

# Kings Walden Parish Council

MEMBERS ARE HEREBY SUMMONED and THE PUBLIC INVITED to a  
Meeting of KINGS WALDEN PARISH COUNCIL  
which will be held by Zoom Video Conferencing on  
**Tuesday 16<sup>th</sup> March 2021** starting at **7.30 pm.**



Clerk to the Council, 7<sup>th</sup> March 2021

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## To join Zoom meeting [KWPC Council Meeting](#)

(Meeting ID: 896 5895 6599 Password: 071407)

### AGENDA

1. To receive apologies for absence.
2. Chairman's remarks.
3. Public participation: To receive presentations from the public (10 minutes allowed, † pre-registration requested)
  - a. To receive a presentation from District Councillors (5 minutes allowed).
  - b. To receive a presentation from the County Councillor (5 minutes allowed).
4. To adopt the minutes of the parish council meeting held on 2<sup>nd</sup> March 2021.
5. Matters arising from minutes of 16<sup>th</sup> February and 2<sup>nd</sup> March not covered elsewhere.
6. To consider co-option of applicants to the council.
7. To receive the clerk's report including an update on ongoing projects.
8. To consider a replacement for the recreation ground container.
9. Finance and Risk:
  - a. To authorise non-contractual payments and note payments to date.
10. Planning:
  - a) To receive and consider responses to planning applications.
  - b) To note decisions and appeals.
  - c) To consider any other planning matters pertinent to the Parish Council.
11. Matters for future consideration.

#### Next scheduled meetings:

- Kings Walden Annual Parish meeting: Tuesday 20<sup>th</sup> April 2021 19:30
- March Parish Council meeting: Tuesday 20<sup>th</sup> April 2021 19:45 \* This meeting will follow the Annual Parish meeting

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† Members of the public wishing to address the council are requested to register with the clerk on [clerk@kwpc.org.uk](mailto:clerk@kwpc.org.uk) or by calling by 10.00 am on the day of the meeting.



**Minutes of an extraordinary meeting of the Kings Walden Parish Council held  
via Zoom Video Conferencing on Tuesday 2<sup>nd</sup> March 2021 at 7.30 pm**

**Present:** Councillors: Amanda King (Chairman), David Bennett, Paul Harman, and Joe Graziano.  
**Public:** The clerk, Tom Brindley.

**8.1 (Agenda 1) Apologies for absence**

None.

**8.2 (Agenda 2) Chairman's remarks**

None.

**8.3 (Agenda 3) Public participation**

None.

**8.4 (Agenda 4) To adopt the minutes of the parish council meeting 16<sup>th</sup> February 2021**

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

**8.5 (Agenda 5) To receive a report from the Employment Committee**

Cllr David Bennett, as chairman of the Employment Committee, gave a verbal report on the interviews held with candidates for the role of Clerk and Responsible Financial Officer.

**8.6 (Agenda 6) Clerk recruitment**

Members **RESOLVED:**

- To appoint Mrs Lisa Lathane as clerk to Kings Walden Parish Council commencing Monday 8<sup>th</sup> March 2021.
- To appoint Mrs Lisa Lathane as Responsible Financial Officer to Kings Walden Parish Council, commencing Monday 3<sup>rd</sup> May 2021.
- That Tom Brindley would remain as Responsible Financial Officer to Kings Walden Parish Council, until Sunday 2<sup>nd</sup> May 2021.
- That details of Mrs Lathane's contract would be delegated to Cllrs Amanda King and David Bennett in conjunction with the current clerk.
- That Mrs Lathane would be required to obtain the CiLCA within two years.

Proposed Cllr Amanda King and seconded Cllr David Bennett.

The meeting closed at 19:45 p.m.

Next Meeting: Tuesday 16<sup>th</sup> March 2021 19:30

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

**Minutes of the meeting of the Kings Walden Parish Council held  
via Zoom Video Conferencing on Tuesday 16<sup>th</sup> February 2021 at 7.30 pm**

**Present:** **Councillors:** Amanda King (Chairman), Jon Chamberlin, David Bennett, Paul Harman, and Joe Graziano.

**Public:** County & District Cllr David Barnard, Mr Martin Mulgrew, Mr Andy Mills-Baker, Mrs Cathy Turner and the clerk, Tom Brindley.

**7.1 (Agenda 1) Apologies for absence: None.**

**7.2 (Agenda 2) Chairman's remarks**

1. Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.
2. The chairman advised that the meeting would be recorded.

