

GRANGE PARK PARISH COUNCIL
Community Centre, School Lane
Grange Park, Northampton NN4 5FZ

Parish Council: 01604 702938 www.grangeparkpc.org

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 7TH NOVEMBER 2024 AT GRANGE PARK COMMUNITY CENTRE.

Present: A Millerchip (Acting Chairman) , M Aluko, J Bainbridge, R Knott, J Smith, S Crabb, J Thompson and P French

Attending: Mrs. T Sampson (Parish Clerk). Mrs.K Ferrier (Assistant Parish Clerk)
Cllr A Grant (West Northants Council)

7pm-7.30pm Assistant Clerk led an Intranet training session to the council prior to the full council meeting

24/158 Public Questions

No members of the public attended.

24/159 West Northamptonshire Councilor's Report

Cllr A Grant informed the meeting on the following:

- Northampton town centre grand opening took place on 19 and 20 October showcasing the revitalised market square
- Kier have sent through a proposal to extend the current 30 mph on to the slip road from the roundabout with Bridge Meadow Way, any comments or feedback is required by 27th November 2024
- The recent budget confirmed bus capped price for a single bus journey will increase from £2 to £3 and that new bus routes will be coming in.
- NI allowance cut means parish councils need to cover additional NI costs so will need to include it in the budget. Cllr A Millerchip requested Cllr A Grant to speak with WNC of funding provision for parish councils
- Recent meeting with the planning officer at WNC regarding Manor Oak Planning application went well and should have more feedback next week regarding S106 agreement covering the site of the planning application.

The latest news from West Northants Council can be viewed at
<https://www.westnorthants.gov.uk/news?page=3>

A detailed monthly report by Cllr Stephen Clarke can be viewed on our website at www.grangeparkpc.org.

24/160 Apologies for Absence

Apologies were received and accepted from Cllr M Smith due to holiday, Cllr D O'Kelly and Cllr M Wilson due to ill health.

Cllr A Millerchip chaired the meeting

24/161 Declaration of Members Interest

161.1 No interests were declared.

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

5th Dec 2024
AM

24/162 Minutes of the Council Meeting on the 3rd October 2024

162.1 The Parish Council agreed and approved as a true record the Minutes of the Council Meeting held on the 3rd October 2024

162.2 No matters arising from the above minutes.

All copies can be viewed on our website. www.grangeparkpc.org.

24/163 Chairman's Report

163.1 Cllr A Millerchip chaired the meeting in Cllr M Smith absence

The councillors were asked to email the parish clerk with any changes or additional items they would like to be considered in the budget for the next financial year 2025/26. A finance working group will meet to discuss in detail before presenting the budget and precept request to the full council for approval on 5th December 2024.

Action: Parish Clerk

163.2 The code of conduct has been circulated to all councillors, a minor correction to be actioned and the council accepts this updated document

Action: Parish Clerk

163.3 All members of the council, staff, WNC councillors & youth club volunteers are invited to The Chairman's Christmas party taking place on Friday 13th December

Action: Parish Clerk

24/164 Parish Clerk's Report

164.1 The Government are consulting on introducing powers for parish council members to attend formal council meetings remotely and vote by proxy in certain circumstances. This will increase flexibility and recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely.

164.2 Assistant Parish Clerk has been appointed to the role as Parish Clerk starting on 1st January 2025. It was noted that she is enjoying the CiLCA training in preparation for her new role. Tracy Sampson current Parish Clerk will step down from this role at the end of the year and will take on the position of Special Projects Officer.

24/165 Finance

165.1 All payments were approved from the 3rd October – 7th November 2024 as shown in appendix 1. Cllr R Knott suggests we can end Zoom subscriptions as our remote meetings can be carried out by Teams which we have set up already. All agreed.

Cllr J Smith asked Hospitality Lead Councillor; R Knott if there is an update on stock movement & management. Due to time constraints, training hasn't been given yet but is a priority.

Action: Cllr R Knott / Parish Clerk

165.2 The Chairman will approve all bank statements, payments and receipts and sign them off as a true record for October 2024

Action: Cllr M Smith

24/166

Planning, Highways and Transportation

- 166.1 All Planning applications for Grange Park can be viewed at <http://snc.planning-register.co.uk>
- 166.2 Refusal Notice: 14, Primrose Walk, Grange Park, NN4 5DE
Proposal: Two storey side extension to include annexe
Reason for refusal:
1. The proposals by virtue of its overall design, appearance, siting, and scale is considered to dominate the host dwelling and overall plot.
 2. The proposed annexe, by reason of its overall layout, scale and lack of connection and integration with the host dwelling, is not considered to resemble an annexe and is tantamount to the creation of a new dwelling as it would have all necessary facilities to be considered self contained and does not have any functional links with the host dwelling.
 3. The information submitted relating to this application is not of a sufficient standard to enable the Local Planning Authority to fully assess what is proposed.
- 166.3 Cllr A Millerchip reported that following a recent meeting with the Planning Officer at WNC, it was decided that no planning recommendation would be made on the Manor Oak application until the government release to the new National Planning Policy Framework (NPPF) This is expected to happen early in the New Year.
- 166.4 The council reviewed a proposed response to an environmental impact assessment scoping request submitted by Harnworth. Cllr J Bainbridge drafted a response which the council agreed that it should be submitted to the planning portal. In this letter we request that GPPC are added to the list of consultees for this pending application.

