

Hatley Parish Council

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Minutes of the Ordinary Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 18th July 2023

PRESENT: Cllr Micky Astor (Chair), Cllr Harold Nickerson, Cllr Carole Cooper, Clerk to the Council Kim Wilde, County Cllr Sebastian Kindersley (arriving late), District Cllr Heather Williams and four members of the public.

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| 1. WELCOME AND STATEMENT OF MEETING PROTOCOL
Welcome by the Chair. The protocol was not read aloud on this occasion. | |
| 2. APOLOGIES FOR ABSENCE
Cllr Paul Kraus | |
| 3. INTERESTS
i. Declarations of interest: None received.
ii. Dispensation applications for items on this agenda: None received.
iii. Cllr Nickerson confirms having contacted South Cambs District Council (SCDC) by email to provide the missing detail from his Register of Interests. Cllr Cooper provided the Clerk with a new copy of the Register of Interests on the newly adopted form. | CLERK |
| 4. PREVIOUS MINUTES
The Parish Council resolved to approve the minutes of the Annual General Meeting of Hatley Parish Council held on Tuesday 16th May 2023 and they were signed by the Chair. | |
| 5. MATTERS ARISING
A number of action points still need to be completed by the Clerk when time permits, to include a review of the model Standing Orders (NALC), the revision of the Village Hall Access Statement, sharing the revised HVA terms with all HVA members and producing a written report for the Village Hall fire risk assessment. | CLERK |
| 6. OPEN MEETING FOR MEMBERS OF THE PUBLIC TO ADDRESS QUESTIONS TO THE PARISH COUNCIL
One member of the public asked the Parish Council to write to MP Anthony Browne to request that he helps resolve the recent funding issue that has arisen relating to the Local Highways Improvement Scheme application. He stressed this needs to be actioned urgently. The Chair noted the request and advised that the issue will be discussed under item 10. on the meeting agenda. | |
| 7. COUNTY AND DISTRICT COUNCILLOR REPORTS:
Matters discussed by District Councillor Williams included: | |

- i. Objections by the Environment Agency on five planning sites, the closest being Bourn Airfield. It is not known how long the investigations will take and how this may affect the five year housing plan.
- ii. The Government's intervention in the four day working week at South Cambs District Council (SCDC). There are mixed views about the success/impact by staff and Cllr Williams believes that cost savings are negligible. The biggest concern is the lack of debating/voting ability by the majority of Councillors and by tax payers.
- iii. Plans for a solar farm at Barton will see prime agricultural land being used ahead of buildings etc. as a means for green energy solutions.
- iv. Offered to provide support and lobbying in relating to the recent Local Highways improvement result. County Cllr Kindersley added his own anger at the handling of the application and made recommendations on how the Parish Council might proceed.

County Councillor Kindersley also discussed:

- i. The announcement by Mr Gove for the redevelopment and housing supply in Cambridge
- ii. An expectation that the East West Rail project might be pulled if there is a Labour win at the next general election. The proposed route is the most expensive option and is currently causing a planning blight in the local areas that will be impacted by the rail line.

County Councillor Kindersley left the meeting following his report.

8. PARISH COUNCILLOR VACANCY

- i. The Chair confirmed having received a letter of resignation from Cllr Pinney on 12th June 2023.
- ii. The Clerk shared the statutory vacancy notice on the boards and website as of 15th June 2023, and the period for the calling of an election to fill the vacancy concluded on 5th July 2023
- iii. The Clerk confirmed that only one written application had been received, submitted by Samantha Abbasi who resides in Hatley St. George.
- iv. The applicant was not present due to prior commitments; however the Councillors were pleased with the application content, agreeing that no further questions needed to be raised and that Samantha Abbasi was a very suitable candidate for the role.
- v. The **Parish Council resolved to co-opt** Samantha Abbasi as the final member of the Parish Council. The Clerk will issue the relevant documentation to Samantha in the following week and will notify the webmaster and all other relevant parties when the Acceptance of Office has been completed and her new role as Parish Councillor becomes official.

CLERK

9. WEBSITE

- i. The Clerk explained that the webmaster has organised the transfer of hosting services to HostPresto! to help the

Parish Council make a saving of £474 in annual website fees. The Chairman and Councillors thanked Peter Mann for his assistance. The Clerk has listed one of two reimbursements due to Peter Mann on the 'Payment to be approved' list for this meeting. The second reimbursement will need formal approval at the next meeting but the cheque payment should be issued sooner.

