

**Minutes of the Meeting of the Parish Council
28 January 2020 at the Oakwood Academy**

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

Also present: 2 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

Welcome by Chair

Clr King welcomed those present.

- SAPC 20-001 To receive and resolve to approve apologies for absence. Apologies had been received from Clrs Clipsham and Eddyshaw.
- SAPC 20-002 To receive questions and petitions from the public – for information only.
There were none.
- SAPC 20-003 To receive a report from the County and borough Councillors. Borough councillors reported that additional bins were now being installed following the election purdah. They reported that they had attended a community Christmas lunch at Emmanuel Church which they felt had been a really good event. Further events of a similar character were planned for the school holidays and volunteer helpers would be needed. They had resumed their councillor advice sessions.
- SAPC 20-004 To receive disclosures of pecuniary and non-pecuniary interests.
There were none.
- SAPC 20-005 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.

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The Council resolved to move items SAPC 20-014 and 015 to the end of the meeting and exclude public and press for item SAPC 20-014 due to the confidential personnel items to be discussed.

- SAPC 20-006 To receive and approve the minutes of the previous St. Albans Parish Council meeting.
Subject to replacing "Cllr King" with "Cllr Eddyshaw", the Council resolved to approve the minutes of the meeting 28 November 2019 and sign these as a true record of that meeting.
- SAPC 20-007 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 and noted any actions still outstanding. The council agreed that a renewed attempt should be made to invite Warren Action Group to a meeting. The group had expressed an interest to know what would be discussed so the council agreed that "grant applications" and "cooperative working" should be agenda items.
- SAPC 20-008 To consider the budget proposal and set a budget for the 2020-21 financial year.
Proposed by Cllr Gibbons and seconded by Cllr Riddle, the Council resolved to approve the 2020-21 budget as presented.
- SAPC 20-009 To consider and resolve the precept to be demanded from the precepting authority and sign the relevant paperwork.
The Council resolved to demand £28,161 precept. The Council noted that this resulted in an increase of £0.72 per annum for the average Band D household.
- SAPC 20-010 To receive a progress report on the LIS application and consider what further action to take.
The Council received and noted a progress report supplied by the Clerk.
- SAPC 20-011 To consider applying for LIS funding for future projects.
The Council asked the clerk to prepare a report to request funding for a new notice board.
- SAPC 20-012 To receive a report from the Medieval Event working group and consider any action to be taken.
The group had identified a number of activities and actions:
- **Secure support of local and national groups and organisations such as the Richard III Society, local schools and nurseries, STARS, GBC, WAG**

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- **Possible activities: archery, pony rides, bar, jesters, hog roast, games with a medieval theme for children and adults.**

The group invites members of the public and organisations to get involved and contribute under the leadership of the events committee. A preliminary date has been found to clash with another family event in Gedling Borough. Cllr Ellis would look into this and get back to the group.

- SAPC 20-013 To consider adopting the following policies and procedures:
Subject access request procedure
Proposed by Cllr Thorpe seconded by Cllr King the Council resolved to adopt the procedure as presented.
Recording of at meetings policy
The clerk was asked to look into circumstances where it may be permissible to prevent recording of the meeting without the exclusion of public and press.
Deferred to a future meeting.
The following two items were discussed at the end of the meeting. Public and press were excluded for item CPC 20-014 only.
- SAPC 20-014 To consider a motion on employee pay. Exclusion of public and press required.
Proposed by Cllr Lari seconded by Cllr King the Council resolved to pay overtime incurred as detailed in the confidential report.
- SAPC 20-015 Finance:
a) To receive and note the receipts and payments report for November/December 2019
b) To receive and note the bank reconciliation for November/December 2019.
c) To receive a receipts and payments over budget report up to 31 December 2019.
d) To consider approval of any additional payments to be made and add to schedule
The Council approved the additional payments agreed under SAPC 20-014
e) To approve the payment schedule for January/February 2020.
The Council received and noted the above financial documents and resolved to sign the bank reconciliation.
The Council resolved to approve the payments schedule including the additional payments as agreed under SAPC 20-014.
- SAPC 20-016 To consider and decide on ways of distribution and data capturing a community survey.
It was agreed that the clerk would circulate an updated version of the questionnaire. **Councillors would circulate the questionnaire by hand. Cllrs would be required not to work alone.**

- SAPC 20-017 Planning:
To consider the following planning applications:
None at time of agenda.
To note the following planning decisions:
- 2019/0237 | Two storey side and front extension | 10 Pavilion Road Bestwood NG5 8NL – **refused**
 - 2019/1103 | Two Storey Front Extension and Single Storey Side Extension | 29 Nell Gwyn Crescent Bestwood NG5 8NQ – **permitted**
 - 2019/1011TPO | Beech (T1) Fell to ground level and replant. | 1 Bestwood Lodge Stables Bestwood NG5 8ND – permitted
 - 2019/0994 | Single Storey Rear & Side Extension | 18 Finsbury Road Bestwood NG5 9QF – **permitted**
 - 2019/0931 | Extensions and alterations to form granny annexe | 51 Woodchurch Road Bestwood NG5 8NJ – **refused**
 - 2019/1046 | Erection of a dormer window to front elevation | 11 Sidlaw Rise Bestwood NG5 9PU – **permitted**
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- SAPC 20-018 To review the following policies as recommended by NALC:
- Disciplinary Policy
 - Grievance Policy
- The Council resolved to adopt the policies as presented.**
- SAPC 20-019 To review the following policies:
- Data Protection Policy
 - Data retention policy
 - Email contact privacy notice
 - General Privacy Policy
 - Media Policy
 - Persistent Complainants Policy and Procedure
 - Publication scheme
- The Council resolved to adopt all the policies but the Persistent Complaints Policy and Procedure as presented. The clerk would present a refreshed version at a later meeting.**
- SAPC 20-020 To note the following correspondence (for information only):
- Bestwood St Albans Parish Council Logo – **Cllr Thorpe would be engaging with schools and other relevant local groups.**
 - Lamp Post Poppies –
 - Provisional Tax Base 2020/21
 - Funding Bulletin
 - Members' Code of Conduct – *Anyone interested in training?*
 - Training Event 5 February 2020 – Employment

- 👤 NALC CHAIRMAN'S OPEN LETTER TO ALL COUNCILLORS
- NALC - 👤 CHIEF EXECUTIVE'S BULLETIN
- VE Day 75
- Friends of Bestwood Country Park news

The Council noted the above correspondence.

SAPC 20-021 To receive Items for Notification to be included on next month's agenda. (for information only).

- **Poppies**
- **Pay for repair of play equipment**
- **Policy document amendments**
- **Logo competition**

SAPC 20-022 To confirm date of next meeting scheduled meeting for Tuesday, 25 February 2020 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

The meeting closed at approximately 21.00.

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

Name _____ Date _____.

