

Hatley Parish Council

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Minutes of the Ordinary Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 17th October 2023

PRESENT: Cllr Micky Astor (Chair), Cllr Paul Kraus (Vice Chair), Cllr Harold Nickerson, Cllr Samantha Abbasi, Clerk to the Council Kim Wilde, County Cllr Sebastian Kindersley, District Cllr Heather Williams (arriving late) and five members of the public.

ACTION BY

1. WELCOME AND STATEMENT OF MEETING PROTOCOL
Welcome by the Chair. The meeting protocol was not read aloud on this occasion.
2. APOLOGIES FOR ABSENCE
Cllr Carole Cooper and Revd Hilary Young sent their apologies.
3. ACCEPTANCE OF OFFICE
The Parish Council noted the signing of the Acceptance of Office by Cllr Abbasi and the Clerk in August.
4. INTERESTS
 - i. Declarations of interest: None received.
 - ii. Dispensation applications for items on this agenda: None received.
5. PREVIOUS MINUTES
The **Parish Council resolved to approve** the minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 18th July 2023 and they were signed by the Chair.
6. 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) and producing a written report for the Village Hall fire risk assessment. The Clerk advised that the litter pick equipment has been ordered for the event due to take place on 29th October 2023
7. OPEN MEETING FOR MEMBERS OF THE PUBLIC TO ADDRESS QUESTIONS TO THE PARISH COUNCIL
The Parish Council was asked to work with volunteers to organise a 'beating the bounds' event in May 2024. Walks of varying lengths will be available to ensure all abilities can participate, and the event will close with refreshments at the Village Hall. The event will also commemorate the life of Ishbel Beatty, whose writing on the 'Perambulation Walk' can be found on the Hatley website. Wildlife specialists will also be invited to attend to share information on the flora and fauna with the walkers. Permission will need to be sought from the landowner where the route crosses private land.

Clerk

The Parish Councillors confirmed their interest in the event being held in conjunction with the Parish Council and asked for the event volunteers to liaise with the Clerk once the date has been chosen.

8. COUNTY AND DISTRICT COUNCILLOR REPORTS

Matters discussed by County Councillor Kindersley included:

- i. Reminder of the Remembrance Service taking place in Gamlingay on 12th November. Hatley's wreath is due to be delivered to the Clerk and the Chair was invited to attend the service to lay the wreath, which he accepted.
- ii. Hatley's LHI project progress, including today's proposal letter from Cllr Beckett (see minute 14.ii.). Cllr Abbasi queried the inflationary increase which would see the doubling of Hatley's original contribution, as she felt this inflation should have been factored into the project costing by CCC and should not now be covered by the Parish Council. Cllr Kindersley accepted that the process had been inadequate but had the Parish Council spoken with the LHI team at the time of submitting the application, it would have been advised to budget higher. The Councillors did not feel enough time had been allowed for a review of the proposal letter to allow a decision to be reached this evening and therefore will request a deferral to the next meeting.
- iii. The revised weed killing policy by Highways has been widely publicised and was debated at today's County Council meeting. The trial had sought to save money and reduce the environmental impact of chemical sprays. However the trial has received significant negative feedback from the public, especially regarding the untidy appearance of villages and towns, and the risk of further degradation of communities.
- iv. Making Connections and the Cambridge Congestion Charge are no longer progressing. £300m is being invested into 'Action on Cambridgeshire Highways'. Six of the roads proposed for improvements are located in the Gamlingay Division, including Hatley Road, Gamlingay.
- v. The future of East West Rail could become uncertain, following the cancellation of the HS2 project and the lack of a business case for EWR. A new town at Tempsford remains to be a key part of their plan but is not in the Local Plan, whilst new towns such as Northstowe have not been taken into account when choosing the route.
- vi. Cllr Kindersley invited questions but none were raised.

County Cllr Kindersley left the meeting.

District Cllr Williams was not yet present at the meeting.

Cllr Abbasi was invited to share feedback from an online meeting she attended which was organised by Anthony Browne MP to discuss the Cambridge Plan. Cllr Abbasi was concerned about Mr Gove's representatives who had visited Cambridge with the MP, as they were unaware of the two new towns and 3 new science parks in the Cambridge area. Cllr Abbasi urged Anthony Browne to investigate the lack of due diligence and to seek a mechanism to holt the proposed Cambridge Plan based on lack of knowledge by

All

the project leaders. Anthony Browne offered to provide a letter to Cllr Abbasi to include relevant contact numbers and details of what is due to happen and when, but this has not been forthcoming. The Chair agreed to write to Anthony Browne on behalf of the Parish Council to raise concerns about the proposed development and its expected progress.

