



Shenley Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY, 15 JUNE 2021, AT 7.30PM IN THE VILLAGE HALL, 108 LONDON ROAD, SHENLEY

PRESENT: Councillors Justine Ash, Nicky Beaton, Rosemary Gilligan, Annie Keen, Sharon Madsen, Gavin O'Sullivan, Councillor Anthony Spencer, Natalie Susman and William Susman

In attendance:

- Amanda Leboff, Clerk to the Council
- 30+ members of the public were present via Zoom at its most.

COMMENCEMENT OF PROCEEDINGS

The Chair, Councillor William Susman formally called the meeting to order and welcomed those present both the councillors in person and members of the public viewing via zoom. Cllr Susman explained how the meeting would run and welcomed the new Councillors. Cllr Susman took the opportunity to highlight what has been achieved over his 6 years as Chair. Cllr Susman said he will not be standing as Chair again and wished the new chair the very best of luck.

01/21.22. ELECTION OF CHAIR

Councillor Susman invited nominations for the position of Chair with Councillors Beaton and Gilligan being nominated and duly seconded. Councillor Gilligan did not accept the nomination. Following a vote Councillor Beaton was duly elected. Councillor Beaton confirmed her willingness to act in the capacity of Chair to the Council: -

RESOLVED that councillor Nicky Beaton be appointed chair of the council for the municipal year 2021/2022.

2/21.22 ELECTION OF VICE-CHAIR

Councillor Beaton invited nominations for the position of Vice-Chair with Councillors Keen and Gilligan being nominated and duly seconded. Councillor Keen did not accept the nomination. Following a vote Councillor Gilligan was duly elected. Councillor Gilligan confirmed her willingness to act in the capacity of

Vice - Chair to the Council: -

RESOLVED that councillor Rosemary Gilligan be appointed Vice - Chair of the council for the municipal year 2021/2022.

3/21.22 ABSENCE OF MEMBERS AND DECLARATION OF ACCEPTANCE OF OFFICE

Apologies for absence were submitted from County Councillor Morris Bright. Councillors Beaton and Gilligan 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.

4/21.22 DECLARATIONS OF INTERESTS OF ITEMS ON THE AGENDA



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Councillors Keen, Gilligan and Spencer Declared a Personal Interest in the item concerning Shenley Park Trust. At this point Cllr Keen asked not to renew her association with them.

5/21.22 APPOINTMENT OF COMMITTEES AND WORKING GROUPS 2021/2022

Finance Committee:

The Council RESOLVED: -

That a Finance Committee be appointed for the municipal year 2021/2022 comprising the Chair and Vice-Chair of the Council ex-officio, and Councillors Gavin O'Sullivan, Anthony Spencer and William Susman. Terms of Reference were **APPROVED** and **ADOPTED**.

Allotment Committee

The Council RESOLVED: -

That an Allotment Committee be appointed for the municipal year 2021/2022 comprising of Councillors Rosemary Gilligan, Annie Keen and Natalie Susman, together with five allotment holders and a representative of the Shenley and District Horticultural Society. Terms of Reference were **APPROVED** and **ADOPTED**.

Planning Committee

The Council RESOLVED: -

That a Planning Committee be appointed for the municipal year 2021/2022 comprising of Councillors Justine Ash, Nicky Beaton, Annie Keen, Sharon Madsen, Gavin O'Sullivan and Rosemary Gilligan. Terms of Reference were **AMENDED, APPROVED** and **ADOPTED**.

Staffing Committee

The Council RESOLVED: -

That a Staffing Committee be appointed for the municipal year 2021/2022 comprising of Councillors Annie Keen, Rosemary Gilligan, Sharon Madsen and Anthony Spencer. It was **NOTED** the Terms of Reference would be **AGREED** at the first meeting.

The Council RESOLVED: -

That the following working groups be appointed for the municipal year 2021/2022, 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, Nicky Beaton, Annie Keen, Gavin O'Sullivan, Natalie Susman and William Susman.
- (II) Media Working Group comprising of Cllrs Justine Ash, Nicky Beaton, Annie Keen and members Matt Finn & Dayaram Nakrani.
- (III) Neighbourhood Plan comprising Cllrs Nicky Beaton, Rosemary Gilligan, Annie Keen, Sharon Madsen and Gavin O'Sullivan as the Parish Council representatives.



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6/21.22 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- 2021/2022
- (II) Shenley Park Trust – Councillors Rosemary Gilligan (the period of office expires May 2023) and Sharon Madsen (the period of office expires May 2023).
- (III) Sir Richard Cox's Charity – Councillors Nicky Beaton, Rosemary Gilligan, Natalie Susman and Anthony Spencer together with Mrs Liz Trott.

