

# GRANGE PARK PARISH COUNCIL

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

## MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 22<sup>nd</sup> JULY 2021 AT GRANGE PARK COMMUNITY CENTRE.

Present: Cllrs M Smith (Ch), M Aluko, J Bainbridge, M Hobbs, M Wilson, and P French,

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

### 21/101 Public Questions

No Public Questions.

### 21/102 West Northamptonshire Councillors Report - Cllr S Clarke

102.1 Councillor Stephen Clarke joined the meeting and gave a July update. The report can be viewed on our website at [www.grangeparkpc.org](http://www.grangeparkpc.org).

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 and report back after the summer recess.

**Action: Cllr S Clarke**

### 21/103 Apologies for Absence

103.1 Apologies received and accepted from Councillors D Harris, R Knott, A Millerchip, J Davies and P Sansom

### 21/104 Declaration of Members Interest

104.1 There were no Declarations of Members Interest received.

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

### 21/105 Minutes of the Council Meeting on the 17<sup>th</sup> of June 2021.

105.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 17<sup>th</sup> June 2021 and the Chairman signed them as a true record.

105.2 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 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
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

## 21/106 Chairman's Report

106.1 All matters covered in the meeting.

106.2 It was noted that the Parish Plan including strategic plans and next stages will be deferred until after the summer recess. It was agreed to schedule a working group meeting in September 2021.

**Action: Parish Clerk**

106.3 The Parish Council accepted the resignation of Cllr N Stansfield and Cllr J Davies agreed to take up the role of Lead Councillor for the Environment. The Parish Clerk was asked to proceed with the co-option process.

**Action: Parish Clerk**

106.4 The Chairman reported that a meeting had been held with both Grange Park Cricket and Grange Park Rangers Football Club. It was noted that both groups are developing, growing, and investing a lot of personal time and effort into the clubs. The main issues that were discussed:

- Hiring issues – scheduling of Foxfield's around their scheduled matches
- Possibility of providing a Café at Foxfield's during home games.
- Research alternatives for the storage of equipment
- Football Pitch Report received from Football Foundation. Possible funding available and support was given from the Parish Council to pursue this application.

**Action: Parish Clerk**

106.5 The Parish Clerk reported that a sum of £112,250 had been proposed for the S106 Contribution for the transfer of the Bowling Green. The Parish Council accepted this proposal and asked the Parish Clerk to pursue with our solicitor.

**Action: Parish Clerk**

## 21/107 Parish Clerk's Report

107.1 All matters covered in the meeting.

107.2 The Parish Council approved the 'Model Publication Scheme' and this was posted on our parish council website. [www.grangeparkpc.org](http://www.grangeparkpc.org).

21/108

## Finance

- 108.1 The Parish Council approved the payments made between 17<sup>th</sup> June – 21<sup>st</sup> July as shown in Appendix (All details were circulated via email to all Councillors prior to the meeting).
- 108.2 The Parish Council approved the Bank Balances as below up until the end of June 2021 and the Chairman signed them as a true record:
- Barclays Bank Account – Café/Bar £1,099.74
  - Barclays Bank - Parish Council £140,128.96
- 108.3 Budget v Actuals to be circulated to all Councillors
- 108.4 The Parish Council agreed that the long-term investment with CCLA can be discussed at the next meeting when hopefully more councillors will be in attendance.
- 108.5 The Parish Clerk informed the meeting that the accounts for VAT which had been advised by our VAT specialist have been submitted to HMRC and paid up until the end of March 2021. The Parish Council have now set up the VAT return using our new Scribe accounting system and making the tax return digital.
- 108.6 The Parish Council approved the use of the services of NCALC for our Data Protection Officer for 2021/22.
- 108.7 The Parish Council approved the membership and audit services for NCALC for 2021/22.
- 108.8 The Parish Council approved and signed off the Internal Control Audit from April until June for both Parish Council funds and the Café/Bar.
- 108.9 A lengthy conversation took place about potential grant funding projects (grass matting for playgrounds, nature trail, welcoming signposts/planters etc). Also discussed was networking and the possibility of engaging /recruitment of a Community Engagement Officer. It was agreed to ask East Hunsbury Parish Council to join us on a zoom call to know about the roles and responsibilities of their Community Officer.  
**Action: Parish Clerk**

21/109

## Planning, Highways and Transportation

- 109.1 There were no planning applications to be considered.
- All Planning applications for Grange Park can be viewed at <http://snc.planning-register.co.uk>
- 109.2 No refusal notices have been received.
- 109.3 The Parish Council agreed to join the Rural Services Network for free until March 2022 . The Parish Clerk will be the point of contact.

