

Hatley Parish Council

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Minutes of the Ordinary Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 21st March 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, County Cllr Sebastian Kindersley, District Cllr Heather Williams and one member of the public.

ACTION BY

1. WELCOME AND STATEMENT OF MEETING PROTOCOL
Welcome by the Chair. The protocol was not read aloud on this occasion.
2. APOLOGIES FOR ABSENCE
None received.
3. INTERESTS
 - i. Declarations of Interest: None received.
 - ii. Dispensation applications for items on this agenda: None received.
4. PREVIOUS MINUTES
The **Parish Council resolved to approve** the Minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 17th January 2023 and they were signed by the Chair.
5. MATTERS ARISING
It was noted that Cllr Kraus undertook CAPALC's councillor training in February. The Clerk advised that the approved payment of £82.00 to Cllr Cooper (see minute 15.iv. 17.01.23) was not paid as the HVA had withheld £82 from fundraising monies to meet their need for the £100 float. The Clerk reminded all that the completion of the new Hall Hire Booking Form remains outstanding. The Clerk confirmed the Litter Pick equipment had been organised and Cllr Pinney added that it had been delivered to the Post Office the previous day. The Clerk shared a response from County Cllr Kindersley regarding the outstanding clearance of the gullies in East Hatley. The member of public was not satisfied with the response, having raised the issue in July 2021. Cllr Kindersley assured that it is part of a programme of scheduled works, is due to be assessed by professionals, and is not causing a risk to highway users. An inspection of the gullies is due by September.
6. COUNTY AND DISTRICT COUNCILLOR REPORTS:
County Cllr Kindersley made reference to items in his monthly report, to include a Government enquiry on the plans for the Cambourne Busway and the petition for a referendum on the Cambridge Congestion Charge - which has been turned down as the results of the public consultation are still outstanding. The Government is expected to announce the East West Rail route

alignment in May, which has taken 2 years to be shared. Potholes are being patched on Croydon Hill. There are no issues relating to trees in Hatley showing on the County reporting tool, despite Cllr Pinney reporting an issue in November. Cllr Pinney advised that he has reported the same issue again this week, as it must have been closed in error. County Council has set aside £11m for special education provision which includes the old First School site in Gamlingay. The listed part of the building will be used for residential purposes, whilst the back area will be rebuilt for its new purpose, and the playing field will remain in public use. The member of the public questioned how County Council justifies spending £0.5m on parking enforcement when there are more pressing issues, such as potholes. It was explained that the Greater Cambridge Partnership pays the parking enforcement service, which is carried out by South Cambs District Council. It becomes self-funding through fines, and cannot be paid for out of tax monies. [The full report is available via www.hatley.info]

Cllr Kindersley left the meeting.

District Councillor Williams raised some of the key points from her monthly report, and reminded all that people should contact SCDC if they are, or know someone, struggling due to the current cost of living crisis. Cllr allowances have increased at SCDC and the four day working week is underway, with mixed reactions from staff depending on their workload. The weekly collection of food waste that was being trialled will stop due to lack of budget.

Cllr Williams referred to a request raised by SCDC tenants in East Hatley for improved lighting outside their properties - quotes are being sought for low level solar lighting.

The Chair asked Cllr Williams to assist with an issue in the agenda (24.ii.) regarding parking issues in East Hatley outside the SCDC properties. Cllr Williams agreed to check land ownership for the strip of land / layby in front of the bungalows, and will investigate options for signage or other solutions.

The Chair also referred to the current issue of the narrow footpath in Hatley St George, caused by overgrown foliage from certain properties, and enquired as to whether this can be reported to Highways. Cllr William confirmed that it could, but it wasn't likely that it would be actioned quickly. She recommended to the Chair that, as he has spoken to the property owners, he should next write a formal request to those residents. Cllr Pinney confirmed that the highways inspectors had also spoken to the residents. No action has yet been taken.

