

# Cranford Parish Council

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To members of the council: You are summoned to attend the **Meeting of Cranford Parish Council** to be held at Cranford Memorial Hall on Thursday 29<sup>th</sup> July 2021 at 7pm for the purpose of transacting the following business.

Signed *PM Bird*

## Agenda

- 21/18 **Apologies**-members to approve apologies for absence
- 21/19 **Declaration of Interests** –members to declare any pecuniary or prejudicial interests in relation to items on the agenda
- 21/20 **Minutes of last meeting**- Annual meeting 18<sup>th</sup> May 2021- Subject to approved amendments the minutes will be confirmed as a correct record
- 21/21 **Public Session**- The council will receive and process comments and questions from members of the public/press in accordance with the Standing Orders
- 21/22 **District Councillors report** (to receive for information)
- 21/23 **Governance**-
- To review and adopt the following updated policies
    - Grievance Policy
    - Disciplinary Policy
    - Statement on Internal Control
  - To decide whether to update the current one or adopt the model one issued by Ask Your Council, supplied by NALC
  - To officially note appointment of new Clerk as of 1<sup>st</sup> June. Contract agreed
  - To approve disposal of documents in line with the Council's Records Retention Policy
- 21/24 **Internal Control**- Cllr Bradley to report on this.
- 21/25 **Finance**-
- To receive and approve monthly financial report
  - Payments to be approved- in accordance with relevant legislation

C. Tilley	Clerk balance of Salary & expenses	188.56	BACS	LGA 1972 s112
PM.Bird	New Clerk Salary & expenses June & July	437.58	BACS	LGA 1972 s112
PM Bird	Reimbursement of Parish Council mobile phone top up	10.00	BACS	LGA 1972 s112
PM Bird	Reimbursement of Wordpress domain and premium plan	100.00	BACS	LGA 1972 s112

	renewal (expiry date 24 July)			
PM Bird	Reimbursement of purchase of office equipment (laptop with Office 365 – sole use for Cranford Parish Council)	279.99	BACS	LGA 1972 s112
PM Bird	Reimbursement of purchase of office equipment (mono printer, copier, scanner – sole use for Cranford Parish Council)	123.12	BACS	LGA 1972 s112

21/26 **Planning** - to discuss and comment where necessary

[Application NK/2021/0578 | North Northamptonshire Council - Kettering Area](#)

21/27 **Example Terms of Reference for Planning Committee** – to discuss and consider best way forward to handle planning applications

21/28 **Parish Council Plaque in the Village Hall to be updated with Chairman’s name** – to consider and approve quote and to agree when plaque should be updated in the future

21/29 **Community on-going matters**

- a) VAS sign- update
- b) Notice Board in Cranford Road – seek approval to obtain costs for replacing one in School Lane with the one in Cranford Road and obtain costs for replacing one in School Lane with new notice board and for report to be discussed at next meeting

21/30 **Chairman’s announcements-** (for information)- the Chairman will report on the activities of the Council when applicable

- a) NALC Training for Clerk and Councillors - propose Clerk to attend New Clerks Autumn on Sat 11<sup>th</sup> and Sat 18<sup>th</sup> Sept £184 if available, and Councillors to attend either Off to a Flying Start Thurs 21<sup>st</sup> October 18:30 £44 if available, or Planning Nuts & Bolts Tuesday 12 October 18:30 £38 if available,
- b) Propose Clerk joins Society of Local Council Clerks, £85
- c) Provide update on East Kettering Liaison Forum
- d) Provide update on Parish Path Warden activities
- e) Parish Council vacancy
- f) Elevated footpath
- g) Village Sign

21/31 **Clerks report/correspondence** (for information- or action if required)

- a) To raise any questions or matters arising from weekly updates and correspondence received from Clerk
- b) Having not heard back from Parishcouncil.net despite chasing on a number of occasions and having paid the annual renewal on the WordPress Site, seeking agreement for Clerk to explore feasibility of moving the Parish Council website to an accessible WordPress theme and to prepare a paper for discussion at the next meeting.

21/32 **Project ideas for 2021-2025**

To suggest project ideas for 2021-2025 and agree how to progress these

21/33 **Items for next meeting or for general interest-** any matters arising from this meeting which need to be carried forward

**Date of next meeting- Thursday September 30<sup>th</sup> 2021**