



Present: Councillors: Lockey (Chair), Cooper, Green-Noon and Robertson
Clerk: Ms. A Marabese
Public: No members of the public

Meeting started at 7:55pm.

8383. Election of Chairman for 2026/2027 and receipt of Chairman Declaration of Acceptance of Office.

Proposed Cllr Robertson/Seconded Cllr Cooper. Resolved that Cllr Lockey be appointed Chair of Gravenhurst Parish Council. Carried

Cllr Lockey signed the Chairman Declaration of Acceptance of Office before the Proper Officer and Clerk of the Council.

8384. Election of Vice-Chairman for 2026/2027 and receipt of Vice-Chairman Declaration of Acceptance of Office.

Proposed Cllr Lockey/Seconded Cllr Green-Noon. Resolved that Cllr Robertson be appointed Vice-Chair of Gravenhurst Parish Council. Carried

Cllr Robertson signed the Vice-Chairman Declaration of Acceptance of Office before the Proper Officer and Clerk of the Council.

8385. Apologies for absence.

Apologies received and accepted from Councillor Simkins.

8386. Chair's announcements:

a. A notice on openness and transparency of the meeting was read out.

b. To resolve to extend the meeting finish time beyond 2 hours.

Councillors agreed that no extension to the meeting finish time was required.

c. Other information.

The Chair was delighted that the application of a Lawful Development Certificate for Land West of Barton Road has been refused by Central Bedfordshire Council.

8387. Members interests

a. To receive declarations of interest from councillors on agenda items, requests for dispensations and grant any requests for dispensations.

None.

PUBLIC SESSION

8388. The Chair suspended Standing Orders at 7:57pm to receive a report from the Ward Councillor and 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.

a. Ward Councillor Report

- None provided.

b. Village organisations

- None present.

c. Questions and issues raised by the public:

- A resident raised an issue with Councillor Lockey about the missing railing in front of the Village Hall as this is used to assist the elderly in coming up the hill. *Clerk to contact CBC / Ward Councillor.*

Standing orders were re-instated at 8:00pm

MINUTES

8389. Adoption of minutes of the Meeting of Gravenhurst Parish Council held on Thursday 4th April 2026.



Proposed Councillor Lockey/Seconded Councillor Robertson. Resolved that the minutes of the Parish Council Meeting held on 4th April 2026 having been previously circulated, were taken as read and signed as a correct record by the Chair. Carried.

PROCEDURES, CONSULTATIONS AND LEGAL

8390. To consider Councillor areas of responsibility:

- a. Personnel Committee.
- b. Gallop Working Group.
- c. Planning, Recreation Ground, Allotments, Cemetery, IT, Highways & Lighting, and Finance.

Area of Responsibility	Councillors		
Personnel Committee	Lockey	Robertson	Green-Noon
Gallop Working Group	Lockey	Robertson	
Planning	Sibley	Thaneja	
Recreation Ground	Cooper	Robertson	Lockey
Allotments	Cooper	Lockey	
Cemetery	Cooper		
IT	Thaneja		
Highways and Lighting	Sibley	Simkins	
Finance	Lockey	Green-Noon	

Proposed Councillor Lockey/Seconded Councillor Robertson. Resolved to approve Councillor areas of responsibility as listed above. Carried.

8391. To approve procedures:

- 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).

Proposed Councillor Robertson/Seconded Councillor Green-Noon. Resolved to approve Dispensation Guidance and Form v2.0, Standing Orders v1.5, Financial Regulations v3.0, Committee Terms of Reference v1.0 and Volunteer Policy and Agreement v1.0 (new). Carried.

8392. Update on digital and data compliance actions.

The Clerk continues to work through the action and is updating policies as and when required.

8393. Update on Annual Parish meeting held on 16th April 2026.

Councillor Lockey reported that the meeting was well attended and gave thanks to all those who had given up their time to attend.

