

## DRAFT MINUTES

# CRANFORD PARISH COUNCIL

Clerk Pat Bird

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### Minutes of the Meeting of Cranford Parish Council held at the Church Room, St John's Church, Cranford on Thursday 23<sup>rd</sup> November 2023

- Present:** Cllr Alison Gorton (chairman), Cllr Stephen Pickard (vice chairman), Cllr Stewart Holford, Cllr Ian Jones, Cllr Trudy Martin, Pat Bird (clerk)  
Chris Langdon and James Hughesman from Hanwood Park for item 23/056  
4 residents
- 23/056 Cllr Alison Gorton welcomed Chris Langdon and James Hughesman from Hanwood Park. Chris briefly talked through the presentation boards that were used for the Hanwood Park public exhibition in October. Chris stated that he will be undertaking a risk assessment in the spring to establish whether it would be possible to reopen one of the closed footpaths between Hanwood Park and Cranford. Chris invited the parish councillors to join him on walking the footpaths in advance of the risk assessment. Chris added that the parish councillors would be welcome to join any of the task and finish groups seeking to deliver benefits to the local communities.
- 23/057 Apologies weren't received from Cllr Fergus Gallagher.  
Apologies were received from Cllr Mark Rowley.
- 23/058 It was **RESOLVED** that the minutes of the council meeting held on 28<sup>th</sup> September 2023 be approved as a correct record. The minutes were subsequently signed by Cllr Gorton, as chairman
- 23/059 There were no matters arising from the minutes which were not included on the agenda.
- 23/060 No declarations of interest, in relation to items on the agenda, were received.
- 23/061 An expression of interest in becoming a parish councillor for Cranford had been received from Paul Wilcox, a resident of the parish. Paul was unable to attend the meeting. He has worked with Cllr Stephen Pickard previously. The clerk, in a different role, has worked with Paul previously. Paul was co-opted to the council acknowledging that his experience and knowledge would be a great asset to the council.
- Public participation**
- 23/062 Four residents addressed the council raising their concerns about the planning application consultation process. Firstly, a public notice had not been posted in the vicinity of the property

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subject to planning application NK/2023/0661 and secondly, consultation letters had not been sent to all the neighbouring properties. Apart from the process itself, the main concerns raised were the proposed iron railings to the front of the property, the location of the proposed garage and the impact of any works on an area with restricted visibility.

23/063 The Unitary Ward members were unable to attend the meeting and no report was provided.

### Finance Matters

23/064 Having considered the 2023/2024 Local Government Services Pay Agreement, it was **RESOLVED** that this be implemented, increasing the clerk's pay by £1 per hour.

23/065 The clerk has requested a three-month extension for completion of their CiLCA portfolio due to personal circumstances. It was **RESOLVED** that the cost, i.e. £50, of the three-month extension be approved.

23/066 The clerk explained that since the last council meeting only the payment of the clerk's salary for October has been made and that they were awaiting two further invoices this month. The clerk will send the finance documents to the internal control councillor after the end of the month for them to complete the internal control checks. It was **RESOLVED** that the internal control member completes the internal control checklist and that it is emailed to all the members.

23/067 It was **RESOLVED** that:

- a) the Cash Book as of 31<sup>st</sup> October 2023 showing the balance of £22,924.01 be noted;
- b) the Budget Monitoring report as of 31<sup>st</sup> October 2023 be noted, and that it be acknowledged that expenditure in such areas as training and development, council owned asset maintenance, village maintenance, and capital projects will be incurred in the next few months;
- c) the Bank Reconciliation as of 31<sup>st</sup> October 2023 be noted; and that
- d) the Schedule of Payments presented, listed below, be approved

