

# Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG  
Tel: 01767 650596 Email: parishclerk@hatley.info Website: www.hatley.info

## Minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 19th March 2019

In attendance: Cllr M Eagle (Chair), Cllr A Pinney (Vice Chair), Cllr M Astor, Cllr H Nickerson, Clerk to the Council K Wilde, County Cllr S Kindersley (late arrival) and 4 members of the public.

1. Apologies for absence: Cllr N Jenkins and District Cllr H Williams. An apology was also given ahead of the meeting by County Cllr S Kindersley for his late arrival to the meeting.
2. Interests and dispensation applications: None received.
3. Approval of Minutes: The **Parish Council resolved** to approve the Minutes of the Ordinary Meeting held on 15<sup>th</sup> January 2019 and the Extraordinary Meeting held on 5th March 2019. The minutes were signed by the Chair.
4. Matters arising: Councillor Pinney noted some rotten and splintered wood on the upper deck of the play tower, which he agreed to make good.
5. Questions from the public:  
A member of the public asked for an update on the hedge issue in East Hatley. This was confirmed as being on the agenda for discussion.
6. In the absence of both District and County Councillors the clerk confirmed that their reports had been made available to the Parish Councillors by email in advance of the meeting.
7. Churches:
  - i. St. Denis. A brief update was provided on behalf of Cllr Jenkins.
  - ii. Hatley St. George. The Clerk confirmed that details of church services are available in the parish newsletter.
8. The Clerk confirmed that there were no planning updates available at this time.
9. Village Enhancement Projects:
  - i. Residents advised that damage to the verges between Hatley and East Hatley is increasing, particularly in the area close to the Old School House and outside Parkers Farmhouse. Cllr Pinney offered to take measurements and photos to record the deterioration of the verge in these areas. There was some uncertainty as to whether there has been a leaking water main and possible planing to the verge by Parkers Farm, which the Chair agreed to investigate further. A resident advised that a regular visitor to the parish is parking their car where it blocks the footpath between East Hatley and Hatley St George. Pedestrians would be forced on to the 40-mph highway as a result of the blockage. It was agreed that this should be reported with the Clerk's help.
  - ii. The Clerk advised having met with the property owner to inspect the hedge to the left-hand side (as you face the main highway) of the East Hatley junction. The section of the hedge which is protruding and needs attention is an integral part of the hedge and therefore the owner cannot cut it back any further without loss of that section of the hedge. One of the two landowners to the right-hand sign has not responded to the written request for permission or assistance and has not been present when the Clerk has made visits. It was agreed the Clerk should make another attempt to contact the owner by letter, advising that if no objection or other response is received from the owner within 30 days of the date of the letter, the Parish Council will proceed with the work for the safety of all road users.

- iii. The Clerk confirmed that the litter pick equipment will be delivered by SCDC ahead of the community event, due to be held at 10 am on Sunday 24th March 2019. It was agreed that the community team would attempt to clean road signs. The Chair will report the damage to the East Hatley 30 mph road sign. Cllr Nickerson will follow up his report on the damaged bridleway sign on the corner of Main Street and Baulk Lane.
  - iv. No agreement was made at this time relating to carbon zero community projects (SPEP) but it was suggested that Cllr Jenkins could be approached to investigate PV Array panels for the village hall, solar power for the speeding sign and to get information on other possible projects that may be supported by SCDC.
  - v. The update on Repair Cafés was deferred to the May meeting.
10. Village Play Area:
- i. The Clerk advised that the play area project will be revisited following the forthcoming RoSPA inspection and once the annual audit and annual reviews are completed.
  - ii. The Clerk has placed temporary signs in the play area requesting that dog walkers keep their dogs away from the play equipment and to use the green dog waste bin at the entrance to the field, not the play area waste bin. The recent improvements to the play tower posts were acknowledged and thanks given. As per minute 4. Cllr Pinney agreed to address the splinter issue.
11. Speed Monitoring Sign
- i. The Clerk advised that she still needs to collate the speed data into a suitable report which can be shared with the Police Commissioner. This will be actioned as soon as possible.
  - ii. The price quoted by the manufacturer to convert the sign to solar power was considered to be too costly to proceed. Cllr Pinney advised that the batteries last approximately 2 weeks. It was agreed to seek further information from the manufacturer on the price of the conversion. It was also suggested that this conversion could be eligible for the SCDC Carbon Zero Project. Clerk to investigate.
12. Public Access Defibrillator
- i. It was confirmed that the inspections are being undertaken on a weekly basis with copies of the log book being shared with the Clerk by email. No issues to note.
  - ii. The Clerk shared details of the community training sessions being held at the Village Hall by the East Anglian Air Ambulance service, on 23<sup>rd</sup> March and 3<sup>rd</sup> April. It was agreed that a donation would be made to this charity following both events, once the total number of attendees is known.
13. Hatley Village Association
- i. Cllr Pinney advised that there is no Chairman for the HVA at present due to lack of volunteers for the role.
  - ii. Recent events included the Pancake Race and Quiz Night. It was noted that £1,800 has been raised in the last year by HVA events. Future events include the Easter Egg Hunt in April, a race night on May 10<sup>th</sup> and the summer fête on Sunday 7<sup>th</sup> July.
  - iii. It was confirmed that £200 of HVA funds has been donated to the East Hatley notice board project and £200 is available to help with the Website project. Future hall projects could include new internal doors and improvements to the bar area, both of which would require external funding.
14. Village Hall
- i. The Clerk provided a summary of recent and future bookings, which now include 3 regular hirers.
  - ii. The Clerk advised that one of the two caretakers had requested to step away from duties due to personal commitments and that for the time being she would support

