

# Hatley Parish Council

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## Minutes of the Annual Parish Meeting held on Tuesday 19th May 2020

In attendance, remotely via Zoom video/telephone conference call technology: Cllr A Pinney (Chair), Cllr M Astor (Vice Chair), Cllr M Eagle, Cllr N Jenkins, Cllr H Nickerson, County Cllr S Kindersley, District Cllr H Williams, Reverend Hilary Young, Clerk to the Council K Wilde and two members of the public.

1. The Chair of the Parish Council welcomed all to the meeting and thanked Cllr Eagle for organising and hosting the meeting remotely. Cllr Eagle was given an opportunity to outline the meeting protocol with regard to public speaking and decision taking by Councillors.
2. There were no apologies for absence.
3. The minutes of the Annual Parish Meeting held on Tuesday 21st May 2019 were confirmed as a true record of the meeting, having been approved and signed by the Parish Council on 16th July 2019.
4. The Chair read aloud Hatley Parish Council's annual report. This will be made available on the Hatley village website and notice boards.
5. Annual parish reports were received from the following groups and will be made available on the Hatley village website:
  - i. Hatley St George Church. Revd Hilary Young gave thanks for the help received from Hatley residents and believes that people now understand that more money goes into Hatley St George Church from funds raised in Gamlingay than vice versa. The Hatley task group was praised for helping to deal with the asbestos in the organ. Availability of grant funding is now limited because of Covid-19 but it is hoped that the larger improvement projects can still proceed. Cllr Astor thanked Revd Hilary Young for her energy, care and attention regarding Hatley St George Church.
  - ii. St Denis' Church Local Nature Reserve Management Group. Cllr Jenkins gave thanks to Joyce Denby for the research she has undertaken on the history of the people connected with St Denis' church. It is hoped that the church will be open on some days during the Heritage Open Days festival (11th to 20th September) but this will be confirmed in due course. The group aims to remove a dead elm tree and two diseased horse chestnut trees from the grounds by the year end.
  - iii. Hatley Website Group. The Chair gave thanks to Peter Mann for the vast improvement to the new Hatley website. Cllr Jenkins also thanked Peter Mann for the extra work he has undertaken to help keep the community informed during the Covid-19 outbreak. Contributions to the website from the community are very welcome, as is any feedback. The Clerk will receive training on adding information to the website in the near future.
  - iv. Hatley Village Association. Mervyn Lack explained that the HVA has struggled in the last year because of a reduction in members, but the team was invigorated by the enthusiasm of two new participants who, during their last meeting, had great ideas for the fête. Unfortunately, it now looks as though the fête will not be able to take place because of Covid-19 restrictions. The monthly Coffee Morning event is greatly missed by many.

- v. Hatley Village Hall. The Clerk advised that bookings for the year totalled 55. Hire charges increased in April 2019 to £8.50 per hour for Hatley residents and £11.00 per hour for others. The total hall hire income for the year was £2,346.75. Two cancellations were made in March as a result of Covid-19 restrictions and the hall remains out of use until Government restrictions are lifted. Since September 2019 the hall has operated without a designated caretaker and the various caretaker and key holder duties have been shared among a small group of volunteers organised by the Clerk. The Parish Council welcomes additional local volunteers to assist with hall bookings and cleaning until someone comes forward to take the caretaker role. Cllr Kindersley queried whether the Parish Council had taken the opportunity to receive the £10,000 Government grant for village halls. The Clerk confirmed that she did not think Hatley Village Hall was eligible but would revisit the conditions of the grant to be 100% certain. Cllr Williams offered to assist with this, as the grants are being organised through district councils.
6. Reports were received from the County and District Councillors and will be made available on the Hatley village website.
7. The Parish Council's unaudited accounts for the year ended 31st March 2020 were received, as set out below, and will be made available on the Hatley village website and notice boards.

