



Shenley Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY, 3 MAY 2022, AT 7.30PM, IN THE VILLAGE HALL, 108 LONDON ROAD, SHENLEY

PRESENT: Councillors Justine Ash, Nicky Beaton (Chair), Rosemary Gilligan, *Annie Keen, Gavin O'Sullivan, Natalie Susman and William Susman.

In attendance:

- Amanda Leboff, Clerk to the Council
(* present for part of the meeting)

01/22.23. ELECTION OF CHAIR

Councillor Beaton invited nominations for the position of Chair with Councillor Beaton being nominated and duly seconded. 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 2022/2023.

02/22.23 ELECTION OF VICE-CHAIR

Councillor Beaton invited nominations for the position of Vice-Chair with Councillor Gilligan being nominated and duly seconded. 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 2022/2023.

3/22.23 ABSENCE OF MEMBERS AND DECLARATION OF ACCEPTANCE OF OFFICE

Apologies for absence were submitted from Cllrs Sharon Madsen and Anthony Spencer.

4/22.23 DECLARATIONS OF INTERESTS OF ITEMS ON THE AGENDA

Councillors Gilligan Declared a Personal Interest in the item concerning Shenley Park Trust.

5/22.23 APPOINTMENT OF COMMITTEES AND WORKING GROUPS 2022/2023

Finance Committee:

The Council RESOLVED: -

That a Finance Committee be appointed for the municipal year 2022/2023 comprising the Chair (Cllr Beaton) and Vice-Chair (Cllr Gilligan) 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 2022/2023 comprising of Councillors Justine Ash, Rosemary Gilligan, and Annie Keen, together with five allotment holders.

Terms of Reference were **APPROVED** and **ADOPTED**.



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Planning Committee

The Council RESOLVED: -

That a Planning Committee be appointed for the municipal year 2022/2023 comprising of Councillors Nicky Beaton, Annie Keen, Sharon Madsen, Gavin O'Sullivan, and Rosemary Gilligan. Terms of Reference were **APPROVED** and **ADOPTED**.

Staffing Committee

The Council RESOLVED: -

That a Staffing Committee be appointed for the municipal year 2022/2023 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 2022/2023, 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) Neighborhood Plan Comprising Cllrs Nicky Beaton, Rosemary Gilligan, Annie Keen, Sharon Madsen, and Gavin O'Sullivan as the Parish Council representatives.

6/22.23 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- 2022/2023
- (II) Shenley Park Trust – Councillors Rosemary Gilligan (the period of office expires May 2024) and Sharon Madsen (the period of office expires May 2024).
- (III) Sir Richard Cox's Charity – Councillors Nicky Beaton, Rosemary Gilligan, Natalie Susman and together with Mrs. Liz Trott.

7/22.23 FINANCIAL REGULATIONS

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

8/22.23 FINANCIAL RISK REGISTER

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



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9/22.23 STANDING ORDERS

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

10/22.23 ADOPT CODE OF CONDUCT

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

11/22.23 NOLAN PRINCIPLES

The Nolan Principles were **NOTED**.

12/22.23 GUIDANCE ON DECLARATIONS OF INTERESTS AT MEETINGS

The Guidance on declarations of interests at meetings were **NOTED**.

13/22.23 HEALTH AND SAFETY POLICY

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

14/22.23 INTERNAL FINANCIAL CONTROLS

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

15/22.23 DIRECT DEBITS

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

16/22.23 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.

17/22.23 RETENTION & DISPOSAL POLICY

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

18/22.23 GRANT REWARDING POLICY

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

19/22.23 TREASURY AND INVESTMENT POLICY

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



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20/22.23 BANK SIGNATORIES

Following a proposer and a seconder it was **RESOLVED** to **APROVE** and **CONFIRM** the Bank Signatories for Shenley Parish Council.

21/22.23 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

22/22.23 DATES OF MEETINGS OF THE PARISH COUNCIL AND THE PARISH MEETING FOR THE MUNICIPAL YEAR 2022/2023

Dates of Meetings of The Parish Council and The Parish Meeting for The Municipal Year 2022/2023 – (The first Tuesday of the month, unless stated otherwise)

YEAR 2022	YEAR 2023
Tuesday 3 May- Annual Parish Council Meeting	Tuesday 3 January
Tuesday 7 June	Tuesday 7 February
Tuesday 5 July	Tuesday 7 March - Annual Parish Meeting
*****	Tuesday 7 March
Tuesday 6 September	Tuesday 4 April
Thursday 6 October (small hall)	Tuesday 2 May – Annual Parish Council Meeting
Tuesday 1 November	*****
Tuesday 6 December	*****

(N.B. No meeting Scheduled for August 2022)

23/22.23 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5th APRIL 2022.

