

GRANGE PARK PARISH COUNCIL

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

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 7th OCTOBER 2021 AT GRANGE PARK COMMUNITY CENTRE.

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

Attending: Mrs T Sampson (Parish Clerk) and F Cole (West Northamptonshire Councillor).

21/134 Public Questions

None

21/135 West Northamptonshire Councillors Report - Cllr F Cole

135.1 Councillor Fiona Cole joined the meeting and gave an October 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>

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

135.3 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.

Consultation options

The consultation will launch on Monday 11 October and **virtual public events** will take place between 6pm and 7.30pm on the following dates:

- [Thursday 21 October](#)
- [Wednesday 27 October](#)
- [Monday 1 November](#)

These will all be hosted on Teams, with booking via Eventbrite and questions can be submitted beforehand or through the chat function at the event.

Public **drop-in sessions** are planned to take place as follows but will depend on any changes to the COVID-19 restrictions by the Government:

- Tuesday 2 November – Wootton Community Centre, 2pm to 6pm
- Thursday 4 November – Saxon Suite, Daventry Leisure Centre, 1pm to 5.30pm
- Tuesday 9 November – Moulton Community Centre, 1pm to 5.30pm
- Wednesday 10 November – Brackley Methodist Church, 2pm to 6pm
- Thurs 11 November – The Forum, Towcester, 2pm to 6pm

21/136 Apologies for Absence

136.1 Apologies received and accepted from Councillors P Sansom & M Hobbs.

21/137 Declaration of Members Interest

137.1 Cllr J Bainbridge declared an interest in item 144.2.

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

21/138 Minutes of the Council Meeting on the 9th September 2021.

138.1 The Parish Council agreed and approved the Minutes of the Council Meeting held on the 9th September 2021 and the Chairman signed them as a true record.

138.2 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

21/139 Chairman's Report

139.1 All matters covered in the meeting.

21/140 Parish Clerk's Report

140.1 All matters covered in the meeting.

140.2 It was noted that both the Parish Clerk and Parish Administrator attended the Scribe Fest on 29th September 2021.

21/141 Finance

141.1 The Parish Council approved the payments made between 10th September – 7th October 2021 as shown in Appendix (All details were circulated via email to all Councillors prior to the meeting.

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

- Barclays Bank Account – Café/Bar - £1,107.05
- Barclays Bank - Parish Council - £149,102.04

- 141.3 Budget v Actuals to be circulated to all Councillors. It was agreed that a working group meeting will be scheduled for late November to discuss proposed budgets for 2022/23 and grant funding opportunities.
Action: Parish Clerk
- 141.4 Following last months meeting, all the associated paperwork has been completed to transfer £500,000 (Five Hundred Thousand Pounds) from the CCLA Public Sector Deposit account to the CCLA property fund as from October 29th, 2021.
- 141.5 Finance Working Group meeting to be scheduled for late November 2021. It was also noted that an internal audit is scheduled for early November.

21/142

Planning, Highways and Transportation

- 142.1 There were no planning applications to be considered.

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

- 142.2 No refusal notices have been received.

- 142.3 Cllr J Bainbridge gave an update on the following issues:

- HGVs along Saxon Avenue – New signage approved, and a letter will be written to all local businesses.
- Dropped Kerb at Finney Drive. Roads is still unadopted and therefore any request will need to go to the developers.
- Litter along Saxon Avenue – will discuss with West Northants Council and ask for a timetable/schedule.
- Welcome signs and flower boxes to the entrance/exit to Grange Park to investigate funding options
- Road Safety – we have been advised to advertise the SNAP operation scheme – more information can be obtained by using the Northants Police website.

It was also noted that the speed limit signs on the Quinton Road are missing, and concern was expressed as this is the safer routes to school for many residents of Grange Park. The Parish Clerk was asked to report to Fix my Street.

Action: Parish Clerk

21/143

Community Centre, Foxfield & Bowling Green

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

Sales and Performance:

The Café Bar has returned profits of £451.69 for the month of September. This has been boosted by the opening of the Saturday morning 'pop up' café at Foxfield. The Community Centre Café had revenues of £2430.15 whilst Foxfield had £695.90. However total revenues for September 2021 were down to £692.30 when compared with September 2019 (pre-COVID).

Staffing costs have increased as staff return to shifts and events return to Grange Park. The pop up at Foxfield has incurred additional staffing costs although for this month they are artificially low due to the amount of volunteer work that was used to operate it and we would expect to see staff costs increase here for the future months. The Community centre café was also open for Saturday mornings as a trial, but revenues were so low that staff costs could not even be covered.

October is a month where we traditionally see revenues increase and we would expect the same this year as customers continue to return and more events are put on for the Community.

Gin Night Sales and profit from last 2 Gin Nights:

August -

Sales including VAT - £297.05

Profit - £97.63

September

Sales including VAT - £607.80

Profit - 317.04

Future Events:

Please find below all this year's events up until the end of December.

- Gin and Karaoke (October 8th)
- Kids Halloween Party (29th October) Fully booked
- 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)

Opening Times:

All updated on Facebook and posted around the Centre also Café Bar.

