

# Hatley Parish Council

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## Minutes of the Annual Parish Meeting 7.00 pm on Tuesday 15th May 2018

In attendance: Cllr M Eagle (Chair), Cllr A Pinney (Vice Chair), Cllr M Astor, Cllr N Jenkins, Cllr H Nickerson, Clerk to the Council K Wilde, District Cllr H Williams and 4 electors.

1. The Chair welcome all and noted the minutes of the last Annual Parish Meeting held on Tuesday 16th May 2017. The Chair invited District Cllr Heather Williams to introduce herself and to address the meeting. Cllr Williams gave thanks to all who took part in the recent District Council election and who supported her. She is currently receiving training and visiting areas of concern in the District, including the landfill sites. Cllr Williams is keen to reduce the landfill and advised that additional free blue recycling bins and free food caddies are available, plus she hopes to make the paper bags sold at Waterbeach Waste Management Park more accessible across the district. Cllr Williams confirmed that SCDC's Local Plan is still with the Inspector but all deadlines have been met. The Parish Council and public members were invited to ask questions. A query was raised by one elector concerning the lengthy wait to receive a new blue recycling bin. The Clerk will share details with Cllr Williams following the meeting so that this can be investigated.  
**Clerk to action.** The Chair thanked Cllr Williams for joining the meeting. Cllr Williams left the meeting.
2. The Chair of Hatley Parish Council presented the annual report (appendix 1). Cllr Astor thanked Cllr Eagle for her excellent work as Chair in the previous year.
3. The following Parish Reports were presented to the Council and copies were made available to the public members:
  - i. Hatley Village Association (appendix 2)
  - ii. Hatley Village Hall (appendix 3)
  - iii. St. Denis' Church Local Nature Reserve Management Group (appendix 4)
  - iv. Hatley St. George Church (appendix 5). Cllr Jenkins noted that some burial plans for the Church have been provided to the Church, following a recent burial.
  - v. Hatley Website Group (appendix 6). Cllr Jenkins gave thanks to Peter Mann for the extra work he has undertaken on the new website on behalf of the Council in recent months.
  - vi. Little Gransden Aerodrome Local Consultative Committee. The Clerk reported that Cambridge Gliding Centre has recently applied to SCDC to amend their planning permissions and that no competitions were due to take place this year.
4. Annual reports were not received as the County and District Councillors were absent.
5. Hatley Parish Council's unaudited accounts for the year ended 31st March 2018

### INCOME AND EXPENDITURE ACCOUNT

	<u>2016/2017</u>	<u>2017/2018</u>
Balance brought forward	15,605.40	13,104.64
Add total receipts	9,318.75	12,080.71
Less total payments	(11,819.51)	(8,711.29)
<b>Balance carried forward</b>	<b>13,104.64*</b>	<b>16,474.06*</b>

\*Figures include payments and receipts for the Hatley Village Association

RECONCILIATION AS AT THE CLOSE OF BUSINESS ON 31 MARCH 2018

	<u>2016/2017</u>	<u>2017/2018</u>
Current Account	13,130.62	19,066.74
Plus: Petty Cash Held	0.00	40.00
Less: Uncleared cheques	(8.00)	(450.00)
	(17.98)	(42.40)
		(178.60)
		(900.00)
		(120.00)
		(279.01)
		(33.54)
		(30.94)
		(598.19)
<b>Balance</b>	<b>13,104.64*</b>	<b>16,474.06*</b>

\*Figures include payments and receipts for the Hatley Village Association

6. There were no questions from the electors.
7. The next Annual Parish Meeting is due to be held at 7.00 pm on Tuesday 21st May 2019.
8. The meeting closed at 7.25 pm and refreshments were made available before commencing the Annual General Meeting of Hatley Parish Council.

## **Minutes of the Annual General Meeting of Hatley Parish Council Tuesday 15th May 2018**

In attendance: Cllr M Eagle (Chair), Cllr A Pinney (Vice Chairman), Cllr M Astor, Cllr N Jenkins, Cllr H Nickerson, Clerk to the Council K Wilde and 4 members of the public.

