

# GRANGE PARK PARISH COUNCIL

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

Parish Council: 01604 702938

## MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 6<sup>th</sup> DECEMBER 2012 AT THE COMMUNITY CENTRE, GRANGE PARK

Present: Cllrs M Smith (Ch), C Fry (Vch), M Aluko, S Dawson, A Walker, N Stansfield, J Walker, N Jackson, C Powell, S Allen and J Davies.

Attending: Mrs T Sampson (Clerk), T Jainu-Deen (District Councillor), B Ingram (County Councillor)

### 12/163 Public Questions

Local residents joined the meeting to discuss the issues with parking on the roundabout outside the Community Centre and the anti-social behaviour that has arisen when car drivers are asked to use the assigned car parks. A petition was handed to the Parish Council for consideration. After a brief discussion the Parish Council agreed the following:

- To put out cones on the roundabout when scheduled events are planned. It was recognised that Thursday 13<sup>th</sup> December am would be fitting as the Pre-school Christmas nativity play which coincides with the daily school runs.
- The Council delegated Cllr C Powell and Cllr J Walker to discuss with the Head teacher of Woodland View Primary school and the Chair of the Governors how they could support us.
- To contact the Police and the local PCSO to establish if they can have a presence in the area at school opening/closing hours.

### 12/164 County/District Councillors Report

District Councillor Tharik Jainu-Deen attended our meeting and gave the following update:

- SNC are currently looking at revised committee arrangements.
- No further information on upgrading the broadband system is available. All information will be posted on our website [www.grangeparkpc.org](http://www.grangeparkpc.org)

County Councillor B Ingram informed the meeting that he would not be standing for re-election in May of next year. It was also noted that a new pattern of electoral divisions across Northamptonshire are being proposed and the number of County councillors reduced from 73 to 57 members. The purpose of this review is to deliver electoral equality for Northamptonshire voters. This means that each County Councillor represents a similar number of people.

### 12/165 Apologies for Absence

Apologies were received and accepted from Parish Councillor J Proudly and District Council Mark Davidson due to business commitments.

### 12/166 Declaration of Members Interest

166.1 No declarations were received.

166.2 The Parish Clerk informed the meeting that the 2011 Localism Act has introduced new arrangements to regulate the conduct of members and also the registration and disclosure of certain interests. The Act has also created new criminal offences in respect of member's failure to register pecuniary interest. The Parish Clerk informed members that there are detailed Legal Topic notes which were tabled at the meeting. It was also noted that if members wanted an electronic copy to let the Parish Clerk know.

**Action: Parish Clerk**

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- 166.3 All information regarding dispensations was tabled under legal topic note 80.
- 166.4 Under S.33 of the 2011 Act it provides that a Parish Council may grant a dispensation to a member in respect of a restriction which applies to them at a meeting when considering a matter that they may hold a pecuniary interest. It is advised under legal topic note 80 that if a meeting is setting the Councils annual precept then they should seek a dispensation. It was agreed that the precept request will be an agenda item for the January meeting. All councillors were given a dispensation request form.  
**Action: All members**
- 166.5 Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. This power was recently approved that parish councils can do anything that individuals generally may do anywhere (even outside the parish) and for anyone (an individual or group of people) subject to various limits. As the power of first resort it was not limited by the existence of any other power of the authority and it could be used by Councils that meet the criteria to use it. It was agreed that the Council need to meet the following criteria in order to use the General Power of Competence (GPC):
- The number of Councillors elected need to be at least two thirds of those elected at the last election
  - Parish Clerk needs to hold the appropriate qualifications (Section 7, GPC, CiLCA 2012). It was agreed for the Parish Clerk to submit the module in order to obtain the qualification.
- Action: Parish Clerk**

## **12/167 Minutes of the Council meeting of 8<sup>th</sup> November 2012**

- 167.1 The Council approved and adopted the minutes dated the 8<sup>th</sup> November 2012 and the Chairman signed them as a true record.
- 167.2 No matters arising.

## **12/168 Chairman's Report**

- 168.1 All relevant items will be covered within the meeting.

## **12/169 Parish Clerk's Report**

- 169.1 The Parish Clerk informed the meeting that HMRC are introducing a new way of reporting PAYE called Real Time Information (RTI). From April 2013, employers will be legally required to report PAYE in real time. This means that information about all PAYE payments needs to be submitted to HMRC online each time a payment is made as part of the payroll process, rather than at the end of the year as they are now. It was agreed and approved that in order to comply with the above legislation we need to update our SAGE software to incorporate these changes (cost £120). The Parish Clerk informed the Council that we have invited GPC&SA to join in our SAGE software at an additional cost to them of £380 or alternatively they can keep with their present system of using the HMRC basic tools PAYE system. This issue will be discussed at their next meeting on the 17<sup>th</sup> December 2012. The Parish Clerk was asked to purchase the new software.  
**Action: Parish Clerk**

- 169.2 The Parish Council agreed to have a group photograph of the Council taken prior to the next Parish Council meeting on the 10<sup>th</sup> January 2013. The Parish Clerk was asked to organise this.  
**Action: Parish Clerk**

## **12/170 Finance**

- 170.1 The Parish Council agreed and approved the accounts for December.
- 170.2 Following the recent working group meeting the draft budget including the proposal for the annual budget was circulated to all councillors for consideration. It was agreed that the final budget and annual Precept request will be approved at the next meeting in January 2013.
- 170.2.1 The Parish Council approved the cost of purchasing some rock salt for this winter 2013.
- 170.3 The Council considered the fidelity insurance and the additional premium if we needed to increase the cover from the current amount of £100,000. It was agreed and approved that the Council felt the current insurance cover was sufficient and that adequate internal control measures had been put in place to eliminate any financial risk to public monies.
- 170.4 The Parish Clerk was asked to make the appropriate changes to the financial regulations and standing order to include the 2011 accounts and audit regulations and new code of conduct.  
**Action: Parish Clerk**

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- 170.5 It was noted that NALC have appointed BDO LLP as our external auditor for Grange Park Parish Council.