These have also been pinned to the top of the Grange Park Community page.

**Grange Park
Café Bar Opening Times**

Monday – CLOSED

Tuesday – 10am – 2pm

Wednesday – 9.30am – 7pm

Thursday – 9.30 pm – 2.00pm

Friday – 9.30am - 7pm

Saturday – Foxfield 9am to 11.30am

Sunday - Closed

Actions from last Parish Council Meeting:

Marketing

- Order Banner to be put up at the entrance to Grange Park as we do with Parish Council events this will help target those that do not see our ongoing advertising on social media.
- Tumble tots and other regular groups communicated with so they can advertise on their communication platforms to let their customers know the Café is here.
- Leaflet drop for the whole of Grange Park, spoken with the postman who said he would be happy to help with this, the leaflet could have offers of a free coffee or different days we offer various special offers.
- I would like to think we could make use of the Parish Councils work vehicle to advertise the café and upcoming events.
- Friday after school has been slow since reopening. To increase footfall, I am going to offer free hot dogs and similar offers to encourage the after-school trade.

VAT has been changed from the 5% lower rate to 12.5%.

143.2 Youth Club have been back now for two weeks and there are at least 35-40 kids each week. It was noted that the group are struggling with Volunteers, both Cllr French and Millerchip offered to help if needed. A post will be on the website. **Action: Cllr Wilson/Parish Admin**

143.3 Cllr M Hobbs informed the meeting that a local grounds maintenance company were prepared to mark out the running track proposed at Foxfield Country Park free of charge. The Council would have to have the white lines renewed every 2 weeks at a cost of £75.00. It was agreed that we would investigate this issue when we are preparing our budget for 2022/23. **Action: Parish Clerk**

21/144

Community Events

- 144.1 It was noted that the Summer Fest received £1800 from donations from the commercial businesses who attended. This money will be put towards the next community event in November.
- 144.2 The Parish Council agreed to match fund the donations received from the Ash Dash of £201.70 and asked the Parish Clerk to send a payment to Baby Basics of £403.40. **Action: Parish Clerk**
- 144.3 It was noted that the next Community Event is Saturday 6th November Firework Display. Advertising for the event has commenced by putting up banners at the entrance and exit and on social media/website. All food vendors have been outsourced; the café/bar will be providing refreshments; event will open at 5.30pm with Fireworks to commence at 7pm. All final arrangements will be discussed at the next Parish Council Meeting in November. **Action: Parish Clerk**
- 144.4 To defer the decision on what event will be organised to celebrate the Queens Platinum Jubilee over the weekend of the second to the 5th June 2022. **Action: Parish Clerk**

21/145

Human Resources Committee (Chairman - Councillor J Davies)

- 145.1 It was noted that an HR Committee Meeting will be scheduled for the end of October. **Action: Parish Clerk**

21/146

Environment (Inc Allotments & Contract 5)

- 146.1 Cllr A Millerchip reported on the following:
- Shrub Beds are still outstanding, but work should be completed on these by the end of October.
 - Hedgerows are currently being done
 - No litter hot spots to report
 - Wildflower needs reviewing for next year,
 - Weeds at Wilks Way
 - Oval needs respraying and hedges cut at the triangle to complete the works scheduled.
- 146.2 Cllr A Millerchip reported that the tree management works are scheduled to commence within the October half term week at Spinney Woods. It was noted to do these works that a 5-day permission notice needs to be obtained from West Northants Council as the area has a blanket tree preservation order. This notice has been applied for. Communication has been posted on social media. Next steps will be advised at the next meeting in November. **Action: Cllr A Millerchip**
- 146.3 Cllr J Bainbridge reported that a 'Community Matters Meeting' has been scheduled for Wednesday 13th October 2021. The Parish Clerk was asked to send the zoom invitations.
- 146.4 It was noted that the spare parts have been ordered from Wickstead to do basic remedial works. Delivery date yet to be agreed. RPII inspections to take place in October and any issues reported back to Council. **Action: Cllr M Smith**
- 146.5 An October Parish Environmental report had been sent to all Councillors for information prior to the meeting. No issues were raised.
1. Repaired Broken Fence in Foxfield's car park
 2. Removed Glass and lamp head from road, damaged lamp post by the roundabout at Finney Drive (road traffic accident).
 3. Cleared over hanging/broken branches on the foot path at CO-OP roundabout.
 4. Removed dead tree at the Oval.
 5. Cleaned fans and extraction fans with Scissor lift in Main Hall.

