

GRANGE PARK PARISH COUNCIL

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

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 17th JUNE 2021 AT GRANGE PARK COMMUNITY CENTRE.

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

Attending: Mrs T Sampson (Parish Clerk), S Clarke (West Northamptonshire Councillor).

21/85 Public Questions

No Public Questions.

21/86 West Northamptonshire Councillors Report - Cllr S Clarke

86.1 Councillor Stephen Clarke joined the meeting and gave a June update. The report can be viewed on
our website at www.grangeparkpc.org

<https://www.grangeparkpc.org/uploads/news-report-june-2-update-17-june.pdf>

More information can be obtained from the website:

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

Cllr S Clarke updated the Parish Council on the current SEGRO Community Fund and advised the
Parish that he would investigate the matter further, but the Parish Council may want to speak to
Collingtree to see how they were included some 8 months later and a separate S106 formed. The
Parish Clerk was asked to investigate. **Action: Parish Clerk**

21/87 Apologies for Absence

87.1 Apologies received and accepted from Councillors D Harris, M Hobbs, and P Samson.

21/88 Declaration of Members Interest

88.1 There were no Declarations of Members Interest received.

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

21/89 Minutes of the Council Meeting on the 20th May 2021.

89.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 20th May
2021 and the Chairman signed them as a true record.

89.2 The matters below are still outstanding due to COVID 19 restrictions.

Minute Ref:	Action	By Whom	Status	
89.2	Good Neighbouring Scheme	Parish Clerk	Outstanding	Postponed until we can hold a public meeting
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
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

21/90 Chairman's Report

90.1 All matters covered in the meeting.

90.2 The Parish Clerk reported that all Register of Interest forms have been emailed to the Democratic Services section of West Northamptonshire Council.

21/91 Parish Clerk's Report

91.1 All matters covered in the meeting.

91.2 The following Working Groups and Lead Councillors were approved:

Main	Who	2nd
Public Open Space (excluding Trees)	Cllr N Stansfield	Cllr A Millerchip
Woodland & Trees	Cllr A Millerchip	
Playgrounds & Recreation Equipment	Cllr M Smith	Cllr M Aluko
Youth	Cllr P French	
Café-Bar	Cllr R Knott	
Events	Cllr M Hobbs	Cllr D Harris
Building Operations	Cllr M Wilson	Cllr R Knott
Infrastructure Maintenance	Cllr M Aluko	
Community Engagement	Cllr J Bainbridge	
Carbon Neutral / Waste Management / Environment	Cllr J Bainbridge	
IT, Technology & Communications	Cllr P Sansom	Cllr M Wilson

The Council agreed that all Councillors would complete a template questionnaire on strategic planning for their subject area during the summer recess. A working group meeting in September will be arranged to discuss information submitted. It was agreed that some questionnaires have already been completed and these would be shared with the rest of the group. **Action: All Councillors**

Finance

- 92.1 The Parish Council approved the payments made between 13th May until 20th June as shown in Appendix 1. (All details were circulated via email to all Councillors prior to the meeting). The Parish Clerk was asked for invoice NO.117326 from R&G to be amended and requested that the Shrub Bed Maintenance figure is removed until the situation is resolved. **Action: Parish Clerk**
- 92.2 The Parish Council approved the Bank Balances as below up until the 7th June 2021 and the Chairman signed them as a true record:
- Barclays Bank Account – Café/Bar £1039.89
 - Barclays Bank - Parish Council £162,109.14
- 92.3 Budget v Actuals to be circulated to all Councillors
- 92.4 The Council delegated the Parish Clerk, Chairman and Vice-Chairman to complete the forms and send associated documents to the appointed Independent Financial Adviser. He will then assess proposed investment to the CCLA Property Fund. The report and his findings will be shared with all Council members prior to any investments being made. **Action: Parish Clerk /Chairman/Vice-Chairman**
- 92.5 The Parish Council agreed and approved using Scribe for electronic online bookings system 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.

