a meeting will be three days.
12. All agendas and papers will be circulated to all councillors in advance of the meeting
13. The public shall be permitted to attend all meetings,
14. Suitable isolation precautions will be observed.
15. The public may only participate by invitation of the committee
16. 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.
17. The committee's powers shall cease on 30th September 2020 unless renewed by a full council meeting.

Emergency Delegated Powers

Power is delegated to the clerk, following consultation with the chairman and vice-chairman to:

1. Authorise expenditure up to £5000
2. Issue notices on behalf of the council and to post these on notice boards and the council web site.
3. This delegated power will cease on 30th September 2020 unless renewed by a full council meeting.

Covid-19 Meeting Strategy

Future meetings.

1. We do not need to hold a meeting in April.
2. I hope that three members can attend a meeting in early May.

The statutory requirement for an Annual Parish Meeting has not changed, nor has the requirement to appoint a chairman in May or to adopt the Annual Governance Review.

I propose that we scale things down to the minimum and hold the APM on the same day as the May council meeting (and move this to 5th May).

I suggest the following (statutory) agendas:

Annual Parish Meeting 7.15 p.m.

1. Apologies for absence
2. Minutes of 2019 meeting
3. Open forum

Annual Parish Council Meeting 7.30 p.m.

1. Appointment of chairman 2020/21
2. Apologies for absence
3. Appointment of vice-chairman 2020/21
4. Minutes of March 2020 meeting (to be taken as read and adopted)
5. Annual Governance Review (to be circulated in advance so that a simple proposal and majority acceptance is all that is required).

These two meetings should take **less than 30 minutes**.

All other business can then be dealt with by email, clerk's delegated powers or the Emergency Powers Committee.

PAYMENTS MARCH 2020

Status	Power	Date	Payee	Description	Total	Net	Parks Play						
							VAT	Areas	Project	Staff	Admin	Youth Hut	S137
+	5	12/03/2020	Payroll	Payroll	1793.30	1793.30				1,793.30			
	2	07/02/2020	Todeka	Youth Hut	19.78	16.48	3.30					16.48	
	1	18/02/2020	Dawes	Grounds main	250.00	208.33	41.67	208.33					
	4	18/03/2020	Todeka	Office	90.00	75.00	15.00				75.00		
	2/5	18/02/2020	T H Brindley	X's	104.55	97.98	6.57	8.33		67.15	10.00	12.50	
					0.00	0.00	0.00						
					2,257.63	2,191.09	66.54	216.66	0.00	1,860.45	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

Year	Application No.	Description	Location	Date	Status	Response	Appeal	Website
2019	19/02660/FPH	Erection of rear outbuilding with first floor storage area following demolition of existing rear outbuilding	Crown House Ley Green Kings Walden Hitchin Hertfordshire SG4 8LT	30/01/2020	Registered			y
2019	19/03063/FP	Retention of existing use of building as joinery workshop	Parsonage Farm Parsonage Lane Kings Walden Hitchin Hertfordshire SG4 8LF	24/12/2019	Registered			y
2020	20/00115/FPH	Front extensions to existing stable block outbuilding to facilitate conversion to residential annexe.	The Pump House Lane House Ley Green Kings Walden Hitchin Hertfordshire SG4 8LJ	27/01/2020	Registered			y
2020	20/00196/LDCE	Retention of use as class B1(c) fish bait manufacturing	Parsonage Farm Parsonage Lane Kings Walden Hitchin Hertfordshire SG4 8LF	28/01/2020	Registered			y