

# GRANGE PARK PARISH COUNCIL

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

## MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 2<sup>nd</sup> DECEMBER 2021 AT GRANGE PARK COMMUNITY CENTRE.

Present: Cllrs M Smith (Ch), J Davies, J Bainbridge, R Knott, P French, M Hobbs, M Aluko & A Millerchip.

Attending: Mrs T Sampson (Parish Clerk).

### 21/166 Public Questions

No Public Questions

### 21/167 West Northamptonshire Councillors Report.

167.1 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>

167.2 All updates from SEGRO are still outstanding regarding the Community Fund. **Action: Parish Clerk**

### 21/168 Apologies for Absence

168.1 Apologies for absence has been received from Parish Councillors, M Wilson, Dawn Harris, and P Sansom. West Northants Councillor Stephen Clarke also sent his apologies.

### 21/169 Declaration of Members Interest

169.1 No declaration of interest was received.

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

### 21/170 Co-option of Parish Councillor

170.1 A local resident joined the meeting to be considered for the position of co-opted Parish Councillor. Mrs Amy Seaman was duly co-opted and was asked to visit the office to sign the acceptance of office and declaration of interest forms.

### 21/171 Minutes of the Council Meeting on the 4<sup>th</sup> November 2021.

171.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 4<sup>th</sup> November 2021 and the Chairman signed them as a true record.

171.2 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

## 21/172 Chairman's Report

172.1 All matters covered in the meeting.

172.2 The Council agreed that we need to consider individual Parish Plans and a meeting was scheduled for Thursday 6<sup>th</sup> January 2022. Prior to the meeting, the Parish Clerk was asked to circulate all draft documents.

**Action: Parish Clerk**

## 21/173 Parish Clerk's Report

173.1 All matters covered in the meeting.

173.2 All teething issues associated with the electronic booking system has now been resolved apart from how we want it to be advertised on the Parish Council Website. It was agreed that the Administration Manager and Cllr M Wilson will work together to implement this.

**Action: Administration Manager/Cllr M Wilson**

## 21/174 Finance

174.1 The Parish Council approved the payments made between 5<sup>th</sup> November until 2<sup>nd</sup> December 2021 as shown in Appendix (All details were circulated via email to all Councillors prior to the meeting.).

174.2 Due to it being the 2<sup>nd</sup> of the month, the Parish Clerk informed the meeting that she would circulate the end of November Bank Summary. The bank balances for November are as follows:

Barclays Bank Account – Café/Bar	£5,941.49
Barclays Bank - Parish Council -	£89,634.60

174.3 The Parish Clerk reported that a Finance working meeting had taken place on Wednesday 24<sup>th</sup> November where the following items were discussed:

- Current financial position of the Parish Council
- Budget for 2022/23
- Proposed precept figure for 2022/23 based on inflation at 5%.
- Proposed projects and future investments

Following the meeting, the following documents were sent to all Council members:

- Proposed budget and precept figure for 2022/23
- Comparison budgets from the previous year
- Bank Balances up to the end of October, including long term investments

It was agreed that Councillors should go away and look at all the above information in detail, email the Parish Clerk if they require any further information and the budget and precept figure will be discussed and approved at the January Meeting. **Action: Parish Clerk**

174.4 The Parish Council noted the External Audits Recommendations as listed below:

*The smaller authority has disclosed that it made proper provision during the year 2020/21 for the exercise of public rights, by answering 'Yes' to Section 2, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No, to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'yes' to Section 1, Assertion 1, which on the basis of the above, is not correct.*

*The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the smaller authority.*

*The smaller authority has not provided*

- *An adequate explanation for the variance between the prior and current year values in Boxes 2 and 6 of Section 2*

21/175

### **Planning, Highways and Transportation**

175.1 The following planning application was considered:

WNS/2021/1962/FUL

Location: 1 Wilks Way, Grange Park, Northampton NN4 5DW

Proposal: Extension of Ground Floor shop area to accommodate 1 no meter cupboard for upstairs residential flats as well as nominal increase to existing shop floor

Observations: No comment.

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

175.2 No refusal notices have been received.

175.3 To note that Grange Park Parish Council's comments on the Spatial Strategy Consultation has been sent to West Northants Council and a receipt acknowledgement has been received. Thanks were given to Cllrs Millerchip, Bainbridge and Aluko for formulating the response.

21/176

### **Community Centre, Foxfield & Bowling Green**

176.1 The Café/Bar Manager formulated a report and Cllr R Knott gave a verbal summary of the following:

#### Sales & Performance:

The café bar produced excellent profits of £1,439.85 for November which is a 100 % increase over October (£717.31) and the highest for the year so far.

