

Hatley Parish Council

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Minutes of the Annual General Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 16th May 2023

PRESENT: Cllr Micky Astor (Chair), Cllr Alan Pinney (Vice Chair), Cllr Carole Cooper, Cllr Harold Nickerson, Cllr Paul Kraus, Clerk to the Council Kim Wilde, and seven members of the public.

ACTION BY

1. ELECTION OF THE CHAIR
Cllr Cooper proposed Cllr Astor to continue as Chair of the Parish Council, which was seconded by Cllr Kraus. Cllr Astor gave thanks but advised this would be his final year as Chair
2. ELECTION OF THE VICE CHAIR
Cllr Nickerson proposed Cllr Kraus as Vice Chair of the Parish Council, which was seconded by Cllr Astor. Cllr Kraus gave thanks.
3. APOLOGIES FOR ABSENCE
County Cllr Kindersley.
4. The newly elected Chair and Vice Chair completed and signed their Acceptance of Office.
5. REGISTER OF INTERESTS
The Chair, Cllr Nickerson and Cllr Cooper all provided their Register of Interests, to ensure they comply with the updated forms made available by South Cambs District Council. Cllrs Pinney and Kraus will provide their forms ahead of the next meeting. Cllr Pinney / Cllr Kraus
6. DISPENSATION APPLICATIONS FOR ITEMS ON THIS AGENDA
None received.
7. PREVIOUS MINUTES
The **Parish Council resolved to approve** the Minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 21st March 2023 which were signed by the Chair.
8. MATTERS ARISING
None.
9. FINANCIAL REVIEW AND AUDIT 2023
 - i. The **Parish Council resolved to approve** the reconciliation of the bank statement with the cashbook to 31st March 2023. The difference was explained by listed uncleared cheques. The petty cash and record book were also inspected by the Chair.
 - ii. The **Parish Council resolved to approve** the Asset Register as at 31st March 2023.

- iii. The Clerk reminded the Parish Council of the requirements for exemption from an external audit. The **Parish Council resolved to declare** itself exempt and the Chair and Clerk completed the Exemption Certificate (page 3 of the Annual Governance and Accountability Return - AGAR). The form was signed by the Chair and the Clerk.
 - iv. The various points of the Annual Governance Statement (AGAR) were considered. The **Parish Council resolved to approve** all but one statement as having been met. The exception related to the failure by the previous Clerk to advertise the electors' rights in July 2022, in relation to the financial audit for the year ended 31st March 2022. The notice was issued by the Locum Clerk in December 2022 on the successful completion of that audit. The form was signed by the Chair and Clerk.
 - v. The **Parish Council resolved to approve** the Accounting Statement for the year ended 31st March 2023, noting that the Parish Council's finances remain unaudited. The form was signed by the Chair and Clerk as the Responsible Finance Officer for the Parish Council. Clerk
 - vi. The Clerk advised that LGS Services will undertake the internal audit 2022/23 in early June.
10. ANNUAL INSURANCE RENEWAL 2023/24
Details of the insurance renewal with Zurich Municipal were shared with the Councillors ahead of the meeting. The **Parish Council resolved to approve** the renewal, being the third and final year of a long term agreement. Clerk
11. CAPALC AFFILIATION AND DPO MEMBERSHIP 2023/24
The **Parish Council resolved to approve** the renewal with CAPALC. Clerk
12. PAYMENTS FOR APPROVAL
The **Parish Council resolved to approve** the following payments: Clerk
- i. CAPALC – Cllr P Kraus councillor training fee - £75.00 (cheque issued in March)
 - ii. S Marshall – Hall hire fee to return – £34.00 (cheque issued in March)
 - iii. Abacus Oil Experts – Village Hall boiler repairs - £317.86 (cheque issued in March)
 - iv. Zurich Municipal – annual insurance renewal 2023/24 - £380.00
 - v. CAPALC – Membership and DPO renewal fee 2023/24 – £221.68
 - vi. M R L Astor – Village Hall annual rent 2023/24 – £1.00
 - vii. M R L Astor – Play Area annual rent 2023/24 – £1.00
 - viii. Playsafety Ltd – RoSPA Inspection of the Play Area – £90.00
 - ix. K Wilde – Overtime payment January to March 2023
 - x. K Wilde – Reimbursement for travel and office expenses – £64.78
 - xi. K Wilde – Reimbursement for x2 door mats for the Village Hall – £52.00
 - xii. K Wilde – Annual office fee April 2023 to March 2024 – £80.00
 - xiii. K Wilde – Salary payments April, May and June

