

MINUTES OF THE CRANHAM PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON
TUESDAY 7th July 2026 AT 7PM

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

In attendance: County & District Cllr Gary Luff (left after item 5b)
No members of the Public

PUBLIC QUESTIONS

There were none.

1. Apologies (To receive apologies for absence).

The Council accepted apologies from Cllr Sue Elliott and PCSO Nicola Wood.

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 applies.)

There were none.

3. Approval of the Minutes of the Parish Council Meeting held on Tuesday 5th May 2026

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

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

County and District Cllr Gary Luff had circulated his report before the meeting and focused on updates that were Parish relevant. Specific reference was made to the Mill Lane Bridge which he confirmed was being scheduled to be fixed. The full report can be found on this link:

<https://cranhamparishcouncil.gov.uk/wp-content/uploads/2026/07/July-2026-County-Report.pdf>

b. To receive a report from the District Councillor.

County and District Cllr Gary Luff had circulated his report before the meeting and focused on updates that were Parish relevant. The full report can be found on this link:

<https://cranhamparishcouncil.gov.uk/wp-content/uploads/2026/07/SDC-Councillors-report-July-2026.pdf>

Cllr Barraclough questioned Cllr Luff on his thoughts around adding cameras to popular fly tipping areas. Cllr Barraclough suggested the idea may be a good deterrent, however had concerns regarding GDPR regulations'. Cllr Luff confirmed that he could look into the matter if required.

c. Council Chairman updates.

The Chairman did not have many updates, however gave thanks to Cllr Barraclough, Cllr Bodenham and Cllr Elliott for their recent support.

Initials & date:

d. Locum Clerk updates.

The Locum Clerk gave her updates on the following items:

- Confirmation that Cllr Barraclough and herself were looking into archiving some of the historic records and that an appointment had been booked for the end of September at the Archives.
- Confirmation that the Church and Tennis Club had been advised that their grant requests need to be in during August.

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. To consider and approve the following documents:

- a. Updated Financial Regulations**
- b. Cranham Parish Council Risk Management Policy**
- c. Cranham Parish Council Dark Skies Policy**

Items 6a, 6b and 6c were all approved. It was also decided that an article should be written on item 6c and publicised in the Village Magazine.

7. To consider and adopt the updated Parish and Town Council Charter 2025-2026.

The updated Parish and Town Council Charter 2025-2026 was adopted.

8. To receive an update from the Playing Field Committee (Cllr Bodenham) in preparation for the handover of responsibility to the Committee including:

- a. Approving the Terms of Reference**
- b. Approval of the future financial processing of payments for the playing field (including bank account setup, Public Liability Insurance purchase and confirmation on the historic charitable status)**
- c. To agree a date to finalise the handover.**

Items 8a, 8b and 8c were all suspended for discussion following the agreement that the newly formed Playing Field Committee was not able to fulfill its role, struggling to regularly hold meetings and therefore maintain the Playing Field. It was unanimously agreed that the Locum Clerk would investigate a change in the 1952 Conveyance document to transfer the Parish Council Custodian Trustee status to Sole Trustee with full control of the land for future generations. It was noted that the Parish Council was already fulfilling this role and had been for many years in the absence of a fully functioning Committee.

9. To receive the following reports/ updates:

- a. Speedwatch**

Cllr Barraclough had circulated updated reports to members before the meeting. There was a discussion regarding possibly moving the camera; however it was agreed that it was best to wait until updated statistics had been obtained following new road changes at Birdlip and the A417.

b. Allotments

The Locum Clerk confirmed that there were 2 payments outstanding which she would continue to chase. She also confirmed that numerous contracts had not been returned which she would also look into.

10. To consider and approve a quote for £197.84 for the completion of maintenance works on Cranham Common benches.

Initials & date:

The Council approved the quote.

11. To discuss future inspection plans for Cranham Parish Council owned trees, including when quotes should be obtained.

The item was deferred until it was fully confirmed which trees and land were the Parish Council's. The Locum Clerk confirmed that she would obtain clarification, with the possibility of Land Registry searches. Particular trees of interest were the Silver Birch by the Pound and the Jubilee Tree.

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

Accounts for payment:			For meeting 7th July 2026
Payee	Cq Number	Amount	Reason
HMRC	FP	£62.40	May PAYE Tax
T Slator	FP	£311.60	Salary £249.60 & expenses £62
Greenways	FP	£153.60	Grass cut 27th April & playground check -Invoice 1803
Community First Insurance	FP	£384.74	Annual PC Insurance Premium (renewal 1st June)
The Police & Crime Commissioner	FP	£32.90	Speedwatch letters 1/1/26 - 31/03/26
Greenways	FP	£295.20	Grass cuts 29th May & 12th June -Invoice 1837
Greenways	FP	£4,148.30	New swing installation - Invoice1815
HMRC	FP	£62.40	June PAYE Tax
Kompan	FP	£557.14	New swing installation inspection -Invoice 269744
PATA UK	FP	£40.35	Payroll services April - June 2026
T Slator	FP	£275.60	Salary £249.60 & expenses £26
	Total	£6,324.23	

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

13. To confirm the date and time of the next Parish Council Meeting: Tuesday 1st September;7.00pm.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.25pm**

Initials & date: