

## DRAFT MINUTES

# Cranford Parish Council

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### Minutes of the Meeting of Cranford Parish Council held at Cranford Memorial Hall on Thursday 23<sup>rd</sup> March 2023

**Present:** Cllr A Gorton (Vice-Chair, acting as Chairman for the meeting), Cllr F Gallagher, Cllr T Martin, Cllr I Jones, Cllr S Holford, Cllr Mark Rowley (NNC Ward Councillor)  
Pat Bird (Clerk)

**22/0103** Apologies were received from Cllr S Pickard (holiday), Cllr N Bradley (illness). Both apologies were approved.

**22/0104** It was **RESOLVED** that the Minutes of the Meeting of the Parish Council held on 26<sup>th</sup> January 2023 be approved as an accurate record of the meeting. These were subsequently signed by Cllr Gorton.

**22/0105** Matters arising from the Minutes not included on the Agenda, for report only  
22/055 Grafton Underwood Parish Council has made a contribution of £207.14 towards the Clerk's administration costs.  
22/095 – Response was submitted to the Local Government Boundary Commission saying that having lost part of the Parish of Cranford to Kettering, Barton Seagrave and Burton Latimer following the Kettering Borough Re-organisation of Community Governance Order 2020, the Parish Council requests that the remaining part of the parish of Cranford is not consumed into one of the urban parishes but maintains its rural identity and forms part of a rural ward with other small rural parishes. Also, whilst Cranford is represented by 3 Ward Councillors, in reality it is represented by one therefore could the new rural ward just have 1 Ward Councillor to increase accountability and to strengthen the relationship between the Councillor and the residents.

**22/0106** No declarations of pecuniary or prejudicial interests in relation to any items on the agenda were raised by any of the Parish Councillors.

#### **Public participation**

**22/0107** A resident has reported that the wooden seat on the elevated footpath is broken. Cllr Gallagher will assess the damage and advise the Clerk of any required actions.

A resident has reported that the High Street is overgrown and the brambles etc need to be clipped back near the Millennium bridge. The Clerk will contact Mark Robinson regarding the High Street

Someone has reported that the Right of Way through the landfill site appears to be closed with a diversion put in place, but a formal closure notice has not been applied for. Also, it was reported that the lorries appear to have stopped visiting the site on a daily basis. The Clerk will clarify with Ken Yarrow at Suez. Cllr Jones will check the diverted route of the Right of Way

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**22/0108** Cllr Rowley reported that the NNC Conservative Group had submitted a response to the Boundary Review proposing that the Ise Ward, comprising Cranford, is represented by two Councillors rather than the current three.

Cllr Rowley will advise the Clerk if he is able to contribute financially towards the assistive listening solution from the Member Empowerment Fund.

Cllr Rowley outlined proposed changes to the Planning Scheme of Delegation and to the Planning Committee structure. The Clerk attended the presentation given by Rob Harbour NNC's Assistant Director Growth & Regeneration and will share the slides with the Parish Councillors.

The Clerk asked if Cllr Rowley could assist with issues of getting the streetlights repaired as progress seems to be slow. Cllr Gallagher mentioned that further streetlights had been reported as not working. Cllr Gallagher will check the reported streetlights and advise the Clerk. Cllr Rowley asked the Clerk to pass on details of any issues with getting streetlights repaired.

### Governance matters

**22/0109** The updated Risk Management Policy was reviewed, and it was **RESOLVED** that the updated Risk Management Policy be adopted.

### Finance matters

**22/0110** It was **RESOLVED** that the Cash Book as of 16<sup>th</sup> March 2023 be noted with the B/F amount of £14,783.93. It was **RESOLVED** that the Budget Spend as of 16<sup>th</sup> March be noted. The Clerk reported that as of 31<sup>st</sup> March, there was expected to be a balance of £14,227.94.

The Clerk reported that whilst the precept amount for Cranford Parish Council for 2023/24 is the same as it was for 2022/23, the Council Tax Base for Cranford has reduced from 166 for 2022/23 to 163 for 2023/24. This reduction increased the amount due for the Cranford Parish element of the Council Tax bill for 2023/2024.

**22/0111** Cllr Martin reported that she had completed the October 2022 / November 2022, December 2022 / January 2023, and February 2023 / March 2023 Internal Control checks and everything was in order. The checks covered bank reconciliation against bank statements, income received, invoices, orders for invoices, receipts for Clerk's reimbursement, Clerk's payslips, details of VAT claimed and/or VAT to be claimed.

