

**Minutes of the Meeting of the Parish Council
17 June 2020 – online meeting**

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

Also present: Cllr M Payne and several members of the public were logged into the online meeting.
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

SAPC20-102 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

There were none.

SAPC20-103 To receive apologies for absence.

None received.

SAPC20-104 To receive questions and petitions from members of the public – for information only.

There were none.

SAPC20-105 To receive a report from the County and Borough Councillors

Cllr Payne reported on The County Council's involvement in the Covid-19 relief effort. The Council has been supporting 170 groups from the Nottinghamshire COVID-19 Community Fund. The fund was still open for applications. He talked about a proposed bus park and Ride at Leapool Roundabout. Replying to Cllr King he clarified that an access road and the widening of Bestwood Lodge Drive was not part of the scheme that had been approved. He mentioned the county councillor's divisional fund.

Cllr Ellis spoke about the district council's humanitarian efforts. The district council had been supporting 500 volunteers, delivered 620 food parcels. She reported that council services were returning such as recycling collections and road sweepers.

She talked about plans for a walking surgery.

Cllr Gibbons talked litter picks initiated by local councillors and supported by members of the public as well as Redhill Running Club.

SAPC20-106 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting

There were none.

SAPC20-107 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 resolve to exclude public and press for these items.

There were none.

SAPC20-108 To receive minutes of previous St. Albans Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

The Council resolved to sign the minutes of the meeting 27 May 2020 as a true record of that meeting.

SAPC20-109 To review and re-adopt the following policies and procedures:

a. Data Protection Policy

The Council re-adopted the policy.

b. Data Breach Policy and procedure

The Council re-adopted the policy.

c. General Privacy Policy

The Council re-adopted the policy.

d. Data Retention Policy

The Council re-adopted the policy. The clerk would investigate if social media could be incorporated into the policy and bring this to a future meeting.

e. Publication Scheme

The Council re-adopted the scheme. The clerk would investigate if a suitable pre-amble could be added to the scheme and bring this to a future meeting.

f. Email Contact Privacy Policy

The Council re-adopted the policy.

g. Grant Application Policy Procedure and Form

The Council re-adopted the policy with the proposed amendments.

h. Councillor Contact Privacy Notice

The Council re-adopted the policy.

i. 2019 Co-option Policy

The Council re-adopted the policy.

j. 2019 Co-option Application

The Council re-adopted the application form.

k. Equality and Diversity

The Council re-adopted the policy with the proposed amendments.

l. Notice Board

The Council re-adopted the policy.

m. Complaints

The Council re-adopted the policy.

n. Vexatious Complaints

The Council re-adopted the policy.

o. Media Policy

The Council re-adopted the policy.

SAPC20-110 To consider and agree an action plan for the coming municipal year and beyond.

Cllr Thorpe talked about his thoughts for a community action plan. A number of potential projects were discussed. Such as a scheme to help with gardening, regular community litter picks, promoting the council's grant scheme, food bank.

Cllr Thorp would present a plan to the next meeting.

SAPC20-111 To note that a poll has been called for the most recent vacancy and that under current legislation the vacancy cannot be filled by co-option. Any members of the public willing to serve the council will need to register for election next Spring.

The Council noted that a poll had been called to fill the vacancy.

SAPC20-112 To consider and decide a grant application by STARS.

The Council resolved to award STARS a grant for £600 for activity bags.

SAPC20-113 FINANCE:

a. *To receive the Payments and Receipts report for May 2020.*

b. *To receive bank reconciliations for May 2020.*

The council received and approved the Payments and receipts report and the bank reconciliation for May 2020.

c. *To consider any additional items to be added to the printed payment schedule.*

The Council resolved that the following payments should be added to the schedule: £600 to STARS, £252 to CAS for insurance, £90 to DA Dixon Accountancy.

d. *To approve the payment schedule for June and agree to sign it.*

Unity Trust Bank Current		31/05/2020	75,337.21
Other			-
	Total		75,337.21
BILLS FOR PAYMENT	Not including Payroll		
Payee Name	Transaction Detail	Budget Code	£ Total
GiffGaff	Office phone	Office expenses (consumables)	6.00
HMRC	1st Quarter	Staff costs	226.80
CAS	Insurance	Insurance	252.00
DA Dixon	Internal Audit	Audit	90.00
STARS	Grant SAPC20-112	Grants and Donations	600.00
	Total	-	1,174.80

SAPC20-114 To receive the internal auditor's report and consider any action recommended therein.

The Council Received the Internal Auditor's report. It was noted that the Council's files were backed up regularly and that this had been communicated to the Internal Auditor.

SAPC20-115 PLANNING

To consider the following planning applications:

- [2020/0350 | Proposed Rear/Side single storey extension with pitched roof | 7 Shacklock Close](#)

[Bestwood NG5 9QE](#)

The Council resolved to take a neutral stance.

SAPC20-116 To consider the format of the council's photo competition (Cllr King) Councillor King's connection had been interrupted and could not be re-installed.

Deferred to next meeting.

SAPC20-117 To receive an update on the logo competition

Cllr Thorpe reported that sadly no applications had been received.

The Council would produce its own designs and put them out into the public forum.

SAPC20-118 To receive a website and social media report (Cllr Thorpe) and consider what action to take.

Cllr Thorpe would produce posters for the notice boards in time for the next meeting.

SAPC20-119 To consider the formation of a working group and its terms of reference with the aim of researching a possible community hub.

The Council resolved to adopt the Terms of Reference: Community Hub Working Party. Cllr Thorpe would produce a poster to be displayed on the notice boards and used on social media.

SAPC20-120 To receive an update on the defibrillator installation.

The Clerk reported one defibrillator had been installed and registered and that she had been working with Nottingham City Homes to find a suitable solution for the positioning of the defibrillator.

SAPC20-121 To consider Coronavirus emergency action to be taken (Cllrs Lari and Ellis).

The Council resolved that Cllr Thorpe would be sending the email once the final amended copy had been checked by the clerk.

SAPC20-122 To note the correspondence received and previously circulated to members. The Council noted the correspondence.

SAPC20-123 To receive Items for Notification to be included on next meeting's agenda. (for information only).

- Photo competition update
- Approval of Action Plan
- Template for Social Media Platform
- Purchase of litter picking equipment
- Progress of Community Hub Working Group
- Coronavirus emergency action update
- Update on defibrillator

SAPC20-124 To confirm date of next scheduled meeting.

The 15th July 2020 at 19.00 was confirmed as the next meeting date.

At 19.42 Cllr King's connection got interrupted and could not be re-installed before the end of the meeting.

At 19.47 Cllr Lari's connection dropped out temporarily but was re-installed shortly after.

Cllr Rehman-Wall's connection dropped out but was re-installed.

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

Date