



Shenley Parish Council

MINUTES OF THE MEETING HELD ON TUESDAY, 6 MARCH 2018, AT 7.30PM IN THE VILLAGE HALL, 108 LONDON ROAD, SHENLEY

PRESENT: Councillors Nicky Beaton, Rosemary Gilligan, Helen Hussain, Gavin O'Sullivan, William Susman (Chair) and Peter Wayne.

- In attendance: Amanda Leboff, Clerk to the Council

121/17. Apologies for Absence.

Apologies for absence were submitted from Councillor Annette Edel, Robert Perlmutter, Anthony Spencer and County Councillor Morris Bright.

122/17. Declarations of Interests

PERSONAL – Councillors Gilligan and Susman declared a personal interest in the item concerning Shenley Park Trust.

PREJUDICIAL -none.

123/17 Minutes of the Parish Council Meeting held on 6th February 2018

RESOLVED that the minutes of the Ordinary Parish Council meeting, held on 6th February 2018 be confirmed as a correct record, and signed by Cllr Susman and adopted by the Council.

124/17. Review of Action Plan from above meetings

The Action plan was **NOTED**.

125/17. Questions by residents of Shenley Parish

There were none

126/17. Reports of Committee, Members and Clerk

(i) Annual Parish Meeting – 15/03/18

It was **AGREED** that the Annual Parish Meeting would be advertised on the noticeboards and via Facebook and the website. Following a discussion it was **AGREED** that as of 2019 the Annual Parish Council meeting would be held before the March Parish Council meeting, starting at 7pm.

(ii) Website – Update on using an outside company

Following a discussion it was **AGREED** that the Council did not want an outside company to come and wipe out all of the hard work Dayaram Nakrani has done on building the Parish Council website. It was **AGREED** that the Clerk would meet with Dayaram to learn how to update the website along with Councillor Edel. Moreover it was **AGREED** that the static information such as clubs, societies and Parish Council committees would only be updated annually in June following the Annual Parish Council meeting.

- (iii) GDPR – update
See point 129/17 (vi)
- (iv) Hertsmere Local Plan – Update
Nothing to report
- (v) Neighbourhood Plan - Update
See point 129/17 (v)
- (vi) Action for a Cleaner Shenley - Update
Councillor Susman started by congratulating Cllr Beaton on her hard work with the ACS group, emphasising that he would like to see them doing nicer jobs around Shenley such as planting as this would be more pleasant for them. However Cllr Beaton said that things such as litter picking need to be done as this is not being done by Hertsmere.
- (vii) Community Payback Scheme – Update
Councillor Beaton informed the meeting that to date the Community payback team have done 36 sessions which equates to £5,400. The Clerk was asked to email Tim Burt to ask him when the £600 that had been allocated from County Councillor Bright’s budget to work on Radlett Lane that was scheduled for 26/02/18 would be done and what exactly are the works.
- (viii) Pursley Field - Update
Nothing to report. It was **AGREED** this item would be removed from the agenda from April 2018.
- (ix) Harris Lane/Rookery Field
It was **AGREED** that the Clerk would chase Gristwood and Toms to find out when the fallen trees would be removed and the tree survey will take place. Cllr Susman informed the meeting he had met with Mr and Mrs Gough regarding the missing fencing and will discuss this with the clerk.
- (x) Allotments
Clerk informed the meeting that a date for the allotment committee meeting needs to be set.
- (xi) Shenley Fete
Cllr Beaton informed the meeting that preparations are running to plan.

- (xii) Media Committee
Shenley Village Matters was sent out successfully. Cllr Beaton informed the meeting that a date for the media committee meeting needs to be set.
- (xiii) CSP
Nothing to report. It was **AGREED** this item would be removed from the agenda from April 2018.
- (xiv) Police - Safer Neighbourhood Newsletter
Information was noted.
- (xv) Shenley Park Trust
The date of the upcoming AGM was advertised in Shenley Village Matters.
- (xvi) Review of workload
The meeting **AGREED** the Clerks workload will be eased when we move to online banking. Cllr Susman **NOTED** a date for the Clerk's review needs to be set.

127/17. Correspondence

- (i) Receipt of the following correspondence was reported and noted:

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128/17. 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
18/0308/HSE	37 Greenwood Gardens, Shenley, Hertfordshire, WD7 9LF	Erection of Conservatory
18/0344/HSE	33 Harris Lane Shenley Hertfordshire WD7 9EF	Relocation of main entrance door to front elevation and erection of new porch; first floor rear extension; changes to fenestration.

With regards to;

18/0265/FUL	Thatched Cottage Silver Hill Borehamwood Hertfordshire	Demolition of existing fire damaged building & erection of a replacement 4-bed detached dwelling with accommodation within the roof space & detached double garage.
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The meeting **OBJECTED** to this application on the grounds that it is overdevelopment in the Greenbelt.

With regards to;

18/0266/LBC	Thatched Cottage Silver Hill Borehamwood Hertfordshire	Demolition of existing fire damaged building & erection of a replacement 4-bed detached dwelling with accommodation within the roof space & detached double garage. (Listed Building Consent)
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The meeting **OBJECTED** to this application on the grounds that it is overdevelopment in the Greenbelt.

(i) Other planning matters were noted, and

(ii) The council instructs the Clerk to advise Hertsmeres 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.)