**7.3 (Agenda 3) Public participation**

1. Mr Andy Mills-Baker addressed the council on Luton Airport's application to relax conditions.
2. Mr Andy Mills-Baker addressed the council on the purchase of noise monitoring equipment.
3. Mrs Cathy Turner addressed the council on the purchase of noise monitoring equipment.
4. Cllr David Barnard addressed the council.
  - a. Cllr Barnard advised that the Police and Crime Commissioner (PCC) would increase the precept by £15 per band D house to fund an increase in officers. Cllr Barnard had requested that more officers were assigned to rural areas as there had been a notable increase in rural crime.
  - b. Cllr Barnard updated council on the Local Plan and advised that additional sessions had been held. The inspector would not be accepting more evidence. His report is expected in early summer.

**7.4 (Agenda 4) To adopt the minutes of the parish council meeting 19<sup>th</sup> January 2021**

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

**7.5 (Agenda 5) Matters arising from previous meetings not appearing on the agenda: None**

**7.6 (Agenda 6) Co-option**

Mr Martin Mulgrew, who had applied to be co-opted, addressed the council. Mr Mulgrew had moved into Breachwood Green in September 2020.

The clerk explained that there were four eligibility criteria, three of which had a 12 month residency requirement. The fourth was to be on the electoral register. Mr Mulgrew had applied to be added to the register and it was anticipated that his name would appear on the March 1<sup>st</sup> re-issue.

Members **RESOLVED** to co-opt Mr Mulgrew subject to meeting eligibility criteria.

**7.7 (Agenda 7) Clerk's report**

The clerk presented his report which was noted.

**7.8 (Agenda 8) Clerk recruitment**

The clerk reported that two applications had been received and interviews would commence w/c 22<sup>nd</sup> February.

**7.9 (Agenda 9) Software subscriptions**

Members **RESOLVED** to take out subscriptions to GSuite and Zoom, currently provided via Todeka Ltd.

**7.10 (Agenda 10) Village Hall liaison**

Following the meeting with the Village Hall trustees, members **RESOLVED** to take several projects to the stage of costing.

- High level barrier at the car park entrance
- Additional CCTV camera to cover the car park entrance

# Kings Walden Parish Council

- Projector and screen for the hall
- Council to take over the changing rooms

## 7.11 (Agenda 11) Noise monitoring equipment

1. Members considered the various viewpoints presented. Members noted that as flights from the airport were significantly reduced due to Covid travel restrictions, the time scale for installing noise monitoring could be put back.
2. After debate members **RESOLVED** to defer any procurement decision until February 2022.
3. Member **RESOLVED** to move the money from council resources into an earmarked reserve.
4. Members noted the clerk's advice that if the council did not proceed with purchase, grants received would probably need to be returned. The clerk was asked to contact the funders to ask if the grants could be held until this date, or if they needed to be returned.

## 7.12 (Agenda 12) Replacement container

1. Cllr Chamberlin had identified a supplier of a 2x2x2m<sup>3</sup> container which might prove a more cost-effective solution than the previous larger container.
2. Cllr Chamberlin was asked to pass the specification for such a container to the clerk who would seek competitive prices.
3. The clerk was asked to contact Someries to ensure that a shorter container was suitable.

## 7.13 (Agenda 13) Finance

1. The clerk presented the Risk register for review. The changes in risk were agreed.
2. The clerk presented the Asset register for review. The changes to the Asset registers were noted.
3. Members **RESOLVED** to take out a subscription to Scribe accounting software.
4. Payments made and due were noted.

## 7.14 (Agenda 14) Planning

Members considered the planning report on new applications and Local Planning Authority decisions.

1. No new applications.
2. [20/03055/FPH](#) Sun Cottage, Darley Road, Breachwood Green. Front and side extension. The application had been refused.

## 7.15 (Agenda 15) Archiving of council records

Members agreed that the clerk should contact the county archivist to establish the process for archiving historic records.

## 7.16 (Agenda 16) Annual Parish Meeting

1. Members agreed to hold the statutory Annual Parish Meeting by Zoom, immediately prior to the April council meeting.
2. Members planned to hold a face-to-face Parish Meeting as soon as Covid restrictions allowed.

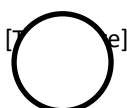
## 7.17 (Agenda 17) Matters for future consideration

None raised.

