

MINUTES OF THE CRANHAM PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 6TH JANUARY 2026 AT 7.00 PM

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

In attendance: County Cllr Gary Luff
: No members of the public.

PUBLIC QUESTIONS

There were no public questions.

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

There were no 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 4th November 2025**

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

4. **Chair to sign continuation of employment letter for Locum Clerk.**

The letter was approved and duly signed by the Chairman.

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

County and District Cllr Gary Luff provided Parish specific updates. Updates included the work on Mill Lane to prevent flooding. The Chairman suggested that more needed doing to the bridge and the Clerk confirmed that the previous County Cllr Sue Williams had also requested a report on its structure. Cllr Luff also reminded members that the Grass Roots neighbourhood fund was still available and that the Parish Supper Club would qualify. The Chairman said he would remind the group organisers to apply.

Cllr Sue Elliott also raised concerns regarding the numerous temporary road signs around the village that should no longer be displayed. It was confirmed that they had been reported and she asked if the County Cllr could help with the matter.

Cllr Mike Drake also queried the potholes and state of the roads in the Parish. Cllr Luff suggested the Clerk contacted Highways on a specific email address for the use of Cllrs and the Parish.

County Cllr Gary Luff's full reports can be found on these links:

[Microsoft Word - January 2026 GCC Parishes report _2_](#)

[Microsoft Word - January 2026 Stroud District Council Report _2_](#)

Initials & date:

b. Council Chairman updates.

There were no specific reports to update members on; however the chairman did raise concerns regarding the drain at the bottom of Church Close. The Clerk confirmed that she would report this via a different method to FixMyStreet. The Chairman also confirmed that there were enough grit reserves in the Parish for the winter.

The Chairman also discussed the Parish Flood Warden's recent letter and the Clerk confirmed that she would be putting a specific item on the next agenda for this. County Cllr Gary Luff also said that he could suggest further guidance and support for the Flood Warden if he required it.

c. Locum Clerk updates.

The Locum Clerk had limited updates, however noted that the Parish is still waiting for the promised HGV signage.

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

a) S.25/1989/FUL; Land At Knowle Cottage, Cranham; Construction of Barn.

The Parish Council supported this application, noting that steps are taken to ensure that the plans comply with a Dark Skies Policy. It was also requested that conditions are imposed regarding the use of external lighting, as this Council supports the Dark Skies initiative.

- 7. To confirm the final details for advertising the Parish Defibrillator (and CPR) training in April 2026, including when and where to advertise.**

Cllr Jenny Barraclough confirmed that she already had a list of interested people and was happy to continue communicating with and collating attendees. It was noted that numbers are restricted to the Village Hall usual limits.

- 8. To consider and approve the Cranham Parish Council IT policy.**

The Policy was discussed and approved.

- 9. To discuss unofficial signage being displayed within the village and on the Common**

Council Members discussed specific areas of concern on the Common and Church Close. It was agreed that no one should be erecting signage in the Parish which will not only cause confusion, but may not be correct. It was suggested that Stroud District Council should be consulted on the Church Close parking signage.

- 10. To discuss the current National Trust forest works and how it might impact on Cranham woods/Saltridge in the future.**

Cllr Jenny Barraclough raised her concerns regarding National Trust works in the area and the pending project in the Parish. After much discussion about messy working and what appeared to result in the reduction of wild flowers and wildlife, it was concluded that the Parish Council had little power to control. The Chairman indicated that similar works had been completed in the past, therefore Cllr Barraclough said she may continue the matter personally (not representing the Parish Council).

- 11. To discuss the Parish Council response to the Parish and Town Council Charter online Survey Questions.**

The Locum Clerk had already circulated suggested responses prior to the meeting. Members agreed that these responses were sufficient for submission.

12. To receive the following reports/ updates:

a. Speedwatch

Cllr Jenny Barraclough confirmed that the ASW Camera is now working again and monitoring traffic. It was noted that less offenders are recorded over Christmas, as less people cut through the village.

b. Playing field and Playground – including swing installation update & zip wire signage.

Cllr Steven Bodenham updated everyone on his progress with Playing field matters, including the committee developments. The Locum Clerk reminded the volunteers who are scheduled to erect the swing that Kompan need a post installation inspection date. Cllr Bodenham confirmed that recent weather conditions had prevented the swings being installed, however hoped that the end of February would provide better weather conditions. The Locum Clerk agreed to request an inspection date for early March and encouraged the swing and zip wire completion before the start of the Easter holidays in April.

Signage was also discussed for the zip wire and entrance to the playing field. The Locum Clerk requested examples of the agreed wording so that she could also obtain a quote for comparison with Cllr Bodneham's.

Cllr Bodenham also updated members on his recent inspections, listing the following items of concern:

- Damage caused by wildlife – Clerk to request advice
- Surface repair requirements to the base of the slide
- The requirement to remove the old bin

Finally Cllr Bodenham confirmed that the next Committee meeting would be the 21st January. The Chairman confirmed that he could not attend, but the Clerk said she would see if she could.

c. Allotments

The Locum Clerk confirmed that there is still one outstanding payment and no reply has been received. She suggested that if this payment is not received before April it would be difficult to renew the tenant's contract for another year.

Members also agreed to the ordering of a skip in the spring to allow for the clearing of rubbish on site.

13. Accounts:

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

Accounts for payment:		For meeting 6th January 2026	
Payee	Cq Number	Amount	Reason
Parish Council Websites	FPO	£330.00	Annual website & email hosting with maintenance
Greenfields	FPO	£225.00	Historic invoice INV-6883
HMRC	FPO	£59.00	Nov PAYE Tax
T Slator	FPO	£269.05	November Salary (£235.67); expenses (£33.38)
KOMPAN Limited	FPO	£1,860.72	Swing

Initials & date:

HMRC	FPO	£62.40	Dec PAYE Tax
The Police & Crime	FPO	£16.10	Speedwatch letters Invoice dbps00018008
T Slator	FPO	£275.60	December Salary (£249.60); expenses (£26)
	Total	£3,097.87	

Bank Service charges
monthly at present £4.25
(unless CQ payments)

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

b. To consider and approve the Budget for 2026 / 27.

The 2026/27 Budget was approved by Council members with Cllr Peter Shaw proposing and Cllr Jenny Barraclough seconding, this was unanimously agreed.

c. To consider and approve the Precept for 2026 / 27.

The 2026/27 precept of £11,735 (increase of circa 3.83%) was approved by the Council members with Cllr Peter Shaw proposing and Cllr Jenny Barraclough seconding, this was unanimously agreed.

d. To consider and approve the Ear Marked Reserves for 2026 /27.

The allocation of earmarked reserves for 2026/27 was approved as follows with Cllr Richard Overs proposing and Cllr Peter Shaw seconding:

- Projects: £3,000
- Election Costs: £2,000
- Defibrillator: £1,000
- Total : £6,000

e. To appoint a Councillor to act as the Council's Internal Financial Checker.

Members raised questions regarding the need for this additional check, noting that those checking the payments would also be the signatories. Due to the reluctance of any members to adopt the role, the Locum Clerk said she would investigate the requirement further and where possible find the relevant document recommendations.

14. To confirm the date and time of the next Parish Council Meeting: Tuesday 3rd March 2026.

The next parish meeting was confirmed as Tuesday 3rd March 2026, 7pm.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.24pm**

Initials & date: