

Hatley Parish Council

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Minutes of the Ordinary Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 15th July 2025

PRESENT: Samantha Abbasi (Acting Chair), Cllr Harold Nickerson, Cllr Peter Hayward (arriving late), Cllr Charmian Flowerday, Clerk to the Council Kim Wilde, guest speaker Nigel Stevenson and one member of the public.

ACTION BY

1. WELCOME AND MEETING PROTOCOL
The Chair welcomed everyone to the meeting. The protocol was not read aloud.
2. APOLOGIES FOR ABSENCE
Received from the Chair of the Council, Cllr M Astor.
3. INTERESTS
 - i. Declarations of interest: None received.
 - ii. Dispensation applications for items on this agenda: None received.
4. PREVIOUS MINUTES – MAY 2025
The **Parish Council resolved to approve** the minutes of the Annual General Meeting of Hatley Parish Council held on Tuesday 20th May 2025 and they were signed by the Chair.
5. PREVIOUS MINUTES – JUNE 2025
The **Parish Council resolved to approve** the minutes of the Extraordinary Meeting of Hatley Parish Council held on Tuesday 10th June 2025 and they were signed by the Chair.
6. MATTERS ARISING
The Clerk advised that she still needs to share the revised policy document on the website and share the fire safety document with the Parish Councillors. All other matters will be covered on this meeting agenda.
7. OPEN MEETING FOR MEMBERS OF THE PUBLIC TO ADDRESS QUESTIONS TO THE PARISH COUNCIL
No questions were received.

Cllr Peter Hayward arrived at the meeting.
8. NEIGHBOURHOOD WATCH
Gamlingay's Neighbourhood Watch Co-ordinator, Nigel Stevenson, introduced himself and shared information about his intentions to increase local membership. He proposed a number of ideas to help promote the scheme and increase membership in Hatley, which included a possible merger with the Gamlingay group, or the option for the Hatley group to be overseen by Gamlingay. He stressed it would be for Hatley to decide the most suitable

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outcome. Nigel explained that new members do not need to take any action when joining the group, other than signing up to be part of it. Nigel intends to grow the membership in Gamlingay by visiting households to share information cards and stickers, and this has been funded by Gamlingay Parish Council. Nigel has discussed his ideas with the East Hatley co-ordinator, however he is aware there are no members in Hatley St George and offered to visit households in HSG too, in the hope someone will volunteer to be the street co-ordinator. This offer was welcomed by the Councillors and thanks were given. Nigel will share contact details for PC James Lynch, the designated officer for Gamlingay and Hatley, plus details for PCSO Karen Davey. These will be made available on the Hatley website. Cllr Abbasi enquired about opportunities for community engagement with PC Lynch. Nigel explained that some events have been held, such as 'Coffee with a Cop' but attendance levels can be low. The member of the public suggested the Hatley Coffee Morning could be a good opportunity for the police to engage with Hatley residents and the Councillors agreed this was a good idea. The Clerk will liaise with all parties to see what is possible and will share details of the next Parish Council meeting date with the PC and PCSO in case they would like to attend. The Chair gave her thanks to Nigel for his time and asked him to report back to the Clerk once he has visited the HSG residents, as well as inform the Clerk of any future education events hosted by the police.

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9. COUNTY AND DISTRICT COUNCILLOR REPORTS

Neither Councillors were present at the meeting. Cllr Williams' report was shared by email prior to the meeting.

