



GRANGE PARK PARISH COUNCIL

Community Centre, School Lane
Grange Park, Northampton NN4 5FZ

Bookings: 01604 701431 (Mon/Wed/Fri 9am-11.45am only)
Parish Council: 01604 702938
www.grangeparkpc.org

MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 4th APRIL 2006 AT THE COMMUNITY CENTRE, GRANGE PARK

Present: Cllrs A Walker (Ch), M Smith (V.Ch), D Ramsay, C Ainsworth, T Jainu-Deen,

Attending: Mrs T Sampson (Clerk)

06/01 Public Questions

Mark Everitt of Grange Park Cricket Club joined the meeting and asked the Council to clarify the latest position regarding the ownership of the pitches at Foxfields. The Chairman reported that a meeting has been arranged with the Developer (Bellway) and the District Council to discuss the issue on Tuesday 25th April 2006. The Chairman also informed the meeting that there were still numerous problems that needed to be resolved before the handover of Foxfields could commence.

A local resident also expressed concern about the condition and apparent mess of the road traffic island on Wake Way opposite the junction of Millers Way. County Councillor B Ingram suggested to the Parish Council that they might like to write to Mrs Sue Flack at Northampton County Council expressing these concerns. **Action: Clerk**

06/02 Declaration of Members Interest & Apologies for Absence

02.01 None.

02.02 The Clerk advised all members that their Declaration of Interest Forms need to be completed and submitted to the office to formulate a register to submit to the District Council. **Action: All members**

02.03 Apologies were received from Cllrs S Cates, S Batchelor, C Nobbs, G Proudley and S Jellis.

06/03 Minutes of the meeting of 7th March 2006

03.01 The Council approved and adopted the minutes dated the 7th March 2006 and the Chairman signed them as a correct record.

03.02 Matters arising
See Appendix 1

06/04 District Councillors Report

04.01 County Councillor B Ingram suggested that we contact the safety team at South Northamptonshire District Council regarding the youth problems we have within our parish.

Cllr Ingram informed the meeting that the adoption of Saxon Avenue within Grange Park would be completed shortly. He also agreed to monitor and chase all other roads within the parish and update us on a regular basis
Action: B Ingram

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- 04.02 District Councillor Sally Townsend informed the meeting that she will be speaking to Jean Morgan Chief Executive at the District Council regarding the issuing of a map indicating which developers are responsible for what areas within our parish. **Action: S Townsend**
- 04.03 Cllr Sally Townsend gave us copies of e-mails received from Grant Perks, Planning Officer at the District Council regarding the allocation of S106 monies. It was agreed that a meeting should be arranged with the District Council and the newly appointed Chief Executive, Jean Morgan requesting a breakdown of the S106 money which had been allocated to Grange Park for Community Use. Sally agreed to arrange this meeting and invite a representative from the Parish Council. **Action: S Towsend.**

06/05 Reports

05.01 Chairman's Report

The Chairman welcomed Christopher Ainsworth as a new Councillor to this Council.

The Chairman thanked all the volunteers who joined Grange Park Church's 'Litter Pick' and cleared the area between the Green and the Walk Way down to the District Centre. He also informed the meeting that if any other volunteers wanted to help then the Parish Council would be willing to supply pickers, gloves, black bags and organise the disposal of the refuse.

The Chairman informed the meeting of the following meetings, which he had attended with the Clerk:

- Meeting on the 8th March with the District Council to discuss the Public Art update, transfer of Open Spaces/Greenways, Bowling Green and Foxfields. It was also agreed that Quartet Design would put the contract out to tender. Included in the tender document is a requirement for scheduled Land Management meetings with all us at regular intervals (dates to be advised)
- Meeting on Thursday 9th March at the District Council (as observers only) where it was suggested that Grange Park Church would like to sub lease the Library at the District Centre to provide Coffee areas, meeting rooms and office accommodation for the Church.
- A working group met on the 28th February to discuss the auditors report (copies have been circulated to all members)
- A meeting was held with Woodland View Primary School for us to discuss the condition of the MUGA as stated within the terms of our agreement. It was agreed that a Health and Safety check would be done annually and that any issues found would be discussed further. (copies of all the paperwork are available to view in the office)
- The Newsletter was delivered in early March and there were no reports of any households being missed. The next newsletter is due to be distributed in May. The deadline for any articles/adverts is Wednesday 19th April 2006.
- A meeting has taken place with Hewitson's (our solicitors), to finalise the details of the handover process from the Developers – SNC – Parish Council and then the subleasing of the Bowling Green to Wootton grange Bowls Club.
- A meeting was held with Grange Park Cricket and Grange Park Rangers Football club to clarify the position regarding the use of the pitches at Foxfields