## 12/171 **Planning, Highways and Transportation**

- 171.1 The Parish Council considered the following planning application:

S/2012/1438/FUL

Location: 16 Harefield, Grange Park  
Proposal: Reposition rear garden fence  
Observations: No comment

S/2012/1454/FUL

Location: 104 Wake Way, Grange Park  
Proposal: Single storey extension infill between house & detached garage  
Observations: No comment

- 171.2 No planning approval/refusal decisions were received.
- 171.3 After a brief discussion the Parish Council decided that we should progress towards a 20mph zone for the sake of road safety for the children within our parish. NCC highways have e-mailed us with an approximate cost of £3500-£4000 of which £2750.00 of this will be legal costs. The Parish Clerk was asked to pursue this matter. **Action: Parish Clerk**
- 171.4 The Parish Clerk was asked to obtain more information on the installation of bus shelters and the approximate costs. **Action: Parish Clerk**

## 12/172 **Staffing**

- 172.1 Nothing to report.

## 12/173 **Grange Park Community & Sports Association (GPC&SA)**

- 173.1 Cllr J Walker gave the following update:

- The cost of maintaining the two buildings is of constant concern . They are monitored to achieve best value with all their contracts
- A new cleaner has been employed for Foxfields and the Community Centre. All relevant paperwork has been duly signed.
- Football tariff rates and terms of conditions have been confirmed for the season 2012/13 at a cost of £1600.
- No meeting has been scheduled as yet to meet with the Bowls Club.
- GPC& SA have decided not to contribute to any future maintenance of the irrigation system or mower for the Bowling Green.
- It was noted that Sean Dawson had resigned as a trustee of GPC&SA and the secretary will be sending a letter of thanks.

- 173.2 The Parish Clerk was asked to circulate the new Football Development Plan to all members of the Council. **Action: All members**

- 173.3 It was agreed and approved that the Parish Council would apply for a variation to the existing premises licence at the Community Centre to include the sale of alcohol. The Parish Clerk was asked to complete and submit the appropriate paperwork. **Action: Parish Clerk**

- 173.4 The Parish Council considered a quote received from S M Developments regarding the alteration work to The Community Centre (Est. cost of £42k). It was agreed and approved that we need to obtain a detailed structural engineers report. The Parish Clerk was asked to speak to the architect to progress information. **Action: Parish Clerk**

It was noted that the running of the above facility will be discussed at the next GPC&SA meeting on the 17<sup>th</sup> December 2012. **Action: GPC&SA**

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## 12/174 Environment

174.1 Cllr J Walker gave a verbal report on the status of the allotments:

The various outstanding issues with NCC highways have been resolved and there is now a common agreement on precisely what NCC requires in order that our revised application will be agreed. An architect has been instructed to produce plans to the revised specification (*Retrospective Change of Use from Meadowland to Allotments with Vehicle Access and Car Parking*). The architect will send the final application to us for review and comment before submitting to the District Council for consideration.

174.2 It was noted that Ken Francis (Landscape Consultant) is working on a woodland maintenance regime this will be discussed at our next meeting on the 10th January 2013. **Action: Agenda Item**

174.3 Cllr Cath Powell gave a verbal report about the recent meeting held with a supplier of play equipment. It was noted that the condition of the play equipment is always kept under constant review. It has not at this time been scheduled for a financial project for year 2013/14.

## 12/175 Communication

175.1 Cllr Fry informed the meeting the next deadline date for the submission of articles for the Grange Park News will be 14<sup>th</sup> January 2013. It was noted that Su Smith (Admin Assistant) would pursue obtaining new adverts. **Action: Admin Assistant**

175.2 It was noted that a number of logo entries have been submitted from Woodland View Primary School. It was agreed that the entries would be left in the office for Councillors to view and a decision would be made in January 2013. **Action: All members**

175.3 Cllr Fry informed the Council that a meeting with Youth Inspired Manager will take place Friday 14<sup>th</sup> December and an update will be given at the next parish council meeting. **Action: Cllr Fry**

175.4 It was agreed that after this meeting the Councillors would stay behind and discuss the detail of the event to be held on the 15<sup>th</sup> December 2012 at the Community Centre.

175.5 It was agreed that the Chairman be delegated to do a photo/press release with Warwickshire Air Ambulance (Date to be agreed)

## 12/176 Correspondence

All correspondence received has been dealt within the meeting.

## 12/177 Administration & Service Request

The following requests were noted:

- A request to paint 85T telephone box on the Meadows
- Bushes on Bridge Meadow Way

## 12/178 Date of the Next Meeting

178.1 The next meeting of the Council will be held on Thursday 10<sup>th</sup> January 2013 at 7.30pm and will be held at the Community Centre.

There being no further business the Chairman closed the meeting at 9.30pm.