

Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG
Tel: 01767 650596 Email: parishclerk@hatley.info Website: www.hatley.info

Minutes of the Annual General Meeting of Hatley Parish Council held on Tuesday, 4th May 2021

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 Kindersley (arriving late), Clerk to the Council K Wilde, Revd Hilary Young and 3 members of the public.

MINUTES

1. Cllr Nickerson proposed that Cllr Eagle should continue in the role of Chair of the Parish Council for 2021-22. This proposal was seconded by Cllr Jenkins. Cllr Eagle accepted the election.
2. Cllr Eagle proposed that Cllr Astor should continue in the role of Vice Chair of the Parish Council for 2021-22. This proposal was seconded by Cllr Pinney. Cllr Astor accepted the election.
3. Apologies for absence: The Chair advised that County Cllr Kindersley hopes to join the meeting later in the evening.
4. The Clerk will organise the signing of the Acceptance of Office by the Chair and Vice Chair at the earliest opportunity.
5. The Councillors each confirmed that no changes were required to their Register of Interests.
6. No dispensation applications were received for items on this agenda.
7. The Parish Council resolved to approve the minutes of the Ordinary Meeting held on 16th March 2021. They will be signed by the Chair at the earliest opportunity.
8. Matters arising: The Chair confirmed that she has not yet spoken to the landowner regarding the hedges on the East Hatley junction. The Chair believes the hedges have been cut back since the last Parish Council meeting and, as both sides of the road were clear, no further action would be required. The Clerk responded to Cllr Nickerson's statement in the last meeting on 16th March 2021 regarding the Parish Council's decisions in October 2013 for the reduction of the speed limit to 30 mph. The Clerk read aloud the appropriate minutes of Tuesday 15th October 2013 whereby the Parish Council had been approached by Gamlingay Parish Council to consider joining a new speed monitoring sign and it was agreed to await further information for this new project.
9. Questions from the public: The Parish Council was asked if they supported a coffee morning event being held on the playing field on Tuesday 18th May. No objections were raised.
10. Planning: The Clerk advised that there have been no new applications or decisions. However, notification has been received from SCDC for the refusal to discharge conditions 15 (visibility splays) and 16 (gates to vehicular access) of planning permission S/4601/17/FL at Moat Farm, East Hatley. Cllr Jenkins advised that work has commenced at Barn Farm, East Hatley. However, there are no documents currently available on the SCDC website to suggest any of the conditions have been met. The Chair advised she was aware that a Planning Contravention Notice had been issued by SCDC to the landowner of Barn Farm in April and therefore work should not be taking place at this time. The Chair hoped that District Cllr Williams would be able to elaborate on this matter if she joins this meeting later.

