

MINUTES OF THE CRANHAM PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 4TH NOVEMBER 2025 AT 7.00 PM

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

- No members of the Public attended.

PUBLIC QUESTIONS

There were no public questions.

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

Cllr Sue Elliott and County Cllr Gary Luff gave their apologies.

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 2nd September 2025**

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 the County Cllr the Chairman confirmed that all meeting attendees had read the report and there were no queries. The report can be found on the following link:

[Microsoft Word - Nov 2025-GCC Parishes report _1_](#)

[Microsoft Word - SDC November 2025 Report _1_](#)

- b. **Council Chairman updates.**

There were no updates to discuss.

- c. **Locum Clerk updates.**

The Locum Clerk confirmed that the Annual CIL report had been completed and submitted to Stroud District Council. She also confirmed that she would request an update on the swing delivery and missing HGV signs in the next week.

5. **Presentation from Greenways detailing recent updates on play equipment.**

Greenways were unable to attend the meeting, however provided a written report on their recent work with suggestions for future progress. The Locum Clerk read this to the meeting attendees.

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

a. **S.25/2025/FUL Land Adjacent To Hill Cottage, Cranham, Gloucestershire**

Initials & date:

The Parish Council raised no objection to the application. However, it was noted that it would prefer developments in the area to adopt a more traditional design approach to preserve the village's character, heritage, and historic identity.

In addition, members also questioned what steps were being taken to ensure that the plans comply with a Dark Skies Policy. Should Officers be minded to grant this application Cllrs requested that conditions are imposed regarding the use of external lighting, as this Council supports the Dark Skies initiative and the proposed site is adjacent to open fields nearby SSS1 and NNR Cranham Common.

7. To re-discuss the historic Cranham PC domain name and if it should be annually paid for to maintain ownership.

It was agreed that there was no need to continue paying for a domain no longer in use, especially with the increasing recommendations and compliance for .gov Parish Council sites.

8. To discuss the Parish Defibrillator (and CPR) training and an appropriate plan for advertisement and delivery.

It was confirmed that the training is scheduled for Thursday 30th April 2026, with the Village Hall already booked. Cllr Jenny Barraclough confirmed that she had already made contact with interested parties and made the suggestion that in the New Year adverts could be put in the Village magazine and sent out in the Village emails.

9. To discuss and approve the Cranham Parish Council IT policy

It was decided not to adopt the IT Policy provided and to include amendments representing the advice given in the Good Practitioners' Guide for 2025 in terms of .gov emails. The Locum Clerk confirmed that she would change the policy and provide a new document at the January meeting.

10. To consider and agree to pursuing the implementation of Councillors Allowances.

It was agreed that at present there was no requirement to investigate this further.

11. To approve Mr J Strickland using the water at the allotments for another calendar year (2026) to wash his van and confirm the charge for using this facility.

There was no requirement to discuss this suggestion as Mr Strickland confirmed he no longer requires the facility.

12. To approve the 2026 quote from Greenways contractors for the playing field grass cut.

The Locum Clerk confirmed that the quote would be identical to 2025; however VAT would now be added with the requirements to claim back the VAT funds at the end of each financial year. The quote was approved for continuation in 2026.

13. To receive the following reports/ updates:

a. Speedwatch

Cllr Barraclough provided the relevant reports before the meeting, allowing for members to review the data. Recent functionality issues with the camera were discussed, with the Locum Clerk confirming that she would speak with a Clerk in a neighbouring Parish to see if they were experiencing similar problems.

It was also noted that data was greatly impacted by events outside the Parish such as road

accidents. On occasions such as this, average speed limits can be increased as people cut through the village.

As part of highways discussions, Cllr Peter Shaw raised a query Cllr Sue Elliott had raised prior to the meeting in reference to raised ironworks on Santorium Road. The Locum Clerk confirmed that she would report the issue on FixMyStreet, keeping Cllr Michael Drake updated should further support be required.

- b. Playing field and Playground, including:**
 - i. Updated quotes (if appropriate).**
 - ii. Zip wire progress.**
 - iii. Swing installation**
 - iv. Winter Playground checks**

Following the update from Greenways, it was agreed that work should continue to update the zip wire (as per the quote agreed) with no extra requirement for a finishing platform at present. The Locum Clerk also re-confirmed that she would establish the progress on the swing order.

Playground checks in general were discussed, with the Locum Clerk confirming that a formal checklist could be created for Cllrs, or Committee Members to regularly follow. It was therefore agreed that over the winter months checks would be organised by Cllr Richard Overs, or Cllr Steven Bodenham (if the Locum Clerk could provide a checklist). The Locum Clerk confirmed that she would look into the matter and possibly contact GPFA for further guidance. The 2026 checks could then be reviewed on the success of the winter checks.

Finally the Locum Clerk confirmed that she would also speak with GPFA re post installation checks after the zip wire is updated.

c. Allotments

The Locum Clerk confirmed that there was only one person still outstanding on payment and if the payment was not received their 2026 renewal would need to be re-considered. It was also emphasised that it is important for tenants to complete their annual contracts, not only for best practice but to provide everyone with guidance and protection. There are still some contracts outstanding.

14. Accounts:

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

Accounts for payment:		For meeting 4th November 2025	
Payee	Cq Number	Amount	Reason
Cranham PCC (Grant)	FPO	£600.00	Grant authorised in meeting 2/9/25
Cranham Tennis Club (Grant)	FPO	£500.00	Grant authorised in meeting 2/9/25
HMRC	FPO	£59.00	Sept PAYE tax
T Slator	FPO	£269.05	Salary £235.67; expenses £33.38
Transition Stroud (Grant)	FPO	£72.00	Grant authorised in meeting 2/9/25
Glos Playing Field Association (GPFA)	FPO	£50.00	Annual Subscription
Parish Council Websites	FPO	£99.00	.gov email setup
The Police & Crime	FPO	£52.50	Police letters for speeding vehicles
Auto Speedwatch	FPO	£28.08	Camera repair
Water Plus	DD	£68.71	Quarterly bill - First DD

Initials & date:

Greenways - invoice 1100	FPO	£153.60	Grasscut 13/10/25, playground check and new VAT added
HMRC	FPO	£58.80	Oct PAYE tax
T Slator	FPO	£261.87	Salary £235.87; expenses £26
Greenways - invoice 1113	FPO	£2,675.63	Zip wire repairs, new bin, new VAT added
	Total	£4,948.24	

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 2026/2027

The budget in principal was agreed, however the decision was made not to formally approve the figures until the tax base figure is released in December. The item was deferred until the January meeting.

c. To approve the Precept for the financial year 2026/2027

Like the budget, approval of the final 2026/27 precept was deferred to the January meeting.

d. To confirm the appointment of Mr Ian Crowe FFA as the Councils internal auditor for the year ending 31st March 2026.

The appointment of Mr Ian Crowe FFA was confirmed.

15. To confirm the date and time of the next Parish Council Meeting: Tuesday 6th January 2026

The next parish meeting was confirmed as Tuesday 6th January 2026, 7pm.

16. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.

The Locum Clerk left the room to allow for the Cllrs to discuss arrangements.

17. To discuss and agree the Proper Officer arrangements.

It was agreed that the Locum Clerk would remain in the same position for another 12 months, with an increase in hourly rate to £18/hr with effect from the contract renewal (1st December 2025).

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.20pm**

Initials & date: