

Hatley Parish Council

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Minutes of the Annual General Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 21st May 2024

PRESENT: Cllr Paul Kraus (Chair), Cllr Samatha Abbasi (Vice Chair), Cllr Harold Nickerson, District Councillor Heather Williams, Clerk to the Council Kim Wilde, and five members of the public.

ACTION BY

1. ELECTION OF THE CHAIR
Cllr Nickerson proposed Cllr Kraus to be elected as Chair of the Parish Council, which was seconded by Cllr Abbasi. Cllr Kraus gave his thanks.
2. ELECTION OF THE VICE CHAIR
Cllr Nickerson proposed Cllr Abbasi to be elected as Vice Chair of the Parish Council, which was seconded by Cllr Kraus. Cllr Abbasi gave her thanks.
3. APOLOGIES FOR ABSENCE
Cllr Micky Astor.
4. The newly elected Chair and Vice Chair completed and signed their Acceptance of Office forms, which were countersigned by the Proper Officer of the Parish Council, being the Parish Clerk.
5. REGISTER OF INTERESTS
There were no changes reported by any of the Councillors.
6. DISPENSATION APPLICATIONS FOR ITEMS ON THIS AGENDA
None received.
7. PREVIOUS MINUTES
The **Parish Council resolved to approve** the Minutes of the Ordinary Meeting of Hatley Parish Council held on Tuesday 19th March 2024 which were signed by the Chair.
8. MATTERS ARISING
The Clerk reminded all of the current Parish Councillor Vacancy, with no interest expressed by any residents as yet.
9. QUESTIONS FROM MEMBERS OF THE PUBLIC
A member of the public questioned the progress of the new email addresses that have been created for the parish councillors (using .gov.uk). He was concerned that the parish council had wasted £100 setting up the new domain, with this task not having been completed in the previous six month period. The Clerk explained that the months leading up to the AGM are particularly busy for the Councillors but this was not accepted as a valid reason by the member of the public. The Clerk gave assurances that the money has not been wasted and reminded all that the new email accounts are essential to protect the Councillors' personal email accounts

from Freedom of Information requests, and to also ensure their email correspondence remains the property of the Parish Council when they eventually step away from their council duties. Cllr Kraus confirmed that he is using his new email address and the Clerk explained that this had not yet been publicised because the website would be due an update as a result of tonight's elected roles, therefore being a good time to do this. Cllrs Nickerson and Abbasi explained they had experienced difficulties getting access to their new emails and had sought further assistance from Cllr Kraus, who was overseeing this task. Cllr Kraus added that it had not been a very straightforward process and was not user friendly. The member of the public remained dissatisfied with the explanations given and suggested a lack of competence by all. The Councillors all committed to finding time to complete the work before the next meeting with Cllr Abbasi explaining that a plan to do this had already been confirmed prior to the meeting. A further question was raised by the same member of the public as to why the clock in the Village Hall had not been wound up to work, particularly as someone had volunteered to do this at the last Parish Council meeting. The Clerk asked if the meeting could be moved along as this was not an essential matter for a Parish Council discussion, especially with an extensive AGM agenda still waiting to be discussed. The member of the public was not happy with this suggestion. Cllr Abbasi explained that she was still willing to volunteer for this task but had not been given the key to wind up the clock and was still awaiting training on how to do this properly and safely. Unfortunately the previous volunteer had not left her the key or given training before leaving the village. Cllr Nickerson offered to help with this. The member of the public left the meeting.

All Cllrs

Cllr Abbasi /
Cllr
Nickerson

10. FINANCIAL REVIEW AND AUDIT 2024

- i. The **Parish Council resolved to approve** the reconciliation of the bank statement with the cashbook to 31st March 2024. The difference was explained by one uncleared cheque payment. The petty cash and record book were inspected by Cllr Nickerson that same day, ahead of the meeting.
- ii. The **Parish Council resolved to approve** the Assets Register as at 31st March 2024.
- iii. The Clerk reminded the Parish Council of the requirements for exemption from an external audit. The **Parish Council resolved to declare** itself exempt. The Chair and Clerk signed the Exemption Certificate (page 3 of the Annual Governance and Accountability Return - AGAR).
- iv. The Annual Governance Statement was read aloud by the Clerk. The **Parish Council resolved to approve** all statements as having been met. This form was signed by the Chair and Clerk (page 4 of the AGAR).
- v. The **Parish Council resolved to approve** the Accounting Statement for the year ended 31st March 2024, noting that the Parish Council's finances had also been approved by the Internal Auditor this week. The form was signed by the Chair and Clerk as the Responsible Finance Officer for the Parish Council (page 5 of the AGAR).

