

GRANGE PARK PARISH COUNCIL

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

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 13th MAY 2021 AT GRANGE PARK COMMUNITY CENTRE.

Present: Cllrs M Smith (Ch), J Davies (V. Ch), M Aluko, J Bainbridge, M Hobbs, A Millerchip, P Sansom, M Wilson, P French, N Stansfield, and R Knott.

Attending: Mrs T Sampson (Parish Clerk), A Grant (West Northamptonshire Councillor).

21/68 Public Questions

No Public Questions.

21/69 West Northamptonshire Councillors Report - Cllr A Grant

69.1 Cllr A Grant reported that himself, Stephen Clarke, and Fiona Cole had been elected as West Northamptonshire Conservative Councillors representing the ward of Hackelton and Grange Park. It was also reported that West Northamptonshire Council has named eight councillors who will help form the authority's cabinet. It has also been announced the Cllr Jonathan Nunn would be leader and Cllr Adam Brown his deputy.

More information can be obtained from the website:

<https://www.southnorthants.gov.uk/homepage/11/south-northamptonshire-council-homepage>

69.2 Cllr A Grant gave a brief update on the current SERGO Community Fund and advised the Parish that he would investigate the matter further and report back at the next Parish Council Meeting in June.

21/70 Apologies for Absence

70.1 Apologies received from Councillor D Harris.

21/71 Declaration of Members Interest

71.1 Cllr R Knott declared a personal interest in item 75.8 of the agenda in reference to the grant application received from Grange Park Scout Group. There were no other Declarations of Members Interest received.

71.2 There were no changes to members' declaration of pecuniary interest received.

21/72 Minutes of the Council Meeting on the 1st April 2021.

72.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 1st April 2021 and the Chairman signed them as a true record.

72.2 The following matters were discussed, and it was noted that some of these items will remain outstanding due to the COVID-19 pandemic:

Minute Ref:	Action	By Whom	Status	
89.2	Good Neighbouring Scheme	Parish Clerk	Outstanding	Postponed until we can hold a public meeting
144.4	Great Outdoor Company – Gym Equipment	Cllr J Bainbridge	Outstanding	Postponed until after the lockdown
154.2	Parish Council Minutes to be put in the records office	Parish Clerk	Outstanding	To arrange a date to take them to the records office after lockdown
155.6/ 61.3	Parkinson's Partnerships	Parish Clerk	Outstanding	VAT returns submitted
39.2	Discuss with Clipper the planting of trees at roundabout	Parish Clerk	Outstanding	Deferred until after lockdown
79.3	Bowls Green Agreement	Parish Clerk	Outstanding	To update agreement
114..1	City Fibre Grassed areas	Parish Clerk	Outstanding	To be pursued

21/73

Chairman's Report

- 73.1 The Chairman reported that an Annual Report for 2021 had been circulated to all Councillors and put on our website www.grangeparkpc.org and social media.
- 73.2 The Parish Council adopted the West Northamptonshire Code of Conduct, and a copy will be put on our website.
- 73.3 The Parish Clerk reported that the Register of Interest forms will be emailed to all Councillors once received from the Democratic Services section of West Northamptonshire Council.

21/74

Parish Clerk's Report

- 74.1 All matters covered in the meeting.

21/75

Finance

- 75.1 The Parish Council approved the payments made between 1st April –12th May as shown in Appendix 1. (All details were circulated via email to all Councillors prior to the meeting).
- 72.2 The Parish Council approved the Bank Balances as below up until the end of April:
- Barclays Bank Account – Café/Bar £1039.89
 - Barclays Bank - Parish Council £86,893.92

These figures will be signed off as a true record by the Chairman of the Council.

- 72.3 Budget v Actuals to be circulated to all Councillors
- 72.4 The Parish Council agreed to progress with the appointment of the Independent Financial Adviser who deals with local councils' investments to advise on the CCLA Property fund. The Council were asked to consider the sums of money they consider appropriate to invest. This item will be put on the June agenda for consideration.
Action: Parish Clerk
- 72.5 The Parish Council noted the End of Year Internal Report from the auditor with no recommendations. This report will be put on our website.