1. Election of Chairperson 2018-19 – Cllr Nickerson proposed Cllr Eagle as the Chair, which was seconded by Cllr Pinney. Cllr Eagle accepted the nomination.
2. Election of Vice-Chair 2018-19 – Cllr Eagle proposed Cllr Pinney as Vice-Chair which was seconded by Cllr Astor. Cllr Pinney accepted the nomination.
3. District Councillor Smith gave an apology for absence for both meetings.
4. The Acceptance of Office was signed by each Councillor and witnessed by the Clerk.
5. The Clerk received the Registration of Interests from all Councillors except Cllr Jenkins, whose papers will follow.
6. There were no dispensation applications for items on this agenda.
7. The minutes of the Ordinary Meeting dated 20th March 2018 and the Extraordinary Meeting dated 10th April 2018 were agreed and signed.
8. Matters Arising – Firstly, the Chair confirmed having spoken to the Master of the Hunt regarding the hounds. The Master of the Hunt will ensure that someone is stationed in the area of concern to help control the hounds and welcomes the opportunity to speak with the resident before the next meet. The Clerk has written to the resident who raised the complaint, requesting permission to pass on his contact details. Secondly, the Chair advised that the Litter Pick had been rescheduled to 8th April.
9. There were no questions from the electors present.

10. Churches:

- i. St. Denis' church – The Clerk advised that a complaint has been received concerning use of the footpath by the contractors working at the church, to move heavy scaffolding items and a large generator. Cllr Jenkins will speak to Rachel Morley (Director of the Friends of Friendless Churches) who is due at the church for a meeting on Wednesday 16th May. **Cllr Jenkins to action.**
- ii. Hatley St. George Church  
The Clerk advised that the composting toilet at the church is not being used due to confusion over an instruction not to flush paper, among other concerns. The Clerk will contact the Gamlingay Parochial Church Council to see if this can be resolved. The screening of the toilet also remains outstanding, possibly due to lack of finances. **Clerk to action.** Cllr Jenkins advised that some plans of the burial sites at Hatley St. George Church have been shared with the PCC.

11. Planning:

- i. Amendments to planning application S/4601/17/FL for the change of use of domestic outbuildings to two dwellings at Moat Farm, East Hatley. The Chair summarised the amendments which related to attempts to address the highways issues. The Council's comments and concerns were as follows:
  - Who would be responsible for moving the East Hatley sign?
  - Would raising the height of the East Hatley sign ensure improved visibility for all types of vehicles?
  - Who would be responsible for routinely cutting back the vegetation on the highway to ensure continuous clear sight of the highway? This could, in reality, only serve to be a short term improvement if not regularly actioned.
  - The proposal does not address the fact that the stretch of road remains extremely dangerous to pedestrians who may wish to walk from the proposed dwellings to access any other areas in East Hatley or to reach the amenities in Hatley St. George.
  - Traffic monitoring between 28th February and 3rd April 2018 shows that 5,593 vehicles (39% of traffic) passed the proposed entrance, in a westerly direction, exceeding 40 mph. Furthermore, in this 35-day period 2,325 vehicles exceeded 50 mph, 343 vehicles exceeded 60 mph and 25 vehicles exceeded 70 mph, across all hours of the day.

The Parish Council's earlier comments that were previously submitted to SCDC in February and March are to be upheld and **the Council resolved at this meeting to continue to recommend a refusal of this application and request that the case is escalated to the Planning Committee if the Case Officer disagrees with this recommendation.** The Council requests that, should permission be granted, a condition is added to ensure that the occupants of the dwellings are fully liable for the maintenance of the shrubs on the highway, for the safety of all road users.

The Parish Council noted that the following formal responses submitted to SCDC in the past month add further weight to the refusal of this application:

SCDC's Ecology Officer – The site is inside an 'All Consult' Natural England Impact Zone. The Officer confirms that no ecological assessment has been provided, despite this having been stated as a requirement during the pre-application process. The applicant has ignored or overlooked the significance of this assessment and chose to continue with the building work across the whole site. The damage and disturbance to wildlife cannot now be known or measured, which is of serious concern to the Parish Council, considering the close proximity of the moat and the sighting of bats in the area over the years.

Natural England – The site falls within a Natural England’s Impact Risk Zone and the applicant should provide ‘*sufficient information to demonstrate that the proposal will not have an adverse impact on the Special Area of Conservation supporting habitat*’. The Parish Council is not aware that this information has been provided or that Natural England has been previously consulted. The author is unaware that the bulk of the construction work has already been actioned before any application had been submitted for change of use. The original barns have been removed and rebuilt, possibly bigger and most certainly taller, without permission having been granted, and without any possible risks to the ecology of the area having been assessed or recorded. The Parish Council questions whether these issues make the development illegal, irrespective of the many other concerns that have been raised.

