



Dear Sir/Madam,

I hereby give notice that a Statutory Meeting of the GRAVENHURST PARISH COUNCIL will be held at Gravenhurst Village Hall, on Thursday, 7th May 2026, commencing at 7:45pm.

All members of the Council are hereby summoned to participate for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated this 1st day of May 2026

Ms. A Marabese - Clerk to Gravenhurst Parish Council

Distribution: All Councillors, Ward Councillor, Village Notice Board and Parish Council Website

MEETING AGENDA

No.	Description	Time
8383.	Election of Chairman for 2026/2027 and receipt of Chairman Declaration of Acceptance of Office.	7:45pm
8384.	Election of Vice-Chairman for 2026/2027 and receipt of Vice-Chairman Declaration of Acceptance of Office.	7:48pm
8385.	Apologies for absence	7:51pm
8386.	Chairman's announcements to include but not limited to: a. Notice regarding openness and transparency of meeting. b. To resolve to extend the meeting finish time beyond 2 hours. c. Other information.	7:54pm
8387.	Members interests. a. To receive declarations of interest from councillors on items on the agenda. b. To receive written requests for dispensations for disclosable pecuniary interests (if any). c. To grant any requests for dispensation as appropriate.	7:57pm

Note: If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.

PUBLIC SESSION

8388. The Chair will suspend Standing Orders for a period of up to 15 minutes to receive community reports from: 8:00pm
- a. Ward Councillor Stephenson,
 - b. Village organisations, and then
 - c. to allow members of the public to address the Council in relation to items on the agenda or request matters to be discussed at a subsequent meeting with.

Note: Individual contributions should last a maximum of 3 minutes. Members of the public should address their representations through the Chair of the meeting and should indicate a request to speak by raising their hand or forwarding questions to the Clerk prior to the meeting.



MINUTES

8389. Adoption of minutes of the Statutory Meeting of Gravenhurst Parish Council held on Thursday 4th April 2026. 8:15pm

PROCEDURES, CONSULTATIONS, INVITATIONS AND LEGAL

8390. To consider Councillor areas of responsibility: 8:18pm
- a. Personnel Committee.
 - b. Gallop Working Group.
 - c. Planning, Recreation Ground, Allotments, Cemetery, IT, Highways & Lighting, and Finance.
8391. To approve procedures: 8:22pm
- a. GPC Dispensation Guidance and Form v2.0 (no changes)
 - b. GPC Standing Orders v1.5. (no changes)
 - c. GPC Financial Regulations v3.0 (minor changes to references).
 - d. GPC Committee Terms of Reference v1.0. (new replaces Personnel TORs).
 - e. GPC Volunteer Policy and Agreement v1.0 (new).
8392. Update on digital and data compliance actions. 8:28pm
8393. Update on Annual Parish meeting held on 16th April 2026. 8:31pm
8394. To agree support for Gravenhurst volunteer litter pickers. 8:34pm

PLANNING AND HOUSING

8395. Planning applications to consider: 8:37pm
- a. None

Note: For planning applications submitted between meetings and for whom an extension to the comment's deadline date cannot be agreed, powers have been delegated to the Clerk (with a proposed response circulated to the Council) to submit comments to CBC Planning.

ENVIRONMENT AND LEISURE

8396. Recreation Ground - To receive update on all matters concerning the Recreation Ground and consider any actions. 8:37pm
- a. Update on Recreation Ground improvement project and any actions required to include:
 - i. Signage.
 - b. To review GPC Recreation Ground Inspection Reports and schedule for those inspecting.
 - c. Update on CPRE Celebratory Oak Tree planting.
 - d. Update on Tree and Hedge Safety and Condition Survey and actions arising.
 - e. Update on electricity supply works.
 - f. All other items.
8397. Gallop update from working group and actions required. 8:47pm
8398. Allotments – To receive update on allotments and consider any actions. 8:50pm
8399. Update on Defib / CPRE training. 8:55pm

HIGHWAYS AND LIGHTING



8400. To receive update on Highways matters and consider any actions including: 8:58pm
- a. Application for alterations to the Definitive Map so that footpath across St Giles and behind 53 & 53A High Street is added to FP4.
 - b. Fix My Street updates
 - c. All other items.

CEMETERY & ST MARY'S CHURCHYARD

8401. To review and approve Cemetery Fees. 9:03pm
8402. Update on recent burials. 9:06pm

FINANCE MATTERS

8403. To approve purchase order requests. 9:09pm
- a. Wheelie bin covers for Recreation Ground.
 - b. Litter pick equipment.
 - c. Repairs to allotment water supply.
 - d. Cost to plough / rotovate allotments.
 - e. All other purchases.
8404. To review and approve litter bin waste collection contractor quotations. 9:20pm
8405. To consider Parish Council insurance renewal due on 1st June 2025. 9:23pm
8406. To consider grant applications: 9:25pm
- a. CPRE - £400.
 - b. New Years Day Walk - £100.
8407. To review earmarked reserves and approve amendments. 9:28pm
8408. To review asset register. 9:31pm
8409. To receive Internal Auditor Report and action any actions required. 9:34pm
8410. To approve the Annual Governance Statement 2025/2026 for submission to the External Auditor. To be signed by the Chair and Clerk. 9:37pm
8411. To approve the Accounting Statements 2025/2026 as presented by the Clerk and RFO for submission to the External Auditor. To be signed by the Chair. 9:40pm
8412. To receive details of the dates set for the Exercise of Public Rights to inspect GPC accounts. 9:43pm
8413. To approve standing orders and direct debit payments for financial year 2025-2026 including direct debit mandate for Everflow. 9:46pm
8414. To approve bank reconciliations to 30th April 2026. 9:49pm
8415. To approve payments to be made and those to be made in between meetings. 9:52pm

MEETING CLOSE

8416. Close of meeting. 9.55pm

*Notes on declarations of interest. Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered. National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.



GRAVENHURST

Parish Council

Meeting Agenda Thursday 7th May 2026

NEXT PARISH COUNCIL MEETINGS - The next two proposed Parish Council meetings will be ordinary meetings on 18th June 2026 and 23rd July 2026. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on Thursday 4th June 2026.