### Schedule of Payments

#### Payments to be made

Payee	Description	Amount	Legislation
PM Bird (Clerk) / HMRC	Backdated pay award	£175.00	LGA 1972, s.112
PM Bird (Clerk) / HMRC	November Salary	£341.99	LGA 1972, s.112
PM Bird (Clerk)	November Reimbursement	£44.99	LGA 1972, s.111
NCALC	Training – invoice 3338	£30.00	LGA 1972, s.111
SLCC	CiLCA invoice QL202213-2	£50.00	LGA 1972, s.111
PM Bird (Clerk) / HMRC	December Salary	£341.99	LGA 1972, s.112

23/068 The council's responsible financial officer presented the budget proposal for 2024-2025, explaining the rationale behind the proposed figures, notably for web hosting and domain with the need to look at a longer term solution with possible need to have a .gov.uk domain, and for village

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maintenance with the repainting of the two footbridges. Following consideration of the budget proposal, it was **RESOLVED** that the council's proposed budget of £13,830 for 2024-2025 be approved.

23/069 Following consideration of the council's planned expenditure for 2024-2025, it was **RESOLVED** that the precept required by the council for 2024-2025 be set at £12,015, supplemented by £1000 from earmarked reserves for village maintenance projects, £600 underspend from the current financial year, and £215 from Grafton Underwood Parish Council (its contribution towards the clerk's administration costs). The precept of £12,015 represents an increase of 0.2% on the precept for the current financial year.

### Planning Matters

- 23/070 a) [NK/2023/0625](#)  
30 High Street, Craford, NN14 4AA  
Single storey side and rear extension (resubmission of NK/2023/0384 to include window to front elevation)  
Full Application  
Following consideration, it was **RESOLVED** that no objections be raised to this planning application. The council previously raised no objections to NK/2023/0384 and it had no objections to the inclusion of the window to enable the internal spaces to benefit from natural light during the day and reduce energy usage associated with those spaces.
- b) [NK/2023/0661](#)  
3 Duck End, Cranford  
Single storey side extension and detached double garage with stone facing to front of dwelling and fence to front boundary  
Full Application  
Having listened to the clerk read the three written submissions, and taking into consideration the comments made regarding this application in the public participation session, and considering the application itself, it was **RESOLVED** that
- a) The clerk contact NNC Planning to raise concerns regarding the planning application consultation process, i.e. no public notice posted in the vicinity of the property, not all neighbours had been consulted, and that a Heritage Impact Assessment was expected as the property is in a conservation area.
  - b) Whilst the council has no objections in principle to the proposed development, concerns are to be raised regarding the proposed iron railings, proposed location of the garage, and impact of any works on an area with limited road visibility. The proposed front boundary railings are not in character with the front boundaries of other properties in Duck End and would be a visually dominant feature in this part of the Cranford conservation area. Neighbouring properties have low stone walls, hedging, or nothing on their front boundaries. The proposed location of the garage is of concern as from the plans it appears to be on the property boundary. The visibility on the road near the property is hampered by the bend and concerns were expressed that this may further be hampered by works on this proposed development.

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23/071 Cllr Pickard reported that he and the clerk attended the NNC Executive Advisory Panel (EAP) Planning Communities meeting at the Corby Cube on 15<sup>th</sup> November where the Kettering Energy Park was the main item on the agenda. The meeting attracted a lot of public interest. The promoters' presentation didn't address the concerns of the community, inadequate public consultation was acknowledged by the promoters and by the EAP and it was clear that a lot of work needs to be done to find sustainable solutions that protect our environment and enhance the quality of life for current and future generations in our communities. The council needs to continue to work with all stakeholders to find an acceptable solution for the energy park. It was **RESOLVED** that the council continues to work with all stakeholders to find an acceptable solution for the energy park.

The Agenda, Presentation, Reports and Video of the meeting are available on the North Northamptonshire Council website

[Agenda for EAP Planning Communities on Wednesday 15th November, 2023, 10.00 am - North Northamptonshire Council \(moderngov.co.uk\)](#)

### Project Matters

#### 23/072 a) Cranford Maintenance Programme

The clerk reported that Simon Craggs was due to start cutting back the overgrown vegetation on the elevated footpath on 27<sup>th</sup> November. The bin has been relocated to the bottom of the elevated footpath. Simon has also been asked to cut back the vegetation near the Millenium bridge.

