

**Minutes of the Meeting of the Parish Council
25 February 2020 at the Oakwood Academy**

| Members Present | Members Present | Members Absent |
|----------------------|-----------------|------------------------|
| Cllr M Clipsham | Cllr F Lari | |
| Cllr S-M Rehman-Wall | | Cllr K Eddyshaw |
| Cllr R Ellis | Cllr M Riddle | |
| Cllr D Gibbons | Cllr M Thorpe | |
| | | Cllr J King (Chairman) |

Also present: several members of the public

In attendance: The Clerk

Abbreviations:

| | |
|-------|---|
| FBCP | Friends of Bestwood Country Park |
| GBC | Gedling Borough Council |
| NCC | Nottinghamshire County Council |
| STARS | St Albans Activity and Recreation Society |
| SAPC | St. Albans Parish Council |
| WAG | Warren Action Group |

In the absence of the Council's Chairman the council needed to elect a member to chair this meeting.

Cllr Lari was unanimously nominated to chair the meeting.

- SAPC 20-023 To note declarations of any intentions to record the meeting and any objections from members of the public to be recorded or filmed.
A member of the public was recording/filming the meeting. None of the members of the public present objected to being filmed when asked.
- SAPC 20-024 To receive and resolve to approve apologies for absence.
- To consider formally approving the apologies for absence given by Cllr K Eddyshaw for the February and March meetings.
- The Council received and noted apologies for absence from Cllrs Eddyshaw and King.**
Proposed by Cllr Ellis seconded by Cllr Thorpe the Council resolved to formally approve the apologies for absence from Cllr Eddyshaw.
- SAPC 20-025 To receive questions and petitions from the public – for information only.
A member of the public asked why certain financial data had not been published in the papers. They were asked to submit their complex question in writing to the Clerk.
A member of the public asked why the budget has gone up for the "Elections" budget code. It was explained that a by-election had been called following a recent resignation. It was therefore prudent to put funds aside for the potential cost of any future by-elections.
A member of the public asked why a proposed questionnaire was going to ask about race when this was sensitive data. In reply it was said that the proposed questionnaire was a draft.
A member of the public stated that in their opinion any results of the questionnaire would be incomplete and suggested data would be available from Gedling Borough Council who would share this with the PC.
A member of the public wanted to know why two definitions were used in the same policy for vexatious complainants.
The council has adapted a model template as provided by the Society of Local Council Clerks.

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- SAPC 20-026 To receive a report from the County and Borough Councillors.
Borough councillors reported that they had been holding their Saturday surgeries. They had helped out with EC4T, a project of Emmanuel Church, which was hoped to become a permanent feature in the school holidays. The project provides a warm meal for school children and their families. They gave credit to the chef who provided a delicious and nutritious meal to 40 people.
A new litter bin had been installed outside the school.
There was a new police team in Gedling and a consultation about Arnold Market.
- SAPC 20-027 To receive disclosures of pecuniary and non-pecuniary interests.
There were none.
- SAPC 20-028 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.
There were none.
- SAPC 20-029 To receive and approve the minutes of the previous St. Albans Parish Council meeting.
The Council unanimously resolved to approve the minutes of the meeting 25 January 2020 and sign these as a true record of that meeting.
- SAPC 20-030 To review the action sheet resulting from previous month's agenda and receive reports from clerk and parish councillors on actions undertaken.
The Council reviewed the action sheet.
Cllr Rehman-Wall briefly left the meeting from 19.38-19.48. No decisions were taken during this time.
- SAPC 20-031 To consider adopting the following policies and procedures:
a) Recording at meetings policy
The Council unanimously resolved to adopt the Recording at Meetings policy.
b) Complaints Procedure
The Council unanimously resolved to adopt the Complaints Policy and Procedure.
c) Vexatious complaints Policy
The Council unanimously resolved to adopt the Vexatious Complaints Policy and Procedure.
d) An addendum to the media policy clarifying the council's position with regards to anonymous correspondence.
The Council unanimously resolved to add an addendum to its media policy clarifying the council's position with regards to anonymous correspondence.
- SAPC 20-032 To receive and consider a complaint from Warren Action Group requesting an internal review with regards to a recent Freedom of Information Request.
The Council noted the complaint from Warren Action Group. It unanimously resolved to approve the reply prepared by the Clerk with an added provision with recourse to the ICO as a next step if so desired.
- SAPC 20-033 To receive a complaint from a St Albans resident and consider what further action to take.
The Council resolved to note the anonymous complaint as received.
- SAPC 20-034 To receive a progress report on the LIS application and consider what further action to take.
A site meeting at the nursery had to be delayed so no installation date could be confirmed yet. The installation at a Nottingham City Homes had proved more

complicated as an energy supply would need to be created for the cabinet. Engineers at NCH were looking into things.

