

MINUTES OF THE ANNUAL CRANHAM PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 6TH MAY 2025 AT 7.35 PM

Present: Cllr Mike Drake Chairman
Cllr Jenny Barraclough
Cllr Steven Bodenham
Cllr Richard Overs (joined at 8.04pm)

No members of the Public attended (all left after the Annual Parish Meeting).

PUBLIC QUESTIONS

There were no public questions.

1. Election of Chairman.

Cllr Mike Drake was elected as Chairman with Cllr Jenny Barraclough proposing, Cllr Steven Bodenham seconding and unanimously agreed.

2. Election of Vice Chairman.

Cllr Peter Shaw was elected as Vice Chairman (subject to his acceptance) with Cllr Mike Drake proposing, Cllr Jenny Barraclough seconding and unanimously agreed.

3. To appoint Chairman of Committees and Sub-Committees:

a) Playing Field Committee

Cllr Steven Bodenham was elected with Cllr Mike Drake proposing, Cllr Jenny Barraclough seconding and unanimously agreed.

b) Allotment working group

Cllr Steven Bodenham was elected with Cllr Mike Drake proposing, Cllr Jenny Barraclough seconding and unanimously agreed.

c) Speedwatch working group

Cllr Jenny Barraclough was elected with Cllr Mike Drake proposing, Cllr Steven Bodenham seconding and unanimously agreed.

4. Apologies (To receive apologies for absence).

The Council accepted apologies from Cllr Peter Shaw and Cllr Sue Elliott

5. 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.

6. Approval of the Minutes from the Parish Council Meeting held on Tuesday 4th March 2025.

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

Initials & date:

- 7. Planning matters requiring decisions:** Items received with a minimum of 48 hours notice prior to the meeting date.

There were none.

- 8. To approve the Parish Council criteria for annual grant applicants and agree on the standard response sent to applicants.**

The Councillors agreed that no change was required to the online grant application form and that the following wording would be appropriate:

Thank you for contacting Cranham Parish Council with your grant request for the financial year 2025/2026.

With effect from 2025 the Parish Council has decided to review grant requests annually at their September meetings. The decision has been made to allow for better budgeting throughout the year and will then allow for a better assessment of the funds available to all Parish groups.

Please complete the attached application form and return by 31st August 20xx to: Cranhampc@gmail.com

- 9. To adopt the Code of Conduct document circulated prior to the meeting.**

Councillors present at the meeting were happy to adopt the amended policy however in the absence of Cllr Sue Elliott it was decided the item would be deferred until the next agenda.

- 10. To approve the appointment of Mr Jeremy Strickland as Voluntary Allotment Manager**

Mr Jeremy Strickland was approved as the new Voluntary Allotment Manager.

- 11. To discuss an action plan for the Playing Field and Playground in 2025.**

a) To approve an initial amount for basic repair materials such as sand.

An outline of required plans was discussed, including the need to obtain up to date quotes on both the playground equipment and bin. Members confirmed that where possible, quotes should reflect the saving of current equipment and not its replacement. It was also agreed that the zip wire should be restored as this was a popular item. The urgent need to get the swings reinstated was also discussed following a local resident's grandchild writing a letter directly to the Parish Council. The Locum Clerk confirmed that she would get quotes so Cllr Bodenham could discuss plans with the Committee. It was also noted that the carousel should be removed at the earliest convenience and stored until repaired.

Discussions were also raised regarding regular play equipment checks. The Locum Clerk indicated that there was a pending course on the 12th June that someone could attend however no one was confirmed. It was noted that the new grass cutting contractors for the playing field could complete regular checks and a monthly report for an extra £5 a month, therefore this was agreed immediately for health and safety reasons. However a plan still needs to be discussed for the winter months when grass is not cut.

- a) Cllr Bodenham presented his investigations on basic material requirements to start work on the playing field and equipment. It was confirmed that he would like paint, primers, painting equipment and bench fixings. It was noted that sand may no longer be required as top soil may be obtained from another source. With this in mind the Council agreed to an initial amount of £230 which would be paid to Cllr Bodenham on presentation of his receipts.

- 12. To discuss the GAPTC devolution survey and finalise the Parish Council response for submission.**

Initials & date:

Outstanding items on the survey were discussed and the item finalised for the Locum Clerk to submit responses via the GAPTC portal.

13. Finance:

a) Review of Mandate Signatories – removal and addition.

After a discussion regarding current settings, it was decided not to change the current number of signatories, or those already listed.

b) Review of Direct Debits

The Locum Clerk confirmed that at present there is only one direct debit on the Cranham Parish Council account which is an annual payment for the ICO. It was agreed that the Locum Clerk could now also setup a direct debit for the payment of the allotments water supply via WaterPlus.

c) Future authorisation to change the Banking correspondence address (reflecting the foreseen pending change in Locum Clerk home address).

The amendment was approved.

14. Accounts:

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

Accounts for payment:		For meeting 6th May 2025	
Payee	Cq Number	Amount	Reason
GAPTC	FP	£164.67	Annual subscription
T Slator	FP	£268.44	March salary: 235.87 Expenses: 32.57
HMRC	FP	£58.80	March PAYE tax
Waterplus	FP	£34.55	Allotment quarterly water bill
T Slator	FP	£261.87	April salary: 235.87 Expenses: 26
HMRC	FP	£58.80	April PAYE tax
Playsafety	FP	£153.60	ROSPA play equipment report
I Crowe	FP	£140.00	2024/25 Audit
Jeremy Strickland	FP	£150.00	Donation towards voluntary allotment maintenance
	Total	£1,290.73	

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

b) To complete the Annual Governance Statement for the year ended 31st March 2025.

The Annual Governance Statement was signed by the Chairman and Locum Clerk

c) To adopt the Accounts for the year ended 31st March 2025.

The accounts were adopted for the year ending 31st March 2025.

d) To agree the Certificate of Exemption and Self Certify.

The Certificate of Exemption was signed by the Chairman and the Locum Clerk.

e) To Note the dates of the Exercise of Public Rights 3rd June - 14th July 2025.

Initials & date:

The dates were noted.

15. Date of the next meeting – Tuesday 1st July at 7pm in the Cranham Village Hall.

As Cllr Richard Overs joined the meeting later, he was updated on meeting matters he had missed to ensure there were no outstanding concerns.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.43 PM**

Signature: _____

Date: _____

Initials & date: