

# Cranford Parish Council

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## Minutes of the Meeting of Cranford Parish Council held at Cranford Memorial Hall on Thursday 27<sup>th</sup> January 2022 at 7pm.

Present: Cllr S Pickard (Chairman), Cllr A Gorton (Vice-Chairman), Cllr S Holford, Cllr I Jones, Cllr T Martin, Pat Bird (Clerk)

### **21/76 To receive and approve apologies for absence**

Apologies were received from Ward Councillors Cllr M Rowley and Cllr E Prentice. Both were required to attend another meeting.

No apologies were received from Cllr N Bradley

### **21/77 To receive and approve for signature the minutes of the meeting held on Thursday 25<sup>th</sup> November 2021**

**RESOLVED:** That the minutes of the meeting held on Thursday 25<sup>th</sup> November be approved for signature by the Chairman

### **21/78 To note any matters arising from the minutes not included on this agenda for report only**

The need to undertake an Asset Review which can be covered under the Asset Mapping Project item

### **21/79 To receive declarations of interest under the Council's Code of Conduct related to business on this agenda**

Cllr I Jones, as the owner of the property, declared an interest in item 21/86 the two Planning Applications. Cllr T Martin, as the owner of a neighbouring property, declared an interest in item 21/86 also. They were advised that they would not be allowed to take part in the discussion or vote on this item

### **21/80 Public participation session**

A member of the public had reported that the Cranford St Andrew sign has disappeared from Duck End. This has been retrieved and is on the Agenda under the Chairman's updates

Flytipping reported on Grafton Road by the entrance to the mini sewage works

Flytipping reported on Cranford Road, near the concrete roadway

Potholes have appeared again on Thrapston Road between Junction 11 and Cranford

The Clerk will investigate and ensure all issues are logged with the appropriate Authority

### **21/81 To receive a verbal report from the Unitary Ward Councillor(s)**

Unfortunately none of the Ward Councillors were able to attend the meeting. Both Cllr M Rowley and Cllr E Prentice requested that any questions or requests arising from the meeting to be sent to them.

**21/82 To receive an update from the Clerk regarding St Andrews Church Clock**

The Clerk provided a timeline of events regarding the Church Clock, a summary of which is that the clock has been serviced twice in two months by two different companies, arranged by two different people. The clock is currently not working, and no potential issues were identified in the second service report. The Clerk has received an invoice, addressed to the Parish Council, for the second service.

It was **RESOLVED** that the Clerk should contact the company who provided the second service and ask for a full report of what work was undertaken and any potential issues that were identified before the invoice is paid.

The Clerk and Chairman also agreed to undertake actions to avoid similar issues in the future.

**21/83 To receive an update from the Clerk regarding the damaged wall in St Andrews Lane**

The Clerk reported that having been advised on 21st December that the matter was with Richard Marlow (NNC) to make a final decision, they emailed him on three separate occasions 21st December, 17th January and 24th January asking him when he would be likely to make a decision. The Clerk has not received any response, not even an acknowledgement to any of the emails. The Clerk sought approval to escalate this issue to Cllr Rowley and Cllr Prentice, the two Ward Councillors which are on the Planning Committee.

It was **RESOLVED** that the Clerk asks the Ward Councillors if they can get any updates on the situation regarding the wall in St Andrews Lane which can be shared with residents

**21/84 To receive a verbal report from Cllr T Martin on findings from Internal Control**

Cllr T Martin reported that everything was in order and that the Internal Control had been signed off

**21/85 To receive and note Financial Report, approve schedule of payments, and note budget monitoring report**

The Clerk summarised the Financial Report and Budget Monitoring report

It was **RESOLVED** that the Financial Report be noted; the schedule of payments be approved; and the Budget Monitoring report be noted

**21/86 To comment on Planning Applications received since the last meeting**

**[Application NK/2021/1014 | North Northamptonshire Council - Kettering Area](#)**

**7 High Street, Cranford, NN14 4AA**

**Proposal: Replace rear ground floor roof with addition of 3no. rooflights. Replace windows. Convert loft space to habitable accommodation with 3no. dormer windows to rear**

**[Application NK/2021/1015 | North Northamptonshire Council - Kettering Area](#)**

**7 High Street, Cranford, NN14 4AA**

**Proposal: Replace rear ground floor roof section with slate tiles with addition of 3no rooflights. Replace windows. Open up section of loft provide additional bedroom and ensuite**

**with dormers to rear. Reconfiguration of first floor to create 2no. ensuites**

These applications will not have a detrimental impact on the street scene in the High Street. The design of the dormers matches existing dormers and dormers have been installed elsewhere in the High Street. The replacement of concrete tiles with slate tiles was welcomed for this listed building.

It was **RESOLVED** that the Parish Council supports the two planning applications

**21/87 To appoint the Clerk as the Police Liaison Representative (PLR) for the Parish Council**

The Police Liaison Representative scheme (PLR) provides invaluable two-way communication between representatives of parish and town councils, and the local policing teams. As the Clerk provides communications from other third parties to the Parish Councillors, it was

**RESOLVED** that the Clerk be appointed as the Police Liaison Representative (PLR) for the Parish Council

**21/88 To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group (AMPWG) comprising the clerk and at least two councillors; and to adopt the AMPWG Terms of Reference**

This project looking at the devolution of assets and services from principal councils to parish and town councils. The project is to map assets that are owned by the Unitary Council; services that are provided by the Unitary Council; Registered Assets of Community Value (ACV); and unregistered potential ACV. Subject to the Parish Council engaging with this project, it will receive a grant of £228.35 which is based on the formula  $£200 + (£0.09 \times 315 \text{ electors})$ . It is anticipated that the working group may incur some cost in terms of officer time. The grant may be used however the council wishes in connection with the project.