Total sales for November were £5,253.15 compared with £4,489.60 in the previous month. We also saw over a £1,000 increase compared with pre-covid November 2019 (£4,245.65). The revenue this month was boosted £1,750 by the pop-up bar at the excellent and well attended Fireworks event.

Despite the high figure this month the revenues in the Café Bar at the community centre were down slightly by 13% on the previous month at £3,225.15. Ballet class was cancelled which had an impact. We also saw a drop in revenues at the Foxfield Saturday morning café as football matches were cancelled due to poor weather.

Staff costs also decreased slightly this month even with staff working the fireworks bar.

#### Upcoming events

Christmas Cocktail and Gin night  
End of term Christmas Disco  
Bingo (January 14<sup>th</sup>/21<sup>st</sup>) Jordan to host  
Quiz night (January date to be confirmed)  
New year Karaoke and Gin

#### Staffing

One of our members of staff (Toby) has left us to go on to a full-time job so I will be looking to recruit another member of staff. We do have a couple of 17-year-olds who have been working youth club and helping with events/bookings.

The Parish Council asked if they could see a schedule of pre-planned events for 2022 and to consider consistent opening hours. **Action: Café/Bar Manager/Cllr R Knott**

- 176.2 It was noted that this week's youth club session was cancelled as the Muga was unusable due to icy weather conditions.

21/177

#### **Community Events**

177.1 The Parish Council has agreed and provisionally booked the Firework Display for Saturday 5<sup>th</sup> November 2022. There will be an additional cost this year for the fireworks total figure of £3500. The Parish Council have checked with the adjoining parish councils to make sure we do our events on different days. The Parish Clerk was asked to obtain details on the following:

- Fireworks plan – to start with more of a bang! more dramatic
- Small funfair rides
- To book the refreshment stalls that joined us in 2021.

**Action: Parish Clerk /Administration Manager**

177.2 The Council agreed at this stage to wait and see if residents were organising their own individual street parties to celebrate her majesty the Queen Platinum Jubilee.

177.3 It was noted that the Summer Fest is scheduled for Saturday 3<sup>rd</sup> September 2022.

177.4 The Parish Council approved if required the expenditure in relation to drinks and mince pies for the litter pick volunteers.

21/178

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

178.1 Nothing to report.

21/179

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

179.1 Cllr A Millerchip reported on the following:

**Overview** The overall appearance of Grange Park remains to a high standard. During this month's audit I found that most of last month's open issues had been closed and no new ones identified. The clear up after the tornado was complete within a week. I have had a close look at all five woodland areas and found that a return

visit to one of them, The Spinney, is required to deal with three trees which have fallen and are being held up by surrounding trees. This month's litter black spot is the same as last month's which is along the Clipper fence line on Bridge Meadow Way.

### **Woodland Survey**

**W3 The Spinney** There are three major events which need quickly responding to as they are large trees which have fallen but are being held up by surrounding trees and could fall at any time. R&G have been engaged to bring them to the ground and to chip and broadcast the branches. This should be complete this week. There are five smaller trees which have broken halfway up, safely fallen to the ground but now the standing bole needs to be felled as it will eventually rot and become a liability. Also, during the inspection, a further two dead Scots Pine were identified. These were either missed when Robert Yates did the last survey, or they have died since. I have asked R&G to clear up all issues up whilst they are on site provided that the task amounts to no more than two days work for the tree unit.

**W1 Wootton Brook Woods** There were eighteen of the large poplars which came down during the tornado. These have been cut up and distributed around the woodland floor. It does not look attractive at the moment but after next seasons growth I think the woods will recover. Density of trees is still quite high, so I do not think we need a replanting scheme in these woods. There are no current hazards to deal with.

**W4 Alamein** These woods do not look too healthy at the moment with fallen trees everywhere. Most of the damaged trees have been felled to the ground and cleared away from the paths. There are several bare boles still standing and there is a large Cypress tree caught up next to the pond area which seems secure and is away from the beaten track. I did not see any current hazards. In our woodland management plan the area is due for major attention in the Autumn of next year. There will be significant gaps in tree coverage giving scope for a re-planting scheme. I have approached the Woodland Trust for help in this matter.

**W5 structural belt east** This area is due for major remedial attention in January. I did not see any storm damage or other issues requiring us to act before this visit.