The meeting closed at 21:15 p.m.

Next Meeting: Tuesday 16<sup>th</sup> March 2021 19:30

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



# Clerk's Report (March 2021)

## Breachwood Green Recreation Ground

- Cllr Chamberlin has disposed of the old container. Cllr Chamberlin to seek costs for a replacement.

## Youth Hut

- Guttering. Paul Cullen has completed repairs.
- Post box installed.

## CCTV

Hound Security awaiting delivery of PTZ cameras.

Additional camera to cover car park entrance. Hound Security is investigating cable routing options.

## Ley Green Play Area

- Enlarged kissing gate. Project to be pursued during next civic year. Funding estimate £1200.

## Zoom Subscription

The Clerk will organise the new Zoom account ready for the April meeting.

## Cloud Storage

GSuite subscription implemented for one user (The clerk)

## Scribe Accounting

Subscription active. 2020/21 accounts uploaded.

## Gateway Feature

No response from Ringway or Herts Highways. Escalate to C Cllr Barnard.

## Village Hall

- Council to take over changing rooms
- Addition of height barrier at entrance
- Additional camera to cover car park entrance.
- Village Hall to investigate merging its CCTV system (probably needs upgrading) to council CCTV system.
- Agreement to install a projector and screen.

In regards to all of the above, all projects have been discussed with the new Clerk and will be taken over and researched before the April meeting.

## Container (Agenda 8)

Cllr Chamberlin to provide update



## Planning

Two new applications

<http://www.kwpc.org.uk/planning.php?template=2>

Reference	Application for	Address	Status	Deadline for comment (if applicable)
<a href="#">21/00721/FPH</a>	Single storey front and side extensions and insertion of rooflight to existing rear/side elevation roofslope, following demolition of existing front sun lounge and detached shed (as a resubmission of Planning Application 20/03055/FPH refused on 12.02.2021)	Sun Cottage Darley Hall Darley Road Breachwood Green Luton Hertfordshire LU2 8PP	Registered	03/04/21
<a href="#">21/00613/FPH</a>	Retention of detached wooden outbuilding	4 School Cottages Ley Green Kings Walden Hitchin Hertfordshire SG4 8LY	Registered	31/3/21
<a href="#">21/00019/PIP</a>	Conversion of existing redundant barn into two dwellings.	Winch Hill House Winch Hill Road Luton Hertfordshire LU2 8PB	Registered	
<a href="#">20/03055/FPH</a>	Replace all existing windows, insertion of rooflight to existing rear roofslope, two storey front extension and single storey side extension following demolition of existing front elevation conservatory	Sun Cottage Darley Hall Darley Road Breachwood Green Luton Hertfordshire LU2 8PP	Refused	
<a href="#">20/02873/DOC</a>	Confirmation all conditions have been discharged relating to planning permission 17/01207/1 granted on 24.07.2017	The Spinney Heath Road Breachwood Green Hitchin Hertfordshire SG4 8PL	Registered	
<a href="#">20/02829/DOC</a>	Discharge of Condition 5 (Land	Chiltern House Austage End Lane	Registered	

	contamination) as attached to Planning Application 20/01867/FP granted on 18.11.2020	Kings Walden Hitchin Hertfordshire SG4 8NE		
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## Payments

To 12<sup>th</sup> March

Status	Power	Payee	Description	P Ref	Total	Net	VAT	Parks/Play Area/MU GA	Staff	Admin	Highways	Youth Hut
*+	5	Payroll	Payroll	P-2021-085	2211.19	2211.19	0.00		2211.19			
*+	4	Google	Cloud hosting	P-2021-085	12.71	10.60	2.11			10.60		
*+	1	R Dawes	Open Spaces	P-2021-086	250.00	208.33	41.67	208.33				
*+	4	DCK	Payroll admin	P-2021-101	49.80	41.50	8.30			41.50		
*+	4	Zen	Youth Hut	P-2021-100	42.00	35.00	7.00					
*+	4	Zen	Admin	P-2021-095	5.99	4.99	1.00					
*+	4	Todeka	Admin	P-2021-097	90.00	75.00	15.00					
					<b>2745.69</b>	<b>2656.61</b>	<b>89.08</b>					

\* = Approved/Contracted

+ = 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

## Bank Summary (as of 12<sup>th</sup> March 2021)

Current £2,323.62

Deposit £34,042.82

**Total £36,366.44**