

ST ALBANS PARISH COUNCIL

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Minutes of St Albans Parish Council Meeting

Tuesday 30 April 2024, Emmanuel Church, Church View Close, Nottingham. NG5 9PE

Present: Cllr Lari, Cllr Bryant, Cllr Todd, Cllr White (Chair) and Claire Baker (Clerk) Cllr Jones attended from 19:37

In Attendance: 4 x members of the public

No.	Agenda Item	Discussion	Action / Info	By whom	By when
521	Apologies	Rachel Ellis	Information		
522	Declaration of Interests	Cllr Bryant declared an interest in item 534a re change in domain name as husband is the current web provider.	Information		
523	To approve the minutes of 26 March	<p>Cllr Bryant observed that there were times in the minutes when she was referred to as Cllr Prairie and other times Cllr Bryant. Noted to ensure always minuted as Cllr Bryant in the future to ensure accuracy.</p> <p>Cllr Todd proposed as a correct record of the meeting, Cllr Lari seconded. All Cllrs in favour and Cllr White signed them.</p>	Action	Clerk	Ongoing
524	Matters arising not agenda'd	<p>a. Supporting documents – Friends of Bestwood Country Park</p> <p>All documents were received by the deadline date. Cllr Bryant proposed to accept the documents, Cllr White seconded, Cllrs Bryant, Todd and White voted in favour and Cllr Lari abstained</p>	Information		

525	Electors to Address the Council	Update requested on noticeboard for Japanese gardens – Cllr White updated to say that perspex had now been received. The illustrations are with the digital team and will be an extra cost so project has gone over budget and will now be £250.	Information		
526	Co-opt Members to the Council	<p>a. Jason King b. Kim Reed c. Beth O’Neill</p> <p>Cllr White proposed that all three were accepted on to the Council. Cllr Bryant seconded and all Cllrs present voted in favour.</p> <p>Beth O’Neill signed the Declaration of Acceptance of Office form</p>	Information		
527	Councillor Reports	<p>a. Councillor Reports</p> <p>Cllr White submitted his report on 29/4/24 and this will be updated to the website. Cllr White presented his report to Council.</p> <p>b. To receive Oral Reports from Councillors</p> <p>Cllr Lari – meeting with Cabinet Office – they would like all Parish Councils to go under a gov.uk email and website address. More detail to be given later in the agenda.</p> <p>Cllr Lari – incident at park run when a female Marshall was approached by a male wearing a balaclava. The incident left the Marshall feeling uncomfortable. The Police have been made aware and Park Run organisers</p>	<p>Action</p> <p>Information</p> <p>Information</p>	Clerk	ASAP

		<p>have taken steps to ensure no female Marshalls are on their own.</p> <p>Cllr Bryant – reported the graffiti on the park. Some of it has been cleaned but not all so chasing that up. Attended WAG meeting on the 27/3 – well attended by residents. Encouraging people to keep reporting any ASB to help assist cases with CCTV.</p> <p>It was suggested by Cllr Lari that a Police representative should be invited to the meetings to help with community engagement and information sharing between the Parish Council and Police</p>	Information		
			Action	Clerk	June 2024
528	To receive reports on behalf of GBC	None			
529	Clerk Update	<p>Meeting suspended at 19:29 and restarted at 19:31 to allow Kim Reed to sign Declaration of Acceptance of Office paperwork.</p> <p>a. Resignation of Dave Skidmore – Cllrs advised that DS had resigned. Will update Gedling Electoral</p> <p>b. Internal and External Audit – the Clerk updated on the requirements of the internal and external audit. AGAR paperwork needs to be signed off by 30 June 2024. Clerk advised that the June meeting was currently on 25 June which didn't leave much of a contingency if paperwork couldn't be signed off at that point and suggested scheduling that meeting to an earlier date. Cllr Bryant proposed to move the June meeting to 18</p>	Action	Clerk	ASAP
			Action	Clerk	18 June 2024

		<p>June, Cllr Lari seconded this and all attending Cllrs voted in favour.</p> <p>Clerk went through the Annual Governance statement with the Councillors for agreement. Cllr Lari raised a concern regarding steps taken to ensure proper steps had been made to reduce fraud and protect public money, based on the lack of invoice from the Jolly Gardener. Clerk agreed to get follow up advice from NALC as to whether an invoice had been required in this instance and based on that, lessons could be learnt in the future.</p> <p>Clerk went through the end of year accounts for the Accounting Statement. Councillors agreed that the end of year accounts was a correct record.</p> <p>The Annual Governance Statement and Accounting Statement were both completed and signed. Proposed by Cllr Todd, seconded by Cllr Jones and all Cllrs voted in favour.</p>	Action	Clerk	28 May 2024
530	Correspondence not reported	Nothing received			
531	Community Engagement	<p>Samples of questionnaires put together and circulated around Councillors for opinions on questions to ask.</p> <p>Cllr Lari advised that he would not be taking part in any part of the community engagement as he is against the process.</p>	Information		
			Information		

