

MINUTES OF THE CRANHAM PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 3RD MARCH 2026 AT 7.00 PM

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

In attendance: County Cllr Gary Luff (until 8.05pm)
: PCSO Nicola Wood (until 7.18pm)
: 1 member of the public (The Flood Warden).

PUBLIC QUESTIONS

Police Report

As part of public questions, PCSO Nicola Wood provided an update on local matters and accepted questions from Council Members and the public. Matters discussed included:

- A discussion on the littering of Nitrous Oxide containers in the Parish, especially around local paths and the woods.
- Dangerous parking (particularly on a Sunday) by Church Close which appears to be Sunday Service attendees.
- Dangerous parking on the Village Green by recurring culprits.
- The Locum Clerk confirmed that she would email both PCSO Wood and the Neighbourhood Warden Mark Dodd after the meeting with requested information.

A member of the public also queried the state of the roads in the area and why roads were no longer dressed to protect them. PCSO Wood confirmed that whilst it was not a matter the police can directly report on, they are involved when accidents occur from the poor surfaces. County Cllr Gary Luff was able to explain that the roads are no longer dressed because immediate issues need to be dealt with first (to bring them to a standard to dress) and at present filling the numerous potholes in the area are priority.

1. Apologies (To receive apologies for absence).

The Council accepted apologies from Cllr Steven Bodenham; Cllr Sue Elliott was absent.

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 6th January 2026

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

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

The County Cllr Gary Luff provided his County and District reports prior to the meeting; his full reports can be found on these links:

[Microsoft Word - Feb 2026_GCC Parishes report_2](#)

[Microsoft Word - February 2026 Stroud District Council Report_5](#)

Initials & date:

The County Cllr specifically discussed Parish matters with the members, including highlighting that extra funding is scheduled for Highways and that no one had contacted the Grass Roots funding programme from Cranham (which he discussed in the previous meeting). The County Cllr also confirmed that investigations were ongoing to see if the Robin Bus routes can be increased in the Stroud area and reminded members that the Cotswold National Landscape may have extra grant funds available.

The County Cllr finally reminded members on the pending reorganization consultation.

b. Council Chairman updates.

The Chariman confirmed that he had no specific updates.

c. Locum Clerk updates.

The Locum Clerk provided a brief update on the following:

- Skip booked for March 27th – March 31st. Confirming a short period was to avoid attracting fly tippers.
- Confirmation that she had asked highways for an update on the raised iron works at Cranham Corner on the 18th February and there was no update from the relevant utilities company.
- Confirmation that she had also emailed the Cranham Commons Trust on the 18th February for an update on the National Grid corrections and had not yet had a reply.
- Confirmation that a vermin inspection had been completed on the playing field and the contractor advised no action was required at present.
- Thanks was given to Cllr Jenny Barraclough for installing the new Defibrillator battery.

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

There were no items to discuss.

6. Review ongoing Parish highways issues and identify new concerns to be dealt with.

Whilst some issues had already been briefly discussed, other issues were highlighted and County Cllr Gary Luff explained the process for fixing road surfaces with contractors.

It was noted that some of the large potholes in front of the school had been dealt with, however there was concern at the condition of the road between Suttons Mill and Manns Court. The Locum Clerk confirmed that she would report the issue and would use the emergency line if necessary.

7. Flood Warden update.

The Parish Flood Warden presented his report to the Council, detailing recent training and information events he has attended. Points of emphasis included:

- The collation of hedge debris on roads when land owners cut hedges and vegetation, subsequently blocking drains and water courses. It was emphasised that landowners have a responsibility to remove their own debris.
- He confirmed that whilst the Parish is not as troubled as others with flooding, important areas of caution should be observed. Specific examples being the amount of flood water required to float a vehicle and flood related deaths due to vehicle drivers not knowing their limits in flood water.
- Blocked drains in the Parish were discussed as a liability and the recurrence of issues at the corner of Church Close and the allotments. Painswick Stream was also flagged as a potential issue and the Flood Warden confirmed that in areas such as this there is now a general aim to slow the water flow down.

- Flood Re insurance scheme was also suggested as an important point of reference for homeowners struggling to get home insurance due to their flood risk. [Flood Re - A flood re-insurance scheme](#)
- It was agreed that the Parish did not require a very detailed flood plan due to its general lack of exposure to this risk, however the Flood Warden suggested a simple action plan may be appropriate for e.g. pre, during and after events to allow for problem areas to be identified and for better preparation in the future.
- Finally, the Flood Warden confirmed that he would send relevant sources of information to Cllr Jenny Barraclough who could then update the Parish Emergency Plan. He also confirmed that the next Flood Warden meeting he would attend would be in May 2026.

8. Discuss the Consultation of Gloucestershire LGR proposals and the submission of feedback.

Members agreed that completing the entire survey was not required, especially as other surveys had been completed in the last 12 months. It was decided that the Locum Clerk would draft a brief response for the Councillors to review and this could then be passed on to the GAPTC before the final closure period.

