DRAFT Minutes of the GREETHAM PARISH COUNCIL
held on 14 October 2026 at 7pm in the Greetham Community Centre

Members Present: Mr Gavin Swain (GS) – Chair, Mr Adam Brierley-Lewis (AB-L), Mr J Farrell (JF), Miss L Hinch (LS) and Mr LeRoy Sheppard (LS)

Clerk: Mrs Theresa Stokes-Watson (TSW)

15 members of the public in attendance.

OPENING OF THE MEETING AND RECORDING: The Chair welcomed those present and noted the good public attendance. The Clerk advised that the meeting would be verbally recorded in accordance with the Openness of Local Government Bodies Regulations 2014 and that members of the public were also welcome to record the meeting.

PUBLIC FORUM: The Chair explained that public participation would be limited to 15 minutes and invited questions/comments from non-planning related topics first – nothing was received. The following statements relating to planning applications were received.

1) **Planning Application No: 2026/1164/FUL - Duckdown Cottage, 2 Bridge Lane**: The residents, speaking on behalf of themselves and a resident of 64 Main Street, stated their objections to the planning application for a proposed link/extension between the cottage and rear barn. They raised concerns about overlooking and loss of privacy from existing and proposed windows/rooflights, the differing ground levels, possible effects on a supporting garden wall and neighbouring land, excavation and drainage, loss of light, the conservation area, the accuracy and completeness of the plans, and the absence of ecological information relating to bats. They also referred to earlier planning history and conditions concerning ancillary use of the barn. The Chair encouraged the residents to submit their evidence directly to Rutland County Council (RCC).

2) **Planning Application No: 2026/1164/FUL - Duckdown Cottage, 2 Bridge Lane**: A further representation was made on behalf of the resident of 64 Main Street concerning proposed rooflights and a ground-floor window facing her property. Concerns were raised about overlooking and the safety of the existing cracked glazing, including the need for appropriate safety glass.

3) **Planning Application No: 2026/1234/PIP – Land to the North of Oakham Road**: A resident from North Brook Close described the history of unauthorised tree felling on land behind North Brook Close, the subsequent requirement to replace 110 trees and maintain them for 10 years, previous refused housing applications and concerns about the new application, in principle, for up to four dwellings. He cited the returning wildlife habitat, tree protection, access/highway concerns and the importance of the land as a green buffer between North Brook Close and Begy Gardens.

The Chair thanked the speakers and closed the public forum. The Council considered the planning applications referred to above later in the meeting.

MINUTE NO:	ITEM	ACTION
2026/10/1	**ELECTION OF VICE-CHAIRMAN (brought forward from May, June, July and September 2026 meetings):** **RESOLVED:** that the item be deferred to the November meeting.	
2026/10/2	**APOLOGIES FOR ABSENCE:** Apologies were received from the Ward Councillor, Mr N Begy, due to holiday.	
2026/10/3	**DECLARATIONS OF INTEREST AND DISPENSATIONS:** 1) Agenda Item No: 9) 7) Greetham Community Centre – Request for Financial Support, Playground Maintenance - Cllrs Brierley-Lewis and Farrell declared pecuniary interests as Community Centre Trustees. The Clerk advised that they would need to leave the meeting prior to the item being considered.	

