

**Minutes of the meeting of the Parish of St Albans on Wednesday 13 May 2026
at Emmanuel Church Hall, Church View Close, Nottingham, NG5 9QP held at
6pm**

Present:

Cllrs R Ellis, S Jablonskas, D Jones, H Page, and C Wilson.

Non-councillors – Mike Hill, Fran Whyley, Emma McGinlay (GBC), and Pat Woodfield (NALC)

1/26 – Election of Chair for 2026/27

It was proposed and seconded that Cllr Jablonskas be elected Chair of St Albans Parish Council for 2026/27.

On being put to a vote, it was resolved that Cllr Jablonskas be elected Chair of St Albans Parish Council for 2026/27.

The Chair signed the declaration of acceptance of office and assumed control of the meeting.

2/26 – Election of Vice-Chair for 2026/27

It was proposed and seconded that Cllr Jones be elected Vice-Chair of St Albans Parish Council for 2026/27.

On being put to a vote, it was resolved that Cllr Jones be elected Vice-Chair of St Albans Parish Council for 2026/27.

The Vice-Chair signed the declaration of acceptance of office.

3/26 – Apologies for absence

Apologies were received from Cllr Margaret Fletcher.

4/26 – Acceptance of office

All remaining councillors in attendance signed the declaration of acceptance of office.

5/26 – Style and title of council

The style and title of the Council - “St Albans Parish Council” – was noted.

6/26 – Adoption of standing orders

It was resolved that the Parish Council adopts the model standing orders as attached.

7/26 – Localism Act 2011 and Members Code of Conduct

Francesca Whyley, Monitoring Officer and Deputy Chief Executive at Gedling Borough Council, introduced the item and gave some background on the Code of Conduct process.

The consultation of some new regulations which could strengthen penalties for code complaints was discussed. It was noted that the government had conducted a nationwide consultation and had since provided several recommendations as a result of this.

It was noted that training on the new regulations would be given to parishes if and when they were introduced.

It was resolved that in accordance with the requirements of the Localism Act 2011, the Parish Council adopts the Gedling Borough Council Code as its Members Code of Conduct.

8/26 – Nottinghamshire Association of Local Councils

Pat Woodfield, the new CEO of Nottinghamshire Association of Local Councils (NALC) attended the meeting and introduced the item to give the members an overview of the association and how they could assist the parish.

It was noted that NALC was a national and local association that supported parish and town councils, providing legal and indemnity advice and on all parish matters. It also offers training for councillors and officers, both online and in person.

Members noted another association in a similar field - the SLCC – Society of Local Council Clerks – which was the professional body for clerks.

It was resolved that the Parish Council subscribe to the membership of NALC, subject to the final membership figure being provided for consideration.

9/26 – Powers, duties, and responsibilities

The powers, duties and responsibilities of the Council were noted.

10/26 – Considerations of Planning function and applications

It was noted that there was a recent consultation on changes to planning regulations to bring reform, which were likely to come into effect in September. Several changes

were being considered – namely on delegations of applications in the effort to try to clear the backlog.

It was noted that Gedling Borough Council would share information with the Parish Council once the changes came in.

It was resolved that Gedling Borough Council be advised that the Parish Council wishes to be consulted on all planning applications affecting the area.

11/26 – Financial arrangements

Mike Hill, Chief Executive at Gedling Borough Council, introduced the item and gave an update on the precept, how it was calculated and collected and how the process was carried out each year.

It was noted that the precept for the new Parish Council had been calculated as follows:

	Precept 26/27	Tax Base 26/27	Band D £
SAPC	25,572	705.36	36.25

It was confirmed that previous cash balances of £89,138 from the previous Parish Council were held by Gedling Borough Council and these will be allocated on the electorate splits, as below.

St Albans - £69,528

Deer Park - £19,610

It was resolved to note the information.

12/26 – Adoption of policies, procedures, and regulations

Emma McGinlay, Democratic Services Manager at Gedling Borough Council, introduced the item and noted the policies circulated with the agenda were adapted from model templates from NALC and other relevant templates. It was noted that the templates would need to be reviewed once the Parish Council was more established and would need to reflect their chosen set up and operation arrangements – i.e. to reflect any staffing or other committees.

A paper copy of a GDPR policy was circulated at the meeting for review and adoption and apologies were given for the omission from the originally circulated agenda.

It was resolved to adopt the procedures set out with a view to reviewing all procedures once the Council becomes more established.

13/26 – Co-option of members

It was noted that there was 1 vacancy to fill on the Parish Council after the election process had taken place.

The Chair proposed that the review of the co-option of members take place at a future meeting to ensure that all parishioners are being consulted and informed on the process of co-option before the formal process takes place.

It was resolved that the process be reviewed at the next parish meeting and that Gedling Borough Council email a template form around to members for review before this.

14/26 – Appointment of bank

Options for banks were discussed by members, with some issues being noted from previous experience.

It was resolved that this item be deferred to the next meeting to allow time for further research to be carried out on the best options for the Parish Council.

15/26 – Appointment of signatories

It was proposed that all parish councillors become signatories of the bank, once chosen.

It was resolved that all sitting parish councillors be appointed as signatories and that the financial regulations and standing order be amended accordingly in the future.

16/26 – Appointment of clerk to the Parish Council

It was proposed that the appointment of interim locum clerk be offered to Cal Bryant.

A full process will be carried out once procedures have been established.

It was resolved to offer the appointment of interim locum clerk to Cal Bryant.

17/26 – Appointment of auditor

Options for auditors were discussed by members, with some potentials being suggested.

It was resolved that this item be deferred to the next meeting to allow time for further research to be carried out on the best options for the Parish Council.

18/26 - Meetings of the Parish Council

Options for the format of future meetings were discussed, and it was suggested that previous timing of parish meetings were followed to allow familiarity to parishioners, subject to the availability of the venue.

It was resolved that:

- I. The next meeting of the Parish Council be held on Tuesday 26 May at 6pm (an hour for deferred items) with the main parish meeting starting at 7pm; and
- II. Future meetings for the municipal year 2026/2027 be held on the last Tuesday of every month at 7pm; and
- III. That pending the appointment of a clerk to the Parish Council, the Chair be the proper officer for the time being for purposes of signing

The meeting ended at 19:10.