The Environment Agency – The site is ‘*underlain by Gault Clay Formation Unproductive Strata which has low permeability*’. This issue was raised by Cllr Astor during the Parish Council’s site visit and the suggestion was quickly dismissed by the builder on site. Cllr Astor, who farms arable land in Hatley, has the local knowledge and experience concerning the soil’s lack of natural drain away, and the residents of East Hatley who share the ditch with Moat Farm have provided sufficient evidence of the flooding that occurs on the surrounding land. The Parish Council’s is also aware that residents in East Hatley suffered a loss of power over a number of hours on the night of 10th April and a great deal of loud noise was suffered by immediate neighbours until 1.00 am, due to emergency work taking place at Moat Farm by UK Power Networks. This emergency work was due to the over-head electricity cables that were too close to the roof of the new constructions having to be raised on new poles. This has been rectified but the incident suggests further disregard for safety and regulations during construction work.

The Parish Council reiterated that, regardless of the recent amendments and attempts to resolve highways issues, the planning application remains outside the village framework, is unsustainable and has been constructed without permission or statutory assessments having been undertaken and therefore these are reasons enough for SCDC to refuse this application.

- ii. SCDC’s Planning Update was shared by the Clerk and there were no other planning issues to consider. Cllr Jenkins shared details of an on-going Government consultation on powers for dealing with unpermitted developments and encampments (closing date 15 June).
12. Village enhancement projects:
- i. Speeding Sign project – The Clerk advised that she still needs to contact South Cambs Police regarding reconsidering local speed checks. The latest speeding reports were shared and will also be made available on the new village website in due course.
13. Hatley Village Association:
- i. Hatley Village fête and other future events – The HVA Chair provided a summary of past and future events in the Annual Parish Meeting report. Plans for the Hatley fête on 1st July are progressing. The **Council resolved** to recommend that the funds raised from the event are shared between three community groups, the Village Hall, Hatley St. George Church and the Hatley Village Fund. The Hatley Village Fund could assist with purchasing a new notice board or equipment for the play area. This will be finalised at the July Parish Council meeting.
14. Village Hall:
- i. Annual inspection service for the fire equipment – The Clerk advised that the annual service will take place in June and the Council will be updated at the July meeting.
  - ii. SCDC Community Energy Grant application for new external doors – The decision has been delayed due to the change of leadership at SCDC.

- iii. Maintenance work – The minor repairs and external lighting improvements remain outstanding but should be actioned in the coming month. A tap in the ladies’ toilet also needs attention. **Clerk to action.**
  - iv. Other business relating to the Village Hall – The **Council resolved** to purchase a small kitchen bin and the Chair has supplied two crates for the outside bin area which hirers can use to separate metal and plastic items from non-recyclable waste. **Clerk to action.**
15. Village play area:
- i. RoSPA report for 2018 is not available as the inspection has not yet taken place. The Clerk has requested that future inspections take place in April, if possible.
  - ii. Update on funding for phase two of the play area improvements – The Clerk is waiting to hear the results of recent voting for our project (amongst three) in local Tesco stores in the Bags of Help scheme. As soon as the level of funding awarded is known an order will be placed with HAGS SMP and the two possible installation services will be considered in pricing. The **Council resolved** that the Clerk can take this action ahead of the need meeting, on receipt a reasonable quotation. The Chair suggested that the play area would benefit from adult exercise equipment and a picnic bench, which was agreed by all. The Clerk will begin new funding requests in June.
16. Village Website – there were no matters for consideration.
17. To consider correspondence received:
- i. CAPALC training dates for Chair and Councillors – The Chair and Cllr Jenkins will confirm availability to the Clerk for the booking. **Chair, Cllr Jenkins and Clerk to action.**
  - ii. Calor Rural Community Fund offering rural communities off the gas grid the chance to win funding for projects that will improve local life – Information shared.
18. Review of statutory documents:
- i. Standing Orders – The **Council resolved** to adopt NALC’s 2018 Standing Orders (England) with the following amendments: 1. Remove the restriction on meeting length. The Chair will aim to move business efficiently at all meetings. 2. Amend AGM start time from 6 pm to 7 pm to ensure any working residents can join the start of the meeting. 3. Ensure that the Standing Orders include the condition that ‘No member shall hold office for a period exceeding three consecutive years without a break of at least one year’ in line with the previous version. **Clerk to action.**
  - ii. Financial Regulations – No changes proposed.
  - iii. Code of Conduct – No changes proposed.
  - iv. Risk Assessment – Cllr Pinney and the Clerk have begun the Risk Assessment which will be completed in the coming week. Any issues will be reported to the Parish Council and the document will be finalised in time for the July meeting. **Clerk to action.**
  - v. Asset Register – The Clerk shared details of the Asset Register which needs to be amended to include the new vacuum cleaner and fridge at the village hall. **Clerk to action.**
19. General Data Protection Regulations – The Clerk is still finalising the initial documents and will ensure the Privacy Statement is available on the website before 25th May. The full review of all processes and procedures will take time and will be fitted in around all other duties and responsibilities. **Clerk to action.**
20. Review of Policies:
- i. Safeguarding Policy – No changes proposed.
  - ii. Equality and Diversity Policy – No changes proposed.
  - iii. Play Area Access Statement – No changes proposed.

