

ST ALBANS PARISH COUNCIL

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Minutes of St Albans Parish Council Meeting

Tuesday 25th February 2025, Emmanuel Church, Church View Close, Nottingham. NG5 9QP

Present: Cllr Dave White, Cllr John Todd, Cllr Robert Gardiner, Cllr Jason King, Cllr, Francesco Lari, Cllr Sue Jablonskas, Cllr. Rachael Ellis, Cllr Sam Boultyby

In Attendance: 2 members of public

Welcome to the meeting. 7pm

No.	Agenda Item	Discussion	Action / Info	By whom	By when
623/25	Apologies for absence	Cllr Jones sent his apologies			
624/25	Declaration of interests	Cllr White declared an interest in agenda item 632/25 Finance and would hand over to the Vice-Chair Cllr. Todd and would leave the room at that point			
625/25	Approve minutes of the last meeting	The Clerk advised that a typing error over Cllr. Gardiners name had occurred on the minutes of the last meeting, this would be noted and amended on the written copy. Cllr. White asked for observations page by page of the minutes, none were received. Approval of the minutes as an accurate record was proposed by: Cllr. King and seconded by: Cllr. Gardiner and approved by Cllrs. White, Gardiner, Todd and King. Cllr. Jablonskas, Cllr. Boultyby, Cllr. Lari, Cllr. Ellis abstained as they were not present at that meeting.			
626/25	Receive updates on actions from	Cllr. King stated that within the minutes of the last meeting an item over the distribution of poppies had been raised, Cllr. King said that consideration should be given to how many poppies were to be purchased for this coming year and to get ordered early. Cllr. Jablonskas said she felt that an Audit of the current stock			

	previous meetings	should be undertaken as a starting point. Cllr. White suggested that as the risk register was being updated it would be on that document.			
627/25	signing of the Declarations of Acceptance of Office by the new Councillors.	The Clerk confirmed that all Declarations of Acceptance of Office had been completed by the new Parish Councillors. Cllr White welcomed all new Councillors to the Parish Council.	Action		
628/25	Electors to address the Council	A resident said she had circulated details to a couple of Parish Councillors around the VE day celebrations coming in May and wanted this to be considered by the Parish Council as something the Parish could participate in. The Clerk confirmed that this would be added to the March agenda for consideration. A resident had a statement she wished to make, that given the Council had a co-option policy and we were in a cost-of-living crisis, spending £9,000 on an Election did not seem right when the Councillors could have been co-opted on to the Council instead. She also stated that previously one of the Councillors who was now on the Parish Council stated that they would support the Parish Council as they were chair of a local community group, she asked what had changed given that that Councillor was still the chair of that community group, who did excellent things within the community. Cllr. Boulby stated that it was a part of the democratic process. The resident stated that it was a waste of resident's money, that the Council was dysfunctional and was not working together for the benefit of residents. It was re-iterated that this was a democratic process that had been started by 10 parishioners requesting an Election.	March agenda	Clerk	
629/25	To receive reports from District, County and Parish Councillors	Cllr. Ellis as District Councillor reported that the Local Government reorganisation was proceeding at pace and that the Leaders and Officers on different Councils were in discussions around how the re-organisation would be done. There were 9 proposals being discussed; however, these were still not finalised, and she did not know where Gedling would sit within that. The Government wanted only two or three options to be submitted by the end of March. GBC Full Council meeting was taking place next week and that was live streamed. Cllr. Ellis mentioned recent planning applications in the area in particularly the tree cutting back and			