10. WEBSITE

- i. The Clerk confirmed the '.Gov.UK' domain for the Parish Council's email addressed has successfully transferred to Cloud Next. The webmaster has kindly agreed to help set up the email accounts and the Clerk will pay the hosting fee using her bank card this week.
- ii. The webmaster provided a cost comparison relating to the hosting of the Hatley.info domain with the current and a possible new service provider. The transfer was being recommended to improve customer service and account management, as both domains would be with the same service provider. The **Parish Council resolved** to switch the 'Hatley.info' domain to Cloud Next but only if there is a successful negotiation for the hosting costs, to bring it into closer alignment with the costs of the current provider. If Cloud Next agrees to reduce its proposed costs the webmaster is permitted to proceed with the domain transfer as soon as possible. If the negotiation is not successful there are to be no changes ahead of the next scheduled meeting.
- iii. Cllr Abbasi thanked her fellow Councillors and Clerk for supporting the idea of negotiating a lower case fee with Pixsy Inc. for the use of the photo without the correct accreditation on the website and was pleased this now brings closure to the issue. The webmaster was reminded to take due care when using third party photos and the Clerk confirmed the payment will be made from her bank card in the next few days.

Clerk

Webmaster

Clerk

11. FINANCE

- i. The Clerk shared details of income received in the period 01.04.25 to 30.06.25.
- ii. The **Parish Council resolved to approve** the reconciliation of the cashbook with the bank statement to 30.06.25. The Clerk provided an

explanation of the various financial spreadsheets for the benefit of Cllr Flowerday.

iii. The **Parish Council resolved to approve** the following payments for approval: -

- 1) *K Wilde* – Overtime payment for May and June
- 2) *H M Revenue and Customs* – PAYE for overtime payment
- 3) *K Wilde* – Reimbursement for the '.gov.uk' domain transfer to Cloud Next – £59.98
- 4) *K Wilde* – Reimbursement for the fee payment to Pixsy Inc. – £200.00
- 5) *K Wilde* – Salary payments for July, August and September 2025
- 6) *H M Revenue and Customs* – PAYE for July, August and September 2025
- 7) *O2* – Mobile phone contract D/D – £23.84 13.06.25 and 13.07.25
- 8) *BT* – Village Hall broadband D/D – £39.01 23.05.25 and 24.06.25
- 9) *Octopus Energy* – Village Hall electricity D/D – £20.14 10.06.25 and 10.07.25

The Clerk explained that a reimbursement payment for travel and office costs, totalling £87.68, was included in the 'Payments for Approval' list that was shared with the Councillors ahead of the meeting, but it was accidentally left off the meeting agenda. It will now need to be formally recorded on the agenda at the next meeting.

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12. PLANNING

- i. The Parish Council received notice, for information only, of the submission of details required by condition 5 (b) (contamination) and (c) (remediation method statement) for planning permission S/4601/17/FL at Moat Farm, East Hatley Cambridgeshire, SG19 3HY, being the change of use of domestic outbuildings to two dwellings. Cllr Abbasi expressed concern that the conditions included reference to four residential buildings, not two. The Clerk believes this refers to four buildings being converted for residential purposes, resulting in the two dwellings that were originally proposed, as the site plan remains unchanged. However, the Clerk has reported this confusion to the planning officer to ensure any further considerations are based only on the two approved dwellings and not four.
- ii. There were no other planning issues to note.

13. LOCAL GOVERNMENT REORGANISATION

- i. Cllr Abbasi provided feedback on the meeting that was hosted by South Cambridgeshire District Council in June to inform Parish Councils about the forthcoming changes to Local Government. The aim is to streamline services which will result in financial benefit, but Cllr Abbasi believes it will mostly help to facilitate housing development across the region. Concerns expressed by attendees at the meeting included the possible loss of local identity, the impact on services during the transition process, and a fear that Parish Councils will be asked to take on more services and subsequent costs when the reorganisation of Local Government has been completed. Cllr Abbasi shared an example of a Parish Council in the South West of England who saw a 163% increase in their precept due to having to take on the