Planning, Highways and Transportation

- 93.1 The following planning application was considered:

WNS/2021/0580

Location: 35 Bluebell Rise, Grange Park
 Proposal: Single Storey Front Extension
 Observations: No comment

WNC/21/00025/WASFUL

Location: Wootton Landfill Site, London Road, Northampton.
 Proposal: Construction and use of methane stripping plant, control cabin and ancillary infrastructure.
 Observations: No comment

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

- 93.2 No refusal notices have been received.
- 93.3 The Council agreed to write to WNC in support of the proposed parking restriction changes on Saxon Avenue, Grange Park.
- 93.4 The Council agreed to wait until we have spoken to SEGRO about the Community Fund and obtained information from Collingtree Parish Council. **Action: Agenda Item for July Meeting**
- 93.5 The Council asked the Parish Clerk to obtain more information on the commitment and time required from members of our Council to join the Rural Services Network Group before a decision will be made. It was noted that this is a free subscription until March 2022.

Community Centre, Foxfield & Bowling Green

94.1 The Café/Bar Manager sent the following report:

Events

Since reopening in May we are slowly increasing footfall into the café and we have started holding events again all within Covid guidelines.

Last weekend being our busiest so far with a Gin and Chatter evening on the Friday, Bowls Club on the Saturday and we showed the Euros Sunday, tables were fully booked for all events. We are open again this Friday for the England v Scotland Game which is almost fully booked with 2 tables left and then hopefully again next Tuesday (if we get enough interest due to mid-week) Depending on how far England get in the Euros we will show as many games as possible. Be very good for sales if England get to the finals!!!

We also have the bowls club in again this weekend, who have been bringing in a good amount of profit, we supply teas and coffees at a set amount, but most are buying alcohol from the bar. They also have an upcoming open day on June 26th that they would like the café bar open for plus some Monday evenings from September. The Gin and Karaoke events will all still go ahead but depending on restrictions if we have Karaoke or just with music.

Another popular event coming up is our End of term party, again restrictions will still be in place so we will again have to offer customers to reserve tables to ensure we are still following current guidelines

Cllr R Knott informed the meeting that weekday trade is still slow and consistent opening hours are currently being monitored. It was also noted that one of the current objectives is to commit to bookings a staff recruitment drive is required. All members of staff are now off the furlough scheme A rolling updated three-month list of events with staffing will be tabled for information at future Parish Council Meetings. **Action: Café/Bar Manager**

- 94.2 It was noted that the Youth Club remains closed due to the complexities of opening. These sessions may not resume before the Autumn term.
- 94.3 It was noted that both the Parish Council and Grange Park Rangers Football Club are willing for their internal defibrillators to be used on the external walls of the centre and Foxfield's and be used by the whole Community. South Northants First Responders are dealing with the relocation and installation. A site visit is scheduled for Tuesday 22nd June 2021.
- 94.5 Cllr M Wilson tabled newly designed promotional leaflets to advertise our facilities. The Council thanked him for his time and effort and thought that they were an ideal method of marketing to grow our business. It was agreed that these will go on our website and support and enhance our new electronic booking system.

Community Events

- 95.1 The Parish Council agreed (subject to Government Guidelines) to hold a Community Summer Fest on Saturday 4th September 2021. Cllr R Knott gave a brief update but agreed that a zoom meeting will be scheduled for Thursday 24th June to discuss further arrangements and detail.
- 95.2 The Council agreed to delegate the Lead Councillors M Hobbs and D Harris to run an event for the planting of a tree to mark and celebrate her Majesty the Queen Platinum Jubilee. A provisional booking for Foxfield's Pavilion has been arranged for the Saturday 3rd June 2022. **Action: Cllrs Hobbs/Harris**

- 96.1 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.

A HR confidential and commercially sensitive issue will be discussed under item 21/100 of this meeting.

