

GRANGE PARK PARISH COUNCIL

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

MINUTES OF THE VIRTUAL FULL COUNCIL MEETING HELD ON THURSDAY 1ST APRIL 2021.

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

Attending: Mrs T Sampson (Parish Clerk), A Grant (District Councillor), M Clarke (County Councillor).

21/51 Public Questions

No Public Questions.

With the first ever local elections for the new West Northamptonshire Council taking place on May 6th, 2021, the following candidates joined the meeting: Fiona Cole and Steve Clarke. All elections details can be viewed at <https://www.southnorthants.gov.uk/site-search/results/?q=elections>.

21/52 County/District Councillors Report

52.1 County Councillor M Clarke informed the meeting that he would be standing down at the elections in May. He thanked all members of Grange Park Parish Council and said that he had always enjoyed working with such friendly, welcoming and a good, humoured group of people. He gave a brief reflection of his achievements working together especially in relation to the excellent results of the refusal of the recent planning application for 300 residential homes within the Parish.

The Chairman thanked him on behalf of the Parish for all his time, efforts, and commitments that he has given to us over many years and wished him well in his retirement.

52.2 District Councillor Andrew Grant advised the meeting that he would be standing again at the election on May 6th, 2021. He gave the following update:

- West Northants Council is launched today 1st April 2021
- Census Day was held on March 2021
- No Charge for Green Bin waste for residents of Grange Park for 20/21.

More information can be obtained from the website:

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

21/53 Apologies for Absence

53.1 Apologies received from Councillor D Harris.

21/54 Declaration of Members Interest

54.1 Cllr J Bainbridge declared a personal interest in 61.2 of donations from the 'Ash Dash' going to Baby Basics. There were no other Declarations of Members Interest received.

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

Minutes of the Council Meeting on the 4th of March 2021.

- 55.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 4th March 2021 and the Chairman signed them as a true record.
- 55.2 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 required.
09.4	Re seed Grass Verges	Cllr A Millerchip/Clerk	Outstanding	Seeking funding from NCC
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

Chairman's Report

- 56.1 The Chairman reminded all Councillors to review 2020/21 activities for inclusion in the Annual Report for 2020/21. All reports to be sent to the Parish Clerk by the 23rd April 2021.

Action: All Council Members

- 56.2 The Chairman informed the meeting on the following:
*Following the government's announcement that legal powers for remote meetings will not be extended beyond 7 May 2021, a consultation has opened to find out if there is appetite for remote meetings in the future. You can access the consultation at <https://bit.ly/3fwn15j> and the deadline for responses is **17 June 2021**.*

Action: All Council Members

- 56.3 The Parish Council approved the following mission statement and strapline:

Your Parish Council working with everyone in the community to sustain and enhance Grange Park as the place we are proud to call home

GPPC – Great Place Positive Community

The Parish Council agreed to schedule a working group meeting on Thursday 22nd April to discuss the structure for a Plan and agree who has what responsibilities and start to build the details.

Parish Clerk's Report

- 57.1 All matters covered in the meeting.
- 57.2 The Parish Clerk informed the meeting that 11 nominations papers had been taken to SNC for the Parish Council Elections to be held on the 6th of May 2021. The results of the nomination process will be circulated on Friday 9th April 2021 and will be advertised on our website www.grangeparkpc.org

21/58

Finance

- 58.1 The Parish Council approved the payments made between 5th March – 31st March as shown in Appendix 1. (All details were circulated via email to all Councillors prior to the meeting).
- 58.2 A summary of the VAT payable to HMRC from registration up to the end of March 2021 had been circulated to all Councillors. The Parish Council approved the figures subject to our accountant signing of the VAT for this financial year 20/21. Once this has been completed the Parish Clerk was asked to submit them to HMRC.
Action: Parish Clerk

The Parish Council agreed that all income received from the football Clubs were a donation and the expenditure in relation to the grass cutting of Foxfield Country Park would continue.

- 58.3 The Parish Council approved the Bank Balances as below:

- Barclays Bank Account – Café/Bar £308.78
- Barclays Bank - Parish Council £107,365.85

These figures will be signed off by the Chairman for the end of year accounts.

