

# Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG  
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## Annual Parish Meeting 7.00 pm Tuesday 17<sup>th</sup> May 2016

### MINUTES

**In attendance:** Cllr M Eagle (Chairman), Cllr A Pinney (Vice Chairman), Cllr N Jenkins, Cllr M Astor, Clerk to the Council K Wilde, County and District Cllr S Kindersley District, Cllr B Smith (late arrival) and 4 members of the public.

1. To receive apologies for absence: Cllr H Nickerson and HVA Chairman J O'Sullivan.
2. Minutes of the Annual Parish Meeting held on May 19th 2015 to be approved: **Resolved** to approve and sign.
3. To receive the Chairman's Annual Report: The Chairman gave details of the decisions and actions taken by the Parish Council during the six meetings that were held in the last year. Problems that the Council continues to tackle include speeding traffic, a deteriorating play area and dog waste littering areas around parish. The Parish Council encouraged residents to consider the future of the village shop which was threatened with closure last summer due to low usage. Recommendations were given on all local planning applications as well as the County Council and District Council electoral reviews. Support has been given to the Hatley Big Weekend, the annual litter pick and the HVA's improvements to the Village Hall, with financial assistance from the Big Lottery Fund. Thanks were given to the Cllr Kindersley and Cllr Smith for their continued support and advice on local issues. Thanks were given to Peter Mann for his maintaining the village website and for ensuring all Parish Council business is posted in good time, to Mick Marshall for his hard work as key holder and caretaker of the Village Hall, and to Philippa Pearson for producing and distributing the Hatley Newsletter. The HVA was thanked for the fantastic fundraising events that have been organised throughout the year. And finally thanks were given to the residents who regularly attend the Council meetings, as well as the Councillors and Clerk for ensuring that the meetings are informative and productive.
4. To receive Parish Reports:
  - i. Hatley Village Association (HVA)

Mr Mann presented a written report, in the absence of the HVA Chairman. It included a summary of fundraising events, completion of the Village Hall kitchen renovation with funding provided by the Big Lottery Fund, plus future plans to seek funding assistance to create improved disabled access to the Hall and toilet facilities.
  - ii. Hatley Village Hall

Mr Marshall confirmed that the Pilates class will not continue at the Hall due to decreasing attendee numbers. Mr Marshall would like to relinquish his role as Hall key holder and caretaker as soon as a suitable replacement can be found. Thanks were given by the Council to Mr Marshall for his hard work over many years. The HVA and the Parish Council will consider ideas to increase Hall usage. The recent article by Mr Mann in the Gazette will help to promote the Hall, whilst some residents are considering establishing a monthly coffee morning on the

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first Saturday of each month. Cllr Astor suggested that the Clerk checks again with the police about use of the Hall for remote working if Wi-Fi was available and to ensure that the Hall is included in the Connecting Cambridgeshire project in 2017. Mr Mann spoke of the difficulties in his search for funding opportunities for the new disabled access and toilets, to which Cllr Smith suggested contacting the Greensands Ridge Local Action Group. **Clerk to contact the Police.**

iii. St. Denis's Church Local Nature Reserve Management Group

Cllr Jenkins confirmed that there has been little change since the annual report of 2015 in terms of the church handover from South Cambs District Council to the Friends of Friendless Churches (FoFC). Cllr Kindersley advised that he is now in receipt of the legal documentation for signing, regarding the issue of the easement to the church across his land. The final stage of the handover will be the collection of the pledges from residents and the Parish Council. The Chairman confirmed that the 'handover' event will be arranged as soon as the formalities have been completed and will liaise with FoFC on this matter. Thanks were given to the volunteers who help to maintain the churchyard over the year.

iv. Hatley St. George Church

Ms Pearson presented a written report which included details of the many services that have taken place over the year and the success of the Hatley Big Weekend and Carol Singing fundraising events. A survey is due to take place on the memorial shields and further work will be required on drainage issues. The Clerk confirmed that the drainage work was awaiting the new financial year by Highways and she has requested details of the proposed date for works to be undertaken. The results of the 5 year structural report are due. The new compost toilet is currently being built and will be installed prior to the Big Weekend at the end of June. There remains a funding shortfall of £2.5k for this project. Plans for the Big Weekend continue. Full details will be on the website and newsletter. Revd Steven Rothwell is leaving and his vacancy may take 6-18 months to be filled. Services will be hosted by visiting priests.