**W5 structural belt west** This belt of trees is strewn with fallen trees, mostly on the windward side of the embankment. None of the trees marked for removal on top of the bund or on the leeward (house) side of it appear to have been damaged by the tornado but I observe that if they do come down, they could cause damage. I am concerned that they might be more vulnerable than before. They are scheduled to receive attention next winter. I would propose that we pull it forward to Feb/March 2022

### **Issues closed since last audit**

- The tree which had fallen across the brook in Grange Valley Greenway has been removed (pre tornado)
- Fence outside Clipper repaired
- Weeds coming through pavement on Wilkes walk cleared
- Nuisance trees and hedgerows dealt with at Wake Way, Wren Close, Meadowsweet

### **Open Issues**

- Terrible litter outside Clipper
- Half a hedgerow to cut at the triangle
- Repair footbridge in Wootton Brook Woods
- Get the quotes in for tree work on individual trees (not in woodland)

Since completed the above audit two more issues have been raised:

- Leaves at the Square – Cllr A Millerchip reported that he had done a site visit, and, in his opinion, it did not constitute any immediate danger or slip and trip issues. The Parish Council agreed that due to lack of resources and budget constraints that on this occasion they would not be pursuing this request.
- Broken Bench at Wootton Brook – Damaged has been caused to the Bench due to a fallen tree during the recent mini tornado. It was agreed to seek quotes from both R&G and another contractor as a comparison.  
**Action: Parish Clerk/Cllr A Millerchip**

179.2 Cllr A Millerchip updated the Council on the current Woodland Management Plan, with W2 area to take place in early January. It was noted that to complete our tree consultants' recommendations we

need to receive quotes on some ad-hoc trees within Grange Park. It was noted that invites have been circulated to contractors for quotes with a deadline date of the 10<sup>th</sup> December 2021.

**Action: Parish Clerk/Cllr A Millerchip**

179.3 Cllr J Bainbridge reported that she will formulate a yearly schedule of Community Matters Meetings and circulate for 2022. A meeting has been scheduled with WNC to discuss the litter scheduling for Saxon Avenue.  
**Action: Cllr J Bainbridge**

179.4 It was noted that the Environmental/Caretaking team are working through the maintenance schedule from the playground inspection report.

179.5 Following report received for the environmental/caretaking team:

Work carried out for this month includes the following:

1. Removed broken & worn baby seat and chain and replaced with new seat and chains at Primrose Park.
2. Removed worn child chains and replaced with new chains at Primrose Park.
3. Made safe and removed damaged wooden bench at wootton brook.
4. Site Inspection of dangerous trees at Birch Close.
5. Replaced four wooden posts at Woodlands and repaired rail fence.
6. Arranged for café bar Door handle to be replaced.
7. Deep cleaned and polish/buffer Café bar floor.
8. Muga repairs on damaged fencing.
9. Fixed leak in small toilet sink.
10. Repaired broken fridge-freezer in small kitchen.
11. Fixed Leak under Sink in small kitchen.
12. Arranged and assisted replacement of 4x Muga floodlights.
13. Replaced flat tyre with spare and ordered new tyre.
14. Arranged MOT and service for Work car.
15. Arranged Service of Klargest. (Needs new gear mechanism)
16. Completed Health and Safety policy.
17. Completed Maintenance schedule.
18. Collected additional Play Park equipment (Chains & Washers) from Kettering.
19. Arranged and obtained quotes for Hot water repair at Community Centre.
20. Monthly gym equipment checks (on-going).
21. Litter Picks (on-going).

Please note Caretakers and Cleaning staff Holiday was also taken in this period.

179.6 The Council agreed for the wetpour to be replaced at Primrose Park and Woodland View Parks. They also agreed to replace the Whirly bird roundabout at Primrose Park with something similar. These works are scheduled for early in the New Year (2022).

**21/180**

### **Communication & social media**

180.1 No maintenance issues outstanding.

180.2 It was noted that Cllr M Smith had helped the Parish Clerk to use the OneDrive system and set up a system to work from home, which seems to be working. All members of staff now have access to a laptop, and this can be monitored in the short term. In the new year we will look at the whole computing system within the Parish Office.  
**Action: all members**

**21/181 Correspondence**

181.1 All items on the agenda.

**21/182 Date of the Next Meeting**

182.1 It was noted that due to the Christmas and New Year break, the next Parish Council Meeting will be held on Thursday 13<sup>th</sup> January 2022 at 7.30pm within the Community Centre.

The Chairman of the Council wished everyone a Happy Christmas and New Year and closed the meeting at 10.20pm.

