

St. Albans Parish Council

Minutes of the Parish Council Meeting

Action

Held at Oakwood Academy, Bewcastle Road, Warren Hill on 26th June 2018 at 7.30 p.m.

Membership

Councillors:

Jason King	Chair
Tammy Bisset	Vice Chair
Cal Bryant	
John Clark	
Pat Clark	
Keith Eddyshaw	
Mike Robinson	
Carole Wilson	
Peter Wilson	

Councillors Absent are marked 'A'

Also in Attendance

Gary Long	Locum Clerk to the Council
3 members of the public	

2018/013 Apologies for Absence

There were no apologies for absence.

2018/014 Declarations of members' interests

Councillor Cal Bryant declared a pecuniary interest in Item 6.5 as his business provides the IT support for the Council.

2018/015 Minutes of previous meeting

The minutes of the Parish Council meetings held on the 15th May, 2018 were approved as a true and accurate record and signed by the Chair of the Council.

2018/016 Update on Actions

The Clerk reported that the opening of the bank account was in progress. All other actions agreed at the last meeting had been completed.

2018/017 Parishioners questions/statements

The following issues were raised:

1. Trees on Woodchurch Road which have a Tree Protection Order have been cut down.
2. Trees on the footpath by Warren Academy are overgrown.



3. The grit bin at the bottom of Grampian Drive is broken.

2018/018 Financial matters

Various financial papers had previously been circulated and were considered:

1. Internal Audit Report Bestwood St. Albans PC 2017/18

The Internal Audit Report, attached, was noted.

Clerk

2. Annual Governance Statement Bestwood St. Albans PC 2017/18

The Annual Governance Statement Bestwood St. Albans PC 2017/18 was completed and signed.

Clerk

3. Annual Accounts Bestwood St. Albans PC 2017/18

The Annual Accounts for Bestwood St. Albans PC 2017/18, attached, were noted.

4. Annual Accounting Statements Bestwood St. Albans PC 2017/18

The Annual Accounting Statements for Bestwood St. Albans PC 2017/18 were confirmed and signed.

Clerk

5. Budget 2018/19

The 2018/19 budget for St. Albans Parish Council, attached, was agreed.

2018/019 Reports from Parish, Borough and County Councillors

Councillor Cal Bryant was unhappy with the standard of mowing by Gedling Borough Council on Muirfield Park. In particular the corners were not being cut.

2018/020 Meetings 2018/19

A paper outlining a possible pattern of meeting, with dates, had previously been circulated.

Resolved:

1. To hold meetings on the dates and at the venues set out below.
2. Councillor Keith Eddyshaw agreed to approach Emmanuel Church to see if the meeting on 31st July 2018 could be held there as Oakwood Academy will be closed on that date. Councillor Eddyshaw



2018/21 New Councillor Training

The Clerk reported that he had held discussions with Notts ALC regarding training for new councillors for the whole Council at a cost of up to £250, which should be added to the budget.

Resolved: To request that Notts ALC deliver a 'new councillor' training session for Clerk the whole Council on either 4th or 11th October at a cost of up to £250, to be added to the budget.

2018/022 New Clerk

The current (locum) clerk reported:

1. He does not wish to continue as clerk beyond September.
2. The Parish Council cannot legally indefinitely continue to employ a locum clerk.
3. This appointment should, therefore, be a permanent appointment and should be advertised publically.

A paper had previously been circulated. This was discussed.

Resolved:

1. A panel consisting of Councillors Tammy Bisset, Cal Bryant and Jason King is set up to oversee this process and have approval to make an appointment. The Clerk to support the process.
2. The panel should bring a report to the July meeting covering: clerk job description, conditions of work (including pay grade), hours of work, advertising (content and where advertised), person specification/shortlisting & appointment criteria, shortlisting/appointment panel and timetable.
3. The job should be advertised in August/early September to enable the appointee to start by the September meeting.
4. Consideration should be given by the panel to the induction, training and support for the new clerk including, if considered helpful, advice and mentoring from the outgoing clerk or equivalent for the first 6 months.

Councillors
Bisset,
Bryant,
and King,
and
Clerk

2018/023 Planning application process

Gedling Borough Council had recently announced that paper copies of planning applications would only be sent out to parish councils for applications that were for one entire house or more unless there were special circumstances, in which case a special request could be made.

Clerk



A paper outlining a suggested process for considering planning applications had previously been circulated. This was discussed and agreed. Concerns were raised that the new process did not allow for sufficient consultation with local residents. Councillors Cal Bryant and Mike Robinson agreed to look at alternatives.

Resolved:

1. To adopt the process set out below.
2. Councillors Cal Bryant and Mike Robinson to look at alternatives and report back to Parish Council.

2018/024 Lengthsman process

A paper outlining a suggested process for submitting requests for the lengthsman had previously been circulated..