#### b) Planters

Cllr Gorton reported that they and the clerk met with a local tradesman to discuss the stone planters, and he provided a verbal quote. Cllr Gorton has received two further verbal quotes with all quotes having similar costs. It was **RESOLVED** that a formal written quote be obtained from the local tradesman and that this be approved for the building of the stone planters. Two planters will be built on either side of the road at the village gateways from Hanwood Park and from Junction 11 of the A14.

#### c) Speed Monitoring

The clerk reported that Steve Barber, facilitator for the Parish Vehicle Activated Signs (VAS) Self Purchase Scheme, is starting his investigation on 28<sup>th</sup> November into the current setup of the council's speed indicator devices and will then advise the council on a more sustainable way forward.

#### d) Repair of bench

Cllr Holford reported that he will repair the bench on the elevated footpath in the spring.

#### e) Planting of oak trees

The clerk reported that following discussions between Cllr Gorton, the clerk and Sir John Robinson, the possibility of planting the three oak trees on Stanbridge Hill should be discounted. It was **RESOLVED** that the council review the trees previously planted and consider opportunities to plant further trees.

#### f) Map Sign

Cllr Jones reported that he is continuing to explore the possibility of the person who produced the

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history maps for Geddington and Grafton Underwood producing a heritage map for Cranford.

### **g) Kissing gates**

The clerk reported that the broken stile on the elevated footpath has been removed and that the overgrown vegetation near the footpath sign on the elevated footpath had been cleared as a result of raising the issue of the broken stile on Fix my Street. The clerk advised that they have still to contact Lucy Hawes (Projects Officer in the Projects and Development Team at NNC) to establish how the footpath to Hanwood Park fits in with North Northamptonshire Council's Greenway Strategy.

### **h) Footpath to Hanwood Park**

Cllr Gorton reported that following Chris Langdon's presentation, they together with Cllr Jones, and Cllr Martin (subject to availability) will join Chris on assessing the footpaths between Cranford and Hanwood Park.

### **i) Defibrillator training and catastrophic bleed kits**

The clerk reported that they have received a quote from North Northants First Responders for two bleed kits and two bleed cabinets. It was **RESOLVED** that two bleed cabinets with bleed kits be purchased, one for Cranford St John and one for Cranford St Andrew. North Northants First Responders can also provide a basic life support workshop and the clerk will look to arrange this in the new year.

### **j) Street Light review**

The clerk reported that they and Cllr Gorton completed a review of the street lights, locating all thirty nine street lights, six of which were not working. These have been reported. A member of the public has also been identifying faulty street lights and reporting them to North Northamptonshire Council, which is very helpful. The clerk will prepare a brief note on how to report faulty street lights in Cranford and publicise this via Cranford Community News so that others know how to report them.

## **Other Matters**

- 23/073 The chairman reported that they had attended the NCALC Chairperson and Leadership course and found some of it extremely useful, and that it made them realise how fortunate the council is with its group of members and the clerk.
- 23/074 The clerk informed the council that
- a) they had attended the NCALC Responding to Planning Applications course and found it very useful
  - b) following the Local Government Boundary Commission's electoral review of North Northamptonshire Council, the final recommendation was for Cranford be included in the Geddington and Stanion ward with Stanion, Little Oakley, Newton, Weekley, Warkton, Geddington and Grafton Underwood, with one councillor for the ward. If approved by Parliament, the new arrangement will take effect following the elections in May 2025
- 23/075 It was noted that the next meeting is to be on 25<sup>th</sup> January 2024 at 7pm in the Memorial Hall, Cranford.

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23/076 The meeting was closed at 9:15pm

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