

ST ALBANS PARISH COUNCIL

Initial_____

Minutes of the Meeting of the Parish Council 26 November 2019 at the Oakwood Academy

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

Also present: 1 member 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.

SAPC 19-203 To receive and resolve to approve apologies for absence.

Apologies for absence were received from Cllrs Gibbons.

SAPC 19-204 To receive questions and petitions from the public – for information only.
Cllr Eddyshaw read out a thank you note from a member of the public he had received.

SAPC 19-205 To receive a report from the County and District Councillors.
There were no County Councillors in attendance.
Cllr Ellis reported that the polling station for St. Albans would remain to be at the school. She congratulated Warren Action Group on the fireworks display which had been a great success.
She stated that the free bulky waste collection by Gedling Borough Council had been extended into February. Details were available on the GBC website.
GBC had made a resolution with regards to supporting victims of domestic violence and to declare a climate emergency.

SAPC 19-206 To receive disclosures of pecuniary and non-pecuniary interests.
There were none.

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- SAPC 19-207 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.
Proposed by Cllr Ellis seconded by Cllr Clipsham the Council unanimously resolved to exclude public and press from items SAPC 19-219 and SAPC 19-220 due to the personal details contained therein (Public Bodies (Admission to meetings Act 1960 s1 (2)).
- SAPC 19-208 To receive and approve the minutes of the previous St. Albans Parish Council meeting.
The Council resolved to approve the minutes of the meeting 22 October 2019 and sign these as a true record.
- SAPC 19-209 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 19-210 To receive a grant application from Warren Action Group for the Annual Christmas arrangements and celebration – including Christmas tree and lights, 15 Christmas lamp post lights, switch-on event outside and Afternoon Tea for older residents at Warren Primary Academy for £1,500.
The Council considered the application and the supporting documents provided. All members were given the opportunity to voice their views on the matter.
The Council resolved to reject the grant application on this occasion but to invite WAG to apply for future projects. Any organisation applying for funding should demonstrate a clear need for financial support. The Council is keen to ensure its funding benefits residents from all over the parish regardless of postcode, that the Council's funding of events and the event itself is advertised in the whole of the parish and not just parts of it and that any insurance cover will be adequate to welcome guests from the whole parish.
The Council resolved to invite WAG committee members to a meeting somewhere other than a parish council meeting, ideally before Christmas. Councillors Lari and King volunteered to attend such a meeting. The Clerk should be in attendance. Further details to be confirmed once a date and venue has been established.
- SAPC 19-211 To formally approve the updated mandate for an additional account signatory, the removal of a former member and sign the related documents.
The Council approved the additional signatories and the relevant paperwork was signed by those present.
- SAPC 19-212 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.

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To receive quotation for installation work, PADs and Defibrillator cases and approve specifications and expenditure.

The Clerk pointed out that the that not all quotations had been received yet. To authorise the clerk to incur expenditure over the Christmas period which would drive the process forward.

The Council resolved to authorise the clerk to incur expenditure over the Christmas period which would drive the process forward.

- SAPC 19-213 To consider a mediaeval themed event in the summer months and set a date for such an event so event working group meetings can go ahead.
The Council resolved that the date for such an event should be 18th July 2020.
Cllr Rehman-Wall briefly left the meeting from 20:08-20:11. No decisions were taken during his period.
Cllrs King, Thorpe, Ellis, Riddle and Lari agreed to be members of the events group.
To consider a budget for such an event.
No budget was set.
- SAPC 19-214 To receive a report on the cost of a plodding kit and if required authorise the purchase of plodding kits ready for distribution.
The Council resolved to authorise the purchase of 10 plodding kits and an additional 20 Hi Viz waist coats.
- SAPC 19-215 To consider approaching NG United Football Club and GBC about usage of the football pavilion on the St. Albans sports field.
The Council unanimously resolved to arrange a meeting with the football club to view the premises.
- SAPC 19-216 Finance:
a) To receive and note the receipts and payments report for October.
b) To receive and note the bank reconciliation for October 2019.
c) To receive a receipts and payments over budget report up to 31 October 2019.
d) To approve the payment schedule for November and December.
e) To consider approval of any additional payments to be made and add to schedule.
f) To consider delegating the approval of urgent payments for council business to the Clerk over the Christmas break.
g) To append Financial regulations to specify the use of the clerk's pre-paid card and the amount to charge to it.
The Council received and noted the above documents. The payment schedule was approved and signed.
The Council resolved to delegate the authorisation of any urgent payments to the clerk.