8394. To agree support for Gravenhurst volunteer litter pickers.

Proposed Councillor Robertson/Seconded Councillor Lockey. Resolved that the Clerk arrange to purchase 10 x litter pickers, hoops, hi viz with GPC logo, gloves and rubbish bags. Carried

PLANNING AND HOUSING

8395. Planning applications to consider.

- a. None



ENVIRONMENT AND LEISURE

8396. Recreation Ground - To receive update on all matters concerning the Recreation Ground and consider any actions.

a. Update on Recreation Ground Improvement project and any actions required to include:

i. Signage.

This is in progress.

b. To review Recreation Ground Inspection Reports and schedule for those inspecting.

- Councillor Cooper advised that he has conducted regular inspections using the new checklist and will continue to conduct inspections until he goes on holiday when Councillor Lockey will take over.

c. Update on CPRE Celebratory Oak Tree planting.

The tree has been installed however our grounds maintenance team have trimmed the bark off. Clerk to write to A&B.

d. Update on Tree and Hedge Safety and Condition Survey and actions arising.

The survey is booked in for 14th May.

e. Update on electricity supply works.

The installation is booked in for 26th May

f. All other items.

The Viper play piece will be removed and a new one installed in the coming week together with the freestanding gate stop. The Clerk has asked Greyhound Leisure to review all other play equipment whilst on site and carry out any repairs as required. The new entrance bollard is currently with Mr Rogers.

8397. Gallop update from working group and actions required.

Organisation for the Gallop is progressing, and the Clerk has requested that the team prepare the Risk Assessment, Site Plan and provide a copy of the TENS license.

8398. Allotments – To receive update on allotments and consider any actions:

a. Emergency repairs required to water supply completed 06/05/26.

b. Works required to remove trees / shrubbery on site.

c. Rubbish clearance required.

d. Wood to be burnt once site cleared.

e. Need to spray, trim and plough some areas. Potential supplier identified.

f. Issue with Fishers close householders throwing rubbish over fence into allotments. *Clerk to write to them and request removal.*

g. Issue with Fishers Close residents pushing back fence line and occupying allotment land. *Clerk to write to them.*

h. Gate to be ordered and installed.

i. Noticeboard to be ordered and installed.

j. Mr Beer would like to extend the Community Orchard and create 2 hard standing parking spaces near entrance.

The Clerk has also let 2 plots in the last month.

Proposed Councillor Lockey/Seconded Councillor Cooper. Resolved that the Clerk arrange to carry out works required on the allotment site and provide quotations for type 1 MOT for hard standing area and plan for extension of the community orchard. Carried.



8399. Update on Defib / CPRE training.
Booked for 25th June.

HIGHWAYS AND LIGHTING

8400. To receive update on any Highways matters and consider any actions.
- Application to CBC for alterations to the Definitive Map so that footpath across St Giles and behind 53 & 53A High Street is added to FP4.
Nothing to report after interviews conducted.
 - Fix My Street updates
The Clerk advised that she is waiting for responses from CBC on reports made.
 - Other matters arising.
 - Councillors agreed that potential VAS locations were the village gateway on Barton Road, Campton Road and Clophill Road. Cllr Robertson to provide the Clerk with What3Words locations.
 - Councillors also noted an issue with cars parking too close to the junction on Shillington Road / High Street.

CEMETERY

8401. To review and approve Cemetery Fees.

Cemetery Fees			
Burials (Includes purchase of exclusive rights of burial)			
		2025	Proposed 2026
1	Burial (resident) in new plot	£ 500.00	£ 515.00
	Burial (non-resident) in new plot	£ 1,500.00	£ 1,545.00
2	Burial (resident) in existing plot	£ 350.00	£ 365.00
	Burial (non-resident) in existing plot	£ 1,050.00	£ 1,095.00
3	Cremation (resident) in new plot	£ 275.00	£ 285.00
	Cremation (non-resident) in new plot	£ 825.00	£ 855.00
4	Cremation (resident) in existing plot	£ 200.00	£ 210.00
	Cremation (non-resident) in existing plot	£ 600.00	£ 630.00
5	Under 16 years of age or stillborn	No charge	No charge
	Burial Under 12 years of age or stillborn in new plot	No charge	No charge
	Burial Under 12 years of age or stillborn in existing plot	No charge	No charge
6	Transfer of the deed of grant of exclusive right of burial	£ 60.00	£ 65.00
Monuments			
7	Burial headstone permit (resident)	£ 200.00	£ 210.00
	Burial headstone permit (non-resident)	£ 200.00	£ 210.00
8	Cremation plaque permit (resident)	£ 100.00	£ 110.00
	Cremation plaque permit (non-resident)	£ 100.00	£ 110.00
9	Additional inscription on existing monument	£ 70.00	£ 75.00