9. To discuss any final arrangements in preparation for the Defibrillator and CPR training on 30th April 2026

Cllr Jenny Barraclough confirmed that all was going to plan and there was nothing to discuss on this item.

10. To consider and approve the Cranham Parish Council Data Protection Policy.

The Policy was approved.

11. To discuss updates on Church Close signage.

The Locum Clerk confirmed that she had been struggling to get a response from SDC, however County Cllr Luff confirmed that he had obtained clarification that the car park is on SDC owned land and available to everyone for usage (Church Close residents and other members of the public).

The Locum Clerk raised the query on the 1998 SDC letter that Church Close residents have been referring to and suggested that she required a formal document to close the matter. The County Cllr confirmed that he would send an email to the Parish Council email address confirming his investigations.

12. To discuss the annual parish litter picking event and finalise an approach, if appropriate.

The event was confirmed for the 28th March 2026 (10am-12pm); meeting point Cranham Village Hall. The Locum Clerk confirmed that she would request an extra rubbish collection for the collected items during the following week and also provide a basic risk assessment.

As part of this discussion it was also highlighted that there are many local residents who regularly collect rubbish from areas in the parish voluntarily.

13. To consider and approve a quote for installing the swing at the Playing Field

3 quotes were circulated prior to the meeting and discussed. Members agreed that none of the options were feasible with such a small Parish precept each year. It was agreed that the

original plan for the volunteers to install the item would be resumed, with the post-installation inspection being moved to the middle of April.

The Locum Clerk reiterated that care must be taken ensuring no holes are exposed during the installation and no items are left unaccompanied that could cause harm (such as an unfixed swing frame). The Locum Clerk also reiterated that a photo log should be kept during the installation for the inspectors to check alongside physical checks.

14. To receive the following reports/ updates:

- **Speedwatch**

Cllr Jenny Barraclough had circulated the relevant reports prior to the meeting for members to review. Cllr Barraclough explained the statistics to meeting attendees confirming that it was very encouraging to see the overall average speed below 30mph.

Other focal point options were discussed for the camera; however Cllr Barraclough explained the complexities associated with changing the angle. Cllr Barraclough also explained the processes that are followed, including the dispatch of letters from the Police based on evidence the camera collects.

- **Playing field and Playground**

Cllr Steven Bodenham was not present to provide an update, however the Locum Clerk raised the following matters:

- The need to order matting for the swing – Cllr Mike Drake to provide measurements for these quotes based on the swing instructions.
- Confirmation that she had spoken to the contractor regarding the completion of the zip wire updates and that there was concern that the item would require continuous ongoing restoration due to its age and condition. She questioned again if members wanted to continue with the restoration, suggesting that the contractor could halt proceedings and make the newly updated platform into a wooden adventure climbing frame (e.g. boat). Members confirmed (apart from Cllr Peter Shaw) that the restoration project should continue.

- **Allotments**

The locum Clerk confirmed that a letter had been written to one tenant in preparations for the new April 2026 contracts and any outstanding matters.

15. Accounts:

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

Accounts for payment:		For meeting 3rd March 2026	
Payee	Cq Number	Amount	Reason
Water Plus	DD	£32.35	Allotments water supply (quarterly bill)
Allstones Sands & Aggregates	FPO	£250.80	Pending skip delivery in March 2026
HMRC	FPO	£62.40	January PAYEE tax
The Community Heartbeat Trust	FPO	£360.00	Defibrillator Battery replacement due to expiry
Police & Crime (Speedwatch letters)	FPO	£23.80	Quarterly speedwatch letters
T Slator	FPO	£282.80	January Salary & expenses (Salary £249.60) (expenses £33.20)
HMRC	FPO	£62.40	February PAYEE tax

Initials & date:

T Slator	FPO	£275.60	February Salary & Expenses (Salary £249.60) (expenses £26)
S Bodenham	FPO	£248.38	PENDING - Awaiting account details at March Meeting 2025 Playing Field working party receipts
	Total	£1,598.53	

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. The Locum Clerk noted that there was a second version of the original list emailed to Cllrs – the only amendment being the change on the Waterplus item from faster payment to direct debit.

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

Members once again discussed the matter, following the Locum Clerks report explaining the requirement to members prior to the meeting.

It was agreed that as the current Clerk ensures all copies of documents (such as invoices and proof of debits directly from the Bank Account) are forwarded to Council Members this was sufficient to support transparency with all transactions on the account.

The Locum Clerk confirmed that she would document the reasoning for Council Members not nominating a Financial checker, however warned this may need to change in the future.

c. To consider and approve the continued annual membership to GAPTC on their 2026/27 annual renewal.

Continuation of Membership was confirmed.

16. To confirm the date and time of the next Annual Parish and Annual Parish Council Meeting: Tuesday 5th May; Annual Parish Meeting Start 7pm. Annual Parish Council Meeting start 7.35pm.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.45pm**

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