

St Albans Parish Council

Email: clerk@stalbanpc.org Website: <https://stalbanpc.org>

MINUTES of the St Albans Parish Council Statutory Annual meeting held on Tuesday 16 May 2023, Church Hall, Emmanuel Church, Church View Close, Nottingham NG5 9QP

PRESENT: Cllr J King (departing Chair of the Council) Cllrs F Lari, D Skidmore, J Todd and D White

IN ATTENDANCE; Lynda Ogilvie, Locum Clerk

Prior to the commencement of the Meeting all Councillors signed the Declaration of Acceptance of Office, and were informed of the requirements of completing the Register of Members' Interest.

Cllr King opened the meeting at 7.15 pm, and welcomed the new councillors. He wished them well in their work as Parish Councillors

373. Election of Chair

Cllr King invited nominations for the position as Chair to the Council. Cllr White put his name forward, seconded by Cllr Todd, and all members voted in favour. Cllr White was therefore elected Chair for the coming year. Cllr King then duly left the meeting.

374. Apologies for absence

There were no apologies for absence

375. Declarations of Interests – 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.

376 To Approve the Minutes of the meeting held on 25 April 2023

The Minutes were approved and signed as a Correct Record, proposed Cllr Todd, seconded Cllr Skidmore, 3 votes in favour, 1 abstention (due to absence from the meeting)

377. Election of Vice Chair

Cllr Todd put his name forward, seconded by Cllr White, all in favour. Cllr Todd was therefore duly elected Vice Chair for the coming year.

378. To agree process for co-opting members to fill vacancies after Elections

It was agreed that suitable notices will be placed on the website and notice boards inviting interested persons to apply.

379. To Receive Oral Reports from Councillors

Cllr White reported that he had been contacted by members of the public about gang and drug related crime in specific areas. This has been reported to the police but he felt that a letter from the Council to the police might help to encourage more police presence in the area. Members agreed to this action. It was further agreed that the police will be invited to attend a parish council meeting so that matters of concern can be discussed in person.

Cllr White also raised the issue of planning application to build 144 houses on land off Mansfield Road, which he felt would impact on residents in the parish. The Council has not been invited to comment, but Locum Clerk will investigate if it is still possible to make comment on the current application on behalf of the community.

Cllr Lari will attend the CPR and Defibrillator training to be held in the Church Hall on Thursday 18 May 2023.

380. Clerk update on outstanding matters

Locum Clerk updated Council on the following:

- Planters – these can now be ordered as it has been established that the Council is able to arrange payment
- The notice board which is stored in a former Councillor's home needs to be installed, and a decision made on where to place it. Cllr White undertook to provide the relevant information about siting and who may be approached to arrange the installation.
- Christmas Lights – VIA has now asked for detailed specifications of the proposed lights, which will allow them to make the correct adjustments to the light columns as required. Locum Clerk will provide this to VIA
- Lamppost poppies are on hold until later in the year.

Locum Clerk raised the issue of opening a deposit account with Unity Bank, which would pay interest. It was proposed by Cllr Todd, seconded by Cllr White that such an account should be opened and that 50% of the Council's money should be transferred initially. Three members voted in favour of this proposal, one against. Therefore, motion carried, and a deposit account will be opened.

381. Finance

- (a) To approve payments

The following payments were approved:

- Lynda Ogilvie £190 (September invoice, which was overlooked during the period when the Council was unable to make any payments)
- Lynda Ogilvie £300 (April invoice)
- Insurance Premium ££396

Proposed Cllr White, seconded Cllr Lari, all in favour.

(b) To note budget

Budget update was noted. There were no matters raised.

(c) To approve changes to bank mandate

It was agreed that the two new Councillors will be added to the Bank Mandate. Locum Clerk to action.

(d) To receive information about the appointment of outside body to undertake YE PAYE returns, and maintenance of payroll when permanent Clerk is appointed

Information has not yet been received. Locum Clerk will chase.

382, To consider whether to proceed with clearing alleyways in the parish which have become overgrown with weeds and debris

Locum Clerk to contact Ravenshead PC to discuss the Lengthsman Scheme, and whether this would be a way to deal with this issue

383. To agree arrangements for maintaining website in the future, and other IT related services

Locum Clerk will ask former Councillor if he would be willing to continue undertaking this task in professional capacity.

384, To agree process for recruitment of permanent Clerk

Agreed that previous recruitment material will be reviewed and updated prior to preparing advertisements.

385. Date of Next Meeting: Tuesday 27 June 2023.

There being no further business, Chair thanked those in attendance and closed the meeting at 20.18 hours.