#### RECEIPTS AND PAYMENTS ACCOUNT

	<u>2018/2019</u>	<u>2019/2020</u>
Balance brought forward	16,474.06	13,481.52
Add total receipts	14,803.56	23,125.05
Less total payments	(17,796.10)	(10,927.30)
<b>Balance carried forward</b>	<b>13,481.52*</b>	<b>25,678.97*</b>

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

#### BANK RECONCILIATION AS AT CLOSE OF BUSINESS 31 MARCH 2020

	<u>2018/2019</u>	<u>2019/2020</u>
Current Account	13,711.18	26,920.14
Plus: Petty Cash held	11.28	27.06
Less: Uncleared cheques	(96.00)	(50.00)
	(23.18)	(243.00)
	(72.00)	(31.80)
		(122.00)
		(217.76)
		(243.00)
		(25.07)
		(44.00)
	(50.00)	(291.60)
<b>Balance</b>	<b>13,481.28*</b>	<b>25,678.97*</b>

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

8. The Chair acknowledged the community involvement and the voluntary work of the support group who have been helping during the coronavirus outbreak, with particular thanks to all residents who are helping their neighbours with supplies. Thanks were also given to the village shop for providing additional stock and to the webmaster for the updates and extra information which is published on the website. It was noted that

regular contact is made between Cllr Eagle and SCDC to ensure that all available help is accessible to those in need.

9. There were no questions from the public.
10. It was agreed the next Annual Parish Meeting would take place at 7.30 pm on Tuesday 20th April 2021.
11. The meeting closed at 7.37 pm and all participants were thanked by the Chair for attending the meeting.

### **The Annual Parish Meeting was immediately followed by the AGM of Hatley Parish Council**

## **Minutes of the Annual General Meeting held on Tuesday 19th May 2020**

In attendance, remotely via Zoom video/telephone conference call technology: Cllr M Eagle (Chair), Cllr M Astor (Vice Chair), Cllr N Jenkins, Cllr H Nickerson, Cllr A Pinney, County Cllr S Kindersley, District Cllr H Williams, Reverend Hilary Young, Clerk to the Council K Wilde and two members of the public.

1. Cllr Eagle was elected as Chair for 2020-21, being proposed by Cllr Astor and seconded by Cllr Pinney. Cllr Eagle accepted and gave thanks. Cllr Astor thanked Cllr Pinney for his leadership during the past year.
2. Cllr Astor was elected as Vice Chair for 2020-2021, being proposed by Cllr Pinney and seconded by Cllr Jenkins. Cllr Astor accepted and gave thanks.
3. There were no apologies for absence.
4. The Chair and Vice Chair agreed to sign their Acceptance of Office at the earliest opportunity, by arrangement by the Clerk.
5. Cllr Jenkins provided an updated Register of Interests whilst the four remaining Councillors confirmed verbally that there are no changes to their circumstances.
6. There were no dispensation applications for items on this agenda to be considered.
7. The **Parish Council resolved** to approve the minutes of the Extraordinary Meeting held on 25th February and the Ordinary Meeting of 17th March 2020. The minutes will be signed by the Chair at the earliest opportunity, by arrangement by the Clerk.
8. The Clerk raised, under Matters Arising, that the intention to discuss a possible reduction of the speed limit in Hatley has been deferred to a later meeting in the hope that the Parish Council would be able to discuss this with the public at a face-to-face meeting. However, as remote meetings are now likely to become the norm for the foreseeable future it will be discussed at the next meeting. Cllr Kindersley advised that remote meetings may be encouraged on a long-term basis because of the environmental benefits of attending meetings remotely via technology rather than travelling by car.
9. There were no questions from the public. A resident asked to share the following information – 1. It has been suggested that the Coffee Morning continues on a virtual basis but this is not possible as there would be technological issues for some of the regular attendees. 2. East Hatley has updated a local directory of residents and encourages Hatley St George to produce something similar.
10. Churches:
  - i. St Denis' Church. Revd Hilary Young confirmed that responsibility for the churchyard remains with the Parochial Church Council but she will ensure that decisions are taken and communicated as promptly as possible. A meeting will be organised by Cllr Jenkins and Revd Hilary Young to discuss required work in the churchyard.