21/110

## Community Centre, Foxfield & Bowling Green

- 110.1 The Café/Bar Manager sent the following report:

### Update

It has been a busy month with the Euros which has helped create extra footfall and sales for the Café Bar great to see the Café full of people again (within guidelines). Since June we have also been accommodating the bowls club for teas and coffees and use of the Bar which previously, they were going to the Grange Inn, this has increased profit for Saturday afternoons over this period.

Their home games have come to an end, but we are communicating about September as they would like use of the bar for other dates and events.

### **Staff**

Due to increased events, we have taken on another member of staff to help with weekends and evening events and bookings.

We have 3 members of staff currently on our payroll who have come back to work for us after reopening.

### **Food Hygiene**

Food Hygiene visit was a success with us retaining our 5-star rating. They have recommended that I take on a Food Hygiene level 2 for training staff. Hopefully I can complete this in September after the summer break.

### **Events/Bookings**

Gin nights have been arranged for the rest of the year up to Christmas term and now with restrictions set to be lifted we can open our doors to more customers without being restricted to table booking. We can also bring back the star of the show, Karaoke which can be reintroduced back to the popular evenings!

Please find attached the Events/Bookings for the rest of the year. With bookings increasing for the halls and Foxfield we should hope to see an increase of café bar bookings which I know we as a team are encouraging on viewings.

End of term party took place on Tuesday proving to be a much-needed income boost into the Café sales were over £600. Unfortunately, I couldn't be there due to isolation, but it looked very busy and as always was very popular. Hopefully with restrictions lifted we can look forward to reintroducing these at each end of term.

Youth Club will be restarting in September which will be additional income for the café bar.

**21/111**

### **Community Events**

111.1 The Parish Council agreed (subject to Government Guidelines) to hold a Community Summer Fest on Saturday 4<sup>th</sup> September 2021. A zoom meeting was held on Thursday 24<sup>th</sup> June 2021 and final details were discussed. Cllr R Knott circulated an action list.

111.2 It was noted that the Youth Club will recommence on Thursday 9<sup>th</sup> September following the closure due to the COVID-19 pandemic.

111.3 It was noted that the outside box to house the defibrillator at the Community Centre has been installed. Foxfield Pavilion outside box and the moving of the defibrillators are still outstanding.

**Action: Parish Clerk**

111.4 Cllr M Hobbs reported that a local contractor is willing to mark out a running track at Foxfield's free of charge. The Parish Council agreed to obtain further information on what is required and asked Cllr M Hobbs to pursue.

**Action: Cllr M Hobbs**

**21/112**

### **Human Resources Committee (Chairman - Councillor J Davies)**

112.1 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.

**Environment (Inc Allotments & Contract 5)**

113.1 Cllr A Millerchip tabled the following report:

**Overview** Since last month's disappointing audit R&G have rectified the problems of bramble and self-set trees and rampant growth making the shrub beds look untidy. This was done at no cost to us. Grass cutting is being done to schedule so we are looking good now. But two issues are developing which need fixing in the next couple of weeks: weeds are now taking over the shrub beds and our hedgerows are starting to look untidy and become a nuisance with branches overhanging the footpaths. I have spoken with R&G about these issues with the response that the weed spraying will be done this week. This action will also include the spraying of the weeds enveloping the new trees planted in Wootton Brook Meadow. I have had no response yet regarding the hedge trimming. Litter remains under control with just one black spot, the same one as last month, the walkway up to the Campanile Hotel.

**Tasks Completed since Last Months Audit**

- Four companies have been asked to quote for the tree works identified in the recent survey. We are focusing on five discrete areas and have asked for a quote and a timing plan for each area.
- The Amazon grass verges have been sowed and the new grass is becoming well established. At either end of the repaired length there is some tyre damage which needs redressing but most of the area is being respected.
- The fence at the side of the school has had the ivy trimmed so that it does not overhang the footpath.
- Quotes received for removing two dead trees and replacing and for mending the fence at The Woodlands walkway which requires 11 new posts
- The walkway between the school and the bowling green has been tidied up by Whiting's
- The rail has been repaired in the Lark Lane fence

**Active Tasks Outstanding**

- The tree outside 12 Wren Close
- The bend in Rowan Close overgrown and messy
- Shrubs growing over the walkway along Grange Valley Greenway
- The oval hedge and shrub beds need attention

**New Issues**

- Roll of wire fencing discarded at the beginning of the walkway up to the Campanile Hotel
- Dog rose overhanging and mud on the pavement causing a hazard at the beginning of Wake Way by the Coop.

113.2 It was noted that a letter has been sent to three contractors regarding the Woodland Works as per the consultants' recommendations. The Council asked if Cllr Andy Millerchip can look at each individual quote and make a recommendation to be discussed and approved at the next Full Council Meeting in September. **Action: Cllr A Millerchip**

113.3 The Parish Council agreed that the tree at Wake Way needs to be removed due to the potential of tree roots causing damage to adjacent driveways. **Action: Cllr A Millerchip**

113.4 Cllr M Smith reported that Grange Park Rangers are looking at funding opportunities from the Football Foundation regarding the maintenance of the pitches at Foxfield's Country Park. The Parish Council agreed to support the application.

