



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 7th MARCH 2006 AT THE COMMUNITY CENTRE, GRANGE PARK

Present: Cllrs A Walker (Ch), M Smith (V.Ch), D Ramsay, S Cates, S Batchelor, C Nobbs, G Proudley and S Jellis.

Attending: Mrs T Sampson (Clerk)

05/157 Public Questions

None

05/158 Declaration of Members Interest & Apologies for Absence

158.1 Cllr Jellis declared an interest in all the issues affecting the Woody's out of School Club Items: 9.9, 13.2 and 16.

158.2 Apologies were received from district Councillor Sally Townsend.

05/159 Co-option of Mr C Ainsworth

159.1 Mr Ainsworth was co-opted as a member of this Council and the Acceptance of Office was duly signed.

05/160 Minutes of the meeting of 7th February 2006

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

160.2 Matters arising
See Appendix 1

05/161 District Councillors Report

161.1 No District Councillors attending the meeting.

05/162 Reports

162.1 Chairman's Report

The Chairman reported that Tracey Curtis, Booking Clerk has recently given birth to a baby boy. Congratulatory message and flowers have been sent on behalf of the Parish Council.

A meeting had taken place on 20th February with David Newman of Quartet Design regarding the proposed maintenance contracts for the Greenways and open spaces. Copies can be viewed in the office.

Continued.....

The chairman expressed disappointment on the lack of councillors who attended the Financial Management Course specifically laid on for us by NALC.

It was noted that the Chairman/ Clerk would be attending a meeting with SNC on Wednesday 8th March 2006 to discuss litter, transfer of open spaces/greenways, Bowling Green and Foxfields

The Chairman/Clerk will also be attending as observers a meeting with SNC and Grange Park Church to discuss the future usage of the Library at the District Centre.

It was noted that representatives from the Parish Council and Woodland View Primary School attended a meeting to discuss issues relating to the MUGA on 2nd March 2006. It was agreed that Health and Safety checks will be conducted on a regular basis as this is a requirement in the signed agreement between Northampton County Council and the Education Department.

Meetings have taken place with residents and the Police about the Anti- Social behaviour on the Green.

A second post box has been installed outside Budgens. The practicality of moving the one on Quintonside to a more suitable location will be investigated.

The Chairman also mentioned that for consideration only but not for debate tonight the issue of permanently leasing part of the Community Centre, say the main hall to the School. It was agreed to discuss this further at our next meeting. The Clerk was asked to put it on the agenda for the April meeting. **Action: Clerk**

162.2 Clerk's Report

The Clerk issued the following **DRAFT** reports for consideration:

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

All members were asked to let the Clerk know of any amendments/alterations or suggestions by the end of March. If no changes are required then these documents will be approved and adopted at the next Full Council meeting In April. **Action: All members**

The Clerk also circulated Declaration of Interest Forms which need to be completed and submitted to South Northamptonshire County Council to formulate a register. All members were asked to complete these forms and return them to the Parish Office as soon as possible. **Action: All members**

The following diary dates were agreed:

Annual General Meeting – Tuesday 2nd May 2006 at 7.00pm followed by our monthly Full Council meeting
Annual Parish Meeting – Tuesday 23rd May at 7.00pm – This item was delegated to Cllr Batchelor to look into. **Action: Cllr Batchelor/All Members**

It was agreed that the Parish Council would fund any refreshments required for the above event. Cllr Batchelor will liaise with the Scouts, Beavers and Brownies to see if they would like to help out and serve the refreshments. **Action: Cllr Batchelor**

05/163

Finance

163.1 It was agreed and approved that £70.00 would be paid to John Lawrence as he acted as a relief cleaner when Absolute Cleaning were unable to provide a standby Cleaner. Absolute Cleaning have credited us for the above amount. The Clerk was asked to relay this message to the book-keeper. **Action: Clerk**

163.2 It was agreed and approved that we should employ Lorna Cardy as a temporary relief Caretaker/Keyholder until September when the post will be reviewed. The Clerk was asked to write an appointment letter and also an appropriate Contract (in liaison with Lead Councillor Cllr Nobbs). The post will commence from the 9th March 2006.

