

ST ALBANS PARISH COUNCIL

Email: clerk@stalbanpc.org

Website: <https://stalbanpc.org>

Minutes of St Albans Parish Council Meeting

Tuesday 28 November 2023, Emmanuel Church, Church View Close, Nottingham. NG5 9PE

Present: Cllr Dave White (Chair), Cllr Dave Skidmore, Cllr John Todd, Cllr Francesco Lari, Cllr Prairie Bryant, Claire Baker (Clerk)

In Attendance: 3 members of public

Welcome to the meeting. 7pm public 15 minutes for questions

| No. | Agenda Item | Discussion | Action / Info | By whom | By when |
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| 454 | Apologies for absence | Cllr Rachael Ellis (noted after the meeting from email received earlier) | | | |
| 455 | Declaration of interests | None | | | |
| 456 | Minutes of the Meeting | 26 September 2023 31 October 2023 14 November 2023 Cllr Todd proposed all three minutes as a correct record, Cllr Lari seconded. Cllrs White, Lari and Todd voted for and Cllrs Bryant and Skidmore abstained due to being absent from the meetings. Cllr White signed all as a correct copy. | Information | | |
| 457 | Matters Arising | Unity log in – Cllr Todd has still not received login details. Will need to contact Unity Bank direct to have them resent. Send contact details to Cllr Todd to enable contact. | Action Action | Clerk / Cllr Todd Clerk | 30/1/24 30/1/24 |

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| | | <p>Consideration to be given to adding Claire Baker to Unity Bank to enable transition when taking on financial responsibility. Start the application process for this to happen.</p> <p>Publication of papers on website has happened. Assurance was given that no supporting information of grant applications e.g financial information, would be published on the website.</p> | Information | | |
| 458 | Oral reports from Councillors | <p>Cllr Bryant – STARS and community kitchen held bonfire night meal which was a big success. Also had Warwick Castle trip and really good feedback from that especially for people that wouldn't have normally been able to afford such trips.</p> <p>Cllr Lari – would be at the park run and would welcome anyone to volunteer. Park Run will be running events at Christmas and New Year (outside of the normal Saturday weekly event).</p> <p>Cllr Todd – had seen a comment on a Facebook site that had stated that he had requested money at the last meeting to refurbish his sleigh. He wanted to emphasise that this had not been the case and that it was a general discussion about the sleigh as part of the Christmas discussion, and the work that it required. The Clerk added that she had received an email that had also wanted clarification regarding the discussion at the last meeting regarding the sleigh and had been able to confirm that no proposal for funding from Parish Council had been made and that if any proposal was made, then appropriate declarations of interest would be</p> | <p>Information</p> <p>Information</p> <p>Information</p> | <p>Cllr Bryant</p> <p>Cllr Lari</p> <p>Cllr Todd</p> | |

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| | | <p>investigated. Cllr White also added that he wished Cllr Todd the best of luck at the Awards Ceremony that Cllr Todd was attending as a nominee for the charity work he had done.</p> <p>Cllr Skidmore – had been busy gathering information regarding the Community Safety Watch scheme. Lots of information from PC Parkinson at Notts Police. The purpose was to help the Warren and Deer Park Drive areas with speeding cars which was becoming a nuisance with neighbours complaining. Would need volunteers for the Community Safety Watch who would work alongside a Police Officer. Will be attending meeting to see how this would work and find out more about taking it forward. Handheld speed cameras would cost the Council approx. £600 and could be used around the whole of the Parish – or these could be provided by the Police as a shared resource with other Parish Councils. Cllr Bryant asked what the consequences were for drivers caught speeding. Warning letters would be issued.</p> | Action | Cllr Skidmore / Clerk | 30/1/24 |
| 459 | Reports from GBC | Nothing received. | | | |
| 460 | Clerk Update | <p>a) Hedgehog Highway – Have now received 50 of the hedgeway highway frames. Would be reviewing how best to distribute these to the right places. Would be using the Parish Council Facebook page to advertise and also suggested Friends of Bestwood Country Park. Cllr Bryant suggested contacting Warren Primary and Cllr Todd suggested contacting the Church.</p> <p>b) Induction Training – still to be booked</p> | Action | Clerk | 30/1/24 |
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| | | <p>c) Informing Outcomes of Grant Applications – updated WAG and SACK re applications outcomes. Cllr White highlighted that a process needed to be followed to ensure that the monies that had been granted evidenced the spend within 12 months of receipt as this was a legislative requirement and good financial management. It was agreed that this request along with any requirement of outcomes of the project funded would be included in future emails advising of funding outcomes to ensure that applicants were aware of the requirements of the funding granted. A template to reflect this for consistency would be designed.</p> | Action | Clerk | 30/1/24 |
| 461 | Correspondence not reported | None received | | | |
| 462 | Finance | <p>a) Approve Payments – all had been paid. Cllr Skidmore proposed, Cllr Bryant seconded. All Cllrs voted in favour</p> <p>b) Budget and Precept 24 – Clerk introduced the item stating that Cllrs had been presented with a first draft budget that would need reviewing and finalising at the January meeting. Clerk requested that Cllrs agreed to a process that she would facilitate over email over the coming weeks to ensure that by the next meeting a final budget could be agreed. Cllr Lari requested more information on how the precept would be agreed and the Clerk advised that she would ensure this would be included within the process. Cllr White</p> | <p>Information</p> <p>Action</p> | <p>Clerk to lead with Cllr involvement</p> | 30/1/24 |