CHAIR

Cllr Pinney raised questions about the outcome of the new four day working week at SCDC, being advised that the success will only be measured by staff retention and staff recruitment figures. The majority of staff are managing their work loads in a four day period, but others are seeking overtime to keep on top of their work load. Cllr Williams was invited to give a brief update on the recent Luton Airport Flight Path meeting that was held by Little Gransdens Parish Council, as none of the Hatley Councillors had been able to attend. She advised that a number of consultations are in place that might bring about improvements in the air-breaking noise/location, and further information is being sought on health impacts. The action group requires more helpers, if anyone is

interested in joining them, and the continuation of complaints by residents are encouraged.

7. INCOME RECEIVED 17.01.23 TO 20.03.23
The Clerk provided a summary of all income entries on the bank statement for the above-mentioned period. The majority of receipts related to hall hire income.
8. RECONCILIATION OF THE BANK STATEMENT WITH THE CASHBOOK, INCLUDING PETTY CASH, FOR THE PERIOD 01.01.23 TO 28.02.23
The relevant bank statements and the cashbook were shared with the Parish Council ahead of the meeting. The Clerk explained the difference between the two balances, being 7 uncleared cheques. The **Parish Council resolved to approve** the reconciliation of the finances.
9. PAYMENTS FOR APPROVAL
The **Parish Council resolved to approve** the following payments:
 - i. *D Gillett* – Hall hire deposit returned - £50.00
 - ii. *K Wilde* – January 2023 salary and overtime
 - iii. *H M Revenues and Customs* – PAYE January 2023
 - iv. *LGS Services* – Internal audit services for financial year 2021-22 - £126.00
 - v. *Fire and Safety Solutions Ltd* – Annual fire extinguisher service at Village Hall – £57.00
 - vi. *Abacus Oil Experts* – Annual boiler service and parts – £230.40
 - vii. *Mark Harrod Ltd* – Football goal post and parts – £605.20
 - viii. *H M Revenues and Customs* – PAYE February 2023
 - ix. *K Wilde* – February 2023 salary
 - x. *H Nickerson* – Reimbursement for Village Hall entrance mat – £26.00
 - xi. *K Wilde* – Reimbursements for purchase and travel – £68.86
 - xii. *K Wilde* – Office fee January to March 2023 – £20.00
 - xiii. *K Wilde* – March 2023 salary
 - xiv. *H M Revenues and Customs* – PAYE March 2023
 - xv. *P Kraus* – Reimbursement Village Hall repairs – £19.08 (from petty cash)
 - xvi. *K Wilde* – Reimbursement for postage fee – £4.45 (from petty cash)
 - xvii. CAPALC – Clerk to cancel the original cheque payment for membership and DPO fees, lost by CAPALC in October. Payment to be reissued – £215.15
10. ANNUAL INTERNAL AUDITOR REPORT 2021-22
The Clerk confirmed that LGS Services had concluded the overdue annual internal audit on 02.02.22. The Clerk shared details of the AGAR form which has been completed by LGS Services and read aloud the sections where the auditor considered that the Parish Council had not met the required internal control objective. The Chair confirmed that those internal controls have since resumed.

11. AMENDMENT TO THE ACCOUNTING STATEMENTS 2021-22
(AGAR FORM SECTION 2)

The Clerk shared copies of the original accounting statements form which had been approved by the Parish Council and signed by the Chair and Responsible Finance Officer (also the Clerk) at the meeting held on 15.12.22. A revised version of the Accounting Statements was presented at this time, to include two petty cash transactions that had been omitted in error from the previous form. The **Parish Council resolved** to approve the revised Accounting Statement and it was signed by the Chair and the Responsible Finance Officer (Clerk). The Clerk will share copies of the new form on the notice boards and website this week.

Clerk

12. RECOMMENDATIONS BY THE INTERNAL AUDITOR

The Clerk read through the list of concerns and recommendations that were identified as a result of the internal audit. The majority of the issues related to the period 01.09.21 to 31.03.22. In nearly all cases the necessary action has since been undertaken by the new Clerk, to ensure records and reporting are now correct and up to date. Obligations relating to HMRC, being VAT reclaims and PAYE RTI submissions, have also been met in recent months. Items still to be actioned included resolving the long standing non clearance of a cheque payment and establishing a Freedom of Information scheme.