Action: Clerk

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- 163.3 The Clerk informed the Council that the 2003/04 Audit had been completed, submitted and approved by the External Auditor. We are now in the process of submitting the 2004/05 Audit report which should go out sometime this month with the statement of Assurances which will be very similar to those in 2003/04 and an explanation identifying the variances in figures to the best of our knowledge. The Council agreed that these should be submitted a.s.a.p. **Action: Clerk**

163.4

Date	Chq . No.	Supplier	Total £
08.05.06	100481	Jema Distribution	111.63
Feb	100482	S Ramsay	939.76
Feb	100483	T Sampson	1137.07
Feb	100484	J Lawrence	737.10
Feb	100485	S Warwick	54.60
Feb	100486	T Curtis	99.89
05/03/2006	100487	Inland Revenue	1030.62
Feb	100488	T Sampson (Expenses)	74.36
Feb	100489	J Lawrence (Expenses)	3.60
Feb	100490	Mr T Takavarasha (Refund) – Hire of small hall on 11/02/06	15.00
Feb	100491	British Telecom 18514330 875965	366.33
Feb	100492	E on Electricity	334.39
Feb	100493	Orange (Mobile) – 17713972	45.34
Feb	100494	A H Contracts (Dog Bins)	72.38
Feb	100495	D & R Blinds	108.10
Feb	100496	NALC – Training Course	425.00
Feb	100497	ESPO – Cleaning Materials	101.90
Feb	100498	Danka – Copier Rental	116.33
Feb	100499	Staples	137.17
Feb	100500	Beacon (Water Heater)	804.88
Feb	100501	A & E Business	564.00
Feb	100502	J Lawrence	104.93
Feb	100503	BT	88.95
		Total	£7,473.33

- 163.5 The Finance Training Course has already been discussed under the Chairman’s report item 162.1

- 163.6 It was agreed and approved that all staff employed by the Council should be paid their basic Salary by standing order and that all funds should be cleared by the end of that month. The Clerk was asked to seek clarification from our internal auditor. **Action: Clerk**

The Clerk was also asked to speak to Barclays Bank and to update the mandate to include the following signatories:

Cllr Tony Walker – Chairman
Cllr Martin Smith – Vice Chairman
Cllr Derek Ramsay – Councillor

It was approved that the Clerk needs to be the first point of contact for any banking issues relating to the Parish Council. The Clerk was asked to sign the appropriate forms with the Bank

A Working Group meeting needs to be organised to discuss the financial situation. Date to be agreed. **Action: Clerk**

- 163.7 The Clerk was asked to obtain from the Book-keeper a letter outlining her duties, pay etc. This was an item which had been identified by the Internal Auditor. **Action: Clerk**

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163.8 The Council agreed and appointed Mrs Tracy Sampson as Responsible Financial Officer from Jan 06. It was noted that although she would be willing to take on this responsibility she has no control over the Finances until April 2006. A Book-keeper is currently employed doing the Finances and is working from home with all the files.

163.9 The Council agreed that a payment plan would be created for the Out of School Club for any outstanding money owed to the Council. The Clerk was asked to write to the Out of School Club suggesting a payment plan which is to be paid by the end of the year. (2006) **Action: Clerk**

05/164 Planning, Highways and Transportation

164.1 The Council considered and commented on the following planning application:
Location: 7 Bassett Court, Grange Park
Proposal: Change of use from B1 to D1 (Office use to Medical & Health Services)
Case Officer: Andrew Longbottom
Observations: No comment

The Clerk was asked to send the above comments to South Northamptonshire District Council.
Action: Clerk

164.2 The update on the current situation with regards to Quartet Design (landscaping) was discussed under the Chairman's Report item 162.1

05/165 Administration and Staffing

165.1 The Council considered a response from the Legal Section of NALC regarding our concerns about the accounting record for this Council around September 2004. It was agreed by all members present that we no longer pursue this issue.

