



## Minutes of the meeting of the Kings Walden Parish Council held via Zoom Video Conferencing on Tuesday 27<sup>th</sup> April at 7.30 pm

Present: Councillors: Amanda King (Chairman), Jon Chamberlin, David Bennett, Paul Harman, Brenda James, Joe Graziano and Martin Mulgrew  
Two members of the public: County and District Cllr David Barnard, District Councillor Claire Strong. In attendance: the clerk, Lisa Lathane and the Responsible Financial Officer, Tom Brindley.

### 10.1 (Agenda 1) Apologies for absence

None.

### 10.2 (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.

### 10.3 (Agenda 3) Public participation

1. District Councillor Claire Strong addressed the council.
  - a. Fly tipping is a big problem in the area at the moment. Advice remains to report any you see via the NHDC website or phone it in to the council. Any identifying rubbish will help with prosecution. Do not remove any items that identify culprits. There is a county wide consortium of all districts in the county that meet regularly to try to deal with fly tipping.
  - b. There are talks with Luton Borough Council to try to enable Hertfordshire residents who live near the Luton tip to be able to use it.
2. County and District Councillor David Barnard addressed the council.
  - a. Councillor Barnard advised that district Cllr Frost was unable to attend due to family commitments.
  - b. In response to local concern about the future of the disused Bailey's Farm Industrial area Cllr Barnard confirmed that there are no current residential planning applications. The owner has confirmed that it is being cleared ready for sale as a one-unit commercial site. It has been dismissed as a suitable residential site.
  - c. There are many road closures in the area at present while pot holes are filled in.
  - d. Illegal parking at Mill Way was raised as a concern with Cllr Barnard. There is a possibility that grasscrete could be installed there to help with the issue.

### 10.4 (Agenda 4) To adopt the minutes of the parish council meeting 16<sup>th</sup> March 2021

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

### 10.5 (Agenda 5) Matters arising from previous meetings not appearing on the agenda.

None

### 10.6 (Agenda 6) Clerk's Report

1. The clerk presented a verbal update on her report.
  - a. The new CCTV system has been installed at the Recreation Ground in Breachwood Green. The quote for the extra camera at the entrance to the Village Hall car park has been accepted at £550 and will now be installed. A date will be sent out for Cllrs to meet with Hound Security to become familiar with the system and have it installed on their phones. The clerk will arrange a suitable date.
  - b. Village Gateway. We are awaiting costs from Graham Bury at Hertfordshire County Council on this. The clerk will follow this up.



- c. Kissing Gate Ley Green. The clerk will obtain quotes for replacing the gate. Cllr James will confirm with Pilkington Farms Partnership as to the ownership of the land on the other side of the gate.
  - d. Adoption of BT phone box: We can't adopt a phone box as there isn't one in the parish. Cllr Barnard informed the meeting that there were initiatives that helped to fund this. The clerk will investigate further.
2. The report was **NOTED**.

#### 10.7 (Agenda 7) Recreation Ground Replacement

1. The clerk presented two quotes from Paul Cullen for a concrete base for a metal shed that Tom Brindley has donated to the parish council.
2. Members **RESOLVED** to accept the higher quote of £1910 which offers a more robust and hard-wearing base.
3. The clerk will obtain quotes for stump grinding at the site.

#### 10.8 (Agenda 8) To consider any grant applications

1. Cllr Graziano declared an interest in this item as a Trustee of the charity Breachwood Green, Charity Number 1193397.
2. The application was discussed from new charity Breachwood Green for £250 towards the cost of litter picking equipment and insurance. Members debated the application and whether it would be preferable to subcontract the litter picking service to Breachwood Green.
3. Members **RESOLVED** to subcontract this service to Breachwood Green and £250 would be paid once an invoice had been issued to the parish council.

#### 10.9 (Agenda 9) Youth Club Restart

The clerk has spoken to Andrew Spyrou and established that he is happy to continue running the Youth Club.