7/21.22 FINANCIAL REGULATIONS

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

8/21.22 FINANCIAL RISK REGISTER

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

9/21.22 STANDING ORDERS

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

10/21.22 ADOPT CODE OF CONDUCT

Following a proposer and a seconder it was **RESOLVED** to adopt the Code of Conduct for Shenley Parish Council.

11/21.22 NOLAN PRINCIPLES

Following a proposer and a seconder the Nolan Principles were **NOTED**. AT this point it was requested that the Clerk write to HBC monitoring officer to ask what action is taken if the Nolan Principles are not adhered to.

12/21.22 GUIDANCE ON DECLARATIONS OF INTERESTS AT MEETINGS

Following a proposer and a seconder the Guidance on declarations of interests at meetings was **NOTED**.

13/21.22 HEALTH AND SAFETY POLICY

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

14/21.22 INTERNAL FINANCIAL CONTROLS



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

15/21.22 DIRECT DEBITS

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

16/21.22 INFORMATION & DATA PROTECTION POLICY

Following a proposer and a seconder it was **RESOLVED** to adopt the Information and Data Protection Policy for Shenley Parish Council.

17/21.22 RETENTION & DISPOSAL POLICY

Following a proposer and a seconder it was **RESOLVED** to adopt the Retention and Disposal Policy for Shenley Parish Council.

18/21.22 GRANT REWARDING POLICY

Following a proposer and a seconder it was **RESOLVED** to adopt the Grant Rewarding Policy for Shenley Parish Council.

19/21.22 GENERAL POWER OF COMPETENCE

Following a proposer and a seconder it was **RESOLVED** and **CONFIRMED** that Shenley Parish Council has the General Power of Competence

20/21.22 DATES OF MEETINGS OF THE PARISH COUNCIL AND THE PARISH MEETING FOR THE MUNICIPAL YEAR 2021/2022

Dates of Meetings of The Parish Council and The Parish Meeting for The Municipal Year 2021/2022 – (The first Tuesday of the month, unless stated otherwise)

| YEAR 2021 | YEAR 2022 |
|---|---|
| Tuesday 25 May– Annual Parish Council Meeting | Tuesday 4 January |
| Tuesday 15 June | Tuesday 1 February |
| Tuesday 13 July | Tuesday 1 March - Annual Parish Meeting |
| ***** | Tuesday 1 March |
| Tuesday 14 September | Tuesday 5 April |
| Tuesday 5 October | Tuesday 3 May – Annual Parish Council Meeting |
| Tuesday 2 November | ***** |
| Tuesday 7 December | ***** |

(N.B. No meeting Scheduled for August 2021)

21/21.22 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6th April 2021.

RESOLVED that the minutes of the Ordinary Parish Council meeting, held on the 6th of April 2021 be confirmed as a correct record, and to be signed by Cllr Beaton and adopted by the Council.



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22/21.22 REVIEW OF ACTION PLAN FROM ABOVE MEETINGS

The Action plan was **NOTED**.

23/21.22 PUBLIC ISSUES

No questions were received in advance of the meeting.

The meeting took the opportunity to note that Reverend Daniel McCarthy and his family will be leaving Shenley at the end of the month. Thanks were given for the contribution he and his family have made to Shenley and they will be greatly missed. A gift will be given to Reverend McCarthy on behalf of the Parish Council.

24/21.22 REPORTS OF COMMITTEE, MEMBERS AND CLERK

(i) Keep Tidy Signage

The meeting was informed that posters are ready to go to the printer and will be put up in appropriate locations around Shenley.

It was also **NOTED** that the ***DO NOT PARK ON THE GRASS VERGE*** signs will be put along Harris Lane.

(ii) Allotments and Horticultural sheds

The meeting was informed that the Horticultural Society will be closing, and they wish to pass on the 3 sheds at the allotments to the Parish Council. The kind offer was **NOTED**, and it was **AGREED** that a risk assessment needs to be run on the sheds. The Clerk will ask HBC if they can assist in this or advise on who can.

(iii) The Spinney

It was **AGREED** that this will be removed from the agenda.

(iv) Action for a Cleaner Shenley – Update

The meeting was informed that the team have collected to date for May 37.5 bags to date. A total of 293 bags have been collected since January 2021 with 19 bags of recycling, being collected by the 27 volunteers. There is now a Groundwork Team meeting weekly who focus on planting and clearing areas. The meeting thanked the team for their continued hard work.

At this point the meeting discussed the fly-tipping around Shenley. It was **AGREED** that the ACS group would highlight the top spots that would benefit from a wildlife camera to deter fly tipping. Cllr W Susman and the Clerk will purchase cameras once the locations have been identified.

(v) Community Payback Scheme – Update



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The team are hoping to return in June.