05/166 Recreation and Amenities

166.1 The Clerk informed the Council that the office is liaising with Garry Hooper from Bellway Homes regarding the temporary closures of the play parks within Grange Park. It was agreed that all information received by the office would be submitted to the Web site.

05/167 Community Centre, MUGA and Bowling Green

167.1 The Council considered the following suggestions following the User Group meeting held on 23rd February 2006:

- It was agreed that receipts would only be issued when cash is passed over the counter.
- Lockable cupboards need to be distributed to regular users only.
- It was felt that it would involve too much extra work for the Caretaker and would not be cost effective to lay out tables and chairs prior and after an event.
- All users who use the MUGA are responsible for their own Public Liability insurance as stated in our hire agreement.
- It was agreed that the lights would now be switched on in the car park which is located adjacent to the Community Centre.
- The users made a request to install a wall clock in the Main Hall. The Clerk was asked to purchase.
Action: Clerk

167.2 The Council agreed that when an invoice is received they would be prepared to contribute 50% towards the cost of racking out the storage cupboard for Woody's Out of School Club.
Action: Clerk

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- 167.3 Cllr Ramsay briefing informed the Council on the current position with regards to the Bowling Green.
- Ordered lawn Machinery at a cost of approx £8,500
 - Handover agreement currently with our Solicitors
 - Wootton Grange Bowling Club AGM is on Thursday 9th March at the Working Men's Club at Wootton. All Councillors are welcome to attend. **Action: All Councillors**
 - the need to sort out insurance cover for the Bowling Green and associated equipment. **Action: Clerk/ Cllr Ramsay**

Cllr Ramsay thanked the staff in the office for all their hard work in helping to solve any Community Centre issues.

05/168 Community Activities

- 168.1 Cllr Nobbs informed the meeting that the Church were planning to do a 'Litter Clean Up' around the Community Centre on Sunday 19th March 2006. It was agreed that the Council would buy litter pickers, gloves, provide black sacks and organise the disposal of the litter. The Clerk as asked to purchase these items and liaise with Cllr Nobbs. **Action: Clerk / Cllr Nobbs**
- 168.2 Cllr Cates informed the Council on the following activities:
- Traveller Co-ordination officer would be writing to the Parish Council following a site visit to Grange Park.
 - Cllr Cates is currently talking to Justin Browne (Police) regarding the apparent drug issues which are taking place outside the Community Centre.
 - Get Active Day – at Caroline Chisholm School.

05/169 Website and Newsletter

Cllr Walker reported that the current advertising rates need to be increased to make the newsletter cost effective.

05/170 Correspondence

- Copy of letter sent to SNC from Sally Townsend regarding youth problems within our parish. - Noted
- Invites to the following:
 - Civic Dinner on Friday 7th April 2006 – The Council agreed the expenditure of £70.00 for the Chairman to attend the Dinner. The Clerk was asked to obtain the tickets. **Action: Clerk**
 - Chairman of SNC invites the Parish Council to a Reception on Wednesday 29th March at 7.30pm in Towcester Town Hall. The Council agreed that Cllrs Cates/Walker would attend on behalf of this Council. The Clerk was asked to make the arrangements. **Action: Clerk**
- SNC invites us to a Primary Care Trust meeting to be held at Brackley on the 14th March 2006 at 7pm - Noted
- Letter from Woody's Out of School Club regarding Communication -Noted
- PPI Forums for Northampton - Presentation offered - this information was passed on to Cllr Batchelor.

05/171 Date of the Next Meeting

Tuesday 4th April 2006. Apologies were received from Cllr Nobbs and Cllr Cates

There being no other business the Chairman closed the meeting at 9.25pm.