	2) Agenda Item No: 9) 7) Greetham Community Centre – Request for Financial Support, Playground Maintenance - the Chair, Cllr Swain, declared that his wife is a Trustee of Greetham Community Centre and requested a dispensation in accordance with the Localism Act 2011 to participate and vote on Community Centre-related matters until April 2027. The Chair stated that he had no role in the Centre's governance, financial management, Trustee meetings or daily operations. **RESOLVED unanimous** to grant the dispensation as requested by the Chair, Cllr Swain, until April 2027. The Dispensation Form was duly signed by Cllr Swain and the Clerk. 3) Agenda Item No: 8) 2) Planning application no: 2026/1234/PIP – Land on the North Side of Oakham Road - the Chair noted, for the record, that some councillors and the Clerk live in North Brook Close and Begy Gardens. There was no formal requirement for them to withdraw from the discussion of this planning application at this stage.	
2026/10/4	**MINUTES:** PROPOSED by Cllr Sheppard, SECONDED by Cllr Hinch and **RESOLVED unanimous** that the minutes of the meeting held on 9 September 2026 be approved and signed by the Chairman.	Clerk to upload to website
2026/10/5	**CO-OPTION OF PARISH COUNCILLORS:** Co-option paperwork had been sent out to a prospective candidate, but a completed response had not been received and the prospective candidate was not present. The co-option of individuals to fill the three vacancies remained ongoing.	
2026/10/6	**ORDER OF BUSINESS:** **RESOLVED unanimous** to bring the planning items forward in the meeting to allow members of the public to hear the discussion and leave the meeting after their consideration.	
2026/10/7	**PLANNING:** **1) Application No: 2026/1164/FUL - Duckdown Cottage, 2 Bridge Lane** The Council **RESOLVED unanimously** to **OBJECT** to the application. The grounds included potential overlooking and loss of privacy; impact on neighbouring residential amenity; the effect on the historic barn and the character and appearance of the conservation area; discrepancies and omissions in the submitted plans and supporting information, including rooflight details and glazing specifications; the relationship with the adjoining boundary and supporting structures; and flood risk and the need for mitigation measures. Members also raised concern about the absence of adequate ecological information, including in relation to bats. A site visit by RCC was supported/recommended, noting that RCC had reportedly already visited the site. **2) Application No: 2026/1234/PIP - Land on the North Side of Oakham - permission in principle for up to four dwellings and associated infrastructure.** The Council **RESOLVED unanimously** to **OBJECT** to the application. Members considered that the application had not demonstrated that the site could accommodate up to four dwellings without unacceptable harm to protected trees, biodiversity, highway safety, residential amenity and the character of the area. Members also considered that insufficient evidence had been provided to show that longstanding site constraints identified in previous planning decisions had been overcome. Tree loss and replacement obligations, access concerns and the potential impact of drainage/run-off towards North Brook were raised. **3) Application No: 2026/0602/FUL - Revised Plans/Documents for 1 No Dwelling and detached Garage with new access driveway to the rear of the existing property. Alterations to the existing dwelling and the addition of a new detached garage - 8 Oakham Road**	Clerk to upload comments to RCC's Planning Portal. Clerk to upload comments to RCC's Planning Portal.

	Members reviewed the revised submission and additional documents. The Council **RESOLVED to SUPPORT** the application, noting that the biodiversity assessment was considered thorough and that the previously raised concern about the hedge/boundary vegetation did not appear to be affected by the changes. **DECISION NOTICES:** The following **Decision Notices** issued by Rutland County Council were **NOTED:-** **i) Application No: 2026/0859/RES – Land Adjacent to 5 Counties Park, Greetham Inn Lane** – the Council noted RCC's decision to grant approval of reserved matters in accordance with the application and plans submitted subject to 3 conditions. **ii) Application No: 2026/1068/CAT – 36 Main Street, Greetham** – the Council noted RCC's decision not to exercise its powers to make a provisional Tree Preservation Order in this instance.	Clerk to upload comments to RCC's Planning Portal.
2026/10/8	**AGENDA ITEMS:** **1) Viking Way Footpath Maintenance** Cllr Sheppard reported that RCC was in correspondence with a landowner regarding overgrown vegetation along the route. The Ramblers Association had provided a generally positive report, identifying a small number of possible improvements which had been forwarded to the relevant parties. Cllr Shepherd would continue to liaise with RCC and report back. **2) North Brook Water Quality** Cottesmore Parish Council had confirmed that it had received no reports of water-quality concerns in the relevant part of North Brook. The Chair had written to the Member of Parliament (MP), he had received an acknowledgement and was awaiting a full reply. Members discussed seeking an opportunity to raise the matter during the MP's anticipated village visit on 16 October 2026. **3) Stream/Riparian Responsibilities** To receive an update from the Ward Councillor at the next meeting. **4) Highways and Speeding** No substantive response had yet been received from RCC's relevant development departments. Cllr Begy had been chasing the matter. Work remained active and updates would be provided when available. **5) Road/Highways Reporting Portal** To receive an update from the Ward Councillor at the next meeting. **6) Future of The Plough Public House** Members discussed the closure of The Plough and agreed that the Chair would write to the Brewery to ask whether it could provide an update on the pub's future, recognising its importance to the village while acknowledging the presence of another village pub. **7) Village Litter Pick** Members agreed that a litter pick should be arranged for Spring rather than late Autumn. Cllr Hinch would identify and circulate suitable date(s), allowing more time to publicise the event.	LS RB RB RB Chair LH

