



GRAVENHURST

Parish Council

Minutes of an Ordinary Meeting of Gravenhurst
Parish Council held in the Village Hall, Gravenhurst
on Thursday 18th June 2026

Present: Councillors: Lockey (Chair), Cooper, Green-Noon, Sibley, and Thaneja
Clerk: Ms. A Marabese
Public: Two members of the public

Meeting started at 7:50pm.

8417. Apologies for absence.

Apologies received and accepted from Councillor Robertson.

8418. 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.

None.

8419. 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

8420. The Chair suspended Standing Orders at 7:56pm 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 who had emailed concerns over proposed works on the allotments expressed disappointment after not having had any acknowledgement of receipt of the email from Council. *The Clerk confirmed that she had not been included in the circulation list for the email and received a copy from the Chair. Some council member emails were incorrect, so they had not received the email from the resident. The Clerk did not respond knowing that the resident would be attending the Council meeting.*

The email requested clarification on the following:

- Why are works being undertaken to clear trees and scrub from the allotments when they are not full? *The Clerk explained that Council had spent money on a tree within a plot that fell and needed immediate removal. A large tree being removed is a non-important poplar that is circa 40ft high. If allowed to grow further (will reach at least 60ft high), it risks causing subsidence to the adjacent property. The tree is sapping the ground of water, and Council would be unable to rent the allotment area if it remains. There are several other non-allotment type smaller trees that we intend to remove to open up the plot and make the area rentable. We are also removing the ivy around the plum trees and removing scrub from around the outer areas of the allotments. As is, the area is unrentable as allotments.*



- Where are the fictional tenants? *The Clerk advised that Council have rented two plots in the last month and want to make a push for others. A barrier to renting is the unkept nature of the areas that makes it too difficult to cultivate. Council need to clear and keep clean and the tenants will come.*
- Where is the funding coming from? *The Clerk confirmed that Council set aside money for the allotments every year as part of the budget.*
- Money could be better spent on a new long-awaited gate to secure the site. *The Clerk advised that this is being ordered and will be installed over the summer.*
- There is a problem with damage to the entrance to the track leading to the allotments due to large cars and lorries. It was clarified during the meeting that this is the footpath from the track toward the Methodist Chapel and beyond. *The Chair and Clerk confirmed that reports had been made via Fix My Street about the poor state of the footpath but that the response was that it was not bad enough to warrant repair yet.*
- There is a problem with noise nuisance i.e. mechanical equipment used up to 9.30pm It clearly states on page 2 item 6.3 of the tenancy agreement that this should not be happening. *The Clerk confirmed that Clause 6.3 states "The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or neighbouring resident of the Allotment Site and must conduct himself appropriately at all times." The Clerk further confirmed that two plot holders worked until 9:30pm during the extremely hot weather when it was cooler to trim a plot and the other to rotovate a plot.*
- A resident also advised that the Chapel wall had been damaged again. *Council asked that if residents had proof of who had damaged the wall that it was provided to them and the Chapel to pursue for repair costs.*
- A resident asked if the hedge outside the village hall leading to the carpark could be cut back as it was now blocking the footpath. *The Chair asked the Clerk to report this to CBC via Fix My Street.*

Standing orders were re-instated at 8:25pm

MINUTES

8421. Adoption of minutes of the Meeting of Gravenhurst Parish Council held on Thursday 5th May 2026.

Proposed Councillor Cooper/Seconded Councillor Green-Noon. Resolved that the minutes of the Parish Council Meeting held on 5th May 2026 having been previously circulated, were taken as read and signed as a correct record by the Chair. Carried.

PROCEDURES, CONSULTATIONS AND LEGAL

8422. To consider Councillor areas of responsibility:

- a. GPC Litter Picking Risk Assessment.

Proposed Councillor Lockey/Seconded Councillor Green-Noon. Resolved to approve Litter Picking Risk Assessment. Carried.

- b. GPC Press and Media Relations v1.0 (no changes).

Proposed Councillor Cooper/Seconded Councillor Sibley. Resolved to approve Press and Media Relations v1.0. Carried.



8423. Update on digital and data compliance actions.

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

PLANNING AND HOUSING

8424. Planning applications to consider.

- a. None

ENVIRONMENT AND LEISURE

8425. 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.

Designs completed and ready to send to Council for final check over. Council requested signage on the Recreation Ground in the following locations: Main entrance, play area and MUGA.

- ii. Viper replacement.

This has been completed. Councillor Cooper confirmed that grass under the new equipment needs to grow. Greyhound Leisure have also installed the freestanding gate stop.

- 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. Councillor Lockey will conduct inspections until the next council meeting.

- c. Update on CPRE Celebratory Oak Tree planting.

The Clerk is chasing our grass cutting contractors for a response on the damaged tree.

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

The Clerk confirmed that the tree safety and condition report had been conducted and the report circulated to councillors.

The report provides a list of works requiring completion in the next 3 months, 6 months, one year and in 2 years or longer. Works include the removal of trees removal of growth and stems and removal of ivy.

The inspector also referred to the deposition of garden waste by homeowners adjoining the Recreation Ground around the bases of several trees and advises that this can lead to root dysfunction and long-term decline in tree health and vitality.

The Clerk further confirmed that a copy of the report has been forwarded to the contractor who had previously worked on the Recreation Ground and a quote requested to conduct works as per the report and in addition to cut back trees and the hedging with adjoining residential gardens.

