

# Hatley Parish Council

Clerk to the Council: Nicola Pearce, Monkwood, Hatley St George, Cambs, SG19 3HP  
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Minutes of the Closed Meeting of Hatley Parish Council held at 7.15 pm  
in Hatley Village Hall on Tuesday 18th October 2022

PRESENT: Cllr Micky Astor (Chair), Cllr Alan Pinney (Deputy Chair), Cllr Carole Cooper, Cllr Harold Nickerson and Locum Clerk to the Council Kim Wilde

1. APOLOGIES FOR ABSENCE  
Clerk to Hatley Parish Council, N Pearce
2. The Parish Council resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw whilst matters pertaining to items 3. and 4. are discussed.
3. The Chair confirmed that the resignation of the Parish Clerk, N Pearce, had been received and accepted. This met with the approval of the Parish Council.
4. The Parish Council formally agreed to the recruitment of K Wilde as Locum Clerk and Responsible Finance Officer commencing 1st October 2022.
5. The Parish Council resolved upon the terms of employment for K Wilde and a contract was signed by both the Chair and K Wilde. The Locum service will include assisting the Parish Council with the recruitment of a new Clerk before the end of February 2023 and ensuring a smooth handover.

Minutes of the Ordinary Meeting of Hatley Parish Council held at 7.30 pm  
in Hatley Village Hall on Tuesday 18th October 2022

PRESENT: Cllr Micky Astor (Chair), Cllr Alan Pinney (Deputy Chair), Cllr Carole Cooper, Cllr Harold Nickerson, Locum Clerk to the Council Kim Wilde, County Councillor Sebastian Kindersley, District Councillor Heather Williams (arriving late) and three members of the public.

## ACTION BY

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| <ol style="list-style-type: none"><li>1 APOLOGIES FOR ABSENCE<br/>Clerk to Hatley Parish Council, N Pearce</li><li>2. INTERESTS AND DISPENSATION APPLICATIONS<br/>The Register of Interests for Cllr Carole Cooper has been received and will be shared with South Cambs District Council. There were no other declarations of interests or dispensation applications received.</li></ol> | <div></div> <div>Locum Clerk</div> |
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3. PREVIOUS MINUTES

A request was made for a revision to the draft Minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday, 19th July 2022. The Parish Council resolved to amend item 10. relating to the agreed purchase of a mat for the Village Hall, and item 13. relating to the accepted quotation from one contractor for repairs to the flooring at the Village Hall by the Landlord. Locum Clerk will revise the minutes as discussed, and the final draft will be signed by the Chair at the earliest opportunity.

Locum  
Clerk/Chair

4. MATTERS ARISING

The Chair advised that the resignation of the Clerk, N Pearce had been accepted and that K Wilde has been recruited on a locum basis until a new Clerk is recruited. Thanks and well wishes were noted for the Clerk, N Pearce.

A member of the public asked whether item 10. of the Annual General Meeting would be actioned, relating to sharing details of how members of the public can issue complaints to Luton airport concerning aircraft noise. Locum Clerk to action.

Locum Clerk

A member of the public advised that the Parish Council's response to the planning application **22/02711/HFUL** for 12 East Hatley was not available on the District Council's website. Locum Clerk to investigate.

Locum Clerk

5. QUESTIONS FROM THE PUBLIC

A number of questions were raised by email immediately before the meeting, many of which related to items already due to be discussed on the agenda. Therefore the Clerk suggested that responses be given at the appropriate time during the meeting, to avoid repeated discussions.

6. COUNTY AND DISTRICT COUNCILLOR REPORTS

County Cllr Kindersley shared a report with the Parish Council ahead of the meeting. Questions were invited and the following points were discussed in more detail:

- i. Consultation on transport into Cambridge instigated by the Greater Cambridge Partnership. This matter is relevant to Hatley, with the absence of any public transport to Cambridge and the proposed introduction of a congestion charge to enter a designated area, to include the city of Cambridge and parts of South Cambs. The deadline for the consultation is 23rd December 2022.
- ii. Despite £8 million of savings and due to being prohibited from increasing its council tax requirement beyond a 2% increase, the Fire Authority is facing the prospect of closing a number of on-call fire stations, such as the nearby station in Gamlingay.
- iii. There is an urgent need for adoptive families countrywide and particularly in our area. Cllr Cooper asked for links to enable posting on social media and the website.
- iv. A fatal car accident took place on Saturday afternoon on Lower Road, Croydon, caused partially by a 6" displacement on the highway. This section of road will be prioritised for funding, meaning that requested improvements to Croydon Hill will be set back further.