- SAPC 20-035 To consider approving an LIS application for a new SAPC notice board.
Due to a printer problem the clerk was unable to table a copy of the LIS application for a new notice board.
The Council resolved to approve the application in principle subject to approval by both borough councillors.
- SAPC 20-036 To receive a report from the Medieval Event working group and consider any action to be taken and consider a budget for the event.
The Council received an update on the Medieval Event. It became apparent that the original date in July would be untenable and that the group would now seek to secure an early September date instead, which would then make support from GBC and Play forum staff more likely.
- SAPC 20-037 To consider a date, time and format for the Annual Parish Meeting which must be held between 01 March and 01 June.
The Council resolved that the Annual Parish Meeting would precede the Annual Meeting of the Parish Council on 26 May 2020.
- SAPC 20-038 To consider a format for a logo competition.
The council delegated the organisation of a Council logo competition to a logo competition working party. Members would be Cllrs Thorpe, Ellis and King.
- SAPC 20-039 Finance:
 - To receive and note the receipts and payments report for January 2020
 - To receive and note the bank reconciliation for January 2020.
 - To receive a receipts and payments over budget report up to 31 January 2020
 - To consider approval of any additional payments to be made and add to schedule
 - To approve the payment schedule for February/March 2020.

A January 2020 bank reconciliation was not available at the meeting.
The Council noted the receipts and payments report for January 2020. The Council received and noted the receipts and payments over budget report. The following additional payments were approved and added to the schedule: £20.44 for internet security software and £58.80 annual subscription payroll software.
The Council resolved to approve the payment schedule with these additions.
- SAPC 20-040 Planning:
To consider the following planning applications:
 - 2020/0152 - 12 And 14 Jermyn Drive, to separate the property no 12-14 to two separate dwellings No 12 and No 14**The Council resolved to take a neutral stance.**
To note the following planning decisions:
 - None at time of publication
- SAPC 20-041 To note the following correspondence (for information only):
 - Crimes Reported in the Western Cluster area - Oct, Nov and Dec 2019
 - FW: Flooding support offer - Parish Council. & Flood warden workshop (19th Feb 2020)

- Inspector C Pearson - January Newsletter
- Introduction to Miner2Major Landscape Partnership Scheme
- MyNotts App
- NALC - 🍷 NALC STUDY TOUR 2020/21
- No Name provided - Informal Complaint
- No Name Provided - St Albans Parish Council meeting
- Notts ALC - Latest Personnel Newsletter
- Notts ALC - Local Council Award Scheme National Panel - 2nd Pilot
- Notts ALC – Personnel Guidance notes - interviews
- Preventative injunctions against squatters and fly-tippers seminar: Wednesday 4th March 2020
- RSN Rural Funding Digest - February 2020 Edition
- 👤 CHIEF EXECUTIVE'S BULLETIN

The council noted the above correspondence. Cllr Thorpe volunteered to attend the free Preventative Injunctions Seminar. The clerk would promote the MyNotts App.

SAPC 20-042 To receive Items for Notification to be included on a future agenda. (for information only).

- **Feedback from Working Groups**
- **Appointment of deputy chair**
- **Feedback on preventative Injunction Seminar**

SAPC 20-043 To confirm date of next meeting scheduled meeting for Tuesday, 24 March 2020 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

The Council confirmed the date of next scheduled meeting for Tuesday, 24 March 2020 after 19.00 at The Oakwood Academy.

The meeting closed at approximately 20.52.

Signed as a true record on behalf of St Albans Parish Council.

Name_____ Date_____.

ST ALBANS PARISH COUNCIL

Initial_____

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

February

Ref:

SAPC 20-039-e)

| CASH POSITION BEFORE ANY PAYMENTS ARE MADE | | | | | | £ |
|--|-----|-------------|----------------------------|-----------------|---------------|------------------|
| Unity Trust Bank Current | | | | | 31/01/2020 | 49,401.63 |
| Other | | | | | | - |
| Total | | | | | | 49,401.63 |
| BILLS FOR PAYMENT | | | | | | |
| Method | Ref | Supplier | Description | Excl. Vat | VAT | Total |
| STO + DD | | Staff Costs | Staff Costs | | - | |
| DD | | ICO | Annual Subscription | 35.00 | - | 35.00 |
| BACS | | NottsALC | Annual Subscription | 494.66 | - | 494.66 |
| BACS | | Defib Store | Defibrillator | 1,622.10 | 324.42 | 1,946.52 |
| BACS | | Amazon UK | Internet security software | 16.94 | 3.50 | 20.44 |
| BACS | | Bright Pay | Annual Subscription | 49.00 | 9.80 | 58.80 |
| Total | | | | 2,573.35 | 337.72 | 2,911.07 |

Notes:

Later additions to schedule

Signed Chair of relevant meeting

Date

Payment Schedule for coming month 1

42/2019/20