Proposed Councillor Cooper/Seconded Councillor Lockey. Resolved, that due to time constraints of council meetings and timescales that works need to be completed in, that the Clerk in consultation with the Chair arrange works to be completed and that the need to request three quotes be removed. Carried.



- e. Update on electricity supply works.
The installation has been completed and all certification forwarded to the Village Hall Committee for reference. Councillor Cooper will dispose of the old electrical box.
 - f. Bin rental and collection.
 - g. All other items.
The new entrance bollard is currently with Mr Rogers who will contact Councillor Cooper regarding construction.
A Facebook report of a glass bottle broken on the Recreation Ground fencing was not found by Councillor Cooper or Lockey, so it was assumed that residents had cleared up the shards of glass.
8426. Gallop update from working group and actions required.
Organisation for the Gallop is progressing with an onsite meeting this evening. The Clerk is pending submission of the Risk Assessment, Site Plan and copy of the TENS license. The Village Hall Committee have also advised of a letter received by them regarding the TV license. The Clerk will review and pass on to the Gallop Committee if required.
8427. Allotments – To receive update on allotments and consider any actions:
- a. The Clerk, having previously been given permission from Council has arranged to have the following works on site completed:
 - Removal of trees / shrubbery on site.
 - Rubbish clearance and wood to be burnt once site cleared.
 - Spray, strim and plough some areas.
 - b. Issue with Fishers close householders throwing rubbish over fence into allotments. *Clerk to write to them and request removal.*
 - c. Issue with Fishers Close residents pushing back fence line and occupying allotment land. *Clerk to write to them.*
 - d. Gate to be ordered and installed. Councillor Cooper will install if required.
 - e. Noticeboard to be ordered and installed. Councillor Cooper will install if required.
 - f. Community Orchard extension. *Clerk and Mr Beer to Plan.*
 - g. Creation of two hard standing parking spaces near entrance. *Clerk to provide quotations.*
8428. Update on Defib / CPRE training.
Booked for 25th June. Pre-booking of places not particularly good.

HIGHWAYS AND LIGHTING

8429. To receive update on any Highways matters and consider any actions.
- a. 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.
 - b. Fix My Street updates.
The Clerk advised that she is waiting for responses from CBC on reports made but remains frustrated with a response of no action required on most reports.
 - c. VAS Installations
The Clerk proposed the village entrance on Barton Road and the area next to the bench on Campton Road for the VAS installation sites. VAS equipment has been



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delivered and the only items pending delivery are the jubilee clips. Councillor Cooper and Mr Hirst of Meppershall Parish Council will be installing the VAS equipment together.

- d. Other matters arising.
None

CEMETERY

8430. General update.

Two burials taken place since last meeting.

Councillors agreed that new signage for the Cemetery should be titled Gravenhurst Parish Cemetery.

FINANCE MATTERS

8431. To approve purchase orders

None as the Clerk already has resolutions for the purchase of the allotment gate and noticeboard.

8432. To approve bank reconciliations to 31st May 2026.

Proposed Councillor Thaneja/Seconded Councillor Cooper. Resolved to approve bank statements and bank reconciliations to 31st May 2026, and that they be signed by councillors at the meeting. Carried.

8433. To approve payments to be made and those to be made in between meetings.

Payment No:	Payee	Purpose	Amount
Direct Debits			
DD116A	Everflow	Cemetery Water 14/06-13/07/26	£10.10
DD116B	Everflow	Allotment Water 14/06-13/07/26	£11.55
DD117	SSE	Lighting Electricity Supply - April 2026 (27/05/26)	£65.26
DD118	Unity Trust Bank	April 2026 Bank Charges (31/05/26)	£7.00
DD119	Unity Trust Bank	May 2026 Bank Charges (30/06/26)	£7.00
DD120A	Everflow	Cemetery Water 14/07-13/08/26	£10.44
DD120B	Everflow	Allotment Water 14/07-13/08/26	£14.62
DD121	SSE	Lighting Electricity Supply - May 2026 (22/06/26)	£56.11
Payments requested with distribution of agenda			
BACS 864	BJ Foster Plumbing & Heating Services	Allotment water standpipe leak repair	£74.00
BACS 865	A Marabese	May Salary	
BACS 866	A Marabese	June Salary	
BACS 867	HMRC	Qtr 1 PAYE & ER NIC	£420.01
BACS 868	A&B Gardening Ltd	May grass cutting	£826.80
BACS 869	Elan City UK Limited	2x VAS	£5,495.98
BACS 870	David Randall Tree Consultancy Ltd	Tree Safety and Condition Survey	£475.00
BACS 871	Greyhound Leisure	Rec play are freestanding post	£90.00
BACS 872	Kingham Electrical	Electrical works to reinstall electrics on Rec	£826.40
BACS 873	Jax First Aid Limited	12 x Personalised Hi Viz Vests	£91.05
BACS 874	Premier Farnell UK Limited t/a CPC	Litter Picking Equipment	£194.62
BACS 875	Glasdon	Rec bin housing	£842.40
Income			
13/05/2026	Neville Funeral Services Limited	Marriot - Burial in old plot	£350.00
03/06/2026	Neville Funeral Services Limited	Watson - Burial in new plot	£500.00

Proposed Councillor Sibley/Seconded Councillor Green-Noon. Resolved that payments, as presented to Council, be approved for payment and that income is noted. Carried.

MEETING CLOSE

8434. Close of meeting

There being no further business the meeting was declared closed at 9:45pm



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Certified a true copy of the Minutes of the Parish Council Meeting held on 18th June 2026.

Signed
(Chairperson)

Date