RESOLVED that the minutes of the Ordinary Parish Council meeting, held on the 5th April 2022 be confirmed as a correct record, and to be signed by Cllr Beaton and adopted by the Council.

24/22.23 REVIEW OF ACTION PLAN FROM ABOVE MEETINGS

The Action plan was **NOTED** that L'Italiana staff are now using the additional parking spaces by the adjoining houses. The meeting **AGREED** that the parking signage is having a positive effect on parking. It was **NOTED** that Cllr Gilligan will speak to planning regarding the proposed planning permission for additional parking next to the restaurant.

25/22.23 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 26th APRIL 2022

The meeting **NOTED** the minutes of the Planning Committee meeting, held on the 26th April 2022

26/22.23 PUBLIC ISSUES

There were none.

27/22.23 REPORTS OF COMMITTEE, MEMBERS AND CLERK



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(i) HGV Weight Limit

Cllr Gilligan informed the meeting that she had been contacted by a resident regarding the enforcement of the HGV limit through the center of the village. It was **AGREED** the clerk will send an example of signs that are being used in Radlett to see if they can be used in Shenley.

(ii) Fly Tipping - camera installation- Update

Cllr W Susman informed the meeting that 2 cameras are currently live. It was also **NOTED** that each camera has been assigned a councillor to be responsible for it.

(iii) Queens Jubilee

Cllr N Susman informed the meeting that everything has been planned and the committee are finalizing the posters etc. It was **AGREED** Cllr N Susman would ask a local photographer to take photos at the event.

(iv) Borough Councillors Update

Cllr N Susman updated the meeting on the success of the toiletries appeal for the Ukrainians. She has been busy helping individual cases and informed the meeting that Hillcrest field is due to have the repair works begin this week.

(v) Allotments and Horticultural sheds

The meeting was informed that the Horticultural Society has now been dissolved and will be passing any remaining funds on to the Parish Council in lieu of the sheds being taken over. It was suggested that moving forward it may be possible to rent the sheds out.

(vi) Action for a Cleaner Shenley and Groundwork Team - Update

The meeting was informed that in April the team collected 101 bags of rubbish. Year to date 245 bags have been collected. HBC collected 43 bags in April and another 35 bags on the 3rd May. Cllr N Susman is looking into movable banners stating *NO FLY TIPPING*. The groundwork teams work in The Spinney is going well, and the bluebells are flourishing.

(vii) Community Payback Team

The teams are currently working down Black Lion Hill which is going well. Following this they will then start down Woodhall Lane. Following a discussion, it was **AGREED** the clerk would see if there were any best village competitions.

(viii) Harris Lane/Rookery Field/Pursley Field

The meeting was informed the lease has been signed by both parties and returned to the solicitors.

(ix) Harris Lane Pavilion

The redevelopment of the pavilion is moving ahead with Cllr Gilligan looking at quotes.



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(x) Media Committee

The next edition of SVM will be going out in June, with the deadline for articles being 9th May.

(xi) Shenley Community Activities Group

The clerk is looking into the summer trip which will hopefully be on 6th July.

(xii) Police Update

There was no update to report from the police

(xiii) Shenley Park Trust

There was no update to report

(xiv) Village Hall

The meeting was informed that the Village Hall committee are looking into boxing off the stage area, to use as storage, as well as looking into the heating system.

28/22.23 FINANCIAL MATTERS

- i. The Accounts for payment for April 2022 were received and it was: -
Following a proposal and seconder, it was: **-RESOLVED** that the monthly Accounts for April 2022 totaling £9,117.49 be **APPROVED**.
- ii. Following a proposal and seconder, it was: **-RESOLVED** that the monthly budget monitoring reports for April 2022 be **APPROVED**.
- iii. Grant Requests using the General Power of Competence: -
 - Following a proposer and a seconder it was **AGREED** to give Clore Shalom School £1,495.00 towards swimming transportation.

At this point the chair suggested an informal get together for the Councillors. It was **AGREED** this would take place on 5th July following the Parish Council meeting.

29/22.23 The meeting ended at 8.30p.m.

Chair

ACTION LIST - 3RD MAY 2022

PROVISION	ACTION	BY	ACTION
Annual PC Meeting	Inform all outside bodies of which Cllrs will be representing SPC	Clerk	ASAP
Christmas Lights	Quotes to be obtained for putting electrics in 6 additional lamp posts	Clerk	June meeting
SCAG Trip	Look into summer location	Clerk	ASAP
No Fly Tipping Signs	Look into movable banners	Cllr N Susman	ASAP
Best Village Comp	Look to see if any are being run	Clerk	June meeting
HGV enforcement	Sent Highways example of signage	Clerk	ASAP