

# GRANGE PARK PARISH COUNCIL

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

Parish Council: 01604 702938

## MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 6<sup>th</sup> OCTOBER 2016 AT THE COMMUNITY CENTRE, GRANGE PARK.

Present: Cllrs M Smith (Ch), Cllrs J Davies (V. Ch), M Aluko, A Huddart, K Clarke and C Fry.

Attending: Mrs T Sampson (Parish Clerk),

### 16/116 Public Questions

No Public Questions

### 16/117 County/District Councillors Report

117.1 Cllr Clarke updated the Council on issues affecting Northampton County Council. All the details can be viewed on their website. <http://www.northamptonshire.gov.uk/en/Pages/HomePage.aspx>

117.2 Cllr A Sadygov was unable to attend the meeting. No report received.

### 16/118 Apologies for Absence

118.1 Due to holiday and work commitments the following apologies were received and accepted: Parish Councillors S Allen, S Clifford, N Stansfield, A Walker, D Harris and A Millerchip.

### 16/119 Declaration of Members Interest

119.1 Cllrs M Smith and A Walker declared an interest in any matters relating to the Allotments at Lark Lane.

### 16/120 Minutes of the Council Meeting on the 8<sup>th</sup> September 2016

120.1 The Parish Council agreed and approved the minutes of the Parish Council meeting dated 8<sup>th</sup> September 2016 and the Chairman signed them as a true record after the following amendments were made:

114.2 *the word ordered should be changed on bullet point 3*

116.2 *Cost should read 'costs'*

116.4 *too should be replaced with 'to'*

120.2 No matters arising

### 16/121 Chairman's Report

121.1 No report as all matters are covered on the agenda.

121.2 A letter of resignation has been received and accepted from Cllr Simon Clifford. The Chairman asked the Parish Clerk to send a letter of thanks for all his hard work and commitment over the past year. The Parish Clerk was also asked to notify SNC of the Vacancy. **Action: Parish Clerk**

121.3 The Chairman informed the meeting that Prologis Director of Property visited Grange Park Parish Office last week to hand over a cheque for the purchase of a raffle prize for the summer event.

### 16/122 Parish Clerk's Report

122.1 The Parish Clerk advised the Council that a consultation document regarding making your voice heard on Precept Capping can be viewed and an online survey via <https://www.surveymonkey.co.uk/r/583WBQL>. It was noted the Northants CALC will be submitting a response on behalf of the whole county.

122.2 A meeting will be scheduled to meet with the Management Company of the Barra's Homes Site and an update will be given at the next Parish Council Meeting.

16/123

## Finance

- 123.1 The Parish Council approved the accounts that had been circulated to all Councillors prior to the meeting (Hardcopies were available at the meeting)

16/124

## Planning, Highways and Transportation

- 124.1 No Planning applications were received.
- 124.2 No planning approval or refusal decision notices were received.
- 124.3 The Parish Clerk reported that a meeting had been held with Matt O'Connell, Northampton Speeding Police Officer regarding speeding within Grange Park. He tabled a traffic survey report indicating the amount of vehicles that exceeded 20 mph at Bridge Meadow Way, Grange Park. Another survey was also done along Saxon Avenue. It was agreed that the Police would invite residents and Councillors to attend a speed awareness scheme and then they would be able to do their own speed monitoring. The invite has been circulated on facebook

16/125

## Community Centre, Foxfield & Bowling Green

- 125.1 Cllr A Huddart thanked the Parish Clerk and her team for their hardwork over the last couple of weeks to implement the issues listed below. The following written report has been circulated to all Councillors prior to the meeting. An overview of the café bar from May until the end of September 2016:

- Questionnaires /Customer reviews /Market Research were taken on board and the following items were identified to be changed and improved: Draught beer/ assortment of light snacks, alternative selection of beers in line with market data
- Researched new coffee machines and following negotiations, a three-week successful free trial we choose Thabo as our supplier and therefore we purchased the machine using New Homes Bonus Scheme Monies. This was agreed at an Extra-Ordinary Meeting of the Parish Council on 19<sup>th</sup> July 2016.
- Tchibo have also provided free a supply of dry goods for the coffee machine which will help us kick start our profit drive.
- Café/Bar Supervisor was appointed on a temporary basis and the revenue over the last few months has increased; events being organised and well attended. Staff reductions and training have been made to meet the demands of the business. Spreadsheets of Profit and Loss are available to view.
- Reviewed cost of goods and suppliers (now working closely with our local co-op store, Bookers and Dayle ). A review of prices has been undertaken and changes to cost prices /selling price have been implemented delivering improved profitability.
- Light snacks menu has been updated and range increased and special promotions are on offer most week's subject to availability
- Daily newspapers have been kindly donated to the café/bar from the co-op to encourage the morning trade.
- We have liaised with HRG a local Marketing company on Grange Park to look at creating a new Café Bar Logo & Brand for us including signage & leaflets to advertise our new services / offers and to encourage increased footfall. We have negotiated this new marketing strategy at NIL cost to the Council
- Creating a lighted walkway and entrance to the café/bar and repairing the blocked paving pathways across the current grassed areas, currently the scheme is with R&G for costings (further quote maybe required)
- Disabled facilities currently under review with an aim to provide a ramp at the rear of the Community Centre.
- Brought in Draught Beer (lager and Cider) into the café/bar on a trial basis from September 30<sup>th</sup>. All cooling equipment, POS equipment and glasses have been supplied free of charge.
- Redecoration of the café/bar has recently taken place and new cleaning processes have been implemented (including our "VIP" lounge area)
- New small coffee table to be ordered for the VIP lounge seating area.
- Design of branding/logos will be tabled at the meeting for your consideration and approval
- Staff recruitment drive is currently being advertised.
- The following events have been been planned (and other suggestions are welcome) :
  - Macmillian Coffee Morning (cakes were donated by Cllrs Huddart/Clarke and Parish Office team)
  - Monthly Quiz – 12<sup>th</sup> October
  - Table top Christmas Fayre – 26<sup>th</sup> November – Café/bar doing snacks and refreshments
  - Also renting out tables to small local businesses for a cost of £10
  - End of School Christmas Disco (visit by Father Christmas)
  - Planning a leaflet drop
  - The purchase of a Rinse Glass Cleaner and Butchers Block were approved – Est cost £200