Resolved:

1. All requests will be made to the Clerk who will submit requests to Ravenshead All Parish Council.
2. Requests will not be unreasonably refused. Clerk
3. The Clerk to report regularly to Parish Council on activity. Clerk

2018/025 Lengthsman - disposal of green waste

The work undertaken by the Lengthsman often produces green waste.

The Clerk at Ravenshead Parish Council (who administers the scheme) has contacted the clerks who participate in the scheme:

“Having now spoken with both Gedling Borough Council and Nottinghamshire County Council they have advised me that there is no provision for the collecting of green waste produced by the Lengthsman carrying out his role within each Parish.

Therefore the only thing I can suggest that each Parish has a drop off point where green waste can be dropped off and brown bins purchased ??

I am open to other suggestions but the local recycling depots are strictly for domestic green waste only.”

Resolved:

1. The Clerk to contact Nottinghamshire County Council and the Clerk at Ravenshead Parish Council to obtain more information and report back to Parish Council. Clerk



2018/026 Installation of grit bins, bench and noticeboard

The Parish Council has a 4 grit bins, 2 benches and a notice board in store.

Resolved:

1. To submit a planning application for a notice board on Muirfield Park. Clerk
2. Councillors Pat Clark and Mike Robinson to talk to Gedling Borough Council regarding the siting of the 2 benches and report back to Parish Council. Councillors Clark and Robinson
3. Councillors Jason King and Mike Robinson to talk to Gedling Borough Council regarding the siting of the 4 grit bins and report back to Parish Council. Councillors King and Robinson

2018/027 Parish Council Forms

Any organisation uses a number of forms. Some of these are purely for internal use and others are also used and/or seen by people from outside the organisation.

Bestwood St. Albans Parish Council used a number of forms which might be useful for St. Albans Parish Council.

Resolved:

1. The Clerk designs all 'internal use only' forms as necessary. Clerk
2. The Register of Interests form continues to follow the Gedling Borough Council format.
3. Councillor Cal Bryant and the Clerk redraft the Grant Request Form and report back to Parish Council. Councillor Bryant and Clerk

2018/028 Parish Council Property

Councillor Mike Robinson reported that he has in his possession 20 large poppies for lamp posts and 14 'T' dead end overlays ready to be put onto road signs. This was noted.

Resolved:

Councillor Robinson to discuss the road signs with Gedling Borough Council. Councillor Robinson



2018/029 List of current issues

A current list of issues produced by Gedling Borough Council was briefly considered. It was noted that it included the 'history' of each issue. Councillors Mike Robinson and Peter Wilson agreed to meet with Gedling Borough Council to get the 'history' removed from the list.

Resolved: Councillors Mike Robinson and Peter Wilson agreed to meet with Gedling Borough Council to get the 'history' removed from the list.

Councillors
Robinson
and
P Wilson

2018/030 Youth bus and or play bus for the Warren Hill / Deer Park areas

Members felt that the provision of a youth bus and/or a play bus in the Warren Hill and/or Deer Park areas would be beneficial. It was unclear what, if anything, this might cost. Before going ahead, further consideration would also need to be given to which legal power would enable the Parish Council to fund this activity.

Resolved: Councillors Keith Eddyshaw and Mike Robinson to obtain more information on provision and costs, and report back to Parish Council.

Councillors
Eddyshaw
and
Robinson

2018/031 Date, time and location for the next Parish Council Meeting

Resolved: The next meeting will be Tuesday 31st July, 6.30 p.m. venue to be confirmed.

Post Meeting Note: Emmanuel Church Hall, Behind 10 Church View Close, Arnold, Nottingham.

There being no further items of business, the Chair thanked everyone for their contributions and closed the meeting at 8.36 p.m.



31.08.18

Meetings 2018/19

The Parish Council should set the following dates for the remainder of 2018/19:

31st July 2018

August: *NO MEETING*

25th September 2018

30th October 2018

27th November 2018

December: *NO MEETING*

29th January 2019

26th February 2019

26th March 2019

23rd April 2019: **Annual Parish Meeting**

14th May 2019: Parish Council - Annual Meeting*

* In an election year (which 2019 is) this meeting must take place within 14 days of councillors taking office. If a councillor signs a Declaration of Acceptance of Office as soon as they are elected this would need to be held by 16th May 2019 (or 17th if the results are declared on the Friday).

All meetings at Oakwood Academy unless agreed otherwise.

Planning Application Process

2. Planning application received by Clerk by e-mail.
3. Notification circulated to all councillors by e-mail.
4. Details of notification put up on notice boards. (Suggest comments made direct to GBC).
5. Councillor comments to Clerk for formal submission to GBC.
6. If conflicting comments are made the Chair and/or Vice Chair will decide ^{SAPCS} ~~BVPC~~'s submission. Councillors will be notified.
7. If the application is of sufficient impact and/or controversy it will be brought to a Parish Council meeting. If necessary a special meeting may be called by the Chair, for example on a 'Reserved' date. The Clerk will seek, if needed, an extension in the response time.

