

ST ALBANS PARISH COUNCIL

Initial_____

Minutes of the Meeting of the Parish Council 22 October 2019 at the Emmanuel Church Hall

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

Also present: 3 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

Cllr King welcomed those present.

The Clerk informed those present that Cllr John Clerk had resigned from the council with immediate effect. The Clerk would inform GBC and take the necessary steps under Section 87(2) of the Local Government Act 1972.

The Council expressed its gratitude to Mr Clark for his services to the Council and the Community.

- SAPC 19-181 To receive and resolve to approve apologies for absence.
Apologies for absence were received from Cllrs Clipsham (holiday) and Riddle (work).
- SAPC 19-182 To receive questions and petitions from the public – for information only.
Cllr King welcomed the Communications Manager of the Richard III Society. The Council discussed ways of working together to further the awareness of the connections between Richard III and St. Albans Parish and would look into working together with other agencies and groups in the area.
A member of the public informed the Council about a failed road surface repair outside the school. He also pointed out that Western Power Distribution had left a site poorly secured.
- SAPC 19-183 To receive a report from the County and District Councillors.
There were no County Councillors in attendance.

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The District Councillors stated that their surgery was now in place and that they would be available every fourth Saturday of the month (except December) between 11.30 and 12.30 at Emmanuel Church Hall.

They reported that the work on Muirfield Road Park had started.

They reported about a Gedling Borough lottery currently being under consideration. The requests for additional bins in the parish had been submitted

SAPC 19-184 To receive disclosures of pecuniary and non-pecuniary interests.

There were none.

SAPC 19-185 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 19-186 To receive and approve the minutes of the previous St. Albans Parish Council meeting.

The Council resolved to approve the minutes of the meeting 03 September 2019 subject to "CBC" in item SAPC19-167 being changed to "GBC". This was amended by hand in the signed copy.

SAPC 19-187 To review the action sheet resulting from previous month's agenda and receive reports from parish councillors on actions undertaken.

The Council reviewed the action sheet.

SAPC 19-188 To receive a report from Cllr King on GDPR training at GBC and consider any further action necessary for the Council as a Body Corporate and each individual councillor to take.

Cllr King reported on attending the course run by GBC. The clerk pointed out that parish councils are exempt from the requirements to appoint a Data Protection Officer.(DPA 2018 s.7(3)). Policy reviews would be carried out on their anniversary in February. All councillors had been issued with their personal SAPC email address and all members were reminded to only use this for council business.

Cllr Gibbons gave his apologies and left the meeting at 20.10.

SAPC 19-189 To consider a design competition to design a logo for the Council.

Deferred to a future meeting.

SAPC 19-190 To formally approve the updated mandate for additional account signatories and sign the related documents.

The Council resolved to approve the updated mandate as presented.

SAPC 19-191 To receive a quotation for lettering on the council notice boards.

The Council considered the quotation and resolved to replace the lettering on two noticeboards and look into replacing a third wooden board with a new one.

SAPC 19-192 Finance:

- a) To receive and note the receipts and payments report for September.
- b) To receive and note the bank reconciliation for September 2019.

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- c) To receive a receipts and payments over budget report up to 30 September 2019.
- d) To approve the payment schedule, noting payment under S137 for Lamppost poppies, and sign it.

To consider approval of any additional payments to be made and add to schedule.

The Council received and noted the financial documents. It approved the payments on the payment schedule subject to the duplicated "poppies payment" being removed. The Council noted payment for lamppost poppies under S137 of the Local Government Act 1972.

SAPC 19-193 To receive an update on the LIS application and consider what further action needs to be taken.

To confirm the match funding. This is required to draw down the grant.

To confirm that any costs not covered by LIS funding will be met by the Council to ensure the successful completion of the project.

To authorise the required expenditure for mechanical and electrical installation as well as the purchase of materials including the defibrillators, posts and case.

