

KINGS WALDEN PARISH COUNCIL

Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Tuesday 17th April 2018 at 7.45 pm

Present: Councillors: Amanda King (Chair), Jon Chamberlin, Martin Rosser, David Bennett and the clerk, Tom Brindley and eleven members of the public.

10.1 (Agenda 1) Apologies for Absence

Members resolved to accept the apology from Cllr Liz Thurlby due who was on holiday.

10.2 (Agenda 2) Chairman's Remarks

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

10.2.2 The chairman proposed and it was accepted that agenda Item 7, Casual Vacancies be taken after Item 3, Public Participation and that the use of the recreation ground by the school (Covered under Item 15) be taken following Item 7.

10.2.3 The chairman proposed, and it was accepted that an additional item, appointment of a Data Protection Officer be taken under agenda Item 12.

10.2.4 The clerk advised that agenda Item 9.b should read External Audit arrangements.

10.3 (Agenda 3) Public participation

10.3.1 In response to a question on footpaths which had been ploughed over, the chairman read a response from Mr T Harrison, agent for the Pilkington estate, who had been in correspondence with Tom Goldsmith, the county footpaths officer. The estate was re-seeding the fields over which these foot paths crossed and hoped the work would be completed soon.

10.3.2 Mr Joe Graziano addressed the council. He had had additional volunteers for the Drivesafe scheme and now had ten volunteers, Training would take place when the Police trainer returned from holiday.

10.3.3 A member of the public asked if the Speed Indicating Devices (SID) at Darley Hall and The Heath recorded data. The clerk advised his understanding was that they did not.

10.4 (Agenda 7) Casual Vacancies

10.4.1 The clerk advised that he had received four enquiries and three applications for co-option. Two of the applicants were present and the third had sent in a written application but was unable to attend due to a pre-arranged holiday.

10.4.2 Mr Joe Graziano, of Breachwood Green, addressed the council and made an oral statement as to why he wished to be co-opted.

10.4.3 Mr Keith Ewington, of Ley Green, addressed the council and made an oral statement as to why he wished to be co-opted.

10.4.4 The chairman read the written statement from Mr Gary Jones of Darley Hall.

10.4.5 Members resolved to Co-opt Mr Graziano and Mr Jones as members for Breachwood Green Ward and Mr Ewington as member for Ley Green Ward.

10.4.6 Mr Graziano and Mr Ewington signed the declaration of acceptance and joined the council.

10.4.7 The clerk explained he would obtain Mr Jones' declaration on his return from holiday and that the council would then be at full strength.

10.5 (Part of Agenda 10) Use of recreation ground by the school

10.5.1 The council welcomed Mrs Kirsty Badham, Head Teacher of Breachwood Green School. Mrs Badham explained that as she was new in the post she did not know the full arrangements for the use of the recreation ground nearest to the school but understood it was custom and practice that the school used this area of the field for sports including running and football, during the summer term.

KINGS WALDEN PARISH COUNCIL

The school had no field of its own. The contractor who was to mark out the tracks had noted the junior football pitch used by Someries had encroached on the area normally used by the school.

- 10.5.2 The clerk advised that no formal arrangement was in place with the school and that he recommended that a licence to use an area of the field was introduced. Meanwhile, he agreed to meet with the school's contractor to find a way that the two uses could co-exist. The clerk noted that the football team's licence expired at the end of May.
- 10.5.3 Councillor Chamberlin explained that his company had a private arrangement to mark the pitch for the football club and he agreed to attend a site meeting.
- 10.5.4 Mrs Badham agreed to contact the school's contractor and obtain permission to pass on their details to the clerk.

10.6 (Agenda 4) Minutes of Meeting 20th March 2018

The minutes were accepted as a true record and signed by the chairman.

10.7 (Agenda 5) Matters arising from minutes of meeting on 20th February 2018.

- 10.7.1 (8.11.2) Cllr Bennett advised he had been assured the Kings Walden Village Hall was still available for community use (at a fee) except on days when it was required for the estate shoot.
- 10.7.2 (8.3.1.g) Cllr Graziano asked if there was an update on the state of the pavement at Darley hall. No update had been received.

10.8 (Agenda 7) Matters arising from minutes of meeting on 20th March 2018.

- 10.8.1 None

10.9 (Agenda 8) Grant application Kings Walden Fete

- 10.9.1 Members reviewed the application for a grant and **RESOLVED** to award the sum of £300

10.10 (Agenda 9) Finance

- 10.10.1 Payments totalling £933.01 were approved.
- 10.10.2 External audit. The clerk explained that the council had new auditors this year, PFK Little John and the council had been selected for an intermediate audit.
- 10.10.3 Insurance Arrangements. The clerk explained that, as the council had entered into a three year arrangement last year, the insurance would carry over at the same fee plus inflation and any change in Insurance Premium Tax.
- 10.10.4 End of year unaudited accounts.
- i. The clerk presented the end of year accounts which showed a cash balance of £18,503.
 - ii. Some of this would be used to top up earmarked reserves for the MUGA sinking fund, and the Youth Hut Business Rates Reserve, leaving an effective opening balance of £17,003.
 - iii. The clerk explained that £670 was committed to pay the balance of the replacement swings to be installed in May.
- 10.10.5 To set fees for use of football pitches on the Recreation Ground.

