

GRANGE PARK PARISH COUNCIL

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

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 4th NOVEMBER 2021 AT GRANGE PARK COMMUNITY CENTRE.

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

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

21/150 Public Questions

A member of the Café Bar waiting staff joined us to share her thoughts and enthusiasm on potential events that she would like to be involved in. Some of the suggestions are Book Club, Veteran Breakfast, Knit and Natter, Pirates Children's Party, Bingo, Quiz nights etc. It was also noted that she would like to investigate different social network platforms including TikTok, Instagram and Facebook. The Parish Council agreed for the member of staff to talk to the Café/Bar Manager

21/151 West Northamptonshire Councillors Report – Cllr Stephen Clarke

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

More information can be obtained from the website:

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

151.2 All updates from SEGRO are still outstanding regarding the Community Fund.

151.3 Cllr A Millerchip gave a verbal report on the following Spatial Strategy Consultation document: *West Northamptonshire Council's Cabinet agreed in September to proceed with a [consultation on its Strategic Plan](#). [The consultation is now live](#) with a range of ways in which people can get involved, from virtual forums to physical drop-in sessions.*

The Parish Council agreed to have a working group meeting on Monday 8th November to discuss the Council's position on the above consultation paper and to draft a suitable response. The Parish Council also agreed to invite Quinton Parish Council to the Zoom meeting. It was also noted that a walk-in session for all residents has been booked for Sunday 14th November within the Café/Bar. Leaflets have also been circulated to one thousand homes within the Parish, on the website and posters at the Community Centre. A draft response will be circulated to all Parish Councillors prior to the next meeting on Thursday 2nd December 2021.

Action: Cllrs Millerchip/Bainbridge/Aluko/Davies & French

21/152 Apologies for Absence

152.1 No Apologies received.

21/153 Declaration of Members Interest

153.1 No declaration of interest was received.

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

21/154 Minutes of the Council Meeting on the 7th October 2021.

154.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 7th October 2021 and the Chairman signed them as a true record after the following amendment:

'Cllr Andrew Grant was in attendance.'

154.2 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

21/155 Chairman's Report

155.1 All matters covered in the meeting.

155.2 It was noted that some Councillors Strategy Plans were still outstanding, and the Chairman asked all members if they could complete and send to the Parish Clerk. **Action: All members**

21/156 Parish Clerk's Report

156.1 All matters covered in the meeting.

156.2 It was noted that due to current staff sickness within the Parish Office that the installation of the electronic booking system via Scribe has been slightly delayed but is currently being worked on.

21/157 Finance

157.1 The Parish Council approved the payments made between 8th October to 4th November 2021 as shown in Appendix (All details were circulated via email to all Councillors prior to the meeting.) Questions on the PHS contract were asked on frequency of the invoice and the need for two invoices for both sites. The Parish Clerk informed the meeting that the frequency was yearly and that both sites had two invoices one for the contract and the other for the disposal of waste certificates.

157.2 The Parish Council approved the Bank Balances for the Parish Council account up until the end of October 2021 and the Café/Bar up to the end of September and the Chairman will sign them as a true record:

- Barclays Bank Account – Café/Bar - £1,141.10
- Barclays Bank - Parish Council - £118,260.35

157.3 Budget v Actuals, it was agreed that a working group meeting will be scheduled for late November to discuss proposed budgets for 2022/23, review of the current Budget v Actuals and grant funding opportunities. **Action: Parish Clerk**

157.4 The Chairman reported that the £500,000 had been invested at the end of October to the CCLA property fund. On our accounting system Scribe this will show as a new entry. The £500,000 will have to have an entry cost deducted and this will be changed accordingly once confirmation has been received.
Action: Parish Clerk

157.5 A meeting has been scheduled for Wednesday 24th November 2021 to discuss the current/proposed financial position of the Parish Council and Café/Bar. All members of the Council have been invited.
Action: All members