- ii. Hatley St George Church. Revd Hilary Young gave thanks for the work of the local task group which was established last year. Despite potential fundraising limitations, it is still hoped that the work on access to the tower and the drainage project can proceed.
11. There were no planning updates to note. District Cllr Williams was thanked for keeping the Parish Council up to date with matters relating to changes to planning delegation at SCDC.
12. The Hatley Village Association's intentions to host the fête at the end of June are thwarted by coronavirus restrictions and there are no plans for any future events.
13. The Village Hall remains closed until further notice. The new toilets project has been stalled as funding providers are redirecting resources to coronavirus projects. The Awards for All grant can be used for the fitting hand rails to the hall entrance in the meantime and a breakdown of costs for this element of the project will be sought from the approved contractor.
14. Village play area:
  - i. It was noted that the play area which was closed in March because of Covid-19 restrictions remains closed until further notice.
  - ii. The 2020 RoSPA report was shared with the Councillors ahead of the meeting. No urgent issues were noted and many of those highlighted are unchanged from last year. The Clerk will email a list of action points to the Councillors. Cllr H Nickerson offered to assist with the required work.
  - iii. The **Parish Council resolved** to accept the proposed monthly play area inspection rota for 2020-21.
15. The Clerk confirmed receipt of the Community Defibrillator log book for April, with no issues to note.
16. The Clerk's training for adding material to the Hatley website has been deferred until social distancing restrictions are lifted.
17. The new batteries for the speed monitoring sign are lasting much longer, although the volume of traffic has been lower which reduces battery use. The battery will be changed on 20th May by Cllr Pinney. The location of the sign will remain unchanged as it is a two-person job.
18. The Clerk advised that formal notice of the proposed closure of New Road, Gamlingay for bridge repairs is yet to be published but is expected to take place from 8th to 19th June inclusive. Cllr Pinney noted that fly tipping has taken place on this road close to the bridge and was urged by District Cllr Williams to report this to SCDC via the online reporting tool, a link to which can be found on her website.
19. The Clerk continues to routinely share all correspondence with the Councillors by email. Currently, the majority of this is concerned with coronavirus impacts and community support.
20. The Clerk had shared the following statutory documents with the Councillors in advance of the meeting:
  - i. Standing Orders – The **Parish Council resolved** to make no changes to this document.
  - 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 **Parish Council resolved** to accept the revisions proposed by the Clerk, being checks on expiry dates for the defibrillator equipment and the inclusion of all road signage and the batteries for the speed sign. The revised

