

Hatley Parish Council

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Minutes of the Annual Parish Meeting, at 7.00 pm on Tuesday 21st May 2019

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

1. The Chair welcomed all to the meeting and it was confirmed that no apologies for absence were received.
2. The minutes of the last Annual Parish Meeting held on Tuesday 15th May 2018 were accepted as a true record having been approved at a meeting of the Parish Council in July 2018.
3. The Chair of Hatley Parish Council presented an annual report on behalf of the Parish Council. ([appendix 1](#)). Cllr Astor thanked Cllr Eagle for her excellent work as Chair in the previous year.
4. The following Parish Reports were presented:
 - i. Hatley St. George Church ([appendix 2](#)).
 - ii. St. Denis' Church Local Nature Reserve Management Group ([appendix 3](#))
 - iii. Hatley Website Group ([appendix 4](#))
 - iv. Hatley Village Association ([appendix 5](#))
 - v. Hatley Village Hall ([appendix 6](#))
 - vi. Little Gransden Aerodrome Local Consultative Committee ([appendix 7](#))
5. Annual reports were given by the County and District Councillors ([appendix 8](#))
Cllr S Kindersley left the meeting.
6. Hatley Parish Council's unaudited accounts for the year ended 31st March 2019

RECEIPTS AND PAYMENTS ACCOUNT

	<u>2017/2018</u>	<u>2018/2019</u>
Balance brought forward	13,104.64	16,474.06
Add total receipts	12,080.71	14,803.56
Less total payments	(8,711.29)	(17,796.10)
Balance carried forward	16,474.06*	13,481.52*

BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31 MARCH 2019

	<u>2017/2018</u>	<u>2018/2019</u>
Current Account	19,066.74	13,711.18
Plus: Petty Cash held	40.00	11.28
Less: Uncleared cheques	(450.00)	(96.00)
	(42.40)	(23.18)
	(178.60)	(72.00)
	(900.00)	(50.00)
		(120.00)
		(279.01)
		(33.54)
		(598.19)
Balance	16,474.06*	13,481.28*

*Figures include the funds held, payments and receipts for the Hatley Village Association.

7. A question was raised regarding the higher level of payments in 2018/19 in comparison with the previous year. The Clerk confirmed that payments were made for a range of projects that

may have received grants or had expenditure allocated in previous years. Such project payments included the new equipment in the play area, new doors at the Village Hall, the defibrillator and a contribution to the Local Highways Improvement Scheme relating to 2016-17.

8. **The next Annual Parish Meeting is due to be held at 7.30 pm on Tuesday 28th April 2020.**
9. The meeting was closed at 8.14 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 21st May 2019

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

1. Cllr Eagle proposed to elect Cllr Pinney as Chair for 2019-20. This was seconded by Cllr Astor and Cllr Pinney accepted the nomination.
2. Cllr Eagle proposed to elect Cllr Astor as Vice Chair for 2019-20. This was seconded by the Chair, Cllr Pinney. Cllr Astor accepted the nomination.
3. No apologies of absence were received.
4. The Declaration of Acceptance of Office was signed by the new Chair and Vice Chair, witnessed by the Clerk.
5. The Councillors confirmed that there were no changes required relating to their Registration of Interests.
6. There were no dispensation applications for items on this agenda.
7. The minutes of the Ordinary Meeting dated 19th March 2019 were agreed as a true record of the meeting and were signed by the Chair.
8. Matters Arising from the minutes of 19th March 2019 were just to note items relating to village improvements that remain outstanding for completion before the next meeting.
9. There were no questions by members of the public.
10. Churches:
 - i. St Denis' Church – It was agreed that Cllr Eagle would remain the key holder for the Church despite stepping down from the role of Parish Council Chair. Heritage Open Day(s) would need to be set in due course. The maintenance of the boundary issue which was touched upon in the Annual Parish Meeting will be investigated with the Parochial Church Council.
 - ii. There were no matters to consider relating to Hatley St George Church.
11. Planning:
 - i. The Clerk confirmed that the Lawful Development application S/0528/19/LD for Holbein's Farm's barn conversion to a dwelling had been approved but no other updates were available.
 - ii. The Parish Council agreed to make no comment on the draft Gamlingay Village Design Guide Supplementary Planning Document.
 - iii. There were no planning considerations relating to SCDC's monthly update.
12. Hatley Village Association:
 - i. A new date for the Hatley Village fête was confirmed as Sunday 21st July 2019.
 - ii. The HVA members met last week and agreed that there is a future for the HVA, despite the low number of members, as the group will now focus on fewer events in the year. There is no Chair for the HVA but a different member will take responsibility to oversee each event. Disappointment was expressed for the poor level of support by Hatley residents for the various events held throughout the year, which take a great deal of time to