157.6 All associated paperwork for VAT has been sent to HMRC (May to July Accounts)

21/158 Planning, Highways and Transportation

158.1 There were no planning applications to be considered.

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

158.2 No refusal notices have been received.

21/159 Community Centre, Foxfield & Bowling Green

159.1 The Café/Bar Manager sent the following report and the Council agreed that Natasha's Law should be implemented in the Café Bar showing all ingredients in products purchased:

Café Bar Update for Parish Council meeting November 2021

Sales & Performance:

The café bar produced profits of £684.06 for October which is a 51% increase over September and the highest for the year so far. As predicted total sales were £4,326.60 up 38% on September's revenue of £3,126.05. These are excellent sales figures given the café bar is closed for a week during half term in October. Sales were boosted by the very successful Halloween party that saw 200 people come to the Community Centre and spend over £800 in the café bar.

The "pop-up" at Foxfield continued to be popular although sales dropped slightly from £695.90 to £621.60.

Staff costs increased this month as expected due to less volunteer work and more paid staff operating the "pop up" and the extra events held this month.

November 2020 saw lock down return and so it is difficult to predict next month's performance, however 2019 saw that November's revenues dipped slightly against October. But hopefully with the Fireworks event and no half term this month we should see similar sales figures.

Upcoming Events:

- Fireworks – Café bar providing bar facilities
- 80s Themed Karaoke night (November 12th)
- Christmas Gin Night (3rd December)
- End of term Christmas Drinks (17th December)
- Kids Christmas Party with a visit from Santa (18th December)
- January Gin Night (date to be confirmed)
- Valentine's evening (Disco)
- Kids Valentine disco
- Half term drinks February half term

Due to the success of the Halloween disco and the popularity with the customers I am hoping that if we can move Karate for the Friday before Christmas, we could also put a disco/fancy dress evening on that day.

Actions from last Parish Council Meeting:

- Introduced Free hot dogs on the Friday before half term with the main hall being open for after school customers.
Takings were up over £100 compared to the Friday before with Friday 15th October taking £264.60 and Friday 22nd October takings were £399.35 (figures are before staffing, vat, and costs)
This will be in place every other Friday due to the Karios centre offering something similar every 2 weeks
- Leaflet drop due to go out next week.
- All groups have been contacted and have been advertising the Café Bar on their own platforms.

159.2 No outstanding issues to report on Youth Club.

159.3 Cllr M Smith informed the meeting that Grange Park Rangers (GPR) have been successful with their grant application from the football foundation. It was noted that GPR applied for funding as the football pitches were falling short of the expected standard. The existing contract will be still in place from R&G including vertidrain, aerate and fertilizer. It was also noted that GPR can also apply to fund machinery, equipment. This subject is still under discussion.

21/160

Community Events

160.1 It was noted that the Firework Display will take place on Saturday 4th November 2021. The arrangements are as follows:

- Fireworks to arrive at 1pm. Councillors to arrive at the same time to do boundary fences
- Stall holders to arrive at 4pm
- First Responders to arrive at 5pm
- Café/Bar refreshments will be organised on Friday.
- Licence has been applied for and approved.

160.2 The Parish Council noted 'Operation London Bridge' is the plan for what will happen in the United Kingdom after the death of Queen Elizabeth II. It includes planning for the announcement of her death, the period of official mourning, and the details of her state funeral. The Parish Clerk was asked to report back with a plan for Grange Park Parish.

Action: Parish Clerk

160.3 To note that the poppies for Remembrance Day have been put on all the lamppost within the Spinal Road of Wake Way.

160.4 Due to time constraints, it was agreed to defer the celebrations for her Majesty the Queen's Platinum Jubilee to the new year.