The clerk circulated a schedule of fees from other local councils. After discussion members **RESOLVED** to set the fees at £400 per pitch for a licence to run from 1st September to 31st May. The licence would cover use of pitch only and not pitch marking or use of flood lights. It will also be noted on the licence that the use of the car park and changing rooms is not included and that any arrangement regarding these would need to be made separately with the Village Hall Committee.

10.11 (Agenda 10) Planning

No new applications or decisions had been received

10.12 (Agenda 11) Annual Parish Meeting

The chairman advised that Cllr Thurlby had tabled the following report:

KINGS WALDEN PARISH COUNCIL

- There are 4 (maybe 5) people who will share their memories and anecdotes of living in the Parish.
- There are 17 representatives from organisations who are prepared to report on the activities of their group.
- A written report from Hertfordshire Constabulary on Rural Policing to be tabled.
- We expect that County and District Cllr David Barnard and District Cllr Faye Frost will be able to attend and give appropriate reports.

Proposed Agenda:

1. Welcome and Minutes of Annual Parish meeting 2017
2. Annual Report - Cllr Amanda King, Chairman
3. Annual Financial Report - Tom Brindley, Clerk
4. Memories of living in the Parish – Introduced by Cllr Liz Thurlby
5. Presentations from Community Groups – Introduced by Cllr Liz Thurlby
6. Presentations from District and County Councillors
7. Open Forum - Chaired by Cllr Amanda King (This is the opportunity to ask questions or table any proposals)
8. Refreshments

10.13 (Agenda 12) Annual Governance Statement

10.13.1 The clerk advised the annual governance statement would be presented at the May meeting.

10.14 (non-Agenda) Appointment of a Data Protection Officer

The clerk explained that under the GDPR to be introduced on 25th May, the council, being a public organisation, was required to appoint a Data Protection Officer. The law had not yet cleared parliament and there remained some debate as to whether a parish clerk could be appointed, The clerk advised that Preston Parish Council, among others, had appointed their clerk. The alternative would be to appoint an external DPO and this was likely to attract a fee.

10.14.2 Members **RESOLVED** to appoint the clerk Tom Brindley, as the council's Data Protection Officer pending further advice.

10.15 (Agenda 13) Play Area refresh

10.15.1 The clerk advised that the swings would be installed on 4th May. Cllr Chamberlin agreed to meet the contractor on site in the event the clerk could not attend.

10.16 (Agenda 14) Parish Plan and Survey

10.16.1 Members agreed this should be a standing agenda item. The chairman agreed to find the date for the next issue of The Breachwood Times with a view to including the survey.

10.17 (Agenda 15) Urgent items relating to Open Spaces, Play Area, MUGA Highways and Village Hall

10.17.1 Ley Green play equipment. Cllr Bennett had received a complaint about the state of the rope bridge. The clerk agreed to investigate.

10.17.2 Bark pit, Ley Green swings

- a. Cllr Bennett advised he would remove the damaged timbers but that a contractor would be required to install new. The clerk advised he would refer this to Richard Dawes who had tendered for maintenance under the renewed grass cutting contract.
- b. Cllr Chamberlin asked if other contractors could bid. The clerk advised that this was acceptable.
- c. Members **RESOLVED** to replace the timbers and top up the bark at Ley Green.

10.17.3 Flood lights.

- a. A member asked about the ownership, safety and liability of the old floodlights on the recreation ground.
- b. The chairman advised that the floodlights were not permanently wired in and that an extension lead had to be run to the Village Hall. The clerk was concerned at the safety of the flood lights from both an electrical and a mechanical perspective. There was a clear risk of parts falling.

KINGS WALDEN PARISH COUNCIL

- c. The clerk advised the flood lights were not owned by the council but as they were sited on council property there was a liability.
- d. Members **RESOLVED** that subject to a period of notice whereby any person could claim ownership, the floodlights should be removed.

10.18 (Agenda 16) Correspondence

All correspondence requiring action had been circulated or covered on the agenda.

10.19 (Agenda 16) Matters for future consideration NONE

There being no further business, the meeting ended at 9.05 p.m.

Signed Chairman _____ Date _____

KINGS WALDEN PARISH COUNCIL

Payments

Breachwood Times	Advert	14.00
Todeka Ltd	Office services	180.00
McNeilly	Youth Hut heating	192.60
DCK Accounting	Payroll services	42.00
HAPTC	Subscription	504.41
	Total	933.01