

Cranford Parish Council

Clerk Pat Bird 07522 582251

cranfordparish@gmail.com
www.cranfordparishcouncil.com



Minutes of the Meeting of Cranford Parish Council held at Cranford Memorial Hall on Thursday 31st March 2022 at 7pm.

Present: Cllr S Pickard (Chairman), Cllr A Gorton (Vice-Chairman), Cllr I Jones, Cllr N Bradley, Pat Bird (Clerk) and one member of the public until the conclusion of item 21/102

21/98 To receive and approve apologies for absence

Apologies were received from Cllr T Martin and Cllr S Holford.
It was **RESOLVED** that these apologies be approved.

21/99 To receive and approve for signature the minutes of the meeting held on Thursday 27th January 2022

It was **RESOLVED** that the minutes of the meeting held on Thursday 27th January be approved for signature by the Chairman

21/100 To note any matters arising from the minutes not included on this agenda for report only

The Cranford St Andrew sign has been reinstalled at Duck End.
Potholes on Thrapston Road have been somewhat repaired.
No response has been received from Cllr Rowley or Cllr Prentice (both Ward Councillors) regarding the wall in St Andrews Lane.
A member of Investigation and Searches Team at West Northamptonshire Council (Highways) has confirmed that the high level footpath is part of the publicly maintained highway.

21/101 To receive declarations of interest under the Council's Code of Conduct related to business on this agenda

No declarations of interest were received

21/102 To fill a casual vacancy on the Council

Fergus Gallagher had previously expressed an interest to join the Parish Council and he was invited to say a few words about why he would like to join the Parish Council and what he felt he could contribute to the Parish Council and the local community. Fergus was then asked to leave the room. The Parish Council considered his submission, and it was **RESOLVED** that Fergus Gallagher be co-opted to the Parish Council.

21/103 Public participation session

A member of the public has reported issues concerning bags of dog waste being left on the high

level path near the bin having been discarded from the adjacent field. The Clerk has raised this issue via cranfordcommunitynews and asked residents if they felt the bin should be moved to a more accessible place.

A member of the public has reported fly tipping along Grafton Road.

21/104 To receive a verbal report from the Unitary Ward Councillor(s)

Unfortunately none of the Ward Councillors attended the meeting and no report was received

21/105 To formally agree to implement the national pay award as per document E01-22 | 2021-22 National Salary Award issued by the National Association of Local Councils on 2nd March, advised by Northamptonshire County Association of Local Councils on 4th March

The Chairman explained that whilst the Parish Council has previously adopted the National Association of Local Councils pay scales, and the backdated pay award for 2021-22 for the Clerk was paid in the March Salary (authorised by the Chairman and Vice-Chairman), the Council hadn't formally agreed to implement the national pay award.

It was **RESOLVED** that the implementation of the national pay award for 2021-22 as per document E01-22 | 2021-22 National Salary Award issued by the National Association of Local Councils on 2nd March be agreed.

21/106 To review the report from the Clerk regarding St Andrews Church Clock and to approve the payments to The Cumbria Clock Company and Clockwise Restorations

The Clerk presented a report following on from the reports previously presented to the meetings in November 2021 and January 2022. The report confirmed that steps have been taken to firstly reduce the risk of work on the clock not being requested by the Clerk but requiring payment by the Parish Council; and secondly, to avoid duplication of clock services with the associated unnecessary costs and effort. The positive points are that the clock's hammer check spring has been returned and that the clock is currently working and it has cost a lot less than the original quote received.

It was **RESOLVED** that the payments to both companies be approved whilst lessons from this be learned.

21/107 To receive a verbal report from Cllr S Holford on findings from Internal Control

In Cllr Holford's absence, Cllr I Jones undertook the Internal Control function and reported that everything was in order and that the Internal Control had been signed off

21/108 To note the Finance Report, approve the Schedule of Payments, and review the end of year Budget Monitoring report and approve the recommendations

The Clerk summarised the Finance Report. The balance as at 31st March, i.e. £12,101.14 was not the true year end figure as there were a further 7 payments due for 2021/22 requiring approval, as shown on the Schedule of Payments. Therefore the true year end figure is £10,086.84, subject to the approval of the 7 outstanding payments.

The Clerk summarised the end of year Budget Monitoring Report and recommended that from the 2021/2022 Budget

a) £1000 of the £1,175.02 underspend on the Clerks' salary /telephone/Internet be transferred

to Reserves and ring fenced for the Clerk's CiLCA course

b) £300 underspend on Local Government Reforms be transferred to Reserves and ring fenced for Devolution

c) £1000 underspend on Vegetation control (weeds/hedges/trees) be transferred to Reserves and ring fenced for Village Maintenance

d) £1000 underspend on Footpath/footway improvements be transferred to Reserves and ring fenced for footpath improvements

It was **RESOLVED** that the Finance Report be noted; the Schedule of Payments be approved; the four recommendations regarding the transfer of allocated budget from the 2021/2022 to Reserves and the ring fencing for particular projects be approved; and that the true year end balance for 2021/2022, i.e. £10,086.84 be noted.

21/109 To comment on Planning Applications received since the last meeting

The Clerk reported that there had been four planning applications received since the last meeting

NK/2022/0045 Old Rectory, 1 Rectory Hill, Cranford, NN14 4AH - T148 Weeping Beech - fell; T154a Common Beech - reduce Northern limb by 3m

NK/2022/0061 - New Stone House, Duck End, Cranford, NN14 4AD - Removal of condition 11 of KE/87/1094, in respect of agricultural occupation

NK/2022/0062 - Dial House, 2 Butchers Paddock, Cranford, NN14 4AH - T1 Fir - fell; T2 Beech - crown reduce by 15%

NK/2022/0123 - The Laurels, 31 High Street, Cranford, NN14 4AA - T1 Atlas Cedar – fell

Under the Scheme of Delegation to the Clerk, the Clerk submitted a 'raise no objection' statement of behalf of the Parish Council to NNC Kettering Area

The Clerk reported that a consultation notice had been received on 31st March for a planning application, **NK/2022/0131** The Chestnuts, High Street, Cranford - Loft conversion with dormer windows to rear and rooflights to front and rear. As at the meeting, the documents for this were not yet available on the NNC Kettering Area website.