organise and host. There are a number of projects that the HVA funds could be used for in the village hall, such as the toilets, the bar and the internal doors; however nobody has the time at present to research or undertake the grant applications to support those projects. Thanks were given for the production and distribution of flyers by an East Hatley resident.

13. Village Hall:

- i. Maintenance issues that are outstanding or that were identified during the risk assessment were discussed. Cllr Astor agreed to look at the weights on the bar hatch to make it easier to lift. Cllr Eagle will seek assistance for the repair to the ramp. The Clerk will purchase new batteries for the alarm and liaise with the Estate Manager for use of lifting equipment. Cllr Nickerson agreed to investigate the repair or replacement of the toilet seat.
- ii. The Parish Council agreed to the transfer of £30.00 hall hire fee for petty cash purposes. The transfer was made, the petty cash was counted and the balance confirmed as £41.22.
- iii. The need for key holder support and cleaning were discussed and a proposal was agreed for the caretaker to oversee a small team of other volunteers that he can call upon in times of need. Thorough cleaning will need to be arranged every few months, ideally using volunteers.

14. Village play area:

- i. The Parish Council considered each of the action points raised by the RoSPA report and agreed to any necessary action to be taken. Cllr Nickerson will address the protruding bolt and Cllr Eagle will seek assistance with the woodwork at the top of the tower which connects the slide. The Parish Council will re-consider its options for purchasing a new play tower before making purchases for new play netting. To be revisited at the meeting in July.
- ii. The Clerk noted that the issue with dog waste bags being placed on the Play Area bin continues to be a problem. A new notice will be made and the issue will be repeated in the next newsletter. **Clerk to action.**
- iii. The Parish Council agreed the monthly inspection rota for 2019-20.
- iv. The Clerk advised that the play tower design that was selected in 2016 is no longer available but could be redesigned on a bespoke basis. Alternative, smaller towers have been quoted for by HAGS SMP. It was agreed that a Play Area Working Party meeting should be arranged in June to enable the Parish Council to resolve upon any quotations or purchases as its next ordinary meeting in July. **Clerk to action.**

15. Community Defibrillator:

- i. The Clerk confirmed that a copy of the Record Book is being received on a monthly basis and there are no issues to report.
- ii. Further to the cancellation of the EAAA training session in April, the numbers for the next date in June are quite low and therefore the Clerk recommended moving the session to Monday 23rd September, which the Parish Council supported. **Clerk to action.**

16. The Parish Council received details of a recommendation to switch the web hosting services for the new website back to Claranet to ensure suitable speeds are available. A service upgrade would also be required. The Parish Council resolved to accept the recommendation, which would result in an annual fee of £300.00. The Parish Council resolved to agree to a request for the continuation of support services and the annual SLC's via Federation Design, which will incur an annual fee no greater than £120.00. **Clerk to action.**

17. There were no matters to consider relating to the speed monitoring sign at this time.

18. Donations:

- i. The **Parish Council resolved** to make a donation of £86.00 to the Gamlingay Gazette.
- ii. The **Parish Council resolved** to make a donation of £100.00 to the East Anglian Air Ambulance Service.
Clerk to action.