Cllr Smith joined the meeting.

v. Hatley Website Group

Cllr Jenkins gave her thanks to Mr Mann for the upkeep of the website on a voluntary basis. Costs remain low, by good fortune, and as such it is anticipated that costs will become higher if the website is to meet the needs of the Parish Council and community. There continues to be a wide range of information available on the website. Cllr Jenkins gave an apology for the short notice of the website survey. 35 responses have been received. All the information will be collated in time for the July meeting of the Parish Council.

vi. Little Gransden Aerodrome Local Consultative Committee

The Clerk confirmed that the Committee is still without a new Chairman. Only one complaint had been received in the year which was from a Hatley resident concerned with flying overhead, which was not viewed to be the case. Residents are encouraged to register complaints via their website so that they are logged and can be followed up. Dates for summer events were noted and will be shared fully in the coming months.

vii. South Cambridgeshire Police

The Clerk read a summary provided by PCSO Coppard. It confirmed that 5 crime incidents were recorded in Hatley in the last year. Residents are encouraged to join eCops for regular on-line crime updates and newsletters. There is also a Big Bad Wolf test that can be undertaken on-line to assess how secure one's property is and seek police advice if required. Clerk to provide details in the next Hatley newsletter. Ms Pearson reminded the Council that the theft of lead from church roofs and other buildings is still a problem and people should remain vigilant.

5. To receive reports from the County and District Councillors
- Cllr Kindersley gave thanks to those who voted for him to remain in seat as District Councillor until 2018 when there will be an all-out election and possibly a new larger area to include Gamlingay, Hatley and the Mordens. A request was made to improve access on the pathway from East Hatley to Hatley St George with problems caused by low hanging branches from the chestnut trees and the oak tree. They are community trees, so to preserve them it was recommended that the Parish Council investigates what action it can take. **Cllr Astor volunteered** to inspect and if action is to be taken may defer the work until the winter months. A complaint has been raised about the lack of disabled access at the Village Hall and it was suggested that signage is used to show the access route to the disabled access at the rear of the Village Hall. **Clerk to follow up with HVA.** The paperwork relating to the easement at St Denis’s Church has arrived for signing. Once this has been completed the final stage will be collection of pledges from residents and the Parish Council. Cllr Kindersley informed the Council that he has been elected Chairman of the County Council for the next 12 months. There is a debate at County Council regarding the potential disposal of Shire Hall. The Cambridgeshire County Council Electoral Review has re-opened due to complaints from Cambs City and East Cambs residents, making it difficult for councillors who have elections next year – it may be that the implementation of the final recommendations is postponed. The application for a permanent dwelling at Barn Farm, East Hatley has been referred for Appeal by the Secretary of State due to non-determination. Feedback was given on the Local Highways Improvement application that was submitted by Hatley, which Cllr Kindersley could not vote on. Cllr Kindersley left the meeting.
- Cllr Smith confirmed that while the Local Plan remains suspended, speculative plans continue to be submitted and as such appeals are taking up to 60 weeks. The Parish Council was urged to respond to the electoral reviews so that its view is registered. A discussion took place concerning the review being ‘numbers’ led and how this will impact Councillors who will have much larger wards to represent. The A428 upgrade is progressing. The South Cambs Magazine is still not being delivered in all areas. Cllr Smith will see if they can be delivered to Hatley Post Office for collection by residents. Cllr Peter Topping is the new leader of the Council at South Cambs District Council. Cllr Smith is currently on the committee of the Greensands Ridge Local Action Group which is working to fund rural development – to include Hatley. Requests for funding must demonstrate an economic output. Housing continues to be a problem whereby homes being considered as ‘affordable housing’ are not affordable for first time buyers. The subject of devolution has quietened due to the unpopularity of the initial plans. South Cambs Planning Dept. continues to be strained due to lack of staff. The City Deal ‘access study’ has highlighted that there will be little benefit to South Cambs residents, especially rural areas, despite being funded by the whole district.
6. Parish Council accounts for the period ending 31 March 2016
- i. To agree the accounts: The accounts were approved.

