

## ST ALBANS PARISH COUNCIL

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### Minutes of St Albans Parish Council Meeting

Tuesday 17<sup>th</sup> September 2024, Emmanuel Church, Church View Close, Nottingham. NG5 9PE

**Present:** Cllr Bryant, Cllr O'Neill, Cllr. Reed, Cllr Jones, Cllr Gardiner

**In Attendance:** 3 x members of the public

No.	Agenda Item	Discussion
		<b>Meeting opens</b> at 19:02 Cllr Bryant to act as Chair for the purposes of this meeting. <b>Proposed:</b> Cllr O'Neill; <b>Seconded:</b> Cllr Jones. All in favour.
562	To receive apologies for absence	Received apologies from Cllr Lari, Cllr King, Cllr White
563	Declaration of Interests	Cllr O'Neill item 570(a) Cllr Jones item 570(c)
564	To approve and sign the minutes	Approve minutes from meeting held 30 <sup>th</sup> July 2024 - <b>Proposed:</b> Cllr Bryant; <b>Seconded:</b> Cllr O'Neill Cllr Bryant, Cllr Reed, Cllr O'Neill, Cllr Jones voted for.  Cllr Gardiner abstained  Cllr Bryant signed minutes
565	Recognise and re-approve formation of staffing committee	To recognise and re-approve the formation of the staffing committee that took place on 30 <sup>th</sup> July 2024, and re-approve terms of reference <b>Proposed:</b> Cllr O'Neill <b>Seconded:</b> Cllr Jones All in favour.

566	To recognise and ratify staffing committee appointment of locum clerk	<p>To recognise and ratify the staffing committee's appointment of locum clerk Carrie Pillow on 14<sup>th</sup> August 2024 and vote to support her appointment with the terms stated at the staffing committee meeting. Cllr Bryant to contact Carrie Pillow to re-confirm interest and begin process of handover</p> <p><b>Proposed:</b> Cllr Jones <b>Seconded:</b> Cllr Reed All in favour</p>
567	To recognise and re-approve renewal of Parish council web hosting	<p>To recognise and re-approve the renewal of the Parish Council web hosting as agreed at the Parish Council meeting on 30<sup>th</sup> July 2024.</p> <p><b>Proposed:</b> Cllr Jones <b>Seconded:</b> Cllr Bryant All in favour</p>
568	To hear concern regarding resident safeguarding at Parish Council meetings	<p>Email from resident regarding behaviour of public at council meetings. Cllr Bryant read redacted version of the letter aloud to council and public.</p> <p>Noted that the content was redacted to protect the resident's identity and because the Council has no ability to police the behaviour of the public at meetings beyond asking them to leave.</p> <p>The Council propose a safeguarding policy be put in place for any future incidents should they occur to set out how the council should respond, not only for the benefit of Councillors but the public in attendance.</p> <p>Cllr Jones to draft Safeguarding policy to be discussed at next meeting.</p> <p><b>Proposed:</b> Cllr Bryant <b>Seconded:</b> Cllr Reed All in favour</p>
589	Appoint a councillor to seek watering contract quotes	<p>Cllr Jones agreed to obtain 3 independent quotes for a watering contract for the upkeep and maintenance of planters in the parish, and present to council at the next meeting for discussion</p>

		<p><b>Proposed:</b> Cllr Bryant <b>Seconded:</b> Cllr Reed All in favour</p> <p>Cllr Gardiner suggested the relocation of planters to areas where residents and councillors can maintain planters to avoid costs of watering contract. Agreed to discuss this and further options at next meeting after obtaining quotes. Cllr Jones suggested next round of planting should include drought resistant plants and shrubs which require less maintenance.</p>
570	Expenses Item A- Cllr O'Neill	<p>Cllr O'Neill to be reimbursed £142.54 for expenses incurred for web hosting renewal</p> <p><b>Proposed:</b> Cllr Jones <b>Seconded:</b> Cllr Bryant Cllr Bryant, Cllr Gardiner, Cllr Jones and Cllr Reed in favour Cllr O'Neill abstained</p>
	Expenses Item B- Cllr King	<p>Expenses of £25 requested by Cllr King for damage of hosepipe used to maintain planter positioned in Deer Park</p> <p><b>Proposed:</b> Cllr Gardiner <b>Seconded:</b> Cllr Bryant All in favour</p>
	Expenses Item C- Cllr Jones	<p>Expenses of £70 to Cllr Jones to be reimbursed for trees and plants for community orchard</p> <p><b>Proposed:</b> Cllr Bryant <b>Seconded:</b> Cllr Gardiner Cllr Bryant, Cllr Gardiner, Cllr O'Neill and Cllr Reed in favour Cllr Jones abstained</p>
571	Establish Events Committee	<p>Events Committee to plan and oversee council run events, inclusive of both the Warren and Deer Park areas.</p> <p>Simple Terms of service discussed at the meeting: 3-9 Members, all plans made by committee to be put forward to full council for approval. To meet as and when required.</p> <p>Chair- Cllr O'Neill</p>

		Initial Members- Cllr Bryant, Cllr Reed, Cllr Gardiner, Cllr Jones, Cllr O’Neill  <b>Proposed:</b> Cllr Bryant <b>Seconded:</b> Cllr Gardiner All in favour
572	Agree arrangements for banking	Council to organise handover of bank account details and Scribe passwords from Lynda Ogilvie to locum clerk Carrie Pillow. Lynda to begin process to register Cllr Reed, Cllr O’Neill, Cllr Gardiner, and Cllr Jones on to the account prior to hand over.  <b>Proposed:</b> Cllr Bryant <b>Seconded:</b> Cllr Jones All in favour  It was suggested we consider switching banking provider due to the difficulty that we have had with Unity Bank. To be discussed at the next meeting.
	To be included on next agenda	Discussion of IT Maintenance position, Cllr Gardiner and Cllr Jones propose being put forward for role due IT knowledge in previous job roles
		<b>Meeting Closed at 20:11</b>

Approved as a correct record and signed

----- (Chair)