

# GRANGE PARK PARISH COUNCIL

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

## MINUTES OF THE VIRTUAL FULL COUNCIL MEETING HELD ON THURSDAY 4<sup>th</sup> MARCH 2021.

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

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

### 21/35 Public Questions

Residents joined the virtual meeting to discuss the installation of external defibrillators around the Parish. It was acknowledged that we already have them located internally within the Community Centre and at Foxfield Pavilion. Representatives joined from SNC First Responders who explained their role and the importance of having defibrillators within the parish for public access.

The Parish Council fully supported this initiative by a local resident who is willing to play a part in raising the funds for external defibrillators. It was agreed that the Parish Council would liaise with local businesses and call a 'Community Matters Meeting' to discuss. The local resident with the First Responders would consider an appropriate location.

A local resident also asked if the Parish Council would consider supporting a project to supply 'Bee Bombs'. These are a mix of wildflower seeds, sifted soil and local sourced clay that are then scattered on the ground to create a wildflower meadow that will encourage bees back. The Parish Clerk was asked to speak to East Hunsbury Parish Council regarding how their project was funded. **Action: Parish Clerk**

### 21/36 County/District Councillors Report

36.1 County Councillor M Clarke gave the following report:

- This week's COVID-19 surveillance report, an analysis of the county's recent coronavirus cases and rates over the period 09 to 21 February 2021, shows 1,273 residents have tested positive. COVID-19 case numbers have started to reduce more slowly than in previous weeks and more recent data is showing a slight increase in cases in Corby, Daventry and Wellingborough.
- On Thursday 6<sup>th</sup> May, residents across Daventry, Northampton and South Northants will vote to elect councillors to the new unitary authority, which will go live on 1 April 2021. This replaces their existing district, borough, and county councils. County Councillor M Clarke informed the meeting that he would not be standing for re-election.

More information can be obtained from the website:

<https://www.northamptonshire.gov.uk/news/council-news/Pages/default.aspx>

36.2 Cllr A Grant reported on the following:

- On Thursday 1 April West Northants Council (WNC) will take over council services currently delivered by Northampton Borough Council, South Northamptonshire Council, Daventry District Council and Northamptonshire County Council. On Wednesday, 23 February a meeting of the West Northamptonshire Shadow Authority approved a budget of £326.6 million to provide services to residents and businesses in West Northants.

Those services include care for vulnerable adults and children, education, the collection and disposal of waste, household waste recycling, leisure and community wellbeing, highways, planning, economic development, housing, and support for the homeless.

- Informed the Council that he would be standing for re-election on the 6<sup>th</sup> May 2021.
- Thanked all Parish Councillors and staff for time and commitment they have given to Grange Park especially this year with the pandemic and planning appeal. He mentioned that it had been a great pleasure working with such a wonderful team.

More information can be viewed on SNC website: <https://www.southnorthants.gov.uk/news>

#### 21/37 **Apologies for Absence**

37.1 Apologies received from Councillors S Allen and N Stansfield.

#### 21/38 **Declaration of Members Interest**

38.1 There were no Declarations of Members Interest received.

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

#### 21/39 **Minutes of the Council Meeting on the 4<sup>th</sup> February 2021**

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

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

<b>Minute Ref:</b>	<b>Action</b>	<b>By Whom</b>	<b>Status</b>	
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 to 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

#### 21/40 **Chairman's Report**

40.1 The Chairman asked all Councillors to review 2020/21 and submit reports to the Parish Clerk by the end of March, these will then be included in the Annual Report for 2020/21.

**Action: All Council Members**

40.2 Cllr M Wilson informed the meeting that he had attended the Councillor Election seminar which showed prospective candidates, how to complete the forms, get them verified and submit. It was noted that they issued a 'YouTube video' and asked the Parish Clerk to circulate to other councillors who were unable to attend.  
**Action: Parish Clerk**

40.3 The Parish Council discussed the possibility of producing a 'Parish Plan' which will help the Council to understand what their local community wants and work out how to deliver it. The Parish Council discussed the following:

- Inclusive and reflects the views of all sections of the community
- Identifies future projects, features, and characteristics would residents' value
- How residents want their community to develop in the future
- Residents understanding or knowing the role of Parish Councillors
- Preparing surveys to understand residents needs and to be used as supporting evidence when submitting grant applications.
- Prepare a plan of action
- to stay within budget for 20/21, with the objective to make this happen every year and not use any monies from our reserves.

