

# St Albans Parish Council

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**MEETING OF ST ALBANS PARISH COUNCIL held on Tuesday, 25 July 2023 at Church Hall, Emmanuel Church, Church View Close, Nottingham NG5 9QP**

## MINUTES

**Present:** Cllrs D White (in the Chair), P Bryant, F Lari, D Skidmore and J Todd

**In Attendance:** Cllr R Ellis (Gedling Borough Council) Lynda Ogilvie (Locum Clerk) and 3 members of the public.

*Prior to the meeting, Prairie Bryant, co-opted member of the Council, signed the Declaration of Acceptance of Office.*

Chair welcomed everyone, and opened the meeting at 7.15.

### **400. Apologies for absence**

There were no apologies, all members being present.

### **401. 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.**

There were no Declarations of Interests

### **402. To approve the Minutes of the meeting held on 27 June 2023**

Minutes of the meeting held on 27 June 2023 were approved as a correct record and signed. Proposed Cllr Skidmore, seconded Cllr Todd, all in favour.

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

Cllr Lari noted recent information on registering defibrillators, which the Clerk had circulated. He also said that the park run continues to be well supported, and is open to all including those who prefer to walk the course.

Cllr White said that there had been a spate of graffiti on notice boards and elsewhere in the area, and he had purchased a product to remove the graffiti from the notice boards. He has also spent a lot of time going through the Council's policies and preparing a new draft policy on the Council's grant policy, which will be presented later during the meeting. He also said that there has been incidents with young people riding motorbikes onto the football pitch. Photos of the culprits were taken and have been given to the police.

#### **404. To receive Reports from District Council**

Cllr Ellis said she would be happy to try to arrange another first aid course, if there was a need. Members agreed that this would be welcome, and there have been requests from people who were unable to attend the earlier course.

She also said that the community kitchen intended to take a break over the summer and restart in the Autumn in order to conserve funds.

The recent litter pick which she arranged was successful, and further litter picks will be arranged.

#### **405. Clerk Update on outstanding matters**

Clerk confirmed the following:

- The process of recruiting a permanent clerk is underway, and advertisements have been circulated in appropriate places.
- All documents relating to the audit have been sent to the External Auditor.
- Grant awarded to the football club has been actioned.
- All other matters will be discussed under the appropriate Agenda headings.

#### **406. Correspondence**

None received

#### **407. To approve Chair (Cllr White) attending Planning Section 106 and CiL Training at a cost of £40.**

Members supported Chair attending the above course, and approved payment. Proposed Cllr Bryant, seconded Cllr Lari, all in favour. Clerk will make the arrangements.

#### **408. Finance**

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

Payment to Locum Clerk for June was approved. Proposed Cllr Lari, seconded Cllr White, all in favour.

##### **b) to note Bank statement**

Noted

##### **c) to approve changes to Bank Mandate, to include Cllr P Bryant**

It was proposed by Cllr Lari that Cllr Bryant be added to the bank mandate, seconded Cllr Todd, all in favour.

##### **d) update re opening of deposit account at Unity Trust**

###### **Bank**

This has now been actioned, and the transfer of agreed monies made to the new interest bearing account.

##### **e) to note appointment of Wright Vigar to manage the payroll/ HMRC compliance for the Council**

As agreed at the last meeting, Wright Vigar have been appointed to manage the Council's payroll and other employee obligations. Letter of Engagement was signed by the Chair.

#### **409. To consider and approve purchase of recording equipment for the purpose of recording meetings**

The background to this proposal was discussed. The purpose of recording the meetings would be as an aid to the Clerk preparing correct and accurate Minutes. It was suggested that a phone could be used instead, but this was considered

inappropriate as the Council does not have its own phone and this might lead to data protection issues.

Cllr White proposed that the Council purchase recording equipment at a cost of up to £200, seconded by Cllr Bryant, three members in favour, two abstentions. Therefore the motion was passed.

**410. To review St Albans PC Grant Policy**

Cllr White referred to the draft updated Grant Policy, which he had circulated. He explained the background to this proposal. He had noted that the Council gives significant sums to other bodies by way of grants, and this leaves limited funds available for the parish council to develop projects which may be of greater long term benefit to the community.

Members exchanged differing views on the current grant policy but there was overall agreement that it should be updated. It was also suggested that it should include a monitoring form so that the Council can receive information on how the money was spent, how many people benefited etc.

A working group was agreed to report back at the next meeting of the Council.

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

A representative of WAG was in attendance to answer questions on the application for financial support for a firework display, which had been deferred from the last meeting.

Several matters were discussed, and it was confirmed that all members of the community would be welcome to attend. There was no restriction on individuals sharing information on the event, but it would not be widely advertised by WAG to try to avoid unmanageable crowds attending. WAG's current insurance policy will be renewed prior to the event, and the group will comply with all other legal requirements in co-operation with Gedling Borough Council and Nottinghamshire County Council.

Cllr Lari proposed that the grant of £2,900 be awarded to WAG for the firework display, seconded by Cllr Skidmore, three members in favour, two against, therefore the motion was passed and the grant will be awarded. It was agreed that the Parish Council will produce their own advert and place these on their Parish Noticeboards. Prior to releasing the money the WAG will agree to send a copy of the liability insurance and risk assessment.

**412. To agree arrangements for installation and planting of new planters.**

The planters have been delivered and arrangements will be made for their installation and planting up.

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

Members agreed to establish a working group to investigate options, proposed Cllr Bryant, seconded Cllr White, all in favour.

***Following items are confidential and press and public will be asked to leave the meeting (Public Bodies Admission to Meetings Act 1960)***

**411. To discuss arrangements for recruitment of permanent Clerk.**

As previously recorded, the process for recruiting a permanent Clerk has been started, and advertisements are now posted in appropriate places. Other possible places to advertise were proposed. Cllrs White, Bryant and Todd will comprise an interview panel.

**412. To consider options relating to previous Clerk's final payments**

It was considered that no further action will be taken, proposed Cllr Todd, seconded Cllr White, all in favour.

**413. Date of next meeting – Tuesday 26 September 2023**

APPROVED 26/9/23