

Hatley Parish Council

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Minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 17th March 2020

In attendance: Cllr A Pinney (Chair), Cllr M Eagle, Cllr N Jenkins, Cllr H Nickerson, Clerk to the Council K Wilde and 3 members of the public.

1. Apologies for absence: Cllr M Astor, District Cllr H Williams and County Cllr S Kindersley.
2. Interests and dispensation applications: None.
3. Minutes of the Extraordinary Meeting held on 25th February 2020 will be signed at the next meeting following a request from Cllr Jenkins for minor amendments to the text. **Clerk to action.**
4. It was confirmed that the litter pick event will proceed on Sunday 29th March, weather permitting.
5. It was announced that the Mother's Day event has been cancelled and it is possible that all planned church services will be cancelled because of the Government's coronavirus restrictions on social gatherings, although the church may remain open.
6. Cllr Eagle provided a brief update on behalf of County Cllr Kindersley. Cambridgeshire County Council has suspended all meetings as of today and official guidance regarding future meetings is due to be given to Parish Councils tomorrow. The possibility of remote voting by councillors is being investigated. News of the Gamlingay Coronavirus Support Group was also shared. The District Councillor's report was distributed to the Parish Council ahead of this meeting.
7. Churches:
 - i. The Chairman thanked Cllr Jenkins for her update on St Denis' church. Hedge and tree pruning will take place in the grounds of St Denis' church on Sunday 22nd March.
 - ii. There were no updates relating to Hatley St George Church.
8. There were no planning issues or applications to discuss.
9. The **Parish Council resolved** to delegate the task of selecting and purchasing the free trees from South Cambs District Council to Cllr Astor, the parish tree warden. Cllr Nickerson suggested that apple trees would be most suitable for the community, which was fully supported. Cllr Nickerson offered to supply stakes and the Chairman offered to undertake the planting work, with the help of other volunteers. **Clerk to inform Cllr Astor of action required.**
10. Cllr Eagle is undertaking training as part of the Walking for Health scheme and will provide further information at the next Parish Council meeting.
11. Cllr Jenkins requested that the Parish Council reconsidered plans for Operation London Bridge. Locations for floral tributes were identified, being the 'Coronation' tree close to the East Hatley phone box and the 'Silver Jubilee' tree close to the play area. The **Parish Council resolved** to follow the confidential protocol shared by Cambridgeshire County Council regarding the timing of online announcements. It is expected that the Church will organise a service. The Clerk was asked to find out what the neighbouring parish of Gamlingay has planned. **Clerk to action.**
12. Cllr Eagle has nearly completed the Parish Emergency Plan, just requiring permission from a number of residents to obtain and share their contact details.
13. Both Cllr Astor and Cllr Eagle have undertaken inspections of the play area in the previous months and confirmed their findings to be satisfactory. Further to email communications by

- the Clerk to the Parish Councillors, it was formally agreed that the funding application for play equipment will not be progressed until the outcome of the applications for the Village Hall toilets project is known. This was because if applications for both projects were successful the total costs involved would draw significantly on the Parish Council's reserves with VAT not being reclaimed until a later date.
14. The Chairman gave an update on the speed monitoring sign, which now has new batteries that are lasting more than 3 weeks. The next location for the sign will be west facing outside the Village Hall. It was noted that the sign is seen to be making a positive impact on the reduction of speed by many passing drivers.
 15. Public Access Defibrillator:
 - i. The Clerk confirmed receipt of the log book details.
 - ii. The replacement sensor light has been installed and is working well. It was supplied free of charge and the batteries should last for one year.
 - iii. The Clerk advised that the Defib Group has been contacted by the East of England Ambulance Service NHS Trust reminding groups to ensure that equipment has not passed an expiry date. The Clerk advised that the annual risk assessment undertaken by the Parish Council will automatically cover such checks and confirmed the equipment will need replacing early in 2023. The Defib Group leader has also noted this information in the inspection log book.
 - iv. No other action is required.
 16. Hatley Village Association:
 - i. The monthly Coffee Mornings are cancelled until further notice, following Government guidance on social gatherings relating to coronavirus.
 - ii. The next HVA meeting is due to take place on 2nd April, for the purpose of discussing the village fête. The agreed date for the event has been changed to 28th June. But both the meeting and the fête may be cancelled as a result of coronavirus restrictions. Updates will follow.
 17. Village Hall:
 - i. Three new quotations have been received for the new toilets project and a brief summary of the costs and work involved was presented by the project leader.
 - ii. The Parish Council agreed to keep the meeting open to allow further discussion with the leader of the toilets projects and to receive an update on the Landlord's preferences. The Clerk advised caution relating to any details which may be considered to be of a confidential or sensitive nature to the businesses involved. The **Parish Council resolved** to proceed with the contractor recommended by both the project leader and the Landlord which is Prime Plumbing, a business with considerable experience in this line of work. Agenda points 17iii to 17v relating to the reopening of the meeting and decision by the Parish Council were no longer relevant and minutes were not required.
 - iii. As above 17.ii.
 - iv. As above 17.ii.
 - v. As above 17.ii.
 - vi. The Clerk advised that bookings received for the next 8-week period are all expected to be cancelled in compliance with the Government's coronavirus guidelines. A full refund will be required for the hirer who was due to use the hall next weekend. The **Parish Council resolved** that any cancellations required in this period would be repaid in full. **Clerk to action.**
 - vii. Maintenance issues noted include the replacement batteries for the alarm and repair work for the gutter and pipes at the rear of the hall. The Clerk will provide batteries for the alarm to Cllr Nickerson and the Landlord is aware of the latter issue.

18. Correspondence:
 - i. The Clerk shared details of posters and advice that has been circulated by a range of organisations relating to coronavirus, some of which will be made available on the village website and notice boards.
 - ii. Notification of the transfer of the account with the supplier of electricity to the village hall, nPower to E.ON, as a result of a company takeover, has been received.
 - iii. The Chairman shared details of late correspondence received from a resident of East Hatley expressing concern about the deterioration of the verge along the main highway and the danger that this poses to all users of the highway and footpath. The Clerk read the response from Cambridgeshire County Council Highways from 2018 when this issue was last raised by the Parish Council. The Council had confirmed that there are no feasible solutions to the issue of 'overrun' by vehicles and had recommended then that the length and depth of overruns be monitored by the Parish Council. The Chairman agreed to monitor the worst examples and will report his findings in due course. The Chairman suggested that this subject is added to the next meeting agenda for further discussion and that the Parish Council also reconsiders reducing the speed limit in Hatley to 30 mph.
19. The **Parish Council resolved** to appoint LGS Services to undertake the internal audit for the financial year ending 31st March 2020.
20. The **Parish Council resolved** to approve the following payments:
 - i. *Information Commissioner* – Annual subscription – D/D £35.00
 - ii. *CAPALC* – Annual subscription and Data Protection Officer membership – £217.76
 - iii. *K Wilde* – Salary payments March and April
 - iv. *K Wilde* – Travel and purchase requirements – £25.07
21. Time and date of the next meetings: **As a result of Government guidance relating to social gatherings and social distancing, the meetings scheduled for April and May are postponed until further notice.**
22. Time of meeting closure: 8.41 pm.