

Hatley Parish Council

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Minutes of the Extraordinary Meeting of Hatley Parish Council held in Hatley Village Hall on Tuesday 9th June 2026

(Being the adjourned meeting that was due to be held on
Tuesday 19th May 2026 but was declared inquorate)

PRESENT: Chair Cllr Samantha Abbasi, Vice Chair Cllr Micky Astor, Cllr Harold Nickerson, Clerk to the Council Kim Wilde, and two members of the public.

ACTION BY

1. ELECTION OF THE CHAIR
Cllr Astor proposed Cllr Abbasi to be elected as Chair of the Parish Council, which was seconded by Cllr Nickerson.
2. ELECTION OF THE VICE CHAIR
Cllr Abbasi proposed Cllr Astor to be elected as Vice Chair of the Parish Council, which was seconded by Cllr Nickerson.
3. APOLOGIES FOR ABSENCE
None received.
4. ACCEPTANCE OF OFFICE BY ALL MEMBERS FOLLOWING THE ELECTION ON 7TH MAY 2026
The Clerk confirmed the three Councillors had completed their Acceptance of Office forms by 18th May 2026.
5. ACCEPTANCE OF OFFICE BY CHAIR AND VICE CHAIR
Cllr Abbasi and Cllr Astor completed their forms respectively and they were signed by the Clerk.
6. REGISTRATION OF INTERESTS
Each Councillor has completed the appropriate documentation which have since been lodged with the District Council's Monitoring Officer.
7. DISPENSATION APPLICATIONS FOR ITEMS ON THIS AGENDA
None received.
8. PREVIOUS MINUTES
The **Parish Council resolved to approve** the Minutes of the Ordinary Meeting of Hatley Parish Council held on 17th March 2026, which were signed by the Chair.
9. MATTERS ARISING
The Clerk confirmed the Pink E-waste recycling bin was cancelled by South Cambs District Council due to a fire at the recycling centre. It will hopefully become available again soon.

10. QUESTIONS FROM MEMBERS OF THE PUBLIC

A member of the public asked if a road-safety mirror could be placed on the highway opposite the exit point from East Hatley to make the junction safer, because it is difficult to see the traffic coming from the east. The Parish Council agreed to put this matter on the next agenda for full consideration. A member of public agreed to make some enquiries to see if the idea is supported by other residents, and the second member of the public offered to contact Highways to seek information on installing one or two mirrors in this location.

11. FINANCIAL REVIEW AND ANNUAL AUDIT FOR YEAR ENDED 31ST MARCH 2026

- i. The **Parish Council resolved to approve** the reconciliation of the bank statement with the cashbook to 31st March 2026. The difference was explained by five uncleared cheque payments. The petty cash record book and monies were inspected and agreed by the Chair ahead of the internal audit being actioned.
- ii. The **Parish Council resolved to approve** the Assets Register as at 31st March 2026.
- iii. The Clerk reminded the Councillors of the criteria that must be met for a Parish Council to declare itself as an 'exempt authority' in relation to an external audit. The **Parish Council resolved to declare** itself as an exempt authority. The Chair and Clerk signed the Exemption Certificate (page 3 of the Annual Governance and Accountability Return - AGAR).
- iv. The Annual Governance Statement was reviewed ahead of the meeting by all Councillors. The **Parish Council resolved to approve** all statements as having been met. This form was signed by the Chair and Clerk (page 5 of the AGAR).
- v. The **Parish Council resolved to approve** the Accounting Statements for the year ended 31st March 2026. The form was signed by the Chair and Clerk as the Responsible Finance Officer for the Parish Council (page 6 of the AGAR).
- vi. The Clerk confirmed the completion of the internal audit by LGS Services. No concerns or issues were raised. The signed Internal Auditor's report was shared with the Councillors.

12. ANNUAL RISK ASSESSMENT

The Clerk confirmed the risk assessment had been completed and documented. It was noted the RoSPA inspection of the area has been postponed until after the play area project as progressed, as the tower will be removed imminently. It was also noted that some historical minutes are still due for archiving with the County Record Office, which will be actioned when time allows. However, in the meantime these records are safely stored. The electrician is still due to visit the hall to undertake the 'PAT' tests.

