

# Hatley Parish Council

Clerk to the Council: Nicola Pearce, Monkswood, Hatley St George, Cambs, SG19 3HP  
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Dear Sir/Madam

I hereby give you notice that an Ordinary Meeting of Hatley Parish Council is due to be held at **7.30 pm on Tuesday 18<sup>th</sup> October 2022** 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.

Nicola Pearce  
Clerk to the Council

## **(Closed Session) 7.15 pm**

### **AGENDA**

1. To receive apologies for absence
2. To resolve that under Section 1 of the Public Bodies (Admissions To Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw whilst matters pertaining to items 3. and 4, are discussed
3. To formally receive and accept the resignation of N Pearce as Clerk and Responsible Finance Officer
4. To resolve upon the recruitment of K Wilde as Locum Clerk and Responsible Finance Officer
5. To resolve upon employment terms for K Wilde and sign the employment contract

## **(Open Session) To follow immediately after Closed Session**

### **AGENDA**

1. To receive apologies for absence
2. Interests:
  - i. To receive declarations of interest
  - ii. To receive and consider dispensation applications for items on this agenda
3. To approve the minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 19<sup>th</sup> July 2022
4. To consider any matters arising
5. To open the meeting to members of the public for a maximum of ten minutes to enable them to address questions to the Parish Council – an individual member of the public shall not speak for more than three minutes. *Questions relating to items not on the agenda shall not require a response or discussion until the following meeting*
6. To receive reports from the County and District Councillors
7. Churches:
  - i. To receive an update on St Denis' Church
  - ii. To receive an update on Hatley St George Church including update on advert on website.
8. Planning:
  - i. Planning application **22/02711/HFUL** 12 East Hatley, Cambridgeshire, SG19 3JA – single storey and first floor rear extensions: granted permission
  - ii. To receive any updates or information on local planning items
9. Speeding:
  - i. To receive updates and consider any action that may be required relating to the speed monitoring sign
  - ii. To receive an update on Speedwatch
10. Hatley Village Association:
  - i. To receive updates and consider any action that may be required
  - ii. To receive an update on the mat that should be purchased for the front entrance hall
11. Play area and village enhancements:
  - i. To receive the monthly inspection reports

- ii. To receive updates and consider any action that may be required
  - iii. To receive an update on request for a goal on the playing field
  - iv. To consider action on damaged noticeboard in East Hatley
  - v. Village litter pick update
- 12. Public access defibrillator:**
- i. To receive the updated record book
  - ii. To consider any action that may be required
  - iii. To receive an update regarding CPR/Defibrillator training
- 13. Village hall:**
- i. To note recent bookings and events
  - ii. To consider any updates or action that may be required
  - iii. To receive an update on cleaning rota
  - iv. To receive an update on the stage
- 14. To receive an update on climate action**
- 15. Parish Councillor vacancy:**
- i. To receive written applications for the office of Parish Councillor
  - ii. To invite candidates to discuss their applications and raise questions
  - iii. To co-opt to fill the existing vacancy (the Parish Council may resolve under section 1 of the Public Bodies (admission to meetings) Act 1960 to temporarily exclude the press and public and ask that they withdraw from the meeting should matters relating to 15.iii require the discussion of personal attributes which may be considered to be prejudicial)
- 16. To consider the purchase of a memorial plaque**
- 17. To receive an update on Neighbourhood Watch**
- 18. CAPALC**
- i. To consider the renewal the Data Protection Officer and CAPALC membership for 2022-23
  - ii. To consider training for new Parish Councillors
- 19. To consider possible action relating to overhanging trees along the public highway**
- 20. Banking:**
- i. To receive an update on electronic payment opportunities and to issue cheque payments for all outstanding payments approved during and following the AGM in 2022
  - ii. To consider changes to the bank mandate relating to correspondence address
  - iii. To consider changes to the bank mandate relating to authorised signatories
- 21. Finance and audit:**
- i. To reconcile the bank statement with payments and receipts for the period 1<sup>st</sup> July 2022 to 30<sup>th</sup> September 2022
  - ii. To receive the Internal Auditors report on the accounts for the financial year to 31<sup>st</sup> March 2022 and consider any recommendations
  - iii. To receive confirmation of the External Auditor's approval of the accounts for the financial year to 31<sup>st</sup> March 2022
  - iv. To note that the statutory audited documents will be made available to the public on the website and notice boards, in line with the Transparency Code for Smaller Authorities 2015
  - v. To discuss payments to Namesco – email account
  - vi. To consider purchasing a replacement printer
  - vii. To consider the following payments for approval:
    - N Pearce Salary Payment for July, August, Sept and Oct 2022
    - Water rates to M R L Astor £32.45 December 2021
    - Water rates to M R L Astor August 2022 £43.54
    - SCDC Election Fees amount £225
    - CAPALC Payment inc DPO £215.15
    - H Nickerson reimbursement for £22 for wood to repair play area
    - Eon Direct Debit £40.93 01/07/2022-30/09/2022
    - N Pearce £445.99 reimbursement for Heating Oil for Village Hall
    - N Pearce £30 reimbursement for payment to P Mann made at last meeting. (Shelving for Village hall toilets)
    - £912.50 to be reimbursed to M R L Astor following the restoration of the Village Hall flooring – see minutes from previous meeting. Awaiting invoice
- 22. To agree the time and date of the next meeting: Tuesday 17<sup>th</sup> January 2023 at 7.30pm**
- 23. To note the time of meeting closure**