- 113.5 Cllr J Bainbridge reported that a meeting had taken place, but the only attendees were Parish Councillors and a representative from Clipper Logistics. Notes of the meeting can be viewed from our website: [www.grangeparkpc.org](http://www.grangeparkpc.org) .
- 113.6 Cllr M Smith reported that himself and the Parish's Environmental Team will purchase some wet pour and see if they can do some repairs to the edges of the matting. They will do this on a small area as a trial at Primrose Park. Cllr M Smith will update the Council at the next meeting on progress.  
**Action: Cllr M Smith**
- 113.7 It was noted that two new dog bins had been purchased and installed by the Parish's Environmental team over the summer recess.
- 113.8 The Parish Council considered the following outstanding Environmental issues:
- o Replacement of Chestnut - Approved
  - o To repair the fence at the Woodlands. – defer until a site visit has taken place.

**21/114 Communication & social media**

- 114.1 No maintenance issues outstanding
- 114.2 The Council agreed that the hardware/software of all the office computers need updating. It was also noted that office members of staff should have the flexibility of working from home. Cllr M Wilson was asked to investigate all systems and come back to Council with a proposal.  
**Action: Cllr M Wilson**

**21/115 Correspondence**

- 115.1 All items on the agenda

**21/116 Date of the Next Meeting**

- 116.1 It was noted that the next Parish Council Meeting will be held on Thursday 9<sup>th</sup> September 2021 at 7.30pm within the Community Centre.

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

***OUTSTANDING ACTION LIST July 2021***

<b>Minute Ref:</b>	<b>Action</b>	<b>By Whom</b>
102.1	SEGRO Community Fund	Cllr S Clarke
106.3	To advertise the vacancy for Co-option of a Councillor	Parish Clerk
106.2	Schedule a Strategic Plan meeting for September	Parish Clerk
106.4	Football Foundation Grant Application	Parish Clerk
106.5	S106 contribution from Land transfer	Parish Clerk
108.9	Potential Grant Funding Projects.	Parish Clerk
113.2	Woodland Management Plan and recommendation for tree works following quotes	Cllr A Millerchip
111.4	Running Track -update	Cllr M Hobbs
113.3	To organise the removal of a tree at Wake Way	Cllr A Millerchip
114.2	Investigate computer systems in the office	Cllr M Wilson

## Grange Park Parish Council

### PAYMENTS LIST

Number	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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
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
90	Cafe Bar Expenditure	22/06/2021		Grange Park Cafe/Bar	bacs transfer	Purchases	Bookers	S	308.74	50.39	359.13
96	Consultancy Fees	22/06/2021		Grange Park Parish Cc	Direct Debit	consultancy	Personnel & Solutions	S	100.00	20.00	120.00
92	Cafe Bar Manager/Staffing	25/06/2021		Grange Park Cafe/Bar	bacs transfer	Salaries	Cafe/Bar	E	1,246.98	0.00	1,246.98
71	Water	28/06/2021		Grange Park Parish Cc	BACS	Anglia Water	Anglia Water	E	75.35	0.00	75.35
72	Anglia Water	28/06/2021		Grange Park Parish Cc	BACS	Anglia Water	Anglia Water	E	103.55	0.00	103.55
99	Bank Charges	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	E	0.00	0.00	0.00
102	Cafe Bar Expenditure	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	E	65.95	3.38	69.33
105	Contingencies/Barclaycard	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	E	28.50	0.00	28.50
106	Contingencies	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	E	15.93	0.00	15.93
108	Contingencies	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	E	8.00	0.00	8.00
73	Alarms	28/06/2021		Grange Park Parish Cc	BACS	Alarms	Alarms Smith	S	360.00	72.00	432.00
74	Contract 5	28/06/2021		Grange Park Parish Cc	BACS	Tree Works	RGS Arboricultural Consultan	S	2,400.00	480.00	2,880.00
103	Fuel	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	S	77.44	15.49	92.93
104	Fuel	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	S	64.64	12.93	77.57
107	Office Consumables	28/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	S	13.01	2.60	15.61
93	VAT	29/06/2021		Grange Park Parish Cc	BACS	VAT	HMRC	E	8,137.83	0.00	8,137.83
95	Grants /S137	29/06/2021		Grange Park Parish Cc	BACS	Scouts Grant	Parish Council	E	500.00	0.00	500.00
91	Cafe Bar Expenditure	29/06/2021		Grange Park Cafe/Bar	bacs transfer	Purchases	Bookers	S	115.45	16.44	131.89
100	Staffing	30/06/2021		Grange Park Parish Cc	BACS	Salaries	Parish Council	E	10,847.95	0.00	10,847.95
101	Bank Charges	30/06/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclays	E	71.72	0.00	71.72
94	Telephones Mobile & Office	30/06/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	o2	S	134.36	26.87	161.23
109	Cafe Bar Expenditure	30/06/2021		Grange Park Cafe/Bar	CASH	Cash Purchases	Purchases	S	91.72	20.13	111.85
147	Cafe Bar Expenditure	01/07/2021		Grange Park Cafe/Bar	Direct Debit	Purchases	Bookers	S	152.91	21.77	174.68
136	Bank Charges	05/07/2021		Grange Park Parish Cc	BACS	bank charges	Barclays	E	8.00	0.00	8.00
126	Cafe Bar Expenditure	06/07/2021		Grange Park Cafe/Bar	Bacs	Purchases	Bookers	S	145.57	29.11	174.68
110	Cafe Bar Expenditure	08/07/2021		Grange Park Parish Cc	Direct Debit	Purchases	Barclaycard	E	0.00	0.00	0.00
111	NCALC	09/07/2021		Grange Park Parish Cc	BACS	NCALC	NCALC	E	1,754.53	0.00	1,754.53
118	Window Cleaning	09/07/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	25.00	0.00	25.00

