

Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG
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Minutes of the Annual Parish Meeting held on Tuesday 16th May 2017

In attendance: Cllr M Eagle (Chairman), Cllr A Pinney (Vice Chairman), Cllr M Astor, Cllr N Jenkins, Cllr H Nickerson, Clerk to the Council K Wilde, District Cllr B Smith, County and District Councillor S Kindersley, Richard Halsey (FoFC) and 6 members of the public.

1. The Chairman welcomed all. The Minutes of the Annual Parish Meeting held on 17th May 2016 were noted as being a true record of the meeting.
2. The Chairman's Annual Report was made available to all attendees and will be available on the village website.
3. Richard Halsey gave an update on progress and plans for the Church of St. Denis on behalf of the Friends of Friendless Churches. Thanks were given to all who have been involved with the transfer, including the key holder, those who have contributed financially and those who help to maintain the grounds. The surveyor's reports have been completed and the restoration work is out for tender. The Trustees will review the tender responses at their next meeting in June. The main aim is to make the nave usable. Proposed work includes reglazing the windows in the nave with diamond-shaped glazing similar to that in Waresley's church. A floor will be laid but the section of the old floor timber will be retained as it originates from the church's mediaeval roof. There will be a new door to the vestry but no further work is planned for the vestry at this time due to the amount of work required in this area (flooring and stained glass to be measured and designed for the east window, matching William Butterfield's original design). The stained glass of the same date has been identified in The London Stained Glass Repository. This could be used for an east window -in the second phase of the renovation; The question of public access and types of events that might be held will be considered in due course. The FoFC would like to display the history of the church to include explanations of how it was built, keeping an area of the wall exposed to illustrate this. There is a list of documents in Downing College about the history which could be shown. A new lock s needed for the south door which will once again become the main door. No power will be installed – candles or a generator would be used when necessary. They hope to complete the renovation work, which are currently out to tender, by the end of this summer but will have to wait until the bats have vacated before works can start. Cllr Astor joined the meeting.

Questions were invited from the public with the first relating to project funding. Richard confirmed that the Trustees seek financial support from the Heritage Lottery Fund however this scheme ends this summer. The FoFC can also approach the Big Lottery Fund but welcomes other suggestions on how funds might be raised. It was questioned whether FoFC owns and maintains only the building or also the grounds. Richard confirmed that it just the building and that the grounds and graveyard are owned by the Gamlingay Parochial Church Council. It was questioned whether pews and other church furniture might be introduced. Richard stated that two rows of pews may be introduced of the Butterfield design as seen in the churches of Waresely and Tadlow. Questions were raised regarding visitors to the site. Richard said it is possible that the church will be open to the public on set days and for specific events. FoFC can provide guidance regarding access and parking details on their website to ensure minimal impact on residents. The date for a handover ceremony will be discussed at the Trustees meeting in June and the Parish Council will be contacted at that time.

Cllr Smith arrived at the meeting.

The Chairman thanked Richard Halsey for joining the meeting and for the informative update.

Richard Halsey left the meeting.

4. Parish Reports:

- i. Hatley Village Association: The HVA Chairman, Mervyn Lack, provided an annual report for all attendees. It will be placed on the village website.
- ii. Hatley Village Hall: The Clerk gave a summary regarding hall bookings for the last year. These had surpassed projections by approximately £200. Bookings at the start of this financial year are comparatively high and include a wide range of events and groups using the hall.
- iii. The St. Denis Church Local Nature Reserve Management Group: Cllr Jenkins provided an annual report for all attendees which will be placed on the village website.
- iv. Hatley St. George Church: Prior to the meeting Philippa Pearson supplied the Clerk with an annual report, including financial data for the church. This was made available to all at the meeting and will be placed on the village website.
- v. Hatley Website Group: Cllr Jenkins provided an annual report for all attendees. It will be placed on the village website, www.hatley.info.
- vi. South Cambridgeshire Police: The Clerk confirmed that the requested report was not provided and referred to two known crimes in the parish in the past year, one burglary of an outbuilding and one theft of a car number plate.

5. Cllr Smith gave a report on behalf of SCDC and acknowledged that this will be her final year representing Hatley as the Ward boundary changes in May 2018. Cllr Kindersley gave a report on behalf of Cambridgeshire County Council.

6. The Parish Council accounts for the year ended 31st March 2017 were made available:

INCOME AND EXPENDITURE ACCOUNT

	<u>2015/2016</u>	<u>2016/2017</u>
Balance brought forward	11,582.31	15,605.40
Add total receipts	15,488.67	9,318.75
Less total payments	(11,465.58)	(11,819.51)
Balance carried forward	15,605.40*	13,104.64**

*Figures include HVA Fundraising Monies and the Big Lottery Fund grant receipt and project payments.

** Figures include HVA Fundraising Monies and the Big Lottery Fund project payments.

RECONCILIATION AS AT THE CLOSE OF BUSINESS ON 31 MARCH 2017

	<u>2015/2016</u>	<u>2016/2017</u>
Current Account	15,605.40	13,130.62
Plus:	0.00	0.00
Less:	0.00	8.00
		17.98
		2 uncleared cheques
Balance	15,605.40*	13,104.64**

*Figures include HVA Fundraising Monies and the Big Lottery Fund grant receipt and project payments.