INCOME AND EXPENDITURE ACCOUNT

	<u>2014/2015</u>	<u>2015/2016</u>
Balance brought forward	10,391.68	11,582.31
Add total receipts	6,742.97	15,488.67
Less total payments	(5,552.34)	(11,465.58)
<b>Balance carried forward</b>	<b>11,582.31*</b>	<b>15,605.40**</b>

\*Figures include HVA Fundraising Monies

\*\*Figures include HVA Fundraising Monies and the Big Lottery Fund grant receipt and project payments

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## RECONCILIATION AS AT THE CLOSE OF BUSINESS ON 31 MARCH 2016

	<u>2014/2015</u>	<u>2015/2016</u>
Current Account	11,617.31	15,605.40
Plus:	0.00	0.00
Less:	(uncleared cheque) 35.00	0.00
<b>Balance</b>	<b>11,582.31*</b>	<b>15,605.40**</b>

\*Figures include HVA Fundraising Monies

\*\*Figures include HVA Fundraising Monies and the Big Lottery Fund grant receipt and project payments

- ii. To agree the annual governance statement and sign the annual return: This was agreed and is to be signed during the AGM by the Chairman and Clerk.
- iii. To receive the internal auditor's report: Received. The only comment relates to the absence of petty cash by the Parish Council and payments by cheque only.
7. Questions from Electors: Mr Mann was concerned that the exit from East Hatley at the T-Junction is becoming very difficult and that said that cutting back of the hedges and trees would improve visibility. Cllr Jenkins suggested the installation of a mirror might be investigated. The Chairman will speak to the property owner to see what can be arranged. Ms Pearson was concerned about the timing of the verge cutting by Highways between Hatley St. George and Gamlingay, as the cowslips are in flower and have not had chance to set seed. A discussion followed about areas of verge that are protected. Cllr Astor volunteered to inspect the verges to see whether any protected areas have been cut and to determine whether other areas should be considered for cutting later in the year. The Chairman will write to Rob Mungovan, SCDC's Ecology Officer with the findings to seek recommendations for conserving the wild flowers (cc to Cllr Kindersley and Cllr Smith) which will then be shared with Highways. **Cllr Astor and Cllr Eagle to action.**
8. Date and time of next Annual Parish Meeting – 7.00 pm on Tuesday 16<sup>th</sup> May 2017
9. To note the time of meeting closure – 8.25 pm.

## **Annual General Meeting of Hatley Parish Council 8.35 pm Tuesday 17<sup>th</sup> May 2016**

### MINUTES

**In attendance:** Cllr M Eagle (Chairman), Cllr A Pinney (Vice Chairman), Cllr N Jenkins, Cllr M Astor, Clerk to the Council K Wilde, County and District Cllr S Kindersley District Cllr B Smith and 4 members of the public.

1. To receive apologies for absence: Cllr H Nickerson and HVA Chairman J O'Sullivan.
2. Election of Chairman 2016-17: Cllr Eagle was proposed to stand for a second year as Chairman by Cllr Astor and this was seconded by Cllr Pinney.
3. Election of Vice Chairman 2016-17: Cllr Pinney was proposed to stand as Vice Chairman for a fourth year by Cllr Eagle and this was seconded by Cllr Astor.
4. Signing of the Acceptance of Office by all Councillors: All councillors present signed an Acceptance of office. Cllr Nickerson will sign in due course. **Clerk to action.**
5. Registration of Interests by all Councillors: Completed forms were submitted by all councillors present. Cllr Nickerson will provide in due course. **Clerk to action.**
6. To receive and consider dispensation applications for items on this agenda: None received.

