

ST ALBANS PARISH COUNCIL

Initial _____

Minutes of the Meeting of the Parish Council 29 January 2019 at the Oakwood Academy

Members Present	Members Present	Members Absent
Cllr T Bisset	Cllr J King (Chairman)	
Cllr C Bryant	Cllr M Robinson	
Cllr J Clark	Cllr C Wilson	
Cllr P Clark	Cllr P Wilson	
Cllr K Eddishaw		

Also present: 2 members of the public

In attendance: The Clerk

	Welcome by Chair
SAPC 19-001	To receive and resolve to approve apologies for absence. There were none.
SAPC 19-002	To receive questions and petitions from the public – for information only. A member of the public petitioned the Parish Council with regards to a complaint he had lodged with Gedling Borough Council. The Clerk would look into the allegations, gather relevant information and get back to the person concerned.
SAPC 19-003	To receive a report from the County and District Councillors. Borough councillor Bisset reported that the polling station would move to the Oakwood Academy, she reported that she needed to organise a meeting between parish, borough and county councillors and GBC's CEO.
SAPC 19-004	To receive disclosures of pecuniary and non-pecuniary interests. There were none.
SAPC 19-005	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 19-006	To receive and approve the minutes of the previous St. Albans Parish Council meeting. The Council resolved to approve the minutes of the meeting 27 November 2018 and sign these as a true record.
SAPC 19-007	To receive updates resulting from the previous meeting's minutes and action sheet not covered elsewhere on the agenda. (for information only) The Council reviewed the action sheet. Cllr Bryant offered for a skip for green waste to be temporarily placed on his drive. Cllrs

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	<p>Robinson, P Wilson and King would form a working party to establish which tasks should be carried out by the lengthsman.</p>
SAPC 19-008	<p>To review the assets register and consider if any mid-term adjustments to insurance cover are necessary. The Council resolved not to take any action.</p>
SAPC 19-009	<p>To receive membership details for Nottinghamshire ALC and consider re-subscribing membership for 2019-20. The Council resolved to continue membership of NALC and authorised payment of the subscription fee.</p>
SAPC 19-010	<p>To consider the Council's obligations under the Freedom of information Act, To approve a draft publication scheme and Freedom of Information Policy To subscribe to the ICO paying by Direct Debit thus saving £5 in fees. The Council resolved to approve the publication scheme as presented and to register with the Information Commissioner's Office as a Data Controller.</p>
SAPC 19-011	<p>To receive and consider for approval the following policies and procedures:</p> <ol style="list-style-type: none"> 1) Data Protection Policy 2) General Privacy Policy 3) Email Privacy Policy 4) Data Retention Policy 5) Security Compliance Checklist 6) Media Policy – replacing "External Communications Policy adopted 27/11/18" <p>The Council resolved to adopt the Data Protection, General Privacy, Email Privacy, Data Retention and Media Policies as presented. Councillors would complete the security compliance checklist.</p>
SAPC 19-012	<p>To approve expenditure to install blue grit bins and have them monitored and refilled by Gedling Borough Council at a cost of £421 for initial installation and filling with grit and £312 for each inspection and re-fill. This would occur 3-4 times per season, bringing total cost in the first year to £1669 and £1248 in subsequent years. The Council resolved to approve the expenditure to have four grit bins installed by Gedling Borough Council staff, monitored and refilled as and when required.</p>
SAPC 19-013	<p>To consider and approve a general risk register. The Council resolved to adopt the general (financial) risk register as presented. The Clerk was asked to produce a risk assessment for the provision of street furniture for the next meeting.</p>
SAPC 19-014	<p>To consider a regular payments schedule specifying regular monthly or annual payments so these can be processed on receipt of invoice in accordance with Financial Regulations. The Council resolved to adopt a regular payments schedule as presented.</p>