Proposed Councillor Cooper/Seconded Councillor Green-Noon. Resolved to increase Cemetery Fees as proposed. Carried.

8402. Update on recent burials.
The Clerk reported that 2 burials have been organised for the Cemetery.

FINANCE MATTERS

8403. To approve purchase orders
- Wheelie bin covers for Recreation Ground.



Proposed Councillor Lockey/Seconded Councillor Cooper. Resolved to purchase 1 x Glasdon Jubilee™ 240 Wheelie Bin Housing (concrete anchors, gold lettering). Carried

- b. Litter pick equipment.

Proposed Councillor Lockey/Seconded Councillor Robertson. Resolved to purchase litter picking equipment as per agenda item 8394. Carried

- c. Repairs to allotment water supply.

The Clerk confirmed that the repairs had been completed under delegated authority.

- d. Cost to plough / rotovate allotments.

Proposed Councillor Lockey/Seconded Councillor Cooper. Resolved to approve cost to plough / rotovate allotments (together with other works required). Carried.

- e. All other purchases.

None

8404. To review and approve litter bin waste collection contractor quotations.

Councillors reviewed 2 options:

- A&B Gardening Limited - The cost to empty the bins at the recreation Ground would be £50 plus vat per visit.
- Bedford Borough Council

Bin Type/Size	Bin Rental (Charged per week)	Price per lift
240L General Waste	£0.13	£8.44

Proposed Councillor Lockey/Seconded Councillor Cooper. Resolved to approve cost for bin rental and collection with Bedford Borough Council (collections required fortnightly. Carried.

8405. To consider Parish Council insurance renewal due on 1st June 2025.

The Clerk advised that this is the 3rd year of a 3-year long term agreement. Cost of renewal quoted at £886.32 (last year £879.67).

Proposed Councillor Lockey/Seconded Councillor Robertson. Resolved that the Clerk arrange for the payment of insurance at £886.32. (Local Government Act 1972 s111 and 140). Carried.

8406. To consider grant applications:

- CPRE - £400.
- New Years Day Walk - £100.

Proposed Councillor Green-Noon/Seconded Councillor Robertson. Resolved to approve grant applications from CPRE Bedfordshire for £400 and Gravenhurst P2 Group for £100. Carried

8407. To review earmarked reserves and approve amendments.

Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved to approve earmarked reserves as presented with 2026-2027 movement. Carried.

Earmarked Reserve	Nom Code	2025/2026			2026/2027		
		Start	Movement	Finish	Start	Movement	Finish
Recreation Ground	605	£ 2,226.40	£ 10,000.00	£ 12,226.40	£ 12,226.40	£ 15,000.00	£ 27,226.40
RMF Speed Reduction	703	£ 9,550.00		£ 9,550.00	£ 9,550.00	£ 6,000.00	£ 15,550.00
Election Costs	215	£ 738.91	£ -	£ 738.91	£ 738.91	£ 261.09	£ 1,000.00
IT Equipment	203	£ -	£ -	£ -	£ -		£ -



GRAVENHURST

Parish Council

Minutes of a Statutory Meeting of Gravenhurst Parish Council held in the Village Hall, Gravenhurst on Thursday 7th May 2026

Play equipment	603	£ 4,534.75	£ 5,000.00	£ 9,534.75	£ 9,534.75	£ 5,000.00	£ 14,534.75
Allotments Deposits	2003	£ 80.00	£ -	£ 80.00	£ 80.00		£ 80.00
Gym Equipment	607	£ 7,500.00	£ 1,000.00	£ 8,500.00	£ 8,500.00	£ 1,000.00	£ 9,500.00
Defib					£ 3,000.00		£ 3,000.00
TOTAL		£ 24,630.06	£ 16,000.00	£ 40,630.06	£ 43,630.06	£ 27,261.09	£ 70,891.15

8408. To review asset register.

The asset register was reviewed and contents noted as correct. Total value of assets was at 31st March 2025 £117,596.