It was agreed that due to time constraints at a full Parish Council meeting, that a virtual working group meeting will be scheduled for Thursday 18<sup>th</sup> March at 7.30pm. Zoom details will be circulated prior to the meeting.  
**Action: Parish Clerk**

## **21/41 Parish Clerk's Report**

41.1 All matters covered in the meeting.

## **21/42 Finance**

42.1 The Parish Council approved the payments made between 8<sup>th</sup> February to 4<sup>th</sup> March as shown in Appendix 1. (All details were circulated via email to all Councillors prior to the meeting).

Cllr R Knott asked if we could investigate the cost of using izettle or Barclaycard.

Cllr A Millerchip informed the meeting that the February invoice for Contract 5 is currently pending awaiting confirmation on one task.  
**Action: Parish Clerk**

42.2 It was noted that our VAT return will be requested for approval at the next parish council meeting before submitting to HMRC.  
**Action: Parish Clerk**

42.3 The Council noted the Internal Auditors report and recommendations. The Parish Clerk confirmed that the website was currently being updated to make it easier to navigate and find information.  
**Action: Parish Clerk**

42.4 The Council reviewed the documents and made the following comments:

- Financial Regulations and Amendment.  
*(the amendment should read purchase limit reduced from £2k to £500 and the £5k to be amended to £1k)*
- Financial Risk Assessment *(no amendments)*
- Health and Safety Policy *(to include on the agenda 'review accident book as per our H&S policy', also to make sure contractors are aware of our policy when working on site.)*
- Standing Orders *(no amendments)*
- Investment Strategy Policy (New) *(to be reviewed after our meeting with CCLA)*
- Communications and Protocol *(no amendments)*
- CCTV Policy (New)  
*(cameras will be used to monitor activities within the Community Centre and Foxfield Pavilion and other public outside areas outside the buildings to identify criminal activity actually)*

*occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the buildings and outside space, together with its visitors.”*

- It was agreed that the Parish Clerk would write a policy to cover ‘Protecting Payroll Data’, and this will be reviewed by Council for approval. **Action: Parish Clerk**

42.4 The Parish Council approved the Bank Balances as below:

- Barclays Bank Account – Café/Bar £308.78
- Barclays Bank - Parish Council £114,673.55

The Chairman signed off the Bank reconciliation as a true record up to the end of February 2021. Budget v Actual were also tabled at the meeting,

42.5 It was noted that a meeting with CCLA has been scheduled on Thursday 11<sup>th</sup> March to discuss investment opportunities. All members of the Council were asked to attend.

**Action: All Council Members**

42.6 The Council approved the Zurich Insurance quote of £3,745.43 effective from 1<sup>st</sup> April 2021. A copy of the policy was sent to all council members for information. **Action: Parish Clerk**

42.7 Cllrs Knott and Smith informed the meeting that they had completed an interim Internal Audit on the Parish Council and Café/Bar accounts and shared the information with the Council. There were no actions.

42.8 All Bank Mandate forms have been completed and the new signatories are Cllrs Smith, M Aluko and P Sansom.

## **21/43 Planning, Highways and Transportation**

43.1 No planning applications received.

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

43.2 No refusal notices have been received.

43.3 Cllr P Sansom reported on the lack of dropped kerbs in and around Georges/Finney Drive. It was noted that the Parish Clerk will meet with NCC highways and Planning Liaison Officer in April to discuss further.

**Action: Parish Clerk**

## **21/44 Community Centre, Foxfield & Bowling Green**

44.1 Cllr R Knott reported that the Café/Bar is still closed due to COVID -19 pandemic, but he would like to arrange a meeting with the Café/Bar Manager shortly to plan a re-opening event and future opening arrangements. The date is yet to be advised. **Action: Parish Clerk**

44.2 No update received from the Youth Club –re-opening date is constantly being reviewed due to COVID 19.

44.3 The subject of the installation of defibrillators around the Parish has been discussed under Public Question item 21/35.

44.4 The following tariff rates for the hiring of the facilities were discussed and agreed. It was agreed that a statement needs to be determined on block bookings and who qualifies, to keep after 7pm on a Saturday to £40 per hour and to round up the figures. These increases will be applicable as of 1<sup>st</sup> April 2021.

