

MINUTES OF A CRANHAM PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 14th January 2025 AT 7 PM

Present: Cllr Mike Drake Chairman
Cllr Jenny Barraclough
Cllr Steven Bodenham
Cllr Sue Elliott
Cllr Richard Overs
Cllr Peter Shaw

In Attendance: District Councillor Pete Kennedy

PUBLIC QUESTIONS

There were no public questions.

1. Apologies (To receive apologies for absence).

The Council accepted apologies from County Councillor Sue Williams

2. Declaration of Interest (Members are requested to declare any interest they may have in the business set out on the Agenda to which the approved Code of Practice appears.)

There were none.

3. Approval of the Minutes of the Parish Council Meeting held on Tuesday 12th March 2024.

The minutes were accepted as an accurate record of the meeting and duly signed.

4. a. To receive a report from County Councillor.

In the absence of County Councillor Sue Williams, the Chairman requested that the Locum Clerk add her full January report online and then read updates relevant to the Parish.

b. To receive a report from the District Councillor.

District Councillor Pete Kennedy provided an update on District matters, particularly the ongoing discussions around unitisation and the proposed changes to the District and Borough Councils. He confirmed that nothing had been agreed yet so could not update the members on final ideas. The Locum Clerk queried current progress with the Local Plan and the District Cllr suggested that it should hopefully be published in the next month.

Following the District Cllr's update, Cllr Sue Elliott requested that the District Cllr investigate the amount of rubbish being littered on the A46 between the Shell garage and the Royal William. Cllr Mike Drake also requested the District Cllr reported the recently missed rubbish collections on Mill Lane.

c. To receive a report from the Council Chairman.

The Chairman had no updates to report.

d. To receive the Clerks Report:

The Locum Clerk updated the members on current matters she was dealing with, including the VAT 126 claim and an update on her Local Council training and qualifications.

Initials & date:

5. Chair to sign continuation of employment letter for Locum Clerk.

The letter was formally signed by the Chairman.

6. Update from either County Councillor Sue Williams, or the Locum Clerk regarding outstanding Highways issues, including plans for dealing with outstanding items.

In the absence of County Councillor Sue Williams, the Chairman read the County Cllr's email updates (referencing recent Parish Councillor questions):

- *Is the currently scheduled resurfacing in the Parish complete (assuming the Common Roads will not be done)?* It was confirmed the current resurfacing programme for the Parish was complete, however it was noted that the road by the school still needs patching and the County Cllr is still waiting for an update regarding this.
- *Reference, Site Meeting 11 March 24 and progress to replace the alien infill from the National Grid work? What progress?* The County Cllr confirmed that she is still waiting for a response on this. She confirmed that to her knowledge, National Grid met with the Commons Committee last year and did agree that the work was to be completed.
- *Update on the reprofiling of the road to ensure 2 drains become effective on lower Mill Lane (taking spring water off Lane).* It was confirmed that the jobs have been raised for 2025/26 and are ready to go.
- *Resurfacing of Mill Lane in 2025/26 year?* It was confirmed that Mill Lane is in the program for 25/26 for large patching, however caution was raised that items are always subject to change due to circumstances outside planned works.

It was also confirmed that the County Cllr would be meeting with the Locum Clerk on Friday 17th January to discuss the ongoing Highways issues, including Mill lane and the potential availability of a grant to assist with the playground repairs. The Parish Councillors' were invited to attend if they wished.

7. Planning matters requiring a decision:

- **S.24/2025/HHOLD Suttons Mill, Erection of single storey extension & alterations to house with related landscaping.**

<https://publicaccess.stroud.gov.uk/online-applications/applicationDetails.do?keyVal=SML82MPNLFH00&activeTab=summary>

The Parish Council supported this application however wanted to raise awareness of a previous flooding event on this site in 2007. Taking this into consideration it was requested that consideration be placed on steps to mitigate the possibility of surface water build up and the potential accumulation of surface water at new barriers created by the newly proposed structure.

Additional consideration was requested when reviewing the roof lights to ensure light spill is kept to a minimum. As an overriding comment the Councillors' requested steps are taken to ensure that the plans comply with a Dark Skies Policy. Should officers be minded to grant the application they requested that conditions are imposed regarding the use of external lighting, reiterating that this Council supports the Dark Skies initiative and the proposed site is adjacent to an Area of Outstanding Natural Beauty.

