

Shenley Church End Parish Council Meeting

Monday 14 January 2019 @ 7:15pm

Councillors Present:

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| Stuart Nightingale | SN |
| Ray Merrin | RM |
| Shaffiq Bostan | SB |
| Steve Weller | SW |
| Irving Nicol | IN |
| Chrissy Ashby | CA |
| Christina Johnson | CJ |
| Bethan Norfor | BN |

Also Present:

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| Jane Munn | JM |
| Diana Horsley | DH |

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| 19001 | To receive and accept apologies | |
| | Apologies were received from Councillor David Tunney | |
| 19002 | Declarations of interest | |
| | There were no declarations of interest | |
| 19003 | Questions and comments from members of the public | |
| | There were no members of the public present | |
| 19004 | Approval of minutes and updates | |
| | The minutes from 10 December were approved and no actions were outstanding | |
| 19005 | Policing update | |
| | The details relating to the crimes within the Loughton Parish area had been circulated prior to the meeting. Concern was raised regarding the use of car parks in the area for potential drug dealing SW enquired whether the figures included the break ins towards the end of December on business premises in Shenley Church End. It was Resolved to make enquires with PC Nisbet | JM |
| 19006 | To consider PCSO levels within the Parish | |
| 19006-1 | Following notification that there is no designated PCSO/PC cover within the parish concern was raised that once again the area was being neglected. PCSO not in the area suggest that there will be no specific cover until April. It was Resolved to highlight the parishes concern by writing to TVP and the Police & Crime Commissioner | JM |
| 19006-2 | It was Resolved to also express concern to the Ward Councillors for the parish. | JM |
| 19007 | To receive Ward Councillor reports | |
| | No reports were circulated prior to the meeting and no Ward Councillors were present A report from Councillor Brown was circulated following the meeting | |