	8) Mobile Post Office Service A submission had been made to Royal Mail seeking a mobile post office stop for Greetham. No response had yet been received. The Chair would circulate the submission to all councillors and will follow up with Royal Mail if no response arrived within the next few weeks.	Chair
	9) Greetham Goes Wild (GGW) – Letter dated 03.09.2026 regarding Wildflower Meadow Mowing in the Burial Ground The Council noted that the Burial Ground Wildflower Meadow had been mown before the end of the cutting season in line with the existing contractor arrangements.	Clerk to reply
	10) GGW - Letter dated 03.09.2026 requesting siting of a Bug Hotel in the Burial Ground Members considered GGW's request to site a bug hotel in the Burial Ground. Views differed: some members felt the Burial Ground should remain a quiet place of remembrance and raised concerns about insects, appearance and future maintenance; others considered a bug hotel could support biodiversity if placed suitably. Concerns were also raised about the use of burial plot(s) as the size had not been specified and the need to remove the structure if a plot(s) was required. **RESOLVED to REJECT** the proposal.	Clerk to reply
	11) Greetham Good Neighbour Award Cllr Shepherd presented a proposal for a Good Neighbour Award, inviting nominations for residents who had helped neighbours or contributed to community life. The scheme was already budgeted for. Members supported the proposed timetable: publicise the scheme through the November Community Newsletter, Council Website and Noticeboard, close nominations in early December, select a winner and runner-up for ratification at the January Parish Council meeting, and arrange a presentation subsequently (potentially at the Annual Parish Meeting). **RESOLVED to SUPPORT** the proposal as outlined and that Section 137 of the Local Government Act 1972 be implemented to allow the Parish Council to award the proposed prizes.	Clerk to include in Community Newsletter
	12) Woolfox Development A meeting was proposed for 11 November 2026 at 6.00 pm, before the next Council meeting, to receive a briefing by the MADE Partnership for the Ward Councillor and all Parish Councillors. Details were to be circulated.	All
	13) Brightside Restaurant – "Teaming Up" Efforts would continue in arranging a meeting to explore possible sponsorship or support for village events following Brightside's recent email 18.09.2026.	LS to liaise with Brightside
	14) Defibrillators Members noted that both village defibrillators remained functional. The older unit on the Village Green might need a battery replacement in due course. The Council did not consider the alternative supplier's offer (email dated 05.10.2026) advantageous and would review replacement options in the new year, aiming for consistency between units where practical.	Chair / RFO budget
	15) Elections – May 2027 Parish and Unitary Council elections were expected on 6 May 2027. Members discussed the need to encourage residents to consider standing and clear election information would be available on the Council's website, Noticeboard and	All

	highlighted at future meetings. Election-related costs would need to be considered in the 2027/28 budget.	
2026/10/9	**REPORTS FROM OUTSIDE ORGANISATIONS/ADVISORY TEAMS** **1) Streets and Services – Lead Representative Report** Cllr Sheppard was monitoring outstanding reports on FixMyStreet and working with the Ward Member to prompt RCC departments. Residents were encouraged to check the public portal and report unresolved issues to RCC. **2) Environmental Planning – Lead Representative Report (vacant)** No additional environmental matters were raised beyond the planning applications already discussed. **3) Burial Ground – Lead Representative and Burial Ground Manager's Report** Cllr Hinch and the Burial Ground Manager/Clerk had attended the "Basics of Burials" training. The Council would continue to pursue completion of the work relating to the rear/holly hedgerow work with the contractor, expected in the coming month. **4) Rutland High Five** Awaiting date of the December meeting. Councillors would be encouraged to attend once this was known. Noted that this was a Group focused on wider community focused work. **5) Community Centre** Members noted possible sporting-options/grant enquiry and the early-stage possibility of a feasibility study for solar panels on the Community Centre roof. A new editor for the village newsletter was expected, with the handover date to be confirmed.	LS/RB Clerk All JF/AB-L
2026/10/10	**FINANCE:** PROPOSED by Cllr Sheppard, SECONDED Cllr Hinch and **RESOLVED unanimous:** i) That the **Bank Reconciliation as at 30.09.2026** be approved and signed. PROPOSED by Cllr Brierley-Lewis, SECONDED by Cllr Farrell and **RESOLVED unanimous:** ii) That the **General Ledger/Updated Budget 01.04.2026 to 30.09.2026** be approved and signed. iii) **NOTED: Invoices Already Paid**	

Date	Supplier	Amount	Subject
21.09.2026	Lloyds Bank	£4.25	Bank Charges
09.09.2026	Ark Wildlife	£67.30	Greetham Goes Wild (Minute No: 023/26.3 refers)
09.09.2026	C J WildBird Food	£397.71	Greetham Goes Wild (Minute No: 023/26.3 refers)
09.09.2026	Bark Boxes	£515.00	Greetham Goes Wild (Minute No: 023/26.3 refers)

PROPOSED by Cllr Brierley-Lewis, SECONDED by Cllr Hinch and **RESOLVED unanimous:**
iv) that the following Invoices be approved for payment:-

