

Hatley Parish Council

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Minutes of the Extraordinary Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 28th November 2023

PRESENT: Cllr Micky Astor (Chair), Cllr Paul Kraus (Vice Chair), Cllr Harold Nickerson,
Cllr Samantha Abbasi, Clerk to the Council Kim Wilde and four members of the public.

ACTION BY

1. WELCOME AND STATEMENT OF MEETING PROTOCOL
Welcome by the Chair. The meeting protocol was not read aloud on this occasion.
2. APOLOGIES FOR ABSENCE
Cllr Carole Cooper sent her apologies.
3. INTERESTS
 - i. Declarations of interest: None received.
 - ii. Dispensation applications for items on this agenda: None received.
4. PREVIOUS MINUTES
The Parish Council was due to approve the minutes of the Ordinary Meeting held on 17th October 2023, however due to a late request for an amendment to the draft minutes by a member of the public, the approval will be deferred to the next meeting to allow the draft minutes to be revised further.
5. MATTERS ARISING
Not applicable, see minute 4.
6. OPEN MEETING FOR MEMBERS OF THE PUBLIC TO ADDRESS QUESTIONS TO THE PARISH COUNCIL
There were no questions raised. The Chair took this opportunity to advise that discussions have progressed regarding the 'Beating the Bounds' event, which has been confirmed as being held on 11th May 2024.
7. LOCAL HIGHWAYS IMPROVEMENT PROJECT
 - i. The project design and related costing received from the Highways team in late October were considered. It was agreed that this new costing supersedes the proposal by Cllr Beckett and therefore the original proposal for a £3,000 contribution was disregarded. Discussions took place as to whether the project design included enough signage in the initial section to the west of the parish. The Parish Council agreed to ask for an explanation for the proposed signage locations and to gauge the cost for an additional set of signage, for future reference.
 - ii. The Parish Council reviewed a summary of expected costs and the pledged contributions towards the LHI project in

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- recent years. Based on expected project costs of £9,000 in the first application and £9,900 in the second application, the Parish Council's contribution had been set at 15% of the costs. Having considered the expected costs that have been shared in conjunction with the new project design maps, the **Parish Council resolved to proceed** with a contribution of 15% of the final costs, with a cap of £1,754.00 (increased from £1,450.00). The Parish Council will also ask Highways if the contribution can be paid across two financial years. Clerk
- iii. The **Parish Council resolved to permit** Highways to share Hatley's successful LHI application on the County Council's website, as an example for future applicants. Clerk
8. SOCIETY OF LOCAL COUNCIL CLERK MEMBERSHIP
The **Parish Council resolved to approve** the membership renewal for the Clerk. Clerk
9. PARISH COUNCIL PHONE CONTRACT
The Clerk updated the Parish Council that the new mobile phone contract was established with O2 and not EE. This was due to the better phone signal available via O2 in the Hatley area. The Clerk opted for the cheapest business contract on offer. The **Parish Council resolved to approve** the new O2 mobile phone contract and payments by Direct Debit.
10. VILLAGE HALL REPLACEMENT CHILLER
The **Parish Council resolved to approve** the purchase the larger of the two chillers that were presented by the Clerk, providing it suitably fits the bar area. The Clerk will measure and confirm the final sum payable so that it can be reimbursed. It was agreed that the Hatley Village Association would be asked to contribute toward 50% of the cost of the new chiller as this purchase benefits their community events. It was also agreed that a base would be made or purchased in due course to prevent condensation from the chiller (when switched off) from causing damage to the newly repaired floor in the bar. Clerk
11. VILLAGE HALL BROADBAND SUPPLY
The Clerk shared details of the pricing provided by BT for the supply of a broadband only service at the Village Hall. Having also contacted O2 for a quote, they had told the Clerk that only BT or SKY could provide this service. Others at the meeting advised that Vodafone and EE can also offer this service in Hatley and therefore the Clerk will seek further quotations. **The Parish Council resolved to approve** the set-up of broadband based on the cheapest service provider. Clerk
12. FIRST DRAFT BUDGET AND PRECEPT CALCULATION 2024-25
The Clerk share the first draft of the calculations and explained how the precept will need to be increased, with the final amount due to be determined in January. The first draft calculation had a shortfall of approximately £400 which will need to be met partially or fully by either the precept or the bank reserve. A contingency

has been set aside but the reserves are quite low, with projects still requiring funding. The Clerk recommended that in the next financial year the Parish Council aims to avoid expenditure that has not been budgeted, whenever possible. A final draft of the budget and precept calculation will be agreed at the next meeting in January 2024. In the meantime suggestions are welcome from the Councillors.

All
Councillors

13. PAYMENTS FOR APPROVAL

The **Parish Council resolved to approve** the following payments:

- i. *D Gillett* – Hall hire fee and damage deposit returned – £105.00
- ii. *Royal British Legion Poppy Appeal* – Remembrance wreath - £18.50
- iii. *C Barrett* – Hall damage deposit returned (replacement cheque) – £50.00
- iv. *Society of Local Council Clerks* – K Wilde annual membership fee – £105.00
- v. *O2* – Upfront payment for new mobile phone contract – £12.00 (Direct Debit)
- vi. *K Wilde* – Reimbursement for Village Hall commercial fridge – Sum to be confirmed when the order has been placed.
- vii. *K Wilde* – Reimbursement for Village Hall cleaning and toilet supplies – £26.35
- viii. *K Wilde* – Reimbursement for First Class postage stamps – £20.00
- ix. *K Wilde* – Overtime payment for October 2023
- x. *HMRC* – PAYE for overtime in October 2023

Clerk

14. TIME AND DATE OF THE NEXT MEETING

- i. The next ordinary meeting is due to be held at **7.00pm on Tuesday 16th January 2024** in Hatley Village Hall.

15. CLOSED MEETING FOR STAFFING MATTERS

The Parish Council resolved upon the temporary exclusion of the press and public from meeting proceedings, under Section 1 of the *Public Bodies (Admissions to Meetings) Act 1960*, as the business about to be transacted under item 16 was considered to be prejudicial to the public interest. The Clerk was also excused from the closed meeting.

16. MATTERS RELATING TO THE CLERK'S ANNUAL APPRAISAL
Closed meeting for confidential discussion.

Chair

17. TIME OF MEETING CLOSURE
The meeting closed at 8.14pm.