(vi) Harris Lane/Rookery Field/Pursley Field

Nothing to report.

(vii) Media Committee

The latest edition of SVM is nearly ready to go to print and will hopefully be delivered the 2nd week of June.

It was **AGREED** that Mr Jacobs will be asked to take new photos of the Councillors, in a covid safe way.

(viii) Shenley Community Activities Group

No events have taken place during Covid and are unlikely to take place until next year. The proposed outdoor cinema event will hopefully take place next summer.

(ix) Police Update

The meeting was informed that the PCSO will be holding a face-to-face initiative on the 5th of June. The police will be prioritising speeding over the next 3 months.

At this point the meeting discussed customer parking at L'Italiana. The owner has been met and is aware of the situation and is trying to assist. It was **NOTED** that the car park belongs to HCC. Other options are currently being looked into. It was suggested that A Boards be erected and displayed near the restaurant asking for considerate parking.

The meeting **NOTED** a complaint by a resident to Highways regarding the condition of Woodhall Lane as a result of building works. It was suggested the resident speak to enforcement at HBC regarding this.

(x) Shenley Park Trust

SPT will be holding their next meeting on 24th June. The meeting **NOTED** that it was a shame that the volunteer group that was initiated by Cllr Beaton when she was on the trust is no longer being utilised.

(xi) Additional dog bins around Shenley

The meeting **AGREED** to continue to lobby SPT regarding additional bins. This will be taken forward by the Parish Council representatives on the Park Trust.

(xii) Neighbourhood Plan Update

The meeting **NOTED** the excellent referendum result, with 94% of voters, voting in favour of the Neighbourhood Plan, which needs to be robustly defended.



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(xiii) Little Library

Thanks were given to the resident who has taken it upon herself to maintain the library. She has also sold some of the excess books with all the money being donated to the Sir Richard Cox Charity. A letter of thanks will be sent. It was also **NOTED** that some of the excess books have also been sent on to other charities.

25/21.22 FINANCIAL MATTERS

- (i) The Accounts for payment for April 2021 were received and it was: -
Following a proposal and seconder, it was: **-RESOLVED** that the monthly Accounts for payment in April 2021 totalling £5,150.51 be **APPROVED**.
- (II) Following a proposal and seconder, it was: **-RESOLVED** that the monthly budget monitoring reports for April 2021 be **APPROVED**.
- (iii) It was **NOTED** that the Petty Cash will be ended at the next Finance Committee meeting
- (iv) Grant Requests using the General Power of Competence: -
None were received.
- (v) The meeting **NOTED** the 'Date of Announcement' for the period of Exercise of Public Rights 2020 was stated on the form as 4th June, but the Period Commenced on the 15th of June (not the 7th) as there was a delay getting the AGAR forms physically signed and these were posted after the date of announcement, but prior to the commencement of the Inspection period.
- (vi) The Council **NOTED** and **RECEIVED** the Internal Auditor's internal audit was carried out on 19th April 2021.
- (vii) Audit - The Council **NOTED** that SPC gave a negative response in respect of Control Objective C. The meeting discussed the matter. (The financial Risk Register for 2021/22 was agreed at tonight's meeting)
- (viii) The Council **REVIEWED** section 4 of Annual Return (Internal Audit Report)
- (ix) The Council confirmed the Fidelity Insurance cover for 2021/22 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) The Council **NOTED** CIL monies
- (xvi) The Council reviewed the costings for repair/replacement to bus shelters at Shenleybury that have been received and **AGREED** that 2 more quotes are needed.

26/21.22 The meeting ended at 9.500p.m.

Chairman

ACTION LIST – 25TH MAY 2021



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| PROVISION | ACTION | BY | ACTION |
|--|---|---------------------------|---------------------|
| Keep Tidy Signage | To be sent to printers | Cllrs Keen & Madsen | ASAP |
| Do Not park on verge | Clerk to print and laminate | Clerk | ASAP |
| Horticultural sheds | Risk assessment to be carried out | Clerk to look into | ASAP |
| ACS Group – wildlife cameras | Location for wildlife cameras to deter fly-tipping to be identified | Cllrs Beaton and Keen | Before June meeting |
| Cllr photos | Mr Jacobs to be asked to take new photos of Cllrs | Clerk | Before June meeting |
| Complaint re: condition of Woodhall Lane | suggested the resident speak to enforcement at HBC regarding this. | Clerk to email resident | ASAP |
| Additional dog bins | Lobby SPT | Cllrs Gilligan and Madsen | ASAP |
| Little Library | Letter of thanks to resident | Clerk | ASAP |
| Bus Shelter repairs/ replacement | 2 more quotes are needed | Clerk | Before June meeting |