129/17. Financial matters

(I) Accounts for payment – February 2018 cheques

Payment To	Reason	TOTAL AMOUNT
E.ON	The Cage	8.43
Hertfordshire County Council	Stationary	27.60
Shenley Village Hall Management Cttee	Hire of Village Hall for meetings	133.00
Mrs Amanda Leboff	Mileage Expenses for 2017 & reclaim 9 tickets for Highclere Castle	180.50
Mrs Amanda Leboff	Wages	1087.72
HMRC	Payment	212.58
Petty Cash	Petty Cash - amount to take up to £200 imprest system for January 2018	143.39
Fay Gough	Cleaning toilet, office (January payment)	32.00
Bob Gough	Grounds Maintenance 14th & 15th cuts (January payment)	768.00
HAPTC	Law and Procedures training	40.00
Castle Water	Harris Lane Pavilion (18month worth) correct meter reading has since been given	376.79
Caprin Printers	Printing SVM	1685.00
Clore Shalom School	Grant for swimming transportation	1312.50
BT	Office phone and broadband	87.56
	TOTAL	6095.07

Following a proposal and seconder, it was:-

RESOLVED that at the March 2018 meeting, accounts for February 2018 (£6,095.07), be approved for payment.

- (II) It was **AGREED** that the monthly budget monitoring report will be sent out following the meeting and will be approved at the April meeting
- (III) It was **AGREED** that the monthly petty cash report will be sent out following the meeting and will be approved at the April meeting
- (IV) Section 137 Grant Requests: There were none

- (V) Request for a further £15,000 to be earmarked for the Neighbourhood Plan
 Councillor Beaton updated the meeting with regards to progress that has been made so far regarding the Shenley Neighbourhood plan with the initial draft being worked on with the consultant Angela Hoch which will use up the last of the £15,000 grant money. It is unlikely that a second grant will be anywhere near as generous.
 As the Neighbourhood Plan had developed it has become clear how much the costs involved are. A health check will also be required which is a further cost.
 Cllr Beaton continued that they are hoping for a Public meeting in May and the launch of the 6 week consultation period to begin at the fete. Following a proposer and a seconder the Council unanimously **RESOLVED** to give an additional £15,000 to the Shenley Neighbourhood Plan. This money will be moved from Long Term Earmarked Reserves to Short Term Earmarked Reserves (£5,000 will be deducted from the 3 projects currently in Long Term Earmarked Reserves). This is in addition to the £5,000 already earmarked in Short Term Earmarked Reserves.
- (VI) General Data Protection Regulation May 2018
 Following a proposer and a seconder the Council **RESOLVED** to use Audit-IAC (Kevin Rose) our current Internal Auditor to take on responsibility as GDPR controller. The cost will be the same as the Internal Audit (e.g. 2017= £380 +VAT)
- (VII) Adopt Internal Financial Controls
 Amendments were made and approved. Following a proposer and a seconder the Council **RESOLVED** to **ADOPT** the Internal Financial Controls.
- (VIII) Changing Bank for Shenley Parish Council from NatWest To Metro Bank
- Following a proposer and a seconder Shenley Parish Council **RESOLVED** to change the Shenley Parish Council bank account from NatWest to Metro Bank.
 - Following a proposer and a seconder Shenley Parish Council **RESOLVED** that Councillor William Susman, Councillor Anthony Spencer, Councillor Annette Edel, Councillor Rosemary Gilligan and Councillor Helen Hussain are authorised to set up and operate the bank account and their signing rules/permissions. It was **RESOLVED** the Clerk, Mrs Amanda Leboff will be authorised as the administrator.
 - Following a proposer and a seconder Shenley Parish Council **NOTED** those authorised will also be users for online banking and dual authority (i.e. two of the listed parties) and will be required to make all payments (except internal account transfers).
 - Following a proposer and a seconder Shenley Parish Council **NOTED** that notwithstanding the dual authority requirement, a second ‘petty cash’ current account (connected the Shenley Parish Council Account) is required with debit card(s) to be issued. Those authorised to operate the account along with the administrator (the Clerk) will be authorised to hold and use the debit cards(s).
 - Following a proposer and a seconder Shenley Parish Council **RESOLVED** that a letter with a brief summary stating the purpose of

Shenley Parish Council be sent to Metro Bank with the banking paperwork.

- (IX) Changing Bank for Shenley Community Activities Group (SCAG) from NatWest to Metro Bank
- Following a proposer and a seconder Shenley Parish Council **RESOLVED** to change the Shenley Community Activities Group bank account from NatWest to Metro Bank.
 - Following a proposer and a seconder Shenley Parish Council **RESOLVED** that Councillor William Susman, Councillor Anthony Spencer, Councillor Annette Edel, Councillor Rosemary Gilligan and Councillor Helen Hussain are authorised to set up and operate the bank account and their signing rules/permissions. It was **RESOLVED** the Clerk, Mrs Amanda Leboff will be authorised as the administrator.
 - Following a proposer and a seconder Shenley Parish Council **NOTED** those authorised will also be users for online banking and dual authority (i.e. two of the listed parties) and will be required to make all payments (except internal account transfers).
 - Following a proposer and a seconder Shenley Parish Council **RESOLVED** that a letter with a brief summary stating the purpose of Shenley Community Activities Group be sent to Metro Bank with the banking paperwork.

130/17. The meeting ended at 9.15p.m.

Chairman

ACTION LIST - TUESDAY 6 MARCH 2018

PROVISION	ACTION	BY	ACTION
Planning Applications	Letter to Hertsmere Borough Council advising of the Council's opinions.	Clerk	ACTIONED
Website	Clerk and Cllr Edel to meet with Dayaram to learn how to update the website	Clerk	ASAP
Bank Accounts	Clerk to liaise with Metro bank regarding changing banks	Clerk	ASAP
AGM	Advertise AGM - 15/03/18	Clerk	ACTIONED