District Cllr Williams arrived at the meeting and the following matters were discussed:

- i. Youth engagement to be encouraged in current planning, as they will be impacted by today's plans when they come into effect in the next 30 years.
- ii. The new pink e-waste bins are proving to be a success.
- iii. A motion was raised to debate and vote on the 4 day working week which is being trialled at SCDC, but the motion was voted down. It had been hoped that the trial could be voted on by all 45 Councillors and a 30 minute debate had been expected, but this was stopped by the Leader of the Council. Therefore there is still frustration that 80% of the Council and the tax paying public have not been able to have a say on the implementation of the 4 day working week. There are concerns about the reliability of comments in the report published by SCDC as well as the data that is being used to support the extension of this trial. District Cllr Williams will share her conclusions in due course.
- iv. District Cllr Williams gave a reminder that she will provide assistance if required relating to Hatley's LHI project.

District Cllr Williams left the meeting.

9. INCOME RECEIVED 01.07.23 TO 30.09.23

The Clerk shared details of receipts which, in addition to hall hire fees, included the second half of the precept and a VAT repayment for financial year 2022-23.

10. RECONCILIATION OF THE CASHBOOK WITH THE BANK STATEMENT FOR THE PERIOD 01.07.23 TO 30.09.23

The relevant bank statements and the cashbook were shared with the Parish Councillors ahead of the meeting and the difference was explained by three uncleared cheques. The **Parish Council resolved to approve** the reconciliation of the finances.

11. PAYMENTS FOR APPROVAL

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

- i. *E Thomas* – Hall damage deposit fee returned – £50.00
- ii. *D Gillett* – Hall damage deposit fee returned – £50.00
- iii. *P Mann* – Reimbursed for Namesco domain transfer fee – £12.00
- iv. *A Pinney* – Reimbursed for Village Hall window cleaning - £30.00
- v. *Mrs M James* – Refund of hall hire money 'Bounce Studios' – £37.50
- vi. *K Wilde* – Overtime payment July to Sept 2023
- vii. *H M Revenue and Customs* – PAYE for overtime payment
- viii. *CAPALC* – Councillor training session – £75.00

- ix. *K Wilde* – Salary payments Oct, Nov and Dec 2023
- x. *H M Revenue and Customs* – PAYE for salary Oct, Nov and Dec 2023
- xi. *K Wilde* – Reimbursement for HostPresto! website fees – £148.40
- xii. *K Wilde* – Reimbursements for office expenses – £53.15
- xiii. *K Wilde* – Travel expenses – £26.28
- xiv. *C Cooper* – Reimbursement for Village Hall toilet brushes - £6.30
- xv. *E.ON Next* – Village Hall electricity 01.07.23 to 30.09.23 (D/D) – £121.79
- xvi. *Gamlingay and Hatley Parochial Church Council* – HVA's donation from the Hatley fete – £350.40
- xvii. *Gamlingay and Hatley Parochial Church Council* – HVA's donation from the harvest festival – £40.00

12. BANKING SERVICE PROVIDER

The Clerk asked the Parish Council to consider moving the bank account to a provider that will support dual authorisation for electronic bank payments. This is because it is becoming harder to pay by cheque and therefore the Clerk is having to increasingly fund transactions from her private finances, with reimbursement at a later date. The Clerk explained how possible banking fees charged by an alternative banker would be no higher than the current costs incurred for stationery and postal fees relating to cheque remittances, in addition to the fees charged for stopping cheques that are lost by payees. The Parish Council agreed with the suggestion and asked the Clerk to get specific costings so that a final decision can be made at the next meeting.

Clerk

13. WEBSITE AND EMAIL SERVICES

- i. The Clerk shared costings relating to setting up '.GOV.UK' email addresses for all Parish Councillors and the Clerk, being £100 plus VAT for the first two years, reducing to £50 plus VAT every two years thereafter. This service is possible via the current domain host, HostPresto!, with an additional fee of £69 plus VAT per email address. The **Parish Council resolved to approve the recommendation** to set up the new email addresses. Clerk to action.
- ii. There were no other matters to discuss.

Clerk

14. HIGHWAYS AND SPEEDING

- i. Cllr Nickerson and the other Speedwatch members are currently inactive in protest at the recent doubling of estimated costs for the LHI project and the expectation by County Council for Hatley to contribute £8,000.00.
- ii. The Clerk shared details of a letter received just one hour before the meeting from Cllr Beckett. The letter was in response to the invitation by Cllr Astor, as Chair, in July, in an attempt to address the above-mentioned issue (see 14.i.) relating to the LHI project. Cllr Beckett presented a new proposal to the Parish Council, still based on an estimated project cost of £18,000.00 but with a reduction

from £8,000.00 to £3,000.00 of contribution money expected from the Parish Council. The Parish Councillors had mixed views on this proposal but all agreed they had been given insufficient time to prepare for this decision, with some Councillors not having had chance to read the letter fully prior to this point in the meeting. It was agreed that the Clerk should ask Cllr Beckett for a hold to be placed on this proposal to allow more time for consideration by the Parish Council. Furthermore, a truer costing based on a recent design plan shared is due from the LHI team any day, so it would be wiser to review the costing ahead of making a decision. It was also suggested that a visit by the Highways project officer to Hatley could help improve the design detail and bring about further cost savings.