It was **RESOLVED** that once the relevant documents for planning application NK/2022/0131 were available, the Clerk would formulate a response to share with the Councillors and a decision would be taken then whether a meeting would be necessary to discuss this planning application

21/110 To receive project updates and to approve any recommendations.

a) Tufty Project (VAS signs) – Cllr I Jones

It was **RESOLVED** that the locating of the second VAS sign at the entrance to the village at the top of Rectory Hill be approved

b) Queen's Platinum Jubilee – Clerk

It was **RESOLVED** that a sum of £300 be committed to support the village's events to mark the Queen's Platinum Jubilee and this would include the cost of a tree as requested by St John's Church with a plaque and that the purchase of any other item, as requested by Cranford's Queen's Platinum Jubilee Working Group, be delegated to the Clerk in agreement with the Chairman

c) Website – Clerk

It was **RESOLVED** that the decision of which UK based web hosting company to use would be delegated to the Clerk and Cllr I Jones within the budget already agreed, £100, and that the transfer of the Parish Council website is to be completed before June

d) Asset Mapping Project – Clerk

37 street lights were identified in Cranford and have been mapped as part of this project, 6 were identified as requiring repair and have been reported to NNC Kettering Area.

It was **RESOLVED** that residents are encouraged to report issues with any street lights

e) OLB – Clerk

It was **RESOLVED** that the Clerk purchases a Book of Condolence on behalf of the village and that the Clerk continues to review any further guidance and works with the working group to update Cranford's OLB Protocol

f) Connecting Communities one step at a time – Cllr Gorton

It was **RESOLVED** that the Clerk chases NNC for an update regarding the Parish Council's Community Fund grant application as this will help shape the next steps for the Connecting Communities one step at a time project

21/111 To adopt the ICO's model publication scheme [model-publication-scheme.pdf](https://ico.org.uk/model-publication-scheme.pdf) (ico.org.uk) and to delegate the updating of the [associated guide to information](#) to the Clerk

It was **RESOLVED** that the ICO's model publication scheme be adopted and that the updating of the associated guide to information be delegated to the Clerk.

21/112 To review and approve the updated Asset Register

It was **RESOLVED** that subject to the addition of the Chairman's Board and the keys for the VAS signs, the updated Asset Register be approved and that the Clerk undertakes an Asset review and produces an Asset Maintenance Programme for consideration at the next Parish Council meeting

21/113 To review and approve the updated Risk Assessment

It was **RESOLVED** that the updated Risk Assessment be approved and that it is continually reviewed to ensure any new risks are identified especially with the increasing number of projects.

21/114 To approve the adoption of the BT Kiosk in Grafton Road

It was **RESOLVED** that the adoption, by the Parish Council, of the BT Kiosk in Grafton Road be approved.

21/115 To approve the payment of the invoice, due April, from NCALC for the Clerk's CiLCA course (£495) and to approve the purchase of the Arnold-Baker on Local Council administration book (£119) required by the Clerk for their CiLCA course

It was **RESOLVED** that the payment of the NCALC invoice (£495) for the Clerk's CiLCA course and the purchase of the Arnold-Baker on Local Council administration book (£119) required by the Clerk for their CiLCA course be approved

21/116 To set the dates for the Parish Council Meetings for 2022/2023 and for the Parish Meeting

It was **RESOLVED** that the Parish Council Meetings for 2022/2023 would be on the fourth

Thursday of alternate months, i.e. 26th May, 28th July, 22nd September, 24th November, (2022) 26th January, 23rd March (2023) giving sufficient time to complete the year end finances; and that Parish Council meetings will continue to start at 7pm and to finish around 8:30; and that the Parish Meeting will be on Thursday 26th May starting at 6pm.

21/117 To receive and note, Chairman's updates on:

a) Chairman's Annual Report

The Clerk, as part of their CiLCA course will draft the Annual Report on behalf of the Chairman for approval by the Councillors

b) Clerk's appraisal due in May

The Chairman reported that the Clerk has asked if all Parish Councillors could contribute to the Clerk's Appraisal. Relevant information will be sent to Parish Councillors for their consideration and input and this will then be used by Cllr T Martin to lead the Clerk's appraisal

c) Path Warden activities

The Chairman recently attended an online session of the Parish Path Warden (PPW) induction training. Currently the Parish Path Wardens are not empowered to replace any missing or old waymarkers. Each one has to be reported via Street Doctor and for Cranford we need around 40. Waymarking is being raised as an issue by other Parish Path Wardens as with increased footfall on paths more needs to be done to ensure people are aware of where they can and cannot go.

The Chairman added that If the Parish Council installs any kissing gates it will need to inform Northamptonshire Highways

21/118 To receive and note Clerk's report on anything not previously covered in their regular updates

The Clerk announced that they will be on leave from 4th April to 13th April inclusive and they would not be contactable during this time. Also, the Internal Audit is scheduled for 27th April.

21/119 To identify any matters arising from this meeting which need to be carried forward
Asset Maintenance Programme, Clerk's Appraisal

21/120 Close

Meeting closed at 8:37pm.

The next ordinary meeting of the Parish Council will take place on Thursday 26th May 2022 at 7pm in the Memorial Hall