21/161

Human Resources Committee (Chairman - Councillor J Davies)

161.1 It was noted that an HR Committee Meeting took place on Monday 29th October 2021.

Action: Parish Clerk

21/162

Environment (Inc Allotments & Contract 5)

162.1 Cllr A Millerchip reported on the following:

Environmental report November 3rd, 2021

Overview The main challenge since last month's report has been clearing up the storm damage and making the wooded areas safe after the tornado ripped through Grange Park on Sunday 31st. In all there were around forty trees which suffered major damage such that they needed bringing to the ground, cutting up, moving away from the footpaths and the branches chipped and distributed around the woodland floor. Two separate contractors have been engaged to work through this task quickly. We aim to complete the task by end of Friday 5th November. Until then the public have been asked to not use the paths through Wootton Brook Woods and through Alamein Woods.

Also, of note this month is that our strategic plan for woodland management was launched. There are six phases of remedial action to complete over a two - year period. This will be followed by a programme of proactive woodland management so that issues are solved before they become a nuisance. The programme will also involve a replanting scheme. Phase 1 of the remedial plan was in The Spinney, and this was complete in October. Phase 2 is in Wootton Brook Woods, and this is taking place now as part of the storm damage clean up. Phase 3 is in the structural belt east and this will be done in January. A separate communication on this subject gives more details

Through the continued good work of our landscape contractors and our own environmental team the overall appearance of Grange Park remains high. A lot of people contribute to keeping the litter problem at bay with just one black spot proving difficult to crack which is the bus stop and pavement alongside The Clipper warehouse. Our community engagement team have the warehouse management involved to conquer this issue.

Open Issues

- There is a medium sized tree which has fallen from the side of Wootton Brook onto the grass in Grange Valley Greenway at the back of the school. It has been there for about 4 weeks
- Half of the hedge alongside the triangle has not been cut. It has been like this for more than 4 weeks
- The fence is down outside clipper (two posts)
- There is a branch across the pavement on Saxon Avenue by the junction with Roman Way
- Weeds on Wilkes Walk need spraying back
- Outstanding jobs waiting R&G at
 - Wake way, Wren Close, Meadowsweet

Jobs complete

- The oval looks good – grass, hedgerow and shrub beds all looking good
- The fence repair at the start of Woodlands walkway looks good – 11 posts replaced a thorough job
- Verges and housekeeping outside Amazon look good, hopefully this will survive Black Friday!

162.2 Cllr Millerchip updated the Council on the current Woodland Management Plan and the following documents were approved and put on the website. The link is as follows:
[https://www.grangeparkpc.org/uploads/grange-park-trees-and-woodland-management-\(002\)-\(002\).pdf](https://www.grangeparkpc.org/uploads/grange-park-trees-and-woodland-management-(002)-(002).pdf)

162.3 Cllr J Bainbridge informed the meeting that the next Zoom 'Community Matters Meeting' is to be held on Thursday 11th November 2021. All agenda and minutes can be found on our website
www.grangeparkpc.org

162.4 Cllr M Smith reported that the yearly RPII inspection had taken place and that the Parish Council's Environmental team were working through the priority issues. Stock has been purchased from Wickstead.
Action: Environmental Staff

162.5 The following Environmental Team's report for November was circulated prior to the meeting:

Repaired Broken fence and two posts at Barn Close.
Repaired Broken fence at Foxfields down by the bottom football pitch.
Repaired Broken fence at entrance to Foxfields.
Replaced sensor for changing room 4 lights.
Replaced sensor for main hall kitchen lights.

Arranged and supervised installation of water heaters in toilets at CC.
 Deep cleaned and polish/buffer Café bar floor.
 Gloss painted Café bar skirting boards and repaired loose boards, washed down walls.
 Replaced missing cap/edging on radiator of main hall.
 Fit new door stop at main hall entrance.
 Deep clean buffered/polished small hall & foyer/corridor floors.
 Set up café and main hall for Halloween party. Decorations/tables/chairs etc.
 Repaired damaged (from Halloween Party) side gate at community centre.
 Site Inspection of estate following the storm.
 Made safe and cut down four trees damaged in storm at Harefield.
 Made safe and cut down large tree damaged in storm on footpath towards Millers Way.
 Painted Klargester fence.
 Repaired damaged Flue on foxfields pavilion roof blown off by storm.
 Repaired damage brick work at the Oval.
 Cleared/cleaned external lights at CC and FF.
 Litter Picks (on-going).

