

Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG
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Annual Parish Meeting 7.00pm Tuesday 17th May 2016

AGENDA

1. To receive apologies for absence
2. Minutes of the Annual Parish Meeting held on May 19th 2015 to be approved
3. To receive the Chairman's Annual Report
4. To receive Parish Reports:
 - i. Hatley Village Association
 - ii. Hatley Village Hall
 - iii. St. Denis's Church Local Nature Reserve Management Group
 - iv. Hatley St. George Church
 - v. Hatley Website Group
 - vi. Little Gransden Aerodrome Local Consultative Committee
 - vii. South Cambridgeshire Police
5. To receive reports from the County and District Councillors
6. Parish Council accounts for the period ending 31 March 2016
 - i. To agree the accounts

INCOME AND EXPENDITURE ACCOUNT

	<u>2014/2015</u>	<u>2015/2016</u>
Balance brought forward	10,391.68	11,582.31
Add total receipts	6,742.97	15,488.67
Less total payments	(5,552.34)	(11,465.58)
Balance carried forward	11,582.31*	15,605.40**

*Figures include HVA Fundraising Monies

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

RECONCILIATION AS AT THE CLOSE OF BUSINESS ON 31 MARCH 2016

	<u>2014/2015</u>	<u>2015/2016</u>
Current Account	11,617.31	15,605.40
Plus:	0.00	0.00
Less:	(uncleared cheque) 35.00	0.00
Balance	11,582.31*	15,605.40**

*Figures include HVA Fundraising Monies

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

- ii. To agree the annual governance statement and sign the annual return
 - iii. To receive the internal auditor's report
7. Questions from Electors
8. Date and time of next Annual Parish Meeting – 7.00pm on Tuesday 16th May 2017
9. To note the time of meeting closure

To be immediately followed by the

Annual General Meeting of Hatley Parish Council

AGENDA

1. To receive apologies for absence
2. Election of Chairman 2016-17
3. Election of Vice-Chairman 2016-17
4. Signing of the Acceptance of Office by all Councillors
5. Registration of Interests by all Councillors
6. To receive and consider dispensation applications for items on this agenda
7. Minutes of the Ordinary Meeting dated 19th January to be approved and signed
8. Minutes of the Extraordinary Meeting dated 12th April 2016 to be approved and signed
9. To consider any Matters Arising
10. To review the Standing Orders
11. To review the Financial Regulations
12. To review the Code of Conduct
13. To review the Risk Assessment including the RoSPA Play Area inspection
14. Churches:
 - i. To consider any matters relating to St. Denis' Church
 - ii. To consider any matters relating to Hatley St. George Church
Request received for a grant towards the Queen's 90th birthday celebrations to be held in June
15. Planning:
 - i. To receive notice of the planning decision for S/2851/15/FL Hatley St. George Church, being the installation of a free standing wooden, disabled access, composting toilet in the churchyard
 - ii. To receive notice of planning application S/0826/16/PA Old Church Cottage 55 East Hatley, being a single storey rear extension, under the permitted development policy
 - iii. Cambridgeshire County Council confirmation of a legal order to divert part of Public Footpath No. 13 East Hatley.
 - iv. To consider SCDC's Monthly Update (circulated by email), if applicable
16. Village Enhancement projects:
 - i. Speeding – Outcome of Highways Improvement Scheme Application and next steps
 - ii. To consider the possibility of obtaining a community defibrillator
 - iii. Update on dog waste bins
17. Village Hall:
 - i. To consider increasing the hall hire fee to help cover cleaning costs
 - ii. To consider options for promoting The Big Lottery Fund in the hall
18. Village play area:
 - i. To receive an update from the Working Party
 - ii. To consider the tenders received for the play area equipment
 - iii. To consider proceeding with the purchase and installation of the junior swings
 - iv. To consider any urgent action required resulting from the RoSPA report dated April 24th 2016
19. Village website:

To consider any information relating to the proposed new website
20. Correspondence received:
 - i. Dementia Awareness Week 15-20 May
 - ii. Patients Participation Awareness Week 6-11 June.
 - iii. A14 Cambridge to Huntingdon Scheme

21. Finance Update:
 - i. To consider payments for approval:
 - a) *Abacus Oil Ltd* – £2,000.00 (paid) Village Hall Boiler project / Big Lottery Fund
 - b) *Abacus Oil Ltd* – £2,000.00 (paid) Village Hall Boiler project / Big Lottery Fund
 - c) *M Lack* – £3,380.80 (paid) Village Hall Kitchen project / Big Lottery Fund
 - d) *M Lack* – £4,247.20 (paid) Village Hall Kitchen project / Big Lottery Fund
 - e) *M Lack* – £49.06 (paid) HVA – Door Closers April 2016
 - f) *MRL Astor* – 21.60 (paid) Village Hall Water Rates July 2015-December 2015
 - g) *CAPALC* – (amount to be confirmed at the meeting) Annual Membership Fee 2016-17
 - h) *Came & Co.* Insurance £273.75
 - i) *V Seekings* – £45.00 Internal Audit Service May 2016
 - j) *K Wilde* – Salary Payments May and June 2016
 - k) *K Wilde* – Overtime November 2015 - April 2016
 - l) *K Wilde* – Travel and office expenses January to May 2016
 - m) *K Wilde* – £55.00 Annual Office Fee April 2016 - March 2017
 - n) *e-On* – Village Hall Electricity Direct Debits: February £3.86, March £14.90, April £17.72, May £23.19
 - o) *Playsafety Limited* – £79.80 Annual Play Area RoSPA Inspection
 - p) *P Pearson* - £12.00 Hatley Newsletter printing fee
 - q) *MRL Astor* - £1.00 Village Hall Annual Rent
 - r) *MRL Astor* - £1.00 Play Area Annual Rent
 - ii. To approve Annual Governance Statement 2015-16
 - iii. To approve the Accounting Statement 2015-16
 - iv. To approve the application to the Transparency Code fund (NALC) for the purchase of a laptop, scanner and new website
22. To consider an increase from 4 to 5 meetings per annum and agree future meeting dates:
 - i. 7.30 pm Tuesday 19th July 2016
 - ii. 7.30 pm Tuesday 18th October 2016
 - iii. 7.30 pm Tuesday 17th January 2017
 - iv. 7.30 pm Tuesday 21st March 2017
 - v. 7.00 pm Tuesday 16th May 2017 – Annual Parish Meeting followed by AGM
23. To consider the draft recommendations for the Electoral Review of South Cambridgeshire
24. To consider the new draft recommendations for the Electoral Review of Cambridgeshire County Council
25. To consider the service update and questionnaire from South Cambridgeshire District Council's Planning and New Communities Department
26. To receive questions from the public
27. To note the time and date of the next Ordinary Meeting – 7.30pm Tuesday 19th July 2016
28. To note the time of meeting closure