24/167

Community Centre, Foxfield & Bowling Green

- 167.1 Councillor R. Knott gave a verbal report on Hospitality:
- In October, we had Halloween face painting & a successful quiz night. Upcoming breakfast with Santa & New Years Eve party which is now fully booked so lots going on.
 - Our October sales are down compared to October 2023 by £197.70 in takings at Foxfield bar and over £1,000 at The Snug. It is difficult to gauge footfall especially in winter months, staff costs have also increased due to extra cleaning required at Foxfield. We will look at how we can increase costs at The Snug
 - Fireworks bar sales were higher than last year by £700

September, October and YTD report is shown in appendix 2.

- 167.2 Cllr J Thompson stated that the youth club needs to be advertised on social media to encourage more volunteers and improve communication so parents know when youth club is back on. Cllr J Thompson agreed to raise this with Youth Club and assist

Acton: J Thompson

- 167.3 The Assistant Clerk updated the council on our current security system at Foxfield Pavilion and our need to upgrade. It was agreed 3 quotations are required, once received they will be circulated to the council and discussed at the next full council meeting. An immediate security measure on a door was approved by all £230

Acton: Assistant Clerk

5th Dec 2024
AJM

167.4 Grange Park Rangers Football Club have sent through their formal proposal on pitch fees for 2023-24. The proposal includes analysis as provided in previous years and also seeks feedback on whether a long-term fixed price option may be of interest. The council agreed to annually review donations before the football club's budget is agreed for the following season.

167.5 It was agreed by the council to approve the quote received by Ricoh who have offered to replace our current photocopier with a newer model at the same cost, our rental will not increase.

Action: Assistant Clerk

167.6 The Parish Clerk updated the council on the recent advisories received in relation to our water and heating systems at Foxfield Pavilion. It was agreed that an independent full assessment is required which will include compliance with regulations, underfloor heating system, the advisories and evaluation of our gas heating boiler. Once this has taken place and a report has been received, it will be discussed in greater detail. This assessment will be carried out as soon as possible to avoid any inconvenience in the use of sport facilities.

Action: Parish Clerk

24/168

Community Events

168.1 Final calculations for summer fest made a loss of £2327.44 however, combining this with the bar sale profits during this event, our loss is £200. We decided to increase our entertainment this year at no charge to the public for the community to enjoy however, we need to consider reducing this next year to ensure we are within budget

168.2 The firework event was a success, 2 stall holders cancelled last minute however, the community still had a good choice of food stalls to purchase from. Donations from stall holders are still coming in, donations from the community on entry at the gate, we received £3800. In 2023, we received £4100 so donations are dropping. Fireworks, Skip & First Aid total £4343. An accurate record will be presented at the next parish council meeting in December where stall holder donations from takings will have been completed.

The firework event consists of volunteers collecting donations, setting up the event earlier in the day, marshalling during the display and tidying up including litter pick on the Sunday. Perhaps we ask the community for volunteers to assist in future. We also need to consider how we can increase donations to enable us to continue putting these events on for our community.

The Assistant Clerk reported that 1 resident complained about the parking and 2 residents have requested for a drone or silent firework display considering anxious pets but also members of the public sensitive to loud noises. The council have suggested we receive quotations in for these options

Following two successful community events this year, the council discussed the need to stay within budget in 2025 and aim to break even

Action: Assistant Clerk

168.3 Cllr J Bainbridge met with a local resident, Woodland View Primary School and Fairfields School to discuss how we can use the boards in our play parks. They would be particularly beneficial to children with learning difficulties and vulnerable adults, members of the public where English is their second language. Total cost of the boards to attach onto the fencing perimeter of each play park will cost approx £250. Possibility of funding from SEN grant schemes, LAPS (family and children) may have funding in their community budget or perhaps WNC. Council suggested we contact these options of funding in the first instance.

Action: Cllr J Bainbridge / Parish Clerk

168.4 The possibility of establishing a dog park at Lark Lane on the field adjacent to the allotments - No further update received

- 169.1 Cllr P French announced the appointment of a new Parish Clerk as of 1st January 2025 as discussed in 164.2 under Parish Clerk report. Another appointment has been made of a Facilities & Grounds Operative looking after buildings at Foxfield Pavilion and The Community Centre. This role will also include assisting with grounds.

