



## Shenley Parish Council

MINUTES OF THE MEETING HELD ON TUESDAY, 5 JUNE 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), Anthony Spencer and Peter Wayne.

- In attendance: Amanda Leboff, Clerk to the Council

**22/18. Apologies for Absence.**

Apologies for absence were submitted from Councillors Annette Edel and County Councillor Morris Bright.

**23/18. Declarations of Interests**

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

**PREJUDICIAL** -none.

**24/18. Minutes of the Annual Parish Council Meeting held on 1<sup>st</sup> May 2018**

**RESOLVED** that the minutes of the Annual Parish Council meeting, held on the 1<sup>st</sup> May 2018 be confirmed as a correct record, and signed by Cllr Susman and adopted by the Council.

**25/18. Minutes of the Parish Council Meeting held on 1<sup>st</sup> May 2018**

**RESOLVED** that the minutes of the Ordinary Parish Council meeting, held on the 1<sup>st</sup> May 2018 be confirmed as a correct record, and signed by Cllr Susman and adopted by the Council

**26/18. Review of Action Plan from above meetings**

The Action plan was **NOTED**.

**27/18 Questions by residents of Shenley Parish**

The chairman welcomed several residents to the meeting

The chairman invited Mr Midson to address the meeting. Mr Midson informed the meeting that there had been another accident on Black Lion Hill today, involving a speeding car that completely flattened a telegraph poll which in turn almost hit 4 runners. Following a lengthy discussion it was **AGREED** that the request for the smiley face camera to be located on Black Lion Hill, be submitted again to County Councillor Morris Bright. Mrs Midson went on to suggest

manning a table at the fete for people to complete letters requesting action be taken to reduce the speed of traffic down Black Lion Hill.

Councillor Susman said he would write an email along with the clerk to County Councillor Bright and will copy in Oliver Dowden MP.

The clerk informed the meeting that a resident had come into The Hub to say that drones were being flown in Harris Lane and were dangerously low.

Finally a letter was NOTED that a resident had sent in complaining about the potholes from Radlett to Shenley. It was AGREED the clerk would scan the letter and send it to Morris Bright as these potholes have previously been reported.

## **28/18. Reports of Committee, Members and Clerk**

### (i) Approve and Adopt Information & Data Protection Policy

Following a proposal and a seconder it was agreed to ADOPT the Code the Information & Data Protection Policy

### (ii) Approve and Adopt Retention & Disposal Policy

Following a proposal and a seconder it was agreed to ADOPT the Retention & Disposal Policy

### (iii) Approve and Adopt Publication scheme

Following a proposal and a seconder it was agreed to ADOPT the Publication scheme.

### (iv) Update of Parish Councillor Election

The Chairman informed the meeting that the election for the Parish Councillor will be taking place on 28<sup>th</sup> June and encouraged everyone to come out and vote.

### (v) Neighbourhood Plan – Update

Councillor Beaton informed the meeting that she and Councillor Gilligan are working frantically to get the Neighbourhood Plan ready for the printers and in turn the public meeting on Thursday 7<sup>th</sup> June. Guy Beaton had kindly proof read the plan. Councillor Gilligan went on to give a further update.

### (vi) Action for a Cleaner Shenley – Update

Cllr Beaton informed the meeting that the Action for a Cleaner Shenley Group had met over the weekend and had collected 14 bags of rubbish. The meeting thanked them for all their efforts.

### (vii) Community Payback Scheme – Update

Councillor Beaton informed the meeting that this is going very well.

### (viii) Harris Lane/Rookery Field

Nothing to report

### (ix) Allotments

The next allotment committee meeting is on Tuesday 26<sup>th</sup> June

- (x) Shenley Fete  
Cllr Beaton had a request from Guy Beaton for as many Councillors as possible to help with the fete over the entire weekend.
- (xi) Media Committee  
A date for the next meeting needs to be set.
- (xii) Police Update  
Nothing to report
- (xiii) Shenley Park Trust  
The meeting were informed that the Park Trust are next meeting at the end of the month. Councillor Susman informed the meeting that the Park Trust will be applying for CIL funding.

### 29/18. Correspondence

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

HCC	News Release – Dangers of Home Drinking
-----	---

### 30/18. 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 proposals.

APPLICATION NO.	ADDRESS	PROPOSED DEVELOPMENT
18/0862/HSE	9 North Avenue, Shenley Hertfordshire, WD7 9DF	Erection of two storey rear extension.
18/0784/VOC	25 London Road, Shenley, Hertfordshire, WD7 9EP	Variation of condition 23 (approved plans) of planning permission 17/0078/FUL - to facilitate amendments to plot 1
18/0807/HSE	13 Wayside, Shenley, Hertfordshire, WD7 9JN	Proposed partial garage conversion with new access door to side and single Storey rear extension.
18/0900/HSE	62 London Road, Shenley, Hertfordshire, WD7 9DY	Installation of a dropped curb for vehicular access.
*18/0965/HSE	4 Southerton Way Shenley Hertfordshire WD7 9LJ	Single storey front and rear extension and conversion of garage to habitable room.
*18/1000/HSE	4 Old Cottages Bell Lane London Colney Hertfordshire	Erection of a single storey rear conservatory.
*18/0991/HSE	12 Russet Drive Shenley Hertfordshire WD7 9RH	Front porch extension - retrospective application

