

# Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, SG19 3LG  
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## MEETING NOTICE

Dear Sir/Madam/Councillors

I hereby give notice that an **Ordinary Meeting of Hatley Parish Council** is due to be held at **7.00pm on Tuesday 16th January 2024 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 Wilde  
Clerk and RFO to the Council  
11th January 2024

### 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
4. To approve the minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 17th October 2023
5. To approve the minutes of the Extraordinary Meeting of Hatley Parish Council held on Tuesday 28th November 2023
6. To consider any matters arising
7. 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)*
8. To receive reports from the County and District Councillors
9. Parish Councillor vacancy
  - i. To receive formal notice of the resignation of Cllr Cooper
  - ii. To note the period for the calling of a by-election to fill the vacancy
  - iii. To consider timescales for applications, should there be a requirement fill the vacancy by co-option
10. Highways and Speeding
  - i. To receive an update on changes to the design for the Local Highways Improvement (LHI) speed limit reduction project
  - ii. To consider revised costings for the LHI project, if available
  - iii. To consider the purchase of a new battery for the speed monitoring sign
11. To receive an update on the new .gov.uk email addresses
12. To adopt and issue the new NALC/SLCC model contract of employment for the Clerk, to include the revised terms of employment as agreed at the closed meeting of Hatley Parish Council held on 28th November 2023



13. To receive details of income received in the period 01.10.23 to 31.12.23
14. To reconcile the cashbook with the bank statement to 31.12.23
15. To consider the following payments for approval:
  - i. *K Wilde* – Overtime payment November 2023
  - ii. *H M Revenue and Customs* – PAYE for November overtime payment
  - iii. *K Wilde* – Reimbursement for HostPresto! .gov.uk domain registration fee – £120.00
  - iv. *K Wilde* – Reimbursements for office expenses – £118.22
  - v. *K Wilde* – Travel expenses – £22.14
  - vi. *M R L Astor* – Village Hall water rates 28.06.23 to 06.12.23 – £43.60
  - vii. *K Wilde* – January and February 2024 salary payments
  - viii. *H M Revenue and Customs* – PAYE for January and February 2024 salary payments
  - ix. O2 – Mobile phone contract October and November 2023 – £40.80 (D/D)
  - x. O2 – Mobile phone contract December 2023 – £20.40 (D/D)
  - xi. *E.on Next* – Village Hall electricity 01.10.23 to 31.12.23 – £107.37 (D/D)
16. To consider the calculation for the budget and precept for 2024-25
17. Hatley Village Association:
  - i. To receive an update on recently held events and future 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
  - iv. To appoint a Parish Councillor to oversee the HVA's finances
18. Village Hall:
  - i. To receive a summary of recent hall hire and future bookings
  - ii. To consider the Village Hall as a possible setting for a preschool
  - iii. To consider the Village Hall as a possible location for an electric car charging point
  - iv. To receive an update on:
    - a. Wi-Fi installation
    - b. Sliding door on disabled toilet
    - c. Replacement chiller
19. Play Area:
  - i. To receive the monthly inspection reports for the play equipment and consider any action required
  - ii. To consider any other matters relating to the play area
20. To receive any planning updates, if applicable
21. Public Access Defibrillator:
  - i. To receive the updated record book
  - ii. To consider any other matters relating to the defibrillator
22. To consider any matters relating to Climate Action
23. To note the community litter pick event due to be held in March 2024
24. To receive an update on the Beating the Bounds community event due to be held in May 2024
25. To receive an update on the purchase of memorial plaques for Queen Elizabeth II and King Charles III
26. To consider any correspondence received
27. Churches:
  - i. To receive an update on St Denis' Church
  - ii. To receive an update on Hatley St George Church
28. To agree the time and date of the next meeting: **7.00pm on Tuesday 19th March 2024**
29. To note the time of meeting closure