		replanting. The fire HQ planning application to build a therapeutic treatment centre on the former fire service headquarters was passed. Cllr Ellis thought it would be an asset to the area, but it would not generate any Cil or precept. The community kitchen was going well and was well attended. The community orchard was being developed and was progressing well and a bid had gone in to the Thatchers Cider company for 10 trees and if approved they would be planted in the community garden. A litter pick was taking place this weekend through the litter heroes' group and was publicised through several groups. The Governance review was on the agenda so she wouldn't comment further on that other than to say that the consultation should be pushed out across the area for residents' information. Cllr. Gardiner reported he was getting feedback from residents around the severity and number of the potholes around the parish. He outlined the need for reporting and reporting. If all Councillors made a list of the potholes and reported it would be a help. He also reported an overhanging branch which was reported as an emergency to various agencies as it was hanging over the road and a house, it was dealt with straight away and removed. Cllr. King reported the graffiti the toilet block on Bestwood Lodge Park had been removed to a standard, all observations he raised at the last meeting were still outstanding, he felt that as a Council we should contact GBC Parks Team to see when these would be dealt with. The Japanese Gardens still needs to be cleaned up. Cllr. Todd did not have a report. Cllr. Boulby asked if there could be notices put on the Parks etc. telling residents how to report ASB through the GBC App. Cllr. White highlighted how good the App was. Cllr. Ellis. Reported that she had asked Officers about the CCTV on Muirfield Park GBC says it rarely crosses their radar as there are virtually no reports of ASB from residents to the Police or GBC, because there are few reports GBC say that it does not meet their criteria for installing CCTV. Cllr. Lari welcomed new Councillors to the Parish Council. He outlined the 'General power of competence' that required that at least two thirds of the Council are elected Councillors, it does also require that the Clerk is CiLCA qualified. Once this is granted, by the year, it allows the Parish Council to spend the precept on a wider range of things.		Clerk	
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		He suggested we invite the Police to attend a meeting of the Parish Council at a future date. Cllr. White reported that he had attended the Bestwood Country Park development group meeting. The Gedling side of Bestwood Country Park seems to have been forgotten and is in a poor state. Cllr. White prepared a report of issues that need to be addressed, including the graffiti on the toilet block, the street signs, debris laying in entrance to the park, fences are in a poor state and fallen trees are left and some debris blocking the pathways and access is not available in both areas. Gedling Borough Council have agreed to look at this and it has gone out to tender as a joint cost between GBC, NCC and local landowners. The barrier is unlocked, and this is being looked at. The Green Flag is going to be removed as it does not have this any longer. The Lodge gardens timber sign will be repaired, looked at repairing the damaged gates, the trees will be looked at and Cllr. White was keen to show that things are in the process of being resolved. Councillors debated whose responsibility it was to maintain this area, GBC or NCC. Fire Brigade planning application meetings were held with residents and the developer to discuss the application and to suggest things that may help with this. Cllr. White drafted a response to the Planning Department on this application in support.	Send an invite to the Police	Clerk	
630/25	Clerks report	The Clerk reported that she had e-mailed the contractor re the watering contract confirming agreement to this and asking for a contact telephone number, to date no reply had been received and this would be chased. She has also done this over the Bench contract but again this would need to be chased. The Scribe software system had been updated with the financials, bank payments and receipts and was therefore up to date. The Clerk confirmed that as per her contract she had completed and passed ILCA and FILCA and would move on to take CiLCA when the possible, a Clerk needs to have been in post for a year before they can take this qualification. Gedling big spring clean was taking place towards the end of March encouraging community partners to get involved. The VE day 80 celebrations would be on the agenda for March to discuss in more detail.			
631/25	Finance	At this point Cllr. White left the room whilst the invoices were outlined. 1) Clerk salary £425.63 2) Domain name and web hosting freethought £155.00			

		3) ICO for GDPO D/D £52.00 4) PKF External Audit £348.00 5) Chairman for printer ink £20.00 6) Clerk for printer ink and paper replacement £20.00 This was discussed by Councillors and moved as set out. Proposed by: Cllr. Ellis Seconded by: Cllr. Jablonskas All in favour Cllr. White returned to the room to discuss item b) to consider transferring funds from reserves to the current account to pay the election invoice from GBC when it arrives. This was discussed by Councillors, and it was felt that a suitable solution would be to agree in principle subject to approval to the transfer of £6,000 only when it was required rather than straight away. Proposed by: Cllr. Ellis Seconded by: Cllr. Jablonskas. 7 in favour 1 against.			
633/25	Review of the Agar	The Clerk outlined that the Agar had been received, our External Auditors had approved the AGAR with just a couple of comments as outlined in the report and was down to there being no Clerk at the time to sign the forms. Cllr. White had been heavily involved in getting the AGAR completed over that time. There had been a delay in getting the AGAR returned as many other Councils were being done at the same time. It was moved to note the AGAR and its comments Proposed by: Cllr. White and Seconded by: Cllr. King, all in favour.	Clerk to write to GBC		
634/25	To consider and appoint the Internal Auditor for 2024/25	The Clerk outlined that the current Internal Auditor David Dixon has stated he was happy to continue to provide the service to the Parish Council at the fee of £85.00 he did say he would need written confirmation and would not be able to help with AGAR this year as the guidance around completion of the AGAR had recently changed. It was moved that the Council accepts the quote from David Dixon and the Clerk to write confirming this and requesting he carries out the Internal Audit for 2024/25 Proposed by: Cllr King Seconded by: Cllr. Ellis All Cllrs. voted in favour.			
635/25	Date of the Annual Parish meeting	Councillors discussed when to hold the Annual Parish meeting, it was debated whether to hold this concurrent with the AGM and the monthly meeting of the Parish Council or to hold the Annual meeting separately.			