Clerk

- iii. The Parish Council was asked to consider a request from Highways for permission to share Hatley's successful LHI application on the County Council's website for reference by future applicants. The Parish Council agreed that until the issues of the LHI Project are resolved the application is not considered to be a success and therefore a decision on this should be deferred until January 2024.

Clerk

15. HATLEY VILLAGE ASSOCIATION

- i. Linda Hudson reported that she is no longer Chair to the HVA but will continue to oversee the stock and finances for the rest of the year. Amy Jones and Sarah Titmus now jointly share the role of Chair. There are four HVA members at this time. Cllr Astor gave thanks for Linda's hard work and success over the previous year. It was confirmed that funds raised in the last year totalled £1,850. The Pop Up Pub continues to be well supported, with new faces attending and a fish and chip run being organised too. The Harvest Festival included lots of new competitions. The HVA has purchased a new banner for outside the Village Hall to promote events. The next event will be the Race Night on Friday 10th November. This will be followed by the Christmas Tea on Sunday 3rd December, with local stall holders invited to attend. The Pop Up Pub is planned for Friday 22nd December and Friday 26th January. The annual Quiz Night takes place on Saturday 24th February and the Village Fete will be on Sunday 7th July 2024.
- ii. The Clerk has received a financial update by email.
- iii. The Clerk has been given £98.76 today for banking and the HVA continues to retain a float of £100.00.

16. VILLAGE HALL

- i. The Clerk gave a summary of recent hall hire and future bookings, which includes a fundraising New Year's Eve party. The Parish Council agreed to allow, as a strict exception due to the event being available to Hatley residents, for the hall to be accessed until 1am. The music must be switched off by 12.30am.

- ii. The hall hire income for July to September 2023 was confirmed as £388.50.
- iii. The Parish Council considered whether to reissue a cheque payment that has been lost by the payee. The **Parish Council resolved to reissue the payment**, although it was agreed there was no obligation to do because the cheque had been received by the payee. The Clerk will monitor the account to ensure both cheques are not presented and a stop will not be placed on the original cheque due to high bank fees.
- iv. The Parish Council will make enquiries about other local village halls being used for preschool settings, such as in Wimpole, before responding to Cambridgeshire County Council. There were some concerns about risks, insurance, maintenance costs, storage and the open front car park. Furthermore the hall would still need to be available for community use at the weekends. Clerk
- v. The Clerk shared details of E.ON Next's one year fixed business tariff for the hall's electricity supply. A full review of energy providers and tariffs will take place in the coming year.
- vi. The **Parish Council resolved to approve** the purchase of 3 toilet brushes by Cllr Cooper. The Clerk will reimburse Cllr Cooper once the receipt has been provided. Clerk & Cllr Cooper
- vii. Updates and action points:
 - a. The clerk has made progress with Royal Mail which will enable an order to be placed for Wi-Fi via BT in due course. The Clerk explained that she has been in discussions with Connecting Cambridgeshire to find out whether funding might be available. There is no funding but the team have acknowledged that Hatley is recorded as being an area that has poor mobile phone coverage and they may be able to help push this issue forward. Clerk to liaise further with Connecting Cambridgeshire and proceed with the BT order when workload permits. Clerk
 - b. The sliding door on the disabled toilet has improved in movement but will need to be monitored. All
 - c. The Clerk confirmed the repair work to the bar area floor by the Landlord was imminent.
 - d. The Clerk confirmed there is no obvious cause for the pool of water that keeps occurring under the basin in the unisex toilet (with window). Some minor adjustments have been made regarding silicon to seals and all pipes, fixtures and fittings have been inspected. As this occurs intermittently, although for now seems fine, it will need to be monitored for a little longer. The Clerk advised that a second pool of water was noticed in the main hall on the wooden floor. This has been caused by a slow drip from the ceiling which only happens at times of very heavy rain. This has been reported to the landlord for action. All
 - e. The tea urn was reported by a hirer as being faulty but it has been tested for use and has also been

inspected by an electrician and it appears to be working fine.

