



Shenley Parish Council

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY, 5 MAY 2020, AT 7.30PM REMOTELY, VIA ZOOM

PRESENT: Councillors Justine Ash, Jonathan Bonn, Rosemary Gilligan, Nigel Heller, Annie Keen, Gavin O'Sullivan, Natalie Susman, William Susman and Anthony Spencer.

In attendance: Amanda Leboff, Clerk to the Council

COMMENCEMENT OF PROCEEDINGS

The Chair, Councillor William Susman formally called the meeting to order and welcomed those present.

1/20.21 ELECTION OF CHAIR

Councillor Susman invited nominations for the position of Chair with Councillor Susman being nominated and duly seconded. Following a vote Councillor Susman was duly elected. Councillor Susman confirmed his willingness to act in the capacity of Chairman to the Council: -

RESOLVED that councillor William Susman be appointed chair of the council for the municipal year 2020/2021.

2/20.21 ELECTION OF VICE-CHAIR

Councillor Susman invited nominations for the position of Chair with Councillor Heller being nominated and duly seconded. Following a vote Councillor Heller was duly elected. Councillor Heller confirmed his willingness to act in the capacity of Vice - Chairman to the Council: -

RESOLVED that councillor Nigel Heller be appointed Vice - Chair of the council for the municipal year 2020/2021.

3/20.21 ABSENCE OF MEMBERS AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillors Susman and Heller will complete their acceptance of office form for the position of chair and Vice-Chair which will be witnessed by the clerk as proper officer.

Councillor Susman remained in the chair and, in so doing, expressed his appreciation and thanks for the support of all the members of the Parish Council.

4/20.21 DECLARATIONS OF INTERESTS

PERSONAL – Councillors Gilligan, Keen and Spencer Declared A Personal Interest In The Item Concerning Shenley Park Trust.

PREJUDICIAL -NONE.

5/20.21 APPOINTMENT OF COMMITTEES AND WORKING GROUPS 2020/2021

Finance Committee:



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The Council;

RESOLVED—that a Finance Committee be appointed for the municipal year 2020/2021 comprising the Chair and Vice-Chair of the Council ex-officio, and Councillors Rosemary Gilligan, Gavin O’Sullivan and Anthony Spencer.

Allotment Committee

The Council;

RESOLVED—that an Allotment Committee be appointed for the municipal year 2020/2021 comprising the Councillors Rosemary Gilligan, Annie Keen and Natalie Susman, together with five allotment holders and a representative of the Shenley and District Horticultural Society.

The Council;

RESOLVED—that the following working groups be appointed for the municipal year 2020/2021, which will act in an advisory capacity and will have no decision-making powers. They will appoint their own chairs and meet as and when they determine, subject to them reporting to the full Council. They will have full powers to co-opt or consult with any members of the public.

- (I) Future Initiative Working Group comprising Cllrs Justine Ash, Jonathan Bonn, Annie Keen and Natalie Susman.
- (II) Media Working Group comprising of Cllrs Justine Ash, Annie Keen and members Guy Beaton, Nicky Beaton & Dayaram Nakrani.
- (III) Planning Group comprising Cllrs Jonathan Bonn, Rosemary Gilligan and Nigel Heller.
- (IV) Police and Crime including CSP (Community Safety Partnership) comprising of Cllrs Jonathan Bonn, Nigel Heller and Anthony Spencer.
- (V) Youth Committee comprising Cllrs Justine Ash, Natalie Susman and William Susman.
- (VI) Neighbourhood Plan comprising Cllrs Jonathan Bonn, Rosemary Gilligan, Annie Keen Gavin O’Sullivan and William Susman as the Parish Council representatives. Interested individuals can become involved as associate members of the group.

6/20.21 APPOINTMENT/NOMINATION OF MEMBERS/REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

The Council;

RESOLVED - that the following representatives be appointed/confirmed/ nominated (as appropriate) as the Council’s representatives on the bodies indicated: -

- (I) Shenley Village Hall Management Committee- Councillor Gavin O’Sullivan- 2020/2021
- (II) Shenley Park Trust – Councillors Rosemary Gilligan (the period of office expires May 2023) and Annie Keen (the period of office expires May 2023).



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(iii) Sir Richard Cox's Charity – Councillors Rosemary Gilligan & Natalie Susman together with Mrs Nicky Beaton and Mrs Liz Trott.