21. New insurance contract – Having considered three policies proposed by Came & Co. the **Council resolved** to accept the Inspire Insurance Policy on a three-year basis and also accepted the £50 fee imposed by Came & Co. for its broker service. **Clerk to action.**
22. New electricity contract – The Clerk presented three quotations to the Council, as supplied by the Business Advisory Service. The **Council resolved** to accept a four-year fixed tariff with Npower. **Clerk to action.**
23. NALC's recommended Clerk's Pay Scale 2018-19 – The **Council resolved** to accept the scale.
24. Reconciliation of income and expenditure against the bank account Q4, January to March 2018 – The **Council resolved** to approve the accounts for Q4, which were signed by the Chair.
25. Payments for approval – The **Council resolved** to approve the following payments
  - i. *Information Commissioner* – Data Protection Registration Fee, £35.00
  - ii. *Wildlife Trust* – Refund for hall hire, £70.00
  - iii. *Valerie Seekings* – Internal Audit Services, £50.00
  - iv. *Came & Co.* – Annual Insurance Renewal, £341.20
  - v. *CAPALC* – Annual Membership Fee 2018-19, £141.28
  - vi. *MRL Astor* – Village Hall Annual Rent £1.00
  - vii. *MRL Astor* – Play Area Annual Rent £1.00
  - viii. *K Wilde* – Overtime March - April 2018, £473.90
  - ix. *K Wilde* – Annual Office Fee April 2018 - March 2019, £80.00
  - x. *K Wilde* – Office expenses and reimbursements, £158.92
  - xi. *K Wilde* – Travel expenses April to May 2018, £62.29
  - xii. *K Wilde* – Salary payments May and June 2018
  - xiii. *M Lack* – Village Hall supplies £8.18 (Petty Cash)
  - xiv. *e-On* – Village Hall Electricity Direct Debits: 26th April 2018 £17.06 / 15th May 2018 £6.86**Clerk to action.**
26. Annual accounts for the year ended 31st March 2018
  - i. The **Council resolved** to certify as Exempt for the purpose of the Annual Governance and Accountability Return 2017-18.
  - ii. The Clerk shared details of the Internal Auditor regarding the Annual Governance and Accountability Return 2017-18. The Clerk explained the accidental omission of one overtime entry on the PAYE system as noted by the Internal Auditor. The Clerk rectified the mistake as soon as it was reported and the full PAYE details have been submitted to HMRC via an Earlier Years adjustment.
  - iii. The Clerk read details of the Annual Governance Statement 2017-18 and the Council resolved to approve all statements. It was signed by the Chair.
  - iv. The Council resolved to approve and sign the Accounting Statements 2017-18.**Clerk to action all.**
27. Banking arrangements – The Council requested that the Clerk investigates options for online banking systems and procedures to allow for electronic bank transfers. **Clerk to action.**
28. The Council resolved to agree to the following meeting times and dates:
  - i. 7.30 pm Tuesday 17th July 2018
  - ii. 7.30 pm Tuesday 16th October 2018
  - iii. 7.30 pm Tuesday 15th January 2019
  - iv. 7.30 pm Tuesday 19th March 2019
  - v. 7.00 pm Tuesday 21st May 2019 – Annual Parish Meeting followed by the Annual General Meeting of the Parish Council.