Mid-year appraisals will start next week

It was noted that due to the government's budget announcement, the following needs to be considered:

- Labour costs need looking at due to minimum wage increase and the gap between employees and line managers.
- In regard to the NI cut, Cllr P French will speak to WNC and try to seek more information and funding available to assist parish councils with this

Staff cover 'on call' will be discussed at the next HR meeting

Neighbourhood Plan

- 170.1 Cllr A Millerchip updated the council on a recent meeting regarding the Neighbourhood plan. It was agreed to build into the plan the preservation of fields for agricultural use to preserve the separation between Quinton and Grange Park.

Environment (Inc Allotments & Contract 6)

- 171.1 Cllr A Millerchip will distribute the October report soon however, he reported that the estate looks good and the team are busy keeping on top of the schedule.
- 171.2 Dane from Brampton Valley Training came in to discuss the next stage of tree felling following Nicholson's recent tree marking in Alamein woods. Dane is currently using the trees in The Spinney for his training courses but anticipates he will complete the area by the end of this year and will then start on Alamein however, he won't start that until The Spinney has been completed including brash clearance

A Millership will discuss the community planting project with M Wilson next week for an update, The Parish Clerk confirmed we have received funding for this to go ahead from RAIN Project. The Spinney does not require re-planting as they are self-sets. The in-house team need to schedule in coppicing to be completed in The Spinney once Brampton Valley have completed their training. Assistant Clerk mentioned a resident's concern of logs and brash left following recent felling could lead to unwanted fire-setting in the area and that the plan of using the logs need to be actioned as part of the project.

Action: A Millerchip

- 171.3 Cllr J Bainbridge gave the following updates:

- Richmond care home has invited 20 members from the community lunch club to attend their Christmas lunch taking place on 18th December. They also have a Christmas fayre on 30th November of which K Ferrier and Cllr J Bainbridge will be attending to inform residents and visitors of events within Grange Park they may be interested in attending and if they need assistance with anything, they know how to contact us. Cllr J Bainbridge asked if any other councillors would like to attend and if so, to let her know
- The last litter pick on 2024 will take place on Sunday 1st December, we have received donated items such as brushes and litter picks from the community – thank you

5th Dec 2024
AM

- We have started a menopause group meeting in The Snug on the first Wednesday of each month which is going well. Our next session on 4th December will include a visit from DoTerra who will be showcasing their essential oils to benefit Women's health and Menopause
- I recently visited a PPG forum held at the Doctor surgery in Grange Park representing the parish council, a resident who is wheelchair bound notified the group of injuries sustained whilst trying to dismount a full height kerb as a car had parked across the dropped kerb. Cllr J Bainbridge was asked to report it to our local PCSO and inform the company who owns the vehicle of the obstruction they caused.
- Amazon will be using an area at Sixfields for delivery drivers to wait between deliveries during the busy Black Friday sale period.
- With Elections taking place in May, a report about the parish council, what we strive to achieve for our community and a bio from each councillor would assist the community when voting. Cllr J Bainbridge has offered to put this together.

Action: Cllr J Bainbridge

171.4 The Assistant Clerk reported that the steel bridge being installed at Wootton Brook is currently being manufactured and an update is expected on 19th November with the progress and a date of installation

Action: Assistant Clerk

24/172 Communication (website, social, media etc.)

172.1 Prior to the parish council meeting started, The Assistant Clerk gave a training session to the councillors on how to use the Intranet. Password protected areas have been set-up for Staff & Councillors. It was requested another area for HR is also set-up.

172.2 The website needs a tidy so documents can be found easily.

Action: Assistant Clerk

24/173 Correspondence

173.1 No further correspondence received.

24/174 Date of the Next Meeting

The next Parish Council Meeting will be held on Thursday 5th December 2024. There being no further matters to be discussed the Chairman closed the meeting at 9.50pm.

OUTSTANDING ACTION LIST NOVEMBER

Minute Ref:	Action	By Whom
163.1	To discuss the budget & organise a finance working group date	Parish Clerk
163.2	Code of conduct amendment	Parish Clerk
165.1	Cancel zoom subscription	Parish Clerk
165.1	Stock movement & management training	Cllr R Knott
165.2	To sign off bank statements for October	Chairman
167.2	Discuss & improve communication within Youth Club	Cllr J Thompson
167.3	Proceed with security of door & distribute quote to council for consideration	Asst Clerk
167.5	Proceed with Ricoh quote	Asst Clerk
167.6	Independent Assessment of our system at Foxfield	Parish Clerk
168.2	Receive a quote for a drone and silent firework option	Asst Clerk

168.3	Funding of communication boards	Parish Clerk/Cllr J Bainbridge
171.1	Circulate Environment report	Cllr A Millerchip
171.2	To discuss community planting & plan for the logs/brash in the woods	Cllr A Millerchip/Cllr M Wilson
171.3	Report accident to PCSO and company of vehicle blocking dropped kerb	Cllr J Bainbridge
171.3	Prepare for Elections in may with Bio of councillors and parish council	Cllr J Bainbridge
171.4	Receive installation date	Asst Clerk
172.1	Login details to councillors, create HR group	Asst Clerk
172.2	Tidy website	Asst Clerk

5th Dec 2024

A. Millerchip