



Shenley Parish Council

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY, 16 MAY 2023,
AT 7.30PM, IN THE VILLAGE HALL, 108 LONDON ROAD, SHENLEY**

PRESENT: Councillors Justine Ash, Annette Edel, Rosemary Gilligan (Chair), David Saffer, Jonathan Shaw, *Pavan Sirsi Natalie Susman and William Susman.
In attendance:

- Amanda Leboff, Clerk to the Council (* was duly co-opted on during the meeting)
- 4 members of the public at its most
- 2 members of the public via zoom at its most

01/23.24. ELECTION OF CHAIR

Councillor Gilligan as Vice-Chair and in the absence of the 2022-23 Chair, invited nominations for the position of Chair with Councillor Gilligan being nominated and duly seconded. Following a vote Councillor Gilligan was unanimously duly elected. Councillor Gilligan confirmed her willingness to act in the capacity of Chair to the Council: -

RESOLVED that councillor Rosemary Gilligan be appointed chair of the council for the municipal year 2023/2024. (Acceptance of office form was signed)

02/23.24 ELECTION OF VICE-CHAIR

Councillor Gilligan invited nominations for the position of Vice-Chair with Councillor W Susman being nominated and duly seconded. Following a vote Councillor W Susman was unanimously duly elected. Councillor W Susman confirmed his willingness to act in the capacity of Vice - Chair to the Council: -

RESOLVED that councillor William Susman be appointed Vice - Chair of the council for the municipal year 2023/2024. (Acceptance of office form was signed)

03/23.24 ABSENCE OF MEMBERS AND DECLARATION OF ACCEPTANCE OF OFFICE

Apologies for absence were submitted from Cllr Virginia Gallagher.

04/23.24 DECLARATIONS OF INTERESTS OF ITEMS ON THE AGENDA

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

05/23.24 Co-Option to fill vacant councillor position.

The Chair welcomed the 4 candidates to the meeting. The clerk ran through the co-option procedures. Each candidate was invited to give a 2-minute presentation, after which the Councillors voted, using ballot papers. Pavan Sirsi was duly elected with a clear majority. The chair thanked all the candidates and stressed that it is hoped they will all become involved with the Council. Cllr Sirsi joined the Councillors for the remainder of the meeting.

06/23.24 APPOINTMENT OF COMMITTEES AND WORKING GROUPS 2023/2024

Finance Committee:

The Council RESOLVED: -



Shenley Parish Council

That a Finance Committee be appointed for the municipal year 2023/2024 comprising the Chair (Cllr Gilligan) and Vice-Chair (Cllr W Susman) of the Council ex-officio, and Councillors David Saffer, Jonathan Shaw and Pavan Sirsi. Terms of Reference were **APPROVED** and **ADOPTED**.

Allotment Committee

The Council RESOLVED: -

That an Allotment Committee be appointed for the municipal year 2023/2024 comprising of Councillors Justine Ash, Annette Edel and Rosemary Gilligan, together with five allotment holders.

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

Rental Charges were **APPROVED**.

Planning Committee

The Council RESOLVED: -

That a Planning Committee be appointed for the municipal year 2023/2024 comprising of Councillors Virginia Gallagher, Rosemary Gilligan, David Saffer, Jonathan Shaw and Pavan Sirsi. Terms of Reference were **APPROVED** and **ADOPTED**.

Staffing Committee

The Council RESOLVED: -

That a Staffing Committee be appointed for the municipal year 2023/2024 - membership to be confirmed and Terms of Reference to be agreed at June 2023 Parish Council meeting.

The Council RESOLVED: -

That the following working groups be appointed for the municipal year 2023/2024, 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 – It was **AGREED** this group is no longer required.
- (II) Media Working Group comprising of Cllr Jonathan Shaw and members Guy Beaton, Nicky Beaton and Dayaram Nakrani.
- (III) Neighborhood Plan Comprising Cllrs Virginia Gallagher, Rosemary Gilligan, David Saffer, Jonathan Shaw, Pavan Sirsi and William Susman as the Parish Council representatives.