This are the hire rates per hour:

Group Type	Main Hall	Small Hall	Café Bar	Pavilion Hall	Board Room
<b>Standard</b>	£20.00	£16.00	£15.00	£17.00	£10.00
<b>Block Booking Of 10</b>	£18.00	£15.00	£15.00	£16.00	£9.00
<b>Charity/Non - Profit</b>	£12.00	£11.00	£15.00	£12.00	£8.00
<b>After 7pm (Sat Only)</b>	£40.00	£32.00	£15.00	£34.00	£20.00

VAT Added – Block Bookings have not been increased

Group Type	Main Hall	Small Hall	Café Bar	Pavilion Hall	Board Room
<b>Standard</b>	£24.00	£19.20	£18.00	£20.40	£12.00
<b>Block Booking Of 10</b>	£18.00	£15.00	£15.00	£16.00	£9.00
<b>Charity/Non-Profit</b>	£14.40	£13.20	£18.00	£14.40	£9.60
<b>After 7pm (Sat Only)</b>	£48.00	£38.40	£18.00	£40.80	£24.00

44.5 The Parish Council agreed that they supported the Bowling Green installing a new shed if it was in keeping with the other one, same size and the cost to be funded by the Bowling Green.

**Action: Parish Clerk**

44.6 It was noted that the tree planting at Wootton Brook has been completed by the Environmental Agency. Future maintenance will be the responsibility of the Parish Council. **Action: Cllr A Millerchip**

44.7 It was unanimously agreed for Cllr M Wilson to be Lead Councillor affecting the Community Centre and Foxfield's.

## 21/45 Community Events

45.1 The Parish Council agreed (subject to Government Guidelines) to hold a Community Summer Fest on Saturday 4<sup>th</sup> September 2021. It was agreed to hold a working group meeting to discuss the detail on 25<sup>th</sup> March 2021.

**Action: Parish Clerk**

## 21/46 Human Resources Committee (Chairman - Councillor J Davies)

46.1 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.

## 21/47 Environment (Inc Allotments & Contract 5)

47.1 Cllr A Millerchip tabled the following report:

### Overview

The standout observation for this month's audit is the planting of 1000+ trees by the Environmental Agency in Wootton brook meadow. It is pleasing to see that they adhered to Councillor Wilson's plan. The trees have been planted to extend existing woodland, link together separate clumps of trees, shield the meadow from view from the A45 whilst preserving the openness of the central grasslands. We

need, now, to make some provision for looking after them. Another pleasing observation was that some of the damaged grass verges in Deer Close have been repaired, presumably by the residents themselves. Other than litter no negative issues emerged in February.

Tasks completed since last month's audit

- Bridleway repaired
- 1000 trees planted

Active tasks outstanding

- Wilkes Way – weeds growing through the pavement
- Amazon grass verges
- Fence at rear of school overgrown with Ivy
- Repair footpath in Foxfield park

Outstanding tasks on hold

- Flooding at the back of Bluebell Rise
- Damaged verges on Bluebell Rise
- Tidying up woodland after residents own work
- Resolve the dog incident at the pond.

Litter black spots

- Grange Valley Greenway – along the path leading up to the Campanile Hotel
- In the shrubbery around the entrance to Loake Close
- All along the hedgerow running along Sandy Lane.

47.2 The Parish Council agreed to another 'Community Matters' meeting to discuss the outstanding TRO consultation for the installation of double yellow lines, reseeded of the damaged grass area and defibrillators. A proposed date of Monday 15<sup>th</sup> March had been provisionally agreed and Cllr J Bainbridge was asked to confirm this date with business representatives from Edison's, Amazon, and Clipper.

**Action: Cllr J Bainbridge**

47.3 Cllr M Smith reported that the outstanding items at Middle Hedge playground has now been completed and the roundabout has returned from the repair shop. The weekly playground inspections will continue and works completed if needed.

47.4 It was agreed that Cllrs Smith & Bainbridge will meet the supplier of the outdoor gym equipment on Monday 15<sup>th</sup> March at 10am to discuss different locations etc.

**Action: Cllrs Smith/Bainbridge**

47.5 The Council agreed to defer the matter of the purchasing of the dog bins to the next meeting in April as it will be the new financial year. The Parish Clerk was asked to put it on the agenda.

**Action: Parish Clerk**

47.6 It was noted that the information to residents regarding the cutting down of trees within the structural belt needs amending. This can then once approved be put on the website and social media. The Parish Clerk was asked to change and circulate prior to publishing.

**Action; Parish Clerk**

21/48

## Communication & Social Media

48.1 It was noted that the website is still being worked on and documents being uploaded.

48.2 The Parish Clerk informed the Council that the internal auditor found our website exceedingly difficult to navigate and find relevant documents. These issues are being addressed.

**21/49 Correspondence**

49.1 All items on the agenda

**21/50 Date of the Next Meeting**

50.1 It was noted that the next Virtual Parish Council Meeting will be held on Thursday 1<sup>st</sup> April 2021 at 7.30pm.

There being no further business the Chairman closed the virtual meeting at 22.30pm.