- 125.2 The Parish Council approved the expenditure to purchase an extra coffee table for the café bar at a cost of £70.

- 125.3 The Parish Council considered two quotes for the cost of circulating and printing off leaflets to all residents within Grange Park promoting the use of our facilities at both the Community Centre and Foxfields. The Council agreed to appoint Mrs L Swarbrick to deliver the leaflets at a cost of £160 and the printing by a local resident of £60 – total costs of £220.
- 125.4 The Chairman informed the Council that the Youth Club was going from strength to strength and that they may consider closing the attendance book to any more youths due to the numbers that are attending each week.
- 125.5 It was noted that on the 30<sup>th</sup> September the wall had been knocked down within the main hall to create more storage space. Invoice for these works are still awaiting.

#### **16/126 Administration & Staffing**

- 126.1 It was agreed that the Vice-Chairman and the Parish Clerk would look at job descriptions and current roles to make some budget requirements.
- 126.2 The Parish Clerk reported that a candidate has been interviewed and offered the position of Weekend Caretaker on a three probation period. His training sessions will start next week. This position will be on a job-sharing rota with all the other caretakers.

#### **16/127 Environment**

- 127.1 A list of all works were circulated to Councillors prior to the meeting for information. The Parish Council considered the following proposal:
- Quote received to repair the footpaths at Foxfields. The Council asked for the Parish Clerk to obtain another quote as a comparison. **Action: Parish Clerk**
  - Quote received to Construct a pathway access to the Community Centre. This quote was agreed and the Parish Clerk asked to proceed with the works. **Action: Parish Clerk**
  - It was also noted that a memorial plaque and Mountain Ash tree had been planted near the Community Centre in memory of one of our Councillors Stuart Ash who passed away suddenly at the beginning of the year.
  - It was agreed to ask the Café Bar working Group to look at neon signs for the entrance of the café/bar located at the Community Centre. **Action: Café Bar Working Group**
- 127.2 The Parish Clerk reported that a non-material planning amendment has been submitted but SNC require more details. It was also noted that a meeting has been scheduled for Friday 7<sup>th</sup> October to discuss the proposed vehicular access with Lark Lane allotments. An update will be given at the next Parish Council meeting in November.
- 127.3 The Parish Clerk informed the Council that a meeting has been scheduled with Tom Major, Facilities Manager at Clipper Logistics regarding the refuse being left at the bus stops along Saxon Avenue. **Action: Parish Clerk**

#### **16/128 Communication**

- 128.1 It was noted that the Parish Council needs to visit Towcester Town Council and see what their views are on using 2commune as a webmaster.
- 128.2 It was noted that all the fireworks have been booked, St Johns Ambulance, Funfair rides, BBQ and Bar has also been arranged. The Parish Council have asked for some volunteers from the Community.
- 128.3 Cllr A Huddart tabled the glossy leaflet outlying all the proposed logos. After a brief discussion, the logo was approved and Cllr A Huddart was asked to get these transposed onto the leaflets ready for circulation. **Action: Cllr A Huddart**
- 128.4 The Parish Council considered the cost of advertising in the SNC review which gets circulated to 33,000 residents within South Northants District. Due to the cost the Parish Council agreed to decline and ask the Parish Clerk to let SNC know the outcome. **Action: Parish Clerk**

#### **16/129 Correspondence**

- 129.1 All matters of correspondence have been dealt within the meeting.

#### **16/130 Administration & Service Request**

130.1 No request received.

**16/131 Date of the Next Meeting**

131.1 The next **Parish Council meeting will be held on the 3<sup>rd</sup> November 2016 at 7.30pm** in the Small Hall at the Community Centre.

There being no further business the Chairman closed the meeting at 10.00pm.

*List of Actions*

| <b>Minute Ref:</b> | <b>Action</b>                                | <b>By Whom</b> |
|--------------------|----------------------------------------------|----------------|
| 121.2              | Letter to Cllr Simon Clifford – Ref: Vacancy | Parish Clerk   |
| 127.1              | Quote for repair at paths at Foxfield        | Parish Clerk   |
| 127.1              | Refuse at Clipper Bus stops                  | Parish Clerk   |
| 127.1              | Entrance to Community Centre                 | Parish Clerk   |
|                    |                                              |                |