- 58.4 Budget v Actuals to be circulated to all Councillors
- 58.5 The Parish Council agreed that they would appoint an 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 May agenda for consideration.
Action: Parish Clerk

21/59

Planning, Highways and Transportation

- 59.1 No planning applications received.
All Planning applications for Grange Park can be viewed at <http://snc.planning-register.co.uk>
- 59.2 No refusal notices have been received.
- 59.3 The Parish Clerk reported that she is having a meeting with West Northants Highways Officer in April to discuss the lack of dropped kerbs in and around Georges/Finney Drive. It was agreed to add to the meeting concerns raised by residents about the installation of speed bumps within Quintonside.
Action: Parish Clerk

21/60

Community Centre, Foxfield & Bowling Green

- 60.1 Cllr R Knott reported that the Café/Bar (subject to government guidelines) is scheduled to re-open on May 17th. The Café Bar Manager will return the week before to sort out stock, staff and a deep clean. Discussion with the Café Bar Manager have taken place about future events, re-opening, and the compliance of COVID -19.
- 60.2 It was noted that the Youth Club remains closed due to the complexities of opening. These sessions may not resume before the Autumn term.
- 60.3 It was agreed that funding and location of external defibrillators will be discussed at our Community Matters Meeting on Thursday 15th April 2021. The zoom details are as follows:
Topic: Community Matters Meeting -Time: Apr 15, 2021 07:30 PM London
Join Zoom Meeting
<https://us02web.zoom.us/j/85101275174?pwd=d1dOd2xIVWNxOFc5M0RIS216TjNHQT09>
Meeting ID: 851 0127 5174 -Passcode: 302469

21/61

Community Events

61.1 The Parish Council agreed (subject to Government Guidelines) to hold a Community Summer Fest on Saturday 4th September 2021. The Following arrangements were agreed:

- Outsourcing of all catering arrangements
 - 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 29th April 7.30pm

61.2 The Parish Council approved that all donations received from the ‘Ash Dash would be donated to Baby Basics, Northampton.

21/62 Human Resources Committee (Chairman - Councillor J Davies)

62.1 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.

21/63 Environment (Inc Allotments & Contract 5)

63.1 Cllr A Millerchip tabled the following report:

Overview

Following the high winds in March the PC has received three requests from residents for suspect trees to be looked at. Also, a dangerous tree which had part fallen in The Spinney woods had to be felled. This prompted me to do a complete survey of our woodlands and structural belts during which more issues were raised:

- There are many fallen trees in the structural belt west. None have hit property but there are some trees leaning close to property of the type which are prone to breaking in the wind.
- There are two places in the structural belt east where a large tree has fallen but is being propped up by surrounding undergrowth. These trees need taking down properly
- There are many dead trees in the structural belt east
- 13 of the tall pine trees in The Spinney woods are losing their bark. If they are not dead, I would think they soon will be. We need a second opinion and some advice about the cause of the problem.

The only other negative issue in this month’s audit is that the three litter blackspots reported last month have not been addressed. Yesterday’s gorgeous weather has attracted people to the park and grange valley greenway and some of them have not taken their litter away.

All other aspects of our appearance are looking good

Tasks completed since last month’s audit:

- The weeds have been killed off in Wilkes Walk paved area
- Two sets of quotes have been received for repairs to the footpaths in the park
- A wind damaged tree has been felled in Spinney woods
- Our wildflower areas have been sprayed off ready for rotavating and sowing

Active tasks outstanding

- Amazon grass verges
- Overgrown fence at the rear of the school
- The temporary fence around the pond is wrecked. We need to re-visit this issue.

New issues

- The fence at the entrance to Foxfield Pavilion has two rails missing.

- The tree outside 12 Wren Close needs cutting back
- 63.2 The Parish Council agreed that there are two sections of the structural belt that need immediate attending due to high winds causing fallen, damaged, and dangerous trees. The Parish Council agreed to assign R&G to carry out two days' work at a cost of £450. It was also agreed to ask our Tree Arboriculturist to schedule in either an interim site visit/report or bring forward our 3-year maintenance forward. The Parish Clerk was asked to contact the tree Consultant.
Action: Parish Clerk
- 63.3 Cllr J Bainbridge reported that there is a 'Community Matters' Virtual Meeting to be held on Thursday 15th April at 7.30 pm. Zoom details can be viewed on posters which have been circulated on social media and on our website. A new team have been formed at Amazon to deal with Community issues and they along with Clipper, Wilson Browne, and Fiona to discuss Defibrillators will be joining the meeting.
- 63.4 Cllr J Bainbridge informed the meeting on the following regarding the installation of the Gym Equipment:
- Locations of equipment
 - Welcome signs
 - Informing local resident on social media
 - Installation – Date yet to be advised
 - Official opening – photos etc to be organised
 - Regular visual inspections /Risk Assessments
 - Cleaning of equipment
- 63.5 Playground inspections are being taken place weekly by R&G and minor works are being completed.
- 63.6 The Parish Clerk asked for this subject matter to be deferred until all quotes have been received for the installation and refurbishment of dog bins.
- 63.7 The Parish Council received all the information on 'Bee Bombs' and decided that they may look at this for a project for next year, but this year to concentrate on providing and enhancing the wildflower seeds at Foxfield Country Park.
- 63.8 The Parish Council agreed in principle that they would be happy to investigate a refill Van company visiting Grange Park. Cllr J Bainbridge agreed to pursue this action. **Action: Cllr J Bainbridge**
- 63.9 It was agreed that the Parish Council would use our in-house caretaking/environmental staff to do some litter picking within our parish with the help of Bertie Bottle, West Northants Council and Keep Grange Park Tidy. All hot spots of litter can be reported and emailed to caretakers@grangeparkpc.org