- 72.6 The Parish Council Approved Section 1 of the accounting statement for 2020/21 and the Chairman signed them as a true record
- 72.7 The Parish Council Approved Section 2 of the accounting statement for 2020/21 and the Chairman signed them as a true record.

72.8 The Parish Council considered the following grant applications:

- 1st Grange Park Rainbows - £100 donation
- Grange Park Pre-School - the Council agreed that we need to look at alternative measures before granting any funds.
- Grange Park Scout Group - £500

The Council agreed that in future the Grant funding will be based on the number of members within the group and will be £8.00 per person. (£500 for 60 members)

72.9 The Parish Council agreed and approved using Scribe for electronic online bookings at a cost of £39 per month. It was agreed that before we sign up for this service, we would use the system offline to understand the new processes. Anticipated live date of September 2021.

21/73

Planning, Highways and Transportation

73.1 The following planning application was considered:
Location: 32 The Spinney, Grange Park
Proposal: Link Garage conversion
Observations: No comment

All Planning applications for Grange Park can be viewed at <http://snc.planning-register.co.uk>

73.2 No refusal notices have been received.

73.3 Cllr M Aluko reported that he had attended the SERGO Community Group and minutes had been circulated to all Councillors for information. The Community Fund information is being sought from Cllr Grant.
Action: Cllr A Grant

21/74

Community Centre, Foxfield & Bowling Green

74.1 The Café/Bar Manager sent the following report:

Café Bar Update

Café Bar is all up and running again and I am excited to be back!

- To get things rolling we opened for takeaway last Friday, all stock had arrived, risk assessment was in place, so we went ahead, was also a good opportunity to make sure everything was running properly before we reopened for indoor dining.
- Table bookings for Wednesday, Thursday, and Friday so from this I estimate that these will be our busiest days. Once friendship groups re-establish, we should see an increase in footfall from the daily groups e.g., tumble tots and ballet etc
- Saturday mornings will be open for Bacon rolls and hot drinks for the football parents.
- Bowls club will also be in this Saturday afternoon and 3 other dates in June. We will be supplying them with teas and coffees after their match with the Bar also open for them to purchase beer, cakes etc. Bowls club have also asked about opening Monday evening on a few dates so if this is viable and they would have enough players wanting to use the bar then I agreed this was something we could look at.

- Euros – My plan is to show some of the upcoming matches in the café with some drink's promotions. Maybe the England and Wales matches to start depending on where we get in the competition. June 12th and 13th as a trial possibly to see how popular it would be.
- I have emailed you all the current bookings in place for the Café, some are groups booked in the halls asking for the café facilities so hopefully if viable we will offer the facility for them to use.
- I had a discussion with Cllr J Bainbridge and the Parish Clerk last week about the summer fest and I proposed that the café could have a tent offering Pimm's and takeaway afternoon tea/picnic boxes. Boxes could be pre ordered and collected from the Pimm's tent on the day. We could also offer a children's picnic box similar to what we sell in the café. I emailed pictures to show you the kind of thing we could offer.

Cllr R Knott informed the meeting that it is still early days but with the events organised and in place, and the relaxation of the COVID-19 that normal business activities should resume by the end of June 2021.

- 77.2 It was noted that the Youth Club remains closed due to the complexities of opening. These sessions may not resume before the Autumn term.
- 77.3 The Parish Council agreed that they would be happy for the internal defibrillator to be used by the community and placed externally at the Community Centre. The Parish Council will ask Grange Park Rangers if they were willing to allow their defibrillator to be used by the community and placed on the external building at Foxfield's Pavilion. The Parish Clerk will liaise with SNC First responders.
Action: Parish Clerk
- 77.4 The Parish Council agreed that they would look at amending/updating the agreement with Woodland View School on the usage and maintenance costs related to the use of the Mega.
Action: Parish Clerk
- 77.5 The Parish Council delegated Cllr M Hobbs to obtain further information on installing a running track location, measurement of lanes at Foxfield's Country Park and report back at the next meeting in June.
Action: Cllr M Hobbs

