

# Shenley Church End Parish Council Meeting Minutes

14 June 2021 @ 7:30pm  
Virtually Via Zoom Conferencing

Councillors in Attendance:           Christina Johnson                   Chrissy Ashby  
  Pam Loose                            Shaffiq Bostan  
  Ekkehard Thumm                   David Tunney  
  Ian Pearce                           Shikha Puri  
  Pooja Agarwal

Also in Attendance:                   Jane Munn

**21058      To consider co-option to the council**

Following attendance at the last 3 meetings residents Ian Pearce and Shikha Puri have expressed an interest in joining the council.

It was proposed by Councillor Johnson and seconded by Councillor Tunney to co-opt Ian Pearce to Crownhill Ward

It was proposed by Councillor Johnson and seconded by Councillor Loose to co-opt Shikha Puri to the Shenley Wood Ward

Councillor Johnson invited each new Councillor to introduce themselves.

It was **Resolved** to co-opt to the vacancies on the Crownhill & Shenley Wood wards.

As this is a remote meeting all paperwork will be provided and signed as soon as possible after the meeting.

**21059      To accept the minutes from the last meeting**

The minutes from 5 May were approved as an accurate record.

Those not present at the previous meeting agreed to be part of the WhatsApp group.

**Actions**

To set up a WhatsApp group for those Councillors in agreement with 2 administrators

**21060      Declarations of interest in items on the agenda**

There were no declarations to be made.

Apologies were accepted from Councillors Cooper, Brewis, Norfor, Weller, Morla and D'Souza

**21061      To accept comments and questions from members of the public (15 minutes)**

There were no members of public present.

**21062      To note the Policing update**

The update was circulated prior to the meeting. Concern was raised over the number of road traffic offences across the Loughton Park area. PCSO Capstick and Groves have been invited to attend the July meeting and will be in attendance subject to shifts and work schedules.

Signed: \_\_\_\_\_

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## **Actions**

To ask if there was any known reason for the increase in road traffic offences

### **21063 To receive Ward Councillor reports**

None were received and no Ward Councillors were present.

### **21064 Update from external meetings**

Notes had been provided from the landscaping meeting prior to the meeting. There will also be a presentation at the Parishes Forum on the proposals being considered. A delegated decision is to be made in July which will provide the councils chosen option. It was recommended that a working party should look at the proposals and consider options available to the parish.

Councillor Johnson provided an update on the V2 meeting. There were considerable concerns raised about the impact of parking in Grange Farm and the use of the streets for pick up and drop off and the safety of children going to/leaving the school. The minutes and responses to questions raised on the night from the V2 meeting would be circulated as soon as possible.

An update about the proposed work in the play areas across the parish had been circulated. More information would be provided as it became available

A meeting with MKDP and residents had been positive regarding the enquiry to use the land behind the Cartshed for a sensory garden. Further proposals to be prepared and a formal request put forward.

## **Actions**

A working party to look at landscaping options will be organised.

The minutes and questions from the V2 meeting will be circulated as soon as possible.

A formal request for use of the MKDP land will be put forward.

### **21065 To consider reports and recommendations**

The clerks report had been circulated prior to the meeting and was noted.

It was agreed that a solution to the ongoing problems with the sky lights and blinds in the meeting room needs to be found.

### **21055-1**

An update on the defibrillator project was provided. These would be in place as soon as the electrical work is completed. Sainsburys has agreed to have one outside their building in Shenley Church End. NiftyLift have offered to pay for the electrical installation work at Oxley Park and Medbourne.

### **21055-2**

A rough proposal of costs vs income had been circulated for Crownhill Meeting Place. Residents have been asked whether they would use the facility in the evenings or for parties if it became available via the newsletter. We will also be doing a Facebook post to ask the same thing.

## **Actions**

To ensure Nifty Lift is formally acknowledged for their support in the defibrillator project.

To set up a working group to look at the Crownhill proposition.

Signed: \_\_\_\_\_

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**21066 Planning**  
**21/01540 Bodiam Close Single storey rear extension loft conversion with rear dormer and part garage conversion**

No objections. Neighbours concerns should be taken into consideration

**Alcohol licence – 5 Ayrton Close**

No objections. It was noted that the application states no sales from door. This must be enforced and vehicles for delivery and collections should be appropriate for the residential location.

**Actions:**

It was **Resolved** to respond to the applications as agreed.

**21067 Financial matters**

The payments authorised to the end of May are below:

Imperative Training	Defib Pads (Christ the Sower)	£147.60
Expert Security	CCTV Camera work	£84.00
Warners	Crownhill Fence	£2,820.00
Warners	Bins April	£748.80
Warners	Allotment paths April	£168.00
CME	Heating repairs & replacements Oxley	£3,522.00
	Replacement 10 flush, 2 ball valves & service equilibrium valves	£500.00
BR Mead	Cleaning all sites	£1,795.29
SGS	Grounds maintenance Medbourne	£1,152.00
Neal Landscapes	Grounds Oxley	£66.00
Qtac	Payroll April	£31.75
Pericom	April & May IT supply	£869.96
Amazon	Paper	£39.92
RTM	Trough repair Powis Lane	£132.00
Brooknight	April security Medbourne	£502.20
Salaries	May	£8,263.80
HMRC	May	£2,228.66
Pension	May	£3,227.41
Access Solutions	Door replacement	£1,644.96
Krystal Hygiene	Cleaning items	£207.93
Pericom	SSL Server Certificate	£180.00
Oakley	Windows Cartshed	£30.00

The payments authorised to date in June are as follows:

Rapid Secure	Securing Medbourne following attempted break in	£234.00
Amazon	New poles and orange fencing	£155.96

Signed: \_\_\_\_\_

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Neal Landscape	Landscaping Oxley	£66.00
Prokleen	May cleaning all sites	£1795.29
Warners	Allotment Work & Bins	£3448.80
Qtac	Payroll May	£31.75
CME	Boiler service Medbourne	£284.40
SGS	Grounds Medbourne	£1152.00
Payroll June		£8,263.80
Pension June		£3227.41
HMRC June		£2228.66
Janus Solutions	PATesting all sites	£277.20
Oakley	Windows Cartshed	£30.00

**21067-1** The proposal for additional cameras and the relocation of existing at Medbourne had been circulated and was discussed. It was **Resolved** to go ahead with 2 x microphones

**21067-2** The auditor report had been circulated following the internal audit on Monday 7 June. The annual accounting statements and annual governance statements were noted by all Councillors and the audit comments and responses were noted.

**21067-3** Following the audit report the amendment to the asset register to include the 2-year bond was noted.

**21067-4** The paper on the replacement external doors was noted. It was agreed that the work should go ahead with contractor C and that reserves would be used to cover the cost if funding were not available. This was to go ahead as soon as possible.

**Actions:**

It was **Resolved** to instruct the security company to go ahead with the security proposal with an increase to 2 microphones.

It was **Resolved** to accept the annual governance and accounting statements and refer for approval at the meeting on 16 June.

It was **Resolved** to agree the responses to the audit comments and refer for confirmation at the meeting on 16 June.

It was **Resolved** to go ahead with the replacement doors using contractor C.

Signed: ..... Chair

Signed: ..... Clerk

Date: .....

Signed: \_\_\_\_\_