- document will be made available on the Hatley village website and will be used for all future assessments.
- v. Assets Register – The **Parish Council resolved** to accept the revisions proposed by the Clerk to include the new wooden access ramp for the Village Hall and the Clerk’s printer.
  - vi. Transparency Code items – The **Parish Council resolved** to accept the updated documents that are required to meet the regulations. These will be available on the Hatley village website.
21. The Clerk shared the following policies and access statements for consideration by the Councillors ahead of the meeting:
- i. Safeguarding Policy – The **Parish Council resolved** to make no changes to this document.
  - ii. Equality and Diversity Policy – The **Parish Council resolved** to make no changes to this document.
  - iii. Volunteering Policy – The **Parish Council resolved** to make no changes to this document.
  - iv. General Privacy Policy – The **Parish Council resolved** to make no changes to this document.
  - v. ‘Contact Us’ Privacy Policy (website) – The **Parish Council resolved** to make no changes to this document.
  - vi. Play Area Access Statement – The **Parish Council resolved** to make no changes to this document.
  - vii. Village Hall Access Statement – The **Parish Council resolved** to make no changes to this document.
22. The Clerk confirmed having completed the Risk Assessment on 18th May 2020. The post for the ‘deer crossing’ road-sign on Hatley Road, Gamlingay and the post for the speed monitoring sign have both become a little loose in the ground, possibly caused by the prolonged dry weather. It was agreed that they would be monitored in the coming months to ensure the condition does not worsen. The ladders at the hall were not tested but will be checked before the hall reopens for hire. The play area assessment was a visual inspection because the equipment was out of use and the whole area had been inspected by Playsafety Ltd in the previous week. The expiry dates of all applicable items in the defibrillator cabinet have been recorded and the purchase of replacement items will be diarised by the Clerk.
23. The **Parish Council resolved** to approve the annual insurance renewal provided by Came and Company, being the final year of a long-term agreement held with Pen Insurance.
24. The Parish Council’s annual financial data were shared with the Councillors in advance of the meeting. It was noted that the agenda referred to the incorrect financial year and it was agreed by all Councillors that this review involves the annual accounts for the year ended 31st March 2020 and not 2019.
- i. The **Parish Council resolved** to approve the reconciliation of the bank statement with payments and receipts, including Petty Cash, for the period January to March 2020. Details of the Petty Cash book and evidence of the cash held were shared electronically with the Councillors in advance of the meeting.
  - ii. The **Parish Council resolved** to declare Hatley Parish Council as an exempt authority for the financial year 2019-20 for the purposes of the external audit (Local Audit (Smaller Authorities) Regulations 2015).
  - iii. The Clerk advised that at present LGS Services is only undertaking Parish Council internal audits where all relevant documents and processes can be reviewed online or via email. It is hoped that paper files will be accepted in July. It has been agreed that

- the audit will provisionally take place during the first week of July. The internal auditor's report will be presented at the next Parish Council meeting on 14th July.
- iv. The Clerk read out each of the points of the Annual Governance Statement 2019-20 and these were verbally agreed by all Councillors. The **Parish Council resolved** to approve of the Annual Governance Statement 2019-20.
  - v. The **Parish Council resolved** to approve the Accounting Statements 2019-20.
25. To **Parish Council resolved** to approve the following payments:
- i. *S Kemp* – Refund of Village Hall booking fee – £94.00
  - ii. *K Wilde* – Overtime payments due to 31.03.20 – £291.60
  - iii. *K Wilde* – Replacement cheque for cheque no. 100657 lost in clearing – £243.00
  - iv. *K Wilde* – Replacement cheque for cheque no. 100658 lost in clearing – £31.80
  - v. *K Vickers* – Refund of Village Hall booking deposit – £20.00
  - vi. *Came & Company* – Annual insurance renewal 2020-21 – £338.40
  - vii. *M R L Astor* – Village Hall annual rent 2020-21 – £1.00
  - viii. *M R L Astor* – Play Area annual rent 2020-21 – £1.00
  - ix. *M Eagle* – Reimbursement for Zoom Video Communication fee – £14.39
  - x. *K Wilde* – Annual office fee 2020-21 – £80.00
  - xi. *K Wilde* – Office expenses and reimbursements – £80.35
  - xii. *K Wilde* – Salary payments (May and June)
  - xiii. *Npower* – Village Hall electricity – Direct Debit – £61.81
26. The **Parish Council resolved** to agree the time and date of 2020-21 meetings as listed below:
- i. 7.30 pm on Tuesday 14th July 2020
  - ii. 7.30 pm on Tuesday 20th October 2020
  - iii. 7.30 pm on Tuesday 19th January 2021
  - iv. 7.30 pm on Tuesday 16th March 2021
  - v. 7.30 pm on Tuesday 20th April 2021 – Annual Parish Meeting
  - vi. 7.30 pm on Tuesday 18th May 2021 – Annual General Meeting
27. The meeting was closed at 8.40 pm.