

Cranford Parish Council

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Minutes of the Meeting of Cranford Parish Council held at Cranford Memorial Hall on Thursday 25th November 2021 at 7pm.

Present: Cllr S Pickard (Chairman), Cllr A Gorton (Vice-Chairman), Cllr I Jones, Cllr M Rowley (Ward Councillor), Pat Bird (Clerk)

	Action
21/54 To receive and approve apologies for absence Apologies were received from Cllr T Martin (holiday) and Cllr S Holford (family commitment). These apologies were approved. Cllr Prentice (Ward Councillor) also sent his apologies as he was required to attend another meeting. No apologies were received from Cllr N Bradley	
21/55 To receive and approve for signature the minutes of the meeting held on Thursday 30th September 2021 RESOLVED: That the minutes be approved for signature by the Chairman	
21/56 To note any matters arising from the minutes not included on this agenda for report only Northamptonshire Highways have installed the 4 bolt down bollards with reflective posts in St Andrews Lane and installed "No turning head" plates below the existing "No through road" signs at the Grafton Road / St Andrews Lane junction. The Clerk to write to Ian Boyes, Northamptonshire Highways, to thank him for his support to get this work completed	Clerk
21/57 To receive declarations of interest under the Council's Code of Conduct related to business on this agenda No declarations of interest were made	
21/58 Public participation session A member of the public had asked if signs could be put up requesting people not to park on the grass near the Old Forge and Village Hall to protect the daffodils which are planted there. This was discussed, raising issues of land ownership and liability for any signs. The Parish Council agreed not to take this forward at this time. Clerk to inform resident	Clerk
21/59 To receive a verbal report from the Unitary Ward Councillor(s) Cllr Rowley attended the meeting and updated the Parish Council with regards to the Kettering Site Specific Part 2 Local Plan that was to be adopted imminently by North Northamptonshire Council. Cllr Rowley also provided some information regarding work that North Northamptonshire Council in partnership with WSP and Brigtwayz social enterprise are doing with regards to a Kettering Walking & Cycling Plan	

	and he encouraged Cranford Parish Council to get involved with this. Cllr Rowley also mentioned the Queen's Green Canopy and the Woodland Trust's initiative to get more trees planted, and again encouraged Cranford Parish Council to get involved with these	Clerk Clerk
21/60	To receive a verbal report from Cllr Bradley on findings from Internal Control In Cllr Bradley's absence, Cllr Jones undertook the Internal Control function and reported that everything was in order.	
21/61	To receive and note Financial Report, approve schedule of payments, and note budget monitoring report RESOLVED: That <ul style="list-style-type: none"> • the Financial Report be noted; • the schedule of payments be approved together with a payment of £38 to NCALC for the Planning Nuts and Bolts course, invoice for which was received after 18th November, when the Financial Report was produced; and • the Budget Monitoring report be noted 	
21/62	To receive a verbal report from the Chairman and to: a) approve an increase in the Clerk's contracted hours from 20 to 25 per month, effective from 1st December 2021; b) approve a pay increase for the Clerk to SCP 8 within the LC1 Scale as set out in the 2020 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales, effective from 1st December 2021; and c) approve, that subject to a satisfactory performance appraisal in May 2022, the Clerk receives a pay increase to SCP 9 within the LC1 Scale, effective from 1st June 2022 The Chairman reported that at the meeting of the Parish Council in April it was resolved to employ a replacement Clerk for 20 hours per month. However for the last six months the replacement Clerk has consistently worked more than 25 hours per month due to a number of legacy issues which have been time consuming. The Chairman added that whilst the meetings have been reduced to six per year, the two month gap between meetings has resulted in lengthier Agendas and Minutes. The Chairman also reported that over the six months, the replacement Clerk has made a notable difference in some areas, e.g.in the regular updates, and passed their probationary period successfully. RESOLVED: That a) The Clerk's contracted hours be increased to 25 hours per month; b) The Clerk to receive a pay increase to SCP 8 within the LC1 Scale as set out in the 2020 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales, effective from 1 st December 2021; and c) that subject to a satisfactory performance appraisal in May 2022, the Clerk receives a pay increase to SCP 9 within the LC1 Scale, effective from 1 st June 2022	Chairman
21/63	To approve donation of £100 to Bristol Rotary Club to support the Rotary's global campaign to eradicate polio across the world, in recognition of their generous donation of the crocus bulbs to the Parish Council for the benefit of residents and visitors to Cranford	

<p>RESOLVED: That a donation of £100 to Bristol Rotary Club be made for the reason stated above</p>	<p>Clerk</p>
<p>21/64 To receive and note report, from the Clerk, regarding the potential options and costs of a solution for the Parish Council website The Clerk reported that the main two issues with the Parish Council website is that it is using a non-accessible WordPress theme and it is not hosted in the UK. The Clerk added that the website is very small, with a small number of pages and a small number of users. Once the website has been moved to an accessible WordPress theme, the Welcome Pack information, Report It page, and Have Your Say page will be added. Having considered various options, the Clerk recommended that £100 is set in the budget for 2022/2023 for a new website domain name and web hosting. The Clerk will seek approval at the next meeting for the purchase of a new domain name, together with a low cost UK based web hosting solution with the ability to migrate the current website, and the provision of email addresses which could be used by the Chairman, Clerk and Parish Councillors.</p>	<p>Clerk</p>
<p>21/65 To advise on how to progress the replacement of the notice board on The Green Having considered different options, it was RESOLVED that the Parish Council would source a replacement notice board locally to support the local community. The Clerk to identify local suppliers and obtain quotes for consideration by the Parish Council at its next meeting.</p>	<p>Clerk</p>
<p>21/66 To note update on St Andrews Church clock and to: a) approve the servicing of the clock, when appropriate; b) approve the setting of an annual budget of £200 for the servicing of the Church clock, having considered Minute 18/0071; and c) consider the clock inspection report from Clockwise Restorations alongside the report from the Cumbria Clock Company, and to also consider the options for the future maintenance of the clock at its next meeting, The Chairman reported that the situation had moved on since the attached report, with Clockwise Restorations having completed the inspection and servicing. RESOLVED: That a) the clock be serviced b) an annual budget of £250, not £200, be set for the servicing of the Church clock c) The Clerk to contact the resident and explain the Parish Council’s position with regards to the Clock and find out the latest position and provide an update for the next meeting</p>	<p>Clerk</p>
<p>21/67 To review the Draft Budget proposal and set Cranford Parish Council’s Budget for 2022/2023 and the Precept required by the Parish Council. After discussions surrounding the budget set for 2021/2022, the Parish Council’s plans, the Draft Budget proposal for 2022/2023 and the potential use of reserves, it was RESOLVED that the amount in the Draft Budget proposal for Annual Service of the Church Clock be amended from £200 to £250 and that the amount in the Draft Budget proposal for Devolution be</p>	

