



## Shenley Parish Council

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY, 7 JUNE 2022, AT 7.30PM, IN THE VILLAGE HALL, 108 LONDON ROAD, SHENLEY

**PRESENT:** Councillors Justine Ash, Nicky Beaton (Chair), Rosemary Gilligan, Sharon Madsen, Anthony Spencer, Natalie Susman and William Susman.

In attendance:

- Amanda Leboff, Clerk to the Council
- 2 members of the public attended in person
- 6 members of the public attended via zoom

#### **30/22.23 ABSENCE OF MEMBERS AND DECLARATION OF ACCEPTANCE OF OFFICE**

Apologies for absence were submitted from Cllrs Annie Keen and Gavin O'Sullivan

#### **31/22.23 DECLARATIONS OF INTERESTS OF ITEMS ON THE AGENDA**

Councillors Gilligan, Madsen, and Spencer declared a Personal Interest in the item concerning Shenley Park Trust as they are Trustees representing the Parish Council (Madsen and Gilligan) and the Borough Council (Spencer).

#### **32/22.23 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 3<sup>rd</sup> MAY 2022.**

**RESOLVED** that the minutes of the Annual Parish Council meeting, held on the 3<sup>rd</sup> May 2022 be confirmed as a correct record, and to be signed by Cllr Beaton and adopted by the Council.

#### **33/22.23 REVIEW OF ACTION PLAN FROM ABOVE MEETINGS**

The Action plan was **NOTED**, and it was **AGREED** that: -

- Further quotes to be obtained for electrics in lamp posts for Christmas lights
- Chase HBC for movable 'No Fly Tipping Banners'
- HGV Enforcement – police to be contacted

#### **34/22.23 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 31<sup>st</sup> MAY 2022**

The meeting **NOTED** the minutes of the Planning Committee meeting, held on the 31<sup>st</sup> May 2022

#### **35/22.23 PUBLIC ISSUES**

The meeting was informed the jubilee benches will be arriving on the 13<sup>th</sup> June

#### **36/22.23 REPORTS OF COMMITTEE, MEMBERS AND CLERK**

##### (i) Highways Update

The meeting **NOTED** the email from Highways highlighting: -

- Rectory Lane PTRO – a draft plan for the proposed waiting restrictions – double yellow lines between London Road and Pound Lane – was agreed ready for the informal public consultation which will start later in the summer. The letter drop area will be those



## Shenley Parish Council

properties fronting onto Rectory Lane and Pound Lane and within the 'triangle' formed with London Road (approximately 40 properties). Depending on the response, the extents could be reduced prior to the formal consultation/public notice.

- London Road (south of Woodhall Lane) – the traffic survey results indicate a poor level of compliance with the 30mph speed limit, so the site does not meet the Speed Management Strategy criteria to qualify for a SID. A suitable location is opposite lamp column 44 between Oak Tree Cottage and Pursley Farm.
- London Road (B5378 through village) – the most recent traffic volume survey in the village centre was in September 2014 so of limited use for current traffic conditions. If you wish to commission a survey this budget year (2022/23) the cost is £300.
- Black Lion Hill HLB funding for additional 'SLOW' markings on the northbound lane has been allocated. Three locations identified: near lamp columns 150 and 152 (approaching 'Longmead'); near lamp column 155 (approaching 'Trees Bank'). Existing road markings between Radlett Lane and Porters Park Drive will be refreshed at the same time.

### (ii) Fly Tipping - camera installation- Update

Cllr W Susman informed the meeting that due to the extent of the stinging nettles he has been unable to install the cameras at the moment.

### (iii) Borough Councillors Update

Cllr N Susman updated the meeting that: -

She has been working with several residents concerning housing association issues.

2 new trees have been planted in Hillcrest field for the jubilee. An unveiling of the trees and their plaques is being organized with the mayor's secretary. Hopefully this can be tied in with the unveiling of the jubilee benches.

A box will be purchased to store the jubilee artwork by the children of Shenley.

At this point the Chair thanked Cllr N Susman for leading the very successful jubilee party and thanked the team who worked on the event as well. It was suggested that vouchers been given to the team as a way of thanks for their hard work.

It was **AGREED** that the winners' pictures from the jubilee competition be put on a page on the website.

Cllr Spencer updated the meeting that: -

He has been working with residents on planning issues



## Shenley Parish Council

He is pushing for the roads in Shenley Park to be improved. He has also asked HBC for money for the work on the Shenley Park Tennis Courts

(iv) Allotments and Horticultural sheds

There was no update to report

(v) Action for a Cleaner Shenley and Groundwork Team – Update

The meeting was informed that in May the team collected 52 bags of rubbish. Year to date 311 bags have been collected. The groundwork teams work in The Spinney is going well.

The meeting discussed the need to a bin to be put at the bus stop at Shenleybury near Harper Lane roundabout. It was **AGREED** that Cllrs will take photos of the rubbish situation at the bus stop to support the need for the bin.

(vi) Community Payback Team

The teams are still working on the Shenleybury path.

The meeting asked if Mr. A Gough would be able to cut back the brambles on Porters Park Drive and the overgrown shrubbery on Newcome Path. It was **AGREED** to try and arrange a site meeting with Mr. A Gough.

(vii) Harris Lane/Rookery Field/Pursley Field

The meeting **AGREED** the football nets in Rookery Field need replacing. Cllr W Susman will look into replacement nets.

(viii) Harris Lane Pavilion

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

(ix) Media Committee

Following a proposer and a seconder it was **AGREED** to approve the quote for the printing the next edition of SVM - £1850.00

(x) Shenley Community Activities Group

The next SCAG trip is to Clacton on Thursday 14<sup>th</sup> July. It was **AGREED** there would only be 1 coach on this trip but there would be 2 coaches for the Christmas trip.

(xi) Police Update

It was **AGREED** that Cllr Ash will speak to the PCSO regarding: -

Moving the CCTV camera to L'Italiana (an additional spur would be required)



## Shenley Parish Council

The lorries driving through the village.

(xii) Shenley Park Trust

See point 36/22.23 (iii). The meeting was also informed that: -

- The next SPT meeting will be at the end of the month
- The tennis court working group is currently getting quotes for the court that is not salvageable and will be replanted as well as for the works to the other courts.

### 37/22.23 FINANCIAL MATTERS

- i. The Accounts for payment for May 2022 were received and it was: -  
Following a proposal and seconder, it was: **-RESOLVED** that the monthly Accounts for May 2022 totaling £8472.12 be **APPROVED**.
- ii. Following a proposal and seconder, it was: **-RESOLVED** that the: -
  - Monthly budget monitoring reports for May 2022 be **APPROVED**.
  - Year to date profit and loss by cost types
  - Profit and Loss with Year to Date, Prior Year and Variance
  - Balance Sheet
  - Statement of Cash Flows
  - Bank reconciliation - Unity Trust Bank
  - Fixed Asset Summary
  - Aged Payables Detail
- iii. Grant Requests using the General Power of Competence: -
  - Following a proposer and a seconder it was **AGREED** to contribute to and purchase 'Two mat windup storage handling unit' for the Shenley Carpet Bowls costing £595 + VAT. Cllr Spencer will contribute £250 from his locality budget and the Parish Council will contribute the remaining £345.
  - Following a proposer and a seconder it was **AGREED** to give £55 to the Shenley Carpet Bowls towards their refreshments.
- iv. The Council **NOTED** and **RECEIVED** the Internal Auditor's internal audit was carried out on 1<sup>st</sup> June 2022.
- v. The Council **RECEIVED** the Internal Auditors Report for year ended 31<sup>st</sup> March 2022
- vi. The Council **REVIEWED** section 4 of Annual Return (Internal Audit Report)
- vii. The Council confirmed the Fidelity Insurance cover for 2022/23 at £150 000.
- viii. The Council **NOTED** and **APPROVED** the Asset Register – Disposals and Additions.
- ix. The Council **REVIEWED** and **APPROVED** the Earmarked Reserves
- x. The Council **REVIEWED** and **APPROVED** Section 1 of Annual Return (Annual Governance Statement)
- xi. The Council **REVIEWED** and **APPROVED** Section 2 of Annual Report (Accounting Statements)
- xii. 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.



## Shenley Parish Council

xiii. The Council **NOTED** CIL monies

At this point the meeting **AGREED** that the Community Governance Review will be added to the agenda. It was also **AGREED** that a Zoom meeting to discuss this will be needed asap.

**38/22.23** The meeting ended at 9.25p.m.

Chair

### ACTION LIST - 7<sup>TH</sup> JUNE 2022

PROVISION	ACTION	BY	ACTION
Wildlife cameras	To be put up	Cllr W Susman	ASAP
Christmas Lights	Quotes to be obtained for putting electrics in 6 additional lamp posts	Clerk	July meeting
External Audit	Send to External auditors and put on website	Clerk	ASAP
Cutting back brambles	Arrange site visit with Mr A Gough	Various	ASAP
Carpet Bowls	Purchase of Two mat windup storage handling unit'	Clerk & Cllr Spencer	ASAP
No Fly Tipping Signs	Look into movable banners	Cllr N Susman	ASAP