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7. There were no questions from the public.

8. The next Annual Parish Meeting is due to be held at 7.00 pm on Tuesday 15th May, 2018.

9. The meeting closed at 8.02 pm.

This was followed by a brief interval and the commencement of the Annual General Meeting of Hatley Parish Council

**Minutes of the Annual General Meeting of Hatley Parish Council
held on Tuesday 16th May 2017**

In attendance: Cllr M Eagle (Chairman), Cllr A Pinney (Vice Chairman), Cllr M Astor, Cllr N Jenkins, Cllr H Nickerson, Clerk to the Council K Wilde, District Cllr B Smith, County and District Councillor S Kindersley and 4 members of the public.

1. Cllr Eagle was elected as Chairman for 2017-18, being proposed by Cllr Astor and seconded by Cllr Pinney.
2. Cllr Pinney was elected as Vice-Chairman for 2017-18, being proposed by Cllr Nickerson and seconded by Cllr Astor.
3. There were no apologies for absence.
4. Cllr Eagle and Cllr Pinney signed the Acceptance of Office as Chairman and Vice Chairman respectively.
5. The Register of Interests remains unchanged for all Councillors.
6. There were no dispensation applications received for items on this agenda but it was noted that Cllr Astor is the landlord in respect of the planning application due to be considered – agenda item 14.i.
7. The **Council resolved** to approve the Minutes of the Ordinary Meeting dated 21st March 2017, which were signed by the Chairman.
8. There were no Matters Arising.
9. The meeting was opened to members of the public for a maximum of ten minutes to enable them to address questions to the Parish Council. It was brought to the Council's attention that parking remains an issue in East Hatley with larger vehicles having to mount the verge to get past, or in some cases the vehicles are unable to pass. The Council agreed to put this issue back on the agenda. **Clerk to note for the agenda for July's meeting.**
10. The Council reviewed the statutory documents:
 - i. Standing Orders – The **Council resolved** to approve the minor amendments recommended by the Clerk.
 - ii. Financial Regulations – The **Council resolved** to approve the minor amendments recommended by the Clerk.
 - iii. Code of Conduct – The **Council resolved** to make no changes at this time.
 - iv. Risk Assessment – The Clerk confirmed that the Risk Assessment has been undertaken but electrical portable appliance tests (PATs) need to be organised for the hall equipment. **Clerk to action.** The Clerk's laptop is now backed up weekly and the Clerk will ensure that it remains updated and protected from risk of cyber-attacks. The Play Area RoSPA inspection was undertaken on 9 May. Recommendations for improvements were acknowledged however the Council intends to replace the equipment fully rather than make minor modifications.
 - v. Assets Register – The Clerk has updated the Assets Register and has shared it with the Parish Council's Insurer.
11. The **Council resolved** to introduce a new Safeguarding Policy.
12. The **Council resolved** to introduce a new Equality and Diversity Policy.
13. Churches:
 - i. St. Denis' Church – The date for the handover ceremony will be confirmed in late June by FoFC and SCDC members will be invited to attend. Cllr Jenkins advised that a survey of St Denis' Churchyard County Wildlife Site (last conducted in June 2012) is due to be carried out by the Wildlife Trust sometime soon.

- ii. Hatley St. George Church – No new business to note.
14. Planning:
- i. Planning application S/1444/17/LB – The installation of three vents at Unit 11, St. George’s Tower, Main Street, Hatley St. George SG19 3SH. The **Council resolved** to approve the application. Cllr Jenkins has discussed with the applicant the potential growth of the bushes so the vents would be less noticeable. It was agreed to include this as a recommendation in the response to SCDC. **Clerk to action.**
 - ii. The Clerk shared information relating to dates and locations for hearings on the updated Local Plan. This information is also available online.
 - iii. SCDC’s Monthly Update – No new business to note.
15. Village Enhancement projects:
- i. Update on speeding sign – The sign has been reconfigured from 30 mph to 40 mph. It is intended that the sign will be relocated on a monthly basis. It is expected that the battery will last 2-3 weeks but this will be monitored to begin with. Both the relocation of the sign and the changing of the battery require two persons. Several residents have offered their assistance and it was agreed that as and when a task is required Cllr Pinney will source helpers.
 - ii. Update on the deer crossing signs – The Clerk confirmed that Gamlingay Parish Council has kindly offered a donation of £100 towards new signage as the main problem area has been identified as being outside Hatley Parish near West Lodge. The donation is to be accepted with thanks. The Clerk has sought approval from the Council’s insurer regarding assets placed in another parish, which is permitted. The Clerk is awaiting confirmation from Cambs CC Highways regarding permission to place new signs on the highway. The Council resolved to purchase three signs. One will be placed close to the parish boundary with Croydon, one will be placed on New Lane in the direction of Gamlingay and Hatley, with another sign closer to Station Road to capture all traffic heading towards Hatley from the west. Two distance signs will also be purchased, one of each side of the parish, to warn drivers that deer can be seen for the next 4 miles.
 - iii. Update on road safety improvements near North Lodge, Hatley St. George – Clerk has enquired as to whether Cambs CC Highways can place new posts on the bend as ‘maintenance’ work and is awaiting a reply. The alternative solution is to apply for a Local Highways Improvement project.
16. Update from the Hatley Village Association – There is no further update, following the report presented during the Annual Parish Meeting.
17. Hatley Village fête – The Councillors agreed on hosting a Parish Council stand to share information. A table and gazebo will be required. Councillors will invite residents to share their thoughts on local projects and a potential Community-Led Plan (CLP). Cllr Jenkins will enquire as to whether Jason Clarke (SCDC) may attend to help cover the CLP. Clerk to prepare information for notice boards.
18. Village Hall:
- i. Annual inspection services for the fire equipment – The Clerk presented a costing provided by a local company and the **Council resolved** to switch service providers commencing Autumn 2017.
 - ii. Other business relating to the Village Hall – The **Council resolved** to allow the Clerk to organise deep cleans for the hall as and when requested by Jill and Clive Weightman, without prior approval being required from the Council. The Clerk will make arrangements to meet John Wright at the hall to discuss minor repairs, the kitchen lock and the new hall sign. The issue of condensation caused by the urn in the kitchen was raised. It was suggested that for the time being the room is kept ventilated by opening the window when in the urn is in use.
19. Village play area:
- i. The **Council resolved** that no action will be taken as a result of the 2017 RoSPA report as monies will be used to purchase new equipment rather than to improve existing equipment.

