

# Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, SG19 3LG  
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Dear Councillors

I hereby give you notice that an Ordinary Meeting of Hatley Parish Council is due to be held at 7.30 pm on **Tuesday 21st March 2023** at Hatley Village Hall.

All members of the Parish Council are hereby summoned for the purposes of considering and resolving upon the business to be transacted at the meetings, as set out hereunder. All members of the public are welcome to join the meeting.

*Kim Wilde*

K Wilde  
Clerk and RFO to the Council  
16th March 2023

## AGENDA

1. Welcome and meeting protocol
2. To receive apologies for absence
3. Interests:
  - i. To receive declarations of interest
  - ii. To receive and consider dispensation applications for items on this agenda
4. To approve the minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 17th January 2023
5. To consider any matters arising
6. To receive reports from the County and District Councilors
7. To receive details of income received in the period 17.01.23 to 20.03.23
8. To reconcile the cashbook with the bank statement to 28.02.23
9. To consider the following payments for approval:
  - i. *D Gillett* – Hall hire deposit returned - £50.00
  - ii. *K Wilde* – January 2023 salary and overtime
  - iii. *H M Revenues and Customs* – PAYE January 2023
  - iv. *LGS Services* – Internal audit services for financial year 2021-22 - £126.00
  - v. *Fire and Safety Solutions Ltd* – Annual fire extinguisher service at Village Hall – £57.00
  - vi. *Abacus Oil Experts* – Annual boiler service and parts – £230.40
  - vii. *Mark Harrod Ltd* – Football goal post and parts – £605.20
  - viii. *H M Revenues and Customs* – PAYE February 2023
  - ix. *K Wilde* – February 2023 salary
  - x. *H Nickerson* – Reimbursement for Village Hall entrance mat – £26.00
  - xi. *K Wilde* – Reimbursements for purchase and travel – £68.86
  - xii. *K Wilde* – Office fee January to March 2023 – £20.00
  - xiii. *K Wilde* – March 2023 salary
  - xiv. *H M Revenues and Customs* – PAYE March 2023
  - xv. *P Kraus* – Reimbursement Village Hall repairs – £19.08 (from petty cash)
  - xvi. *K Wilde* – Reimbursement for postage fee – £4.45 (from petty cash)

- xvii. CAPALC – Clerk to cancel the original cheque payment for membership and DPO fees, lost by CAPALC in October. Payment to be reissued – £215.15
- 10. To receive the Internal Auditor Report for the financial year 2021-22
- 11. To approve the revised AGAR Accounting Statement 2021-22 to include two petty cash transactions
- 12. To consider recommendations provided by the Internal Auditor
- 13. To note penalties issued by HMRC for late submission of PAYE data relating to 2021-22
- 14. To receive any planning updates, if applicable
- 15. Highways and Speeding
  - i. To receive an update from Speedwatch members
  - ii. To receive an update on the Local Highways Improvements application
- 16. Play Area:
  - i. To receive the monthly inspection report for the play equipment and consider any action required
  - ii. To receive an update on the new football goal post
- 17. Hatley Village Association:
  - i. To receive an update from the HVA for recent events
  - ii. To receive an update on future events, to include the coronation celebrations for King Charles III
  - iii. To receive details of the HVA's payments, receipts, balance and stock held
  - iv. To receive details of cash to be banked and current cash float
- 18. Village Hall:
  - i. To receive a summary of recent hire and future bookings
  - ii. To note hall hire income from January to March 2023
  - iii. To receive details of the annual fire extinguisher service on 24.01.23
  - iv. To note the annual service of the boiler on 09.02.23
  - v. To receive an update on:
    - a. Internal and external door mats for the entrance area
    - b. Recycling waste wheelie bin
    - c. Lighting – bar area and main hall
    - d. Extra plug points in main hall
    - e. Wi-Fi
    - f. Plumbing in the bar area
    - g. Stage in mail hall
  - vi. To consider repairs or purchases relating to:
    - a. Community notice board
    - b. Kitchen extractor fan
    - c. Sliding door on disabled toilet
    - d. Replacement mops and buckets
- 19. Public Access Defibrillator:
  - i. To receive the updated record book
  - ii. To note new battery packs and pads fitted in February
  - iii. To receive an update on the proposed community CPR/Defibrillator training sessions
  - iv. To consider a donation to Magpas for the provision of two community training sessions
- 20. To receive an update on a memorial plaque for Queen Elizabeth II
- 21. To consider ideas to commemorate the coronation of King Charles III
- 22. To receive an update on the issue of narrowing of public footpaths in the parish
- 23. To receive an update following the meeting in the Gransdens opposing the new Luton Airport flight path
- 24. To consider correspondence received:
  - i. Complaint from East Hatley resident relating to the Luton Airport flight path
  - ii. Complaint from East Hatley resident relating to parking issues outside their home

25. Churches:
  - i. To receive an update on St Denis' Church
  - ii. To receive an update on Hatley St George Church
26. To open the meeting to electors for a maximum of ten minutes to enable them to address questions to the Parish Council  
*(Questions relating to items not on the agenda shall not require a response or discussion until the following meeting. Each elector can speak for a maximum of 3 minutes only)*
27. To agree the time and date of the next meeting: **Annual Parish Meeting at 7.00pm on Tuesday 16th May 2023** followed immediately by the **Annual General Meeting** of Hatley Parish Council
28. To note the time of meeting closure