21/78

Community Events

- 78.1 The Parish Council agreed (subject to Government Guidelines) to hold a Community Summer Fest on Saturday 4th September 2021. The Following arrangements were agreed:
- Outsource all catering arrangements and book
 - Approval of £320 for the attendance of the animals – Parish Clerk to pay deposit invoice
 - The Parish Council have set a budget of £1500 and to investigate if West Northamptonshire Council are opening the Community Grant Funding this year.
Action: Parish Clerk
 - Bands, trailers, and stages need to be booked.
 - The Parish Clerk was asked to liaise with local musician and primary school about attendance on the day
Action: Parish Clerk

Due to time constraints the Parish Council decided to schedule a virtual working group meeting on Thursday 24th June at 7.30pm

- 78.2 The Parish Council agreed and approved the proposal received from Haart Estate Agents regarding the summer fest. It was agreed that the Parish Clerk and Administration Manager will arrange a meeting to discuss next steps.
Action: Parish Clerk /Administration Manager

Cllr J Davies reported that one band Pure Genius had been provisionally booked at a cost of £450.

21/79

Human Resources Committee (Chairman - Councillor J Davies)

- 79.1 All HR and Furlough issues will be dealt with by the HR Committee. The HR Committee gave delegated powers to Cllrs Smith, Davies, and the Parish Clerk to deal with the COVID -19 working arrangements and the phasing back of staff over the next few months. The next HR Committee meeting is scheduled for Thursday 10th June 2021.

21/80

Environment (Inc Allotments & Contract 5)

- 80.1 Cllr A Millerchip tabled the following report:

Overview

I performed this audit on 13th May, six weeks after the previous audit at the end of March and I have to say that the whole of Grange Park looked very pleasing. A range of minor issues were identified which I am sure will be dealt with quickly. There are two larger issues which are ongoing. The grass verges outside Amazon are due to be cleaned up and reseeded. Many of the tree issues identified last month have been dealt with. The proposal to pull forward next year's tree survey has been acted upon and the survey is taking place at the moment. So, we should soon have a new three-year woodland improvement plan. All those people doing litter picks are making a difference as I saw very little litter today.

Tasks completed since last month's audit

- Around a dozen dead or dangerous trees in the structural belt-east were felled and disposed of.
- Lots of debris resulting from unofficial tree works has been cleared away.
- Our second major tree survey has been pulled forward from next year and is taking place at the moment
- The wildflower patches have been rotavated and sown.
- A team of councillors cleared out the pond of sharp objects and removed the unsightly temporary barrier
- Two broken fences were repaired: one at the pavilion and the other at the corner of the country park
- Our landscape contractors are on target and on budget

Active tasks outstanding

- Amazon grass verges
- Overgrown fence at rear of school
- The tree outside 12 Wren close needs cutting back

New Issues

- The Oval needs grass cutting, hedges trimmed, and shrub beds weeded.
- The Triangle needs grass cutting
- A fence needs repairing along the walkway up to the Campanile Hotel
- A fallen sign behind the shrubs opposite Amazon reception needs removing.
- Bushes need cutting back from the walkway through Grange Valley Greenway

- 80.2 The Parish Council approved the quote received from a tree arboriculturist of £2650 to provide a tree survey which will develop a more strategic plan for trees and woodlands and address any safety issues. This report is scheduled to be received by the end of June 2021.
- 80.3 The Parish Council agreed to request City Fibre to do a site survey of all the areas of land that need reseeded/reinstating which were affected due to the installation of their digital infrastructure platform within Grange Park.

80.4 Cllr J Bainbridge reported that a 'Community Matters' Meeting took place at the end of April – all documents, minutes etc can be viewed on our 'Community Matters' page on our website at www.grangeparkpc.org. There is also a direct email address for Amazon if there are any issues from residents regarding Amazon and their delivery drivers.