***OUTSTANDING ACTION LIST MARCH 2021***

<b>Minute Ref:</b>	<b>Action</b>	<b>By Whom</b>
35.1	Bee Bombs – Contact East Hunsbury	Parish Clerk
40.1	Chairman’s report	All Council Members
40.2	You tube Video on Election Process	Parish Clerk
40.3	Zoom meeting to discuss Parish Plan	Parish Clerk
42.1	Contract 5 invoice (currently pending)	Parish Clerk
42.2	VAT Return to be submitted by April 12 <sup>th</sup>	Parish Clerk
42.3	Update Website	Parish Clerk
42.5	CCLA Property Investment Zoom Meeting	All Council Members
42.6	Insurance for 2021/22	Parish Clerk
43.3	Dropped kerbs – meeting with NCC	Parish Clerk
44.1	Organise meeting with Café/Bar Manager to discuss re-opening event	Parish Clerk
44.5	Bowling Green – installation of shed	Parish Clerk
44.6	Tree Planting at Wootton Brook maintenance regime	Cllr A Millerchip
45.1	Working group meeting on 25 <sup>th</sup> March 2021 to discuss Summer Fest on 4 <sup>th</sup> September 2021	All Council Members
47.2	Organise a Community Matter Meeting	Cllr J Bainbridge
47.4	Site visit on Monday 15 <sup>th</sup> March to discuss Gym equipment	Cllrs Smith/Bainbridge
47.6	Note to all residents about not cutting down trees	Parish Clerk

# APPENDIX 1

## Grange Park Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
384	Consultancy Fees	10/02/2021		Grange Park Parish Co		consultancy	Parkinson Partners	S	250.00	50.00	300.00
383	Barclaycard	10/02/2021		Grange Park Parish Co	Direct Debit	Barclaycard	Barclaycard	Z	49.00	0.00	49.00
403	Foxfield Maintenance	11/02/2021		Grange Park Parish Co		Fire & Security	Clymac	S	477.12	95.42	572.54
385	Staffing	12/02/2021		Grange Park Parish Co		Pensions	Nest	E	176.80	0.00	176.80
386	Office Consumables	16/02/2021		Grange Park Parish Co		sage software	sage software	S	235.00	47.00	282.00
387	Consultancy Fees	22/02/2021	Direct Debit	Grange Park Parish Co		consultancy	Personnel & Solutions	S	100.00	20.00	120.00
388	Telephones Mobile & Office	25/02/2021		Grange Park Parish Co	Direct Debit	Mobile Phones	Challenger	S	40.00	8.00	48.00
389	Staffing	26/02/2021		Grange Park Parish Co		Salaries	Parish Council	E	4,856.84	0.00	4,856.84
391	Cafe Bar Manager/Staffing	26/02/2021		Cafe/Bar		Cafe Bar Salaries	Cafe/Bar	E	1,054.63	0.00	1,054.63
390	Consultancy Fees	26/02/2021		Grange Park Parish Co		consultancy	Kerry Ferrier	Z	50.00	0.00	50.00
410	Contract 5	28/02/2021		Grange Park Parish Co		Contract 5	R&G	S	1,817.67	363.54	2,181.21
412	Staffing	01/03/2021		Cafe/Bar		Salaries	Parish Council	E	2,347.46	0.00	2,347.46
411	Telephones Mobile & Office	02/03/2021		Grange Park Parish Co		Mobile Phones	o2	S	124.65	24.93	149.58
401	Telephones Mobile & Office	03/03/2021		Grange Park Parish Co		Telephone	BT	S	635.24	127.04	762.28
402	Telephones Mobile & Office	03/03/2021		Grange Park Parish Co		Foxfield Broadband/Telephone	BT	S	108.70	21.74	130.44
404	Gas	03/03/2021		Grange Park Parish Co		Gas	Corona Energy	S	509.99	102.00	611.99
405	Electricity/Gas	03/03/2021		Grange Park Parish Co		Electricity	E-on Next	S	474.34	94.87	569.21
406	Electricity	03/03/2021		Grange Park Parish Co		Electricity	Eon	S	1,179.90	235.98	1,415.88



407 Klagester System	03/03/2021	Grange Park Parish Co	Klagester System	Owlshall	S	460.85	92.17	553.02
408 Dog bins/Litter /refuse	03/03/2021	Grange Park Parish Co	Dog/Litter Bins	Marcus Young	S	456.00	91.20	547.20
409 Photocopier	03/03/2021	Grange Park Parish Co	Photocopier	Ricoh	S	228.11	45.62	273.73
<b>Total</b>						<b>15,632.30</b>	<b>1,419.51</b>	<b>17,051.81</b>