Environment (Inc Allotments & Contract 5)

- 97.1 Cllr A Millerchip tabled the following report:

Overview

I performed this audit on 16th June, five weeks after the previous audit in mid-May. I have to say that we are not looking as pristine as we were five weeks ago. The shrub beds are getting tatty now that there has been a spurt in growth of the invasive species (saplings and weeds). When I asked our contractors to set in motion the first round of shrub bed maintenance (we aim to do three a year) they said that it had already been done four weeks ago! This should not have happened as the shrub beds were looking good four weeks ago, plus there was no consultation with the PC, which is the agreed process. The matter is now under review with our contractors. The grass too is looking untidy, and this is as a direct result of us reducing the frequency of cut to once every two weeks. The next cut is due on Monday, and I have been assured it will be done so I propose to leave things as they are regarding mowing. On a positive note, I again saw very little litter so the teams working on this appear to be effective.

The litter I did see was at two locations: the walkway up to the Campanile Hotel and the roadside entrance to Wootton Brook meadow.

Tasks completed since last month's audit

- The tree survey has been received and now needs digesting and converting into an action plan
- The oval and triangle received a grass cut. They are now ready for another.
- The fence was repaired along the walkway up to the Campanile Hotel

Active tasks outstanding

- Amazon grass verges
- Overgrown fence at rear of school
- The tree outside 12 Wren Close
- Bushes need cutting back from the walkway along Grange Valley Greenway

New Issues

- Two dead trees on Alamein walkway close to Foxfield Way. Remove and replace quote requested from R&G
- Bend in Rowan Close overgrown and messy
- Weeds coming back to Wilkes Way
- Broken fence along The Woodlands walkway. Seven posts need replacing. Quote requested from R&G
- Oval hedge needs urgent attention – it is becoming a line of trees!
- Oval shrub beds need attention
- Both sides of walkway between the school and the bowling green are overgrown and untidy
- Stuart Ash's tree is dead
- One rail missing from Lark Lane fence
- Tree planting in Wootton Brook Meadow needs another spraying. Quote requested from R&G

- 97.2 The Parish Council noted the quote of £450 received from R&G. The Council agreed that they would like to investigate different options for removing the roundabout at Primrose Park and make good the wet pour surface. Cllr M Smith agreed to pursue this outstanding action. **Action: Cllr M Smith**
- 97.3 It was noted that the Tree Survey had just been received and circulated to all Councillors for information. Cllr A Millerchip as Lead Councillor for Woodland & Trees agreed to review and formulate a proposal for the schedule of remedial works. This proposal will be tabled at the next Parish Council Meeting in July. **Action: Cllr A Millerchip**
Action: Parish Council agenda in July
- 97.4 Cllr Bainbridge informed the meeting that another virtual 'Community Matters' meeting is scheduled for 8th July 2021. Zoom details will be sent out with the poster. **Action: Parish Clerk**

The seeding of the grass verges has been deferred until better weather conditions. 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.

- 97.5 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 consider doing. The issue of the roundabout at Primrose Park is still outstanding but different options are being explored. **Action: Cllr M Smith**
- 97.6 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). Some graffiti had been reported on all items of equipment which Caretaking staff and Councillors had removed. **Action: Cllr J Bainbridge**
- 97.7 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**
- 97.8 The following report has been received from the Internal Environmental Staff:

Work carried out for this month includes the following:

1. After reports of the Muga goals collapsing and falling apart we have repaired and made safe by redrilling and bolting the rear support bars. Straighten the cross bars, reattached nets, and locked goals in place. There are a few areas where rust has set in and would recommend the goals to be replaced in the next 6-12 months as the repair is only a temporary fix.
2. Cut & strim grass on the oval & triangle, Mower temporary out of use and being repaired. Works are ongoing.
3. Small Hall Toilet Blockage – Removed toilet unblocked obstruction in pipes. Refitted & secured toilet.
4. Café Bar Repairs:
Coffee machine electrical fault.
Power cut – trip switch for café overload.
Dishwasher inlet/outlet blockage.
TV Aerial weak signal - replaced sky box with free sat, cleaned dish. It required a call out details of which has been reported to the parish clerk.
Café Banking trips x 2.
5. Removed Graffiti from gym equipment.
6. Put up signage for new gym equipment.
7. Put up signage x 2 on pavilion building (no ball games).
8. Brick Work repaired at rear entrance to Pavilion.
9. Trip Hazard on Patio outside Boiler house at pavilion made safe.
10. Removed broken fencing at Great Ground Walk.