19. To consider correspondence received:

- i. Cambridge Gliding Centre 'Neighbouring Parishes Open Day' – details shared.
 - ii. Rural Network Services campaign 'Time for a Rural Strategy' – details shared.
 - iii. SCDC's additional green bin charges – details shared.
20. Annual review of statutory documents:
- i. Standing Orders – The **Parish Council resolved** to make a minor revision to details relating to the time allocated to the public for speaking at meetings, to ensure it complies with the ten minute period which is stated on the meeting agendas.
 - ii. Financial Regulations – The **Parish Council resolved** to make no changes to this document.
 - iii. Code of Conduct – The Parish Council resolved to make no changes to this document.
 - iv. Risk Assessment – The Clerk recommended a number of revisions to ensure that all new assets are considered in this year's and future Risk Assessments. The **Parish Council resolved** to accept the revised document and agreed to amend the inspection of all litter bins from a monthly to annual basis. Only the Play Area litter bin will be inspected monthly.
 - v. Assets Register – The Clerk proposed a number of revisions to ensure that all new assets are included on the register. Details of the new assets have been shared with Came and Co. for insurance purposes. The **Parish Council resolved** to accept the revised Assets Register.
 - vi. Transparency Code items – The Clerk reminded the Council of its obligation to share certain information on the website by the 1st July each year and provided copies of the summary of expenditure over £100 and the statement relating to land and buildings.
Clerk to action.
21. Annual review of policies:
- i. Safeguarding Policy
 - ii. Equality and Diversity Policy
 - iii. Play Area Access Statement
- The **Parish Council resolved** to make no changes to any of the policies. The Clerk reminded the Council that the Privacy Policy was reviewed and approved at the meeting in March 2019 as it was required for the new website.
22. The Clerk discussed the findings of the Risk Assessment which was actioned earlier that day. Cllr Nickerson agreed to help compact the soil at the base of the deer sign which is located on Hatley Road, Gamlingay, as there is significant movement. Maintenance tasks for the village hall were addressed under item 13.i. of this meeting. Maintenance tasks for the play area were addressed under items 14.i and 14.ii of this meeting. The testing of electrical appliances is still due to be actioned by the electrician in the coming weeks. All other areas were considered to be satisfactory.
23. The **Parish Council resolved** to renew its annual insurance policy with Inspire, facilitated by Came and Company Local Insurance.
24. CAPALC:
- i. The **Parish Council resolved** to renew its CAPALC membership for 2019-20.
 - ii. The **Parish Council resolved** to renew its membership, through CAPALC, for the General Data Protection Scheme 2019-20.
 - iii. The Parish Council considered the invitation to the Clerks and Councillors Annual Conference Day but will not be attending.
25. To **Parish Council resolved** to approve the following payments:
- i. *Buzz Associates* – Final payment for new village website – £450.00
 - ii. *Playsafety Limited* – Play area RoSPA inspection – £82.20
 - iii. *CAPALC* – Annual membership fee and GDP membership fee 2019-20 – £178.71
 - iv. *Valerie Seekings* – Internal audit services – £50.00
 - v. *Came & Company* – Annual insurance renewal 2019-20 – £280.00
 - vi. *M R L Astor* – Village Hall annual rent – £1.00

- vii. *M R L Astor* – Play Area annual rent – £1.00
 - viii. *K Wilde* – Annual office fee 2019-20 – £80.00
 - ix. *K Wilde* – Office expenses and reimbursements – £31.15
 - x. *K Wilde* – Travel expenses – £52.29
 - xi. *K Wilde* – Salary payments (May and June) and overtime to 30.04.19
 - xii. *Npower* – Village Hall electricity – Direct Debit details to be provided
26. Annual accounts for the year ended 31st March 2019:
- i. The **Parish Council resolved** to certify itself as exempt from external audit inspection for the purpose of the Annual Governance and Accountability Return 2018-19. The Clerk confirmed that neither income nor expenditure exceeded £25,000 for the year. The Exemption Certificate was signed by the Chair.
 - ii. The Clerk shared the Internal Auditor's report and confirmed that no issues or concerns had been identified during the audit.
 - iii. The **Parish Council resolved** to approve the Annual Governance Statement 2018-19. No issues or concerns were identified and the statement was signed by the Chair.
 - iv. The **Parish Council resolved** to approve the Accounting Statements 2018-19, which were signed by the Clerk and the Chair. **Clerk to publish all audit documents on the website and notice boards in June.**
27. The **Parish Council resolved** to add Cllr Eagle as an authorised signatory to the bank account. **Clerk and Cllr Eagle to action.**
28. The Parish Council agreed the following time and date of meetings for the coming year:
- i. 7.30 pm Tuesday 16th July 2019
 - ii. 7.30 pm Tuesday 15th October 2019
 - iii. 7.30 pm Tuesday 21st January 2020
 - iv. 7.30 pm Tuesday 17th March 2020
 - v. 7.30 pm Tuesday 19th May 2020 Annual General Meeting only. The Annual Parish Meeting will take place at 7.30 pm on Tuesday 28th April 2020.
29. The meeting was closed at 21.53 pm.