13. HMRC PENALTIES FOR LATE PAYE SUBMISSIONS

The Parish Council has received notification of financial penalties by HMRC in relation to the non-submission of PAYE RTI data during the period 01.09.21 to 31.03.22. The Clerk advised that she has successfully appealed the penalties and is ensuring that RTI submissions to HMRC are taking place on a monthly basis once again.

14. PLANNING

There were no updates to report.

15. HIGHWAYS AND SPEEDING

- i. Cllr Nickerson advised that Speedwatch will resume with improvements to daylight hours and weather conditions.
- ii. The Clerk shared details of the Local Highways Improvements scheme time frame and there was updates at this time.

16. PLAY AREA

- i. Cllr Nickerson completed the most recent playground inspection and advised that no action was required. The Clerk advised that the RoSPA inspection is booked to take place in April and a Councillor is welcome to meet with the RoSPA inspector for a small fee to the service provider.
- ii. The Clerk advised that the new football goal post would be arriving the next day, 22nd March. Cllr Pinney agreed to take delivery and organise the setting up of the goal post with a small group of volunteers. Cllr Astor was invited to join to help determine a suitable location.

Cllr Pinney /
Cllr Astor

17. HATLEY VILLAGE ASSOCIATION

- i. Cllr Cooper gave a report on recent events, which included a very successful quiz night. The St Patrick's night pop-up pub went well, taking £154 before the bar licence fee and stock costs are deducted.
- ii. Future events discussed included the Easter Sunday egg hunt and the King's coronation celebration on Sunday 7th May. Cllr Cooper asked permission from Cllr Astor to use the playing field, which he agreed to. Details are still being discussed but an outdoor event with marquees and fire pits are likely. It was noted that consideration needs to be given for any possible risk/insurance issues.
- iii. Cllr Cooper supplied the Parish Council with an updated HVA financial report ahead of the meeting and Cllr Pinney confirmed the HVA's Cashbook as being complete and correct.
- iv. Cllr Cooper confirmed that £216.74 is currently held, some of which will be used to purchase new stock and the licence fee for the next pop-up pub event in April. The float will be passed over to L Hudson in Cllr Cooper's absence.

18. VILLAGE HALL

- i. The Clerk shared details of recent hire and future bookings. Cllr Pinney questioned the cost that the Parish Council may have incurred due to the heating being left on for one full day following a hall booking in February. The Clerk could not provide a cost and explained that there had been a last minute shortage of volunteers to help see the hirer in and out of the hall, and as such the hirer had been asked to turn off the heating and hot water himself. This was not actioned by the hirer, but the Clerk still repaid the damage deposit to the hirer regardless. The Clerk explained her reasons for this and invited the Councillors to consider dealing with any future situations where deposit money may need to be withheld from the hirer.
- ii. The Clerk reported the hall hire income for the period January to March 2023.
- iii. The Clerk confirmed that the annual fire extinguisher service had taken place on 24.01.23. It was a basic service with no new equipment required.
- iv. The Clerk confirmed that the annual boiler service had taken place on 09.02.23. Recent mechanical issues have been resolved and a further invoice is expected for payment.
- v. Updates were given as follows:
 - a. Internal and external mats for the entrance area – the **Parish Council resolved** to purchase two further mats. Clerk
 - b. Recycling waste wheelie bin – this has been delivered by SCDC.
 - c. Lighting improvements in bar area and main hall – all completed. Thanks were given to Cllr Kraus for his work and he was repaid costs of parts from the Petty Cash. Clerk