11. Removed Dangerous/Damaged tree opposite The Witheys and disposed of the wood.
12. Visual Inspections of Foxfields gym equipment.
13. Weekly Litter picks completed (extra litter pick done in section 4 school park area).
14. Foxfields litter bin emptied daily, constant overflowing and needs addressing. We are also having to dispose of the litter in our bin at Foxfields reducing the amount of space left for hirer waste.

21/98 Communication & social media

98.1 No maintenance issues outstanding

21/99 Correspondence

99.1 All items on the agenda

21/100 Date of the Next Meeting

100.1 It was noted that the next Parish Council Meeting will be held on Thursday 15th July 2021 at 7.30pm within the Community Centre.

There being no further business the Chairman closed the meeting at 10.25pm.

OUTSTANDING ACTION LIST June 2021

Minute Ref:	Action	By Whom
86.1/93.4	Investigate SEGRO Community Fund application	Parish Clerk
91.2	Complete questionnaire for Strategic Plan	All Councillors
92.1	Amend R&G invoice to omit sum relating to Shrub Bed Maintenance	Parish Clerk
92.4	CLLA IFA Questionnaire	Parish Clerk/Chairman/Vice-Chairman
94.1	Rolling 3-month events schedule/recruitment drive	Café/Bar Manager
95.2	Queens Platinum Jubilee	Cllrs Hobbs/Harris
97.2	Primrose roundabout & wet pour	Cllr M Smith
97.3	Tree Survey	Cllr A Millerchip
97.3	Tree Remedial works plan – agenda item for July	Parish Clerk
97.4	Zoom details for the Community Maters Meeting on Thursday 8 th July	Parish Clerk/Cllr J Bainbridge
97.5	Disposal of roundabout	Cllr M Smith
97.6	Completion of Gym Equipment	Cllr J Bainbridge
97.7	Review of the dog Bins	Parish Clerk

