

Minutes of the meeting held 20 May 2021 at the Scout Hut, South Littleton

- Present: Councillors: Louise Bucknall (Chairman), Victoria Sevier, James Ashley & Roslind Compton
- In Attendance: S Arble (Clerk) & one member of the public.
- 037 Cllr Bucknall elected Chairman. **ACTION: Cllr Bucknall to sign code of conduct.**
- 038 No apologies received.
- 039 Cllr Sevier was elected Vice-Chairman.
- 040 No interests declared.
- 041 No dispensations requested.
- 042 Standing Orders were noted.
- 043 Adopted provisions relating to the Clerk and Financial Regulations were noted.
- 044 The Code of Conduct was noted. **ACTION: Cllrs Sevier & Ashley to sign code of conduct.**
- 045 The Clerk's Scheme of Planning Delegation was noted. The **Council resolved** to appoint Compton, Bucknall, Sevier & Ashley as members of the delegation.
- 046 Financial Regulations, 2021-22 Budget and 2021 Risk Assessment were noted. **ACTION: Clerk's Finance Support Group to draft new Financial Regulations using the CALC model.**
- 047 The Clerk's Finance Support Group was noted. The **Council resolved** to appoint Cllrs Bucknall, Sevier & Compton as members of the group. The current signatories on the bank account are Bucknall, Sevier & Ashley.
- 048 Councillor's Expenses were noted. At the 19 November 2020 meeting the Council adopted the following: The Council will reimburse reasonable expenses incurred while on Council business upon presentation of an invoice or recipe. The Council further adopts a mileage allowance of £0.442 per mile.
- 049 The Chairman's £200 per annum Allowance was noted. This amount can be spent by the Chairman without prior approval of the Council, and is reimbursable upon presentation of a receipt/invoice.
- 050 The Asset Register was noted. **ACTION: Clerk to forward updated register to cllrs.**
- 051 The insurance policy was noted.
- 052 The **Council resolved** to make appointments to the following posts:
- A. **Allotment Officer:** Cllr Compton
 - B. **Parish Paths Warden:** A Saunders with unofficial assistance from Cllrs Ashley & Sevier
 - C. **S106 Working Party:** Cllrs Ashley & Bucknall
 - D. **Website Management:** Cllr Ashley
 - E. **Recreation Ground Liaison:** Cllr R Jones
 - F. **South Meadows Liaison:** Cllrs R Jones & D Jones
 - G. **Bowling Club Liaison:** Cllrs Compton & Sevier
 - H. **Nature Area Working Party:** Cllrs Compton & Sevier
 - I. **Littleton Hall Liaison:** Cllr Compton
- 053 The **Council resolved** to approve the **MINUTES** of the meeting held 15 April 2021 via Zoom, South Littleton.

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FINANCE

054 The Council Resolved to approve the Payment Schedule.

Ref	Chq	Payee	Details	Net	VAT	Total	Approval Date 20.05 unless otherwise noted
13		S Arble	April wage	£675.50	£0.00	£675.50	
14		S Arble	April expenses	£83.99	£0.00	£83.99	
15	DD	British Gas	Electricity April 21	£102.82	£5.14	£107.96	DD
16	DD	British Gas	Electricity April 21	£5.72	£0.28	£6.00	DD
17	DD	British Gas	Electricity April 21	£87.17	£4.35	£91.52	DD
18		AddisonRees Planning	Consultant fees RE 21.00427.FUL	£360.00	£72.00	£432.00	
19		WCC	Emergency Call Out for Long Hyde Rd Streetlight	£1,378.73	£275.75	£1,654.48	
		TOTAL		£2,693.93	£357.52	£3,051.45	

055 The April 2021 Reconciliation was noted.

Date to Date

add	Current Account balance			47101.48
add	Deposit Account balance			8608.85
less	Payments uncleared This Period:			
equ	Balance C/F			55710.33

Opening Balance Deposit Account	8608.78
Add receipts for period	0.07
Less payments for period	0.00
Opening Balance Current Account	27399.69
Less Period payments:	2597.18
Add receipts for period	22298.97
Cleared payments previous periods	
Closing Balance	55710.33

056 The April 2021 I&E Report was noted.

057 The Clerk will meet with the Internal Auditor on 21.05.21 to hand over materials and discuss the audit. The accounts are due with the External Auditor on 02.07.21.