Signed _____

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| 19008 | To receive reports | | | | | | | | | | | | | | | | | | | | | | |
| 19008-1 | Medbourne report had been circulated prior to the meeting and the contents were noted. JM advised that companies had been contacted regarding the glulam beam work and responses were coming through. | Ranger | | | | | | | | | | | | | | | | | | | | | |
| 19008-2 | Rangers report had been circulated prior to the meeting and the contents were noted. Following concerns in relation to potential drug issues it was Resolved to make a manual record of waste collected in areas of concern to assist with requests for support | | | | | | | | | | | | | | | | | | | | | | |
| 19008-3 | Clerks report had been circulated prior to the meeting and the contents were noted | | | | | | | | | | | | | | | | | | | | | | |
| 19009 | Reports on additional meetings | | | | | | | | | | | | | | | | | | | | | | |
| | IN advised that the new signs at Crownhill meeting place have been put in place. The booking details are clearly shown as discussed in the meeting with MKC and Hertsmere representatives | | | | | | | | | | | | | | | | | | | | | | |
| 19010 | Landscaping 2020 | | | | | | | | | | | | | | | | | | | | | | |
| | Following a meeting to discuss the landscaping option from 2020 and the response from the consultation the recommendation to council is for landscaping to remain the responsibility of MKC It was Resolved to leave landscaping with MKC and to look into top up options once a new contractor has been appointed | JM | | | | | | | | | | | | | | | | | | | | | |
| 19011 | To consider planning applications | | | | | | | | | | | | | | | | | | | | | | |
| 19011-1 | The following planning applications were considered: 18/02998 Stanwyck Lane – Concern was raised regarding the loss of onsite parking | JM | | | | | | | | | | | | | | | | | | | | | |
| 19011-2 | 18/03040 Keel Way - No concerns were raised | | | | | | | | | | | | | | | | | | | | | | |
| 19011-3 | 18/02863 Wyman Close – No concerns were raised | | | | | | | | | | | | | | | | | | | | | | |
| 19012 | To consider recommended documents | | | | | | | | | | | | | | | | | | | | | | |
| 19012-1 | It was Resolved to adopt the Investment | JM | | | | | | | | | | | | | | | | | | | | | |
| 19012-2 | It was Resolved to accept the updates to the Reserves policy the reserve pots would be reviewed by the finance group and any suggested amendments fed back to council at a later point | JM | | | | | | | | | | | | | | | | | | | | | |
| 19012-3 | The Financial Risk document was reviewed. It was Resolved to make no changes at this point. However, the document would be reassessed once the Oxley Park transfer was complete. | JM | | | | | | | | | | | | | | | | | | | | | |
| 19013 | To consider financial matters | | | | | | | | | | | | | | | | | | | | | | |
| 19013-1 | The following payments were noted and approved: | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Salaries</td> <td>January</td> <td>£6,360.32</td> </tr> <tr> <td>Pension</td> <td>January</td> <td>£2,383.70</td> </tr> <tr> <td>PAYE</td> <td>January</td> <td>£1,735.80</td> </tr> <tr> <td></td> <td></td> <td>£50,000.0</td> </tr> <tr> <td>Nationwide</td> <td>95-day notice account</td> <td>0</td> </tr> <tr> <td>Dominic Fung</td> <td>Meet & Greet</td> <td>£50.00</td> </tr> <tr> <td>Pro Kleen</td> <td>Cleaning Cartshed</td> <td>£112.50</td> </tr> </table> | Salaries | January | £6,360.32 | Pension | January | £2,383.70 | PAYE | January | £1,735.80 | | | £50,000.0 | Nationwide | 95-day notice account | 0 | Dominic Fung | Meet & Greet | £50.00 | Pro Kleen | Cleaning Cartshed | £112.50 | |
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| | Brooknight | Lock up Medbourne | £534.60 | |
| | Pericom | Anti-Virus Q4 | £32.40 | |
| | Oakley | Windows Cartshed | £30.00 | |
| | Motus | Grant | £500.00 | |
| | 1st Oxley park Brownies | Grant | £500.00 | |
| | Bespoke Media | Newsletter | £2,399.20 | |
| | Serco | Bins Cartshed Q4 | £109.98 | |
| | Dyno Rod | Medbourne toilets | £420.00 | |
| | Ray Brown Tree care | Crownhill allotments | £1,400.00 | |
| | Beech Garden | Office landscape | £60.00 | |
| | Freeman Cleaning | Windows Medbourne | £55.20 | |
| | Qtac | Payroll December | £26.46 | |
| | Warners | Bins December | £720.00 | |
| | SGS | Grounds Medbourne | £1,128.00 | |
| | Pro Kleen | Cleaning Medbourne | £1,038.70 | |
| | IAC Audit | Interim Audit | £420.00 | |
| | Pericom | Maintenance Contract & remote Back up | £2,474.02 | |
| | Brooknight | Annual key holding Cartshed | £390.00 | |
| | Pure Washrooms | Washroom service Cartshed | £240.00 | |
| | Pure Washrooms | Washroom service Medbourne | £3,702.00 | |
| | Expenses | Jane Munn | £38.04 | |
| 19013-2 | It was noted that the bank statements and associated reconciliation reports have been checked and signed | | | |
| 19013-3 | It was Resolved that the proposed budget be accepted | | | |
| 19013-4 | It was Resolved to increase the precept by 2% per band D property to £71.40 per annum. The overall precept figure will be an increase of 3.20% to £328,574 | | | JM |
| 19014 | Correspondence received | | | |
| 19014-1 | Following confirmation relating to the Cambridge & Counties bank account it was Resolved to opt for a 5-year account | | | JM |
| 19014-2 | It was Resolved to instruct Heaton Design and Engineering to assist with the preparation of a tender in relation to the boiler replacement at Medbourne Pavilion | | | JM |

Signed _____

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| | PART 2 - The Public Bodies (Admissions to Meetings) Act 1960 as amended – Exclusion of Press and Public – The Parish Council resolve to exclude the press and public from the remainder of the meeting due to the confidential matters to be discussed | |
| 19015 | HR group update | |
| 19015-1 | SN provided an update from the HR meeting last week | JM |
| 19015-2 | It was Resolved to accept the recommendations from the HR group in regard to salary increments following the completion of the staff appraisals. The salary sheet was signed by the Chairman. | |
| 19015-3 | A review of the relevant job descriptions will be undertaken once Oxley Park Community Centre has been taken on | |
| 19015-4 | An increase in hours will be investigated for the Pavilion Manager once Oxley Park Community Centre is taken on | |

SW will not be present in Feb

Signed:.....Chair

Signed:.....Clerk

Date:.....