Clerk

13. ANNUAL INSURANCE RENEWAL 2026/27

The **Parish Council resolved to approve** the insurance renewal with Zurich Municipal, being the final year of a three year long term agreement.

14. PAYMENTS FOR APPROVAL

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

- i. *K Wilde* – Overtime payment March and April 2026
- ii. *HMRC* – PAYE for overtime payments March and April 2026
- iii. *Zurich Municipal* – Insurance renewal 2026/27 – £399.20
- iv. *M R L Astor* – Village Hall annual rent 2026/27 – £1.00
- v. *M R L Astor* – Play Area annual rent 2026/27 – £1.00
- vi. *M R L Astor* – Village Hall water rates 03.03.25 to 18.12.25 – £72.62
- vii. *K Wilde* – Reimbursement for Cloud Next annual domain hosting fees – £127.18
- viii. *K Wilde* – Reimbursement for office stationery and Village Hall supplies – £116.41
- ix. *K Wilde* – Annual office fee 2026/27 – £100.00
- x. *K Wilde* – Reimbursement for debit card payment to HMRC for a corrected PAYE amount (April 2026) – £91.51 – and to also note the cancellation of related cheque number 101032 for £88.00
- xi. *K Wilde* – Salary payments May and June 2026
- xii. ~~*HMRC* – PAYE payments May and June 2026~~
N.B. The requirements have changed since the original agenda was drawn up in May. PAYE payments are no longer due.
- xiii. *The Kintribe Ltd* – Village Hall window cleaning – £25.00 petty cash
- xiv. *Information Commissioner* – Data Protection Annual Fee (Direct Debit) - £47.00
- xv. *O2* – Mobile phone contract (Direct Debit) – 13.04.26 £23.84 and 14.05.26 £25.67
- xvi. *BT* – Village Hall broadband (Direct Debit) – 23.04.26 £53.94
- xvii. *Octopus Energy* – Village Hall electricity (Direct Debit) – 09.04.26 £14.12 and 13.05.25 £12.92

15. ANNUAL REVIEW OF STATUTORY DOCUMENTS

i. Standing Orders

This document was reviewed by the Clerk and Councillors ahead of the meeting. The Chair enquired whether any changes needed to be made to ensure there are no future mistakes relating to the recent N.I. contributions, which the Clerk had recently identified as needing paying on a back dated basis. The Clerk confirmed the N.I. issue is a historical misunderstanding of the Parish Council's obligations by Clerks. It was agreed that no changes were required for the Standing Orders.

ii. Financial Regulations

This document was reviewed by the Clerk and Councillors ahead of the meeting and it was agreed that no changes were required.

iii. Code of Conduct

This document was reviewed by the Clerk and Councillors ahead of the meeting and it was agreed that no changes were required.

iv. Risk Assessment

The Clerk proposed a minor revision to account for changes to the key holders and the recording of the defibrillator equipment and checks online via 'The Circuit'. The **Parish Council**

Clerk

resolved to approve the revised document.

v. Assets Register

This document was reviewed by the Clerk and Councillors ahead of the meeting and it was agreed that no changes were required.

vi. Transparency Code items

The Clerk produced a summary of payments exceeding £100 in 2025/26, the summary of land and building assets as at 31.03.26 (of which there are none) and the supporting AGAR documents to explain variances and reserves for 2025/26. These items will be shared on the Hatley website.

Clerk

16. 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.
- ix. I.T. Policy – no changes were requested.

17. PARISH COUNCIL VACANCIES

Cllr Astor is aware of one resident who may be interested in joining the Parish Council to fill one of the two vacant seats. The Clerk will contact an ex-Councillor who had commented on a possible return to the Parish Council, to see if the second vacancy might also be filled. The Clerk has prepared posters for the boards, will share information for the website, and will forward the application form to Cllr Astor so that it can be shared with the resident.

