

CRANBORNE AND EDMONDSHAM PARISH COUNCIL

Minutes of Cranborne & Edmondsham Parish Council Meeting
held on Tuesday 4th August 2026 at 7.00pm
in the Committee Room, Cranborne Village Hall, Cranborne.

COUNCILLORS PRESENT: Cllr Steve Butler, Cllr David Elliott, Cllr Adrian Hibberd, Cllr Shirley Merrick, Cllr Annie Noble, Cllr Derek Rome, Cllr Elizabeth Smith & Cllr Johnny Stirling.

OTHERS PRESENT: Cllr David Tooke, Sarah Forwood – Clerk & five members of the public.

1. PUBLIC FORUM

A local Edmondsham resident requested that the text on the agenda placed on the notice board be in larger text. The resident also raised the number of meetings to take place in Edmondsham be two per year, plus one annual meeting.

A resident handed over a USB stick to the clerk which has the graphics which are on the noticeboard and a logo which was intended to be placed on the letterhead. The resident also offered seven years' worth of meeting notes and associated documents.

A resident raised that Cranborne Village Hall is a licensed premises and the local group meeting tonight will be serving alcohol. It was noted due to the short notice of the meeting, there was nowhere locally to hold the meeting and the Parish Council meeting was in a separate room, it was agreed to continue with the meeting.

2. APOLOGIES FOR ABSENCE

No apologies for absence were received. Cllr Steve Butler was not present.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

No interests were declared, and no requests for dispensations had been received for consideration.

4. MINUTES

RESOLVED: that the minutes of the meeting held on 28th July 2026 be approved as an accurate record, and that the Chair should sign these accordingly.

PROPOSED: Cllr Noble

SECONDED: Cllr Merrick

The Chair signed the minutes.

ACTION: Clerk to add matters arising to the agenda.

5. APPOINTMENT OF REPRESENTATIVES FOR THE COMING YEAR

The following Councillors were appointed as representatives for the coming year:

- DAPTC (Cllr Adrian Hibberd)

- Emergency Planning Officers (Cllr Annie Noble & Cllr Dave Elliott)
- Staffing Officer (Cllr Shirley Merrick & Cllr Derek Rome)
- Cranborne Village Hall Representative (Cllr Annie Noble)
- Rights of Way Officers (Cllr Dave Elliott & Cllr Annie Noble – Cranborne & Cllr Elizabeth Smith - Edmondsham)
- Tree Officers (Cllr Derek Rome)
- CASC Committee Representative (Cllr Butler)
- Planning Officers (Cllr Shirley Merrick – Cranborne & Cllr Elizabeth Smith Edmondsham)

RESOLVED/ACTION: It was agreed that the clerk would hold a list of contacts for Cllrs which could be used for the Cllrs to contact each other. Cllrs to send their contact details that they are happy to share with other Cllrs to the clerk and the clerk to compile. The list will be held by the clerk.

PROPOSED: Cllr Elliott

SECONDED: Cllr Noble

6. TO DISCUSS AND AGREE A WAY FORWARD FOR THE PLAYGROUND

INSURANCE The clerk confirmed that insurance is in place for Cranborne and Edmondsham Parish Council which also includes the playground.

It was agreed that the clerk will obtain a quote for a higher amount for the potential loss of playground equipment.

ACTION: Clerk to contact the insurance company for a quote for the playground equipment.

PLAYGROUND SUB-LEASE The playground sub-lease was circulated to all Councillors.

RESOLVED: It was agreed that should the Parish Council need to replace or install further playground equipment which requires a concrete base this would be allowed.

PLAYGROUND INSPECTION

RESOLVED/ACTION: It was agreed to fix the broken swing at a cost of £100. Clerk to contact the inspection company to ask them to go ahead and fix the broken swing.

PROPOSED: Cllr Elliott

SECONDED: Cllr Noble

RESOLVED/ACTION: It was agreed to obtain a quote for the replacement or fix of the spider's web. Clerk to obtain a quote for the spider's web to be replaced or fixed.

ACTION: Clerk to raise the bird droppings with the inspection company and what the Parish Council can do about this.

ACTION: Clerk to raise the notices on the gate on the report are old pictures, the current gate does not have any notices and should these be replaced?

RESOLVED: Cllr Stirling agreed to inspect the playground on a weekly basis.

ACTION: Cllr Tooke to confirm who empties the bins on the playground.

7. TO CONSIDER CLERKS OFFICE EQUIPMENT

Cllr Elliott has approached the company he works for to enquire if they would donate a laptop for the Clerk to use.

ACTION: The village hall offered a large printer for the clerk to use. The clerk will approach one of the other Parish Councils they work for to confirm if they would be happy for CEPC to use their printer in return for ink or a price for printing.

ACTION: Clerk to approach the two other parish councils they work for to see if they would split the cost of a mobile phone and its monthly usage between them. One number would be used for all three parish councils.

Cllr Elliott will look at upcycling a phone handset from his company.

8. TO CONSIDER FINANCIAL MATTERS

- Cranborne and Edmondsham Annual Governance and Accountability Return (AGAR)
- To receive and note the Internal Audit Report 25/26.
- To approve the Annual Governance Statement 25/26.
- To consider the Accounting Statement for approval 25/26.
- To confirm there are no conflicts of Interest with BDO

The clerk does not have access the AGAR documents. It was unanimously agreed to carry this agenda item over to the September meeting.

RESOLVED: The 25/26 AGAR will be carried over to the September agenda.

PROPOSED: Cllr Elliott

SECONDED: Cllr Noble

ACTION: Clerk to request another extension of time on the CEPC AGAR to September.

9. DISCUSS AND AGREE A WAY FORWARD FOR BANKING

The clerk along with the following Cllrs were agreed as signatories for the banking; Cllr Stirling, Cllr, Elliott and Cllr Noble.

It was unanimously agreed by all members that the following Cllrs including the clerk will be signatories for the banking Cllr Stirling, Cllr, Elliott and Cllr Noble.

10. TO REVIEW THE MINUTES FROM THE CRANBORNE RESIDENTS MEETING IN MAY 2026

It was agreed that this item agenda will be carried over to the September when the clerk has circulated the minutes.

ACTION: Clerk to circulate the minutes from the Cranborne residents meeting which took place in May.

11. RIVER CRANE

MAINTENANCE – Wessex River Trust have completed a report on the river and how to look after it. It was suggested that the Parish Council organise Wessex River Trust to attend a Parish Council meeting to hold a talk on the river.

FALLEN FENCE/TREE – ACTION: Clerk to liaise with DC Highways to confirm who is responsible for the fallen fence, tree and gallipot bridge along the river.

GRASS AND GROUNDS - ACTION: Clerk to contact Grass and Grounds

contractors to find out what they are contracted to do in Cranborne and Edmondsham Parish Council.

12. ITEMS FOR NEXT MEETING AND NEXT MEETING DATE

The following items will be added to the September agenda:

- Standing orders
- Sign off Playground sub-lease
- Financial matters
- Cllr .gov. email addresses

The next meeting will take place on Tuesday 15th September 2026 @ 7pm.

The meeting closed at 8.18pm

Signed by the Chair: _____

Date: _____