21/163 Communication & social media

- 163.1 No maintenance issues outstanding.
- 163.2 It was agreed that due to Cllr M Wilson work commitments that the Council ask an IT company to look at the current hardware/software packages with a view to upgrading to incorporate a ‘working from home’ culture. The Administration Manager was asked to investigate this matter and report back at the next meeting in December. **Action: Administration Manager**

21/164 Correspondence

- 164.1 All items on the agenda.

21/165 Date of the Next Meeting

- 165.1 It was noted that the next Parish Council Meeting will be held on Thursday 2nd December 2021 at 7.30pm within the Community Centre.
- There being no further business the Chairman closed the meeting at 09.30pm.

OUTSTANDING ACTION LIST September 2021.

Minute Ref:	Action	By Whom
151.3	Strategic Plan consultation	Cllrs Millerchip/Aluko/Bainbridge/French & Davis
155.2	Parish Plans	All members
157.3-157.5	CCLA Investment Finance Working Group Meeting to be scheduled	Parish Clerk
160.2	‘Operation London Bridge’	Parish Clerk
116.1	HR Minutes	Parish Clerk
162.4	RPII Playground Inspection Works	Environmental Staff
163.2	Hardware/Software list current/proposed	Administration Manager

Grange Park Parish Council

PAYMENTS LIST

Order No	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
261	Maintenance of the Centre	08/10/2021		Grange Park Parish Cc	BACS	Electrical Works	Lloyd Robinson	E	1,439.70		1,439.70
262	Window Cleaning	08/10/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	50.00		50.00
263	Window Cleaning	08/10/2021		Grange Park Parish Cc		Window Cleaning	Pure Water	E	90.00		90.00
268	Water	08/10/2021		Grange Park Parish Cc	BACS	Anglia Water	Anglia Water	E	48.95		48.95
269	Anglia Water	08/10/2021		Grange Park Parish Cc	BACS	Anglia Water	Anglia Water	E	103.29		103.29
264	Sanitary disposal	08/10/2021		Grange Park Parish Cc	BACS	phs	PHS Group	S	966.34	193.27	1,159.61
265	Sanitary disposal	08/10/2021		Grange Park Parish Cc	BACS	phs	PHS Group	S	60.00	12.00	72.00
266	Sanitary disposal	08/10/2021		Grange Park Parish Cc	BACS	phs	PHS Group	S	60.00	12.00	72.00
267	Sanitary disposal	08/10/2021		Grange Park Parish Cc	BACS	phs	PHS Group	S	1,675.97	335.19	2,011.16
270	Office Consumables	08/10/2021		Grange Park Parish Cc	BACS	zoom	Zoom	S	11.99	2.40	14.39
271	Office Consumables	08/10/2021		Grange Park Parish Cc	BACS	zoom	Zoom	S	11.99	2.40	14.39
281	Consultancy Fees	11/10/2021		Grange Park Parish Cc		Scribe	Scribe	S	468.00	93.60	561.60
282	Play Equipment	11/10/2021		Grange Park Parish Cc	BACS	Playground spare parts	Wickstead	S	1,279.15	255.83	1,534.98
273	Window Cleaning	12/10/2021		Grange Park Parish Cc	BACS	Window Cleaning	Pure Water	E	25.00		25.00
274	Window Cleaning	12/10/2021		Grange Park Parish Cc		Window Cleaning	Pure Water	E	45.00		45.00
283	Contingencies	12/10/2021		Grange Park Parish Cc	BACS	Legal documents Recorded	Royal Mail	E	3.23		3.23
272	Gas	12/10/2021		Grange Park Parish Cc	BACS	Gas	Corona Energy	L	202.61	10.13	212.74
284	Staffing	12/10/2021		Grange Park Parish Cc	BACS	Pensions	Northampton Council	X	43.52		43.52
285	Staffing	12/10/2021		Grange Park Parish Cc	BACS	HMRC Payments	HMRC	X	2,668.07		2,668.07
276	Dog bins/Litter/Disposal	13/10/2021		Grange Park Parish Cc	BACS	Dog/Litter Bins	Marcus Young	S	471.20	94.24	565.44
277	Audit	13/10/2021		Grange Park Parish Cc	BACS	Audit	PKF Littlejohn Audit	S	600.00	120.00	720.00
278	Contract 5	13/10/2021		Grange Park Parish Cc	BACS	Contract 5	R&G	S	6,373.00	1,274.60	7,647.60
286	Photocopier	14/10/2021		Grange Park Parish Cc	BACS	Photocopier	Ricoh	S	260.40	52.08	312.48
287	Office Consumables	15/10/2021		Grange Park Parish Cc		sage software	sage software	S	103.00	20.60	123.60
288	Staffing	19/10/2021		Grange Park Parish Cc		Pensions	Nest	X	374.88		374.88
289	Consultancy Fees	22/10/2021		Grange Park Parish Cc	Direct Debit	consultancy	Personnel & Solutions	S	100.00	20.00	120.00
290	Telephones Mobile & Office	25/10/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	Challenger	S	40.00	8.00	48.00
300	Telephones Mobile & Office	28/10/2021		Grange Park Parish Cc	BACS	Mobile Phones	o2	S	147.77	29.55	177.32
306	Cafe Bar Expenditure	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	8.54	1.71	10.25
308	Summer Fest Event	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	5.80	1.16	6.96
310	Maintenance of the Centre	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	9.77	1.95	11.72
311	Contingencies	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	39.68	7.94	47.62
312	Fuel	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	80.36	16.07	96.43
315	Office Consumables	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	13.01	2.60	15.61
316	Office Consumables	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	5.82	1.17	6.99
318	Fuel	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	64.17	12.83	77.00

