



## EXTRA-ORDINARY PARISH COUNCIL MEETING MINUTES – 5TH AUGUST 2025

In the absence of a General Meeting in August 2025, by agreement, and the general meeting held in July 2025 being non-quorate, the Council convened a limited agenda Extra-Ordinary Council Meeting on.

**Tuesday, 5<sup>th</sup> August 2025 at 18.00hrs**

**1. Attendances**

**Councillors Present.** Cllrs Moloney (Chairman), Jackman, Scanlon, Martindale

There were no declarations of disclosable interests

**Members of the Public present.** none

**2. Minutes of last meeting,** held on 22<sup>nd</sup> July 2025, were agreed & signed by the Chairman.

**3. Matters deferred from previous meetings:**

a. Mower service – Supplier agreed. Cllr Jackman to obtain the VAT invoice.

b. Playground & ground works.

It was accepted that the overall project would best be divided into three phases. The Chairman agreed to take on the role of project manager for all three phases as set out below.

- i. Reconstitute localised areas of ground surface damage most affected by sub-standard specification and installation of recent works and dry weather –  
It was agreed to authorise the ordering of sufficient top soil and grass seed to render all areas visually inviting and safe.  
The Chairman had contacted three ground works specialists and undertook to implement their expertise and advice as soon as possible. She was authorised to order top soil, grass seed and hose pipe.  
The council noted with thanks the provision of safety fences and signage by EKFB (HS2) to isolate the play area during works.  
It was agreed to authorise the commission of regular, on-going maintenance using local professional expertise for sustainable acceptability of standards.
- ii. Procure one or two (subject to budget) new items of equipment to maximise community provision of an active, healthy, outdoor play facility –  
The Chairman and Cllr Scanlon had canvassed a wide range of young residents especially those using the current facility, to establish their preferences. The Seven play equipment providers had been invited to quote with five attending site and developing options with the Chairman.  
She made a visual presentation of all options to include specifications, safety inspections, lead time and pricing.  
She confirmed the funding plan utilised several third-party grants already committed, the VAT reclaim and council reserves earmarked for a playground upgrade.  
Cllr Jackman proposed council accept the option most closely matching council selection criteria of maximising the user demographic (in age range 7 to 15), provision of a wide variety of adventure, co-operation and problem-solving play in the pursuit of exciting, healthy outdoor activity.  
Cllr Scanlon seconded. Vote unanimous to accept & proceed. The Purchase Order should be submitted by end week.  
The Project Proposal (council Procurement Policy CP24) would be posted to web site in due course.  
The Chairman will monitor and report progress at next meeting.

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- iii. Consider a major capital outlay for a modern playground within current area with multiple safety compliant assets –  
This would require significant third-party grant support and will be developed over the next financial year.
  - c. To restrict scope of the Procurement Policy CP24 – agreed to limit scope to acquisitions of value between £500 and the threshold for invoking the Public Contracts Regulations 2015. The risk of unilateral, unauthorised commitment of council funding, identified at fiscal risk assessment, to be mitigated by mandatory use of the Rapid Response Protocol for acquisitions below the £500 threshold and subject to standing council Financial Regulations CP11.
  - d. To ratify Safeguarding Policy CD27 under emergency protocol for grant application - so ratified, unanimous.
  - e. That new guidance on statutory functions be incorporated into Standing Orders (ref: BALC email 11/7/25 circulated) – so agreed, unanimous.

**4. Open Forum for Members Only (under adjournment) -** for councillors to bring items to go on the agenda for discussion at the next meeting.

It was generally agreed the degree of dog fouling on the playing field was becoming increasingly unacceptable. Resolved to investigate legal options of enforcement and access restriction.

To define any PRowS across the field.

To establish the extent of current leased areas.

**5. Date of Next General Meeting - to confirm 23<sup>rd</sup> September 2025.** – confirmed.

Signed as a true and accurate record.

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Cllr Moloney, Chairman presiding.

Dated .....