11. East West Rail's (EWR) 2021 public consultation on route alignment and stations: The Chair reminded Councillors that they had supported the proposal by Cambourne Town Council for a northern route into Cambridge, with a new railway station to the north of Cambourne. The Chair proposed that the EWR project should meet the Government's zero carbon intentions and therefore should be environmentally focused and as sustainable as possible. It was considered to be short sighted of EWR to propose a diesel-powered rail service rather than an electrified service. The Chair proposed that EWR should seek to carry freight to take further traffic from roads to rail. The Chair expressed concern about the height of the proposed railway embankments that would be a visual blight on the landscape. All the above points were supported by all the Councillors. It was also agreed that the consultation had failed to allow for a fair consideration of routes access Cambridge from the north. A member of the public questioned whether EWR has demonstrated that there is a need for this train route and if so, is it still relevant now that so many people are home working? He suggested that there is a greater need for an east/west freight line rather than a passenger service. The plans for a new road linking Oxford and Cambridge (the 'Oxford to Cambridge Expressway') have since proved not to be economically viable. These comments were strongly supported by Cllr Astor. The **Parish Council resolved** to respond to the consultation, with Councillors encouraged by the Chair to respond individually online by the closing date of 9th June. The Clerk will also submit a response by letter on behalf of the Parish Council.
12. Local Highways Improvement (LHI) application to reduce the speed limit in Hatley to 30 mph:
The Clerk advised that she expected the new application details and deadlines for funding from Cambridgeshire County Council's LHI initiative to be made available in June and will add this item to the July meeting agenda. It was agreed that in the meantime the Clerk and Councillors would continue to prepare information for the application. Cllr Nickerson confirmed that Hatley meets the criteria for a 30 mph speed limit, with 24 properties on Main Street in Hatley St George and limited visibility to the six road junction/entrance points. The Clerk agreed to share again previous LHI applications as guidance for the level of detail and sub headings required in the LHI application. The Chair suggested that all Councillors contributed to the application wording drafted by Councillor Nickerson. It was suggested that maps and photos are also used to help to illustrate local highways issues for the benefit of the decision makers at County Council. Cllr Nickerson has spoken to the South Cambs Police and a number of people from County Council, as well as another Parish Council that has successfully reduced their speed limit, in preparation for this application. It was agreed that ideas would continue to be shared outside of meetings as required.
13. Hatley Village Association: The HVA intends to resume using the Village Hall for the monthly coffee morning from July 2021. Fundraising events will hopefully start again from late 2021 and the HVA fête will be back in 2022. It was noted again that Hatley St George Church would like to organise a fête in Hatley in 2021.
14. Village Hall: It was agreed that hall bookings will continue to follow Government guidance relating to Covid social distancing restrictions. The Clerk confirmed that the next Parish Council meeting due to take place late in July will be held at the Village Hall.
County Cllr Kindersley joined the meeting and welcomed questions to the annual report that he had circulated ahead of the meeting. No questions were raised. The Chair asked Cllr Kindersley to share his thoughts on the EWR consultation. He agreed to send information on the 'Cambridge approaches' to the Parish Council and the webmaster and confirmed that the rail minister has included the EWR line in the Conservative manifesto and therefore the line will be built even if questions remain about the current need for this passenger service. The Cambridge section will provide a commuter service but proposals exclude the option for a route via Northstowe through the north of Cambridge, and therefore it is still unclear what

market the service is targeting. The EWR service will be open by 2030 and will not be using electrification as it is too expensive. The line will not be considering freight transport.

County Cllr Kindersley left the meeting.

15. Village play area:

- i. The Clerk summarised the key recommendations from the April 2021 RoSPA annual report. Cllr Nickerson has fitted the side netting to the play tower and has dealt with the recommended roundabout maintenance. The Chair will seek assistance for the remedial work required to the top of the slide chute. The Clerk will look for funding opportunities for the replacement of the play tower.
- ii. The Clerk will email the monthly inspection rota for 2021-22 to the Councillors.

16. Correspondence received:

- i. Cambridgeshire Hearing Help: Clerk to arrange to share details via the notice boards and website.
- ii. Cambridge Gliding Club: Event dates will be shared via the notice boards and website.
- iii. CAPALC: Information relating to a new internal audit service was shared with the Councillors.

17. Statutory documents:

- i. The **Parish Council resolved** to make no amendments to the published Standing Orders.
- ii. The **Parish Council resolved** to make no amendments to the published Financial Regulations.
- iii. The **Parish Council resolved** to make no amendments to the published Code of Conduct.
- iv. The **Parish Council resolved** to make no amendments to the published Risk Assessment.
- v. The Clerk confirmed the adjustments that have been made to the Asset Register. No new purchases have been made but the list now includes some additional items located in the Village Hall. The Parish Council resolved to accept the Asset Register dated 31st March 2021.
- vi. The Clerk shared details of the Transparency Code payments exceeding £100 for the financial year ended 31st March 2021, which the **Parish Council resolved** to approve.