29. Time and date of the next meeting – 7.30 pm Tuesday 17th July 2018.
30. The meeting was closed at 9.05 pm.

## **Appendices to the Annual Parish Meeting**

### **Community Reports 2017-18**

#### Appendix 1 – Hatley Parish Council Chair's Report

In addition to our 5 ordinary general meetings held this year, the PC has held 4 planning meetings which have focussed on applications from Moat Farm, Cambridge Gliding Club, St Denis Church, 51 East Hatley and the Old School House.

This year we have received a grant of £500 from the National Association for Local Councils towards our new website. We hope it will go live later this year and would like to extend thanks to Peter Mann and Cllr Jenkins for all their hard work and research which has brought us to this point.

The village hall has had some improvements this year; it now has a fridge, additional outdoor lighting and the potholes in the car park have been tarmac'd. Our lettings continue to increase which is good news and we would like to thank our keyholders, Linda Hudson and Mervyn Lack, for their commitment and hard work in keeping the hall in good order and ready for any bookings.

The playground project has moved at a slower pace this year but we hope to order a roundabout in the near future. We have secured funding from Tesco's bags for help and £1000 from SCDC's Community Trust.

The council has installed 3 deer crossing signs at 3 locations around the village. We successfully secured additional financial assistance from Croydon and Gamlingay PCs for which we are very grateful. We hope the signs have the desired effect on motorists both local and from further afield.

Work has begun on St Denis Church; due to the slowness of SCDC's planning dept the work did not start until early 2018 although the original plan had been to get going last summer. However contractors are now on site regularly and it's clear that work is proceeding well.

The HVA held a very successful fete on the village green last summer and their coffee mornings continue to attract a healthy number of residents. The PC are grateful for the funds the HVA raise and appreciate the positive effect the coffee mornings have on the community.

We had to postpone the litter pick because the weather was so bad and it went ahead on 8th April. 14 residents generously gave up their Sunday mornings and collected 24 bags of rubbish.

Thank you to Sebastian Kindersley and Bridget Smith, our District Councillors, they have been reliable in their attendance over the years and always willing to offer help, advice and assistance. We will miss Bridget at our meetings but look forward to our continuing relationship with Sebastian who continues to represent us in his County Councillor role.

Thank you to my fellow councillors for your commitment to the PC and to Kim Wilde, our clerk, who puts in a massive amount of work to ensure the smooth running of the PC.

Thank you to all Hatley residents who regularly attend and contribute at meetings.

We welcome Heather Williams, our new District Councillor, and look forward to working with her over the next 4 years.

## Appendix 2 – Hatley Village Association Report

The association has had a less busy year than last year, but we are always looking to find further uses for the hall, to generate income for the hall and encourage a greater spirit of community. Since this time last year we have fulfilled the following activities.

- A Race Night
- The Christmas Tea
- A Quiz Night
- A Pancake Race
- Twelve Coffee Mornings

The main event planned for the near future is the Hatley Fete, Sunday 1st July, from 1.00 – 4.30 pm. Much thought and effort are being put into this event and it is to be hoped that it will be as popular and well attended as last year.

Innovations this year are a beer tent and ice cream van.

The main contact, should anyone require further information, is Mervyn Lack. Please contact him if you want to exhibit at the fete or are able to offer assistance, in any way, in the running of the fete

We circulated a flyer around the villages in an attempt to encourage residents to take a greater interest in the HVA and its activities. However, unfortunately, only one resident has expressed any desire to support us. This is disappointing and restricts our opportunities to reach a wider audience and expand our programme.

Apart from the fete we will be holding the annual events – quiz night, race night, pancake race and Christmas tea – and the monthly coffee mornings.

There has been investigation into opening the bar, with food available, on a monthly basis. This is still at a very early stage of planning and will be reported on further should the idea go ahead.

Please give your support to as many of the projected events as you can and encourage your family, friends and neighbours to do likewise.