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Proposed by Cllr Ellis seconded by Cllr Lari the council unanimously resolved the limit for the Clerk's prepaid card should be set to £200.

- SAPC 19-217 To receive a draft community survey questionnaire and test and refine the questions before publishing it.
The Council resolved to approve the questionnaire as presented with some minor changes to some of the questions.
- SAPC 19-218 Planning:
To consider the following planning applications:
- 2019/1046 | Erection of a dormer window to front elevation | 11 Sidlaw Rise Bestwood NG5 9PU
 - 2019/0994 | Single Storey Rear & Side Extension | 18 Finsbury Road Bestwood NG5 9QF
 - 2019/1011TPO | Oak (T1) Fell to ground level and replant. | 1 Bestwood Lodge Stables Bestwood NG5 8ND
- The council resolved to maintain a neutral stance and not to comment on any of the applications.**
To note the following planning decisions:
2019/0912 | Retention of existing double garage | 63A Woodchurch Road Bestwood NG5 8NJ – conditional permission.
Noted.
- The only member of the public present was asked to leave the room for the next two agenda items. They were asked to take the mobile phone they had used to record the meeting with them outside the room.**
- SAPC 19-219 To receive correspondence from a member of WAG. ((exclusion of public and press recommended to protect the personal data of the petitioner))
The Council resolved not to supply the information requested. The Council did not maintain that the actions of individual councillors or members of the public warranted divulging their names to a third party.
- SAPC 19-220 To receive correspondence from a member of the public asking for the Council to intervene with regards to overgrown trees. (exclusion of public and press recommended to protect the personal data of the petitioner)
The Council resolved that it would not mediate in what was essentially a neighbourhood dispute.
- The member of the public was readmitted to the room.**
- SAPC 19-221 To receive a First Draft 2020-21 budget for discussion.
The Council received and noted the report.
- SAPC 19-222 To note the following correspondence (for information only):

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- LGA – Reaching out; Guide to helping principal and local councils tackle loneliness
- NALC – LTN 22 Disciplinary and Grievance arrangements
- NALC - Funding and grants bulletin - November 2019
- The Beat

The Council received and noted the above correspondence.

SAPC 19-223 To receive Items for Notification to be included on next month's agenda. (for information only).

- Medieval Festival and costing
- Budget
- Purchase of portable speed signs
- Staffing committee

SAPC 19-224 To confirm date of next meeting scheduled meeting for Tuesday, 28 January 2020 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

The date of the next meeting was confirmed for Tuesday, 28 January 2020 after 19.00 at The Oakwood Academy.

The meeting closed at approximately 21.00.

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

Name_____ Date_____.

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St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

November/December

Ref:

SAPC 19-216d)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE						£
Unity Trust Bank Current					<i>as at 31/10/2019</i>	51,496.39
Total						51,496.39
BILLS FOR PAYMENT						
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
STO + DD	2019-03	Staff Costs	Staff Costs (meeting 13/11/19)		-	
BACS		Various	Office Costs - re-imburse B Boyer			-
BACS		Sign Express	Notice Boards deposit	189.00	37.80	226.80
BACS		Sign Express	Notice Boards completion	189.00	37.80	226.80
BACS		Office refund	stationary and postage	46.21	3.83	50.04
STO + DD	2019-03	Staff Costs	Staff Costs December		-	
Total				1,351.06	79.43	1,430.49

Notes:

Later additions to schedule

Authorised Signatory 1

Authorised Signatory 2

Date

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Payment Schedule for coming month 1

31/2019/20