

Hatley Parish Council

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

MEETING NOTICE

Dear Sir/Madam/Councillors

I hereby give you notice that an Ordinary Meeting of Hatley Parish Council is due to be held at **7.00 pm on Tuesday 18th July 2023** 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 meeting, as set out hereunder. Members of the public are welcome to join the meeting.

K.L. Wilde

K Wilde
Clerk and RFO to the Council
13th July 2023

AGENDA

1. Welcome and meeting protocol
2. To receive apologies for absence
3. Interests:
 - i. To receive declarations of interest
 - ii. To receive and consider dispensation applications for items on this agenda
 - iii. To note the request by SCDC for the resubmission of the Register of Interests by Cllr Cooper and an amendment to details submitted by Cllr Nickerson
4. To approve the minutes of the Annual General Meeting of Hatley Parish Council held on Tuesday 16th May 2023
5. To consider any matters arising
6. To open the meeting to electors for a maximum of ten minutes to enable them to address questions to the Parish Council
(Questions relating to items not on the agenda shall not require a response or discussion until the following meeting. Each elector can speak for a maximum of 3 minutes only)
7. To receive reports from the County and District Councillors
8. Parish Councillor Vacancy
 - i. To receive formal notice of the resignation of Cllr Pinney
 - ii. To note the conclusion of the period for the calling of an election to fill the vacancy
 - iii. To receive a written application for the office of Parish Councillor
 - iv. To invite the candidate to discuss the application, or ask questions, if applicable
 - v. To co-opt to fill the Parish Councillor 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 8.v require the discussion of personal attributes which may be considered to be prejudicial to the public interest)

9. Website
 - i. To receive details of the recent migration of web hosting from Namesco to HostPresto! for cost saving purposes.
 - ii. To consider the requirement for .GOV.UK email addresses for all Councillors
 - iii. To consider any other matters relating to website
10. Highways and Speeding
 - i. To receive an update from Speedwatch members
 - ii. To receive an update on the Local Highways Improvements (LHI) application
 - iii. To reconsider the agreed parish contribution towards the LHI project
11. To receive details of income received in the period 01.04.23 to 30.06.23
12. To reconcile the cashbook with the bank statement to 30.06.23
13. To consider the following payments for approval:
 - i. *Colemans* – Village Hall notice board – £159.99
 - ii. *M R L Astor* – Village Hall water rates 29.06.22 to 31.12.22 – £42.86
 - iii. *M R L Astor* – Village Hall water rates 01.01.23 to 27.06.23 – £45.26
 - iv. *K Wilde* – Overtime April to June 2023
 - v. *H M Revenue and Customs* – PAYE due for overtime April to June 2023
 - vi. *K Wilde* – Salary payments July, August and September 2023
 - vii. *H M Revenue and Customs* – PAYE for July, August and September 2023
 - viii. *LGS Services* – Internal audit services for financial year 2022-23 - £90.00
 - ix. *K Wilde* – Reimbursements for purchases – tbc
 - x. *K Wilde* – Travel expenses – tbc
 - xi. *P Mann* – Reimbursements for website transfer fees – £25.20
 - xii. *E.on Next* – Village Hall electricity supply – £43.05 by Direct Debit due 28.07.23
14. To consider the account review undertaken by E.on Next and the additional payment of £73.35 to settle the new account balance
15. Internal Audit Report for the financial year 2022-23
 - i. To receive the internal auditor's report
 - ii. To consider the internal auditor's recommendations
16. Hatley Village Association:
 - i. To receive an update from the HVA for recent events
 - ii. To receive details of the HVA's payments, receipts, balance and stock held
 - iii. To receive details of the cash float held and cash to be banked
17. Village Hall:
 - i. To receive a summary of recent hire and future bookings
 - ii. To note hall hire income for May and June 2023
 - iii. To note advice on bookings for 'puppy yoga classes' from SCDC
 - iv. To consider recent issues relating to hall hire for parties
 - v. To receive an update or to consider:
 - a. Wi-Fi
 - b. Sliding door on disabled toilet
 - c. Damage to bar area floor
 - d. Damage to door spring in unisex toilet
 - e. Window cleaning
 - f. Hall volunteers for events and cleaning in July and August
18. Play Area:
 - i. To receive the monthly inspection report for the play equipment and consider any action required
 - ii. To consider any other matters relating to the play area
19. To receive any planning updates, if applicable
20. Public Access Defibrillator:
 - i. To receive the updated record book
 - ii. To consider any other matters relating to the defibrillator
21. To consider any matters relating to Climate Action

22. To receive an update, if available, on a memorial plaque for Queen Elizabeth II and the commemoration of the coronation of King Charles III
23. To consider correspondence received:
 - i. Complaint from resident relating to Village Hall hire
 - ii. Magpas Air Ambulance Service
 - iii. CPRE membership invitation
 - iv. RELAS meeting notice and invitation
24. To receive feedback from the RELAS meeting dated 17.07.23, if available, and to discuss any action to be taken
25. To receive an update on the East West Rail route
26. Churches:
 - i. To receive an update on St Denis' Church
 - ii. To receive an update on Hatley St George Church
27. To consider a replacement laptop for the Parish Clerk
28. To agree the time and date of the next meeting: **7.00pm on Tuesday 17th October 2023**
29. To note the time of meeting closure