The Chairman also informed the meeting that after speaking to the Lead Councillor (Cllr Ramsay) regarding subleasing part of the Community Centre to Woodland View School it would prove to be impractical and therefore would not be pursued.

05.02 Clerk's Report

It was agreed and approved that the following documents be implemented. All Councillors will receive copies at the next meeting:

Clerks Draft Contract
 Standing Orders
 Financial Regulations
 Communication /Complaints Protocol.

Action: Clerk

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The Clerk reminded all Councillors of the following diary dates:
Annual General Meeting – **Tuesday 9th May 2006 at 7.00pm** followed by our monthly Full Council Meeting
(*Please note that this date has been changed from the originally agreed date*). **Action: All members**

Annual Parish Meeting – Tuesday 23rd May at 7.00pm – This item was delegated to Cllr Batchelor to look into.
Action: Cllr Batchelor/All Members

The Chairman was asked to speak to Cllr Batchelor regarding the above event and also make sure that it is advertised in the next edition of the newsletter.
Action: Chairman/ Cllr Bachelor

06/06 Finance

06.01 The current Audit situation was discussed earlier under item 176.1

06.02 The payments listed below were agreed and approved

Date	Chq . No.	Supplier	Total £
March 06	100504	Cancelled cheque (written in error)	-
March 06	100505	S Warwick – Salary	54.60
March 06	100506	L Cardy – Salary	164.30
March 06	100507	J Lawrence	595.52
March 06	100508	T Sampson	1121.89
March 06	100509	S Ramsay	591.03
March 06	100510	ESPO	227.95
March 06	100511	WVOSC – Shelving	220.00
March 06	100512	Danka – photocopier	116.33
March 06	100513	Orange (Mobile)	45.11
March 06	100514	Nova Security	76.38
March 06	100515	British Telecom	136.45
March 06	100516	Staples	482.37
March 06	100517	RT Machinery - Bowling Green	7676.09
March 06	100518	M Botterill – Bowling Green	83.41
March 06	100519	GP Rangers (Grant)	1,000
March 06	100520	GP Rangers – (sponsorship money from Budgens)	250.00
March 06	100521	Inland Revenue	817.64
March 06	100522	EnviroLite	88.13
March 06	100523	Chairman civic dinner	70.00
March 06	100524	Computer Doctor	118.00
March 06	100525	Jema Distribution	117.50
March 06	100526	Pure Water (Window Cleaning)	85.00
March 06	100527	J Lawrence(Expenses)	9.60
March 06	100528	S Ramsay (Expenses)	19.79
March 06	100529	Ramprint (Newsletter)	992.88
March 06	100530	E on Energy (Electricity)	360.22
March 06	100531	Absolute Cleaning	470.00
March 06	100532	R Gerrard (Digital Camera)	168.99
March 06	100533	J Ellingham (Booking Refund)	8.75
March 06	100534	AON Ltd – Insurance	51.88
March 06	100535	Insurance Annual premium	276.09
March 06	100536	A & E Business	408.00
		Total	£16,903.60

06.03 The renewal of our NALC membership was agreed and the Clerk was asked to send off the relevant paperwork and payments. **Action: Clerk**

06.04 The renewal of our NALC Internal Audit Service for 2006/07 was agreed and the Clerk was asked to send off the relevant paperwork and payments. **Action: Clerk**

06.05 The Council agreed the expenditure of £90 to replace the fridge in the small kitchen within the Community Centre (this approval was retrospective as the item needed to be purchased in March as a matter of urgency) **Action: Clerk**