## Appendix 3 – Hatley Village Hall (report to follow for final draft)



## Appendix 4 – St. Denis’s Church Local Nature Reserve Management Group

### **St Denis’ church**

Hatley Parish Council organised an event to celebrate the handing over of St Denis’ church to the Friends of Friendless Churches on the evening of 11 July 2017. Roger Evans, Chairman of the FoFC received the key of the church (in the form of a beautiful large golden ceremonial key on a black velvet cushion) from Cllr Nick Wright, Business and Customer Services Portfolio Holder and Deputy Leader of South Cambridgeshire District Council. Despite the heavy rain that persisted throughout that evening, the event was very well attended and enjoyed by all. It was well publicised locally. Thanks to all concerned with the organisation of the event and the publicity, particularly to Kim Wilde, Margot Eagle and her family and Peter Mann for photographing the event.

A planning application (S/1701/17/FL) was registered by Matthew Saunders, Director of the Friends of Friendless Churches with South Cambridgeshire District Council on 12 June 2017 – for ‘Replacement windows to nave, replacement door to north porch, internal and external repairs’.

Planning consent was finally granted on 17 November 2017, after some considerable delay for SCDC to satisfy certain issues (including those raised by The Wildlife Trust and Hatley Parish Council). This unfortunately came too late in the season for the FoFC to initiate renovation work in the autumn as had been hoped. The Parish Council regretted this long time interval which caused the FoFC extra work and expense.

Renovation work began early in February 2018. The first phase of the work is practically complete and the church is looking extremely smart. Following an inspection with the architect and contractor on site on Wednesday 16 May, the FoFC will discuss Phase II and opening the church.

Hatley Parish Council and the friends of Friendless Churches would like to express their thanks to Sebastian Kindersley for allowing the contractors renovating the church access across his property. Without this Easement having been granted, the work would have been practically impossible to carry out.

Rachel Morley (who succeeded Matthew Saunders as Director in March 2018) has kindly prepared the following summary of the renovation work carried out to date.

#### **Report by Rachel Morley, Director, FoFC, received 14 May 2018**

The first phase of works is coming to end at St Denis’. These repairs sought to make the church weather-proof and to safe for public access.

Our contractor, Lodge & Sons began works in February of this year. Despite several episodes of severe weather, which not only hindered access to the church, but also meant that some temperature sensitive works had to be delayed, the project has over-run only slightly.

First, to make the building water-tight, the many slipped, broken and missing roof-tiles were replaced or re-fixed, and cracks and open joints in masonry (particularly to the porch and buttresses) was repointed in lime mortar.

The mid-20<sup>th</sup> century tiles in the porch were lifted and revealed a beautiful, warm, worn York stone slab which has been left exposed. This needed only minimal mortar repairs and matches threshold slab, which is also York stone.

During the works, it was noticed that the York stone threshold was cracked across its width. This was a cause for concern and an urgent structural assessment was commissioned. Following this, and in conjunction with the Conservation Officer, the slab has now been supported by some stainless bars to the underside.

However, the most dramatic works are undoubtedly to the floors and windows.

New glazing has been installed in the nave windows and black-powder coating metal guards installed on the outside. The installation of the east window will follow in a later phase of works.

The medieval floor joists to the nave floor have been inspected by archaeologist and new Douglas fir tongue and groove boards have been installed with three inspection hatches, so that the old timbers can be seen. The central walkway to the nave has been and re-tiled – some salvaged, some new tiles. In the choir stalls area of the chancel, an entire new floor structure has been created and new Douglas fir tongue and groove boards installed. The York stone edging to tiled walkway and the tiled chancel step have both been repaired and restored.

Following an inspection with the architect and contractor on site this Wednesday, 16<sup>th</sup> May, we will discuss opening the church and what Phase II will involve. We will, of course, keep the Parish Council up-to-date.

Finally, the Friends of Friendless Churches are indebted to Sebastian Kindersley for generously offering his garden as access to the church for the contractors. Without his kindness, this work would have been a lot more difficult!

### **St Denis' churchyard**

Thanks are due to Peter Mann who has mowed the grass round the church on several occasions throughout the year. Thanks are also due to the 14 residents who gave up their Sunday morning to help clear away the grass (and save the quaking grass) on 16 July 2017.

The grass will be mown very soon and a tidy-up session organised if necessary.

Thanks are due to Siân Williams of the Wildlife Trust who carried out a wildlife survey of the churchyard on 21 June 2017. The results are on the Hatley website and include recommendations regarding mowing and managing the trees near the boundary with Sebastian Kindersley's land. These will be addressed later in the year.

