

KINGS WALDEN PARISH COUNCIL

Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Tuesday 3rd December 2013 at 7.30 pm

Present: Cllrs Mrs Angela Herrmann – Chairman, Cllr Jeremy Bretherton TD – Vice Chairman, Cllr Jon Chamberlin, Cllr Les Galliers, Cllr Joe Beavis, Cllr Peter Battershill

In attendance:
Tom Brindley Clerk
Cllr David Barnard HCC and NHDC (part)
Cllr Faye Barnard NHDC (part)

12.1 Apologies for Absence

The council accepted apologies for absence from Cllr Amanda King, Cllr Nic Cooper.

12.2 Chairman's remarks

The chairman welcomed Cllr Chamberlin and the clerk to their first meeting.

The chairman reminded members that declarations of interest should be made immediately prior to the item under discussion.

12.3 Public Participation

12.3.1 County and District Councillor's Report - Cllr David Barnard

Cllr Barnard updated the council on:

- **Luton airport planning application** which had been called in by the Secretary of State for Communities and Local Government.
- **Bloor homes application (Wandon Park)** To date no objection had been received from the county Highways department, which would be a useful ground for refusal. The application was likely to come before the February 2014 NHDC Planning Committee, although after the 6th December Bloor Homes could appeal on the grounds of non-determination.
- **NHDC Local Plan.** NHDC cabinet, at its December meeting, would consider a delay to the Local plan until the unmet need for Luton was better substantiated and the Castlepoint judicial review on the importance of Green Belt over a 5 year land supply was determined.

12.3.2 District Councillor's Report - Cllr Faye Barnard

Cllr Barnard updated the council on the new licensing requirements for scrap metal dealers and collectors. It is now a requirement for anyone collecting scrap metal to have a licence (includes Totters and "rag and bone men"). As only four applications had been received, it is reasonable to assume there are still many unlicensed traders. Cllr Faye Barnard advised that a householder could be held liable if they disposed of scrap to an unlicensed trader and that residents should always insist of seeing the trader's licence and obtain a written receipt.

12.3.3 The chairman thanked Cllrs D Barnard and F Barnard for their updates.

Cllrs D Barnard and F Barnard left the meeting.

12.4 Minutes of Previous Meeting

It was **RESOLVED** that the minutes of the meeting of the Council held on 22nd October 2013 copies of which were sent to all members prior to this meeting, be approved and the Chairman be authorised to sign them as a correct record.

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12.5 Matters Arising from the Minutes

12.5.1 Housing Needs Survey (10.11)

It was **RESOLVED** to pursue a Housing Needs Survey.

12.5.2 Broadband (10.12)

It had been established that the broadband cabinet was the property of COLT (City of London Telecommunications). As this was a competitor BT would not share the fibre.

12.5.3 Overhanging Trees (10.15.2)

- a. The chairman advised that a resident had volunteered to prune the offending branches. A member reported that roots were causing damage to the footway and the clerk was asked to report this to highways.
- b. The clerk was asked to write to the owner of The Pheasantry to ask if overhanging branches of trees on the property could be pruned.
- c. The clerk was asked to arrange for trees overhanging the Zip wire on the BWH play area to be pruned.
- d. The clerk was asked to investigate if the salt bags promised by Herts Highways had been supplied.

12.6 General Power of Competence

The clerk presented a report on the eligibility of the council to invoke the General Power of Competence. It was **RESOLVED** that having a sufficient proportion of elected members and a qualified clerk the council was eligible to use the General Power of Competence.

12.7 Calendar of Meetings

A calendar of meetings up to May 2015 (attached) was agreed. The clerk agreed to publish it on the web site.

12.8 Finance

12.8.1 Financial report YTD

The clerk presented the accounts made up to 30th November 2013. The report was **NOTED**.

12.8.2 Fees for Cricket Club, Football Club and Village Hall.

The clerk was instructed to send out invoices for the annual rents due from the Cricket and Football clubs and the Village Hall Committee.