7/20.21 FINANCIAL REGULATIONS

Following a proposer and a seconder it was **RESOLVED** to adopt the Financial Regulations for Shenley Parish Council.

8/20.21 STANDING ORDERS

Following a proposer and a seconder it was **RESOLVED** to adopt the Standing Orders for Shenley Parish Council.

9/20.21 HEALTH AND SAFETY POLICY

Following a proposer and a seconder it was **RESOLVED** to adopt the Health and Safety policy for Shenley Parish Council.

10/20.21 INTERNAL FINANCIAL CONTROLS

Following a proposer and a seconder it was **NOTED** that the internal Financial Controls for Shenley Parish Council will be adopted once the bank has moved to one with online banking facilities

11/20.21 DIRECT DEBITS

Following a proposer and a seconder it was **RESOLVED** to approve the Direct Debits for Shenley Parish Council.

12/20.21 DATES OF MEETINGS OF THE PARISH COUNCIL AND THE PARISH MEETING FOR THE MUNICIPAL YEAR 2020/2021

The Council;

RESOLVED—That the following dates of meetings be confirmed for the Municipal Year 2020/2021: (The first Tuesday of the month)

YEAR 2020	YEAR 2021
Tuesday 5 May– Annual Parish Council Meeting	Tuesday 5 January
Tuesday 2 June	Tuesday 2 February
Tuesday 7 July	Tuesday 2 March - Annual Parish Meeting
*****	Tuesday 2 March
Tuesday 1 September	Tuesday 6 April
Tuesday 6 October	Tuesday 4 May – Annual Parish Council Meeting
Tuesday 3 November	*****
Tuesday 1 December	*****

(N.B. No Meeting Scheduled For August 2020)



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13/20.21 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2ND MARCH 2020

RESOLVED that the minutes of the Ordinary Parish Council meeting, held on the 2nd March 2020 be confirmed as a correct record, and to be signed by Cllr Susman and adopted by the Council. The Council NOTED that no meeting of the Council was held in April 2020 due to the Covid 19 pandemic)

14/20.21 REVIEW OF ACTION PLAN FROM ABOVE MEETINGS

The Action plan was **NOTED**.

15/20.21 QUESTIONS BY RESIDENTS OF SHENLEY PARISH

The chairman invited questions. There were none.

16/20.21 REPORTS OF COMMITTEE, MEMBERS AND CLERK

(i) Pathway – Cockle Way/Fielders Way

Nothing to report

(ii) Neighbourhood Plan

The meeting was informed that due to there being no elections this year, as a result of the Covid 19 Pandemic, there will be no referendums until 2021.

(iii) VE Day 2020

The meeting **AGREED** that Cllr N Susman will put the poster on Facebook, with possible suggestions for VE day celebrations in isolation, with a caveat stating that if people cannot get scones and tea items themselves then the Parish Council will be happy to deliver them.

(iv) Christmas Lights – Engagement with the Community

The Chairman will be holding a Zoom meeting with several residents to discuss this.

(v) Action for a Cleaner Shenley – Update

The meeting thanked the team for their continued hard work. The last session involved the collection of lots of facemasks, gloves and bottles.

(vi) Community Payback Scheme – Update

Nothing to report.

(vii) Harris Lane/Rookery Field/Allotments

Nothing to report.

(viii) Media Committee

Nothing to report



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- (ix) Shenley Community Activities Group
Nothing to report.
- (x) Police Update
Nothing to report on the police. However, the OWL publications were discussed, and it was **AGREED** that the OWL notice regarding bogus deliveries will be put on the Parish Council Facebook page.
- (xi) Drive Safe Update
The meeting took the opportunity to discuss the Road Safety Fund. It was NOTED that the Parish Council had been asked to specify how much they were willing to contribute to the 2 SIDs, subject to the scheme going ahead. It was **AGREED** that the Clerk will find out the overall figures involved so the Council can make a sound judgement call.
- (xii) Shenley Park Trust
The meeting was informed that the staff had been furloughed.
- (xiii) Update on Cinema Event
The meeting was informed that unfortunately the event has been cancelled.

17/20.21 PLANNING APPLICATIONS

The following planning applications were before the meeting. The meeting **AGREED** that;

(1) Subject to Hertsmere Borough Council taking into consideration any comments of neighbouring owners/occupiers, the Parish Council raises no objection to the following proposal.

