

Cranford Parish Council

Clerk - Pat Bird

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Minutes of the Meeting of Cranford Parish Council held at Cranford Memorial Hall on Thursday 29th July 2021 at 7pm

Present Cllrs Stephen Pickard, Ali Gorton, Stewart Holford, Trudy Martin, Clerk Pat Bird

21/018 Apologies

Received from Cllr Neil Bradley (emergency carer responsibilities), Cllr Karen James (resignation received), Cllr Elliot Prentice, Ward Councillor, (attending another meeting). Apologies were **accepted**

21/019 Declaration of Interests

No pecuniary or prejudicial interests in relation to items on the Agenda were declared by any Councillor.

21/020 Minutes of last meeting

The Minutes were **confirmed** as a correct record

Ref 21/013 – one volunteer is doing the monthly checks on both defibrillators and have been advised to report any issues directly to the Clerk

Ref 21/015 – Welcome Pack contribution from the Church has now been received.

21/021 Public Session

Received a question regarding the speed limit along Cranford Road towards Barton Seagrave as it seems to keep changing. Cranford Parish Council has no responsibility for this as it is now outside the boundary of Cranford Parish Council.

Received a concern over the recent noise associated with the Biodigester. Whilst the issue of the noise from January to July had been resolved with the replacement of a bearing, a different noise has been reported. Cranford Estate was very quick to investigate, and the cause of this new noise has been identified.

No complaints, noise related or otherwise, have been received by the Parish Council following the Music Barn event. The event appeared to be well managed in accordance with its thorough event plan.

21/022 Ward Councillor's Report

Unfortunately none of the three Ward Councillors attended the meeting and a report was not provided.

21/023 Governance

a) The Councillors reviewed the updated Grievance Policy, Disciplinary Policy, Statement on Internal Control and these were **adopted** by the Council.

b) The Council **agreed to adopt** the Model Complaints Procedure supplied by NALC.

Signed as an accurate record of decisions made

Chairman

Date

- c) The appointment of the new Clerk as of 1st June was **noted**
 d) The Council **approved** the disposal of documents in line with the Council's Records Retention Policy

21/024 **Internal Control**

This was undertaken by Cllr Martin, in Cllr Bradley's absence, and a required action was undertaken by Cllr Pickard (Chair)

21/025 **Finance**

- a) The Council received and **approved** the bank reconciliation and current account showing a balance of £16,301.81
 b) The Council, in line with the relevant legislation, **approved** payments of

C. Tilley	Clerk balance of Salary & expenses	188.56	LGA 1972 s112
PM Bird	New Clerk Salary & expenses June & July	437.58	LGA 1972 s112
PM Bird	Reimbursement of Parish Council mobile phone top up	10.00	LGA 1972 s112
PM Bird	Reimbursement of Wordpress domain and premium plan renewal (expiry date 24 July)	100.00	LGA 1972 s112
PM Bird	Reimbursement of purchase of office equipment (laptop with Office 365 – sole use for Cranford Parish Council)	279.99	LGA 1972 s112
PM Bird	Reimbursement of purchase of office equipment (mono printer, copier, scanner – sole use for Cranford Parish Council)	123.12	LGA 1972 s112

21/026 **Planning**

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

No objections were made by the Councillors and the Council **agreed** 'No objections'. Clerk to submit Council's position to North Northamptonshire Council.

21/027 **Example Terms of Reference for Planning Committee**

The Council **resolved** to seek advice from NALC regarding holding Zoom meetings to discuss planning applications and if meetings must be held even if all members individually had no objections or comments to make on a planning application. Once advice received, Clerk to establish the process using the Example Terms of Reference for Planning Committee as a basis.

