

## Minutes of the meeting held 21 October 2021 at the Scout Hut, South Littleton

- Present: Councillors: Victoria Sevier, Louise Bucknall (Chairman), Debbie Jones & Roger Jones.
- In Attendance: Sean Arble (Clerk), two members of the public, WDC cllr Tony Rowley & WCC Cllr Alastair Adams.
- 195 Apologies received from Cllr James Ashley.
- 196 No interests declared.
- 197 No dispensations requested.
- 198 The **Council resolved** to approve the **MINUTES** of the meeting held 16 September at the Scout Hut, South Littleton.

### FINANCE

199

Payment References; those in red previously paid

Ref	Chq	Payee	Details	Net	VAT	Total	Approval Date 21.10.21 unless otherwise noted
56	DD	British Gas	Aug electric	3.16	0.15	3.31	17.09.21
57	DD	Everflo	October water	22.58	0	22.58	24.09.21
58		S Arble	Sept wage	£675.50	£0.00	£675.50	
59		S Arble	Sept expenses	£84.96	£0.00	£84.96	£760.46
60		PKF	2021 External Audit	£300.00	£60.00	£360.00	
61		M Parkinson	Grass cut x2 Sept & Oct	£704.00	£140.80	£844.80	
62		Willersey Garage	Grass cut fuel	£67.50	£13.50	£81.00	
63		N Lane	Sept Lengthsman	£400.00	£0.00	£400.00	
64		R Jones	Garage Rental	£420.00	£0.00	£420.00	
65		R Jones	S Meadows Grass Cutting Season	£1,200.00	£0.00	£1,200.00	
		<b>TOTAL</b>		<b>£3,851.96</b>	<b>£214.30</b>	<b>£4,066.26</b>	

*WB 18/11/21*

The September 2021 Reconciliation was noted.

Date  to Date

add	Current Account balance			58282.22
add	Deposit Account balance			8609.20
less	Payments uncleared This Period:			
#51				675.50
#52				148.89
	Payments uncleared previous Periods			
#13				675.50
#14				83.99
#20				675.50
#21				97.63
#36				675.50
#37				74.86
#43				675.50
#44				70.00
equ	Balance C/F			<b>63038.55</b>

Opening Balance Deposit Account	8609.13
Add receipts for period	0.07
Less payments for period	0.00
Opening Balance Current Account	38127.42
Less Period payments:	2553.13
Add receipts for period	22249.00
Cleared payments previous periods	0.00
Uncleared Payments previous Periods	3028.48
Payments cleared previous periods	365.46
Closing Balance	<b>63038.55</b>

- 201 The September 2021 Income & Expense Report was noted.
- 202 The Finance Group completed a draft of the Financial Regulations. This document will be included on a future agenda for Council consideration.
- 203 The 2021 AGAR was noted. The External Auditor raised issues about the AGAR which are included in the report.
- 204 WDC Cllr Tony Rowley report:
- With great sadness, it was reported that Richard Lasota died. T Rowley will act as a Temporary cllr until a by-election is held. The date of the election is not yet known.
  - 14 November is the planning comm meeting.
  - The SWDP consultation will be delayed until July 2022 due to Covid.

WB 18/11/21

- D. Two new directors appointed; Jennifer Taylor (Housing) and Ian Edwards (Environment).
- E. WDC would like input from the Council regarding a name for the new social housing development on Shinehill Lane. The Council thought using Richard Lasota's name would be appropriate. **ACTION: Clerk to contact WDC and suggest Lasota Way.**

205 WCC Cllr A Adams report (full report will be emailed to the Clerk).

- A. Cycle Way is still on the table.
- B. Flooding Survey complete. Drains around Station Rd and Brooklawn have been cleared. A meeting with Churchman Homes is scheduled to discuss drainage.
- C. Live Gulley map is due prior to Christmas.
- D. Will follow up on legal letter for owner of South Meadows Brook to clear the brook.
- E. WDC A-Z Magazine Link in full report.
- F. Enviro Centre Visit for parish cllrs will be scheduled. Cllr R Jones is interested in attending.
- G. WCC Divisional Fund request is due soon.

#### PROGRESS REPORTS

- 206 The Clerk emailed a work order to Station Nurseries to fill the six planters with winter plants at a cost of ~£200.
- 207 The Clerk has been seeking advice from civil engineers concerning the Bowls Club parking lot. One company may be interested in surveying the lot.
- 208 WDC 24.09.21 email RE planning application for Recreation Ground. The earliest planning application for the Rec Ground is 1978 for the erection of the football club changing rooms.
- 209 T Ward, using the company which employs him, quoted £550 plus VAT and Land Registry fees to draft the three Rec Ground leases, research ownership of the Rec Ground and register the Rec Ground. **ACTION: Cllr Sevier to investigate the issue of Rec Ground value.**
- 210 The Clerk tried to update the website, but was unsuccessful. The website is in critical need of updating as it is not in compliance with audit regulations etc. Cllr Ashley reported that Vision ICT has not been responsive to emails concerning a site update. The Clerk would prefer if a new site was established using a more user-friendly platform such as 1&1. The cost would be approximately the same as the current £190 plus VAT. With the help of Cllr Ashley, the new site shouldn't take long to go live. **ACTION: Clerk to contact Cllr Ashley to discuss the matter.**
- 211 The Council doesn't have S106 funding for bus shelters. In any case, an application to spend S106 funding was approved by the Council to spend on the Rec Ground. Cllr Bucknall & the Clerk are working on the application.
- 212 The Clerk has been in contact with a local handyman service. It is hoped a meeting will be arranged in the near future to discuss repair work on the Rec Ground.
- 213 The meeting was adjourned from 7:45 to 8:00 for Public Question Time. Notes are at the end of the minutes.

WB  
18/11/21

**CLERK'S UPDATE**

Correspondence for Consideration (not otherwise noted):

- 214 13.09.21 T Gittins email RE Rec Ground. The issue was discussed with Mr Gittins at the September meeting. The Clerk forwarded the requested information to Mr Gittins.
- 215 15.09.21 L Lloyd email RE copy of Littleton Link – **ACTION: Clerk to respond.**
- 216 WCC Cllr Adams requested the Council to remove about 12 sand bags from the Old Post Office. These bags were distributed by WCC to the property owner. WCC believes it is a good idea to store these bags locally for parishioner use in times of emergency. It was suggested to keep the bags behind the Scout Hut. The Clerk called the owner of the Post Office and explained that the bags are WCC property. However, the Clerk would pose the question to the Council.

Tabled Correspondence (not otherwise noted):

- 217 JJ Cook email RE path outside Walworth's: The path is impassable. Cllr Bucknall reported that the shrubs were removed and the path is now clear.
- 218 On 28.09.21 Cllr Compton resigned her seat on the South Littleton Parish Council. The Clerk informed WDC. This means there are now only two signatories for the bank mandate. It would be useful if at least one additional cllr volunteered to become a signatory prior to amending the mandate. Cllrs R Jones & D Jones do not wish to be signatories as they plan to resign their seats in the future.
- 219 Correspondence Sent (not otherwise noted): None

**REPORTED ISSUES**

- 220 Cllr Bucknall reported several drains which are not flowing properly. **ACTION: Cllr Bucknall to forward location of drains for the Clerk to report.**

**PLANNING**

- 221 19/01921/FUL, erection of single storey dwelling at Norval Rd, 21/01371/FUL approved by WDC

**NEW MOTIONS FOR COUNCIL CONSIDERATION**

- 222 The **Council resolved** to spend up to £600 annually for the purchase of 100 monthly copies of the Littleton Link to be made available at the shop. It is understood that North & Middle Littleton Parish Council will be responsible to produce the Link and collect advertising funds. SLPC will transfer the advertising funds collected this financial year N&M Littleton PC if the reduction in the Link production costs is applied equally to both councils. Cllr Sevier will act as the liaison to coordinate the Link delivery to the shop. **Action: The Clerk will inform N&M Littleton PC of the decision.**
- 223 The **Council resolved** to purchase two Christmas trees at a cost up to £300 plus VAT. One will be placed near the Scout Hut and the other on the verge near the South Meadows playground. **ACTION: Cllr R Jones to locate two storage boxes for the tree lights and check to see if the lights are working properly.**  
**ACTION: Cllr Bucknall to order the trees.**
- 224 The **Council resolved** to renew the garage rental from April 2022 thru March 2023 at a cost of £420.
- 225 The **Council resolved** to renew the 2022 grass mowing contract for South Meadows at a cost of £1200 plus fuel costs.

WB 18/11/22.


5 The **Council resolved** to purchase five 1500mm x 500mm planters at a total cost of £750. Three planters are to be placed in a position to block vehicle parking on Council land near the bus shelter. The other two planters will replace those at the parish entrances from Blackminster and Middle Littleton. **Action: Clerk to order planters.**

#### CLLR REPORTS AND FUTURE AGENDA ITEMS

227 Cllr R Jones concerned about tree on Norval Road and the South Meadows brook. Will V Allison address these issues in her letter? Cllr Bucknall stated that WCC Cllr Adams spoke with V Allison and it is her understanding that these issues will be the subject of the letter.

228 The meeting closed at 8:35pm.

229 **DATE AND VENUE OF NEXT SCHEDULED MEETING:** 7:30pm on 18 November 2021 at the Scout Hut, South Littleton.

Signed  Date 18/11/2021.

Minutes prepared by S Arble, Clerk to the Council, 04.11.21.

#### OPEN FORUM NOTES

- A. A parishioner stated that the Allotment rents were collected. The Clerk should send an invoice for the WDC Allotment rent.
- B. A parishioner stated that the trees are still an issue on the Allotments. The Clerk stated that despite three emails, S Hudson has not properly responded. **ACTION: Clerk to forward photos and email to WDC Cllr T Rowley.**
- C. A parishioner enquired about the number of dwellings in South Littleton as regards the 100 Link copies. The Clerk stated that there hasn't been a large groundswell of demand for hard copies of the Link, but the 100 number was a guess. It is anticipated that the number can be adjusted over time.