- v. A request was made by a member of the public for County Cllr Kindersley to ask Highways to clean the gullies in Hatley, particularly the one on the corner of East Hatley (by 2 EH) which is blocked with straw and prone to flooding in heavy rain.

CCllr Kindersley

County Cllr Kindersley left the meeting.

District Cllr Williams was not available at this time to give her report. (Arrival during item 12.)

## 7. CHURCHES

- i. A member of the public shared a report on St Denis' with the Council ahead of the meeting, which was briefly discussed. Future uses for the church needs to be considered, factoring in financial liabilities generated by event running costs, especially with the absence of electricity on site. Summer events would be preferable so that events can benefit from natural warmth and lighting. The Parish Council agreed to help spread the word about St Denis' as a potential venue for exhibitions and music performances.
- ii. No report was made available for Hatley St George from Revd Hilary Young. The Chair provided a brief update to the Council relating to the need to make progress on the drainage issues, which should hopefully be re-assessed in the forthcoming quinquennial report. It has been suggested that heat pads could be used to provide warmth to worshipers, rather than heating the whole building for services. Permission has not yet been granted for cutting the trees in the church yard. Significant funding is required for all projects.

All Cllrs

## 8. PLANNING

- i. Planning application **22/02711/HFUL** for a single storey and first floor rear extension at 12 East Hatley, Cambridgeshire, SG19 3JA was approved by the District Council.
- ii. A member of the public reminded the Parish Council that the Clerk was due to contact the SCDC's planners to ascertain whether the archaeological report was available relating to the development at Moat Farm, East Hatley. Locum Clerk to investigate.

Locum Clerk

## 9. SPEED MONITORING SIGN / SPEEDWATCH

- i. Cllr Pinney reported the relocation of the speed monitoring sign to outside the Village Hall, on the north side of the road, capturing traffic heading eastbound towards East Hatley. It was confirmed that the issue relating to downloading data had not been resolved in the last year. Locum Clerk to attempt another download as soon as possible and report issues to the supplier if necessary. A member of the public offered to share details of a supplier for batteries for the sign.
- ii. Cllr Nickerson has the Speedwatch equipment and has a team of 7 volunteers. They have all practised using the equipment on the roadside, and in a 1.5 hour period a number of speeding cars were recorded. However, as the co-ordinator was away no data was reported on this occasion. Speedwatch work will be limited in the winter months due to darkness during both 'rush hour' periods. There are currently 3 safe locations used, with possibly another two locations to be tested.

Locum Clerk

#### 10. HATLEY VILLAGE ASSOCIATION

- i. Cllr Cooper has organised a new HVA committee with 8 members at present. The first event will be a pop-up bar in the Village Hall due to be held at 7.00 pm on Friday 4th November 2022. The HVA is planning a number of other social events for the coming months. The organisation of payments and income were discussed and it was agreed that the organiser must seek reimbursement from the event takings, with the 'profit' being handed to the Parish Clerk for recording and banking. The Locum Clerk will send the official 'Terms' of the HVA to Cllr Cooper to share with members at their next meeting. Cllr Cooper will continue to investigate options and pricing for alcohol and music licences. The Locum Clerk shared the details of the HVA accounts that were provided earlier that day by the Clerk. It was noted that they did not look correct, with monies not being split across the 3 different funds. Locum Clerk to revisit the last 2-3 years of HVA transactions and provide an update as soon as possible. Congratulations and thanks were given to Cllr Cooper for her hard work in re-establishing the HVA.
- ii. Cllr Nickerson offered to purchase the mat for the foyer, as per the details shared in the previous meeting.

Locum Clerk

Cllr Nickerson

#### 11. PLAY AREA AND VILLAGE ENHANCEMENTS

- i. The play area inspection for October was undertaken by Cllr Cooper with nothing to report. Cllr Cooper kindly offered to undertake the inspection in November too. A member of the public queried the removal of the side climbing netting from the Play Tower and it was confirmed it was removed due to recommendations by the RoSPA annual inspection. As the netting is very expensive to replace the area to the side of the walk way on the Play Tower has been blocked up.
- ii. There were no further updates or action points to report.
- iii. Cllr Pinney advised that the order placed by the Clerk for the new football goal post was cancelled by the supplier, and as such Cllr Pinney will need to start over with this project.
- iv. The Locum Clerk enquired as to the damage to the notice board in East Hatley, which was noted for repair at the last meeting. A member of the public agreed to assist with repairing the beading and re-sticking the cork layer to the board.
- v. The Locum Clerk advised that the litter pick equipment had been requested from SCDC by the Clerk. Cllr Nickerson requested that the order details are checked. It was reconfirmed that the litter pick is taking place on Sunday 6th November.