Date	Supplier	Amount	Subject
23.09.2026	Richard Gregg Handyman	£150.00	Burial Ground – mowing

Clerk to submit

08.10.2026	Water Plus	£42.94	INV13669245 – water supply in the Burial Ground	payments for approval
31.10.2026	Clerk	£337.00	Salary – October	

v) **NOTED: Credit Note 6215256 from Ricardo Energy and Environment** – dated 27.08.2026 – email received from Ricardo Energy & Environment indicating the Parish Council is due a refund of £3,872.50 + VAT due to technical issues resulting in incorrect dataset. The Credit is awaited at the time of this meeting.

vi) **Orders/Quotations**

1) **Dog Waste Sacks: RESOLVED unanimous** to purchase 16 packs of 250 dog waste sacks from Glasdon UK Ltd for £120.34 including delivery, representing approximately eight months' supply. — Clerk to order

2) **Greetham Parish Council Laptop/Antivirus Software: RESOLVED unanimous** that the anti-virus software due to expire in November 2026 should not be renewed at this stage and that this be incorporated into the purchase of a new laptop (previously approved) with all associated software combined up to a total figure of £1,000. The Clerk would obtain three options/quotes and circulate them by email for councillors to consider, with confirmation at the next meeting if required. The £1,000 for the laptop and software bundle was to be funded by the reallocation of funds as follows:- — Clerk to obtain 3 quotes

£500 from Purchase of Memorabilia;
£300 from the Greetham Guardian Programme/Good Neighbour Award; and
£200 from Highway Safety Projects/Traffic Measures/Speedwatch — RFO to amend budget lines

RESOLVED unanimous that the re-allocation be **approved**.

3) **Payroll Administration**: the Clerk presented quotations/options from Payroll providers. One provider could not accommodate variable monthly payments; another was not taking on new clients and RCC no longer provided a Payroll service to parish councils. However, the Suffolk Association of Local Councils (SALC) offered a Payroll service which appeared to meet GPC's needs and an estimated total figure of £150.45 for 2026/27 was noted; the 2027/28 fee should be lower due to the initial and mid-year joining fees not being applicable beyond the joining year.

RESOLVED unanimous that the Payroll service be outsourced; that the SALC Payroll service be pursued; that, if necessary, the fee be funded from General Reserves (due to the unanticipated budgetary need to outsource the Payroll service following the unexpected issues from the previous provider) and that this be "back-filled" by utilizing funds from the forthcoming credit from Ricardo (as mentioned above). — Clerk to contact SALC

vii) **Re-allocation of Budget**

Training Budget: members discussed increasing provision for training in view of the level remaining for 2026/27, the imminent invoice for payment and the need to provide training to the newly co-opted members, once appointed.

RESOLVED unanimous that £100 be re-allocated to the Training Budget from the Highway Safety Projects/Traffic Measures/Speedwatch Budget to meet the imminent invoice for training and that any further funds be reviewed once the outstanding credit from Ricardo was received. — RFO to amend budget lines

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Cllrs Brierley-Lewis and Farrell left the meeting prior to consideration of the following item of business having previously declared a pecuniary interest.

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	viii) Greetham Community Centre – Request for Financial Support – Playground Maintenance The Council considered a request for financial assistance towards maintenance of the Community Centre playground. Members agreed that the facility was well used and should receive support, while retaining funds for other community requests. **RESOLVED unanimous** to **APPROVE** a contribution of £1,000. The Clerk would confirm the arrangement and process the payment.	Clerk
	Cllrs Brierley-Lewis and Farrell re-joined the meeting.	
2026/10/11	**GOVERNANCE:** The Council considered various Governance documents. PROPOSED by Cllr Sheppard, SECONDED by Cllr Brierley-Lewis and **RESOLVED unanimous** to **APPROVE and ADOPT**:- 1) the Equality and Diversity Policy; 2) the Website Accessibility Statement (by Parish Online); 3) the Model Publication Scheme; 4) the General Privacy Notice (in addition to Parish Online's Privacy Policy); 5) the Dignity at Work Policy; and 6) to sign up to the Civility and Respect Pledge via the online form. A Certificate should thereafter be awarded. Adoption of the Civility and Respect Pledge and the Dignity at Work Policy would not only strengthen the Council's governance but enhance its reputation and accountability amongst future potential councillors and the public and it would feed into the Council's future potential Local Council Award Scheme application.	Clerk to upload to website and complete the Civility & Respect Pledge online form
2026/10/12	**CORRESPONDENCE: NOTED** that the following correspondence was received since the last meeting in addition to items listed at 2026/10/8 above:- 1) 04.09.2026 – Ward Councillor – Funding Opportunities – circulated to Greetham Goes Wild and Community Centre. Members agreed that information should also be passed to the Greetham Bowls Club and that the Council website should explain that local clubs and community groups may approach the Council about potential support, subject to the applicable rules and available funds. 2) 07.09.2026 – email from Erika Lane, RCC - Invitation to dementia training with the Admiral nurse service had been forwarded to Rutland High 5 Group and Community Centre Committee. 3) 10.09.2026 – RCC Press Release – shaping Rutland's new local plan, consultation. The Council noted RCC's information about the emerging Local Plan. The consultation period had closed; members would await further updates and mapping information. 4) 17.09.2026 – email from Greetham Community Centre Festival Organisers – the Letter of Thanks for the Parish Council's Sponsorship was noted. 5) 26.09.2026 and 29.09.2026 – emails from resident regarding Rutland Local Plan – raising the issue of a potential bypass for the village. The resident's request for the Council to submit a view on a possible bypass was discussed. Members agreed not to take a position at this stage, noting that a decision would require wider village consultation and consideration of the interests of residents and local businesses.	Clerk to circulate info to Bowls Club / website Clerk to reply to resident