8409. To receive Internal Auditor Report and action any actions required.

Proposed Cllr Robertson/Seconded Cllr Lockey. Resolved to receive the Internal Auditor report and note that no issues were identified. Carried

8410. To approve the Annual Governance Statement 2025/2026 for submission to the External Auditor. To be signed by the Chair and Clerk.

Proposed Cllr Robertson/Seconded Cllr Green-Noon. Resolved to approve the annual Governance Statement 2025-2026 as circulated for submission to the External Auditor and that it be signed by the Clerk and Chair of the meeting. Carried

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.

Proposed Cllr Robertson/Seconded Cllr Lockey. Resolved to approve the Accounting Statement 2025-2026 as presented to council by the Responsible Financial Officer (Clerk) for submission to the External Auditor and that it be signed by the Chair of the meeting. Carried

8412. To receive details of the dates set for the Exercise of Public Rights to inspect GPC accounts.

Councillors noted the dates set by the Clerk and Responsible Financial Officer regarding the exercise of public rights to inspect GPC accounts as 3rd June to 14th July inclusive.

8413. To approve standing orders and direct debit payments for financial year 2026-2027 including direct debit mandate for Everflow.

Proposed Cllr Cooper/Seconded Cllr Green-Noon. Resolved to approve standing orders and direct debit payments including new mandate for Everflow. Carried

Payment No:	Payee	Purpose	Amount
SO01	Alessandra Marabese	Monthly Salary (6th month)	
DD01	SSE	Electricity supply - street lighting as per contract prices	Variable
DD02	ICO	Annual membership	£47.00
DD03	Anglain Water / Everflow	Water supply - cemetery & allotments	Variable
DD04	Lloyds Bank	Multipay	Variable

8414. To approve bank reconciliations to 30th April 2026.

Deferred to next meeting.

8415. To approve payments to be made and those to be made in between meetings.

Payment No:	Payee	Purpose	Amount
Payments authorised prior to 31st March 2026			
DD114	SSE	Lighting Electricity Supply - March 2026 (21/04/26)	£79.86
DD115A	Everflow	Cemetery Water 14/05-13/06/26	£10.44
DD115B	Everflow	Allotment Water 14/05-13/06/26	£11.93
Payments requested with distribution of agenda			
BACS 853	SL Bains	Internal Audit	£120.00
BACS 854	Clear Insurance	Annual Insurance	£886.32
BACS 855	Gravenhurst Village Hall	Hall Hire 09/04/26	£24.00
BACS 856	ICCM	Annual Corporate Memebership	£110.00



GRAVENHURST

Parish Council

Minutes of a Statutory Meeting of Gravenhurst
Parish Council held in the Village Hall, Gravenhurst
on Thursday 7th May 2026

BACS 857	Cloud Next Limited	Website hosting - biennial	£215.97
BACS 858	Cloud Next Limited	Annual gov.uk domain	£60.00
BACS 859	Gravenhurst Village Hall	Hall Hire 07/05/26	£24.00
BACS 860	A&B Gardening Ltd	April grass cutting	£934.80
BACS 861	CPRE	Annual Membership	£50.00
BACS 862	CPRE Bedfordshire	Grant	£400.00
BACS 863	Gravenhurst P3 Group	Grant for New Years Day Walk	£100.00

Proposed Councillor Robertson/Seconded Councillor Lockey. Resolved that payments, as presented to Council, be approved for payment. Carried.

MEETING CLOSE

8416. Close of meeting

There being no further business the meeting was declared closed at 9:20pm

Certified a true copy of the Minutes of the Parish Council Meeting held on 7th May 2026.

Signed
(Chairperson)

Date