Grange Park Parish Council PAYMENTS LIST

oucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
319 Fuel	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	55.28	11.06	66.34
320 CCTV Equipment	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	S	32.28	6.46	38.74
291 Staffing	28/10/2021		Grange Park Parish Cc	Direct Debit	Salaries	Parish Council	X	14,590.66		14,590.66
307 Summer Fest Event	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	Z	125.00		125.00
309 Office Consumables	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	Z	147.54		147.54
313 Maintenance of the Centre	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	Z	8.40		8.40
314 Office Consumables	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	Z	3.23		3.23
317 Foxfield Maintenance	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	Z	5.00		5.00
321 Chairman's Allowance	28/10/2021		Grange Park Parish Cc	Direct Debit	Barclaycard	Barclaycard	Z	1.87		1.87
296 Electricity/Gas	04/11/2021		Grange Park Parish Cc	BACS	Electricity	Eon	L	131.71	6.59	138.30
297 Electricity/Gas	04/11/2021		Grange Park Parish Cc	BACS	Electricity	Eon	L	150.05	7.50	157.55
299 Electricity	04/11/2021		Grange Park Parish Cc	BACS	Electricity	E-ON	L	2,673.79	133.69	2,807.48
293 Play Equipment	04/11/2021		Grange Park Parish Cc	BACS	playground annual inspection	Seagrave	S	440.00	88.00	528.00
294 Bowling Green	04/11/2021		Grange Park Parish Cc	BACS	Irrigation System Winter Drain	Access Irrigation	S	74.00	14.80	88.80
295 ESPO	04/11/2021		Grange Park Parish Cc	BACS	ESPO	ESPO	S	108.40	21.68	130.08
298 Firework Display	04/11/2021		Grange Park Parish Cc	BACS	Skip Hire	Rubbish2 go	S	185.00	37.00	222.00
Total								36,682.42	2,908.10	39,590.52

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