

Cranford Parish Council

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Draft minutes of the Annual Meeting of Cranford Parish Council held at The Village Hall, Cranford –Wednesday 9th May 2018, following the Annual Parish Meeting at 7pm

Present

Cllrs Stephen Pickard, Mo Cerrone, Rex Moore, Jonathan West
Clerk- Claire Tilley

Formalities

18/001 **Election of Chairman-** Members proposed and voted for Stephen Pickard to remain as Chairman

18/002 **Declaration of Acceptance-** new Chairman signed

18/003 **Apologies-**members **resolved** to approve apologies for absence from Cllr Beeby- Ill health and Cllr Boyt (no reason given)

18/004 **Declaration of Interests** –none declared

18/005 **Minutes of last meeting-** 11th April 2018- Resolved to accept as a correct record and a copy published on the council website

18/006 **Policies-** members **resolved** to adopt the following

- Code of Conduct
- Financial Regulations (bank signatories- CT, JB, HB, JW)
- Asset register (new defib added)
- Risk assessment
- Procedure for dealing with Freedom of Information Act requests
- Data Protection policy
- Dignity at work policy
- New Model Standing Orders

18/007 **Audit/Annual return-** members completed and **resolved** to approve

- a) the Governance Statement (Section 1 of the AGAR) then
- b) The Accounting statement (Section 2 of the AGAR)

Clerk to complete all further procedures including exercise of electors rights

18/008 **Dates for next meetings-** agreed as every second Wednesday each month 13/6/18, 11/7/18, 8/8/18, 12/9/18 10/10/18, 14/11/18, 12/12/18, 9/01/19, 13/02/19, 13/03/19, 10/04/19, 8/05/2018

Signed as an accurate record of decisions made

Chairman

Date

Ordinary meeting items of note

- 18/009 **Public Session-** None present- although an issue had been raised about dog fouling in Cranford Park- people leaving poo bags in residents' gardens. **Clerk to enquire at KBC about provision of bins**
- 18/0010 **Chairman's announcements-** (for information)-
Contacted landowner Mr Childs, who is happy for kissing gates to be installed along the length of GF15. Stephen will produce document to get confirmation in writing- so can now work to access funding. Copse area path to be regraded, to remove steep path to river- flooded this year. Also secure funding to provide hard core to put along farm path near concrete.
Erosion of verge along Duck end- had conversations- is improving at present. Good to maintain dialogue
Cranford Park- excavated area now covered up again with top soil
Planning meeting last night- See below
Chairman queried planning over rationale of inconsistencies over planning enforcements. St Andrews Wall still not rebuilt, although residents getting letters about trying to protect verges from traffic damage in Duck End
- 18/0011 **Vacancy and Co-option to the council-** no-one has come forward yet. Councillors will be more proactive in trying to garner a new member
- 18/0012 **Correspondence-**
- a) Members received report from NCALC Internal auditor and noted that budgets and precept minuting procedure needs to be strengthened and that when undertaking new projects, the council should be aware of which Powers they are using
 - b) reply received from Hayfield Cross with regards to debris at entrance- stating that they have no jurisdiction over this, and gave council contact details for developer. Members actioned Clerk to forward problems to Louise Holland at KBC
 - c) Hanwood Park newsletter to circulate – Members all had received their own copy
 - d) Police crime reports – online only up to March- 2 anti-social behaviour, 2 vehicle crimes- no suspects identified. Councillor informed members that in April – 6-8 houses in Cranford Rd- were broken into from the fields- sheds broken into security lights cut, tools, bikes etc stolen.
- 18/0013 **On-going items-** none other than stated above
- 18/0014 **GDPR compliance -** considering new legislation, the council **resolved** to
- a) Appoint the Northants CALC DPO service as the council's Data Protection Officer
 - b) adopt the Data Map
 - c) adopt the following policies- Data Protection Policy, Subject Access Request Procedure, Data Breach and Records Retention
 - d) complete Security Compliance Checklists from all Councillors
 - e) To note that the council is registered as a Data Controller with the ICO with annual renewal due in September
- 18/0015 **Planning-**
- KET/2018/0116 31A High St.** Members to note that permission has been granted on this

KET/2017/0672 (0674) Pig Unit- Committee meeting on the 8th May- deferred the decision- discrepancies over amount of noise that could be emitted. Stephen represented the parish council view to the meeting, trying to get the conditions strengthened, with regards to traffic movement- no waste through village/Waste management/odour control- effluent from site. Draft letter read to councillors who **resolved** to approve details. **Clerk to type up and submit**

Finance

18/0016 **Accounts-** members received and noted a monthly account of financial situation showing a balance of £17712.88

a) Resolved that payments be approved- in accordance with relevant legislation

C Tilley	Expenses- Annual report/Hard drive/refreshments	£161.30	Chq 000768	LGA 1972 s 142
NCALC	Annual subscription/Audit	£444.77	Chq 000769	LGA 1972 s111
Michael Middleton	Jubilee Gardens Maintenance	£140.00	Chq 000770	Open Spaces Act 1906 ss 9 &10

b) Members noted new Local Council SCP pay rates that come into force April 2018.

18/0017 **Items for next meeting-** memorial trees, millennium bridge, footpath, maintenance spreadsheet , defib training meeting, village gates

Date of next meeting- 13th June 2018