- xiv. *HMRC* – PAYE payments April, May and June
- xv. *C Barrett* - Hall hire damage deposit to return – £50.00
- xvi. *e.on Next* – Village Hall electricity - £135.72
(the e.on Next account is currently in credit, therefore no bank transaction is due)
- xvii. *A Pinney* – Village Hall window cleaning fee paid to Champion Cleaning – £30.00
- xviii. *L Hudson* – Village Hall cleaning and toilet supplies - £4.60 (petty cash payment)

13. CANCELLATION OF CHEQUE 100782 AND REALLOCATION OF FUNDS

The Clerk explained that the returned damage deposit was paid by cheque and hand delivered to an East Hatley resident last year. The payee confirmed that the cheque was lost and requested that the £50 payment be reallocated as a goodwill gesture, rather than receiving a replacement cheque. The Clerk proposed the £50 could be used to help pay for the new community notice board for the Village Hall. The **Parish Council resolved to approve** this suggestion and thanks were noted for the East Hatley resident.

14. ANNUAL REVIEW OF STATUTORY DOCUMENTS

i. Standing Orders

The Clerk will update using the template made available by NALC, which was released in 2022. This will be ready for review by the next meeting.

Clerk

ii. Financial Regulations

No changes were requested.

iii. Code of Conduct

The Clerk proposed the acceptance of the updated Code of Conduct made available by the Local Government Association, which as recently been adopted by South Cambs District Council. The **Parish Council resolved to approve** the updated version.

Clerk

iv. Risk Assessment

The Clerk reminded the Councillors that this document was updated by way of a draft that was shared in December 2022, following the undertaking of the Risk Assessment in November 2022 by Cllrs Pinney and Nickerson. The **Parish Council resolved to approve** this new version.

v. Assets Register

The **Parish Council resolved to approve** the revision of the Assets Register to remove the alloy steps.

Clerk

vi. Transparency Code items

The Clerk made available the summary of payments exceeding £100 in 2022/23, the summary of land and building assets 2022/23 (of which there are none) and the AGAR forms explaining variances and reserves 2022/23. These items will be shared on the Hatley website.

Clerk

12. ANNUAL REVIEW OF POLICIES AND ACCESS STATEMENTS

i. Safeguarding Policy – no changes were requested.

ii. Equality and Diversity Policy – no changes were requested.

- iii. Volunteer Policy – no changes were requested.
 - iv. General Privacy Policy – no changes were requested.
 - v. 'Contact Us' Privacy Policy (website) – no changes were requested.
 - vi. Play Area Access Statement – no changes were requested.
 - vii. Village Hall Access Statement – Clerk to update to account for the recent changes to the toilets. Clerk
16. FREEDOM OF INFORMATION POLICY AND REQUEST FORM
Further to a recommendation by the Internal Auditor in 2021 and 2022 the Clerk provided a draft version of these two items ahead of the meeting. The **Parish Council resolved to adopt** the new policy and form. They will be made available on the Hatley website. Clerk
17. ANNUAL RISK ASSESSMENT
This was undertaken by Cllrs Nickerson and Pinney on 10th May 2023. They confirmed there was nothing to report. The completed form was signed and given to the Clerk to file.
18. PLAY AREA
- i. The annual RoSPA inspection of the play area was undertaken on 2nd May 2023. The report was satisfactory, with no repairs of replacements required at this time. The Parish Council will continue to attempt to raise funds for a replacement play tower.
 - ii. The Clerk shared a new monthly inspection rota for 2023/4 with the Councillors.
 - iii. The Clerk advised that permission has been granted by the landlord of the Hatley St George field for a local children's football team to hold a one hour training session on the field. A number of conditions have been applied to ensure this has minimum impact on residents and users of the play area equipment. The manager of the football team has agreed to make a financial donation towards future improvements to the play equipment.
19. VILLAGE HALL
- i. The Clerk undertook the fire risk assessment ahead of the meeting and will type up the report to share with the Parish Council. There was nothing significant to note. Clerk
 - ii. The Clerk advised she still needs to purchase the new notice board for inside the hall and to make arrangements for the installation of broadband too (the latter may not take place until later in the summer). Two new mats have been purchased and are now in use. The toilet doors remain to be an issue, with the unisex toilet doors sticking and the disabled toilet door being stiff to slide open and closed. The condensation issue was not a problem today but will be investigated further to avoid a repeat. Cllr Cooper agreed to liaise with John Wright for assistance to solve these problems. A member of the public queried whether there is still a damp smell in the store room, which she reported to the previous Clerk early last year. This issue had not been brought to the Council's attention at Clerk

that time, but no one has noticed such a smell in recent months, if at all.

- iii. The Clerk explained that hall bookings are quiet for the current and coming months – which is not uncommon as the hall tends to be busiest during the colder months. August does have a few party bookings and a wedding celebration. A wake is expected to take place in June, and the Clerk requested to discuss details of this with Councillors outside of the meeting.

