

CRANFORD PARISH COUNCIL

Clerk Pat Bird
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To members of the council:

You are hereby summoned to the **Annual Meeting** of Cranford Parish Council to be held at Cranford Memorial Hall on **Monday 12th May 2025 at 7pm** for the purpose of transacting the following business:

Agenda

- 25/001 To elect a chairman for the forthcoming year
- 25/002 To elect a vice-chairman for the forthcoming year
- 25/003 To receive apologies for absence and to determine if the absence is to be approved (reason for absence to be advised)
- 25/004 To approve the minutes of the council meeting held 24th March 2025 as a correct record
- 25/005 To note any matters arising from the minutes not included on the agenda, for report only
- 25/006 To note any declarations of members' interests in relation to any items on the agenda
- 25/007 To fill vacancies on the council by co-option

Public participation

- 25/008 Members of the public have an opportunity to address the council on any matter for a maximum of three minutes subject to an overall public speaking time of 15 minutes.

Planning Matters

- 25/009 To determine the council's response to North Northamptonshire Council on the following planning applications
 - a) [NK/2025/0167](#)
Hybrid planning permission for the development of an Energy Park at Burton Wold Wind Farm (land adj), Wold Road, Burton Latimer, NN15 5PJ
Outline Application with EIA
 - b) [NK/2025/0124](#)
To convert single garage to office / garden room at 10 High Street Cranford
Amendment form and plans

Parish Matters

- 25/010 To acknowledge the uncontested election for the parish of Cranford, consider the risks and identify opportunities
- 25/011 To note the new NNC member covering the parish of Cranford and to thank Cranford's previous NNC members

- 25/012 To receive a report from the clerk following the meeting with Kier to discuss planting of trees in the parish of Cranford
- 25/013 To review the Cranford Maintenance Programme and prioritise the work moving forward
- 25/014 To approve the clerk's recommendations for the bench on The Green, and for the bench at St Andrew's Church

Representative appointments

- 25/015 To appoint the Clerk as the Council's Police Liaison Representative (PLR) for the forthcoming year
- 25/016 To approve membership of outside bodies
- a) Northamptonshire County Association for Local Councils (NCALC)
 - b) Society of Local Council Clerks (SLCC)

Finance Matters

- 25/017 To acknowledge the support from Cllr Rowley through the Member Empowerment Fund for the purchase of a bench at St Andrews Church.
- 25/018 To review and approve any required changes to the bank signatories / authorisers
- 25/019 To approve the recommended budget virements
- 25/020 To note the May Finance Report, i.e.
- a) Cash Book as at 30th April 2025
 - b) Bank Reconciliation as at 30th April 2025
 - c) Budget Spend as at 30th April 2025
- 25/021 To consider the letter of engagement for the NCALC Internal Audit Service
- 25/022 To authorise the payments presented in the Schedule of Payments
- 25/023 To review the council's insurance

Governance Matters

- 25/024 To review the Member Code of Conduct and to acknowledge the seven principles of public life
- 25/025 To note that the annual review of the council's Standing Orders and Financial Regulations will be undertaken at the council's next meeting in July

Annual Governance and Accountability Return (AGAR)

- 25/026
- a) To receive and note the Annual Internal Audit Report 2024/2025
 - b) To approve the Year End Cash Book 2024/2025
 - c) To complete and sign the Annual Governance Statement 2024/2025
 - d) To consider, approve & sign the Accounting Statements 2024/2025
 - e) To complete and sign the Certificate of Exemption – AGAR 2024/2025
 - f) To note the dates for the exercise of electors rights re inspection of the annual accounts (Tuesday 3 June 2025 – Monday 14 July 2025)

Other Matters

- 25/027 To determine any training requirements for members and the clerk for the forthcoming year

- 25/028 To receive and note, chairman's updates including points raised from the Annual Parish Meeting which will require future council decisions / actions
- 25/029 To receive and note any updates from members and the clerk for report only
- 25/030 To set the date of the next scheduled meeting, and consider any agenda items
- 25/031 Close

Pm Bird

Pat Bird, Clerk to Cranford Parish Council
6th May 2025