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- 06.06 The Council discussed the installation of a PDQ machine within the Office. It was decided that at the moment this facility is not required. The Clerk was asked to file this information for future reference.
- 06.07 The Council agreed the expenditure of a SAGE disc up to the value of £100 for Salaries, NI and Tax for 2006/07. The Clerk was asked to obtain the disc **Action: Clerk**

06/07 **Planning, Highways and Transportation**

07.01

Location: 19 Squirrel Close, Grange Park
 Proposal: Conservatory to rear, conversion of garage to residential accommodation
 Case Officer: Suzanne Groves
 Observations: No comment

Location: Buddies USA Grange Park Services, London Road, Grange Park
 Proposal: Internally illuminated box sign, 3 no internally illuminated fascia signs
 Case Officer: Suzanne Groves
 Observations: No comment

Location: 35 The Spinney, Grange Park
 Proposal: Single storey rear extension, part conversion of double garage to form study and increase roof height of garage to create residential accommodation above with dormer window at front.
 Case Officer: Clare Guy
 Observations; No comment

07.02 The following planning decisions were noted

Approval

Location: Land at Saxon Avenue and Bridge meadow Way, Zone E, Grange Park
 Proposal: Erection of 3 two-storey office units with parking and landscaping

Refused

Location: 7 Basset Court, Grange Park
 Proposal: Change of use from B1 (office Use) to D1

07.03 The letter received from South Northamptonshire District Council was noted with regards to WNDC taking over responsibility for determining certain major planning applications at Grange Park

06/08 **Administration and Staffing**

- 08.01 It was noted that the highway system has now been removed from the office telephones and it was decided that the 3rd telephone line within the reception area of the office would remain.
- 08.02 The Chairman reported that himself and Cllr Nobbs had completed the annual appraisal for the Clerk. The following recommendations were approved.
- The 3 month probation period has now been completed as the Clerk has been employed on a permanent basis.
 - Extra Remuneration was agreed due to the extra responsibilities of becoming Responsible Financial Officer

06/09 **Recreation and Amenities**

- 09.01 The Council agreed that once ownership of the land at Foxfields has been obtained from Bellway Homes we would be prepared to purchase an astro-turf surface for the cricket table.

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06/10 Community Centre, MUGA and Bowling Green

- 10.01 In the absence of Cllr Jellis the item regarding the formation of a committee group made up of regular users of the Community Centre was not discussed and will be put on the agenda for the next meeting. .
Action: Clerk
- 10.02 The possibility of leasing part of the Community Centre was discussed under the Chairman's report item 06/05.1
- 10.03 The Council agreed that in the event of a permanent Licence not being granted for May 6th then a temporary licence would be obtained to enable the Bowls Club to play on the above date. The Clerk was asked to liaise with the Chairman and speak to our solicitors.
Action: Clerk

06/11 Community Activities

- 11.01 The Council agreed that they would send a letter to South Northamptonshire Council supporting Grange Park Church for its plans to sub-let the 'Library' for use as a community resource. The Clerk was asked to liaise with the Chairman and to write to SNC.
Action: Clerk

06/12 Website and Newsletter

- 12.01 Nothing to report

06/13 Correspondence

- Northamptonshire Community Foundation – grants - Noted
- Thank you letter from Grange Park Pre-School - Noted
- Minutes of Mid-Northamptonshire Parishes 2001 - Noted
- Halcrow - Cross Valley Link Road Public Exhibition - Noted
- Hayeswood – Landscapes Contractors - Noted
- NCC – Local Bus Services – Changes during April 2006 - Noted
- HGV Parking issues – Grange Park, Access Road - Noted
- SNC -Rates Demand – Nil value - Noted
- Letter to all Community /MUGA Users regarding the future of Foxfields and the Community Centre – Noted
- A grant request from Grange Park Rangers – The Council agreed to contribute £1,000 to promote the youth football club within Grange Park and also to refund them £250.00 which had been received from Budgens for a new football kit. (LGA Misc Prov Act 1976 S19 3a)
Action: Clerk

06/14 Date of the Next Meeting

Annual General Meeting - Tuesday 9th May 2006 commencing at 7.00pm

There being no other business the Chairman closed the meeting at 09.50pm.