

GRANGE PARK PARISH COUNCIL

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

MINUTES OF THE VIRTUAL FULL COUNCIL MEETING HELD ON THURSDAY 4th FEBRUARY 2021.

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

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

21/18 Public Questions

No Public Questions.

21/19 County/District Councillors Report

19.1 County Councillor M Clarke gave the following report:

- From 1st April 2021, two new unitary authorities, North and West Northamptonshire Council will replace the eight existing councils in the county.
- Due to the postponement of last years local elections due to the COVID-19 pandemic. The elections have now been booked for Thursday May 6th, 2021. On polling day residents will be able to cast their votes for the Northampton Police, Fire and Crime Commissioner and to elect representatives for many local parish councils.

More information can be obtained from the website:

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

19.2 Cllr A Grant reported on the following:

- Informed members about the proposal set out by government on the new law of pavement parking
- Update given on the latest statistics for the COVID-19 pandemic within the Northamptonshire Area.

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

21/20 Apologies for Absence

20.1 Apologies received from Councillor S Allen.

21/21 Declaration of Members Interest

21.1 Cllr R Knott declared an interest in a property within the Meadows due to the locality
There were no other Declarations of Members Interest received.

Minutes of the Council Meeting on the 14th of January 2021

22.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 14th of January 2021 and the Chairman signed them as a true record.

22.2 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 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 Registered on 23 rd January.
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

22.3 The Council agreed that subject to any other urgent business it would be useful to circulate the draft minutes to Councillors within a week of the meeting.

Chairman's Report

23.1 The Chairman expressed his disappointed in the team spirit over the last few weeks and advised all members that in future if they are concerned about a particular topic or situation, then please contact him or the Parish Clerk, if necessary, a scheduled meeting can be called to discuss the matter individually or as a team.

Parish Clerk's Report

24.1 The Parish Clerk asked all Councillors to update their biography on the website.
Link: <https://www.grangeparkpc.org/councillors.html>

The Parish Clerk confirmed that the Community Centre had been booked for the forthcoming elections on May 6th, 2021.

Finance

25.1 The Parish Council approved the payments/invoices for February that had been previously circulated via email to all Councillors prior to the meeting.

25.2 The Parish Clerk informed the meeting that the Parish Council have now been registered with HMRC VAT backdated to May 2014. All VAT information will be submitted to HMRC at the end of the Financial year. The Parish Clerk will work through the recommendations from Parkinson's VAT specialist and bring them back to Council for consideration and approval. The Parish Clerk notified the Council that she is not a VAT expert and will need the help of the Council/Councillors.

- 25.3 It was noted that our precept request for 2021/22 of £172,689 has been submitted to SNC with a copy of the budget.
- 25.4 It was agreed that all Councillors would be given another month to review and consider the following documents and approval will be sought at the March meeting:
- Financial Regulations and amendment
 - Financial Risk Assessment
 - Health and Safety Policy
 - Standing Orders
 - Investment Strategy Policy (New)
 - Communications and Protocol
 - CCTV Policy (New)
- 25.5 All financial papers (up until December 2020) have been circulated to all Councillors for information:
- Statement of Accounts
 - Budget v Actuals
 - Copy of 20/21 budget

It was noted that a virtual internal audit will commence w/c 15th February 2021.

- 25.6 It was noted that due to the lack of attendees the meeting with CCLA to discuss investing in the Property Fund was cancelled. The Chairman reiterated the importance of this and asked that all Councillors should attend. The Council agreed to re-schedule the meeting for Thursday 25th February and asked the Parish Clerk to seek confirmation from CCLA to the change of date. **Action: Parish Clerk**
- 25.7 The Parish Clerk updated the meeting that our alarm company, NOVA, had recently informed us that our alarm system at the Community Centre is over 20 years old and the phone line is on a copper network. BT is making these redundant at the end of this year/beginning of next year and making everything digital. Our panel is too old to work with this system and needs to be replaced. A quote has been requested.
- It was also agreed that we should only have one line into the Parish Office of 01604 702938 and the other line 01604 701431 should be deleted. The Parish Clerk was asked to liaise with the staff to make sure this would not cause any operational issues. **Action: Parish Clerk**

21/26 Planning, Highways and Transportation

- 26.1 No planning applications received.

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

- 26.2 No refusal notices have been received.

21/27 Community Centre, Foxfield & Bowling Green

- 27.1 Cllr Richard Knott reported that due to the COVID-19 Guidelines the Café/bar is closed until further notice. After a brief discussion, the Council agreed in principle that the Café Bar would re-open after the COVID-19 lockdown although it was noted that there may be a lot of factors to consider regarding VAT etc.
- 27.2 No update received from the Youth Club –re-opening date is constantly being reviewed.
- 27.3 CCTV Policy was dealt with under item 25.4 of these minutes.

21/28 Community Events

28.1 All Community Events will be reviewed in line with Government Guidelines.

21/29 Human Resources Committee (Chairman Councillor J Davies)

29.1 It was noted that a HR Committee Meeting has been scheduled for February 18th, 2021. Agendas will be circulated prior to the meeting. The Parish Clerk was also asked to seek confirmation from our childcare hirer's as to when they will return.
Action: Parish Clerk

21/30 Environment (Inc Allotments & Contract 5)

30.1 Cllr A Millerchip reported on the following:

The high visual standard has been maintained again through January. Particularly pleasing now that the final round of maintenance has been complete on the shrub beds. The clearing away of all non-wanted growth and the application of mulch has finished them off a treat. We are still waiting for action on the Amazon Verge and the bridleway in Foxfield. The drainage system at the back of Bluebell Rise has not coped with the recent volume of water gushing off the Wake estate field and the bottom of the path has flooded. The system does cope with moderate rainfall but not with what we have had recently.

