

# St Albans Parish Council

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## **MINUTES of the meeting held on Tuesday 25 April 2023, Church Hall, Emmanuel Church, Church View Close, Nottingham NG5 9QP**

**Present:** Cllrs King (In the Chair), Bryant, Ellis, Gibbins, O'Neill and Thorpe  
**In Attendance:** Lynda Ogilvie (Locum Clerk) and three members of the public

Chair welcomed everyone and opened the meeting at 7.15, following public open session.

### **362. Apologies for Absence**

Apologies were received and accepted from Cllrs Lari and Clark

### **363. Declarations of Interest – to receive disclosures of pecuniary and non-pecuniary interests pursuant to Section 31 of the Localism Act 2011 from Councillors on matters to be considered at this meeting.**

There were no Declarations of Interest

### **364. To approve the Minutes of the meeting held on 28 February 2023**

It was noted that the Meeting in March had been inquorate and therefore there would be no Minutes from this meeting.

The Minutes of the meeting held on 28 February 2023 were approved as a Correct Record and signed, proposed Cllr Ellis, seconded Cllr Thorpe all in favour.

As a way of recording the current position on various activities and projects of the Council for the incoming new members, the Chair went through the Minutes as follows:

- Cllr Ellis has arranged a CPR awareness course with EM Ambulance Service on 18 May at Emmanuel Church Hall. Start time will be 7.00 pm, with refreshments from 6.45. A donation to the Church, equivalent to the usual hourly payment for the hall, is proposed. Advertising is underway, and there will be a limit of 18 participants.
- Alleyway clearing – this had been agreed early last year, but had not be actioned because of the change of Clerk. The original company was no longer operating, and a recent quote has been received, which is significantly higher than the original quote. The new council members will need to decide if they wish to proceed with this project and then obtain further quotes from suitable contractors, but as a first step a schedule of works for the individual alleyways will need to be drawn up, and it is suggested that a professional is engaged to

undertake this work. Also, there will need to be a discussion with landowners in certain cases to agree that this work can be undertaken.

- Planters – a delivery address has now been agreed, so the planters can be ordered, but payment will need to be made quickly so that the current signatories on the bank account can authorise payment
- Poppies – Locum Clerk has made enquiries but these do not appear to be available at this time. She will check again towards the end of summer.
- Christmas lights – Cllr King offered to store these. They will be ordered once the new council members are authorised to approve payment

### **365. To receive Oral reports from Councillors**

Cllr Ellis had already updated Council on the defibrillator training which she is arranging. She noted that the election campaign is underway, and common themes which are raised by many residents are the cost of living and potholes.

Cllr Thorpe suggested that Gedling Borough Council reporting system could be better advertised so that residents were clear about how to report matters of concern.

Cllr Bryant noted that there are growing incidents of anti-social behaviour, especially in the park. The police are aware, but any incident should be reported so that they are recorded which may help with resources to tackle the problem.

Cllr King said that he had received a report of people putting dog excrement in the grit bins. This will be followed up to see if any action can be taken.

### **366. To consider any Planning applications**

There were no planning applications for consideration.

### **367. Clerk Update – outstanding matters**

Clerk updated the meeting on the planters. As a resident (soon to be a Councillor) had offered to have them delivered to a storage address, they can now be ordered.

### **368. Correspondence – if any**

There was no correspondence to note.

### **369. Finance**

All documents relating to finance had been circulated prior to the meeting.

#### **a) to approve payments**

Payment sheet for March was approved – proposed Cllr Bryant, seconded Cllr Ellis, all in favour.

Payment Sheet for April was approved – proposed Cllr Bryant, seconded Cllr Thorpe, all in favour.

#### **b) to note budget update**

Noted

#### **c) to approve and sign bank reconciliation statement as at 31 March 2023**

Bank reconciliation was approved. Cllr Bryant proposed that it be signed, seconded by Cllr Thorpe, all in favour. Chair signed the bank reconciliation.

**d) review and approved fixed asset register as at 31 March 2023**

The fixed asset register was approved.

8.15 Cllr O'Neill left the meeting.

**e) To approve accounts (AGAR format) for the year as at 31 March 2023**

Accounts were approved, proposed Cllr Gibbins, seconded Cllr Bryant, all in favour

**f) Review, amend and approve the variance analysis for the year ended 31 March 2023**

Locum Clerk went through the variances, which were approved by Council.

**g) Approve sending required documents and information to the Internal Auditor**

The above action was approved.

**h) Any other matters appertaining to finance**

There were no other matters appertaining to finance.

**i) Approval of engaging outside body to undertake Year End PAYE returns, and maintenance of payroll when permanent Clerk is appointed.**

This was approved in principle. Locum Clerk to obtain further information.

**370. To consider resolving that under Section 100A(4) of the Public Bodies (Admission to Meetings) Act 1960 (2), the public be excluded from the meeting for the following item of business on the basis it would likely disclose exempt information.**

The meeting so resolved, and members of the public left the meeting.

**371. To receive information about payments made to the former Clerk after termination of her contract, and to consider options for recovery.**

Members approved action to clarify the situation with the previous Clerk.

**372. Date of the next meeting: 16 May 2023**

This will be the Statutory Annual Meeting of the Council, and the first following elections. All Councillors will be required to sign a Declaration of Acceptance of Office prior to the meeting.

**There being no further business, Chair thanked everyone for attending and wished the new Council well for the coming year. The meeting was closed at 8.08 pm**