The grass verges which have been damaged outside the Amazon building along Saxon Avenue are being done by contractors and paid for by Amazon (due to the weather a date has yet to be agreed). The installation of yellow lines has just been sent out for consultation and this is expected to happen in the Autumn.

80.5 Cllr M Smith reported that the playgrounds are being monitored and some remedial works are taking place following our weekly visual inspections. It was noted that we are having some issues with flooring and wet pour shrinkage. Cllr Smith will investigate the costs of materials and see if it is something the Council/Environmental staff can considering doing. The roundabout at Primrose Park needs to be disposed of and the hole in the flooring fixed. R&G have been asked for a quote.

Action: Cllr M Smith

80.6 Cllr J Bainbridge reported that the Gym Equipment located at Foxfield's has now been installed and feedback has been positive. It was noted that there are a few things still outstanding before the invoice will be sign off – piece of Equipment damaged in transit – new piece ordered and the RP11 inspection report (copy requested).

Action: Cllr J Bainbridge

80.7 The Parish Council asked the Parish Clerk to investigate the matter of replacing the dog bins to see if any remedial works can be done or larger ones needed to be purchased. **Action: Parish Clerk**

80.8 Cllr J Bainbridge informed the meeting that the 'Refill Van Company' who sell a range of refillable, plastic-free home, health & beauty products have booked Foxfield Pavilion Car Park once a month. The lady that runs the business seems happy with the location and usage.

80.9 The Parish Clerk reported that 'Litter Collection' within the Parish is currently being done by

- Parish Council Environmental Staff
- Bertie Bottle team
- West Northamptonshire Council
- Prologis (Grange Valley Greenway)
- Local residents.

The Parish Council have also put a reporting form on our website in order that any residents can inform us of any litter hot spots.

80.10 The Parish Council Environmental Team sent the following report of Environment works carried out during the last month:

1. Replaced entire picket fence surrounding Foxfield's Pavilion patio area and painted.
2. Replaced broken fences at the entrance of Foxfield's and painted.
3. Re cemented Litter Bin on Country Park.
4. Cleared Pavilion roof and guttering of debris.
5. Swept entire Foxfield's car park of silt/mud build up from lockdown.
6. Replaced/repaired damaged post and fence at community centre (pre-school).
7. Repaired loose boards on the bridge behind the Rookery.
8. Cut lower branches of 4 x pine trees on oval.
9. Strimmed long grass on oval banks and around trees. (ongoing)
10. Sanded down/painted litter bins and benches at Oval.
11. Repaired broken fence at bottom corner of Foxfields.
12. Completed all litter picking zones. (ongoing).

80.11 Cllr J Bainbridge informed the meeting that new dog poo bag dispensers have been installed at Foxfields Country Park. These will be monitored, and bags replenished when empty.

Crisps packet recycling will recommence in line with the relaxation of the COVID-19 government guidelines anticipated 21st June 2021 at the Community Centre.

21/81 Communication & social media

81.1 No maintenance issues outstanding

81.2 Cllr M Wilson reported that he is spending a lot of time updating the website, adding photos to the gallery of the Gym Equipment, putting us on google maps and designing leaflets to promote our facilities.

21/82 Correspondence

82.1 All items on the agenda

21/83 Date of the Next Meeting

83.1 It was noted that the next Parish Council Meeting will be held on Thursday 17th June 2021 at 7.30pm within the Community Centre.

There being no further business the Chairman closed the meeting at 10.20pm.