Cllr Cooper

Cllr Pinney

Locum Clerk

#### 12. PUBLIC ACCESS DEFIBRILLATOR

- i. The updated log book details have been received.
- ii. The Locum Clerk has contact East Anglia Air Ambulance Service to request community training for the parish. Once a response has been received the Defib Group Leader will be contacted.

Locum Clerk

#### DISTRICT COUNCILLOR REPORT

District Cllr Williams arrived at the meeting during item 12. and was invited to give her report to the Parish Council at this time. The following items were discussed:

- i. Recycled batteries must be bagged and attached to the outside of the blue recycling bin. There was a recent bin lorry fire caused by the depositing of batteries inside the waste bin.
- ii. The Greater Cambridgeshire Partnership is consulting on a proposal to impose a daily charge of £5 to enter a 'Sustainable Travel Zone'. The decision will be voted on by County Councillors only. The proposed boundary sees the inclusion of Addenbrookes Hospital and some areas of South Cambs inside the zone.
- iii. SCDC has been successfully imposing fines to the owners of rubbish that has been fly tipped, not just those who are carrying out the tipping.
- iv. Cost of living assistance is available and the Parish Council and residents are encouraged to look out for people who may now be in need of support from the District Council, who might not have been before. People who have recently become eligible for support may be unaware of who to contact or of the kind of help that is available. Any names provided or any contact by individuals will be treated in confidence. A cost of living fact sheet has been made available online by the Government. Links will be shared with the Parish council for use on the village website.
- v. Cllr Pinney asked whether there was any new information following the recent meeting between NATS and MP Anthony Browne, as well as the public meeting about noise complaints to Luton airport. It was recommended that Cllr Pinney contacts MP Anthony Browne's assistant who is handling this issue. It was suggested by Cllr Pinney that communication could be improved by the campaign group, for the benefit of those who attended as well as those who couldn't attend the meeting.
- vi. A 4 day working week is being trial by staff at SCDC from January to March, with staff continuing to be paid for a full 5 day working week. This offer also applies on a pro-rata basis for part time staff. It is hoped this will improve staff retention and recruitment but questions remain about how its success might be measured.

DCllr Williams

District Cllr Williams left the meeting.

### 13. VILLAGE HALL

- i. The Locum Clerk shared details of recent and future bookings and has been advised by the Clerk that some hire fees that were paid by cheque remain unbanked. Details of future bookings will be shared with Cllr Cooper so that volunteers can be organised to help meeting and seeing out hirers.
- ii. No further action was noted at this time.
- iii. The cleaning rota and meetings with hirers at their events will be organise via a WhatsApp group that Cllr Cooper is working on. The new cleaning checklist and revised booking form will be finalised by Cllr Cooper in due course. The Locum clerk offered to share some previous examples of checklist that have been useful.
- iv. It was confirmed that the local school does not wish to take the stage that is held at the hall. It was agreed that in the coming months photos will be taken so that it can be advertised for sale on social media/eBay.

Locum Clerk

Cllr Cooper and  
Locum Clerk

14. CLIMATE ACTION

There were no new action points to discuss, however Cllr Cooper agreed to look into some new ideas. A member of the public questioned why the Village Hall did not have its own blue recycling bin. The Parish Council agreed to investigate options and costs with the District Council waste service.

Locum Clerk

15. PARISH COUNCILLOR VACANCY

- i. The Chair confirmed that one co-option application had been received from East Hatley resident Paul Kraus.
- ii. The Councillors were satisfied with the answers provided in the written application and no further questions were raised by the applicant.
- iii. The Parish Council resolved to co-opt Paul Kraus as a new and final member to the Parish Council without the need to close the meeting for any further discussions. Mr Kraus was welcomed onto the Council by the Chair. The Locum Clerk gave examples of useful guides for new councillors and advised that formal training can be provided. Formal documents to be provided before the next meeting.

Locum Clerk/  
Cllr Kraus

16. MEMORIAL PLAQUE

Cllr Cooper agreed to roll this item to the next meeting due to a need to close this meeting by 9.45 pm.

17. NEIGHBOURHOOD WATCH

Cllr Cooper confirmed this has now been set up.

18. CAPALC

- i. The Parish Council resolved to renew the overdue CAPALC affiliation and Data Protection membership. Payments to be organised at the earliest opportunity.
- ii. The Locum Clerk advised that Councillor training opportunities may be available in January and February via CAPALC and it was agreed that both Cllr Cooper and Cllr Kraus would be put forward for training.

