

MINUTES OF THE CRANHAM ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 5th May 2026 AT 7.55 PM

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

In attendance: County Cllr Gary Luff (until 8.05pm)
No members of the Public were in attendance and left after the Annual Parish Meeting.

PUBLIC QUESTIONS

There were none.

1. Election of Chairman.

Cllr Mike Drake was elected for the role of Chairman, with members unanimously agreeing.

2. Election of Vice Chairman.

Cllr Jenny Barraclough was elected for the role of Vice Chairman, with members unanimously agreeing.

3. To appoint Chairman of Committees and working groups:

a. Playing Field Committee

Cllr Steven Bodenham was appointed.

b. Allotment working group

It was decided that this was no longer required due to the new voluntary Allotment Manager who corresponds with the Clerk when required.

c. Speedwatch working group

Cllr Jenny Barraclough was appointed.

4. Apologies (To receive apologies for absence).

The Council accepted apologies from Cllr Peter Shaw.

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 3rd March 2026

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

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

Initials & date:

a. S.26/0592/HHOLD; Greenhill Cranham Stroud Gloucestershire GL6 6TY - Erection of garage.

Members supported this application, with the Locum Clerk confirming that the usual Dark Skies wording would be included within the response.

8. To approve the Parish Flood plan.

The Flood Warden Scheme was approved and Cllr Barraclough confirmed that she would add this to the Parish Emergency Plan.

9. To discuss incorrect parking at the Pound.

The Chairman provided a brief report on the problematic parking on the Village Green. It was confirmed that the issue appears to be resolved however if it arises again wooden bollards may need to be installed.

10. To review the CPR and Defibrillator training held on the 30th April and discuss any outstanding tasks.

It was confirmed that the event was successful with thanks given to Cllr Barraclough for organising the residents. The Locum Clerk confirmed that the only outstanding task was to await a QR code from the trainers which could then be circulated to residents. The QR code would provide an important summary of the training on CPR and the usage of the Defibrillator. Cllr Barraclough also suggested some amendments could be made to the Bus Shelter currently housing the defibrillator (such as lighting and improvement in access). The Locum Clerk suggested she could make some enquiries for quotes, however the Chairman and Cllr Richard Overs confirmed that they would review the situation initially.

11. To receive the following updates:

a. Speedwatch

Cllr Barraclough reported disappointment that there were more offenders recorded since the last update and that the average speed had slightly increased, but not enough to raise concern at present.

b. Playing field and Playground; including:

• Acknowledgement of the April 2026 ROSPA report.

The April 2026 ROSPA report was acknowledged and discussed. The Locum Clerk concluded her findings on the report and suggested members consider a quote addressing important action points circulated prior to the meeting.

Members confirmed that they did not want the Locum Clerk to address any of the findings and that the Playing Field Committee would (with immediate effect) take over ownership of tasks, including the grass cutting contract.

The matter was concluded with the agreement that the Locum Clerk would oversee the installment of the already purchased Kompani Swing. Cllr Bodenham confirmed that he is completing regular checks on the site (apart from one month) and therefore a Contractor was no longer required to complete the regular checks.

c. Allotments

The Locum Clerk confirmed that the Allotment Contracts had not yet been posted as she was awaiting the final confirmation from the Allotment Manager regarding some tenant and plot changes. She confirmed that she had now received this and letters would be posted that week.

12. To agree to suspend 'Standing Order 7a' to consider items 13 and 15d on the agenda.

This item was explained by the Locum Clerk and agreed.

13. To consider and approve a quote for the installment of the new swing.

Following the previous meeting and a subsequent change in circumstances, the Locum Clerk confirmed that she had contacted the two lowest-priced contractors from the original three quotations to determine whether they could still provide their services at the quoted rates. Both contractors reviewed and updated their quotations, which the Locum Clerk circulated to Members prior to the meeting.

Members noted that the difference between the revised quotations was now minimal and agreed that the deciding factor should be the earliest available installation date. The Locum Clerk confirmed that she would contact both contractors to establish their earliest possible installation timescales and would proceed to instruct the contractor who could complete the installation at the earliest opportunity.

14. To consider and approve a quote for remedial work following the April 2026 ROSPA Report.

No quotes were considered, or approved following the decision made by the Councillors' in Agenda item 11b.

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

Accounts for payment:		For meeting 5th May 2026v3	
Payee	Cq Number	Amount	Reason
Rupert Chesmore	FPO	£75.00	Allotment Hedge Cut January 2026
ICO	DD	£47.00	Information Commissioner's Office Annual Renewal
Cranham Village Hall	FPO	£15.00	Hall Hire for 30th April Defib & CPR Training
Cranham Village Hall	FPO	£90.00	Hall Hire July 2025-May 2026 inc (6 meetings)
HMRC	FPO	£62.40	March PAYE Tax
PATA UK	FPO	£70.35	Invoice 25/0768/PPS
T Slator	FPO	£284.35	March Salary & Expenses (Salary £249.60 & Expenses £34.75)
Allstone Sands & Aggregates	FPO	£19.80	Ticket 600770 - Extra charge for TV collection with March skip
Waterplus	DD	£28.76	Invoice wp-INV12015419
GALC (Formerly GAPTC)	FPO	£183.49	Invoice 1461 (2026/2027 Membership)
HMRC	FPO	£62.40	April PAYE Tax
T Slator	FPO	£275.60	April Salary & Expenses (Salary £249.60 & Expenses £26)
Ian Crowe	FPO	£140.00	2025-2026 Audit
Playsafety Limited	FPO	£147.60	Annual ROSPA Inspection
Auto Speed Watch	FPO	£214.80	12 months data package
	Total	£1,716.55	

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

Initials & date:

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

b. To note current Direct Debit collections setup on the Parish Bank Account.

May 2026 - Current Direct Debit/ Automatically deducted Payments from Lloyds Bank Community Account		
Payee	Reason	Method
ICO (Information Commissioners Office)	Annual payment - legal requirement for processing and storing personal data	Direct Debit
WaterPlus	Quarterly payments for the supply of water to the allotments	Direct Debit
Lloyds Bank	Account running costs/ Service Charges	Automatic Bank deduction

Payments were acknowledged and approved for continuation.

c. To note the Internal Auditors Report and recommendations'

The Locum Clerk explained the Internal Auditors recommendations and reasoning.

d. To appoint an Internal Financial Checker

In response to item 15c, members appointed Cllr Mike Drake as the Parish Council Internal Financial Checker. The Locum Clerk confirmed that she would present the relevant records to Cllr Drake 6 months between audits for review (as transactions are limited in number). The Locum Clerk also confirmed that she would amend the relevant Parish Financial Regulations to reflect this appointment ready for adoption at the next meeting.

e. To complete the Annual Governance Statement for the year ended 31st March 2026

The document was completed with unanimous approval.

f. To adopt the Accounts for the year ended 31st March 2026.

The accounts were adopted with unanimous approval.

g. To agree the Certificate of Exemption and Self Certify.

Members confirmed that the Chairman could sign the Certificate of Exemption.

h. To Note the dates of the Exercise of Public Rights 3rd June - 14th July 2026.

The dates were acknowledged.

16. Date of the next meeting – Tuesday 7th July 2026 at 7pm in the Cranham Village Hall.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.47pm**

Initials & date: