

# CRANFORD PARISH COUNCIL

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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 18<sup>th</sup> May 2025 at 7pm** for the purpose of transacting the following business:

## Agenda

- 26/001 To elect a chairman for the forthcoming year
- 26/002 To elect a vice-chairman for the forthcoming year
- 26/003 To receive apologies for absence and to determine if the absence is to be approved (reason for absence to be advised)
- 26/004 To approve the minutes of the council meeting held 16th March 2026 as a correct record
- 26/005 To note any matters arising from the minutes not included on the agenda, for report only
- 26/006 To note any declarations of members' interests in relation to any items on the agenda
- 26/007 To fill vacancies on the council by co-option

### **Public participation**

- 26/008 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**

- 26/009 To note the council's response to North Northamptonshire Council on the following planning application  
[26/00153/HFUL | Erection of single storey front extension with PV panels on roof, alterations to front first floor dormers, installation of roof window to rear first floor, addition of new windows to existing kitchen and first floor bathroom | 1 Battle Close Cranford NN14 4QH](#)

### **Parish Matters**

- 26/010 To note the installation of the solar powered speed indicator display unit and determine the way forward with this
- 26/011 To note the installation of the Cranford St Andrew illustrated map in Crarves Field
- 25/012 To review the Cranford Maintenance Programme and prioritise the work moving forward

### **Representative appointments**

- 26/013 To appoint the Clerk as the Council's Police Liaison Representative (PLR) for the forthcoming year

- 26/014 To approve membership of outside bodies  
a) Northamptonshire County Association for Local Councils (NCALC)  
b) Society of Local Council Clerks (SLCC)

#### **Finance Matters**

- 26/015 To review and approve any required changes to the bank signatories / authorisers
- 26/016 To approve the recommended budget virements
- 26/017 To note the May Finance Report, i.e.  
a) Cash Book as at 30<sup>th</sup> April 2026  
b) Bank Reconciliation as at 30<sup>th</sup> April 2026  
c) Budget Spend as at 30<sup>th</sup> April 2026
- 26/018 To consider the letter of engagement for the NCALC Internal Audit Service
- 26/019 To authorise the payments presented in the Schedule of Payments
- 26/020 To approve the renewal of the council's insurance with Zurich

#### **Governance Matters**

- 26/021 To review the Member Code of Conduct and to acknowledge the seven principles of public life
- 26/022 To review of the council's Standing Orders
- 26/023 To review the council's Financial Regulations

#### **Annual Governance and Accountability Return (AGAR)**

- 26/024 a) To receive and note the Annual Internal Audit Report 2025/2026  
b) To approve the Year End Cash Book 2025/2026  
c) To complete and sign the Annual Governance Statement 2025/2026  
d) To consider, approve & sign the Accounting Statements 2025/2026  
e) To complete and sign the Certificate of Exemption – AGAR 2025/2026  
f) To note the dates for the exercise of electors rights re inspection of the annual accounts  
(Wednesday 3 June 2026 – Tuesday 14 July 2026)

#### **Other Matters**

- 26/025 To receive a report following the clerk's appraisal and to consider the recommendations
- 26/026 To determine any training requirements for members and the clerk for the forthcoming year
- 26/027 To receive and note, chairman's updates including points raised from the Annual Parish Meeting which will require future council decisions / actions
- 25/028 To receive and note any updates from members and the clerk for report only
- 25/029 To set the dates of the scheduled meetings for 2026/2027
- 25/030 Close

Pm B. (v2)

**Pat Bird, Clerk to Cranford Parish Council**  
**6<sup>th</sup> May 2026**