		It was proposed to hold the Annual meeting of the Parish as a single meeting on the 13th May. Cllr. Jablonskas stated she thought this should be held on a different evening to allow groups to attend and outline their hopes and plans for the next year. Cllr. Jablonskas proposed: to hold the Annual meeting of the Parish separately to the AGM and monthly meeting, Seconded by: Cllr. Boulby 6 in favour and 1 vote against. Cllr. Gardiner proposed that the Council hold all the Annual Parish meeting together with the AGM and monthly Parish meeting. Proposed by: Cllr. Gardiner. Seconded by: Cllr. Todd this proposal was voted down.	Book the room	Clerk	
636/25	To appoint members to the staffing committee vacancies	Following recent resignations of Councillors there were two vacancies on this committee. Nominations were requested from Councillors. Cllr. Jablonskas proposed Cllr. Ellis and Cllr. Boulby Seconded by: Cllr. King, the vote was taken with 6 in favour and 1 against as Cllr. Gardiner did try to put his name forward, but this wasn't picked up. It was agreed to have the next meeting before the monthly meeting on 25th March			
637/25	Assets register	Cllr. White outlined the asset register list and stated it needed to be brought up to date as some items had been purchased through the year and they needed adding in, the Council would then need to carry out an assessment of the condition of those assets and report back. The register is held on Scribe and Cllr. White would provide the Clerk with some items to add on the register and this would then be circulated to all Councillors to deal with the assessment. Cllr. White stated that the register would be obtained and circulated once updated and would go on the March Agenda.			
638/25	Domain name and web hosting	The Clerk gave a brief update on this and advised that there was an invoice from Freethought to pay for the years hosting and domain name and once this was paid Freethought would commence the changeover. Cllr. Gardiner did confirm that access to the current website was very restricted and this had made it difficult to update and add items on the current website.			

639/25	Outcome of the code of conduct	As Councillor Jones was not in attendance this item will be deferred until the next meeting. Proposed by: Cllr. White Seconded by: Councillor Gardiner Cllr. Ellis abstained all other Councillors agreed.			
640/25	Information on the Governance review	The Clerk outlined that we had had an initial draft report from Democratic services at Gedling Borough Council. The review found that the Parish should split and that there was a further review being currently live for residents' consultation, this was now open and would run until May. Councillors debated this in full and the recommendation was that Councillors should highlight this consultation to residents to ensure everyone had an opportunity to have a voice.			
		Councillor White proposed extended the meeting for a further 15 minutes seconded by: Cllr. Boulby			
641/25	For noting	a) Gedling area conservation consultation b) Consultation on the draft shopfront consultation SPD c) Draft revised local requirements list d) Consultation on the Standards Framework e) Consultation relating to wood burning stoves All of the above have been circulated to Councillors for their input.			
642/25	Training opportunities	NALC have outlined the courses currently being held and Cllr. White stated how important it was for Councillors to keep their skills up to date. It was also suggested by Cllr. Lari that all new Councillors be offered the opportunity to undertake training and for them to notify the Clerk if they wished to do so, the budget would be made available to cover the cost. Proposed by: Cllr. White Seconded by: Cllr. Ellis All in favour			
643/25		The date of the next meeting will be 25th March 2025 The meeting closed at 21.10			

Approved as a correct record and signed

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