**Grange Park Parish Council**  
**PAYMENTS LIST**

her Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
119 Window Cleaning	09/07/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	45.00	0.00	45.00
112 Electricity/Gas	09/07/2021		Grange Park Parish Cc	BACS	Electricity	E-ON	S	272.98	54.60	327.58
113 Office Consumables	09/07/2021		Grange Park Parish Cc	BACS	zoom	Office Consumables	S	11.99	2.40	14.39
114 Dog bins/Litter/Disposal	09/07/2021		Grange Park Parish Cc	BACS	Dog Bins	Marcus Young	S	471.20	94.24	565.44
115 Telephones Mobile & Office	09/07/2021		Grange Park Parish Cc	BACS	Mobile Phones	Challenger	S	40.00	8.00	48.00
116 Gas	09/07/2021		Grange Park Parish Cc	BACS	Electricity	Corona	S	198.92	9.95	208.87
117 Office Consumables	09/07/2021		Grange Park Parish Cc	BACS	sage software	Office Consumables	S	103.00	20.60	123.60
134 Bank Charges	12/07/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	E	105.81	0.00	105.81
121 Electricity/Gas	12/07/2021		Grange Park Parish Cc	BACS	Gas	Eon	L	61.01	3.05	64.06
120 Office Consumables	12/07/2021		Grange Park Parish Cc	BACS	Office Paper	Bluefish	S	50.85	10.17	61.02
122 NCALC	13/07/2021		Grange Park Parish Cc	BACS	NCALC	Data Protection Officer	E	10.00	0.00	10.00
123 Contract 5	13/07/2021		Grange Park Parish Cc	BACS	Contract 5	Contract 5	S	3,346.00	669.20	4,015.20
129 Cafe Bar Expenditure	13/07/2021		Grange Park Cafe/Bar	Bacs	Purchases	Bookers	S	183.67	36.73	220.40
125 Cafe Bar Manager/Staffing	14/07/2021		Grange Park Cafe/Bar	Bacs	Salaries	Cafe/Bar	E	0.00	0.00	0.00
124 Gas	14/07/2021		Grange Park Parish Cc	BACS	Gas	Corona Energy	L	198.92	9.95	208.87
127 Cafe Bar Expenditure	14/07/2021		Grange Park Cafe/Bar	Bacs	Purchases	Bookers	S	-145.57	-29.11	-174.68
128 Cafe Bar Expenditure	14/07/2021		Grange Park Cafe/Bar	Bacs	Purchases	Bookers	S	0.00	0.00	0.00
144 Cafe Bar Expenditure	14/07/2021		Grange Park Cafe/Bar	Direct Debit	Purchases	Bookers	S	235.63	36.98	272.61
145 Cafe Bar Expenditure	14/07/2021		Grange Park Cafe/Bar	Direct Debit	Purchases	Bookers	S	135.41	24.13	159.54
131 Cafe Bar Manager/Staffing	15/07/2021		Grange Park Cafe/Bar	Bacs	Salaries	Cafe/Bar	E	0.00	0.00	0.00
130 Photocopier	16/07/2021		Grange Park Parish Cc	BACS	Photocopier	Ricoh	S	230.89	46.17	277.06
143 Cafe Bar Expenditure	19/07/2021		Grange Park Cafe/Bar	Direct Debit	Purchases	Bookers	S	324.50	58.35	382.85
133 Contract 5	21/07/2021		Grange Park Parish Cc	BACS	Contract 5	R&G	S	9,470.00	1,894.00	11,364.00
<b>Total</b>								<b>44,533.47</b>	<b>3,730.92</b>	<b>48,264.39</b>