- vi. The Clerk advised that LGS Services had completed the internal audit the previous day and no concerns or issues were raised. The signed Internal Auditor's report was shared with the Councillors.
11. ANNUAL INSURANCE RENEWAL 2024/25
 Details of two insurance quotations (one being received from a broker) were shared with the Parish Council ahead of the meeting. Clerk
 The **Parish Council resolved to approve** an insurance renewal with Zurich Municipal on a 3 year long term agreement.
12. CAPALC AFFILIATION AND DPO MEMBERSHIP 2023/24
 The **Parish Council resolved to approve** the renewal of both Clerk
 memberships.
13. PAYMENTS FOR APPROVAL
 The **Parish Council resolved to approve** the following payments: Clerk
- i. *K Wilde* – Overtime payment March 2024
 - ii. *HMRC* – PAYE March 2024 overtime
 - iii. *Information Commissioner* – Data Protection Annual Fee (Direct Debit) - £35.00
 - iv. Insurance renewal 2024/25 – Zurich Municipal – £386.10 (see minute 11.)
 - v. *CAPALC* – Membership and DPO renewal fee 2024/25 – £232.72
 - vi. *M R L Astor* – Village Hall annual rent 2024/25 – £1.00
 - vii. *M R L Astor* – Play Area annual rent 2024/25 – £1.00
 - viii. *Playsafety Ltd* – RoSPA inspection of the Play Area – £93.60
 - ix. *K Wilde* – Reimbursement for office stationery and printer ink cartridges – £102.44
 - x. *K Wilde* – Reimbursement for external hard drive – £39.99
 - xi. *K Wilde* – Reimbursement for Village Hall heating oil – £319.20 (cheque amount revised from £364.80, being the figure recorded on the meeting agenda. The lower amount was confirmed on receipt of the invoice)
 - xii. *K Wilde* – Annual office fee 2024/25 – £100.00
 - xiii. *K Wilde* – Salary payments April, May and June 2024
 - xiv. *HMRC* – PAYE payments April, May and June 2024
 - xv. *O2* – Mobile phone 01.03.24 to 30.04.24 (Direct Debit) – £58.73
 - xvi. *e.on Next* – Village Hall electricity 01.01.24 to 31.03.24 (Direct Debit) – £89.73
14. ANNUAL REVIEW OF STATUTORY DOCUMENTS
- i. Standing Orders
 The Clerk shared updated Standing Orders to include a revision of section 18 as recommended by NALC in 2022. Clerk
 The **Parish council resolved to approve** the revised document.
 - ii. Financial Regulations
 The Clerk proposed the adoption of NALC's newly released Clerk
 Model Financial Regulations. The document was shared with the Councillors for review ahead of the meeting. The **Parish**

Council resolved to approve the updated Financial Regulations.

iii. Code of Conduct

No changes were proposed.

iv. Risk Assessment

The Clerk made a minor revision to the document to account for the new broadband and Wi-Fi service in the Village Hall.

The **Parish Council resolved to approve** the revised document.

v. Assets Register

The **Parish Council resolved to approve** the revision of the Assets Register to include the new notice board at the Village Hall and the broadband and Wi-Fi equipment.

Clerk

vi. Transparency Code items

The Clerk produced a summary of payments exceeding £100 in 2023/24, plus the summary of land and building assets as at 31.03.24 (of which there are none) and the supporting AGAR documents which explain variances and reserves for 2023/24. These items will be shared on the Hatley website.

15. ANNUAL REVIEW OF POLICIES AND ACCESS STATEMENTS

i. Safeguarding Policy – no changes were requested.

ii. Equality and Diversity Policy – no changes were requested.

iii. Volunteer Policy – no changes were requested.

iv. General Privacy Policy – no changes were requested.

v. 'Contact Us' Privacy Policy (website) – no changes were requested.

vi. Play Area Access Statement – no changes were requested.

vii. Village Hall Access Statement – no changes were requested.

viii. Freedom of Information Policy – no changes were requested.

It was noted that any of the above documentation that contained the Parish Council's contact details would be revised only for the purpose of updating the contact telephone number. A new version of the document would be recorded for this purpose alone.