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7. Minutes of the Ordinary Meeting dated 19<sup>th</sup> January 2016 to be approved and signed: **Resolved** to approve and signed by the Chairman.
8. Minutes of the Extraordinary Meeting dated 12<sup>th</sup> April 2016 to be approved and signed: **Resolved** to approve and signed by the Chairman.
9. To consider any Matters Arising: None.
10. To review the Standing Orders: **Resolved** to uphold the Standing Orders as amended in May 2015.
11. To review the Financial Regulations: **Resolved** to uphold the Financial Regulations as amended in May 2015.
12. To review the Code of Conduct: **Resolved** to uphold the Code of Conduct as introduced in 2012.
13. To review the Risk Assessment including the RoSPA Play Area inspection: **Resolved** to approve the risk assessment as completed by the Vice Chairman, Cllr Pinney, the Clerk (home office) and Mr Marshall. The Clerk was supplied with a certificate of testing and approval for electrical items in the Village Hall. The Clerk gave a summary of the key concerns raised in the RoSPA inspection, to be discussed in full detail under agenda item 18.
14. Churches:
  - i. To consider any matters relating to St. Denis' Church: None received.
  - ii. To consider any matters relating to Hatley St. George Church: Request received for a grant towards the Queen's 90<sup>th</sup> birthday celebrations to be held in June. **Resolved** to issue a sum of £60 towards for the purchase of decorations for the event. **Clerk to action.**
15. Planning:
  - i. To receive notice of the planning decision for S/2851/15/FL Hatley St. George Church, being the installation of a free standing wooden, disabled access, composting toilet in the churchyard: Approved by SCDC.
  - ii. To receive notice of planning application S/0826/16/PA Old Church Cottage 55 East Hatley, being a single storey rear extension, under the permitted development policy: Prior Approval under permitted development. Plans circulated for information only. It was noted that the correspondence received and the information available online were of limited use and caused confusion as to whether comments could be given and the closing date for comments. **Clerk to give feedback to SCDC planning.**
  - iii. Cambridgeshire County Council confirmation of a legal order to divert part of Public Footpath No. 13 East Hatley: Chairman confirmed that the notice has been published by the footpath.
  - iv. To consider SCDC's Monthly Update (circulated by email), if applicable: Not applicable.
16. Village Enhancement projects:
  - i. Speeding – Outcome of Highways Improvement Scheme application and next steps  
The Chairman gave a brief update - Hatley was not allocated funding but was fourth in line to receive funding if any successful parishes should not proceed. 23 other parishes scored lower than Hatley. A discussion took place about alternative options and the Council agreed to attempt to form a Speedwatch team if volunteers are available. This will allow up to date statistics to be included in a new Highways Improvement Scheme application next year. It was also noted that there would be scope to generate further funding for this project through the precept (2017-18) as it remains low in comparison with other villages. Mr Mann suggested contacting Highways to request use of the road traffic wires that monitor both volume and speed and to enquire about the recent road traffic survey in the area. **Clerk to contact Cambs Police's Speedwatch Co-ordinator and Highways.**
  - ii. To consider the possibility of obtaining a community defibrillator: The Chairman provided some information on the estimated costs, being approximately £2,000 for purchase and installation, and annual maintenance costs of approximately £80. It was agreed that the most suitable

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- location would be at the Village Hall. **Cllr Jenkins volunteered to contact the local surgery to obtain statistics for heart attacks in the area** for future consideration on this matter.
- iii. Update on dog waste bins: SCDC Waste Services are due to visit the newly proposed location but has decided to only purchase two bins for Hatley. Clerk has asked for this to be reconsidered when the three proposed locations are visited and has offered to meet with the representative when the date is known.
17. Village Hall:
- i. To consider increasing the Hall hire fee to help cover cleaning costs:  
It was agreed that the Hall fees must remain competitive to encourage new bookings. It was also agreed that as events are infrequent a regular clean is not required. The HVA will create a rota for members to help with the cleaning of the Hall and for larger events a cleaner may be booked on a one-off basis. **Clerk to contact local cleaning contractors to seek future business arrangements on an ad hoc basis and obtain hourly rates.**
- ii. To consider options for promoting the Big Lottery Fund in the Hall: The Clerk gave examples of the possible logos that are available. Mr Mann will add logos to the website in relation to the Hall as well as to the Hall booking form. The HVA will decide how else the logo may be advertised inside the Hall or kitchen. **Clerk to follow up with HVA.**
18. Village play area:
- i. To receive an update from the Working Party:  
The Chairman confirmed that the Play Area Working Party met on Saturday 14<sup>th</sup> May to consider all tenders. A comparison was made on price, quantities, equipment design and how accurately the response met the Council's brief.
- ii. To consider the tenders received for the play area equipment: The recommendation of the Working Party was to proceed with HAGS SMP. It was agreed that as the project is subject to funding applications there may need to be revisions to the play equipment requirements in due course and HAGS SMP was willing to review the may result in a revision of requirements at a later date. **Resolved** to accept the tender from HAGS SMP.
- iii. To consider proceeding with the purchase and installation of the junior swings: It was agreed that the Clerk should seek funding from the Community Chest Grant immediately with the aim of installing the swings as soon as possible. **Clerk to action.**
- iv. To consider any urgent action required resulting from the RoSPA report dated 24<sup>th</sup> April 2016: The Chairman offered to investigate solutions for the damaged rope netting and finger entrapment. No action will be taken regarding the road signs as they are historical features. **Cllr Eagle to action.**
19. Village website:  
To consider any information relating to the proposed new website: Cllr Jenkins confirmed that many residents have completed the survey but due to time restrictions not all have yet been collected. A summary of results will be prepared for the next Council meeting in July.
20. Correspondence received:
- i. Dementia Awareness Week 15-20 May. Noted, information made available.
- ii. Patients Participation Awareness Week 6-11 June. Noted, information made available.
- iii. A14 Cambridge to Huntingdon Scheme. Noted, information made available.
21. Finance Update:
- i. To consider payments for approval: **Resolved** to approve all payments and to await an update on the CAPALC fee for 2016-17. **Clerk to follow up**
- a) *Abacus Oil Ltd* – £2,000.00 (paid) Village Hall boiler project / Big Lottery Fund
- b) *Abacus Oil Ltd* – £2,000.00 (paid) Village Hall boiler project / Big Lottery Fund