CLERK

- ii. The Clerk reminded all Councillors why it is recommended that Parish Councils and Clerks use a .GOV.UK email addresses. The importance of this was explained further by Cllr Williams. The Parish Council agreed to give this requirement greater consideration and asked the Clerk to obtain more details and costings for the next meeting.
- iii. There were no other matters to be considered.

CLERK

10. HIGHWAYS AND SPEEDING

- i. Cllr Nickerson advised that there is no update to provide and that Speedwatch members, including himself, are feeling deflated and frustrated, having recently learned of the the new conditions set by Cambs County Council (CCC) and the doubling of estimated costs by CCC for the speeding project. Cllr Nickerson would like to understand how CCC expects a 15% contribution by the Parish Council on a £9,000 project to be replaced by a 45% contribution on the same project, which has doubled in cost.
- ii. Further to Councillor Nickerson's comments, the Clerk shared the good news, that the LHI application has, after resubmission, been approved by CCC. However, the estimated costs for the project have doubled since the previous application was submitted, increasing from £9,000 to £18,000. Furthermore, CCC has since capped its own expenditure on projects to a maximum of £10,000 per project. The Clerk advised that as she had expected the project to cost approximately £9,000, as had been previously advised, the information on the cap of £10,000 has not been deemed relevant to the resubmitted application. But, as a result of the new estimated project cost of £18,000, the Parish Council would now be expected to contribute £8,000 to the project, despite only having committed to and budget for a contribution of £1,450 in January 2023. The Parish Councillors and Clerk also expressed their frustrations that the new estimation for project costs, and therefore the relevance of the £10,000 cap, had not been communicated to the Council when the application was resubmitted in January 2023. These two changes were only brought to the attention of the Clerk once the LHI application was reported by CCC as being successful. County Cllr Kindersley and District Cllr Williams also shared their disappointment at this news, as it is likely that other small parishes like Hatley will also be prevented from achieving highways improvements due to the excessive requirements for contributions from the smaller parishes. Cllr Williams agreed to raise concerns with CCC on behalf of Hatley and other small parishes, in

an attempt to ensure smaller parishes are given greater financial support in essential highways improvements.

- iii. The Parish Council reconsidered the level of funding to contribute to the LHI project to allow it to proceed. As the sum of £8,000 exceeds the current annual precept and also exceeds the parish council's banks reserves, it was agreed that it would be difficult to increase the sum already pledged for this project, being £1,450. Cllr Kindersley recommended that a meeting with the Chair of the Highways Committee might be the best next step, to allow a detailed discussion and understanding on both side and to hopefully find a solution to the funding issue. The Parish Council agreed and the Chair offered to send the request for the meeting. With regard to the public member's request for the involvement of MP Anthony Browne, Cllr Williams explained that his availability is limited to Friday surgeries, so he would be unlikely to join any meetings that may be arranged with CCC.

CHAIR

11. INCOME RECEIVED 01.04.23 TO 30.06.23

The Clerk provided a summary of income on the bank statement for the above-mentioned period. Half of the precept total has been received and the majority of other income was hall hire fees.

12. RECONCILIATION OF THE BANK STATEMENT WITH THE CASHBOOK, INCLUDING PETTY CASH, FOR THE PERIOD 01.04.23 TO 30.06.23

The relevant bank statements and the cashbook were shared with the Parish Councillors ahead of the meeting. The Clerk explained the difference between the two balances, being 6 uncleared cheques. The **Parish Council resolved to approve** the reconciliation of the finances.

13. PAYMENTS FOR APPROVAL

The **Parish Council resolved to approve** the following payments:

- 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 – £42.34
- x. *K Wilde* – Travel expenses 16.05.23 to 09.07.23 – £35.19
- xi. *P Mann* – Reimbursements for website transfer fees – £25.20. It was noted that a second reimbursement is also due for the same purpose but was omitted from the agenda

CLERK

and will be recorded on the next meeting agenda for approval.

- xii. *E.on Next* – Village Hall electricity supply – £43.05 by Direct Debit due 28.07.23

14. E-ON NEXT ACCOUNT REVIEW

The Clerk shared details of the account review that has recently been undertaken by E-ON Next, which has resulted in an additional payment of £73.35 requested for payment. The **Parish Council resolved to approve** the payment, which will be made by cheque payment as soon as possible.