21/64

Communication & Social Media

- 64.1 It was noted that the website is still being worked on and documents being uploaded.
- 64.2 The Parish Council agreed that if we need to download videos for promotional purposes then a £50 budget would be allocated. Cllr M Wilson to proceed with this action.
Action: Parish Clerk/Cllr Wilson
- 64.3 All members present agreed to have a screen shot of our meeting to be included on the website.

21/65

Correspondence

- 65.1 All items on the agenda

Date of the Next Meeting

- 66.1 It was noted that the next Parish Council Meeting will be held on Thursday 13th May 2021 at 7.30pm within the Community Centre. The Parish Council agreed that we should ask residents for their suggestions on projects etc that can be considered at our next Annual Meeting of the Council.

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

OUTSTANDING ACTION LIST APRIL 2021

Minute Ref:	Action	By Whom
56.1	Annual Report	All members
56.2	Remote meeting consultation	All members
58.2	VAT submitted to HMRC	Parish Clerk
58.5	Independent Financial Adviser	Parish Clerk
59.3	Highways Meeting	Parish Clerk
61.1	Community Events Funding	Parish Clerk
61.2	Liase with School ref: Summer Fest	Parish Clerk
63.2	Tree Arboriculturist – Site Visit	Parish Clerk
63.8	Refill Van	Cllr J Bainbridge
64.2	Videos for Website	Cllr M Wilson

APPENDIX 1

13 April 2021 (2020 - 2021)

**Grange Park Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
403	Foxfield Maintenance	08/03/2021		Grange Park Parish Cc		Fire & Security	Clymac	S	477.12	95.42	572.54
423	Bank Charges	08/03/2021		Grange Park Parish Cc		bank charges	Barclays	E	6.50	0.00	6.50
413	Office Consumables	10/03/2021		Grange Park Parish Cc		Scribe	Scribe	S	846.00	169.20	1,015.20
426	Office Consumables	16/03/2021		Grange Park Parish Cc		sage	Office Consumables	S	103.00	20.60	123.60
414	Fire & Security Systems	17/03/2021		Grange Park Parish Cc	BACS	Fire & Security	Clymac	S	590.89	118.18	709.07
415	Contract 5	18/03/2021		Grange Park Parish Cc		Contract 5	R&G	S	1,417.68	283.53	1,701.21
416	Gas	18/03/2021		Grange Park Parish Cc	BACS	Gas	Corona	S	473.49	94.70	568.19
419	Gas	25/03/2021		Grange Park Parish Cc		Gas	Corona	S	473.49	94.70	568.19
420	Website	25/03/2021		Grange Park Parish Cc	BACS	website	2commune	S	35.00	7.00	42.00
417	Water	25/03/2021		Grange Park Parish Cc		Anglia Water	Anglia Water	Z	67.08	0.00	67.08
418	Anglia Water	25/03/2021		Grange Park Parish Cc		Anglia Water	Anglia Water	Z	147.02	0.00	147.02
425	Staffing	26/03/2021		Grange Park Parish Cc	bacs transfer	Salaries	Parish Council	E	8,773.84	0.00	8,773.84
429	Cafe Bar Manager/Staffing	26/03/2021		Cafe/Bar		Cafe Bar Salaries	Parish Council	E	1,134.46	0.00	1,134.46
428	Barclaycard	29/03/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	E	15.61	0.00	15.61
427	Telephones Mobile & Office	30/03/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	o2	S	124.20	24.84	149.04
424	Office Consumables	31/03/2021		Grange Park Parish Cc	bacs transfer	Social Media	Zoom	S	11.99	2.40	14.39
430	Consultancy Fees	31/03/2021		Grange Park Parish Cc	Direct Debit	consultancy	Personnel & Solutions	S	100.00	20.00	120.00
431	Telephones Mobile & Office	31/03/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	Challenger	S	40.00	8.00	48.00
432	Barclaycard	31/03/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	E	49.00	0.00	49.00
Total									14,886.37	938.57	15,824.94