With regards to;

18/0421/FUL	Land Rear Of Summerhill And Northfields, King Edward Road,	Construction of detached 2 storey 4 bed house with accommodation within The roof space with associated landscaping,
-------------	--	--

	Shenley, Hertfordshire,	parking, refuse provision and bike store (revised application). (amended plans received 22/05/18)
--	-------------------------	---

The meeting **DID NOT OBJECT** to this application as long as the conditions covered in Mrs Sankey's letter to Karen Humphries dated 29<sup>th</sup> May 2018 are met.

With regards to;

18/0916/VOC	Thatched Cottage, Silver Hill, Borehamwood, Hertfordshire, WD6 5PW	Application to remove condition 3 (architectural measured survey) of Planning permission 18/0266/LBC
-------------	--	--

The meeting **NOTED** that Councillor Gilligan will be speaking to planning to clarify some points.

(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.)

### 31/18. Financial matters

(I) Accounts for payment - June 2018 meeting

- o The following accounts for the June 2018 meeting were received:

Payment To	Reason	Total Amount
Christmas Illumination Limited	Christmas lights + 4 lamp posts electrics	3840.00
Shenley Village Fete	Stall for Neighbourhood Plan	42.00
Mrs Amanda Leboff	Reimburse monthly Xero payment ( April)	32.40
Mrs Amanda Leboff	Wages	1084.08
HMRC	Payment	201.25
E.ON	The Cage	8.43
Hertfordshire County Council	Stationary	32.60
Banner	printer cartridges	76.78
Shenley Chapel	Hire of Hall for Neighbourhood Plan Public Meeting	120.00
Shenley Chapel	Deposit - Hire of Hall for Neighbourhood Plan Public Meeting	200.00
John O'Conner	Grounds Maintenance	144.00
	<b>TOTAL</b>	<b>5781.54</b>

(II) It was **NOTED** that the monthly budget monitoring report will be approved at the July meeting

(III) It was **NOTED** that the monthly petty cash report will be approved at the July meeting

(IV) Following a proposer and a seconder it was **AGREED** to **APPROVE** the quotation from Gristwood & Toms for the proposed tree works around rookery field area (priced schedule and revised report enclosed) = £2,170.00 + vat @ 20%

- (V) Grant Requests using General Power of Competence: the meeting agreed NOT to give the additional grant to the Open Spaces society
- (VI) The Council **NOTED** that the Internal Audit was carried out on 2<sup>nd</sup> may 2018.
- (VII) The Council **NOTED** and **RECEIVED** the Internal Auditor's Internal Audit report for year ended 31st march 2018.
- (VIII) The Council **REVIEWED** Section 4 of Annual Return (Internal Audit Report)
- (IX) The council confirmed the fidelity insurance cover for 2018/19 was at £150,000.
- (X) The Council **NOTED** and **APPROVED** the Asset Register – disposals and additions.
- (XI) The Council **REVIEWED** and **APPROVED** the earmarked reserves
- (XII) The Council **REVIEWED** and **APPROVED** section 1 of Annual Return (Annual Governance Statement)
- (XIII) The Council **REVIEWED** and **APPROVED** section 2 of annual report (Accounting Statements)
- (XIV) The Council **NOTED** that the Notices of Appointment date for the exercise of elector's rights have been completed and will be displayed on the parish council notice board.
- (XV) Changing Bank for Shenley Parish Council from NatWest To Metro Bank
  - a. Following a proposer and a seconder Shenley Parish Council **RESOLVED** to change the Shenley Parish Council bank account from NatWest to Metro Bank.
  - b. Following a proposer and a seconder Shenley Parish Council **RESOLVED** that Councillor William Susman, Councillor Nicky Beaton, Councillor Anthony Spencer, Councillor Annette Edel, Councillor and Rosemary Gilligan 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.
  - c. 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).
  - d. 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).
  - e. 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.
- (XVI) 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 Nicky Beaton, Councillor

Anthony Spencer, Councillor Annette Edel, Councillor and Rosemary Gilligan 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.

**32/18.**

The meeting ended at 9p.m.

Chairman

**ACTION LIST - TUESDAY 5 JUNE 2018**

<b>PROVISION</b>	<b>ACTION</b>	<b>BY</b>	<b>ACTION</b>
Planning Applications	Letter to Hertsmere Borough Council advising of the Council's opinions.	Clerk	ASAP
Speeding	Chase Highways regarding Speed Survey on Black Lion Hill/ Shenleybury and email County Councillor Morris Bright	Clerk & Cllr Susman	ASAP
Allotments	Contact allotment holder who had bonfire and remind of rules and inform resident this has been done	Clerk	ASAP
Audit	Send completed Audit forms asap	Clerk	ASAP
Community Asset Register	Look into registering the Church of the Good Shepherd as a Community Asset	Clerk & Cllr Gilligan	ASAP