- the remaining caretaker as bookings are on the increase. The key safe has made a positive impact for access by regular hirers.
- iii. The Clerk advised of maintenance work required. The Chair offered to help organise improvements to the bar hatch, which is quite stiff and difficult to push up. The Clerk would make contact with one of the hall hirers who may be able to source a replacement remote control for the disco lights. The Parish Council agreed that the Clerk could proceed to purchase a sign for the new CO2 extinguisher which is located in the bar area.
  - iv. The **Parish Council resolved** to raise the hall hire fees as of 1<sup>st</sup> April 2019, with the exception of existing bookings for events due to be held after 1<sup>st</sup> April 2019. The new rate for residents was agreed as £8.50 per hour, and £11.00 per hour for non-residents. A sliding scale will be arranged for commercial use and a bespoke all-day rate will be set for SCDC when using the hall as a Polling Station.
15. Data Protection
- i. The **Parish Council resolved** to approve the General Privacy Policy 2019 which had been circulated by email ahead of the meeting. It will be made available on the new village website.
  - ii. The **Parish Council resolved** to approve the 'Contact US' Privacy Notice 2019 which applies to the new village website.
  - iii. The **Parish Council resolved** to renew its Data Protection membership with the Information Commissioner's Office.
  - iv. The **Parish Council resolved** to set up payment by Direct Debit in relation to this year's ICO membership renewal and future renewals.
16. Village Website
- i. The Parish Council received news that the new website is nearly ready to go live.
  - ii. The **Parish Council resolved** to approve the installation of Google calendar on the Clerk's laptop to facilitate a 'Hall Availability' function on the new website.
  - iii. The **Parish Council resolved** to approve the annual purchase of the SSL Certificate
- County Cllr S Kindersley arrived and was invited to present his report. He expressed his disappointment at the County Council's decision to support the proposed route A (Sandy to Bassingbourn) for the East West Rail line between Bedford and Cambridge. This decision was reached despite objections from many County Councillors and after the consultation had closed. SCDC's response to the consultation was that not enough information had been provided and that not all of the proposed routes supported locations where SCDC is planning to build houses (or not build houses). County Cllr Kindersley also made reference to the improvements required in children services relating to child safety.
17. Correspondence Received
- i. A funding request by the Gazette publication was considered. It was agreed that a contribution of £86.00 would be reasonable (£1.00 per household) if a similar agreement, on a per household basis, is adopted by Gamlingay Parish Council.
  - ii. The availability of the Calor Rural Community Fund was noted.
  - iii. The Local Validation List Consultation 2019 was noted.
18. The **Parish Council resolved** to request the service of Mrs Seekings as internal auditor for 2019-20
19. The **Parish Council resolved** to approve the following payments:
- i. *W. J. Flinders and Son* – Sensor lighting at the Village Hall - £96.00
  - ii. *M. R. L. Astor* – Village Hall water rates June to December 2018 – £23.18
  - iii. *Abacus Oil Experts* – Village Hall boiler service – £125.00
  - iv. *Federation Design Ltd* – Website SSL Certificate – £60.00 (The Parish Council approved the amendment to the payee details to Taylor James Stephens Ltd, as per the invoice, and a revised amount to £72.00, which includes VAT. This is detailed on

- the 'Payments for Approval' sheet signed at the meeting but could not be revised on the agenda once it had been published)
- v. *H. M. Revenues and Customs* – PAYE March 2019 – £18.60
  - vi. *K Wilde* – Salary payments March and April 2019
  - vii. *K Wilde* – Overtime January to February 2019
  - viii. *K Wilde* – Travel expenses and purchases reimbursed January to March 2019 – £178.40
  - ix. *K Wilde* – Claranet internet fees reimbursed March 2018 to September 2018 and January 2019 to March 2019 – £69.35
  - x. *nPower* – Direct Debit 02.01.19 – Village Hall electricity (21.07.18 to 19.10.18) – £39.29
  - xi. *nPower* – Direct Debit 11.02.19 – Village Hall electricity (20.10.18 to 20.01.19) – £56.28
  - xii. *Information Commissioner* – Annual registration fee 2019-20 – £35.00 (by DD in April)
20. Time and date of the next meeting: **Annual Parish Meeting 7.00 pm, followed immediately by the Annual General Meeting of the Parish Council, on 21st May 2019**
21. Time of meeting closure: 9.05 pm