It was **RESOLVED** that

- a) Cranford Parish Council would engage with the Northants CALC Asset Mapping Project (AMP);
- b) an AMP Working Group (AMPWG) comprising Cllr S Pickard (Chairman), Cllr A Gorton (Vice Chairman) and the Clerk be appointed;
- c) the AMPWG Terms of Reference be adopted; and
- d) a review of the Parish Council's assets be undertaken at the same time

**21/89 To note, both, the Notes from Village Sign meeting held 2<sup>nd</sup> December and the response from the Parish Council's insurance company; and to approve the Clerk's recommendation**

It was **RESOLVED** that the Parish Council would take on the ownership of the Village Sign. The Clerk would prepare a Transfer of Ownership document for signing by the Cranford WI President, then add the Village Sign to the Parish Council's Asset Register and inform the Parish Council's insurance company

**21/90 To approve the purchase of a replacement notice board for The Green; and, as the next Parish Council meeting is not until 31st March; to approve the appropriate payment subject to the satisfactory installation of the notice board**

Following discussions concerning the different options available, it was **RESOLVED** that the purchase of a stained timber notice board from Ady Pendred, based in Islip, be approved; and

that the appropriate payment subject to the satisfactory installation of the notice board be approved. The Parish Council is pleased to be supporting a small local business.

**21/91 To receive and note updates on the current projects, not previously covered on the Agenda**

**Tufty Project (VAS signs)**

Following the aborted attempt to install the VAS sign on Thrapston Road, due to the issues with the faulty wiring, the signs have been collected and will be thoroughly tested before being returned. The price of the Solar upgrade for each sign is approximately £500. With one battery, the signs should generally last for 45,000 triggers and with two batteries for 90,000 triggers, subject to weather conditions, without the need to replace the rechargeable batteries.

It was **RESOLVED** to stay with the battery option for the time being and monitor usage.

Cllr I Jones will be reinspecting the proposed locations for the VAS signs to ensure they will accommodate the VAS signs.

**Bin in Pocket Park off Top Dysons**

The Clerk will arrange a meeting between Cllr S Holford and Wayne Woods (NNC).

**Connecting communities one step at a time**

Cllr A Gorton outlined the discussions being had with Hanwood Park which were welcomed by the Parish Councillors

**Website and Welcome Pack**

The Clerk reported that some work had been done but there was still some work to do and a report as to the moving of the hosting of the website will be presented at the next Parish Council meeting in March

**21/92 To support the application to North Northamptonshire Council Community Funding for funding for three stiles; one pedestrian gate; and associated groundworks.**

The Clerk apologised for the error in the Agenda item as the application is for funding for three kissing gates, one pedestrian gate, and associated groundworks

It was **RESOLVED** that the application to North Northamptonshire Council Community Funding for funding for three kissing gates' one pedestrian gate, and associated groundworks be supported

**21/93 To decide how the Parish Council will mark the Queen's Platinum Jubilee**

The Clerk reported that following on from the list of possible ideas previously emailed to the Parish Councillors, the Clerk had received an email from the Village Hall Committee saying it was willing to facilitate a meeting of all groups including the Parish Council and anyone interested in being part of any celebration. The Village Hall Committee hoped that such a plan is welcomed by the Parish Council.

It was **RESOLVED** that the Parish Council would fully support the Village Hall Committee with their plan to facilitate a meeting of all groups and anyone interested in being part of any celebrations. The Parish Council felt strongly that the Queen's Platinum Jubilee should be marked by ideas led by the village.

**21/94 To receive and note, Chairman's updates on:**

**Elevated footpath**

The Chairman reported back from the meeting between the Chairman, Clerk and Mark Robinson to discuss the possibility of getting the elevated footpath adopted and officially recognised

**Path Warden activities**

The Chairman reported that he, as the Path Warden, had walked the paths and cleared some of the overgrowing vegetation around the stiles to make access a little easier. He has also identified and marked existing small trees to hopefully reduce the possibility of them being accidentally cut down. He has also sought to obtain some replacement way markers as a number are missing

**Retrieval of Cranford St Andrew sign**

The Chairman retrieved the Cranford St Andrew sign from a local golf club where it had been dumped. Cllr Holford offered to assist the Chairman to reinstate the sign where it belongs.

**21/95 To receive and note Clerk's report on anything not previously covered in their regular updates**

The Clerk announced that they had been accepted on the CiLCA (Certificate in Local Council Administration) course with the first online session in March. The Parish Councillors offered their full support to the Clerk with this course.

**21/96 To identify any matters arising from this meeting which need to be carried forward**

Updated Risk Assessment, Final Budget monitoring report, Internal Audit

**21/97 Close**

Meeting closed at 8:30pm.

The next ordinary meeting of the Parish Council will take place on Thursday 31st March 2022 at 7pm in the Memorial Hall