duties for street cleaning and gully clearance. The senior members at the meeting were adamant that a shifting of duties and services towards Parish Councils will not happen in Cambridgeshire, but Cllr Abbasi stressed the importance of being aware of this risk. Three options will be available to choose from during the consultation. Cllr Abbasi asked at the SCDC meeting whether a bullet point summary of information could be provided on their website, so that future updates can be easily shared and discussed at Parish Council meetings. This will be checked in due course. The Greater Cambridge Partnership will take responsibility for the transition from a two tier to a unitary authority in 2026. In 2027 a shadow council will be elected and this will be responsible for ensuring that no services are overlooked or lost during the transition. The shadow council will remain in place for the second year of the three year transition period, being replaced in 2028 by the Unitary Council. It is expected to be in 2027 that Parish Councils will see the impact on their own services and could be asked to take on more responsibilities. Vesting day is 1st April 2028, that is when the Unitary Council will officially take over from the Shadow Council, and those elected to the Shadow Council in 2027 will continue as members of the new Unitary Council without the need for further elections. It is likely the Unitary Council will be responsible for all planning, which Cllr Abbasi hopes to discuss with District Councillor Heather Williams in more detail. Assurances were given at the SCDC meeting by its Chief Executive, Liz Watts, who agreed to attend any Parish Council meetings, as required, to answer questions directly. The Parish Councillors discussed the idea of hosting a meeting in Hatley, to incorporate neighbouring small Parish Councils and their public members, ideally to be held in October ahead of the scheduled Parish Council meeting, which is on 21st October. The meeting needs to be held before November 2025.

Cllr Abbasi
/ Clerk

- ii. Having carefully considered each of the questions contained in the online public survey on Local Government Reorganisation, the **Parish Council resolved upon** a response. Cllr Abbasi will complete the response on behalf of the Parish Council outside of the meeting. Cllr Abbasi also encouraged the Councillors to respond to the survey as households too. The survey deadline was confirmed to be 20th July.

Cllr Abbasi

14. HATLEY VILLAGE ASSOCIATION

The Clerk advised that a report had not been received from the HVA on request but informed the Councillors that two planned events in April and July were both cancelled at short notice, and no other events are planned at this time. The Chair asked whether any cash is still being held by the HVA. The Clerk explained it had been retained for the pop-up pub that was scheduled in the Spring and was then rolled forward to the BBQ event that was scheduled for July. The Chair requested that the cash is returned by the HVA and banked, as it is not required for events in the near future.

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15. HIGHWAYS AND SPEEDING

- i. The Clerk advised that the Local Highways Improvement Scheme design team has agreed to assess the final location of the warning sign for the bend in Hatley St George (close to Thatched Lodge), as it was not positioned by the contractor in line with the approved design. The Clerk has offered to share photographs of the new location with the design team to help them determine whether a site visit is required, as

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maybe a decision can be made from the photos. The Clerk will inform the Councillors if a site meeting is arranged.

- ii. Cllr Nickerson confirmed that a number of data files have been submitted to the Police Speedwatch Co-ordinator, but the police were unaware of the new speed limit and had not acted on the data that showed vehicles travelling between 30 and 40 mph. The speed monitor will only register speeds from 30 mph upwards and therefore cannot be used in the 40 mph area from the Village Hall through East Hatley, however the Police Speedwatch Co-ordinator has agreed to send out an additional sign for this purpose, which Cllr Nickerson is still waiting for. Cllr Nickerson expressed his concern about the lack of volunteers to enable Speedwatch to continue its work. Without volunteers, the data cannot be collated and shared with the police, and without the data the parish will not be able to benefit from a visit by the police's speed monitoring van. There has been a change of circumstances for some Speedwatch members and therefore new members are urgently needed. Cllr Flowerday offered to raise this issue with residents when she undertakes further door to door visits to discuss the play area project.
- iii. The Clerk advised that the mobile speed monitoring sign has stopped working. The battery and the initial wiring have been tested by an electrician and are fine. Therefore the repair work is likely to be more complex. The company who supplied the sign is currently winding up and has been impossible to contact. The Parish Council agreed that local assistance by a volunteer could be used in the first instance, to see if the issue can be identified and resolved. Failing that, the Clerk will see if other sign manufacturers might be willing to undertake the repair work and at what cost. This will be discussed in full at the October meeting, and alternative signage may be considered if the repair costs are high.