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| | | <p>proposed the request and Cllr Bryant seconded. All Cllrs in favour. Cllr Todd highlighted the need to ensure that Cllr Skidmore was also included in the process.</p> <p>c) Debit card / credit card – The Clerk advised that either a debit card or credit card could be applied for although the debit card was the recommended way forward to save the complications of potential “loans” from a credit card. Cllr Lari requested reassurance that the debit card held by the Clerk would still require 2 authorised signatories and that appropriate checks were in place. Cllr White proposed for the Clerk to get Debit Card with 2 signatories and to start the application process with a view to this being approved by Councillors at the next meeting. Cllr Bryant seconded and all Cllrs were in favour.</p> <p>In addition, Cllr Skidmore advised that he now had a laptop that he was happy to donate to the Council. This was currently password protected and he had no access.</p> | Action | Clerk | 30/1/24 |
| | | | Information | Cllr Skidmore | |
| 463 | Grant Applications | <p>WAG Christmas Hamper – update for grant application. Cllr White invited WAG to update the Council on their grant application. WAG read out the following statement</p> <p>“WAG is able to provide the following update on this item since the grant application was submitted to SAPC for consideration. WAG was contacted with an offer to</p> | Information | | |

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| | | <p>provide the funding for the hampers for senior residents and for the afternoon tea for residents. WAG didn't have to apply for these awards, fill out any application form or agree to meet restrictive conditions. The funding is being provided to WAG on the basis that WAG is helping some of the most vulnerable elderly residents in the area by overcoming loneliness, isolation and sharing prosperity with them during the festive season. WAG therefore no longer needs any funding from SAPC for this activity and formally withdraws this grant application, which comes as a great relief to WAG given the difficulties WAG has experienced in accessing funding from SAPC."</p> <p>Cllr White thanked WAG for their update, wished them the best with their Christmas activities and proposed to formally withdraw the application for funding. Seconded by Cllr Lari and all Cllrs voted in favour</p> | | | |
| 464 | Sporting / community facilities | <p>a) Update on application for land as asset of community value – downloaded form but will need additional support in completing form and time to gather the information needed which includes signatures and land registry details.</p> <p>b) Open space Woodchurch and Pavilion Road – Cllr White proposed to go through the same process as land of the Muirfield Park area (old church) for the Woodchurch and Pavilion Road. This is space owned by Gedling Borough Council Cllr Bryant highlighted that whilst she agreed in principle with an application for both sites, that the priority and focus should be with the Muirfield Road site as there</p> | Action | Clerk | 30/1/24 |

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| | | <p>was a higher risk of being sold. Cllr Lari was concerned that submitting two applications may result in neither being viewed seriously. Cllr Todd said that as per the discussion at the previous meeting regarding submitting an application for Muirfield Park site made sense the same applied for the Woodchurch site and no reason as to not submit two applications at the same time. The Clerk advised that whilst some of the information could be replicated across the forms, some information would be specific.</p> <p>Cllr White proposed two separate applications to be submitted at the same time for the two sites mentioned above. Seconded by Cllr Todd. Cllrs Todd and White voted for. Cllr Skidmore abstained.</p> <p>Cllr Bryant voted against emphasising that although she agreed with process of submitting two applications, they shouldn't be done simultaneously so that focus could be on the more pressing one for Muirfield Park. Cllr Lari voted against. As the vote was tied, Cllr White used his vote as Chair to move forward to submit both applications. Cllr Lari advised that he would not help the completion of either application.</p> | | | |
| 465 | Noticeboard and Bench installation | <p>Cllr Lari advised that three quotes should have been obtained for the installation of the noticeboard and 4 x benches. Cllr Lari questioned the siting of the benches and Cllr White advised as per the report that consultation had occurred and permissions would then be submitted to Gedling Borough Council, Cllr Lari proposed that before anything was agreed, three quotes for the installation of the noticeboard and 4 benches</p> | Action | Clerk | 30/1/24 |

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| | | should be obtained in line with financial regulations. Cllr Bryant seconded. All Cllrs voted in favour. | | | |
| 466 | Standing Orders Amend | Cllr White proposed that the 15 minutes allocated for the public to speak and ask questions of Councillors prior to the meeting started, be moved into the Agenda. This would ensure that public participation was minuted formally and then actions could then be moved forward. This would form the first 15 minutes of future meetings. Cllr Todd seconded and all Cllrs voted in favour. | Action | Clerk | 30/1/24 |
| 467 | To consider resolving that under the Public Bodies (Admission to Meetings) Act 1960 1(2) the press and public be excluded from the meeting for the following items of business on the grounds that it would likely disclose exempt information | Cllr White proposed. Cllr Bryant seconded. All in favour. The public left the room. | Information | | |
| 468 | Staffing | National Pay Award – pay increase from NALC. The Clerk was currently on Band 24. Cllrs agreed to raise the Clerk’s pay in line with the national pay award and that this would be backdated to 1 October 2023. | Action | Clerk | Immediate affect |
| 469 | To note date of next meeting | Tuesday 30 January 2023 Meeting closed at 20:39 | Action | Clerk | 30/1/24 |

Approved as a correct record and signed

-----**(Chair)**

DRAFT