18. Policies and Access Statements:

- i. The **Parish Council resolved** to make no amendments to the published Safeguarding Policy.
- ii. The **Parish Council resolved** to make no amendments to the published Equality and Diversity Policy.
- iii. The **Parish Council resolved** to make no amendments to the published Volunteering Policy.
- iv. The **Parish Council resolved** to make no amendments to the published General Privacy Policy.
- v. The **Parish Council resolved** to make no amendments to the General Privacy Policy which is published on the Hatley parish website.
- vi. The **Parish Council resolved** to make no amendments to the published Play Area Access Statement.
- vii. The **Parish Council resolved** to make no amendments to the published Hatley Village Hall Public Access Statement

19. Risk Assessment: The Chair confirmed the Risk Assessment was undertaken with no action required. The signed report will be delivered to the Clerk at the earliest opportunity.

20. Insurance: The Clerk advised that the lowest quotation for insurance provided by Came and Company on 30th April 2021 was 78% higher than the premium paid in the last year.

The reason given for the higher premium was the number of business interruption claims made by companies during the past year, caused by the Covid-19 lockdowns. Both the Clerk and Cllr Pinney had attempted to seek alternative quotations in time for this meeting so that a decision could be made by the Parish Council. However, one company is yet to respond to the Clerk and the quote obtained by Cllr Pinney required more attention. The Parish Council agreed to receive further quotations outside of the meeting so that a decision can be reached in time for the insurance renewal at the end of May. The Clerk reminded the Councillors that decisions should be taken in the public domain but it was agreed by all that the Council should reach a decision by email correspondence to ensure it did not fall foul of its obligations to adequately insure the business and assets as of 1st June 2021.

21. Annual accounts for the year ended 31st March 2021:
 - 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 2021.
 - ii. The **Parish Council resolved** to declare itself as an exempt authority for the financial year 2020-21 in relation to the external audit (Local Audit (Smaller Authorities) Regulations 2015). Neither payments nor receipts exceeded £25,000 and all of the necessary documentation will be made available on the website by the end of May 2021. The certificate will be signed by the Chair and Clerk at the earliest opportunity.
 - iii. The Clerk shared details of the internal auditor's report as stated on the Annual Governance and Accountability Return (AGAR) form and read aloud the comments and recommendations provided by the internal auditor. It was agreed these will be discussed in detail at a later meeting and the Parish Council was satisfied that no significant issues were identified.
 - iv. The Clerk read aloud the responsibilities stated on the Annual Governance Statement 2020-21. There were no objections or concerns raised by any of the Councillors. The **Parish Council resolved** to approve the Annual Governance Statement 2020-21. Section 1 of the AGAR form will be signed by the Chair at the earliest opportunity.
 - v. Prior to the meeting the Councillors were sent the Accounting Statements 2020-21 by email, along with the AGAR supporting documents. The **Parish Council resolved** to approve the Accounting Statements 2020-21 and section 2 of the AGAR form will be signed by the Chair at the earliest opportunity.
22. PAYE 2020-21: The Clerk will make a repayment to the Parish Council of £16.60. This relates to the March 2021 salary payment which required an income tax deduction.
23. The **Parish Council resolved** to approve the following payments:
 - i. *HMRC* – PAYE March 2021 – £16.60
 - ii. ~~*Came & Company* – Annual insurance renewal 2021-22~~ (Not approved. See minute 20.)
 - iii. *M R L Astor* – Village Hall annual rent 2021-22 – £1.00
 - iv. *M R L Astor* – Play Area annual rent 2021-22 – £1.00
 - v. *Play Safety Ltd* – Annual RoSPA Inspection 2021 – £82.20
 - vi. *LGS Services* – Annual internal audit – £90.00
 - vii. *K Wilde* – Annual office fee 2021-22 – £80.00
 - viii. *K Wilde* – Salary payments (May and June)
24. The **Parish Council resolved** upon the time and date of meetings for 2021-22, as detailed below:
 - i. 7.30 pm on Tuesday 20th July 2021
 - ii. 7.30 pm on Tuesday 19th October 2021
 - iii. 7.30 pm on Tuesday 18th January 2022
 - iv. 7.30 pm on Tuesday 15th March 2022
 - v. 7.00 pm on Tuesday 17th May 2022 (Annual Parish Meeting followed by the Annual General Meeting of the Parish Council)
25. The meeting was closed at 9.16 pm.