Locum Clerk

19. HIGHWAYS – OVERHANGING TREES

Cllr Pinney explained that as a result of a serious accident that occurred in October on Main Street, Hatley St George, on the bend close to Thatched Lodge, some residents have raised concerns. The car's windscreen was badly smashed with a large tree branch, which had been knocked from the tree by the van that was driving in front of the car. There is concern that this section of trees that overhangs the highway could cause further damage to all users of the highway. It was agreed that County Council Highways should be contacted to see how they can help to resolve this.

Locum Clerk

20. BANKING

- i. The Locum Clerk advised that the Clerk had been unable to establish electronic banking access as it is not possible for remote signatories to co-authorise payments with Barclays online. The Locum Clerk reminded the Parish Council that this had been discussed in previous years and it had been agreed that an

alternative banker would be sought, to help establish electronic payments for the Parish Council that can be remotely authorised by two signatories. It was agreed this would be investigated further by the new Clerk, once recruited.

All Cllrs – to note for next year

- ii. The Parish Council resolved to request a change of correspondence address to that of the Locum Clerk.
- iii. The Parish Council resolved to instruct Barclays to change the mandate to remove the authorised signatory, ex-Councillor Nicola Jenkins, and the resigning Clerk, Nicola Pearce. The Locum Clerk will remain a bank signatory until a new Clerk has been recruited. Cllr Nickerson will be added as a new bank signatory.

Locum Clerk

Locum Clerk/Chair/  
Cllr Nickerson

## 21. FINANCE AND AUDIT

- i. The Parish Council was unable to reconcile the bank statement with payments and receipts for the period 1st July 2022 to 30th September 2022. The Locum Clerk explained this work was not provided today at the handover meeting with the clerk, which took place at 6.30 pm. The Chair confirmed that he also had not been provided with the necessary paperwork ahead of the meeting to enable the reconciliation of the bank account and cash book. It was agreed that the Locum Clerk would aim to check the finances and give the necessary information to the Chair as soon as possible. Details will be shared with Councillors by email and will be shared publicly at the next meeting, due in January 2023.
- ii. The Parish Council was unable to receive the Internal Auditor's Report for the financial year ending 31st March 2022. The Clerk had advised the Locum Clerk in the previous week that the Internal Audit was actioned but that a report and recommendations from the Internal Auditor had not been received. The Clerk had agreed to follow this up immediately, to obtain the missing report and recommendations from LGS Services, as well as an invoice for the audit. The Clerk would also request a corrected AGAR Internal Auditor's Form to be provided by LGS Services, as the Clerk had completed this form in error during the Audit process. However, at the time of the meeting none of these items had been provided by the Clerk. Locum Clerk to investigate further.
- iii. The Locum Clerk advised that the External Auditor was sent a Certificate of Exemption by the Clerk in August and no further information was expected from either parties.
- iv. The Locum Clerk advised that the Clerk had agreed to organise the publishing of the Annual Governance and Accountability Return and Transparency Code documents for the website during the previous fortnight, but this still remains to be actioned. The paperwork will also be placed on the notice boards in due course.
- v. Due to the credit card payment details not having been updated with Namesco, the September payment for the Domain 2 year renewal was not processed. The webmaster kindly made an urgent payment during the previous weekend using his personal credit card, which will need to be reimbursed. This ensured the website and clerk's emails were up and running again after a few days. The Locum Clerk agreed to set up her credit card details for the next payment which is due to take place at the end of October, and she will also need to be reimbursed.

Locum Clerk/Chair

Locum Clerk

Locum Clerk

Locum Clerk

- vi. The Parish Council resolved that the Locum Clerk could replace the broken printer, which is currently in the Clerk's office, providing that on further investigation the old printer cannot be fixed.
- vii. The Parish Council resolved to approve the following payments:
  - *N Pearce*: Salary payments July, August September and October 2022.
  - *M R L Astor*: Water rates for the Village Hall Dec 2021 £32.45
  - *M R L Astor*: Water rates for the Village Hall Aug 2022 £43.54
  - *SCDC*: Election Fee 2022 (Agenda incorrectly stated £225.00) £75.00
  - *CAPALC*: Affiliation and DPO fees 2022-23 £215.15
  - *H Nickerson*: Play area wood repairs £22.00
  - *E.on Next*: Direct Debit £40.93 01.07.22 to 30.09.22
  - *N Pearce*: Village Hall heating oil £445.99
  - *N Pearce*: Reimbursement for payment to P Mann re shelving for the Village Hall Toilets £30.00
  - *M R L Astor*: Village Hall floor repairs (50% shared by Landlord) £912.50

22. TIME AND DATE OF THE NEXT MEETING

An Ordinary Meeting will be held on Tuesday 17th January 2023 at 7.30 pm in Hatley Village Hall

23. TIME OF MEETING CLOSURE

The meeting closed at 9.44 pm