Cllr
Nickerson
/ Cllr
Flowerday

Clerk

16. VILLAGE HALL

- i. The Clerk advised that hall bookings have reduced but this is typical in the summer months.
- ii. A small patch of water was noted a few weeks ago, located on the floor in the main hall close to the large notice board. The Clerk will keep an eye on this area to see if there is an issue to resolve. There were no other maintenance issues to report.

Clerk

17. PLAY AREA

- i. The Clerk confirmed that a detailed report was received from Cllr Hayward for the June inspection. The main issue to note was the missing pegs for the football goal netting. Those that remain in place were not ideal in design. The **Parish Council resolved** to purchase a pack of 9" tent pegs to help pin the netting down. The Estate's gardeners have placed additional soil in the mouth of the goal, where the ground had worn away. The Clerk has not yet placed signs in the play area relating to the dog poo bags that have been left in the surrounding trees and grass, but the problem seems to have eased for now.
- ii. Cllr Flowerday has discussed the three alternative play area designs with 22 households to-date. So far the most popular design has been the Sycorax, but there are many more houses to be surveyed.

Clerk

Cllr
Flowerday

18. PUBLIC ACCESS DEFIBRILLATOR

- i. The record book update has been received by the Clerk
 - ii. The Clerk needs to purchase some new medical wipes, but otherwise there were no matters to consider.
- Clerk

19. DOG POO BINS

- i. The Clerk shared costings for the possible purchase of a new dog poo bin to be located on Buff Lane. It was agreed the cost of the bin and weekly collection fee may not be justified, firstly because the issue is intermittent and secondly because most of Buff Lane is private land. The bin would need to be located close to Main Street to avoid the gated private section, and therefore it would be in close proximity to the waste bin and the dog poo bin that are both located on the playing field. It was agreed that placing a couple of notices on Buff Lane might be the best first step to address the problem.
- Clerk

20. CLIMATE ACTION

The Clerk confirmed the recent minutes of the CAG meeting were shared with the Councillors before the meeting.

21. CORRESPONDENCE AND COMMUNICATIONS

- i. Cambridgeshire County Council Waste Team – RECAP volunteers.
Full information has been placed on the two notice boards. Volunteers are needed to help share information with residents about the changes that are taking place to the collection of food waste from April 2026.
 - ii. Cambridgeshire County Council – Public Rights of Way Hierarchy.
The Councillors agreed with the County Council's designation of Hatley's Public Rights of Way as low priority and had no further comments on this survey.
 - iii. CAPALC – Introduction of local authority I.T. Policy
The Clerk will write a new I.T. policy based on the guidance provided by CAPALC, which can be reviewed at the meeting in October.
 - iv. CAPALC – The Great Collaboration Survey
The Councillors agreed they have limited options for seeking or sharing support, due to having no ownership of land or buildings, and the limitations of the leased play area land and Village Hall. Cllr Abbasi agreed to respond to the survey on behalf of the Parish Council.
 - v. South Cambridgeshire Resident – Survey on the delivery of biodiversity objectives by Parish Councils.
Once again, the Councillors agreed that the Parish Council has limited opportunities due to no ownership of land or buildings. However the Parish Council fully supports the sharing of ideas and projects by other local Councils and the landowners within the Parish. The Parish Council had organised the planting of trees on the County Council's verges and has a record of considering biodiversity issues relating to local planning applications and wider consultations, such as the East West Rail. It was noted the RoSPA play area inspection requests the grass in the play area to be kept short and therefore letting it grow longer and wilder is not an option. The Clerk will prepare a list of possible biodiversity objectives for the Council to consider and agree upon ahead of 2026.
- Clerk
- Cllr Abbasi

22. CHURCHES

- i. St Denis' Church
A report was shared with the Parish Council ahead of the meeting.
- ii. Hatley St George Church
No update was received.

23. TIME AND DATE OF NEXT MEETING

Ordinary Meeting at 7.00pm on Tuesday 21st October 2025.

24. MEETING CLOSURE

The meeting closed at 10.09pm.