058 No WCC Cllr Report.

059 No WDC Report.

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PROGRESS REPORTS

- 060 In a 10.05.21 email T Ward suggested avoiding the complex issue of proving ownership and registering the Recreation Ground by renewing the Tennis Club & Scout Hut leases for 6 years and 364 days.
- 061 The Cycle path has been delayed indefinitely due to gas lines found to close to the surface.
- 062 The streetlights on Withy Trees and Long Hyde Rds. were installed. There is a temporary lamp on the Withy Trees streetlight.
- 063 K Walters (EON) reported that he wouldn't recommend mounting a streetlight on a private wall. However, EON might consider the job if the homeowner agrees in writing to allow the light to be mounted on his wall and further agrees that EON is not responsible for any damage caused by the work. It is possible to install a solar light on a column for about £1500. **ACTION: Clerk to request solar light options and quotes.**
- 064 21.04.21 email to C Grant-Parkes stating that according to Theresa of Hallmark Hulme, there are no additional actions for the Council to undertake regarding lifting the covenants.
- 065 Churcham Homes responded positively to a threat of a £42,912.32 plus VAT invoice to complete the drive works at King Edwards Mews. The work is complete.
- 066 The meeting was suspended from 8:05pm until 8:10pm for Public Question Time. Notes appear at the end of the Minutes.

CLERK'S UPDATE

Correspondence for Consideration (not otherwise noted)

- 067 11.05.21 C Grant-Parkes email RE permission prior to utility communications to cross a piece of SLPC land near the Western Power substation to connect Severn Water. This would require a 30m trench to lay ducting/pipes, back fill, lay turf/seed and make ground works good. Would revisit the area after 12 months to rectify issues such as sunken ground. **ACTION: The Clerk to respond that the Council would prefer the water connection not pass through SLPC land.**

Tabled Correspondence (not otherwise noted)

- 068 13.05.21 email response to a parishioner RE auction of land on South Meadows.
- 069 On 21.04.21 the Clerk reported tree issues on the Allotments to S Hudson of Malvern Hills DC.
- 070 WDC Rural Lettings Policy was adopted.
- 071 AA Holmes Solicitors replied that they willing to represent SLPC concerning property matters on an ad hoc basis.

PLANNING

- 072 21/00274/FUL: Outdoor Arena approved by WDC; SLPC had no objections.
- 073 The Council objected to 21/00427/FUL.

NEW AGENDA ITEMS

- 074 The **Council resolved** to approve the Zurich Insurance Policy for a 3-year period at an annual premium of £1200.62 per year subject to vandalism protection. **ACTION: Clerk to confirm vandalism is covered under public liability and request invoice.**

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- 075 The **Council resolved** create a nature area on the southwest corner of Recreation Ground (to include the walnut trees) at an initial cost of £2000. The **Council further resolved** to retain a nature reserve for a minimum of 21 years, agree cut lines with M Parkinson, prove ownership of the Recreation Ground and register the Recreation Ground with Land Registry. **ACTION: Clerk to contact AA Holmes concerning the land ownership and registration.**

COUNCILLOR REPORTS & FUTURE AGENDA ITEMS

- 076 The S106 Working Party will present a proposal at the June meeting.
- 077 **DATE AND VENUE OF NEXT MEETING:** 7:30 on 17 June 2021 at the Scout Hut, South Littleton.
- 078 Meeting closed at 9:00pm.

Signed W Bodrall Date 17/6/2021

OPEN QUESTION TIME NOTES

- A. A parishioner thanked the Council for the £300 Littletons Hall grant, thanked WCC for mitigating flood problems on Church Lane & reported drain blocked by Unipart.

Minutes prepared by Sean Arble, Clerk to the Council, on 17.06.21.