

## DRAFT MINUTES

# CRANFORD PARISH COUNCIL

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### Minutes of the annual meeting of Cranford Parish Council held at Cranford Memorial Hall on Monday 20<sup>th</sup> May 2024

**Present:** Cllr Alison Gorton (chairman), Cllr Stephen Pickard (vice-chairman), Cllr Paul Wilcox, Pat Bird (clerk)

24/001 Cllr Stephen Pickard was elected chairman for the forthcoming year, and subsequently signed his declaration of acceptance. It was **RESOLVED** that the Chairman's board be updated to reflect the new chairman for 2024/2025.

24/002 Cllr Alison Gorton was elected vice-chairman for the forthcoming year.

24/003 Apologies received from Cllr Trudy Martin and Cllr Stewart Holford were approved. Cllr Ian Jones had tendered his resignation, and this was accepted by the council. Apologies were also received from Cllr Mark Rowley (NNC ward councillor)

24/004 It was **RESOLVED** that the Minutes of the Council Meeting held on 28<sup>th</sup> March 2024 be approved as an accurate record and these were subsequently signed by Cllr Pickard, as chairman

24/005 The following **matters arising** were noted:

23/095 – Council can co-opt a new councillor following the disqualification of Cllr Fergus Gallager

23/101 - Planning application [NK/2024/0035](#) for vehicular access at 2 Top Dysons has been withdrawn~

23/102 - Height details for the wall were provided for planning application [NK/2024/0098](#) Single storey rear extension and erection of boundary wall to front.at 6 Church Lane. Under Planning delegation to the Clerk, members unanimously responded with 'no objections' and the Clerk submitted the council's view to NNC

23/104a - Some potholes have been repaired, but not all

23/104d - Glass for the telephone kiosk is still to be ordered

23/104e - New noticeboard on outside the Village Hall has been installed by George Potter, who also removed the old noticeboard, and cleaned and repainted the posts. George's help with this was acknowledged by the council and very much appreciated.

23/104f - Portrait of His Majesty King Charles III has been delivered and will be displayed in the Village Hall

23/107 - The clerk reported that the planning delegation to the clerk is working better with

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timely responses from members

23/112 – The council's new website is currently being developed

- 24/006 Cllr Wilcox and Cllr Gorton both declared an interest in relation to item 24/010 on the agenda, as close neighbours to the proposed Kettering Energy Park

### Public participation

- 24/007 No matters were raised.

- 24/008 No report was received from the unitary ward councillor(s)

### Planning Matters

- 24/009 Having considered the amended plans and amended description which appear to address the issues previously raised for application, [NK/2023/0661](#) at 3 Duck End Cranford, it was **RESOLVED** that this application be supported

- 24/010 Having submitted the council's response to the Kettering Energy Park Masterplan Consultation 2<sup>nd</sup> draft, it was **RESOLVED** that the council signs the open letter, in principle, alongside other local parish and town councils, objecting to the proposed Kettering Energy Park development. The final wording of the open letter, once received, to be sent to members for their consideration.

It was acknowledged that the council may require the expertise of a planning consultant to assist the council in writing responses to complex planning applications. The use and costs of a planning consultant would ideally be spread across other neighbouring parish and town councils.

### Governance Matters

- 24/011 Following consideration, it was **RESOLVED** that the Grant Awarding policy presented by the clerk be adopted.
- 24/012 The Member Code of Conduct was reviewed and the seven principles of public life, i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership were acknowledged.
- 24/013 It was **RESOLVED** that the council be included in the Community Governance Review being proposed by North Northamptonshire Council, acknowledging that this would be an opportunity to verify that no changes were required or to identify any required changes.
- 24/014 As an updated version of the Model Financial Regulations has recently been released, it was noted that the annual review of the council's Standing Orders and Financial Regulations will be undertaken at the council's next meeting in July to enable the clerk to adapt the updated Model Financial Regulations to meet the needs of the council.

### Representative appointments

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24/015 It was **RESOLVED** that the clerk be appointed as the council's Police Liaison Representative (PLR) for the forthcoming year

24/016 It was **RESOLVED** that the council continues its membership of  
a) Northamptonshire County Association for Local Councils (NCALC)  
b) Society of Local Council Clerks (SLCC)

### Finance Matters

24/017 Having reviewed the bank signatories / authorisers, it was **RESOLVED** that Cllr Pickard and Cllr Gorton remain as the two bank signatories / authorisers and that Cllr Wilcox be added as a third bank authoriser in the event of one of the other two being unavailable.  
It was also **RESOLVED** that Cllr Wilcox be the lead member for internal control.