Clerk

16. ANNUAL RISK ASSESSMENT

This was undertaken by Cllr Nickerson and the Clerk on 17th May 2024. There were no issues to report.

17. PLAY AREA

i. The annual RoSPA inspection of the play area was undertaken on 8th May 2024. The report was satisfactory, with no repairs or replacements required at this time. The sharp-edged tag would be removed from the side of the goal post as recommended.

ii. The Clerk shared a new monthly inspection rota for 2024/25 with the Councillors.

iii. The Clerk advised that she hoped to push forward with the play area project during the latter half of the year and will seek updated quotes for a replacement play tower that can be considered at the next Parish Council meeting in July.

Clerk

18. VILLAGE HALL
- i. The Clerk undertook the fire risk assessment ahead of the meeting and will share a written report with the Parish Council. There was nothing significant to note. Clerk
 - ii. The Clerk advised there had been only two hall bookings since March and there were very few in the diary going forward.
 - iii. The Clerk confirmed the Wi-Fi installation was successful in early April. The **Parish Council resolved to approve** all future payments to BT to be payable by Direct Debit for this service.
 - iv. There were no other matters to discuss.
19. HATLEY VILLAGE ASSOCIATION
- i. The Clerk shared a revised copy of the HVA Terms of Reference which have been amended to make it clear that the HVA is ultimately governed by the Parish Council. The **Parish Council resolved to approve** this revision and the Clerk will provide a copy for the HVA members. Clerk
 - ii. The Clerk confirmed receipt of financial data via the usual spreadsheet.
 - iii. The Clerk has received £43.60 for banking.
 - iv. There were no other matters discussed.
20. HIGHWAYS AND SPEEDING
- i. The Local Highways Improvement (LHI) project has been set back once again due to issues raised by the Highways team in relation to the agreed 30 mph limit on the main street in East Hatley. The team no longer supports a reduction from the 40 mph limit. The Clerk confirmed that Cllr Kindersley has raised the Parish Council's complaint with the Director of Services. The Clerk has resent the approved LHI application and supporting data to the design team to allow them to reconsider the road safety issues in East Hatley. The Clerk and Chair will attempt to download new speed data from the speed monitoring sign in the coming week which can also be shared with the LHI project team. The Councillors were very disappointed to learn the project is no longer progressing and that further revisions may now need their approval, delaying the project even further. Clerk / Chair
 - ii. No other matters were discussed.
21. PUBLIC ACCESS DEFIBRILLATOR
- i. The updated logbook has been received by the Clerk.
 - ii. A technical issue has been identified by the manufacturer of the defibrillator which relates to the audible instructions for use when the defibrillator is activated by a user. The Clerk has undertaken the recommended checks and found there to be no issue with Hatley's defibrillator. However this additional check will need to be factored into the routine checks undertaken by the Defib Group from hereon. Clerk
22. PLANNING
None.

23. CLIMATE ACTION

The Parish Council had received and considered the offering from County Council in relation to the installation of charging points for electric vehicles in areas across the county where a significant number of residents may not have access to off road parking for charging purposes. It was agreed that project was not suitable for Hatley, especially as the proposed charging speed would be too slow, with an expectation for it to be used on an overnight basis. The Councillors agreed the project was a good idea but not right for Hatley, having already discussed at a previous meeting the possibility of installing a faster charging point at the Village Hall which would be beneficial to visitors to the area and users of the Village Hall. The Councillors await an update from Cllr Astor regarding his discussion with another Parish that has completed a similar project, to gauge pricing and other such considerations.

Cllr Astor

24. CORRESPONDENCE

The Clerk confirmed late receipt of a letter requesting the Parish Council's support for a campaign to increase the safety of lithium batteries. This will be shared ahead of the next meeting.

Clerk

25. MEETING TIMES AND DATES 2024/25

The **Parish Council** agreed the following meeting times and dates:

Clerk

- i. Ordinary Meeting at 7.00pm on Tuesday 16th July 2024.
- ii. Ordinary Meeting at 7.00pm on Tuesday 15th October 2024.
- iii. Ordinary Meeting at 7.00pm on Tuesday 21st January 2025.
- iv. Ordinary Meeting at 7.00pm on Tuesday 18th March 2025.
- v. Hatley's Annual Parish Meeting at 7.00pm on Tuesday 20th May 2025, immediately followed by the Annual General Meeting of Hatley Parish Council.

26. MEETING CLOSURE

The meeting closed at 9.03pm.