CLERK

15. INTERNAL AUDIT REPORT FOR FINANCIAL YEAR 2022-23

- i. The Clerk shared copies of the internal audit report, which has also been made available on the parish notice boards and website.
- ii. The auditor explained to the Clerk when they met that, while some of the issues that required action for the year ending 2021-22 had continued to be an issue in the early months of the 2022-23 accounting year, he had decided not to repeat the necessary actions or recommendations in this current audit. He recognised that steps have since been taken under the new clerk and by the Parish Council in the latter half of financial year 2022-23, to resolve those issues. No further action points or recommendations were suggested.

16. HATLEY VILLAGE ASSOCIATION

- i. The Chair of the HVA, Linda Hudson, shared details of recent events. The pop-up pub events continue to provide a steady income. The recent Pop-Up Pub and BBQ event resulted in a profit of £159, with tickets for children having been reduced in line with promotions by food retailers. The village fete was very successful and had the largest turn out compared to previous years. The total income was £1035, whilst expenditure was only £208, though it must be noted that generous donations and contributions by residents had helped to keep costs low. The dog show had helped to bring in a much broader range of visitors. A good number of external stall holders joined the event, and in some areas prices were reduced with families in mind, such as the bouncy castle and the purchase of teas and cakes. The HVA is due to meet on Thursday evening to share feedback on recent events and to consider future events, with one idea being a community penalty shoot-out competition for different age groups in the parish. The HVA's cashbook is changing from paper records to electronic spreadsheets and will be shared with the Clerk once it has been finalised by Linda Hudson. Cllr Astor asked whether there are any changes being considered for next year's fete, based on this year's experiences. Linda explained the supply of electricity and water for the event could be an issue next year. The fundraising money this year will be split 50/50 with Hatley St George church, as in previous years. It is

hoped that next year the event might be jointly organised by the HVA and Church, to secure additional volunteers to organise the event. Cllr Astor suggested that he might like to involve the 'big band' that he plays with for next summer's fete. This was met with support.

- ii. The Clerk confirmed having received a summary of the HVA's finances from the HVA Chair. As Cllr Pinney has resigned a new Councillor will need to be assigned to routinely inspect the HVA accounts. Clerk to organise in due course.
- iii. The Clerk confirmed having received the sum of £871.08, of which £830.00 was banked, and the remaining unbankable cash, totalling £41.08, has been added to the HVA's petty cash account. The HVA Chair confirmed that the sum of £100 has been retained for future events, for float and stock purposes. Clerk to arrange cheque payment to Gamlingay and Hatley Parochial Church Council for the donation to Hatley St George Church. A brief discussion took place regarding the possibility of placing a notice board outside the Village Hall to help advertise events, which the HVA will look into.

CLERK

17. VILLAGE HALL

- i. The Clerk provided a summary of recent hire and future bookings, which are averaging one or two a month.
- ii. The Clerk confirmed hall hire income received in May and June (includes future bookings) as being £567.50.
- iii. The Clerk shared a communication received from South Cambs District Council, warning of unregistered 'puppy yoga' events being held and to refuse such booking requests.
- iv. The Clerk shared details of complaints received (also noted under agenda item 23.) relating to noise nuisance and disturbance in the HSG community on Tuesday 27th June, caused by the young attendees of a hall event, who chose to leave the hall and relocate close to and on the playing field. Details of the event were discussed, as were the possible ways this could have been addressed. It was agreed the Parish Council, Clerk and hall volunteers must continue to re-iterate to hirers not to cause any nuisance to neighbouring residents. It was agreed that hall hirers must ensure the hall remains unlocked for use while their guests are awaiting collection, to avoid those guests spending unnecessary time waiting outside the hall late at night. It was also agreed that any disturbances caused by people who attend events at the hall cannot be 'policed' by the hall volunteers, the Parish Councillors or the Clerk, as once off site any issues become civil matters. The Chair and Clerk will issue a response to both residents who lodged complaints.
- v. Updates and considerations for hall improvements:
 - a. The Clerk has not been able to make progress with Wi-Fi for the hall due to a BT system issue, whereby the installation address must be a valid address on

