

DRAFT MINUTES

CRANFORD PARISH COUNCIL

Clerk Pat Bird

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Minutes of the Annual Meeting of Cranford Parish Council held at Cranford Memorial Hall on Thursday 25th May 2023

- Present:** Cllr Stephen Pickard (Chair), Cllr Alison Gorton (Vice-Chair), Cllr Fergus Gallagher, Cllr Neil Bradley, Cllr Ian Jones, Pat Bird (Clerk)
- Two residents, one left after item 23/007 and the other was asked to leave before item 23/023 b)
- 23/001 Cllr Alison Gorton was elected chairman for the forthcoming year, and subsequently signed her declaration of acceptance. It was **RESOLVED** that the Chairman's board be updated.
- 23/002 Cllr Stephen Pickard was elected vice-chairman for the forthcoming year.
- 23/003 Apologies received from Cllr Trudy Martin and Cllr Stewart Holford were approved. The Unitary Ward Councillors sent their apologies as they were required to attend the NNC Annual Meeting.
- 23/004 It was **RESOLVED** that the Minutes of the Council Meeting held on 23rd March 2023 be approved as a correct record and these were subsequently signed by Cllr Gorton, as chairman
- 23/005 The following **matters arising** were noted:
- 22/107 Mark Robinson has advised he will contact the tenant who is responsible for maintaining their garden
- Ken Yarrow has passed the query re the diverted ROW onto the planners employed by Suez
- The lorries to the landfill site were stopped due to the poor weather but are due to resume, if they haven't already
- 22/108 The Clerk has contacted NNC for a map of streetlights they maintain in Cranford and the condition of these streetlights, i.e. working or not and if not, when are they likely to be working. The map the Clerk is currently using shows 37 street lights but there are some which haven't been working for ages
- 22/121 When booking the meeting dates for next year with the Memorial Hall, the Clerk was advised that the Parish Council will be required to pay for the Memorial Hall's heating costs for the Parish Council meetings. The Memorial Hall was not available any Thursday in November, and John Ross kindly agreed that the Parish Council could use the Church room for its November meeting.

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23/006 No declarations of interests were received in relation to any items on the Agenda

Public participation

- 23/007 a) A resident outlined their concerns for speeding in the High Street and along Grafton Road, with their chief concern being safety. There have been accidents and collisions and although no serious injuries or fatalities, more needs to be done to reduce speeding through the village. Whilst the chicane in the High Street restricts the speed of traffic in the dip if there are simultaneous opposing flows of traffic the chicane does not calm speeds of traffic approaching the chicane itself. The resident asked if there was any speed monitoring through the village and offered to help with this. Cllr Fergus Gallagher shared some speed monitoring data which had been collected from the vehicle activated signs in Rectory Hill and in the High Street before the school. It was explained that the Parish Council intend to use the data collected to apply for further funding from the Police & Fire Commissioner Road Safety Fund for another vehicle activated sign on the Cranford Road entrance to the village. Also the Parish Council will share its data with the Road Safety team in an effort to have the Police speed van or some other speed enforcement activity in place in Cranford. The Parish Council had previously been advised that whilst it could have 20mph signs in the High Street, these would not be enforceable.
- b) Peter Quincey, a former Clerk to Cranford Parish Council, planted a tree as you come out of Crarves, along the bridge. There used to be a plaque but this is missing and Peter Quincey's daughter has enquired as to how to get this replaced. The Clerk will contact Peter Quincey's daughter to establish the tree in question and obtain quotes for a plaque to be considered at the next Parish Council meeting.
- c) The state of the Village Green was discussed. The grass is higher than the seat and the Clerk was asked to check with Kier exactly which areas are cut by the contractor and when.
- d) A resident has offered to supply, install and plant two planters in front of the village gateway on Rectory Hill. The resident will also maintain the plants. The Clerk was asked to confirm the sizes of the planters with the resident.
- e) An interested party against the Kettering Energy Park development has been involved in producing and distributing the leaflet Industrial Development Proposal at Kettering Energy Park and is hoping the Parish Council will be submitting a response to the Draft Masterplan consultation
- f) Numerous complaints/comments have been received regarding the potholes on Thrapston Road. Although the Parish Council had been advised that these would be repaired by now, no repairs had been undertaken. The Clerk has reported these again via Fix My Street
- g) A member of the public has complained about footpath GF10 which is so overgrown that it is difficult to follow. The person also reported this via Fix My Street.

23/008 The Unitary Ward Councillors were unable to attend the meeting and no report was received

Governance Matters

23/009 The Code of Conduct was reviewed and the seven principles of public life, i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership were acknowledged

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23/010 Following a review, it was **RESOLVED** that the Scheme of Delegation to the Clerk, adopted in September 2021, be retained.