- d. Extra plug points in the main hall – all completed. Paid for by the Landlord. It was noted that the extension leads that have been gifted to the hall by a resident will need to have a PAT test. Clerk
 - e. Wi-Fi – the Clerk shared costings, the benefits were reconsidered and the **Parish Council resolved** to proceed with installing a Wi-Fi service (BT Full Fibre 76). Clerk
 - f. Plumbing in the bar area – all completed.
 - g. Stage – now sold, due to health and safety issues. Income has been banked.
 - vi. The **Parish Council resolved** to purchase or repair as follows:
 - a. Community notice board for inside the hall – purchase. Clerk
 - b. Kitchen extractor fan – burnt out motor replaced.
 - c. Toilet doors – possibly swelling from the recent condensation issue. The sliding door has been adjusted and the swinging doors have been eased. The lack of air flow in the entrance area needs to be addressed, Cllr Cooper agreed to discuss options with J Wright. It was suggested the resetting of timers on the extractor fans could help. Cllr Cooper
 - d. Replacement mops and buckets – purchased by the Clerk and delivered to the hall.
19. PUBLIC ACCESS DEFIBRILLATOR
- i. The updated logbook has been received by the Clerk.
 - ii. It was noted that the new battery packs and pads were fitted in February by the Defib Group leader, M Ward with support from Cllr Nickerson.
 - iii. The Clerk shared details of two Magpas community CPR and defibrillator training sessions that have been organised to take place in April. These events have been advertised on Facebook, on the noticeboards and via the Hatley website, but take up is still quite low. The Clerk will share the event information with the businesses based at St. George’s Tower to increase attendance numbers. Clerk
 - iv. The Parish Council resolved to make a donation of £100 to Magpas following the community training events in April. Clerk
20. MEMORIAL PLAQUE FOR QUEEN ELIZABETH II
- Cllr Cooper had no new information to share at this time but is continuing to investigate options for this and the King’s coronation. The Clerk offered to share all communications received relating to coronation memorabilia and Cllr Cooper will seek ideas from the public. Clerk / Cllr Cooper
21. COMMEMORATION OF KING’S CORONATION
- Discussed as above (minute 20.)

22. NARROWING OF PUBLIC FOOTPATHS IN HATLEY ST. GEORGE

The Chair has spoken to the property owners who all agreed to manage their boundaries better, so as not reduce the width of the path, but as yet no action has been taken.

23. LITTLE GRANSDEN PARISH COUNCIL'S MEETING RE LUTON AIRPORT FLIGHT PATH

The Clerk shared information received from a resident who remotely attended the meeting.

24. CORRESPONDENCE

- i. Letter of complaint received (for information purposes) from an East Hatley resident regarding the noise nuisance caused by the new Luton Airport Flight Path – addressed to Luton Airport Complaints.
- ii. Request by residents for help to discourage visiting dog-walkers who are parking in front of the bungalows in East Hatley. [This was discussed with Cllr Williams earlier in the meeting]

District Cllr Williams

The Parish Council also received a late request for the subject of Climate Emergency to be on all future Parish Council agendas, which will be reinstated as of the next meeting agenda.

Clerk/Chair

25. CHURCHES

- i. The Chair confirmed receipt of the St Denis' Church report from N Jenkins and gave congratulations for the award that was recently given to the architect who worked for the Friends of Friendless Churches on this project.
- ii. The Chair spoke briefly about the quinquennial inspection that is due to take place at Hatley St. George Church and the possible costs to investigate and improve drainage.

26. OPEN MEETING FOR MEMBERS OF THE PUBLIC TO ADDRESS QUESTIONS TO THE PARISH COUNCIL

The member of the public asked why there has been a change to the ordering of council business on the agenda. The Chair explained this to be an improvement to ensure the Councillors focus on its core business and finances before proceeding to cover other local business.

The member of the public asked why the council does not use Facebook to advertise meeting times and dates. The Clerk confirmed that the council is under no obligation to use any form of social media, and meets its requirements to advertise meetings on notice boards and the Hatley website. Furthermore the Parish Council does not have its own Facebook page, nor does the Parish Clerk on a professional basis, and that using personal accounts for local government purposes is not advisable. The Parish Council agreed that meeting information can be shared on Facebook by the Clerk ahead of meetings.

Clerk

27. TIME AND DATE OF THE NEXT MEETING

The next meeting is the **Annual Parish Meeting** due to be held at **7.00pm on Tuesday 16th May 2023**, to be immediately followed by the **Annual General Meeting of Hatley Parish Council**.

28. TIME OF MEETING CLOSURE

The meeting closed at 9.45pm