### **Appendix 5 – Hatley St. George Church**

#### Services

Baptism: In June for local child born in East Hatley, good attendance

Funeral Services: October 2017 for Charles Bateman followed by burial at Barton Glebe Burial Ground; April 2018 for Joan Perry, very good attendance, burial in churchyard

Carol Service: December 2017, well received by everyone

Christmas Day: 11am service, small-average congregation

Easter Day: 8am service, small-average congregation

General: Regular services have a congregation of around 2-6 people (including the celebrant), with no services in August. Regular members of Hatley St George church are grateful for services being covered by visiting priests during the vacancy period, and thank Mr Chris Miller for his time in organising things.

Events and fundraising: No fund raising activity has been organised by the church for this period.

Gamlingay and Hatley PCC are grateful to the Parish Council for the donation of £571.65 from the Village Fête in July, organised by the HVA. A donation of £500 specifically for Hatley St George Church Restoration Fund was also received in July.

Church fabric and churchyard Repairs and maintenance: A safety check on the electrics, as required in the Quinquennial report, was done in October and also a PAT test.

Churchyard: Thank you to the Hatley Estate who regularly mow the churchyard.

General: The church is looked after and set up for services by three people: Penny Hewlett, Pam Offord and Philippa Pearson. Due to family and other commitments, it is becoming increasingly more difficult to attend to the church or be there for every service. We have tried unsuccessfully for several years to get others involved from the Hatley community to help with looking after the church, but to no avail.

New Vicar: The Reverend Hilary Young will be the new Priest in Charge of the Benefice of Gamlingay with Hatley St George & East Hatley and Everton, and will take up the post in late July.

### Appendix 6 – Hatley Website Group

Thanks are due to Peter Mann who has continued to provide an excellent loyal service to the Parish in updating the Hatley website throughout the year with details of Hatley Parish Council meetings, planning applications, Hatley Village Association events, the litter pick and much more. He produced an excellent illustrated account of the handover event of St Denis' church to the Friends of Friendless Churches on 11 July 2017.

Peter has spent a great deal of time this year designing the new website with the Steven James of Federation Design (plus a little help from Nicola Jenkins). The Parish Councillors and Clerk were pleased with the design that was demonstrated to them on 14 December. Some suggestions made then have been taken on board. Peter has kindly provided the following update for the annual Parish Meeting on progress with and costings for the new website. The new website is slightly behind schedule but we hope it will be launched fairly soon.

#### **Report by Peter Mann, webmaster**

The new Hatley website is a reality – at least in terms of the background 'engineering' work having been completed by Steve James of Federation Design to the 'grid' design agreed by Hatley Parish Council and the very detailed site map Nicola Jenkins and I formulated listing 138 pages from the old site we want to keep; Steve has set these up for us as unpopulated files.

Federation Design is also hosting the site on its server at £3.95 / month (excl. VAT) from April 2018 to March 2019 inclusive. The original choice for hosting the site was SiteGround – but on a like-for-like comparison, they would have charged £7.95 / month + VAT for the first 12 months for their 'Go-Geek' 'full feature' package, some of which we only need pre-launch. From April 2019, the Federation Design rate will increase to £9.95 / month – the same as SiteGround's 'GrowBig' mid-feature package. (SiteGround has a 60% 12 month introductory discount on all its packages, which Steve matched.) In case anything happens to Federation Design, we have full access to all the background coding enabling us to switch to a different host without losing and design elements / structure or material we've placed on the site.

I had been intending to begin populating the new Hatley site from late March – and my apologies to the Parish Council for not doing so: a huge amount of work connected with the recent District Council elections rather side-tracked me.

Now that is over and done with, I have finally got my 'eye in' and started populating it in a three-stage process: copying over the text from the old site (a straightforward task); inputting my library of photographic and HPC files (agendas, minutes etc) into the WordPress library; placing those files: the photos will be part of any 'editorial', the HPC files accessed via a table matrix.

It's still going to take me some time to get it all transferred – there are currently 476 files of non-HPC PDFs and the like in the 'documents' folder on my computer and goodness knows how many photographs... while not all will be required (they go back to 2002), it is too early to give an estimated completion date.

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DRAFT