Clerk

20. HATLEY VILLAGE ASSOCIATION

- i. The Clerk shared a revised copy of the HVA Terms of Reference which have been amended to include guidance on the holding of cash and stock for events. The **Parish Council resolved to approve** the document and the Clerk will share it with all HVA members.
- ii. Details of past and future events were shared during the report for the Annual Parish Meeting.
- iii. Cllr Cooper supplied the Clerk and HVA Chair with an updated HVA financial report ahead of the meeting, which has been checked by Cllr Pinney as being complete and correct. The HVA sees a profit of £50 to £90 from most events. The HVA will look at options for one member of the HVA to become the Licensee in an attempt to reduce the costs across the year, as it is currently paid per event.
- iv. The petty cash held and float will exceed the recommended £100 limit in the next month or so to ensure there are sufficient funds and/or floats available for the village fete in July. The HVA Chair will liaise with the Clerk on this matter.
- v. There were no other matters to be discussed.

Clerk

21. HIGHWAYS AND SPEEDING

- i. Cllr Nickerson gave an update during the Annual Parish Meeting regarding Speedwatch.
- ii. The Clerk advised that the Local Highways application is due to be reviewed by the County Council panel during May, but will contact the County Council for an update.
- iii. Cllr Pinney advised that the speed monitoring sign is currently located at the junction in East Hatley, east facing. The lack of police presence to help tackle this issue was noted. They are undertaking speed checks in other parishes. One member of the public enquired as to whether the Parish Council has investigated speed control solutions, such as speed bumps. Cllr Nickerson confirmed that all solutions have been discussed and considered at council meetings over many years, all with a range of pros and cons. The Clerk explained that a parish survey was undertaken in 2016 to ensure suggestions, support and objections from residents were taken into account.

22. PUBLIC ACCESS DEFIBRILLATOR

- i. The updated logbook has been received by the Clerk. The Defib Group leader confirmed that following the replacement of the battery packs, the original batteries have been recycled via the refuse collectors.

- ii. The recent CPR / Defibrillator training sessions hosted by Magpas were well received by those who attended and over £200 was raised from donations by the participants on those two sessions. The £100 donation from the Parish Council will follow this week. It was noted that four new members have joined the Defib Group. One member of the public spoke to query why she had not received a response to her email request to join the training sessions. The Clerk was certain she had replied but would check the email account and also ensure that the lady is directly notified of any future training sessions.

Clerk

23. FOOTPATHS AND OVERHANGING TREES

The Chair has given thanks by letter to the residents who have attempted to address the issue of the narrow footpath in Hatley St. George, caused by overgrown vegetation on property boundaries. The letter also urges the residents to maintain this on a regular basis so that Cambs County Council Highways Officers needs not take action themselves.

24. PLANNING

None.

25. CLIMATE ACTION

Revd Hilary Young urged the Parish Council and residents to consider a greener solution to the heating of Hatley St George Church, as the electric heaters take some time to warm up and turn themselves off before the desired room temperature has been reached. One member of the public enquired about the Three Free Trees scheme that was previously discussed by the Parish Council, suggesting some new locations. Cllr Nickerson advised that as the Parish Council has no land, no further trees had been requested. The Chair gave thanks to the two volunteers who have looked after the trees that were planted along the verge in 2021.

Another member of the public shared information from the Climate Action Group based in Gamlingay and will continue to do so. A suggestion was made for a water fountain to be located outside the Village Hall, but this idea was dismissed due to potential issues from bacteria, and the absence of a benefit relating to the reduction of purchased plastic water bottles. The same member of the public suggested an event to be held on 5th May next year that links St. Denis' Church and nature, with a focus in climate change. The Flower Festival organised by St Mary's Church will include a climate change themed display from an East Hatley resident.

26. CORRESPONDENCE

None.

27. OPEN MEETING FOR QUESTIONS

One member of the public asked how one can access the public notice board to place posters. The Clerk advised who the key holders were and asked that Parish Council notices are not removed or covered over. The same person asked how questions can be raised to the Parish Council to enable them to be discussed as an agenda item

and it was confirmed that requests can be made by phone or in writing to the Parish Clerk with the agenda content being agreed by the Chair. The final question related to whether the Parish Council could set the two community litter pick dates during the AGM. The Chair proposed October 29th and March 31st (which was revised after the meeting to March 24th so as to avoid the Easter weekend).

28. MEETING TIMES AND DATE 2023/24

The **Parish Council resolved** to change the meeting start times to 7.00pm for all future meetings, as detailed below:

Clerk

7.00pm on Tuesday 18th July 2023

7.00pm on Tuesday 17th October 2023

7.00pm on Tuesday 16th January 2024

7.00pm on Tuesday 19th March 2024

To follow the Annual Parish Meeting on Tuesday 21st May 2024

29. MEETING CLOSURE

The meeting closed at 8.52pm.