Clerk

18. PLAY AREA

- i. The Clerk confirmed once again the postponement of the annual RoSPA inspection that was due in April 2026. This is because the removal of the wooden play tower is imminent and the Council is seeking safety advice on the siting on an embankment slide. Once the embankment slide has been completed, the RoSPA inspection will be booked.
- ii. Cllr Astor expects work on the new embankment slide to begin in early July, with completion by mid July. A metal post will be used in the centre of the embankment to give support to the metal slide and then the rubble will be laid. It is hoped the top of the tower can be preserved for use as a playhouse at ground level, and Cllr Astor is considering supplying elm wood for the other 'trim trail' style play that has been previously discussed. Cllr Astor expects there will be some costs for the steel and labour, which will be confirmed.
- iii. The Clerk proposed a timetable for the monthly play area inspections to be actioned by the Councillors and Clerk for 2026/27.
- iv. It was noted the grass is returning in the original goal area.

Cllr Astor

All

19. VILLAGE HALL

- i. The Clerk undertook the fire risk assessment ahead of the meeting, which is based on guidance from the Health and

Safety Executive and the Fire Service. The Clerk will contact the local fire service to see if they offer annual inspections on public buildings, especially as the responsibility for compliance also falls to the hall hirer. The Clerk confirmed all required public notices, information and the correct extinguishers are available in each area. The most likely cause of fire, other than from equipment, would be from candles used at celebrations in the hall. The annual inspection of the fire equipment has been undertaken by Fire Safety Solutions Ltd, and three new extinguishers have been ordered.

Clerk

- ii. The Clerk has replenished the first aid supplies as various items were used by a hall hirer who assisted a car crash victim outside the hall in March.

20. HIGHWAYS AND SPEEDING

- i. Cllr Nickerson advised there is no Speedwatch data to share. The Clerk confirmed she has been unable to find the street sign that Cllr Nickerson was interested in acquiring for the parish entrance points, based on online searches. The Clerk will investigate which other parishes use the blue Speedwatch sign to seek supplier details.

Clerk

- ii. The cost of a replacement like for like speed data sign would be in the region of £3000 and therefore the Parish Council would need to consider applying for another Local Highways Improvement Scheme grant to help finance this. Alternative options could be considered but ideally a new sign would be solar powered and would record data, with the existing sign being kept to warn drivers of their speed. This would allow a sign to be located at each end of the parish, if a second post is also purchased. It was agreed that the Clerk should investigate if the current sign can be repaired so that it records data once again, and that in time, when funding allows, a second sign could be purchased. The Chair noted there is EV Charger funding available at this time, and the Clerk will make contact with County Council Highways regarding the outstanding invoice, to see if the Parish Council's contribution could be used to fund a second sign for the parish.

Clerk

21. PUBLIC ACCESS DEFIBRILLATOR

- i. The updated logbook details were received from the group on 3rd June.
- ii. The Clerk has registered the Defibrillator on the recommended online recording system, 'The Circuit', and will use this website to publicly share details of inspections, conditions, and the availability of the defibrillator.

22. PLANNING

Nothing to note.

23. WEBSITE

Nothing to note.

24. CLIMATE ACTION

The minutes for the previous two meetings were shared in May.

25. EAST WEST RAIL CONSULTATION

Information was shared with in time for the adjourned meeting in May, and it was noted the deadline for responses is this same evening, 9th June. Cllr Astor noted that surveys and assessments are already taking place on local land which suggests the decisions are taken. It was agreed that the project is following its own course, irrespective of consultations in previous years and for this reason, there will be no formal response from the Parish Council.

26. CORRESPONDENCE

Nothing to note.

27. MEETING TIMES AND DATES 2026/27

The **Parish Council resolved to approve** the following meeting times and dates:

- i. Ordinary Meeting at 7.00pm on Tuesday 21st July 2026.
- ii. Ordinary Meeting at 7.00pm on Tuesday 20th October 2026.
- iii. Ordinary Meeting at 7.00pm on Tuesday 19th January 2027.
- iv. Hatley's Annual Parish Meeting at 7.00pm on Tuesday 18th May 2027, immediately followed by the Annual General Meeting of Hatley Parish Council.

No Ordinary Meeting will be scheduled for March 2027.

The dates for community litter picks were also agreed, to help with publicity, being 25th October 2026 and 21st March 2027.

28. MEETING CLOSURE

The meeting closed at 8.10pm.