- ii. The **Council resolved** to introduce the Play Area Access Statement. Cllr Astor commented that as the area is on private land it cannot be classed as common space.
 - iii. Funding opportunities for phase two of the play area improvements – The Clerk will submit an ‘interest’ for funding to the Amey Community Fund as well as other local funding providers. A revised pricing to exclude the junior swings has been received from HAGS-SMP.
20. Village website:
The Clerk will submit an application to the NALC Transparency Fund to seek assistance in setting up a website that can be accessed by the Clerk and Councillors.
21. The Clerk confirmed that Superfast Broadband is now available to all in Hatley and flyers were shared.
22. The **Council resolved** to respond in support of the Department of Communities and Local Government’s ‘Running free: consultation on preserving the free use of public parks’ which closes on 7th July. **Clerk to action.**
23. To consider correspondence received:
- i. Farming Memories group meetings at Wimpole Home Farm – information shared.
 - ii. SENDIASS and Pinpoint Road Shows – information shared.
 - iii. Late Correspondence – South Cambs Police warning of recent distraction burglaries.
24. Finance Update:
- i. The **Council resolved** to approve the following payments:
 - a) *Information Commissioner* – Data Protection Registration Fee £35.00
 - b) *Came & Co.* – Annual Insurance Renewal £280.00
 - c) *V Seekings* – Internal Audit Service May 2017 £50.00
 - d) *CAPALC* – Annual Membership Fee 2017-18 £135.98
 - e) *Playsafety Limited* – Annual Play Area RoSPA Inspection £79.80
 - f) *MRL Astor* – Village Hall and Play Area Annual Rent £2.00
 - g) *A Pinney* – Village Hall Supplies reimbursement £7.50
 - h) *K Wilde* – Overtime March and April 2017
 - i) *Algar Signcraft (Services) Cambridge Ltd* – Hall Hire Sign £186.96
 - j) *K Wilde* – Annual Office Fee April 2017 - March 2018 £55.00
 - k) *K Wilde* – Office expenses and reimbursements £20.85
 - l) *K Wilde* – Travel expenses April to May 2017 £38.26
 - m) *K Wilde* – Salary Payments May and June 2017
 - n) *E-ON* – Village Hall Electricity Direct Debits: 14th April £21.55, 9th May £5.70
 - ii. Parish Council Accounts to the year ending 31st March 2017:
 - a) The Clerk presented and explained the comments from the Internal Auditor regarding the Annual Return 2016-17 concerning PAYE and VAT. The Clerk will review alternative banking solutions to improve the system for payments.
 - b) The **Council reviewed and resolved** to approve the Annual Governance Statement 2016-17.
 - c) The **Council reviewed and resolved** to approve the Accounting Statements 2016-17.
 - d) The Accounting Statements were signed and dated by the Chairman.
25. The **Council resolved** to implement NALC’s recommended Clerk’s Pay Scale for 2017-18.
26. Future meeting dates we agreed as:
- i. 7.30 pm Tuesday 11th July 2017
 - ii. 7.30 pm Tuesday 17th October 2017
 - iii. 7.30 pm Tuesday 16th January 2018
 - iv. 7.30 pm Tuesday 20th March 2018
 - v. 7.00 pm Tuesday 15th May 2018 – Annual Parish Meeting followed by AGM
27. Time and date of the next Ordinary Meeting is 7.30 pm on Tuesday 11th July 2017.
28. The meeting closed at 9.54 pm.