

MINUTES OF THE CRANHAM PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 1st JULY 2025 AT 7.00 PM

Present: Cllr Mike Drake Chairman
Cllr Jenny Barraclough
Cllr Steven Bodenham (joined at 7.20pm)
Cllr Sue Elliott
Cllr Richard Overs
Cllr Peter Shaw

- In attendance County Councillor Gary Luff
- No members of the Public attended.

PUBLIC QUESTIONS

There were no public questions.

1. **Apologies** (To receive apologies for absence).

There were no apologies for absence to be noted.

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. **Cllr Peter Shaw to confirm his acceptance of the Vice Chairman role.**

Cllr Peter Shaw accepted the Vice Chairman role and signed the relevant declaration.

4. **Approval of the Minutes of the Parish Council Meeting held on Tuesday 6th May 2025**

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

5. **a. To receive a report from County Councillor.**

Following introductory questions from the Parish Councillors; County Cllr Gary Luff presented highlights from his most recent reports. The full reports can be found on this link:

[Documents – Cranham Parish Council](#)

Another item discussed in detail during County Cllr Luff's report was the recent communication from Gloucester County Council for Parishes to consider areas for speed reduction. The Locum Clerk confirmed that she had not yet forwarded on the communication and confirmed that ideas would be finalised at the Parish Council Meeting on the 2nd September.

- b. To receive a report from the District Councillor.**

County Cllr (and District Cllr) Gary Luff provided these updates within his County Cllr presentation.

- c. Council Chairman updates.**

The Council Chairman had no specific updates however thanked Jan Whitton for her commitment to the recent Pound Project, also Cllr Sue Elliott for her recent work on the Code of Conduct document and other similar items. Other Cllrs were also thanked including Cllr

Initials & date:

Steven Bodenham for his work with the Playing Field committee, Cllr Jenny Barraclough for her support with emails and speedwatch and Cllr Peter Shaw for his knowledge and support with the Parish accounts.

d. Locum Clerk updates.

Most of the Locum Clerk updates were to be covered in the remaining agenda however members were updated on recent issues such as investigations into quotes for the Playground and more recently investigating the requirement for .gov emails. It was also noted that the annual AGAR forms had been submitted and the required information displayed on the parish webpage.

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

There were no items to discuss however there was a brief discussion regarding the withdrawal of the Greenhill application.

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

The Parish Councillors adopted the most recent version of the document sent by Cllr Sue Elliott.

- 8. To discuss the Parish Biodiversity policy and action plan.**

After a brief discussion on the matter, Cllr Sue Elliott offered to create a document with the assistance of Cllr Jenny Barraclough. The Locum Clerk considered this a good idea with the responsible Cllrs more familiar with the Parish landscapes and having more experience in the local environment. Ideally the document will be ready for adoption at the next meeting.

- 9. To discuss and approve Playing field/ playground quotes including:**

- **Replacement bin**
- **Play equipment restoration**

The Locum Clerk and Cllr Steven Bodenham provided an overview on quotes they had recently sought and Cllr Bodenham delivered a summary on the recent Playing Field Committee Meeting.

Following her attendance on a recent routine play equipment inspection course, the Locum Clerk suggested that weekly checks should be completed on the play equipment, especially once the restoration of the items has been completed. There was also discussions regarding the safety of the zip wire and if it was an item the Parish Council should restore. After concerns were discussed the matter was closed by a vote with 4 Cllrs voting to restore the zip wire, 1 abstaining and Cllr Peter Shaw voting against. With the majority vote to continue restoration, the Locum Clerk confirmed that she would contact Steven at Greenways Ground Maintenance to complete the work based on his quote of: £2,985.14.

Another item discussed was the double swing. Cllr Bodenham confirmed that he had been in contact with a supplier to supply a replacement (on the understanding the volunteers in the village will help fit the item). He confirmed that the swing would still have a warranty even if not fitted by the supplier; however the Locum Clerk reminded him that it must still have the relevant professional checks. The Locum Clerk said she would also contact another contractor to check the cost of supply and fitting. The matter was closed with no final decision at present until further investigations.

In reference to the Playing field replacement bin, the Playing Field Committee had already decided on the design they would like which was different to the quote the Locum Clerk had sought. The Locum Clerk therefore confirmed she would check with Greenways to see if they

could provide an equivalent at a similar quote to the £319.69 provided and no more than £350.

10. To receive the following reports/ updates:

a. Speedwatch

Cllr Jenny Barraclough provided her update on the Speedwatch initiative providing data to the members. Members agreed that an overall reduction in average speed was positive, with the hope that now the camera is in a full working order results can continue to be monitored. Cllr Barraclough also reminded Cllrs that the camera does not only help with speed reduction but can also be useful to the police for identifying other crimes. Highlight statistics included in the report included:

- Total letters sent so far this year: 71
- Maximum speed reduction: highest recorded in 2024: 69mph and in 2025 58mph.

b. Playing field and Playground

There were no further updates following discussions for Agenda Item 9.

c. Allotments

The Locum Clerk confirmed that she had now completed her checks on allotment payments and contracts with 2 outstanding payments and 6 contracts not yet received. It was confirmed that the Allotment Manager had been notified; however she would send reminder emails shortly. It was also agreed that a data summary would be sent to the representative Cllr Steven Bodenham.

11. Accounts:

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

Accounts for payment:		For meeting 1st July 2025	
Payee	Cq Number	Amount	Reason
Autospeedwatch	FP	£214.80	Annual data subscription
T Slator	FP	£282.16	May Salary £235.67; expenses £46.49
HMRC	FP	£59.00	May PAYE tax
Police and Crime commissioner	FP	£9.10	Speeding letters 01.10.24-31.12.24
Police and Crime commissioner	FP	£22.40	Speeding letters 01.07.24-30.09.24
Police and Crime commissioner	FP	£11.20	Speeding letters 01.01.25-31.03.25
Community First	FP	£384.74	Annual Insurance
Greenways Grounds maintenance	FP	£246.00	1st 2025 Invoice dated 22nd May (2 grass cuts)
Waterplus	FP	£22.68	Allotments water 5th April - 15th June 2025
T Slator	FP	£261.67	June Salary £235.67; expenses £26
HMRC	FP	£59.00	June PAYE tax
	Total	£1,572.75	

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

Initials & date:

12. **To confirm the date and time of the next Parish Council Meeting: Tuesday 2nd September; start 7.00pm.**

The meeting date and time was agreed with the request that the days Parish Meetings fall on are reviewed at the September Meeting. The Locum Clerk confirmed this would be possible if it was reviewed more than 6 months prior.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.29 PM**

Signature: _____

Date: _____

Initials & date: