

Hatley Parish Council

Clerk to the Council: Nicola Pearce, Monkswood, Hatley St George, Cambridgeshire, SG19 3HP
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Minutes of the Annual General Meeting of Hatley Parish Council held on Tuesday 31st May 2022

Present: Cllr M Astor, Cllr H Nickerson, Cllr A Pinney, Cllr C Cooper, Clerk to the Council Nicola Pearce, Revd Hilary Young and 6 members of the public.

1. Cllr Pinney proposed that Cllr Astor should take on the role of Chair of the Parish Council for 2022-23. This proposal was seconded by Cllr Nickerson. Cllr Astor accepted the election.
2. Cllr Astor proposed that Cllr Pinney should take on the role of Vice Chair of the Parish Council for 2022-2023. This proposal was seconded by Cllr Cooper. Cllr Pinney accepted the election
3. To receive apologies for absence: County Cllr Kindersley sent his apologies
4. To record the signing of the Acceptance of Office by the Chair and Vice Chair. Complete
5. To receive an updated Registration of Interests from Councillors, if applicable: There were no changes to the registration of interest. Cllr Cooper to sign and return the forms to N Pearce at her earliest convenience.
6. To receive and consider dispensation applications for items on this agenda. None received
7. To approve and sign the Minutes of the Ordinary Meeting held on 15th March 2022. Agreed
8. To consider any Matters Arising. There are no matters arising.
9. To open the meeting to members of the public for a maximum of ten minutes to enable them to address questions to the Parish Council (an individual member of the public shall not speak for more than 3 minutes) (*Questions relating to items not on the agenda shall not require a response or discussion until the following meeting*)
The following email was received from a resident:
"Would the Parish Council consider whether there is anything they could contribute to the experience of Ukrainian families who are being hosted by families in Hatley. Currently there are 2 local families who are expecting their guests on 8th June. I understand that Pottton Town Council have set up and donated to a Just Giving page which is now open for anyone to contribute to. Or maybe the PC might consider making a one off donation for a specific purpose; travel to Cambridge, a voucher for a supermarket or clothing outlet." Rev H Young suggested that the member of the public discuss this with Cllr Bridget Smith it Gamlingay as there are initiatives there to support Ukrainian families.
10. Rob Payne to present impact of change from Luton Airport re flight path. Mr Payne shared data on the flight path over the parish. Further reports will be sent to the Clerk who will then share these with the Councillors. It was agreed that we would advertise how members of the public can complain about the flight path on our village website and Facebook page.
11. Climate Action group update. No update received.
12. Neighborhood watch update. Cllr Cooper agreed to look into this in more detail.
13. To receive updates on local planning applications. No updates were received.
14. To consider updates or decisions for a Local Highways Improvement application to reduce the speed limit in Hatley St George to 30 mph. We were unsuccessful in our bid to reduce the speed limit in Hatley St George.
15. Update on Notice Boards. N Pearce to chase the repair of the notice boards.

16. Reply from SCDC about archaeological surveys. No response received, N Pearce to write again.
17. To receive inspection report relating the Defibrillator
 - i. Defib training. N Pearce to contact Kim Wilde to ask for contact details for East Air Ambulance service.
18. To consider any matters relating to the Village Hall Toilet project. No matters arising. This project was managed very well, and came in just under budget.
19. To consider any matters relating to the Village Hall
 - i. Consider a hire fee increase as a result of the updated facilities. The fees will be increased to £9/hr for local residents and £12 per hour for non residents. Anyone already booked in, the price will be honoured.
 - ii. N Pearce to send booking form around to see if any amendments are needed.
 - iii. The stage takes up a lot of space. N Pearce to advertise the use of this on Facebook sites.
 - iv. Village hall floor panels splintering, Cllr Pinney to investigate a repair and report back.
 - v. Redecoration now to be considered
 - vi. The clock that was kindly repaired by Mr Lack will need winding weekly. To be discussed at the next meeting.
20. Village play area:
 - i. To agree the monthly inspection rota for 2022-2023. Nicola Jenkins to send round
 - ii. Update on goal posts for playing field. This has now been ordered and will be delivered in early July
21. To review and approve the statutory documents:
 - i. Standing Orders. No amendment made
 - ii. Financial Regulations. No amendment made
 - iii. Code of Conduct. No amendment made
 - iv. Risk Assessment. No amendment made
 - v. Assets Register. No amendment made
 - vi. Transparency Code items. No amendment made
22. To review and approve policies and access statements:
 - i. Safeguarding Policy. No amendment made
 - ii. Equality and Diversity Policy. No amendment made
 - iii. Volunteer Policy. No amendment made
 - iv. General Privacy Policy. No amendment made
 - v. 'Contact Us' Privacy Policy (website). No amendment made
 - vi. Play Area Access Statement. No amendment made
 - vii. Village Hall Access Statement. No amendment made
23. To receive the completed Risk Assessment report and consider any action required. Cllr Nickerson to remove netting on play area.
24. To review the annual accounts for the year ended 31st March 2022
 - i. To reconcile the bank statement with payments and receipts, including Petty Cash, for the period January to March 2022. Bank statement not available. N Pearce to contact the bank.
 - ii. To receive an update on the undertaking of the internal audit by LGS Services. This is currently in process
 - iii. To consider and approve the Annual Governance Statement 2021-2022. Approved
 - iv. To consider and approve the Accounting Statements 2021-2022. Approved

25. To consider payments for approval (*amount to be confirmed during the meeting):
- i. *LGS Services – Annual internal audit* No invoice as yet*
 - ii. *N Pearce – Salary payments (May and June)*
 - iii. *Ridgeons Building Services – Toilet project Costs £1841.01*
 - iv. *Reimbursement of £57 to N Pearce for toilet bins*
 - v. *Reimbursement of £30 to N Pearce for Window Cleaning*
 - vi. *Abacus Oil £120 for Boiler Service*
 - vii. *Fire and Safety Solutions £51.60*
 - viii. *Final Payment to John Wright £1428.50*
 - ix. *Flinders & Sons Electrical £2031.36*
26. The time and date of meetings 2022-2023 were agreed:
- i. 7.30 pm on Tuesday 19th July 2022
 - ii. 7.30 pm on Tuesday 18th October 2022
 - iii. 7.30 pm on Tuesday 17th January 2023
 - iv. 7.30 pm on Tuesday 14th March 2023
 - v. 7.00 pm on Tuesday 16th May 2023 (Annual Parish Meeting followed by the Annual General Meeting of the Parish Council)
27. To note the time of meeting closure 9.26pm