OUTSTANDING ACTION LIST May 2021

Minute Ref:	Action	By Whom
72.4	Agenda item CCLA Property investment amount	Parish Councillors
73.3	SERGO Community Fund	Cllr A Grant
77.3	Defibrillator – liaise with First Responders	Parish Clerk
78.1	Summer Fest Arrangements and Meeting with Haart	Parish Clerk
77.4	Muga agreement with Woodland View	Parish Clerk
77.5	Proposed installation of running track	Cllr M Hobbs
78.1	Summer Fest arrangements and arrange meeting with HAarts Estate Agents regarding their proposal	Parish Clerk
80.5	Wet pour information	Cllr M Smith
80.6	Outstanding items for the Gym Equipment	Cllr J Bainbridge
80.7	Replacement of dog bins	Parish Clerk

APPENDIX 1

**Grange Park Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
15 Insurance	01/04/2021		Grange Park Parish Cc	BACS	Insurance	Zurich Insurance	E	3,745.43	0.00	3,745.43
16 Office Consumables	01/04/2021		Grange Park Parish Cc	BACS	Social Media	Zoom	S	11.99	2.40	14.39
1 Bank Charges	07/04/2021		Grange Park Parish Cc	Direct Debit	bank charges	Barclays	E	6.50	0.00	6.50
2 Contingencies	12/04/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	E	49.00	0.00	49.00
3 Staffing	15/04/2021		Grange Park Parish Cc	BACS	HMRC Payments	HMRC	E	3,107.35	0.00	3,107.35
4 Office Consumables	16/04/2021		Grange Park Parish Cc	Direct Debit	sage software	sage software	S	103.00	20.60	123.60
5 Consultancy Fees	22/04/2021		Grange Park Parish Cc	Direct Debit	consultancy	Personnel & Solutions	S	100.00	20.00	120.00
17 Contingencies	23/04/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	E	94.61	0.00	94.61
21 Contingencies/Barclaycard	23/04/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	E	61.44	0.00	61.44
6 Telephones Mobile & Office	26/04/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	Challenger	S	40.00	8.00	48.00
10 Staffing	27/04/2021		Grange Park Parish Cc	BACS	Salaries	Salary	E	10,142.91	0.00	10,142.91
19 Cafe Bar Manager/Staffing	27/04/2021		Grange Park Cafe/Bar	BACS	Cafe Bar Salaries	Salary	E	713.24	0.00	713.24
20 Cafe Bar Manager/Staffing	27/04/2021		Grange Park Cafe/Bar	BACS	Cafe Bar Salaries	Salary	E	357.06	0.00	357.06
7 ESPO	27/04/2021		Grange Park Parish Cc	BACS	Cleaning products	ESPO	S	95.06	19.01	114.07
8 Bowling Green	27/04/2021		Grange Park Parish Cc	BACS	Bowling Green	Access Irrigation	S	149.00	29.80	178.80
9 Photocopier	27/04/2021		Grange Park Parish Cc	BACS	Photocopier	Ricoh	S	197.60	39.52	237.12
11 Dog bins/Litter/Disposal	27/04/2021		Grange Park Parish Cc	BACS	Dog/Litter Bins	Marcus Young	S	456.00	91.20	547.20
12 Electricity/Gas	27/04/2021		Grange Park Parish Cc	BACS	Gas	Eon	S	725.48	145.10	870.58
13 Contract 5	27/04/2021		Grange Park Parish Cc	BACS	Contract 5	R&G	S	2,302.67	460.54	2,763.21
14 Telephones Mobile & Office	27/04/2021		Grange Park Parish Cc	BACS	Mobile Phones	o2	S	128.05	25.61	153.66
18 Car Tax/Insurance/MOT/Ser	30/04/2021		Grange Park Parish Cc	BACS	Car Tax	DVLA	E	275.00	0.00	275.00
47 Bank Commission	06/05/2021		Grange Park Parish Cc	Direct Debit	Bank Loyalty	Barclays	E	9.50	0.00	9.50
52 Electricity/Gas	06/05/2021		Grange Park Parish Cc	BACS	Electricity	Eon	L	448.61	22.43	471.04
48 Bank Charges	10/05/2021		Grange Park Parish Cc	BACS	Barclaycard	Barclaycard	E	49.00	0.00	49.00
Total								23,368.50	884.21	24,252.71