8. To adopt the revised Financial Regulations (circulated prior to the meeting).

The Financial Regulations were adopted.

9. To approve the quote from Greenways for the 2025 Playing Field grass cutting contract.

Initials & date:

The quote was approved.

- 10. To confirm the continuation of using Lloyds Bank for Parish finances (despite the introduction on 2025 charges).**

It was agreed to continue using Lloyds Bank services.

- 11. To approve the April 2025 Allotments contract and discuss associated charges.**

The contract was discussed and Cllr Sue Elliott noted the appropriate amendments. It was agreed that from April 2026 the charges would be as follows:

- Full Plot: £20
- Half Plot £10

- 12. To discuss Mr J Strickland's contribution towards maintaining the allotments and associated fees.**

Agenda item 12 was deferred until the March Meeting pending further investigations.

- 13. To discuss future arrangements for reporting the Allotment water meter readings and a potential rota.**

A rota was not concluded however there were discussions regarding the need for an Allotment Manager. The Locum Clerk confirmed she would further investigate to allow for a conclusion at the March meeting.

- 14. To receive the following reports/ updates:**

a. Speedwatch

Cllr Jenny Barraclough confirmed that the speed camera signs were now displayed in the Village and that 45 people so far had been sent letters, with 7 further action cases since the cameras have been in use. Interest was placed on future statistics now there is a smoother road surface.

b. Playing field and Playground

Cllr Steven Bodenham provided an update on his efforts to establish a new Playing Field Committee. Cllr Bodenham confirmed that he now has 4 members interested (2 members of the public, 1 person from the Feast Committee and 1 person representing the Cubs). With a meeting scheduled for the end of January it was hoped that this would then represent the reinstatement of the Cranham Playing Field Committee.

Cllr Bodenham also provided an update relating to the engagement with the school with regards to the playing field and confirmed the following:

- An email had been sent to Cranham School requesting engagement with the school following the ongoing reformation of a playing field committee, to formalise how the school use the playing field and to highlight the challenge relating to the cost of the upkeep of the playing field.
- Cllr Bodenham and Cllr Shaw met with Head Teacher Sarah Scott and Governor Nicki Clapton on Friday 13th December 2024.
- The request by the Parish Council to formalise/agree governance with regards to how the School uses the field was discussed. Taking into consideration that the School had sold off the field next to the Church which they had previously used as a playing field.

- Mrs Scott agreed to formally write to the Parish Council each school year to detail the proposed use of the playing field by the school (including schedule/timings of activities).
- It was confirmed that the matter is still being investigated in terms of historical contributions previously given by the school and whether this was of any future relevance.

c. Allotments

Allotment matters were discussed earlier in the meeting therefore there were no further updates on this agenda item.

15. Accounts:

a. To approve the Accounts for Payment as per the list circulated prior to the meeting.

Accounts for payment:		For meeting 14th January 2025	
Payee	Chq Number	Amount	Reason
Town and Parish Councils	FP	180.00	Accessibility & Domain updates
J Whitton	FP	85.68	Pound project - part of CIL donation
Cranham Table Tennis	FP	500.00	CIL Grant
T Slator	FP	261.87	Dec Salary £235.87 & Expenses £26
HMRC	FP	58.80	Dec PAYE tax
Waterplus	FP	32.86	Allotment water supply
T Slator	FP	268.24	Jan Salary £235.67 & Expenses £32.57
HMRC	FP	59.00	Jan PAYE Tax
PATA Payroll Services	FP	149.40	PATA annual invoice (Jan-Dec 2025)
	Total	£1,595.85	

The Council agreed that the accounts be accepted for payment and signed by the Chairman.

b. To approve and adopt the Budget for the financial year 2025/2026

The budget for the financial year 25/26 was approved.

d. To approve the Precept for the financial year 2025/2026

The Precept request for the financial year 25/26 was approved.

d. To confirm the appointment of Mr Ian Crowe FFA as the Councils internal auditor for the year ending 31st March 2025.

The members approved the use of Mr Ian Crowe's services for the upcoming audit.

16. To confirm the date of the next meeting: Tuesday 4th March 2025

The next meeting date was confirmed as 7pm on Tuesday 4th March.

17. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies

Initials & date:

(Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature if the business to be transacted.

- 18. To discuss land ownership matters (including relevant Parking Easement).**

The matter was discussed with no further action required.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.46 PM**

Approval Signature:

Signature: _____

Date: _____

Initials & date: