

# Hatley Parish Council

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## Minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 17th October 2017

In attendance: Cllr M Eagle (Chairman), Cllr A Pinney (Vice Chairman), Cllr M Astor, Cllr N Jenkins, Clerk to the Council K Wilde, District Cllr B Smith (late arrival), County and District Councillor S Kindersley (late arrival) and 5 members of the public.

1. Apologies accepted: Cllr Nickerson.
2. Interests or dispensation applications: None received.
3. Minutes of the Ordinary Meeting held on 17th July 2017 were approved and signed.
4. Matters Arising: None.
5. Questions: Mervyn Lack queried why weed spraying work along footpaths and verges was taking place on Sunday. **Clerk to contact Cambridgeshire County Council (CCC)** for information as a site inspection was due before spraying took place.
6. The District Councillors were not present at this time and as such the agenda item was deferred until their arrival. See (6.) under Minutes 7 and 9.
7. Planning: **i)** Applications S/1703/17/LB and S/1701/17/FL for renovations to St Denis' church, East Hatley remain outstanding due to issues relating to the building work and the area being a wildlife site. South Cambridgeshire District Council's (SCDC's) Planning Officer will be meeting with the Agent and the Friends of Friendless Churches to address these issues. **ii)** SCDC's monthly updates and other local planning – nothing to consider.
- (6.) District Cllr Smith joined the meeting and reported on the following: 'Rural Funding' breakfast meeting to be held at the Eco Hub in Gamlingay on 18th October/10/17; Greater Cambridge Partnership's focus on apprenticeships; changes to the refuse collection for recycling; issues facing the planning team at SCDC including loss of staff and risk of designation and delegated decisions; SCDC's £50,000 review of rural buses; and the increase in encampments by Travellers.
8. Churches: **i)** Cllr Jenkins gave a brief update on St Denis' church, with thanks to Peter Mann for mowing the churchyard in September. She reported that a bat survey has been undertaken in the church and a wildlife survey of the churchyard compiled by Siân Williams of the Wildlife Trust will soon be published. **ii)** No updates were provided for Hatley St George Church.
9. Village enhancements: **i)** Speeding sign – The Clerk shared data recording the number of vehicles speeding, as well as their speed, for each of the four locations. **Clerk to contact South Cambs Police** to seek advice on how to proceed with the data and to obtain their support to tackle the speeding problem. Peter Mann queried why data were only available from May. **Clerk to provide Peter Mann** with the raw traffic data and will confirm when the sign was first used. **ii)** Traffic accidents near North Lodge – The Clerk advised that since the last meeting new 'SLOW' road markings have been placed on each side of the bend but reflective posts have not been installed. The **Council resolved** to review this situation in July 2018 so that a Local

Highways Improvement application could be submitted for new posts if accidents are still occurring. **iii)** Deer crossing signs – The Clerk confirmed that three signs have been successfully installed at the three locations coming into the parish and summarised the final costs for the project. **Clerk to update the Asset Register and share with the Council’s insurer.** **iv)** Footpath maintenance – The Clerk has contacted CCC regarding the issue of weeds on the footpath between Hatley St George and East Hatley and was advised at that time that another cut was due. The weed spraying was to be considered after a site visit by a member of the Highways team; however some work had been undertaken on Sunday. **Clerk to contact CCC** for another update and to request a programme of works so voluntary work can be considered to support that carried out by Highways. **v)** Road markings – Cllr Jenkins advised that she has contacted Highways on a personal level to address the limited road markings replaced since the resurfacing work. The **Council resolved** to support the request for more road markings for road safety purposes. **Cllr Jenkins to write to Highways** on the Council’s behalf. **vi)** The Clerk recommended that the Council considers replacing the East Hatley notice board which is in poor condition and has limited space for both Parish Council and community notices. The **Council resolved** that the Clerk should obtain a quote for a new board before a decision is taken on how it will be financed. **Clerk to action.** **vii)** The Clerk advised that a convex traffic mirror would not be permitted by Highways at the junction of East Hatley because of a range of safety issues. Cllr Pinney offered to inspect the hedges that have recently been cut back at that junction to see if visibility could be improved any further. **viii)** The next community event will be the litter pick in March 2018 and it is intended to add other village enhancement activities to that event.

- (6. Cont.) Cllr Kindersley arrived at the meeting and was invited to give his report to the Council which included: details of the proposed closure of Children’s Centres including Bassingbourn’s; the lack of progress on the St Denis’ church planning applications; and the recent discussions with the SCDC Planning Enforcement Team concerning business use of the manège at Barn Farm, the construction of a new barn close to the footpath at Barn Farm and building work at Moat Farm on the land which is not currently for sale. The **Council resolved** to convey their concerns on the latter two matters directly to SCDC.
10. Hatley Village Association: The HVA Chairman, Mervyn Lack, gave an update on the recent Hog and Dog event which raised £279 despite the low attendance (only 36 people). The first anniversary of the Coffee Morning was well supported and Mervyn and Linda were touched by the gifts they received. Future events include the Christmas Tea and the Quiz Night.
11. Village Hall: **i)** The Clerk gave a brief summary of recent and future bookings. Income from the Village Hall has exceeded £1,000 in this financial year. **ii)** The Clerk confirmed that the portable appliance testing (PAT) has been completed by Chris Flinders. Chris provided the Clerk with alternative external lighting solutions. The **Council resolved** to replace the front lights with LED lights and proceed with a dual light to help illuminate the path from the side steps to the front steps. With regard to the condensation issue in the kitchen, the extractor fan could be placed higher. However, on inspection it was noted that the tea urn’s lid did not appear to be fitting correctly because of a dent in the side of the urn. The Clerk asked Mervyn Lack to observe at the next Coffee Morning event whether there is a reduction in the volume of steam now the dent has been removed. **iii)** Cllr Astor, as landlord of the Village Hall, confirmed that the worst potholes in the car park will be filled with tar to improve the surface. **iv)** The **Council resolved** to maintain the current fee structure for the hire of the hall, with all community and fundraising