12.8.3 Payments for approval

Cllr Galliers declared a disclosable pecuniary interest in the payment to Mrs Galliers (his wife). Two payments made in November and nine payments due in December were approved (see attached list).

12.8.4 Draft Budget 2014/15

- a. Precept forecast
The clerk presented a preliminary budget. In order to maintain existing services, accommodate the increased work in running the MUGA, deliver the proposed work programme, accommodate the reduced Council Tax Support Grant and maintain a prudent reserve, a precept increase of 20% would be required. This could be reduced if grant funding can be obtained or the work programme was pruned.
- b. Work programme and grants
Members suggested the following items be added to the draft work programme for 2014/15:
 - Facebook page
 - Housing Needs Survey
 - Noticeboard refurbishment
 - Phase 3 of the MUGA

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12.8.5 To consider the appointment of Douglas Tonks Ltd to manage the Council's payroll operations.

- a. It was **RESOLVED** to sign a contract with Douglas Tonks Ltd to manage the payroll operations. It was noted that administration cost would be minimized as the clerk had agreed to be paid quarterly.
- b. It was **RESOLVED** to allow Douglas Tonks Ltd to take payment by variable direct debit.

12.8.6 Appointment of an Internal Auditor

It was **RESOLVED** to appoint Karen Murphy, Birch Green as the council's internal auditor.

12.9 Planning

One application (13/02096/1HH) had been decided, NHDC had granted permission for a conservatory at 17 Chapel Rd.

12.10 Sports Management Committee

The Minutes of meeting 11th November 2013 were noted.

12.10.1 Establishment of SMC Funding Committee

In order to ensure timely payments for the MUGA project and to avoid multiple parish council meetings it was **RESOLVED** to establish a Sport Management Funding Committee (SMFC) to run alongside the Sport Management Committee. The Terms of Reference for the SMFC (attached) were agreed. All members were appointed to the SMFC but only three members plus the RFO are required to approve a payment, which must be within the agreed project budget.

12.11 Open spaces

Cllr Beavis, being the council's representative on the Village Hall committee, declared a non-pecuniary interest.

- a. The council had received a request for the erection of a 6m pole to carry a CCTV camera to cover the passageway between the Village Hall and the Youth Hut. The clerk had established that planning permission was required if the pole exceeded 4m. The pole was to be erected on the playing field outside the curtilage of the land leased to the Village Hall Committee.
- b. The pole could be used for an additional CCTV camera to cover the MUGA, although this would need to on a separate system from the Village Hall four channel recording suite.
- c. It was **RESOLVED** to share the costs of the pole, erection and planning permission with the Village Hall.
- d. It was **RESOLVED** that the clerk would apply to NHDC for planning permission.
- e. It was agreed that erection could proceed in advance of planning permission and the risk of failure to obtain such permission was accepted.

12.12 Highways

Cllr Battershill had distributed a letter, drafted by the clerk, requesting residents to cease parking on the verge at The Heath. It was noted that this had improved the situation but that additional measures were required, either infill bollards or a link between existing bollards.

Cllrs Galliers and Battershill left the meeting at 9.50 pm.

12.13 Report from Village Hall Representative

12.13.1 Cllr Beavis presented a verbal report on the meeting of the Village Hall Committee and confirmed the Hall Committee had agreed to proceed with the CCTV pole on a joint basis.

12.13.2 The Village Hall Committee were satisfied with the work in the pathway and would be paying its 50% share of the fee.

12.13.3 The council **RESOLVED** to draw down the grant from District Cllr F Barnard and to pay its share of the contractor's fee, subject to receipt of the materials inventory.

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12.14 Youth Club

12.14.1 The clerk had investigated options for a replacement heating system for the hut and obtained five quotes (3 electrical and 2 gas). Members discussed the options and agreed an electric system, based on wall mounted panels and incorporating a timer and frost thermostat was the best value at this time, due to low capital costs and low usage of the hut.

A grant of £750 had been obtained from NHDC Southern Rural Area Committee and County Cllr David Barnard pledged a further £250. The balance to come from existing reserves.