	6) 02.10.2026 – email and poster from Admiral Nursing Team re: Brain Health Day, 22.10.2026, Oakham Library. Poster on website and Noticeboard. 7) 05.10.2026 – email from the Public Rights of Way Officer re: unauthorised structure/stile between private land and the Community Centre playing field. It was noted that the structure had recently been removed. The Council would await any further formal correspondence from the Public Rights of Way Officer. 8) 06.10.2026 – email from the LRALC inviting a delegate from the Parish Council to attend their AGM on 12.12.2026 was noted. Attendance was optional. 9) 09.10.2026 – email from Leicestershire Police via Neighbourhood Alert – Beat Surgery at Cottesmore Community Centre on 19.10.2026 at 2.30pm. Police neighbourhood-alert information and surgery details had been placed on the website. The Chair had also written to Leicestershire Police about local engagement and would await a response. 10) 09.10.2026 – email from RCC Communications re: operation at Kendrew Barracks 11-16.10.2026 was noted - no unusual issues had been reported.	Chair
2026/10/13	**ITEMS FOR NEXT MEETING:** i) Election of Vice-Chairman ii) Viking Way Footpath Maintenance – Update from Lead Representative, Cllr Sheppard iii) North Brook Water Quality – Report back following liaison with the MP. iv) Stream/Riparian Responsibilities – Update from Ward Councillor v) Highways and Speeding – report/update from Lead Representative, Cllr Sheppard vi) Road/Highways Reporting Portal – Update from Ward Councillor vii) Mobile Post Office Service for Greetham – Update from Chair/Cllr Brierley-Lewis viii) The future of The Plough Public House – update from the Chair following his letter submitted to the Brewery. ix) Village Litter Pick – date to be advised by Cllr Hinch for March 2027. x) Draft Budget 2027/28 xi) Burial Ground Fees and Charges – annual review xii) Parish Council Insurance Quotations xiii) Governance: Data Protection Policy and IT Policy	Clerk to include in November Agenda
2026/10/14	**EXCLUSION OF PUBLIC AND PRESS** PROPOSED by Cllr Sheppard, SECONDED by Cllr Swain and **RESOLVED** That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted. Paragraph 1, Schedule 12A, LGA 1972 – "Information relating to any individual person".	
	---oOo--- The Parish Clerk and RFO left the meeting prior to consideration of the following item of business. ---oOo---	
2026/10/15	**CONTRACT OF EMPLOYMENT – PARISH COUNCIL CLERK / RESPONSIBLE FINANCIAL OFFICER** Referring to the Contract of Employment, paragraph 6, Members considered and reviewed the Clerk's performance during the first six months of employment.	

	Consideration was also given as to whether the Clerk/RFO should be confirmed in post following the completion of the six months' probationary period (01.04.2026 to 30.09.2026) or whether an extension of the probationary period was appropriate, establishing reasons for doing so. **RESOLVED** that the Clerk/RFO be confirmed in post after satisfactory completion of her six month's probationary period and that the Chair writes to the Clerk/RFO confirming the appointment.	Chair
	The Parish Clerk/RFO re-joined the meeting.	
2026/10/16	**NEXT MEETING:** Wednesday 11 November 2026 at 7pm, Community Centre. Briefing for parish councillors and the Ward Councillor only at 6pm to meet representatives of the MADE Partnership – see 2026/10/8 item 12) above.	All to note

The Chairman declared the meeting closed at 8.54pm.