

St Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS
T: 07857774847, E: clerk@stalbanpc.org, W: <https://stalbanpc.org/>

Thursday, 11 June 2020

Summons:

You are summoned to a meeting of St. Albans Parish Council which will be held online on Wednesday, 17th June 2020 at 19.00.

LOGIN – please follow this link:

<https://us02web.zoom.us/j/89811561966?pwd=SXIOb29RU2NUUHZtWThqZjFiNnRJQT09> to join the meeting. If you cannot connect to the internet you can join the meeting by phoning one of these numbers for an audio connection. You phone provider may charge you for this call.

Dial by your location

+44 203 481 5240 United Kingdom,

+44 131 460 1196 United Kingdom

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Meeting ID: 898 1156 1966

Password: 454622

Please call the clerk on 07851114847 if you are having any problems logging in.

Signed

Belina Boyer

Clerk to the Council

SAPC20-102 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

SAPC20-103 To receive apologies for absence

SAPC20-104 To receive questions and petitions from members of the public – for information only.

SAPC20-105 To receive a report from the County and Borough Councillors

SAPC20-106 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting

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SAPC20-107 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

SAPC20-108 To receive minutes of previous St. Albans Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

SAPC20-109 To review and re-adopt the following policies and procedures:

- a. Data Protection Policy
- b. Data Breach Policy and procedure
- c. General Privacy Policy
- d. Data Retention Policy
- e. Publication Scheme
- f. Email Contact privacy Policy
- g. Grant Application Policy, Procedure and Form
- h. Councillor Contact Privacy Notice
- i. 2019 Co-option Policy
- j. 2019 Co-option Application
- k. Equality and Diversity
- l. Notice Board
- m. Complaints
- n. Vexatious Complaints
- o. Media Policy

SAPC20-110 To consider and agree an action plan for the coming municipal year and beyond.

SAPC20-111 To note that a poll has been called for the most recent vacancy and that under current legislation the vacancy cannot be filled by co-option. Any members of the public willing to serve the council will need to register for election next Spring.

SAPC20-112 To consider and decide a grant application by STARS.

SAPC20-113 FINANCE:

- a. To receive the Payments and Receipts report for May 2020.
- b. To receive bank reconciliations for May 2020.
- c. To consider any additional items to be added to the printed payment schedule.
- d. To approve the payment schedule for June and agree to sign it.

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN			June 2020
CASH POSITION BEFORE ANY PAYMENTS ARE MADE			£
Unity Trust Bank Current		31/05/2020	75,337.21
Other			-
Total			75,337.21
BILLS FOR PAYMENT	Not including Payroll		
Payee Name	Transaction Detail	Budget Code	£ Total
GiffGaff	Office phone	Office expenses (consumables)	6.00
HMRC	1st Quarter	Staff costs	226.80

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SAPC20-114 To receive the internal auditor's report and consider any action recommended therein.

SAPC20-115 PLANNING

To consider the following planning applications:

- [2020/0350 | Proposed Rear/Side single storey extension with pitched roof | 7 Shacklock Close Bestwood NG5 9QE](#)

SAPC20-116 To consider the format of the council's photo competition (Cllr King)

SAPC20-117 To receive an update on the logo competition

SAPC20-118 To receive a website and social media report (Cllr Thorpe) and consider what action to take

SAPC20-119 To consider the formation of a working group and its terms of reference with the aim of researching a possible community hub.

SAPC20-120 To receive an update on the defibrillator installation.

SAPC20-121 To consider Coronavirus emergency action to be taken (Cllrs Lari and Ellis).

SAPC20-122 To note the correspondence received and previously circulated to members.

SAPC20-123 To receive Items for Notification to be included on next meeting's agenda. (for information only).

SAPC20-124 To confirm date of next scheduled meeting.

**Minutes of the Meeting of the Parish Council
27 May 2020 – online meeting**

Members Present	Members Present	Members Absent
Cllr R Ellis		
Cllr D Gibbons		Cllr S-M Rehman-Wall
Cllr J King		Cllr M Riddle
Cllr F Lari	Cllr M Thorpe (Chairman)	

Also present: two members of the public were logged into the online meeting.
In attendance: The Clerk

Abbreviations:

FBCP	Friends of Bestwood Country Park
GBC	Gedling Borough Council
NCC	Nottinghamshire County Council
STARS	St Albans Activity and Recreation Society
SAPC	St. Albans Parish Council
WAG	Warren Action Group

Cllr King greeted those present and announced that Cllr Clipsham had resigned due to an increased work load due to Covid 19. He thanked Cllr Clipsham for his contribution to the council.