		<p>Cllr White proposed that with the introduction of three new Councillors to the Council, that the community engagement questionnaire should be placed on the agenda for the May meeting and that the sample questionnaires should be recirculated for discussion at that.</p>	Action	Clerk	28 May 2024
		<p>Cllr Bryant suggested a possible working group to review the community engagement questionnaire</p>			
		<p>Meeting suspended at 20:00 and restarted at 20:04 to allow Jason King to sign Declaration of Acceptance of Office. During this time, it was noted that Cllr Jones had not previously signed his Declaration of Acceptance of Office form. Cllr Bryant highlighted that this raised questions regarding decisions he had made in previous meetings attended. It was agreed that advice should be gained from the Legal Council at Gedling Monitoring Officer as to what this meant and reported back at the next meeting.</p>	Action	Clerk	28 May 2024
		<p>Cllr Bryant suggested a possible working group to review the community engagement questionnaire. Cllr Todd highlighted that the numbers of Councillors was enough to allow discussions to be had over email and at meetings to be had without having a separate smaller meeting. Cllr Bryant raised that there may be issues regarding accessibility and equality when it came to email discussion and that this should be taken into consideration. Cllr White suggested that the questionnaire samples should be recirculated and</p>			

		discussed at the next meeting and that if any Councillors had issues with accessing then they could have separate conversations either with the Chair or Clerk.			
532	Finance	<ul style="list-style-type: none"> a. To approve payments – Focus has been on the end of year reports so April and May would be provided at the next meeting. b. Fixed asset register – this was previously discussed during item 529 and signed off c. End of year financial reports – this was previously discussed during item 529 and signed off d. Gedling High Streets Event Fund – closer review found that this was not something that the Council or local services were able to access as it was focused on areas with high street e. Flood alleviation and safe storage. There is a potential siting where safe storage could be placed. Cllr White suggested that this may be an application worth submitting and to bring this to the next meeting in May for discussion. Application deadline is the 30 June. 	Action	Clerk	28 May 2024
			Action	Clerk	28 May 2024
533	Delivery 2024/25	<ul style="list-style-type: none"> a. Bestwood in Bloom Event - Cllr Bryant suggested funding to provide flowers for residents to plant in their gardens to encourage residents to get involved. Cllr White raised concerns about funding individuals. Cllr Jones suggested funding flowers in streets and various locations and work with residents re a community 			

		<p>planting day. Cllr White suggested that the planters would need new plants in them as they were looking bare. Cllr White highlighted that conversations with Warren Academy meant that they were happy to take on responsibility for one of the planters that had previously been damaged.</p> <p>Cllr White proposed that the planter remained the asset of the Parish Council and that the Council would continue to fund the contents of the planter and that the school would work with their students to engage them with the planting of flowers within it.</p> <p>Cllr White highlighted that the Council did need a watering contract for the planters as the current approach wasn't sustainable.</p> <p>Cllr Bryant suggested a wild flower approach and Cllr Jones did advise that this would be a good idea and something he had experience in doing across the wider City area. Cllr White suggested that conversations were had with Gedling Borough Council as areas were sometimes sprayed which could kill potential areas of wild flowers. Cllr Jones to explore the potential of wild flower verges with Jayne Richardson at Gedling Borough Council.</p>	Action	Cllr Jones	28 May 2024
		<p>b. Community Orchard – Cllr Jones phase one sorted – pear, apple and 2 x cherry trees funded.</p>	Action	Cllr Jones	28 May 2024

		<p>Room for more trees. Phase two - £70 to buy 5 or 6 more fruit trees including stakes etc. Propose Cllr White to allocate £70 Muirfield Parks community orchard</p> <p>Proposal Cllr Byrant to ringfence monies for the horticultural side of things e.g. planter, community orchard and wild flowers £600 allocated towards St Albans in bloom projects. Seconded by Cllr Lari. All in favour.</p> <p>Cllr Jones to take a lead on the planters, orchid and verges.</p> <p>Cllr King suggested that may want to consider how Cllrs and residents could take ownership of each of the planters in the local area.</p> <p>c. D-Day 80 – Cllrs agreed it would be good to have something to recognise the centenary and agreed to buy a number of the signs and to also consider something that wasn't as specific to the centenary. Cllr Todd proposed that 25 DDay lamp post signs and 75 generic soldier lamp post signs were brought. Seconded by Cllr King and all Cllrs in favour. Discussion was also had regarding the purchase of a more lasting tribute e.g. silhouette of the soldier to site somewhere in the Parish Council area.</p>	<p>Action</p> <p>Action</p> <p>Information</p> <p>Action</p>	<p>Clerk</p> <p>Cllr Jones</p> <p>Clerk</p>	<p>28 May 2024</p> <p>Ongoing</p> <p>28 May 2024</p>
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		d. Dfib training - Cllr Lari advised that the training would be on 21 May. Pay for the hall. Joint event between Parish Council and Cllr Rachel Ellis. Dfib training opening to the public. Proposal Cllr Bryant pays for the hall hire, seconded by Cllr Lari. All Cllrs voted in favour.	Information		
534	Website	a. Change in domain name – to add gov.uk on to the email and web addresses to formalise links with the Government. Slightly higher cost than normal domain because they do have checks on how the website is organised to ensure secure site etc. Pay for registration of the domain - £110 for two years. Initially would need to keep both domain names as part of a transition period. Some work necessary from Cal Bryant so quote needed for migration on to a new domain name. New domain name needs to be approved by Cabinet Office. Proposal to support Cllr Lari and clerk to get quotes for the registration of the domain – Cllr White, Seconded by Cllr Jones, Cllr in favour, Cllr Bryant abstained. b. Publishing of meeting records – add recording of meetings to be added to the website. Policy required to support GDPR principals. Proposal for Cllr Bryant to get details and bring back. Cllr White proposed, Cllr Lari seconded and all Cllrs voted in favour.	Action	Cllr Lari / Clerk	28 May 2024
			Action	Cllr Bryant	28 May 2024
535	Public excluded				
536	Staffing	a. Code of Conduct – Cllr Kim, Dylan, Beth, Prarie b. Basic training – Cllr Bryant, Jones and Reed			

		Proposal White seconded by Cllr Bryant, all in favour			
537	To note date of next ordinary meeting	Tuesday 28 May 2024, 7pm – statutory annual meeting to elect Chair and Vice Chair,.	Action	Clerk	28 May 2024

Approved as a correct record and signed

David White 28th May 2024

------(Chair)