

Shenley Church End Parish Council Meeting

Monday 14 January 2019 @ 7:15pm

Councillors Present:

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:

Jane Munn	M
Diana Horsley	DH

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 the 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	

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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			
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 policy	JM		
19012-2	It was Resolved to accept the updates to the Reserves policy The reserves pots would be reviewed by the finance group and any suggested amendments fed back to full 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:			
	Salaries		January	£6,360.32
	Pension		January	£2,383.70
	PAYE		January	£1,735.80
	Nationwide		95 day notice account	£50,000.00
	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 Treecare	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% at £328,184			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 & Engineering to assist with the preparation of a tender in relation to the boiler replacement at Medbourne Pavilion			JM

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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 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 of hours will be investigated for the Pavilion Manager once Oxley Park Community Centre is taken on	

Signed:.....Chair

Signed:.....Clerk

Date:.....

Signed:_____