The Council unanimously resolved to pay any costs for the installation of the defibrillator's not covered by the LIS grant

SAPC 19-194 To appoint two named councillors to visually inspect the Council's street furniture as per risk assessment, keep a written record of such inspections and report any faults to the clerk to take relevant action.

Cllr J King volunteered to inspect two of the Council's notice boards whilst Cllr Eddyshaw volunteered to regularly inspect the other boards and the street furniture.

SAPC 19-195 To consider a pre-paid card or MultiPay Card for the clerk's use.

The Council resolved to obtain a pre-paid credit card for the clerk's use. The maximum amount to be transferred to the card would be discussed and agreed at a later meeting.

SAPC 19-196 To consider a community consultation using SurveyMonkey or similar as well as paper and authorise the necessary expenditure.

The Council authorised the necessary expenditure of between £15-25 per month depending on the survey software used. Use of dedicated software would allow more effective analysis of the data gathered. The clerk would prepare a draft questionnaire in time for the next meeting.

SAPC 19-197 Planning:

To consider the following planning applications:

- [2019/0912 | Retention of existing double garage | 63A Woodchurch Road Bestwood NG5 8NJ](#)
- [2019/0652 | Formation of raised patio area to rear of property | 11 Nell Gwyn Crescent Bestwood NG5 8NQ](#)

The council resolved to remain neutral on both planning applications.

To note the following planning decisions:

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- 2019/0669 | Retention of front porch. | 6 Ludgate Close Bestwood Nottinghamshire NG5 9QQ – conditional permission
- 2019/0684 | Single storey and two storey rear extensions. | 26-27 Tithe Gardens Bestwood Nottinghamshire NG5 9PB – refusal
- 2019/0783 | Single storey rear extension. | 39 Jarrow Gardens Bestwood Nottinghamshire NG5 9PH – conditional permission
- 2019/0823DOC | Confirmation of Compliance with Conditions - Planning permission 2014/0666. | 63A Woodchurch Road Bestwood Nottinghamshire NG5 8NJ

The Council noted the planning decisions.

SAPC 19-198 To consider a design competition to design a logo for the Council.

Deferred to January meeting.

SAPC 19-199 To receive updates on litter pick scheme.

Deferred to November meeting.

SAPC 19-200 To receive a report on the accessibility of the council website

The Council receive the report on the website accessibility. The Clerk reported that she was beginning to routinely check council documents for accessibility before publishing online.

SAPC 19-201 To note the following correspondence (for information only):

- Parish Council Conference
- Correspondence from WAG
- NCC – Hedge
- Upgrade to communication mast
- NALC – Legal update
- GBC – Christmas requirements
- NCC – Take five
- NCC – Proposed parking restrictions.
- Western Cluster Crime Report

The Council noted the above correspondence.

SAPC 19-202 To receive Items for Notification to be included on next month's agenda. (for information only).

- **Survey questions**
- **Update on LIS scheme**

SAPC 19-203 To confirm date of next meeting scheduled meeting for Tuesday, 26 November 2019 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

The meeting closed at approximately 21.15.

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

October/November

Ref:

SAPC 19-192

CASH POSITION BEFORE ANY PAYMENTS ARE MADE							£
Unity Trust Bank Current							51,990.79
Total							51,990.79
BILLS FOR PAYMENT							
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total	
STO + DD	2019-038	Staff Costs	Staff Costs		-		
BACS		Various	Office Costs - re-imburse B Boyer			-	
BACS	HEZ99	RBL Poppy Appeal	5137 lamppost poppies	150.00		150.00	
BACS	2019-036	J King - Signs Express	Banner	79.68	15.94	95.62	
BACS	2019-034	Bank Charges	Bank Charges	18.00	-	18.00	
BACS	2019-035	RBL Poppy Appeal	Lamppost Poppies	150.00	-	150.00	
BACS	2019-037	Notts PC Repair	Website	192.00		192.00	
BACS							
BACS							
Total				945.33	15.94	961.27	

Notes: Later additions to schedule

Authorised Signatory 1	Authorised Signatory 2	Date

Payment Schedule for coming month 1

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