7/23.24 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 Annette Edel- 2023/2024
- (II) Shenley Park Trust – Councillors Jonathan Shaw and William Susman (the period of office expires May 2025)
- (III) Sir Richard Cox's Charity – Councillors Justine Ash, Annette Edel and Natalie Susman and



Shenley Parish Council

together with Mrs. Nicky Beaton and Mrs. Liz Trott.

8/23.24 FINANCIAL REGULATIONS

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

9/23.24 FINANCIAL RISK REGISTER

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

10/23.24 STANDING ORDERS

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

11/23.24 ADOPT CODE OF CONDUCT

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

12/23.24 NOLAN PRINCIPLES

The Nolan Principles were **NOTED**.

13/23.24 GUIDANCE ON DECLARATIONS OF INTERESTS AT MEETINGS

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

14/23.24 HEALTH AND SAFETY POLICY

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

15/23.24 INTERNAL FINANCIAL CONTROLS

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

16/23.24 DIRECT DEBITS

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

17/23.24 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.

18/23.24 RETENTION & DISPOSAL POLICY



Shenley Parish Council

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

19/23.24 PUBLICATION SCHEME

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

20/23.24 GRANT REWARDING POLICY

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

21/23.24 TREASURY AND INVESTMENT POLICY

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

22/23.24 BANK SIGNATORIES

Following a proposer and a seconder it was **RESOLVED** to **APPROVE** and **CONFIRM** the Bank Signatories for Shenley Parish Council. Following a **PROPOSER** and **SECONDER** it was **AGREED** that Cllr Pavan Sirsi will become the third signatory along with Councillors Gilligan and W Susman.

23/23.24 SCHEME OF DELEGATION

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

24/23.24 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

25/23.24 DATES OF MEETINGS OF THE PARISH COUNCIL AND THE PARISH MEETING FOR THE MUNICIPAL YEAR 2023/2024

Dates of Meetings of The Parish Council and The Parish Meeting for The Municipal Year 2023/2024 – (The first Tuesday of the month, unless stated otherwise) - (N.B. No meeting Scheduled for August 2023)

YEAR 2023	YEAR 2024
Tuesday 16 May– Annual Parish Council Meeting	Tuesday 2 January
Tuesday 6 June	Tuesday 6 February
Tuesday 4 July	Tuesday 5 March - Annual Parish Meeting
*****	Tuesday 5 March
Tuesday 4 September	Tuesday 2 April
Tuesday 3 October	Tuesday 7 May – Annual Parish Council Meeting
Tuesday 7 November	*****
Tuesday 5 December	*****

Page 4



Shenley Parish Council

26/23.24 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4th APRIL 2023.

RESOLVED that the minutes of the Ordinary Parish Council meeting, held on the 4th April 2023 be confirmed as a correct record, and to be signed by Cllr Beaton and adopted by the Council.

27/23.24 REVIEW OF ACTION PLAN FROM ABOVE MEETINGS

The Action plan was **NOTED**. It was **AGREED** that the Clerk and Cllrs W Susman and Gilligan will meet to discuss the pavilion. It was **AGREED** that the clerk and Cllr N Susman would meet to discuss a memorial for the late Cllr Spencer.

28/23.24 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 25th APRIL 2023

The meeting **NOTED** the minutes of the Planning Committee meeting, held on the 25th April 2023

29/22.23 PUBLIC ISSUES

The clerk read out the following questions that had been sent for the newly appointed chair: -

- Will the Chair give an assurance that they will robustly support the Parish Planning Committee in their opposition to Shenley Parish planning applications that do not conform with the award winning Shenley Neighbourhood Plan. – **The Chair replied YES.**
- Will the Chair also continue the fight to get Hertsmere Planning Officers to use the Shenley Plan Checklist and also encourage applicants to use it and engage with Shenley Parish Council throughout the planning process? **The Chair replied YES.**
- Will the Chair ensure that should there be no engagement with applicants that the Chair will facilitate the contacting of the applicants directly to try to start a dialogue with Shenley Parish Council? **The Chair replied YES, in conjunction with the Planning Committee.**

The Chair went on to say that she can be relied on to liaise with the head of HBC planning as and when necessary and will continue to have monthly meetings with him.