	<p>amended from £450 to £400. Subject to these amendments, the Draft Budget proposal for 2022/2023 be adopted, i.e., a budget set for 2022/2023 of £11,990.</p> <p>With a Budget of £11,990, it was RESOLVED that a Precept of £11,990 be demanded from North Northamptonshire Council.</p>	Clerk
21/68	<p>To adopt the Training Statement of Intent and Training Plan (Councillors) RESOLVED: That the Training Statement of Intent and Training Plan (Councillors) be adopted</p>	Clerk
21/69	<p>To approve NCALC's Internal Audit Service Terms of Reference (v2021) RESOLVED: That the NCALC's Internal Audit Service Terms of Reference (v2021) be approved</p>	Clerk
21/70	<p>To comment on Planning Applications received since the last meeting</p> <p>Application NK/2021/0846 12 Rectory Hill, Proposal T1 Silver Birch – fell</p> <p>Application NK/2021/0878 Wood Lodge, Duck End / Cranford Road, Cranford, Proposal Change of use of agricultural building to B8 storage use RESOLVED: That for NK/2021/0846, no objection to be made and that for NK/2021/0878, an objection to be made based on adverse transport and highways impact. The Clerk to prepare a response and circulate to Parish Councillors for checking before submitting it to North Northamptonshire Council</p>	Clerk
21/71	<p>To receive updates on the current projects, not previously covered on the Agenda</p> <p>a) Tufty Project (VAS signs) The VAS signs have been delivered to the Clerk. The Clerk needs to finalise the Section 50 Licence with Highways. Cllr Jones will lead on getting these installed, with the help of the other Parish Councillors. The Clerk to send relevant information through to the Parish Councillors.</p> <p>b) Community Fridge The Clerk has not received any response from the Village Hall Committee regarding this</p> <p>c) Goalpost net Cllr Holford has painted the goal post and attached the net</p> <p>d) Notice board in Cranford Road Payment of £200 has been received from Barton Seagrave Parish Council and ownership of the notice board has been transferred</p> <p>e) Bin in Pocket Park off Top Dysons The Clerk needs to arrange a meeting with Cllr Holford, Cllr Pickard and Wayne Woods from North Northamptonshire Council to establish whether a suitable location can be agreed</p> <p>f) Welcome Pack The Clerk is to add Welcome Pack information to the Parish Council website</p> <p>g) Connecting communities one step at a time Cllr Gorton has made contact with someone representing Hanwood</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>Park and is hoping to arrange a meeting to discuss how the communities of Cranford and Hanwood Park could be connected using footpaths and bridleways. Cllr Gorton will also follow up the contacts mentioned by Cllr Rowley</p> <p>h) Purple4Polio Approximately 1000 crocus bulbs were donated to Cranford Parish Council by Bristol Rotary Club. These were then delivered to the School, Village Hall Committee, W.I., the Church, The Old Forge and two residents. The crocus bulbs were much appreciated by all. The Clerk to write to Bristol Rotary Club thanking them for the bulbs.</p>	<p>Cllr Gorton</p> <p>Clerk</p>
<p>21/72 To receive and note, Chairman's updates on:</p> <p>a) AD Plant The Chairman reported that Alex Robinson had previously advised that the maintenance team had adjusted the electric motor which resulted in a considerable noise reduction. Alex has recently informed the Chairman that the AD Plant was experiencing some technical issues</p> <p>b) Village sign The Chairman advised that a meeting had been arranged between the Chairman, Vice-Chairman and Clerk of the Parish Council and three members of the W.I. to discuss the village sign with a view to reaching a common understanding and agreeing a plan to work together to move forward</p>	
<p>21/73 To receive and note Clerk's report Following on from the Clerk Update 10 November where the Operation London Bridge survey on the Parish Council's plans to mark the death of a senior public figure was mentioned, the Clerk proposed to contact the Church, School, and W.I. with a view to coordinate Cranford's plans to mark the death of a senior public figure. This was agreed by the Councillors.</p>	<p>Clerk</p>
<p>21/74 To identify any matters arising from this meeting which need to be carried forward Asset review to be carried out by the Parish Councillors. The Clerk to arrange. Cllr Jones suggested a planting project in the area of the old bus stop in the High Street. To be considered at the next meeting</p>	<p>Clerk</p> <p>Cllr Jones</p>
<p>21/75 Close Meeting closed at 9.00pm. The next ordinary meeting of the Parish Council will take place on Thursday 27th January 2022 at 7pm in the Memorial Hall</p>	