1. The proposal is to restart on the 22<sup>nd</sup> June 2021 once covid restrictions have hopefully been lifted, until the end of term. A summer holiday club could potentially run.
2. The clerk proposed that a cleaner is paid to clean the toilets and vacuum the main youth hut area once a week. The clerk will look into costs for a cleaner.
3. A full covid risk assessment will need to be undertaken before we reopen, regardless of whether restrictions have been lifted. The clerk will work on this before the next meeting.

#### 10.10 (Agenda 10) Airport Update

None

#### 10.11 (Agenda 11) Breachwood Green Village Hall Car Park Barrier

1. The clerk presented three quotes for a height restriction barrier at the Village Hall car park.
2. The clerk presented a quote from Paul Cullen of £263 to install the barrier.
3. Members **RESOLVED** to accept the clerk's recommendation of the quote from Flow Plates Ltd of £1230 for a barrier, and the quote for installation from Paul Cullen.

#### 10.12 (Agenda 12) Parish Council Email Database Proposal

1. The chairman presented a proposal from the clerk of a Parish Council email database. It would be hosted by Mailchimp and be GDPR compliant, and used to share parish information with residents.
2. Members **RESOLVED** to move ahead with the proposal. The clerk will set this up.

#### 10.13 (Agenda 13) Annual Meeting of the Parish Council

1. As remote parish council meetings will be unlawful after the 7<sup>th</sup> May it was proposed that the Annual Meeting of the Parish Council be brought forward to the 4<sup>th</sup> May.
2. Members **RESOLVED** to hold the Annual meeting of Kings Walden parish council on Tuesday 4<sup>th</sup> May.

#### 10.14: (Agenda 14) Online Meetings



1. Clerk's Delegated Powers: To enable the parish council to run lawfully until covid restrictions are eased further a Scheme of Delegation to the Clerk was proposed. Protocol for meetings held after the 9<sup>th</sup> May 2021:
  - a. Delegate powers to the clerk to make decisions on all item not reserved to council
  - b. Council meets on Zoom and makes recommendations (not decisions)
  - c. Clerk then makes the decision and implements.
2. To consider response to Government's Call for Evidence: it was agreed that the clerk would respond that the parish council found remote meetings largely positive and would welcome the choice in how to hold future meetings.
3. Members **RESOLVED** to adopt the Scheme of Delegation to the Clerk which will be reviewed regularly.
4. Members **RESOLVED** that Lisa Lathane is the Responsible Financial Officer from the 1<sup>st</sup> May 2021.
5. Members **RESOLVED** to adopt the protocol for meetings held after the 9th May 2021.

#### 10.15 (Agenda 15) Finance and Risk

1. Payments made were noted.
2. The RFO presented the end of year accounts which were noted.
3. Members reviewed and noted the internal auditor's report.
4. Annual Governance and Accountability Review (AGAR).
  - a. Members considered the eight applicable statements in the Annual Governance Statement 2020/21. Members **RESOLVED** to approve the Annual Governance Statement.
  - b. Members reviewed the Accounting Statement for 2020/21. Members **RESOLVED** to approve the Annual Accounting Statement.
5. It was noted that the risk register will need to be amended as Lisa Lathane doesn't hold the same qualifications as Tom Brindley.
6. Members **RESOLVED** to appoint Karen Murphy FCA as internal auditor for 2021/22.
7. Banking mandates have been signed and posted.

#### 10.16 (Agenda 16) Planning

1. 11 St Marys Rise, Breachwood Green - Erection of attached side elevation garage/utility room and rear extension following demolition of existing rear elevation conservatory. Members had no objection to the development.
2. The clerk presented an updated planning report showing recent Local Planning Authority decisions.

#### 10.17 (Agenda 17) Matter for Future Consideration

Ponds, bench at the entrance to the allotments on the Heath, Standing Orders in regard to maximum length of term for a chairman.

*The Chairman ended the meeting by thanking Tom Brindley for all his hard work over the last 8 years as clerk and responsible financial officer, and wished him well in his retirement. These thoughts were echoed by all members.*

The meeting closed at 21:01 p.m.

Next Meeting: Tuesday 4<sup>th</sup> May 2021 19:30 \*This meeting is the Annual Meeting of the Parish Council

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