CHAIR &
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- the Royal Mail's post code finder database. The Village Hall is not listed on the database. It was agreed the Clerk can arrange the necessary purchase and installation of a post box to meet the criteria to be added to the database, and thereby proceed to set up Wi-Fi with the help of BT. CLERK
- b. The stiffness issue with the disabled toilet sliding door does not seem to be an issue at present but is likely to become a problem again if the condensation issue is not resolved. It was agreed that a larger electrical fan that has a humidistat could be the solution. The Chair (as the Village Hall landlord) will investigate further. CHAIR
- c. Cllr Cooper had shared details of damage to the floor in the bar area by email to all Councillors. Cllr Kraus offered to by email to look into this further, with the aim of repairing the hole. CLLR KRAUS
- d. Cllr Nickerson offered to fix a new spring to the wall in the toilet to prevent the door handle from hitting the tiles. The previous spring was found to be broken off the wall. CLLR NICKERSON
- e. The Clerk had wanted to discuss the need for window cleaning at the rear of the hall, but it was actioned voluntarily by Alan Pinney in the last few days. Thanks were given to Alan by the Chair.
18. PLAY AREA
- i. The Clerk received the play area inspection report for June from Cllr Cooper. However, since that time a wooden safety panel has been kicked out from the play tower on two occasions by a vandal. On the first occasion it was swiftly refitted by the Chair. The second occurrence was reported by a resident this morning and was believed to have happened the previous evening, when a group of youths were seen playing football on the field. The Chair agreed to visit the play area immediately after the meeting to tape off access to the play tower, until the board can be refitted in daylight. CHAIR
- ii. Further to the last point regarding intentional damage to the play tower, a number of ideas were discussed with the aim of deterring any future vandalism or anti-social behaviour. The Clerk agreed to investigate those ideas further. CLERK
19. PLANNING
There were no updates to note.
20. PUBLIC ACCESS DEFIBRILLATOR
- i. The Clerk confirmed having received the monthly log book update.
- ii. There were no other matters to discuss or report.
21. CLIMATE ACTION
The village fete helped to advertise the Butterfly Count. The Parish Council was reminded of the grants that are available,

which have been considered before and for which there is currently no appetite to proceed with the prescribed projects. Gamlingay's Parish Clerk is investigating the 'Community ownership fund' which is available towards purchase of land for community projects such as community orchards and woodlands.

22. MEMORIAL AND COMMEMORATION PLAQUES

- i. Cllr Cooper shared details and cut out templates to show the true size of circular plaques that can be attached to trees as a marker for the death of Queen Elizabeth II and the Coronation of King Charles III. The Parish Council were pleased with the suggestions and **resolved to proceed** with the purchases, once the wording for each plaque has been agreed. The cost per plaque is £69.95.

CLLR
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23. CORRESPONDENCE

- i. Complaint from resident relating to Village Hall hire – see minute 17. i.v. for details.
- ii. MAGPAS Air Ambulance letter of thanks for the Parish Council's recent donation.
- iii. CPRE membership invitation. The Parish Council agreed that it would not seek membership at this time.
- iv. RELAS meeting notice and invitation. Details were shared by the Clerk the Parish Council and residents ahead of the meeting date, being yesterday, Monday 17th July.

24. RELAS MEETING FEEDBACK

The Clerk had attended the meeting and shared copies of RELAS' print out with the Parish Councillors and other attendees at the Parish Council meeting. The key message from RELAS is to report noise issues and record all complaints formally, via the correct processes, as often as necessary. Details of how and where to complain were included in the print out.

25. EAST WEST RAIL UPDATE

This was discussed earlier in the meeting, to include Cllr Kindersley, see minute 7. The Clerk advised that full details of the chosen route, being the northern route that approaches Cambridge from the south, is available online via video presentation only.

26. CHURCHES

- i. Nicola Jenkins provided a written report on St Denis' Church to the Parish Council ahead of the meeting, which will be available on the Hatley website.
- ii. The Chair had no new updates to share relating to the Hatley St George Church.

27. CLERK'S LAPTOP

A number of options were suggested for the improvement or replacement of the Clerk's laptop, to help speed up the response time of the laptop, which is running slow and is often 'not responding'. The Chair offered to look into all options from a technical perspective and will advise the Clerk and Councillors of his findings in due course.

CHAIR

28. TIME AND DATE OF THE NEXT MEETING
The next ordinary meeting is due to be held at **7.00pm on Tuesday 17th October 2023** in Hatley Village Hall.

29. TIME OF MEETING CLOSURE
The meeting closed at 9.06pm