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SAPC 19-015	<p>To approve the following virements with regards to actual spent in the current financial year so far.</p> <p>The Council resolved to approve the virements as presented noting that minor changes would be required. The proposal had assumed 2 refills for the grit bins, which now would be unlikely. Minor adjustments would be made accordingly.</p>
SAPC 19-016	<p>Finance:</p> <ul style="list-style-type: none"> a) To receive the Payments and Receipts report for the third quarter b) To receive the bank reconciliation for the third quarter c) To approve the payment schedule for January and sign it d) To consider approval of any additional payments to be made and add to schedule. <p>The Council noted the payments and receipts report for the third quarter and the corresponding bank reconciliation, which was signed by the chairman.</p> <p>The Council resolved to approve and sign the payment schedule.</p>
SAPC 19-017	<p>To note the Council's obligations as an employer under pensions regulations and a request to join the pension scheme.</p> <p>The Council noted its obligations as an employer and received a request to join the pension scheme.</p>
SAPC 19-018	<p>To consider and approve the budget for the coming financial year.</p> <p>The Council resolved to approve and adopt the 2019/20 budget as proposed.</p>
SAPC 19-019	<p>To set the precept demand as informed by the approved budget.</p> <p>The Council noted that the resolved to set a precept of £27,462.</p>
SAPC 19-020	<p>To consider the appointment/re-appointment of an internal auditor.</p> <p>The Council resolved to appoint Dixon Accountancy as its internal auditor for the current financial year.</p>
SAPC 19-021	<p>Planning:</p> <ul style="list-style-type: none"> a) To review the arrangements for dealing with planning applications. Deferred to February Meeting b) To consider the following planning applications: <ul style="list-style-type: none"> • 2018/1114 Construct two storey side extension. 8 Larch Close Bestwood NG5 8SB <p>This application had in the meantime been determined and permitted by Gedling BC. Cllr Bisset stated that St Albans Parish Council's comments had been presented to the planning committee as originating from "Bestwood Parish Council". The Clerk would write to the planning department.</p> <ul style="list-style-type: none"> • 2018/1169 Two x two storey side extensions 51 Woodchurch Road Bestwood NG5 8NJ

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	<p>The Council resolved not to comment. No objections to the proposed works had been brought to the council's attention.</p> <ul style="list-style-type: none"> • 2018/0911 Land to be developed with the construction of 3 x detached dwelling houses and 1 x detached bungalow. Land At South Of 64 Woodchurch Road Bestwood Nottinghamshire <p>This application had in the meantime been determined and permitted by Gedling BC.</p> <p>c) To note the following planning decisions:</p> <ul style="list-style-type: none"> • 2018/1009 Proposed single storey rear extension and two storey side extension 17 Chiltern Close Bestwood NG5 9PX – conditional permission • 2018/1111TPO Remove a number of dead branches from the tree. 6 St Emmanuel View Bestwood Nottinghamshire NG5 9QS– conditional permission
SAPC 19-022	<p>To receive information on the installation of two defibrillators and approve applications under the LIS scheme and the British Heart Foundation (if applicable) to receive additional funding.</p> <p>The Council resolved to approve the purchase of one defibrillator to be installed on an outside wall at Hollies Day Nursery who had agreed for this to happen. LIS funding would be sought for part of the cost.</p> <p>It was agreed that a leaflet drop to all St Albans properties would ask for volunteers to be trained as community first responders. A second defibrillator would be supplied to the CFRs once a group had been set up. If the group would not go ahead, a static defibrillator would be installed.</p>
SAPC 19-023	<p>To note the following correspondence (for information only):</p> <ul style="list-style-type: none"> • The Pensions Regulator – Employer Duties • HMRC – Employer Registration and VAT reclaiming instruction • Council News – Are Councils responsible for Councillor behaviour. • Gedling Legal – GDPR training and legal services <p>The Council noted the above correspondence.</p>
SAPC 19-024	<p>To receive Items for Notification to be included on next month's agenda. (for information only).</p> <ul style="list-style-type: none"> • Review of procedure to deal with planning application consultations. • Village signs
SAPC 19-025	<p>To confirm date of next meeting scheduled meeting for Tuesday, 26 February 2019 at 19.00 at The Oakwood Academy.</p> <p>The next scheduled meeting was confirmed for Tuesday, 26 February at The Oakwood Academy.</p>

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

Name _____ Date _____.

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FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

January

Ref:

SAPC19-016c)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE					£	
Unity Trust Bank Current				<i>31-Dec-18</i>	34,561.64	
Other					-	
Total					34,561.64	
BILLS FOR PAYMENT						
Method	Ref	Supplier	Description	Exd. Vat	VAT	Total
BACS	Dec-18	B Boyer	First Salary*			
BACS	3rd Quarter	HMRC	PAYE/NICs*			
BACS	10/12/2018	G Long	Locum Clerk*			
BACS	430305	B Boyer	Re-imburse Laptop*	499.17	99.83	599.00
BACS	048550	B Boyer	Re-imburse Office 365*	39.00	-	39.00
BACS	1544697130077	B Boyer	Re-imburse Office Phone*	107.51	21.49	129.00
BACS	Jan-19	B Boyer	Salary			
BACS		B Boyer	Office material re-imburse incl. hard drive	-	-	-
BACS	4746	Streetscape	Installation Notice Board and Benches	1,840.00	368.00	2,208.00
BACS	INV 1166	Notts ALC	Subscription	483.88	-	483.88
BACS	January	B Boyer	Hard Drive, Internet security, stationery	68.90	13.00	81.90
BACS						-
BACS						-
BACS						-
Total				4,230.56	502.32	4,732.88

Notes:

Later additions to schedule

* Post payment approval

Personal payments are included in the total but not shown to protect individual data privacy

Signed Chair of relevant meeting

Date

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