APPLICATION NO.	ADDRESS	PROPOSED DEVELOPMENT
20/0531/HSE	8 Raphael Close, Shenley, Hertfordshire, WD7 9JG	Demolition of existing rear conservatory and erection of single storey rear extension
20/0507/LBC	Manor Lodge School, Ridge Hill, Shenley, Hertfordshire	Partial removal of the partition wall between the Art Room and the Art Stock Room to include removal of suspended ceiling. Construction of new louvred opening in the Server Room in the south east wall of the projecting bay. (Application For Listed Building Consent).
20/0568/HSE	36 Nell Gwynn Close Shenley Hertfordshire WD7 9JA	Two storey rear extension and changes to fenestration at front elevation.



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With Regards To: -

*20/0464/FUL	Land At Pinks Cottage, Rectory Lane, Shenley, Hertfordshire	Demolition of existing equestrian buildings to facilitate construction of 2 x pairs of semi-detached, 2 storey, (4 x 3 bed) dwellings with integral garage to include access, landscaping, parking and bin store.
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The Council **SUPPORT** this application, as the houses will be affordable to the market. The houses will be smaller family homes, that are encouraged, and the Council support the comments made by the public consultees – the tree officer, drainage officer and Herts mere ecology. These can be addressed by “Conditions” in any resulting planning permission.

With Regards To: -

20/0472/FUL	Land To The Rear Of 86 London Road, Shenley, WD7 9DX	Erection of resident's storage cupboards, provision of two additional car parking spaces, and creation of two amenity gardens.
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No Objection was made; however, the Council would like to see a living roof on the roof of the storage cupboards in order to minimize the visual impact on the Green Belt and surrounding properties.

With Regards To: -

*20/0563/FUL	Pursley Farm, 2 London Road, Shenley, Hertfordshire, WD79EN	Description: Retention of biomass boiler, steel container and associated tanks (retrospective application).
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The Council **NOTED** that as it is a retrospective application, they are aware that there have been complaints over the last few years regarding the amount of smoke emanating from the site.

With Regards To: -

20/0467/HSE	13 Harris Lane, Shenley, Hertfordshire, WD7 9ED	Conversion of loft to habitable room with 2 roof lights and dormer to front and 1 roof light and dormer to rear
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The Council **OBJECTED** to this application on the grounds of: -

- Overdevelopment
- Negative effects to the street scene

With Regards To: -

*20/0605/HSE	4 Harris Lane, Shenley, Hertfordshire, WD7 9EB	Single storey extensions to front, rear and both sides, following demolition of existing side and rear extensions. Conversion of loft to habitable room with rear dormer window (revised application).
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The Council **OBJECTED** to this application on the grounds of: -

- Overdevelopment
- Negative effects to the street scene
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(i) Other planning matters were noted, and

(ii) The council instructs the Clerk to advise Hertsmere Borough Council accordingly.

(*Denotes that at this point, the Council moved to discuss planning applications which had been brought to its attention at the meeting. They were proposed and seconded.)

18/20.21 **FINANCIAL MATTERS**

- (i) The Accounts for payment for March and April 2020 were received and it was: -
RESOLVED that the monthly Accounts for payment March totalling £6,327.89 and April totalling £3,636.06 be **APPROVED**
- (II) Following a proposal and seconder, it was: -**RESOLVED** that the monthly budget monitoring reports for March and April 2020 be **APPROVED**
- (III) Following a proposal and seconder, it was: - **RESOLVED** that the monthly petty cash report for March and April 2020 be **APPROVED**.
- (IV) Grant Requests using the General Power of Competence: - There were none
- (V) Following a proposal and seconder, it was: -**RESOLVED** that the quote from Hertfordshire Highways for the painting of 56 lamp columns in Porters Park Drive, of £3,597 (which is 1/3 of the total cost, the rest will be paid by County Councillor Bright's Highway Locality Budget) be **APPROVED**

110/19. The meeting ended at 8.40p.m.

Chairman

ACTION LIST - TUESDAY 5 MAY 2020

PROVISION	ACTION	BY	ACTION
Planning Applications	Letter to Hertsmere Borough Council advising of the Council's opinions.	Clerk	Actioned
Change bank accounts	Arrange for signatories to sign paperwork	Clerk	ASAP
VE Day	Add information to Facebook	Cllr Susman	ASAP