Tasks completed since last month's audit

- Next visit from our Arboriculturist has been confirmed for December 2021.
- The damaged keep left sign has been fixed
- A fallen tree overhanging the fence of a house in the Woodlands has been removed
- The final round of shrub bed maintenance was completed
- Next year's schedule of works and the price agreed with our landscape contractor

Tasks Outstanding

- Wilkes Way weeds growing through pavement
- Amazon grass verge
- Repair the bridleway

New Tasks

- The flood at the back of Bluebell Rise – will be raised on our Environmental report log and monitored.
Action: Parish Clerk
- Damaged grass verge at two places on Bluebell Rise – the Council agreed in the first instance to find out the land ownership
Action: Parish Clerk
- Residents doing their own tree work in both Spinney and Alamein woods. Untidy piles of cut branches left behind – the Council agreed to delegate Cllr Millerchip to draft a suitable response discouraging resident from doing these works on private land. Once approved to post the statement on both our website and social media. **Action: Cllr A Millerchip/ Parish Clerk**
- The fence at the rear of the school is overgrown with Ivy and is not being attended to – the Parish Clerk was asked to seek clarification on land ownership.
Action: Parish Clerk
- The footpath at the southern end of Foxfield, at the top of the hill needs re-dressing – the Council agreed to obtain a site survey, seek two alternative quotes/advice regarding some remedial works. Cllr A Millerchip agreed to pursue this action and take back the information to Council members.
Action: Cllr A Millerchip
- What to do about the dog incident at the pond – the Council agreed to defer this item until weather conditions are permitted and the pond water level's have reduced. This will be put on the Environmental Log.
Action: Parish Clerk

- Tree issue raised at a property at the Meadows. The Council agreed to have a zoom call with the insurance company and listen to the issues they have raised. Cllr A Millerchip will be the point of contact for this issue.
Action: Cllr A Millerchip

30.2 The Parish Council agreed to the cost of maintaining the additional planting of trees by the Environment Agency at Wootton Brook. The Parish Clerk informed the meeting that the trees have been scheduled to arrive and planted w/c 14th February 2021. The Environmental Agency have asked us to confirm the current land conditions and how the contractor can gain access to the land, once this has been confirmed they can decide what vehicles to use either quad bike or 4x4 with trailer. The Parish Council delegated Cllrs Wilson and Millerchip to liaise with the Environment Agency on the above points.
Action: Cllrs A Millerchip/M Wilson

30.3 Cllr J Bainbridge reported that the 'Community Matters' meeting is proposed for Thursday 11th February although still awaiting confirmation from Amazon/Clipper. Once this has been confirmed then posters will be circulated asking residents to submit any questions prior to the meeting to the Parish Clerk. The purpose of the meeting is to find out about the great work local businesses are already doing to help Grange Park Community and to discuss any concerns or areas of improvement we can all work towards.
Action: Cllr J Bainbridge/Parish Clerk

30.4 Cllr M Smith reported that he had completed site visits on the playgrounds and felt that some issues needed immediate attention. It was proposed and agreed to pursue the quote received for some bearings and a swing crutch strap to be replaced at Middle Hedge play park. This quote was for £405. The Council also agreed to the minor expenses of greasing and replacing caps on fence lines, this will be done when our contractors are on site doing the visual inspections. Weekly inspections will be continued, and all works will be monitored. The Parish Clerk was asked to seek information from Wickstead about a future maintenance programme.
Action: Parish Clerk

30.5 It was noted that following the recent weather conditions the location of some of the Gym Equipment proposed for Foxfield Country may need changing. Cllrs J Bainbridge/M Smith met on site to discuss various options. It was agreed to speak to the supplier and get a revised plan before the installation proceeds.
Action: Cllr J Bainbridge

21/31 Communication & Social Media

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

21/32 Exclusion of the Press and Public

32.1 The purpose of this section was to discuss commercially sensitive environmental issues. Minutes will be separate as Section 2 Confidential Matters.

21/33 Correspondence

33.1 All items on the agenda

21/34 Date of the Next Meeting

34.1 It was noted that the next Virtual Parish Council Meeting will be held on Thursday 4th March 2021 at 7.30pm. A Calendar of meetings for 2021 has been sent to all Councillors for information.

There being no further business the Chairman closed the virtual meeting at 21.52pm.

OUTSTANDING ACTION LIST FEBRUARY 2021

Minute Ref:	Action	By Whom
25.6	Arrange a meeting date for 25 th Feb with CCLA	Parish Clerk
25.7	Removal of BT Line from Office	Parish Clerk
29.1	HR Committee Meeting – Agenda to be circulated	Parish Clerk
30.1	Report to Highways – Bluebell Rise Grass verges Flooding at Bluebell Rise to put on Environment Log Rear of school Ivy needs attending – find out who's responsibility Pond at Foxfield – Environmental Log	Parish Clerk
	Statement on Social Media about resident's cutting down trees within Public Open Space Tree issues at the Meadows	Cllr A Millerchip
30.2	To liaise with the EA about tree planting and gaining access to site	Cllr A Millerchip/M Wilson
30.3	Arrange a Community Matters Meeting	Cllr J Bainbridge
30.4	Wickstead quote on playground maintenance	Parish Clerk
30.5	New Plans for relocation of Gym Equipment	Cllr J Bainbridge