***OUTSTANDING ACTION LIST December 2021.***

<b>Minute Ref:</b>	<b>Action</b>	<b>By Whom</b>
167.2	SEGRO Community Fund	Parish Clerk
173.2	Electronic Booking System	Administration Manager
174.3	Precept /Budget Information – Agenda item for January	Parish Clerk
179.1	Damaged Wooden Bench	Caretaking Staff
179.2	Quotes to be received in regards to W2	Parish Clerk/Cllr A Millerchip
180.2	Computer hardware in Parish Office	Parish Clerk

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
304	Window Cleaning	11/11/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	25.00		25.00
305	Window Cleaning	11/11/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	45.00		45.00
324	Firework Display	11/11/2021		Grange Park Parish Cc	BACS	First Aid Cover	SN Community Responders	E	75.00		75.00
322	Fire Extinguishers	11/11/2021		Grange Park Parish Cc	BACS	Fire Extengushers	Northants Fire	S	349.85	69.97	419.82
323	Fire Extinguishers	11/11/2021		Grange Park Parish Cc	BACS	Fire Extinguishers	Northants Fire	S	250.77	50.15	300.92
376	Boiler	11/11/2021		Grange Park Parish Cc	BACS	Boiler	Sterling Instillation	S	431.90	86.38	518.28
327	Summer Fest Event	12/11/2021		Grange Park Parish Cc	BACS	Donation	Baby Basis	E	403.40		403.40
367	Office Consumables	16/11/2021		Grange Park Parish Cc	BACS	sage software	sage software	S	103.00	20.60	123.60
331	Contract 5	18/11/2021		Grange Park Parish Cc	BACS	Contract 5	R&G	S	9,187.00	1,837.40	11,024.40
334	Office Consumables	18/11/2021		Grange Park Parish Cc	BACS	zoom	Zoom	S	11.99	2.40	14.39
335	Website	18/11/2021		Grange Park Parish Cc	BACS	Website Hosting	2commune	S	435.00	87.00	522.00
336	Dog bins/Litter/Disposal	18/11/2021		Grange Park Parish Cc	3714	Dog Bins	Marcus Young	S	589.00	117.80	706.80
332	Tree Works	18/11/2021		Grange Park Parish Cc	BACS	Tree Works	TMD Tree Services	Z	9,890.00		9,890.00
333	Maintenance of the Centre	18/11/2021		Grange Park Parish Cc	BACS	Hot Water Heaters	BRSS Plumbing and Heating	Z	1,796.00		1,796.00
337	Premises Licence	18/11/2021		Grange Park Parish Cc	BACS	Premises Licence	West Northants Council	Z	70.00		70.00
366	Consultancy Fees	25/11/2021		Grange Park Parish Cc	BACS	consultancy	Personnel & Solutions	S	100.00	20.00	120.00
368	Telephones Mobile & Office	25/11/2021		Grange Park Parish Cc	BACS	Mobile Phones	Challenger	S	40.00	8.00	48.00
340	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	49.98	10.00	59.98
341	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	39.82	7.96	47.78
342	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	3.57	0.72	4.29
343	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	5.82	1.17	6.99
344	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	7.87	1.58	9.45
345	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	21.13	4.23	25.36
346	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	10.73	2.15	12.88
347	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	16.52	3.31	19.83
348	Cafe Bar Expenditure	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	3.82	0.77	4.59
349	Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	5.82	1.17	6.99
350	Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	20.65	4.14	24.79
351	Play Equipment	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	14.16	2.83	16.99
352	Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	6.66	1.33	7.99
353	Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	5.82	1.17	6.99
354	Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	13.29	2.66	15.95
355	Chairman's Allowance	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	262.50	52.50	315.00
356	Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	13.01	2.60	15.61
358	Contingencies	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	17.08	3.42	20.50
360	Maintenance of the Centre	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	22.50	4.50	27.00

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
361 Fuel	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	81.66	16.33	97.99
362 Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	146.37	29.27	175.64
363 Foxfield Maintenance	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	74.00	14.80	88.80
357 Office Consumables	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	Z	159.00		159.00
359 Maintenance of the Centre	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	Z	16.69		16.69
365 Foxfield Maintenance	29/11/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	Z	22.80		22.80
370 Telephones Mobile & Office	30/11/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	o2	S	139.20	27.84	167.04
371 Staffing	30/11/2021		Grange Park Parish Cc	BACS	Salaries	Parish Council	X	10,921.15		10,921.15
<b>Total</b>								<b>35,904.53</b>	<b>2,496.15</b>	<b>38,400.68</b>

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