**22/0112** It was **RESOLVED** that the Finance Report as of 16<sup>th</sup> March 2023 be noted and that the Schedule of Payments, as listed below, be approved

<b>Approved Schedule of Payments</b>			
<b>Payee</b>	<b>Description</b>	<b>Amount (£) inc VAT</b>	<b>Legislation</b>
PM Bird (Clerk) / HMRC	March Salary	316.99	Local Government Act 1972 s.112
PM Bird (Clerk)	Reimbursement for mobile phone top up and printer paper	34.45	Local Government Act 1972 s.111

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PM Bird (Clerk) / HMRC	April Salary (due 25 <sup>th</sup> April)	316.99	Local Government Act 1972 s.112
Clockwise Restorations	Servicing of St Andrews Church Clock	185.00	Parish Councils Act 1957, ss2 and 6
Ampetronic invoice SO1004894	Assistive Listening System	1596.46	Equality Act 2010
NCALC Invoice 2680	Training Course	36.00	Local Government Act 1972 s.111

- 22/0113** Following consideration of the quotation for the replacement of three stiles with pedestrian gates/ kissing gates it was **RESOLVED** that the next steps be
- a) The Clerk to obtain a second quote; b) The Clerk to seek permission from the relevant landowners; and c) The Clerk to identify any potential external funding sources for this

### Planning matters

- 22/0114** The Clerk reported that notice of a planning application for full planning permission for the erection of an outbuilding to the rear of Mill Barn High Street had been received on the morning of the Parish Council meeting. Details were not available on the NNC website at this time. Once they are available, the Clerk will forward the details to the Parish Councillors for comments.

### Project updates

- 22/0115** The Clerk reported that progress on the Cranford Maintenance Programme had stalled due to the weather and limited availability of the Clerk. Cllr Gallagher and Cllr Jones offered to help the Clerk with this project. It was **RESOLVED** that the next steps be that the Clerk contacts those residents who had volunteered to help; involves Cllr Gallagher and Cllr Jones; and contacts local businesses / NNC who may be able to carry out some of the tasks; to try and get some of the tasks completed.
- 22/0116** Cllr Gallagher reported that he had managed to download the data from the speed signs and the data is confirming the views of the Parish Council in that traffic is increasing and also that there is a speeding issue in Cranford, especially near the school.
- It was **RESOLVED** that the next steps be
- a) Cllr Gallagher provides they key data for publication on the Parish Council website; b) the Clerk to send the key data to the school and the Safer Roads team; and c) the Clerk applies for funding for a third speed sign for the entrance to Cranford on Cranford Road, this time looking at a solar option as currently the batteries are being recharged and changed weekly
- 22/0117** Cllr Gorton reported that following the meeting with Chris Langdon, Project Director, Hanwood Park, Chris has said that the Parish Council proposals are being considered as part of the plans for walking and cycle routes together with the NNC walking and cycling plan, and the proposed new 10A junction on the A14. Cllr Gorton stated that although the final outcomes were a little way off, she was encouraged by the fact that the Parish Council's plans were being taken into consideration now rather than as an afterthought when development had finished. Cllr Gorton will continue to work with Chris with a view of getting some quick wins completed, i.e., making some

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of the boggier paths more usable to keep users on the designated footpaths and not stray onto the agricultural land, and to explore the possibilities of a footpath on the edge of the field parallel to Cranford Road where there is no footpath.

**22/0118** Cllr Gorton demonstrated the new assistive listening system. Both Cllr Rowley and Cllr Holford tried the receivers and commented how clear the assisted sound was. Unfortunately, Cllr Bradley was unable to attend the meeting due to illness, but he sent his thanks to Cllr Gorton for getting this system in place and is looking forward to using it at the next Parish Council meeting.

### Other matters

**22/0119** Cllr Pickard has stated that he will not be seeking re-election as Chairman of the Parish Council at the annual meeting in May. Cllr Gorton advised the Council that a chairman will need to be elected in May so asked everyone to consider whether this is something they would like to take on.

**22/0120** The Clerk reported that

a) The internal audit to be carried out by the NCALC Audit Service has been arranged for Tuesday 2<sup>nd</sup> May 2023

b) Cranford Parish Council has been selected by PKF Littlejohn, its external auditor, for an intermediate review for 2022/2023 reporting year as part of the required 5% sample

c) The Parish Council's adoption of the Grafton Road telephone box is now complete. The Clerk will add this to the Council's Asset Register.

d) Public footpaths GF8 and GF19 are closed until the works to which they relate has been completed or until midnight on 4<sup>th</sup> February 2025, which is sooner. Full details are on the council's website <https://cranfordparishcouncil.uk/news>

e) Potholes initially reported were due to be fixed by 9<sup>th</sup> March. Councillors replied that many more potholes have appeared. The Clerk will check if these have been reported on Fix My Street and if not, report them.

**22/0121** It was **RESOLVED** that the dates for the Parish Council meetings for 2023-2024 be Thursday 25<sup>th</sup> May 2023, Thursday 27<sup>th</sup> July 2023, Thursday 28<sup>th</sup> September 2023, Thursday 23<sup>rd</sup> November 2023, Thursday 25<sup>th</sup> January 2024, Thursday 28<sup>th</sup> March 2024, subject to the Memorial Hall being available. Once booked, the Clerk to send the dates of the meetings as calendar invites to the Parish Councillors and Ward Councillors

**22/0122** It was **RESOLVED** that the Annual Parish Meeting will be held on Thursday 25<sup>th</sup> May 2023, before the Parish Council annual meeting and that the format of the Annual Parish Meeting would be the same as last year, i.e., reports from the Chairman of the Parish Council, the School, Village Hall Committee, St John's Church, and the WI

**22/0123** The meeting closed at 20:10