groups being charged £5.00 per hour. **v)** The **Council resolved** to establish a petty cash fund solely for the Village Hall to facilitate the purchasing of cleaning and toilet supplies. The fund will not exceed £50.00. **vi)** The Chairman advised that a small kitchen fridge has been donated by Mark Wilsher, who will also build a wheeled dolly on which it can be rolled into and out of position when required. The fridge will be kept with its door open in the bar area until it is required for use. **vii)** Cllr Pinney confirmed that the vacuum cleaner has been repaired so there is no requirement for a new one at this time. **viii)** Cllr Pinney offered to place the rubbish bins out for collection as required. **ix)** The Chairman confirmed that Clive and Jill Weightman would like to stand down from the roles as keyholder and booking clerk. Mervyn Lack offered his assistance as a keyholder and the Chairman gave her thanks and agreed to discuss the role in more detail outside the meeting. The Clerk will deal with bookings.

12. Village Play Area: **i)** The Clerk confirmed that a grant of £1,000 has been approved by SCDC's Community Chest fund. Other funding applications have been submitted to the People's Postcode Lottery, Tesco's Bags of Help, the Amey Community Fund and the Gamlingay Community Turbine Tithe Fund. **ii)** There were no other matters for discussion.
13. Website: The Clerk confirmed that an application has been submitted to SCDC's Community Chest fund to contribute to the start-up costs for the new website. Peter Mann gave a brief summary of what work will be involved and reassured the Council that the current and new site will run in tandem for a given period. Levels of authorisation can be set per person on the new system, allowing for multiple users. **Clerk to contact CAPALC** regarding funding for assist with training costs.
14. Connecting Cambridgeshire: The Clerk confirmed that some residents are still experiencing problems in obtaining access to superfast broadband. BT's Openreach will provide an update in the coming week.
15. Correspondence received: **i)** The Oil-Club in Gamlingay and surrounding areas – Hatley residents are invited to join. **Clerk to investigate** in more detail regarding membership numbers and pricings. **ii)** Gamlingay Parochial Church Council – Clerk shared a letter of thanks from the PCC to the Parish Council for its donation from the Hatley Fête takings as well as to the HVA for their effort in organising the event. The HVA Chairman has been given a copy to share with HVA members. **iii)** Letter received regarding building work in East Hatley – The Clerk has contacted SCDC's planning team to seek advice and share the concerns of noise disturbance and smoke annoyance from on-going building work at Moat Farm. No response has been received. **Clerk to write to SCDC** once more, expressing the Council's disappointment in both the lack of response and assistance on this matter. **iv)** SCDC's guidance to Travellers in relation to recent encampments – Cllr Astor, as a local landowner, would like to consider what solutions could be implemented to ensure that this problem does not arise in Hatley. The Council agreed that the decision is his to take as the landowner. Cllr Astor will research options and keep the Council informed. **v)** SCDC Parish newsletter – shared with the Councillors by email. **vi)** SCDC Community-Led Plan – Jason Clerk, SCDC's Development Officer South West, requested that his letter explaining why he felt the Council should continue to consider implementing a local plan be read out at the meeting. The Clerk had shared the letter with Councillors in advance of the meeting. The **Council resolved** that, as this subject has been discussed on a number of occasions, no further debate would take place at this time. It was agreed that Cllr Jenkins could continue her discussions with residents and future events to gauge interest and ideas from the community. **vii)** South Cambs Police – next panel meeting takes place on 18th October.

16. Audited Accounts: The Clerk confirmed that the audit of the annual return for the year ended 31st March 2017 has been completed by the external auditor. The required action point concerning payroll has been completed by the Clerk.
17. Bank reconciliation: The income and expenditure data and the bank statement up to 30th September 2017 were shared with the Councillors ahead of the meeting and were signed as correct by the Chairman.
18. The **Council resolved** to approve the following payments: **i) PKF Littlejohn LLP** – £120 external audit fee; **ii) Society of Local Council Clerks** – £67.00 annual membership fee; **iii) K Wilde** – Salary payments October, November and December; **iv) K Wilde** – Overtime July to September; **v) K Wilde** – £34.43 Travel expenses July to October; **vi) K Wilde** – £31.71 Reimbursement for purchases July to October; **vii) J & P Plant Ltd** – £330.00 installation of deer signs; **viii) Robin Harris Joinery Ltd** – £84.00 Village Hall toilet repairs; **ix) East of England Ambulance Service NHS Trust Charitable Fund** – £40 donation; **x) e-on** – Direct Debits 14th July £12.51 / 14th August £21.06 / 12th September £13.84 / 13th October £13.36
19. Time and date of next meeting: **7.30 pm on Tuesday 16th January 2018.**
20. The **Council resolved** under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to instruct members of the public to withdraw from the meeting so that matters pertaining to item 21. could be discussed in confidence.
21. As a result of Kim Wilde's recent annual appraisal, the **Council resolved** upon amendments to the terms of employment for Kim Wilde.
22. The meeting was closed at 10.36 pm.