24/018 a) It was **RESOLVED** that the Finance Report, showing a balance of £18,715.47 as of 31<sup>st</sup> March 2024, and a balance of £29,909.85 as of 30<sup>th</sup> April 2024, be noted and that the outstanding £6.00 VAT is to be reclaimed from 2022/2023 and £405.39 VAT to be reclaimed from 2023/2024  
b) It was **RESOLVED** that the recommended budget virements from 2023-2024 budget to 2024-2025 budget be approved, i.e.  
Unspent £250 Election costs to Election costs reserves  
Unspent £300 Devolution to Devolution Reserves  
Unspent £600 to be used for 2024/2025 budget as set out in Precept calculation  
Unspent £500 to Clerk's contracted salary budget  
Unspent £5,750 to Capital Projects for stone planters  
£1000 from earmarked reserves for Village maintenance to Village maintenance as set out in Precept calculation  
c) It was **RESOLVED** that the schedule of payments presented, be approved. See separate sheet for details

24/019 It was **RESOLVED** that the item to consider the request for financial support for the planned soap box challenge in Cranford be deferred to the next meeting as unfortunately the person due to present the request was unable to attend the meeting.  
It was **RESOLVED** that a copy of the council's newly adopted Grant Awarding policy and application form be sent to the relevant person.

### Annual Governance and Accountability Return (AGAR)

24/020 It was **RESOLVED** that:  
a) The Annual Internal Audit Report 2023/2024 be noted, and the recommended actions be implemented, i.e. to create a What's App protocol outlining its use is for reminders or alerts from the clerk to members and not for discussion or decisions on council matters; and to ensure that NNC has up to date members' Registers of Interest for Cranford Parish Council  
b) The year end Cash Book 2023/2024 be approved

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- c) With all statements agreed, the Annual Governance Statement 2023/2024 be completed and signed by the chairman and clerk
- d) With the Accounting Statements 2023/2024 having been certified by the council's Responsible Financial Officer, the Accounting Statements 2023/2024 be approved, and signed by the chairman
- e) Having been certified by the Responsible Financial Officer and the required statements confirmed, the Certificate of Exemption be signed by the chairman
- f) The dates for the exercise of electors rights re inspection of the annual accounts (Monday 3 June 2024 – Friday 12 July 2024) be noted

### Other Matters

- 24/021 It was **RESOLVED** that training for members in responding to planning applications would be investigated.
- 24/022 The Chairman emphasised the need to continue the good work on the Cranford Maintenance Programme, led by Cllr Gorton, ensuring that the planters are watered and that the grass leading up to the planters is kept short. It was acknowledged that currently the emphasis has been on clearing overgrown vegetation and there is still some to be done together with further maintenance tasks that haven't been done for a while. The longer-term aim of the programme is to establish a regular schedule of work, planned and budgeted for. The council is also seeking to plant some trees along Cranford Road in the autumn. The chairman added that the council needs to explore grant funding opportunities to enable the council to deliver even further benefits to its residents.
- 24/023 Cllr Wilcox reported that, as a new councillor, he found the NCALC Off to a Flying Start course very useful and would recommend this for all new councillors. The clerk reported that they would be attending a NCALC session on co-option in June and with the council seeking to co-opt at least one new member, this should prove useful
- 24/024 The next scheduled meeting will be on Monday 8<sup>th</sup> July 2024 rather than Monday 15<sup>th</sup> July 2024, subject to the Village Hall being available.
- 24/025 The meeting was closed at 8:45pm

Cranford Parish Council  
Council meeting 20th May 2024

Schedule of Payments

| <b>Payments to be made</b> |  |                                     |                                      |
|----------------------------|--|-------------------------------------|--------------------------------------|
| <b>Payee</b>               | <b>Description</b>                             | <b>Total Amount<br/>(inc VAT) £</b> | <b>Legislation</b>                   |
| PM Bird / HMRC             | Clerk's Pay -May 2024                          | 383.74                              | LGA 1972 s.112                       |
| Mr T Kemble                | Village Maintenance Programme 21 hours         | 525.00                              | Highways Act 1980 s.43 and s.50      |
| PM Bird                    | Reimbursement                                  | 29.38                               | LGA 1972 s.111                       |
| Community Heartbeat        | Replacement battery for defibrillator          | 267.00                              | Public Health Act 1936 s.234         |
| NCALC                      | Membership inc Internal Audit and DPO          | 589.93                              | LGA 1972 s,143                       |
| ArtCrete                   | Stone planters building and materials          | 6,000.00                            | Highways Act 1980 s.96               |
| Alison Gorton              | Compost, plants, membrane for stone planters   | 802.59                              | Highways Act 1980 s.96               |
| George Potter              | Items required for new noticeboard             | 30.00                               | LGA 1972 s.111                       |
| Clockwise Restorations Ltd | VAT on original invoice CR1262 issued 11/03/23 | 37.00                               | Parish Councils Act 1957 s.2 and s.6 |
| PM Bird / HMRC             | Clerk's Pay -June 2024                         | 383.74                              | LGA 1972 s.112                       |