

# Cranford Parish Council

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Minutes of the **Annual Meeting of Cranford Parish Council** held at Cranford Memorial Hall on Tuesday 18<sup>th</sup> May 2021 at 7pm

**Present** Cllrs S Pickard, A Gorton, S Holford  
2 members of the public

21/01 **Election of Chairman-** Cllr Pickard was proposed and seconded. He agreed to remain as Chairman on the understanding that a Vice Chairman was designated. Cllr Gorton was proposed and seconded and accepted. Resolved- Cllr Pickard -Chairman Cllr Gorton- Vice-chairman

21/02 **Declaration of Acceptance-** all signed

21/03 **Apologies-**none all present

21/04 **Declaration of Interests –none**

21/05 **Co-option of councillors-** Karen James was nominated and it was resolved to co-opt her. Declaration of Acceptance signed. Trudy Martin and Neil Bradley had both expressed an interest. In their absence, resolved that they both be co-opted and to sign their Declarations as soon as practical. This leaves one casual vacancy.

21/06 **Minutes of last virtual meeting-** 29<sup>th</sup> April 2021- Resolved to accept the minutes as a correct record

21/07 **Governance Policies-** members reviewed and reapproved

- Financial Regulations (including review of bank signatories)- currently Cllr Pickard and Cllr Gorton. Resolved to add Cllr Holford. New Clerk to action
- Standing Orders
- Code of Conduct
- GDPR regulations
- Model Publication Scheme
- Equal Opportunities

21/08 **Insurance cover-**To note Asset register and Risk Assessment were approved at April meeting, minute 20/0106 f (i) an (ii) and showed no changes required. Therefore, the insurance renewal to be approved. 3yr Long term agreement expires next June 2022

21/09 **Dates for next meetings-** Due last Thursday every other month so July 29<sup>th</sup> , Sept 30<sup>th</sup> , Nov 25<sup>th</sup> , Jan 27<sup>th</sup> , Mar 31<sup>st</sup>. Clerk to confirm with Village Hall committee.

## Ordinary meeting items of note

21/010 **Public Session-** none present

21/011 **Accounts-**

- a) Councillors received and approved a monthly account of financial situation showing a bank reconciliation and balance of £16,978.86
- b) Resolved to approve- in accordance with relevant legislation

Came & Co (Arthur Gallagher)	Local Council Insurance	£347.05		BACS	LGA 1972 s111
North Northants Council	Sec 50 License for speed signs	£321		BACS	LG and Rating Act 1997 s30

21/012 **Planning-** For discussion and comments where applicable

- a) NK/2021/0405 Parcel DC2 Hanwood Park-approval of reserved matters-noted- no comments
- b) NK/2021/0404 Parcel FOS1 Open Space Hanwood Park- approval of reserved matters- noted- no comments

21/013 **Community on-going matters**

- a) VAS update- Sec 50 License to be sent to Northants Highways. First draft of grant application to the Road Safety Initiative approved. Will be left for new Clerk to take forward. To be called The Tufty project.
- b) To note that two volunteers are to be trained to do the monthly check on defibrillators

21/014 **Chairman's announcements-** (for information)-

Requested councillors to bring forward ideas for future projects by next meeting to enable forward planning, for example circular walking routes around village

21/015 **Clerk Announcements-**

- a) to note Internal Audit Report (circulated) and that informal suggestions actioned- although councillors happy that current numbering of minutes is sufficient.
- b) Still awaiting Welcome Pack contributions from Church and Village Hall
- c) Clerk vacancy- to note two applications received and will be discussed
- d) To note that Clerk has expenses and outstanding Holiday pay to be claimed. Chairman suggested and it was resolved to allow up to five additional consultancy hours – maximum £75 for handover support once new Clerk in post on 1<sup>st</sup> June.

21/016 **Items for next meeting or for general interest-**

Terms of Reference for Planning committee.

Parish Council Plaque in the village hall to be updated with Chairman's name.

21/017 Close of meeting 8.30pm Date of next meeting- Thursday 29<sup>th</sup> July 2021