17. PLAY AREA

- i. The monthly inspection rota has been amended to include Cllr Abbasi. Inspection reports have been received from Cllr Kraus and Cllr Abbasi, for August and September respectively. In response to Cllr Abbasi's comments on the movement and splitting of some posts on the play tower, the Clerk advised that a professional inspection does take place every April and the current condition has been approved. The Chair reminded all that the Parish Council still needs to take steps towards replacing the play tower. The Clerk will research designs and costs for a replacement and will investigate how this might be funded.
- ii. The Clerk reported that the vandalism to the same panel on the play tower, which took place on two separate occasions, are believed to have been actioned by the same child and will not be repeated. As there is not a new trend towards vandalism in the play area, the Clerk recommended to the Parish Council to hold fire on investing in surveillance equipment. If the problem returns this can be reconsidered. The Parish Council agreed.
- iii. The Clerk advised that the Gamlingay Youth football team no longer requires use of the playing field for practice sessions and that a donation is due to be received from the team's coach.

Clerk

18. PLANNING

There were no planning applications or issues to consider.

19. PUBLIC ACCESS DEFIBRILLATOR

The record book update has been received.

20. CLIMATE ACTION

The Clerk shared details of a public meeting organised by South Cambs District Council in Cottenham Village Hall on Tuesday 28th November, being a 'Local Climate Action Conference'. Full details can be found on the Hatley website. The Clerk has also received a draft copy of guidance for smaller councils relating to climate action points, which she will share with the Councillors by email.

Clerk

21. PARISH COUNCIL TELEPHONE SERVICE

The Clerk recommended to the Parish Council switching from a landline number to a mobile number. The Clerk hasn't recharged the Parish Council for the use of her landline over the past 10 years but now wishes to cancel her landline service. A mobile phone contract will provide better flexibility for the Clerk to make and receive calls and enable a better service for hall hirers and general queries when the Clerk is on leave, as the phone can be handed over to a Councillor. It also provides continuity of contact details if there is a change of Clerk. The Clerk provided an indication of costs compared to a landline service. **The Parish Council resolved to enter a business mobile phone contract**

Clerk

and the Clerk agreed to retain her landline until the end of the year to allow time for a new contact number to be shared and published

22. SOUTH CAMBS DISTRICT COUNCIL'S POLLING DISTRICT REVIEW

The Parish Council remains satisfied with the polling district boundary and the polling station for Hatley and had no other comments to make.

23. CAMBRIDGESHIRE COUNTY COUNCIL'S SURVEY ON ROADSIDE WEED MANAGEMENT

The **Parish Council resolved** not to submit a response to the survey and was mostly satisfied with County Council's approach to reducing the use of chemicals along the roadside to tackle weeds.

24. CORRESPONDENCE RECEIVED

- i. Cllr Lentell's concerns on 'Deliberate, Serious, and On-Going Wrong-Doing at South Cambridgeshire District Council'. The **Parish Council resolved to take no action** at this time, with the Chair feeling inclined to support the view of the Monitoring Office and Cllr Abbasi wanting to consider the content once again. Details of the various communications shared by Cllr Lentell were not discussed at the meeting to avoid breaching SCDC's rules on confidentiality where complaints relate to individuals.
- ii. Cllr Count's petition relating to roadside weeds. The **Parish Council resolved to take no action**, further to agenda item 23.
- iii. Stay Well public health packs 2023/24. It was agreed the Clerk should order 20 packs for distribution in Hatley and sharing via the Post Office and Coffee Morning.
- iv. Complaint letter from an East Hatley resident relating to 'Swanwick airspace improvement programme, airspace deployment 6'. Noted. The Clerk, when questioned, confirmed there has been no further communications from RELAS.
- v. Turtle Dove's Intergenerational Christmas Afternoon Tea. Details shared and correspondence to be forward to the HVA.

Clerk

Clerk

25. MEMORIAL AND COMMEMORATIVE PLAQUES

Cllr Cooper did not provide an update – defer to next meeting.

Cllr Cooper

26. CHURCHES

- i. Nicola Jenkins shared a report with the Parish Council ahead of the meeting which will be available on the Hatley website. Nicola advised that the scything work at St Denis' has been completed for this year. The presence of bats will be monitored in 2024.
- ii. The Chair had no new updates to share relating to the Hatley St George Church. They still await the architect's drainage report. It was noted that Revd Hilary Young sent thanks for the green hay that was provided to St Mary's

Church by the Hatley Park Estate. The hay was spread around the churchyard the previous weekend.

27. TIME AND DATE OF THE NEXT MEETING
The next ordinary meeting is due to be held at **7.00pm on Tuesday 16th January 2024** in Hatley Village Hall.

29. TIME OF MEETING CLOSURE
The meeting closed at 9.02pm