

St Albans Parish Council

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

MEETING OF ST ALBANS PARISH COUNCIL held on Tuesday, 27 June 2023 at Church Hall, Emmanuel Church, Church View Close, Nottingham NG5 9QP

MINUTES

Chair welcomed those present, and opened the meeting at 7.15 pm

Present: Cllrs D White (In the Chair) D Skidmore, F Lari, J Todd

In Attendance: Lynda Ogilvie, Locum Clerk, Cllr R Ellis and 4 members of the public

386. Apologies for absence

As all members were present, there were no apologies.

387. Declaration 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.

No Declarations of Interest were made.

388. To approve the Minutes of the meeting held on 16 May 2023

Minutes were approved as a Correct Record and signed.

389. To receive Oral reports from Councillors

Cllr White referred to the recent tragic incident in Nottingham during which three people lost their lives. He was heartened by the coming together of the community in the aftermath of the tragedy.

He also noted that the broken gate at the entrance to Bestwood Country Park at the rear of Sidlaw Rise and Woodchurch Road which was reported had been quickly repaired. Fly tipping in the Country Park entrance at Gaunts Hill has been reported. Cllr Skidmore reported that he had spoken to traffic officers, who are keeping an eye on speeding, and drug taking in the area. He was advised that a senior officer from Bestwood would attend a parish council meeting if invited.

District Councillor Ellis tendered apologies from Cllr Gibbons who was unable to attend. Cllr Ellis noted that the community kitchen is still going strong, and had served 250 meals earlier in the day. She is organising a litter pick on 23 July. She mentioned that CCTV at the park did receive planning permission but that it hasn't yet been installed because of technical issues. She raised the issue of whether it is still required, or if anti-social behaviour has abated recently. Councillors felt that it was still needed.

390. Clerk Update on outstanding matters

Locum Clerk referred to an email from the previous Clerk, but it was agreed that this would be discussed as an Agenda item at the next meeting in the Confidential section of the meeting.

Planters have now been ordered, but no delivery date has been given. There will be a need to get them planted up as soon as possible, and information on previous quotes for this work needs to be revised.

Wright Vigar has quoted for undertaking PAYE and payroll work for the new Clerk when appointed, and will make ongoing returns to HMRC if required. Their quote is £15 per month + VAT to submit returns to HMRC, and £22.50+VAT per month to process payroll with 1 employee.

Cllr White proposed that this quote be accepted and Wright Vigar be appointed for this work, seconded by Cllr Lari, and all members in favour.

391. Finance

a) to approve payments

Payment list was approved.

b) to note Bank statement

Noted

c) to approve changes to Bank Mandate

Application to remove previous members of the Council and the previous Clerk from the bank mandate was approved and signed.

d) to approve payment to Cal Bryant for maintenance of website and related IT matters

Approved.

e) to approve and sign application for deposit account at Unity Trust Bank

Application was approved and signed.

392. Audit procedures

a) to approve the dates for the exercise of electors rights

Proposed dates for the exercise of Electors rights was proposed from 29th June to 10th August 2023 – this was approved.

b) to approve internal audit report

Approved

c) to consider question raised by internal auditor

Questions raised by the internal auditor were raised, and clarified. Clerk will submit appropriate response.

d) to approve sending AGAR to external auditors

Members approved sending AGAR documents to the external auditor.

393. To review St Albans PC Grant Policy

Cllr White explained his reasons for raising this issue for debate. He noted that St Albans PC has allocated a significant percentage of its precept to grants during the last two years, and this affects the ability of the Parish Council to plan for and develop major projects in the community.

Cllr White said that he would like the Council to consider limiting grants to £300 per application with a maximum of £1000 in any one year to any one group.

Cllr White proposed that the wording the Grant Application Policy under the heading 'Successful Applications' be changed from 'the Parish Council may require a notice to be affixed' to 'the Parish Council will require a notice to be affixed' thus ensuring that St Albans Parish Council support to the event/initiative was recognised. This proposal was seconded by Cllr Todd, three members voted in favour, one against therefore the motion was carried.

Cllr White undertook to prepare a new Grant Application policy for consideration by the Council at the next meeting.

394. To consider Grant Application from NG United Football Club U12's for £300

This application was approved, proposed Cllr White, seconded Cllr Todd and all members in favour.

395. To consider Grant Application from Warren Action Group for £2,900 for firework display.

Cllr Lari said that this application is the same as for previous years, and that there is no geographical restriction on who can attend. However, WAG do not wish to advertise widely because that could attract people from outside the parish and cause difficulty in managing the event.

Members raised issues regarding insurance cover and other matters and felt that a representative of WAG should be invited to attend the next meeting of the Council to answer questions before a decision is made. Cllr White proposed that WAG be invited to attend the next meeting of the Council to answer questions, seconded by Cllr Skidmore, three members in favour, one abstention, therefore the motion was passed.

396. To discuss possibility of providing sporting/community facilities in the parish.

Members discussed options, which include the upgrading of facilities at the football ground, and/or the purchase of land at Muirfield Park with the intention of providing a community building.

Cllr White proposed that the Council assist NG United Football Club to improve and upgrade their facilities, seconded by Cllr Todd. Cllr Lari proposed an amendment, which is to look at both options and undertake more detailed research, seconded by Cllr Skidmore. Members voted on the amendment, which received three votes in favour, and one against. Therefore the amended proposal was approved.

397. Vacancy – to consider application to fill one of the vacancies on the Council - Prairie Bryant.

Cllr White proposed that Ms Bryant be invited to join the Council as a co-opted member, seconded by Cllr Lari, and all members in favour. Clerk will make all necessary arrangements.

398. To discuss arrangements for recruitment of permanent Clerk.

The previously used advertisement will be located and updated. Details for interview questions etc to be agreed at a later date.

399. Date of next meeting – Tuesday 25 July 2023

There being no further business, Chair thanked everyone for their attendance, and closed the meeting at 8.51 pm.

Approved as a Correct Record and Signed:

D White

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Chair
25 July 2023