SAPC20-69 To elect a chairman for the 2020-21 municipal year and suspend the meeting for the elected chair to sign their declaration of acceptance of office.

There had been two nominations. One from Cllr Lari and one from Cllr Thorpe. Cllr Lari was seconded by Cllr Gibbons and Cllr Thorpe was seconded by Cllr Ellis. Cllr Thorpe was elected chairman with the majority of the votes and signed his declaration of acceptance of office online before the Proper Officer. Cllr Thorpe continued to chair the meeting.

SAPC20-70 To elect a vice-chairman for the 2020-21 municipal year and suspend the meeting for the elected chair to sign their declaration of acceptance of office.

Cllr Ellis nominated herself and was seconded by Cllr Lari. She was unanimously elected Vice-Chairman. Cllr Ellis signed her declaration of acceptance of office later before the Proper Officer.

SAPC20-71 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

Nobody declared their intent to record, film or photograph the meeting.

SAPC20-72 To receive apologies for absence.

Apologies for absence had been received from Cllr Rehman-Wall on health grounds.

SAPC20-73 To receive questions and petitions from members of the public – for information only.

There were none.

SAPC20-74 To receive a report from the County and Borough Councillors.

Cllr Gibbons reported that Gedling Borough Council meetings would be resuming from June on a digital platform.

Cllr Ellis reported that there had been a significant accident on Tyburn Close.

SAPC20-75 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting

There were none.

SAPC20-76 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

There were none.

SAPC20-77 To review and adopt Standing Orders.

The Council reviewed Standing Orders and agreed some amendments.

The Council resolved to adopt Standing Orders with the agreed amendments.

SAPC20-78 To review and adopt Financial Regulations and Financial Risk Assessment.

The Council reviewed and re-adopted Financial Regulations and Risk Assessment without amendments.

SAPC20-79 To receive minutes of previous St. Albans Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

The Council resolved to approve the minutes of the meeting 13 May 2020 subject to correction of a typing mistake under SAPC20-52

SAPC20-80 To review and approve the asset register.

The Council reviewed and approved the Asset Register. It was noted that a number of grit bins were no longer kept in storage but had been disposed of. It was decided not to add plogging kits to the register as these were individually low value items which should be classed as consumables.

(Cllr King briefly left the meeting but returned in time for voting.)

SAPC20-81 To resolve to defer the review of the following documents to a later meeting:

- a. *Review of council's/staff subscriptions to other bodies (NALC/SLCC)*
- b. *Complaints procedure*
- c. *Policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation*
- d. *Media Policy*
- e. *Employment Policies and Procedures*
- f. *any other policies*

The Council resolved to defer the review of items b, c, d, e, f to the following meeting, and item a to a future meeting. All councillors were reminded to read the relevant documents ahead of the meeting.

SAPC20-82 To review the representation on or work with external bodies and arrangements for reporting back.

The Council resolved that there would be no formal representation on external bodies.

SAPC20-83 To note that a casual vacancy will remain until May next year when an election will be called.

This was noted.

SAPC20-84 FINANCE:

- a. *To consider any additional items to be added to the printed payment schedule.*
- b. *To approve the payment schedule for May/June and agree to sign it.*

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN			May 2020
CASH POSITION BEFORE ANY PAYMENTS ARE MADE			£
Unity Trust Bank Current		30/04/2020	75,379.21
Other			-
Total			75,379.21
BILLS FOR PAYMENT	Not including salaries		
Payee Name	Transaction Detail	Budget Code	£ Total
Smart pension	March	Staff Costs	42.00
GiffGaff	April	Office expenses (consumables)	6.00
ZOOM	May-June	Office expenses (consumables)	14.39
Smart pension	April	Staff Costs	42.00
GiffGaff	May	Office expenses (consumables)	6.00
Zoom	Annual Subscription	Hall Hire	139.70
Post office	Stamps	Office expenses (consumables)	20.62
Total			270.71

The Council resolved to approve the payments schedule for May /June and sign it. The clerk was asked to record any additional hours worked and present these for payment at the next meeting.

SAPC20-85 To consider and approve the bank reconciliation and explanation of variances to be submitted with the AGAR.

The Council resolved to approve the bank reconciliation and explanation of variances.

SAPC20-86 To receive the Internal Auditor's Report and consider any action resulting from it. (If available)

The Internal Auditor's Report was not available. The accounts had been submitted, but the report had not yet been received.

