

CRANFORD PARISH COUNCIL

Clerk Pat Bird
07522 582251

cranfordparish@gmail.com
www.cranfordparishcouncil.com



To members of the council:

You are hereby summoned to the **Annual Meeting** of Cranford Parish Council to be held at Cranford Memorial Hall on **Thursday 26th May 2022 at 7pm** for the purpose of transacting the following business:

Agenda

- 22/01 To elect a chairman for the forthcoming year and to receive their declaration of acceptance
- 22/02 To elect a vice-chairman for the forthcoming year
- 22/03 To receive apologies for absence and to determine if the absence is approved (reason for absence to be advised)
- 22/04 To approve the Minutes of the Council Meeting held 31st March 2022 as a correct record
- 22/05 To note any matters arising from the Minutes not included on the agenda, for report only
- 22/06 To note any declarations of pecuniary or prejudicial interests in relation to any items on the agenda
- 22/07 Public speaking time. Members of the public have an opportunity to address the Council on any matter for a maximum of three minutes subject to an overall public speaking time of 15 minutes. Anyone wishing to speak should notify the Chairman or Clerk prior to the commencement of the meeting
- 22/08 To receive a report from the Unitary Ward Councillor(s)
- 22/09 To review the Councillor Code of Conduct and to acknowledge the seven principles of public life
- 22/010 To review and confirm arrangements for the delegation of powers to the Clerk
- 22/011 To undertake the annual review of the Council's
 - a) Standing Orders
 - b) Financial Regulations
- 22/012 To adopt updated policies, i.e.
 - a) Data Protection Policy
 - b) Equality and Diversity Policy
- 22/013 To appoint the Clerk as the Council's Police Liaison Representative for the forthcoming year
- 22/014 To approve membership of outside bodies (and approve payment subscriptions when they become due)
 - a) Northamptonshire County Association for Local Councils (NCALC)
 - b) Northamptonshire Action in Communities in Rural England (ACRE)

- c) Society of Local Council Clerks (SLCC)
- d) Campaign for the Protection of Rural England (CPRE)

- 22/015 To review and approve any required changes to the bank signatories / authorisers
- 22/016 To receive a report from the Internal Control Councillor
- 22/017 To receive and note the Finance Report and to approve for payment the schedule of payments presented
- 22/018 To review the Clerk's annual salary
- 22/019 **Annual Governance and Accountability Return (AGAR)**
- a) To receive and note the Annual Internal Audit Report 2021/2022
 - b) To approve and adopt the Receipts and Payments 2021/22
 - c) To complete and sign the Annual Governance Statement 2021/22
 - d) To consider, approve & sign the Accounting Statements 2021/22
 - e) To complete and sign the Certificate of Exemption – AGAR 2021/22
 - f) To note the dates for the exercise of electors rights re inspection of the annual accounts (13/06-22/07)
- 22/020 To determine the response to North Northamptonshire Council on the planning applications
[NK/2022/0131](#)
The Chestnuts, High Street, Cranford, NN14 4AA
Loft conversion with dormer windows to rear and rooflights to front and rear

[NK/2021/0404](#)
Hanwood Park (Parcel FOS1), Cranford Road (land off), Kettering, NN15 5NE
Formal Open Space to include grass pitches, other sporting and play facilities, car parking and pavilion
- 22/021 To receive current project updates and to approve any recommendations.
- 22/022 To receive and approve the Asset Maintenance Programme
- 22/023 To determine training requirements for Councillors and the Clerk for the forthcoming year
- 22/024 To consider potential projects for the forthcoming year
- 22/025 To receive and note, Chairman's updates on:
- a) Points raised from the Parish Meeting which will require future council decisions
 - b) Dog walking paddock
- 22/026 To receive and note Clerk's report on anything not previously covered in their regular updates
- a) Asset Mapping Project Listening Event
 - b) Defibrillator monitoring
- 22/027 To note the date of the next scheduled meeting 28th July 2022 and consider any future agenda items
- 22/028 Close

PM Bird

Pat Bird, Clerk to Cranford Parish Council
19th May 2022

Cranford Parish Council meeting 26th May 2022
Finance Report as at 19th May 2022

Income received since 31st March 2022		£	
Source	What for	Amount	Date
NNC	Precept	11,990.00	29th April 2022

Bank Reconciliation		£
Date		Balance
31st March 2022		12,101.14
1st April 2022		10,086.84
19th May 2022		22,076.84
Expected 31st May 2022		21,579.27

Schedule of Payments for approval						
Invoices received		£	£	£	Relevant Legislation	
From	What for	ex VAT	VAT	Total	Invoice Number	
LexixNexix	Arnold Baker Local Council Administration 12th edition	136.59	0.00	136.59	I0535642H	
Payments due to Clerk						
	Reimbursement for web domain name and hosting	59.99				
	Reimbursement for mobile phone top up	20.00		79.99		
	May Salary (due 30th May)	280.99		280.99		Local Government Act 1972 s.112
	Total amount			497.57		

Outstanding VAT to be reclaimed £270.40
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