Grange Park Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
36	Legal	14/05/2021		Grange Park Parish Cc	Direct Debit	ICO	ICO	E	35.00	0.00	35.00
37	Office Consumables	17/05/2021		Grange Park Parish Cc	BACS	sage software	sage software	S	103.00	20.60	123.60
22	Telephones Mobile & Office	18/05/2021		Grange Park Parish Cc	BACS	Telephone	BT	S	561.72	112.34	674.06
23	Contract 5	18/05/2021		Grange Park Parish Cc	BACS	Contract 5	R&G	S	6,364.00	1,272.80	7,636.80
24	ESPO	18/05/2021		Grange Park Parish Cc		Cleaning products	ESPO	S	48.00	9.60	57.60
25	Electricity/Gas	18/05/2021		Grange Park Parish Cc	BACS	Gas	Eon	S	245.79	49.16	294.95
28	Gas	18/05/2021		Grange Park Parish Cc	BACS	Gas	Corona Energy	S	537.61	107.52	645.13
26	Window Cleaning	18/05/2021		Grange Park Parish Cc		Window Cleaning	Pure Water	Z	90.00	0.00	90.00
27	Window Cleaning	18/05/2021		Grange Park Parish Cc		Window Cleaning	Pure Water	Z	50.00	0.00	50.00
30	Electricity	19/05/2021		Grange Park Parish Cc	BACS	Electricity	Eon	S	874.40	174.88	1,049.28
31	Dog bins/Litter/Disposal	19/05/2021		Grange Park Parish Cc	BACS	Dog/Litter Bins	Marcus Young	S	589.00	117.80	706.80
32	Klagester System	19/05/2021		Grange Park Parish Cc	BACS	Klagester System	Owlshall	S	617.43	123.49	740.92
33	Website	20/05/2021		Grange Park Parish Cc	BACS	website	2commune	S	50.00	10.00	60.00
34	Consultancy Fees	24/05/2021		Grange Park Parish Cc	BACS	consultancy	Personnel & Solutions	S	100.00	20.00	120.00
35	Telephones Mobile & Office	25/05/2021		Grange Park Parish Cc	BACS	Mobile Phones	Challenger	S	40.00	8.00	48.00
51	Bank Charges	27/05/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	E	950.39	0.00	950.39
57	Cafe Bar Expenditure	27/05/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	L	66.03	3.30	69.33
50	Telephones Mobile & Office	28/05/2021		Grange Park Parish Cc	BACS	Mobile Phone	o2	S	128.94	25.79	154.73
49	Staffing	30/05/2021		Grange Park Parish Cc	BACS	Salaries	Parish Council	E	11,190.57	0.00	11,190.57
41	Cafe Bar Expenditure	31/05/2021		Grange Park Cafe/Bar		Purchases	Cafe/Bar	L	350.77	28.00	378.77
40	Cafe Bar Manager/Staffing	02/06/2021		Grange Park Cafe/Bar	BACS	Salaries	Parish Council	E	1,274.54	0.00	1,274.54
38	Foxfield Maintenance	02/06/2021		Grange Park Parish Cc	BACS	Roofing	A F Roofing	S	495.00	99.00	594.00
39	Office Consumables	02/06/2021		Grange Park Parish Cc	BACS	Badges	Badgemaster	S	11.53	2.31	13.84
54	Bank Charges	07/06/2021	Direct Debit	Grange Park Parish Cc		bank charges	Barclays	E	6.50	0.00	6.50
42	Electricity/Gas	09/06/2021		Grange Park Parish Cc	BACS	Gas	Eon	L	341.85	17.09	358.94
43	Electricity/Gas	09/06/2021		Grange Park Parish Cc	BACS	Electricity	Eon	L	150.32	7.52	157.84
44	ESPO	09/06/2021		Grange Park Parish Cc	BACS	Cleaning products	ESPO	S	116.90	23.38	140.28
45	Dog bins/Litter/Disposal	09/06/2021		Grange Park Parish Cc	BACS	Dog/Litter Bins	Marcus Young	S	471.20	94.24	565.44
46	Gas	09/06/2021		Grange Park Parish Cc	BACS	Gas	Corona Energy	S	459.13	91.83	550.96
68	Cafe Bar Expenditure	09/06/2021		Grange Park Cafe/Bar	BACS	Purchases	Bookers	S	11.98	2.40	14.38
67	Cafe Bar Manager/Staffing	10/06/2021		Grange Park Cafe/Bar	BACS	Cafe Bar Salaries	Cafe/Bar	Z	29.26	0.00	29.26
55	Car Tax/Insurance/MOT/Serv	11/06/2021		Grange Park Parish Cc	BACS	Insurance	Car	E	1,254.38	0.00	1,254.38
69	Cafe Bar Expenditure	16/06/2021		Grange Park Cafe/Bar	BACS	Purchases	Bookers	S	268.47	44.37	312.84
70	Cafe Bar Expenditure	16/06/2021		Grange Park Cafe/Bar	BACS	Purchases	Bookers	S	146.98	24.79	171.77
59	Summer Fest Event	17/06/2021		Grange Park Parish Cc	BACS	Summer Fest	Andrea Thomas	E	64.00	0.00	64.00
61	Window Cleaning	17/06/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	25.00	0.00	25.00

Grange Park Parish Council
PAYMENTS LIST

oucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
62	Window Cleaning	17/06/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	45.00	0.00	45.00
64	Business Rates	17/06/2021		Grange Park Parish Cc	BACS	Business Rates	West Northamptonshire Cour	E	1,432.81	0.00	1,432.81
65	Business Rates	17/06/2021		Grange Park Parish Cc		Business Rates	West Northamptonshire Cour	E	611.33	0.00	611.33
66	Grants /S137	17/06/2021		Grange Park Parish Cc	BACS	Grant	Rainbows	E	100.00	0.00	100.00
60	Office Consumables	17/06/2021		Grange Park Parish Cc	BACS	Social Media	Zoom	S	11.99	2.40	14.39
63	Telephones Mobile & Office	17/06/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	Challenger	S	40.00	8.00	48.00
Total									30,360.82	2,500.61	32,861.43