SAPC20-87 To consider and approve the Annual Governance Statement for 2019-20
The Council resolved to approve the Annual Governance Statement for 2019-20.

SAPC20-88 To consider and approve the Accounting Statements for 2019-20
The Council resolved to approve the Annual Accounting Statements for 2019-20.

SAPC20-89 To appoint a councillor other than the chairman to verify bank reconciliations in accordance with financial regulations.

The Council appointed Cllr J King to verify the bank reconciliations.

SAPC20-90 <Administrative error in numbering of agenda>

The Council resolved to extend the meeting for 30 minutes until 21.30.

SAPC20-91 PLANNING

To consider the following planning applications:

- [2020/0417 | Erection of a single storey side extension. | 20 Larch Close Bestwood NG5 8SB](#)

The Council resolved to take a neutral stance on this planning application.

SAPC20-92 To receive an update on the logo competition
Cllr Thorpe gave an update on the logo competition which still had a few days to run. Uptake had been slow, maybe due to prevailing good weather.

SAPC20-93 To receive drafts for a motto or photo competition for adults and approve the detail.

The Clerk would investigate the legal power available to give cash or other prizes to individuals and report back. Councillors were asked to source alternative images with a free to re-use licence for a cover picture.

Deferred to next meeting.

The Council interrupted proceedings for a short comfort break and reconvened a few minutes later.

SAPC20-94 To receive quotations for a new website and decide which provider to award the contract to.

The Council resolved to award the contract to Cal Bryant.

SAPC20-95 To receive an update on the defibrillator installation.

The Clerk gave a verbal update on the defibrillator installation.

SAPC20-96 To consider a report by Cllr Lari on Coronavirus emergency action to be taken.

The Council resolved to extend the meeting for a further 15 minutes until 21.45.

Cllrs Lari and Ellis would gather information about other groups and activities and report back to council at the next meeting.

SAPC20-97 To consider the parish's online presence, promoting the council's online platforms and improving engagement and interaction with the community. (Cllr Thorpe)
Cllr Thorpe would produce a report I time for the next meeting.

SAPC20-98 To consider if a link to "WalkinginEngland" should be added to the Council's website.

The Council resolved not to link to the website.

SAPC20-99 To note the correspondence received and previously circulated to members.

The Council noted the correspondence.

SAPC20-100 To receive Items for Notification to be included on next meeting's agenda. (for information only).

- Review of policies
- Photo competition
- Website and social media (Cllr Thorpe)
- Covid 19 action (Cllrs Lari and Ellis)
- Defibrillator

SAPC20-101 To confirm date of next scheduled meeting.

The date of the next scheduled meeting was confirmed as Wednesday 17 June 2020

DRAFT

May 2020

Receipts

Total	-
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Payments

Total	42.00
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Staff costs

Staff Costs

Staff Costs

42.00

Bank Reconciliation
St. Albans Parish Council
Financial Year ending: 31 March 2021

Prepared by: B Boyer. Date: 10/06/2020

Approved by: Date:

Bank statement date UT 31 May 2020

Reconciliation date:
STATEMENT BALANCES

UT Current Account 75,379.21

LEDGERS

All

Opening Balance 47,248.47

75,379.21 Receipts to date 28,786.89

Payments to date 656.15

Running balance 75,379.21

Sub-total -

Un-banked Receipts

Sub-total -

Un-presented payments:

NET BALANCE 75,379.21

Cashbook balance 75,379.21

Statement Balance 75,379.21

Difference -

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

June 2020

CASH POSITION BEFORE ANY PAYMENTS ARE MADE

		£
Unity Trust Bank Current	31/05/2020	75,337.21
Other		-
	Total	75,337.21

BILLS FOR PAYMENT Not including Payroll

Payee Name	Transaction Detail	Budget Code	£ Total
GiffGaff	Office phone	Office expenses (consumables)	6.00
HMRC	1st Quarter	Staff costs	226.80





Total	-	232.80
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Later additions to schedule

Signed

 NEW MODEL CODE OF CONDUCT CONSULTATION

Correspondence to 17/06/2020 Meeting

- Congratulations - your defibrillator has been registered successfully
- Gedling Newsletter
-  CHIEF EXECUTIVE'S BULLETIN
-  CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS
-  NALC AND BHIB RELEASE NEW RISK ASSESSMENT GUIDE
- Cancelled - Parish Conference, Wednesday 8th July 2020
-  NALC LAUNCHES NEW PUBLICATION ON WEBSITE ACCESSIBILITY