

# Cranham Parish Council

Minutes of a meeting of the full Council held at 7.30 pm on Tuesday 7 March 2017 in the Committee Room, Cranham Village Hall.

In attendance:

Councillors: Charlie Overs (Acting Chairman), Teresa Clarke, Nick Holyoake  
Officer: Caroline Field  
Members of public: One

Absent: Marcia Lynall, Nigel Cooper , Andy Hopkins

## Minutes

1. There were no declarations of interest from councillors on agenda items
2. No representations were received from members of the public on items on the this agenda
3. Apologies for absence were received from Marcia Lynall, Nigel Cooper and Andy Hopkins.
4. Minutes of meeting held on Tuesday 3 January 2016 were agreed with a minor amendment and signed
5. Finance – cheques were signed:
  - a. £58.08 to Glasdon for purchase of wall mounted bin for the Bus shelter on A46 (within Upton St Leonard’s Parish) – section 137 payment
  - b. £520 to Cranham Parochial Church Council for the Churchyard
  - c. £712.80 to be paid to Caroline Field - salary
  - d. £80 for Cranham Village Hall – room bookings
  - e. £128.24 – GAPTC annual subscription
  - f. £17.50 PATA payroll servicesThe Bank Reconciliation was checked and signed.
6. Clerk’s report was received and discussed. The Clerk provided a supplementary report on the finances explaining variances from budget.
7. The Council agreed that its response to planning application S.17/0418/HHOLD would be to neither support nor object.
8. Council Meeting Schedule for 2017/18 - See Clerk’s report – due to the limited number of councillors in attendance it was agreed that decisions on dates of future meetings and the principles relating to the calling of planning meetings would be deferred until the next meeting. It was agreed that the April meeting should be delayed until 11 April 2017 so that the end of year

accounts could be approved at that meeting and the annual return signed at the Annual Parish Meeting in May.

9. Grass Cutting Contract for Playing Fields and Allotments – It was agreed that Countrywide would be asked to continue with their existing contract for the Playing Field and Allotments at their revised rate for up to 10 cuts per year and that the Playing Fields Committee would be asked to indicate their preference as to the distribution of those cuts.
10. Emergency Plan (Confidential) was considered and the Clerk will make some amendments.
11. Defibrillator and Village Emergency Telephone System (VETS) – it was agreed that the Clerk would request that a representative from the Heartbeat Trust be asked to attend a future Council meeting to explain how best to use these resources as they are widely misunderstood.
12. The Risk Assessment was reviewed and classification of some risks updated.
13. Identifying vulnerable people in the village who might need extra support in an emergency situation eg floods or gales – Councillors Holyoake and Overs will compile a list of known vulnerable people around the village and indicate the type of assistance they might require in the case of an emergency (why they are vulnerable). This confidential list to be kept by the Emergency Plan Co-ordinator to mobilise help as needed.
14. Report from Andy Hopkins – Cranham PC representative on the Cranham Common Trust was received.
15. Report from Marcia Lynall – Cranham PC representative on the Playing Fields Committee – no meetings have taken place since the last Council meeting but a meeting is due to take place shortly
16. Report from Nigel Cooper – Cranham PC representative on the Village Hall Committee – none received
17. Report from District Councillor Nigel Cooper was received
18. Gigaclear – Councillor Holyoake reported that there are no known impediments to Gigaclear reaching properties accessed by Commons tracks as CCT and CCMC were not raising objections to the crossing of tracks and no Common land appeared to be affected.
19. Neighbourhood Watch – report on latest developments – Was received from John Gazzard. Discussion and decisions postponed until next meeting. It was agreed that Andy Hopkins be asked to nominate coordinators for each part of the village for next meeting.
20. Matters to be brought to next meeting –

- a. The Clerk raised the matter of who to handover to as this was her final meeting as Clerk – no replacement has yet been appointed.
- b. The Council wish to decide whether or not the village email list should be operated by the Clerk in future or whether it is run by a volunteer.
- c. Meeting dates for the next financial year to be decided to comply with financial reporting requirements.
- d. List of vulnerable people to be discussed.
- e. Year end accounts to be approved
- f. Allotment fees for 2017/18 to be finalised

21. Dates and times of next meetings to be agreed:

- a. 7.30pm on Tuesday 11 April 2017 – full council meeting – finance and planning
- b. 7.30 pm Tuesday 2 May 2017 – Annual Parish Council Meeting

Meeting closed 8.30pm

Caroline Field  
Parish Clerk  
8 March 2017

Signed as a true and fair record by .....