The chair informed the meeting of a question she had received regarding the proposed development to the land south of Shenley, which will be going to appeal on the 22nd August. The meeting **AGREED** that the clerk will write to Aldenham Parish Council, as the proposed development falls within their boundary, and suggest they consider contacting the planning inspectorate and join HBC as a Rule 6 Partner. Shenley Parish Council have already objected to the application.

30/23.24 REPORTS OF COMMITTEE, MEMBERS AND CLERK

(i) Defibrillator

The meeting **NOTED** the email sent in by a resident regarding defibrillators in Shenley. Councillor Ash informed the meeting that the Church of The Good Shepherd does not have a defibrillator on site. She has written an article for Shenley Village Matters with details about where the 2



Shenley Parish Council

defibrillators in Shenley are located. It was **AGREED** that the clerk will contact the British Heart Foundation to see if they recommend having a certain number of defibrillators in an area. It was **NOTED** that if 999 are called then they will always talk through how to use the defibrillator and the details of how to access the nearest one. The resident will be replied to.

(ii) Borough Councillors Update

Cllr N Susman informed the meeting that she will be on the HBC Planning Committee and has attended the relevant training.

(iii) Allotments and Horticultural sheds

It was **NOTED** that a meeting date is to be sent out.

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

The meeting was grateful to Nicky Beaton for continuing with the ACS and Groundwork groups.

(v) Community Payback Team

The meeting was grateful to Annie Keen for continuing to be the liaison between the Parish Council and the Community Payback supervisor.

(vi) Harris Lane/Rookery Field/Pursley Field

Nothing to report.

(vii) Harris Lane Pavilion

Cllrs Gilligan, W Susman and the clerk will meet to discuss.

(viii) Media Committee

The meeting was reminded that articles for the next edition of SVM needed to be sent in asap.

(ix) Shenley Community Activities Group

The meeting was informed that the next trip is to Broadstairs on Wednesday 12th July. Only one coach has been booked as previously agreed.

(x) Police Update

Councillor Ash informed the meeting that she had been in contact with PCSO Ramdeen and will send him the dates of future Parish Council meetings in order for him to attend.

(xi) Shenley Park Trust

There was no update to report

31/23.24 FINANCIAL MATTERS

- i. The Accounts for payment for April 2023 were received and it was: -
Following a proposal and seconder, it was: **-RESOLVED** that the monthly Accounts for



Shenley Parish Council

April 2023 totaling £23,142.48 be **APPROVED**.

- ii. Following a proposal and seconder, it was: **-RESOLVED** that the monthly budget monitoring reports for April 2023 be **APPROVED**.
- iii. Grant Requests using the General Power of Competence: -
There were none.

At this point it was suggested an informal get together for the Councillors. It was **AGREED** this would take place on 6th June following the Parish Council meeting.

32/23.24 The meeting ended at 9.20p.m.

Chair

ACTION LIST – 16TH MAY 2023

PROVISION	ACTION	BY	ACTION
Annual PC Meeting	Inform all outside bodies of which Cllrs will be representing SPC	Clerk	ASAP
June Agenda	Christmas Lights Staffing Committee	Clerk	June meeting
SCAG Trip	Send out letters for summer trip	Clerk	ASAP
Unity Trust Bank	Add Cllr Pavan as signatory	Clerk	ASAP
Pavilion	Cllrs W Susman, Cllr Gilligan and Clerk to meet to discuss	Various	ASAP
Land to the South of Shenley	Write to Aldenham PC regarding Rule 6 party	Clerk	ASAP
Defibrillator	Contact British Heart Foundation Contact resident	Clerk and Cllr Ash	June meeting
Allotment Committee	Set date for next meeting	Clerk	June meeting
Police	Send dates of future Council meetings to PCSO Ramdeen	Cllr Ash	ASAP