21/028 **Parish Council Plaque in the Village Hall to be updated with Chairman's name**

The Council considered and **approved** the quote received. Clerk to action. The Council also **agreed** that the Plaque should be updated with the Chairman's name following each Annual Parish Council meeting

21/029 **Community on-going matters**

- a) VAS – Reference is with Cllr Mark Rowley for completion. Cllr Rowley mentioned the

Northamptonshire Community Foundation funding which Cranford Parish Council has access to. Clerk to investigate and progress this

b) Notice Board in Cranford Road – The Council **agreed** that the Clerk is to obtain quotes for the removal of the notice board in Cranford Road and the replacement of the notice board in School Lane and to contact the Clerk at Barton Seagrave to ascertain any contribution they would be willing to make for the notice board in Cranford Road. Clerk to present costs and options to next Parish Council meeting.

21/030 **Chairman's announcements**

a) NALC New Clerks training **agreed** for Clerk, Off to a Flying Start **agreed** for Cllr Trudy Martin and Cllr Stewart Holford, Planning Nuts and Bolts **agreed** for Cllr Ali Gorton. Clerk to check which course Cllr Neil Bradley wishes to attend and book the courses.

b) **Agreed** for Clerk to join Society of Local Council Clerks (SLCC). Clerk to action.

c) East Kettering Liaison Forum has been disbanded. Hanwood Park has its own website, <https://hanwoodpark.co.uk> with updates on its activities.

d) As the Parish Path Warden for Cranford, Cllr Stephen Pickard has a clear communication channel for reporting any issues with the footpaths within Cranford and opportunities to network with Parish Path Wardens in neighbouring parishes.

e) With the Parish Council vacancy following the May elections, a resident has expressed an interest in being co-opted to the Council. Clerk to invite resident to the next Parish Council meeting.

Cllr Karen James has resigned as a Parish Councillor as she is no longer able to attend Parish Council meetings. The Council considered and **accepted** Cllr James' resignation. Clerk to inform Monitoring Officer at NNC of resignation and seek advice on how to fill both vacancies.

f) The Parish Council needs to establish a long term maintenance plan for the elevated footpath. Clerk to contact Cranford Estate to begin the process of understanding responsibilities agreed between Cranford Estate and the Parish Council.

g) Village Sign – WI have contacted the Parish Council to establish if it is responsible for the maintenance of the Village sign as they feel the sign needs repainting. Whilst the Parish Council is responsible for the maintenance of the sign to ensure that it doesn't present a hazard to motorists, this does not itself include the repainting. Clerk is trying to locate the Minutes of the Parish Council meeting where the Village sign was discussed to establish the Parish Council's responsibilities.

21/031 **Clerk's report/correspondence**

a) Weekly updates well received. No questions or matters arising from these

b) Having now paid for the annual renewal of WordPress, the Council **agreed** for the Clerk to explore feasibility of moving the Parish Council website to an accessible WordPress theme and to provide an update at the next Parish Council meeting

21/032 **Project ideas for 2021-2025**

The following ideas were proposed by the Councillors and the Council **agreed** to progress all of them

1) **Play equipment**, starting with a net for the goal posts near the Village Hall and provision of

- basketball hoops. Clerk to contact Cranford Estate re the goal posts and liaise with Cllr Holford
- 2) **Community Fridge** – Cllr Martin to provide information to Clerk to follow up and Clerk to liaise with Cllr Martin
 - 3) **Pocket Park Bins** – Clerk to investigate installation and emptying of bins and liaise with Cllr Holford
 - 4) **Purple4Polio** – Cllr Martin to lead on the planting of crocus bulbs
 - 5) **Promote walking in Cranford** – maps of walks plus board need updating and maps of walks need including in Welcome pack. Clerk to liaise with Cllr Pickard
 - 6) **Linking communities by walking**– explore options to join new communities of Hanwood Park to Cranford and to join existing communities, e.g. Grafton to Cranford, by safe walking paths – Cllr Pickard to lead on this
 - 7) **Neighbourhood watch** – Clerk to contact Kettering Rural Neighbourhood Policing Team with a view to reinstating Neighbourhood Watch in Cranford

Ongoing Projects requiring completion

- 1) **Welcome Pack** – Clerk to chase Village Hall for its contribution and complete
- 2) **VAS application**– Clerk to progress

21/033 **Items for next meeting or for general interest-**
Project updates

21/034 Close of meeting 8.30pm Date of next meeting- Thursday 30th September 2021