23/011 Following a review, it was **RESOLVED** that

- a) the Standing Orders, adopted in January 2023, be retained, and
- b) the Financial Regulations, adopted in August 2019, be retained

Representative appointments / memberships

23/012 It was **RESOLVED** that the Clerk be appointed as the Council's Police Liaison Representative for the forthcoming year

23/013 It was **RESOLVED** that membership of

- a) Northamptonshire County Association for Local Councils (NCALC), and
- b) Society of Local Council Clerks (SLCC)

be approved and that payment subscriptions be approved when they become due

Finance Matters

23/014 As Cllr Alison Gorton and Cllr Stephen Pickard, the bank signatories / authorisers, were elected to the roles of Chairman and Vice-Chairman respectively, it was **RESOLVED** that no changes to the bank signatories / authorisers were required

23/015 Following consideration of the quotes received for Parish Council insurance, it was **RESOLVED** that the cheaper quote should be pursued, subject to this meeting the needs of the Parish Council and there being no issues with moving from the current insurance provider.

23/016 It was **RESOLVED** that the Finance Report as at 24th May 2023 showing the balance of £26,024.54 be noted and that the Schedule of Payments, listed below, be approved.

Schedule of Payments

Payments to be made

Payee	Description	Amount	Legislation
PM Bird (Clerk) / HMRC	May Salary	£316.99	LGA 1972, s112
PM Bird (Clerk)	May Reimbursement	£83.38	LGA 1972, s112
NCALC - Invoice 2804	NCALC Membership, IAS, DPO	£552.75	LGA 1972, s143
PM Bird (Clerk) / HMRC	June Salary	£316.99	LGA 1972, s112
	Parish Council insurance		LGA 1972, s111
	Updating of Chairman's board		

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Annual Governance and Accountability Return (AGAR)

23/017 It was **RESOLVED** that

- a) the Annual Internal Audit Report in the AGAR be noted; the Internal Report 2022/2023, produced by Northants CALC Ltd Internal Audit Service be noted
- b) the Year End Cash Book 2022/23 (Receipts and Payments) be approved;
- c) the eight statements in the Annual Governance Statement 2022/23 be confirmed as 'Yes' and the completed Annual Governance Statement 2022/23 be approved and be signed by the Chairman and Clerk;
- d) the Accounting Statements 2022/23 be approved;
- e) the Certificate of Exemption be approved and be signed by the Responsible Finance Officer (the Clerk) and the Chairman;
- f) the dates for the exercise of electors rights re inspection of the annual accounts be noted as 12th June 2023 to 21st July 2023

Planning Matters

23/018 It was **RESOLVED** that the Council raises no objections to North Northamptonshire Council for the planning applications

a) [NK/2023/0229](#)

44 High Street Cranford - Full Planning Permission

Conversion of loft to habitable accommodation with rear dormer roof extension

b) [NK/2023/0192](#)

5 St Andrews Lane Cranford - Application for Listed Building Consent

Remove door, window and stonework to front of porch and replace with double doors. Replace window to side of porch

c) [NK/2023/0284](#)

16 High Street, Cranford - Full Planning Permission

First floor rear extension and additional window to side elevation

Other Matters

23/019 It was **RESOLVED** that Cllr Alison Gorton attend NCALC training for her new role as Chairman, and that Cllr Fergus Gallagher attend the NCALC Off to a Flying Start course. The Clerk is continuing with their CiLCA portfolio.

23/020 It was **RESOLVED** that the current projects be progressed as follows

- a) The bench on the elevated footpath to be repaired, the materials cost of this being approximately £150 with Cllr Fergus Gallagher leading this
- b) The Village Maintenance Programme to be progressed, with overgrown greenery cut down, planters installed at the village gateways, and missing trees replaced within the approved budget
- c) Siting of three Royal Oaks to be agreed
- d) The 3 stiles on the footpath across Grafton Road to be replaced with kissing gates / pedestrian gates, with external funding if possible
- e) Connecting communities – a representative from Hanwood Park to attend a future Parish Council meeting to provide an update

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- 23/021 It was **RESOLVED** that the projects for the forthcoming year be
- a) Kettering Energy Park, with Cllr Stephen Pickard the lead
 - b) New vehicle activated sign on Cranford Road leading into the village from Hanwood Park, with Cllr Fergus Gallagher the lead
 - c) Working with new NNC contractor to identify affordable improvements to the grass and shrub cutting arrangements, with the Clerk as the lead
 - d) Working with Highways to identify possible improvements to parking at Orchard Fields, with the Clerk and Cllr Bradley the lead
- 23/022 The Chairman, on behalf of past and current councillors and clerks, presented Cllr Stephen Pickard with a small gift as thanks for his 12 years of service as Chairman of Cranford Parish Council.
- 23/023 The Clerk reported
- a) they had submitted the Council's response to the Kettering Energy Park Draft Masterplan consultation
 - b) **Confidential item**
a complaint that had been received. With limited powers, the Clerk contacted the PCSO who advised that the complainant could log a call via 101. The Clerk also contacted NNC who advised that there was nothing they can do as it was a civil matter.
The Parish Council instructed the Clerk to contact the complainant and advise them that there is nothing the Parish Council can do within its limited powers and that the Clerk should, on behalf of the Parish Council, close this matter.
- 23/024 The date of the next scheduled meeting was noted as 27th July 2023.
- 23/025 The meeting was closed at 8:40pm

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