6. Hoovered and dusted sound boards with Scissor lift in Main Hall.
7. Completed the following work with Lloyd from Tryden Electrical.
 - Replaced Floodlights at Foxfield's
 - Replaced Car Park lights timer at Foxfield's
 - Replaced three side lights facing the school at the Community Centre and one light at the front of centre (sign)
 - Replaced Muga lights timer
 - Replaced all contactors at Centre
 - Replaced Outdoor store (woodys/pre-school) with LED light
8. Helped Martin put up new CCTV Camera at centre.
9. Cleared Guttering at Centre (on-going).
10. Repaired and cleared out down pipe at rear of Community Centre.
11. Repaired and made safe drain next to Klargester System.
12. Arranged and installed de-fibs (with Lloyd) and are now outside at both locations.
13. Remove and disposed of broken fencing bottom entrance at Country Park. (Does not require replacing).
14. Litter Picks (on-going).
15. Washed and hoovered work car. Cleaned external cab from debris from garden waste.
16. Cleaned Outside Lights/window frame at centre from cobwebs and dirt.

21/147 Communication & social media

147.1 No maintenance issues outstanding.

130.2 It was agreed that Cllr M Wilson would produce a list of hardware and software required for the office staff which will allow them to work remotely if needed. **Action: Cllr Wilson**

21/148 Correspondence

148.1 All items on the agenda. The Parish Clerk was asked to re-circulate the Strategi Plan document and put it on the agenda for the next meeting in November. **Action: Parish Clerk**

21/149 Date of the Next Meeting

132.1 It was noted that the next Parish Council Meeting will be held on Thursday 4th November 2021 at 7.30pm within the Community Centre.

There being no further business the Chairman closed the meeting at 10.15pm.

OUTSTANDING ACTION LIST September 2021.

Minute Ref:	Action	By Whom
141.3	Finance Meeting – scheduled	Parish Clerk
143.2	Youth Club Volunteers	Parish Clerk
144.2	Ash Dash – Baby Basics	Parish Clerk
144.3	Firework Display – 6 th November	Parish Clerk
144.4	Queens Platinum Jubilee	Parish Clerk

• **Grange Park Parish Council**

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
226	Maintenance of the Centre	24/09/2021		Grange Park Parish Cc	BACS	Electrical work at Community C	Trydan Electrical (Lloyd)	E	1,419.49		1,419.49
229	Maintenance of the Centre	24/09/2021		Grange Park Parish Cc	BACS	OVENU	OVENU	E	220.00		220.00
230	Foxfield Maintenance	24/09/2021		Grange Park Parish Cc	BACS	OVENU	OVENU	E	220.00		220.00
231	Bank Charges	24/09/2021		Grange Park Parish Cc	BACS	bank charges	Barclays	E	8.00		8.00
227	Consultancy Fees	24/09/2021		Grange Park Parish Cc	Direct Debit	consultancy	Personnel & Solutions	S	100.00	20.00	120.00
228	Office Consumables	24/09/2021		Grange Park Parish Cc	BACS	sage software	sage software	S	103.00	20.60	123.60
252	Telephones Mobile & Office	27/09/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	Challenger	S	40.00	8.00	48.00
232	Gym Equipment	28/09/2021		Grange Park Parish Cc	BACS	Gym Equipment	Great Outdoor Gym Equipme	S	23,102.00	4,620.40	27,722.40
250	Telephones Mobile & Office	29/09/2021		Grange Park Parish Cc	Direct Debit	Mobile Phones	o2	S	138.32	27.66	165.98
235	Foxfield Maintenance	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	7.49	1.50	8.99
237	Maintenance of the Centre	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	31.03	6.21	37.24
238	Summer Fest Event	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	191.00	38.20	229.20
240	Maintenance of the Centre	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	25.55	5.11	30.66
241	Maintenance of the Centre	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	29.95	5.99	35.94
242	Fuel	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	81.74	16.35	98.09
244	Maintenance of the Centre	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	25.83	5.17	31.00
245	Maintenance of the Centre	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	107.90	21.58	129.48
247	Summer Fest Event	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	8.32	1.67	9.99
248	Fuel	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	80.91	16.18	97.09
249	Cafe Bar Expenditure	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	S	79.76	10.08	89.84
251	Staffing	30/09/2021		Grange Park Parish Cc	BACS	Salaries	Parish Council	X	8,076.98		8,076.98
256	Cafe Bar Manager/Staffing	30/09/2021		Grange Park Parish Cc	Direct Debit	Cafe Bar Salaries	Parish Council	X	819.97		819.97
236	Cafe Bar Expenditure	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	Z	5.85		5.85
239	Foxfield Maintenance	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	Z	159.00		159.00
243	Office Consumables	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	Z	3.80		3.80
246	Foxfield Maintenance	30/09/2021		Grange Park Parish Cc		Barclaycard	Barclaycard	Z	47.95		47.95
257	Gas	07/10/2021		Grange Park Parish Cc	BACS	Gas	Corona Energy	L	207.85	10.39	218.24
258	Office Consumables	07/10/2021		Grange Park Parish Cc	BACS	COSTCO Membership	COSTCO	S	22.00	4.40	26.40
259	ESPO	07/10/2021		Grange Park Parish Cc		ESPO	ESPO	S	104.60	20.92	125.52
260	Office Consumables	07/10/2021		Grange Park Parish Cc	BACS	Bluefish	Bluefish	S	58.01	11.60	69.61
Total									35,526.30	4,872.01	40,398.31