12.14.2 It was **RESOLVED** to install a new heating system and to award the contract according to the evaluation of quotations in Agenda item 18 (See 12.18).

12.15 Correspondence

All correspondence received had been forwarded to members.

12.16 Any matters for future agendas

Cllr Bretherton asked that the arrangements for the governance of the Youth Club be discussed at a future meeting.

12.17 To exclude the press and public due to the confidential nature of the business to be discussed. [Public Bodies (Admission to meetings) Act 1960 s1].

It was **RESOLVED** that due to the commercially confidential nature of the information to be discussed that press and public be excluded from the meeting.

12.18 To consider quotations for the Youth Hut heating repairs

The council considered three quotes for an electric heating system and **RESOLVED** to accept the quote from McNeilly Electrical and Maintenance Services Ltd.

Date of Next Meeting

Tuesday 21st January 7.30 pm Breachwood Green Village Hall.

There being no further business, the meeting ended at 10.00 p.m.

Signed Chairman _____ Date _____

KINGS WALDEN PARISH COUNCIL

Payments

Kings Walden Parish Council

Payments Schedule

November and December 2013

NOVEMBER

Date	CQ	Payee	Status	Account	Sub- Account	Net	VAT	Gross
03/11/2013	1474	W Billington	*	Open spaces	Gardener	225.00	6.59	231.59
03/11/2013	1475	Stationery Cupboard	*	Admin	General	23.75	4.75	28.50
Total						248.75	11.34	260.09

DECEMBER

03/12/2013	1476	B Galliers		Youth Club	Youth Worker	480.00	-	480.00
03/12/2013	1477	R Woolner		Youth Club	Youth Worker	240.00	-	240.00
03/12/2013	1478	T Brindley		Youth Club	Heating	91.64	18.33	109.97
03/12/2013	1478	T Brindley		Clerk Expenses	Office	100.00	-	100.00
03/12/2013	1478	T Brindley		Clerk Expenses	Mileage	67.60	1.30	68.90
03/12/2013	1479	T Brindley		Staff	Salary	971.46	-	971.46
03/12/2013	1480	Play innovations		Open spaces	MUGA	2,881.20	576.24	3,457.44
04/12/2013	1480	Play innovations		Open spaces	MUGA	1,168.50	233.70	1,402.20
03/12/2013	1481	David Flint		Youth club	Heating	60.00	12.00	72.00
Total						6,060.40	841.57	6,901.97

= Prior approval

* = Already paid

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Calendar of Meetings 2014

Tuesday 21 January 2014

Tuesday 25 February 2014

Tuesday 18 March 2014

Tuesday 22 April 2014

Tuesday 6 May 2014 – Parish Meeting (*not a parish council meeting*)

Tuesday 20 May 2014 – Annual General Meeting of the Parish Council

Tuesday 24 June 2014

Tuesday 22 July 2014

Aug 2014 NO MEETING

Tuesday 23 Sept 2014

Tuesday 21 Oct 2014

Tuesday 25 Nov 2014

Dec 2014 NO MEETING

2015

Tuesday 20 January 2015

Tuesday 17 February 2015

Tuesday 24 March 2015

Tuesday 21 April 2015

Tuesday 28 April 2015 – Parish Meeting (*not a parish council meeting*)

ELECTIONS Thursday 7th MAY 2015

Tuesday 19 May 2015 – Annual General Meeting of the Parish Council

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Sports Management Funding Committee

TERMS OF REFERENCE

BACKGROUND

In order to allow the Breachwood Green MUGA to proceed in a timely fashion, a committee has been established to approve payments between council meetings.

MEMBERSHIP

The committee, will comprise of all members of the council.

QUORUM

The quorum will be three members.

DELEGATE POWERS

- All payments will be approved against a budget approved by the full council.
- The committee, in conjunction with the Responsible Financial Officer, is delegated powers to approve payments within the MUGA project budget.
- All payments approved will be reported to the next meeting of the full council.

WINDING UP

The committee will be disbanded on completion of Phase 3 of the MUGA.