- c) *M Lack* – £3,380.80 (paid) Village Hall Kitchen project / Big Lottery Fund
  - d) *M Lack* – £4,247.20 (paid) Village Hall Kitchen project / Big Lottery Fund
  - e) *M Lack* – £49.06 (paid) HVA – door closers April 2016
  - f) *MRL Astor* – 21.60 (paid) Village Hall water rates July 2015-December 2015
  - g) *CAPALC* – (amount still to be confirmed – payment postponed) Annual membership fee 2016-17
  - h) *Came & Co.* – £273.75 Parish Council insurance policy renewal 2016-17
  - i) *V Seekings* – £45.00 Internal audit service May 2016
  - j) *K Wilde* – Salary payments May and June 2016
  - k) *K Wilde* – Overtime November 2015 - April 2016
  - l) *K Wilde* – Travel and office expenses January to May 2016
  - m) *K Wilde* – £55.00 Annual office fee April 2016 - March 2017
  - n) *e-On* – Village Hall Electricity Direct Debits: February £3.86, March £14.90, April £17.72, May £23.19
  - o) *Playsafety Limited* – £79.80 Annual play area RoSPA safety inspection
  - p) *P Pearson* –£12.00 Hatley newsletter annual printing fee
  - q) *MRL Astor* – £1.00 Village Hall annual rent
  - r) *MRL Astor* – £1.00 Play Area annual rent
- ii. To approve the Annual Governance Statement 2015-16: **Resolved** to approve. Section one of the Annual Return was signed by the Chairman and Clerk.
- iii. To Approve the Accounting Statements 2015-16: **Resolved** to approve. Section two of the Annual Return was signed by the Chairman and Clerk.
- iv. To approve the application to the Transparency Code fund (NALC) for the purchase of a laptop, scanner and new website: **Resolved** to approve.
22. To consider an increase from 4 to 5 meetings per annum and agree future meeting dates:
- i. 7.30 pm Tuesday 19<sup>th</sup> July 2016
  - ii. 7.30 pm Tuesday 18<sup>th</sup> October 2016
  - iii. 7.30 pm Tuesday 17<sup>th</sup> January 2017
  - iv. 7.30 pm Tuesday 21<sup>st</sup> March 2017
  - v. 7.00 pm Tuesday 16<sup>th</sup> May 2017 – Annual Parish Meeting followed by AGM
- Resolved** to hold five meetings in the coming year, however this is to be reconsidered at the AGM in May 2017.
23. To consider the draft recommendations for the Electoral Review of South Cambridgeshire: **Resolved** to re-submit the response dated January 2015. **Clerk to action.**
24. To consider the new draft recommendations for the Electoral Review of Cambridgeshire County Council: **Resolved** to re-submit the response dated January 2016. **Clerk to action.**
25. To consider the service update and questionnaire from South Cambridgeshire District Council's Planning and New Communities Department: **Resolved** to request the provision of paper plans for all future planning applications, with all other documentation being submitted electronically. Clerk to complete the planning training questionnaire and raise the question as to whether evening sessions could be made available. **Clerk to action.**
26. To receive questions from the public: None received.
27. To note the time and date of the next Ordinary Meeting – 7.30 pm Tuesday 19<sup>th</sup> July 2016.
28. To note the time of meeting closure – 10.13 pm.