Minutes of the meeting held 20 April 2023 at the Scout Hut, South Littleton

Present: Councillors: Louise Bucknall (Chairman), Helen Quigley-York, Roger Jones, Victoria Sevier, Debbie Jones, Shannon Mack, Sally Ashwin & David Liddell

In Attendance: WDC Cllr H Robson and Sean Arble (Clerk)

375 No apologies received.

376 No dispensations requested.

377 The **Council resolved** to approve the **MINUTES** of the meeting held 16 March 2023 at the Scout Hut, South Littleton.

FINANCE

378 The **Council resolved** to approve the payment schedule.

Payment References; those in red previously paid

Ref		Payee	Details	Net	VAT	Total		
1		S Arble	March Wage	£765.00	£0.00	£765.00		20.04.23
2		S Arble	March Expenses	£94.90	£0.75	£95.65		"
3		HMRC Employer NIC	March	£0.97	£0.00	£0.97		"
4		N Lane	March Lengthsman	£150.00	£0.00	£150.00		"
5		M Parkinson	remove broken play equipment	£30.00	£6.00	£36.00		"
6		M Parkinson	install picnic table	£240.00	£48.00	£288.00		"
7		M Parkinson	Cut grass March	£352.00	£70.40	£422.40		"
8		MG Timber	Picnic Table	£266.67	£53.33	£320.00		07.04.23
9		IONOS	April Website	£20.00	£4.00	£24.00		April,2023
10		L Bucknall	Cllr expenses	£20.00	£0.00	£20.00		20.04.23
11		R Jones	Cllr expenses	£21.60	£0.00	£21.60		"
		TOTAL		**£1,961.14**	**£182.48**	**£2,143.62**		

379 The March 2023 Reconciliation was noted.

Date		Date
01-Mar-23	to	31-Mar-23

add	Current Account balance			31126.07
add	Deposit Account balance			33668.86
less	Payments uncleared This Period:			0.00
equ	Balance C/F			**64794.93**

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pening Balance Deposit Account	33653.00
Add receipts for period	15.86
Less payments for period	0.00
Opening Balance Current Account	38923.79
Less Period payments:	10089.27
Add receipts for period	2291.55
Closing Balance	**64794.93**

380 The March 2023 Income & Expense Report was noted.

381 The Council resolved to allow Cllrs Sevier & Liddell access to the PAYE Basic Tools. However, there may be an issue with accessing the Basic Tools account on two separate computers. **ACTION: Clerk to forward details.**

There was some discussion about payroll insurance and engaging a payroll company. **ACTION: Cllr Ashwin to obtain quotes.**

382 Public Works Loan Board total outstanding balance is £14,963.66. The Council briefly discussed paying this loan down. The Clerk believes the interest is very reasonable, but still higher than the bank interest rate.

383 WCC Cllr Adams was not present; April report emailed to cllrs and posted on the website.

384 WDC Cllr Robson report:

A. WDC interactive services map of the area is being developed.
B. New Head of Planning started in post on 08.04.23.
C. 4 May elections. Need ID to vote.

PROGRESS REPORTS

385 Broken Playground units: The Clerk requested two parts (ring and swing guideline) from Children's Playground for the South Meadows playground. The ring has been sourced, but the guideline will take more investigating. **ACTION: Clerk to check 10.04.23 Cllr Sevier email about a broken part on a new play unit installed recently.**

Wellbeing Being Project

386 Prison benches were ordered on 06.04.23. There will be at least a 3–6-month delay for delivery.

387 The three Branson benches are expected for delivery between 24.05 and 07.06.23.

388 The Well Being Path puddling has been repaired.

389 The Well Being Path section near the new garden has been installed.

390 Working Party agreed to dedicate two planters with plaques (one to be for WDC Legacy Grant contribution) and bunting.

Enhanced Development Land

391 On 13.04.23 M Cross (WDC) reported that he hopes the Enhanced land will be registered soon.

392 On 11.04.23 M Thomas (Hallmark Hulme) reported that the reason for the delay the purchase is the land isn't registered.
Defibrillator

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3 The Council resolved to approve a grant of 50% of the total actual cost of the purchase and installation of the new South Meadows defibrillator with a cap of £1200. The Council will be responsible for

-installing the unit
-maintenance of the unit
-reporting the status of the unit to The Circuit.

The defibrillator volunteer group will be responsible to purchase the unit, bracket and any other items required to install the defib. **ACTION: Clerk to notify defib volunteer group.**

Should 50% of the actual cost of the be more than the installation, the Council will need to see VAT invoices to pay the difference.

Blacksmith Lane Paddock

394 Cllr Liddell reported that the paddock is not owned by Rooftop. Cllr Quigley-York stated that she believes the Church Wardens own the land and has evidence that she will forward to the Clerk. However, the Church Wardens may not be aware they own the land.

There was some discussion that there may be a long-standing agreement between the Council and Church Wardens in which the Council pays a peppercorn rent and agreed to maintain the land. The Clerk and cllrs have no memory or any known evidence that such an agreement exists.

The Clerk stated that the Council should not be paying to maintain church property, however, that may not be the case for Church Wardens' property.

ACTION: Clerk to request a quote from M Parkinson to remove the dead pear tree and cut the hedge.

395 The Tennis Club: The Council is agreed with the current lease subject to the Clerk amending page 5, Parties (1). **ACTION: Clerk to sign lease.**

396 The Clerk requested the maximum allowable increase of Littleton Link hard copies from 100 to 140. Each copy costs £0.53 which represents an annual increase of £254.40.

397 Cllr Liddell forwarded a grit bin location map to cllrs on 20.04.22. **ACTION: The Clerk to review the locations and if there are no issues, contact WCC regarding street furniture licensing.**

Summer Fete

398 The Summer Fete Working Party 31.03.23 minutes and amended proposal were emailed to cllrs on 14.04.23. Cllr Liddell outlined the proposal in the meeting. **ACTION: Clerk to order £75 premium Event Insurance cancellation insurance once the quote is in the Council's name.**

399 The Clerk has not received the DBS from the face painter. The risk assessment & public liability certificate were received. **ACTION: Cllr Quigley-York will request the DBS.**

ACTION: Clerk to email Christmas Event risk assessment to Cllr Ashwin.

400 A new picnic table was delivered. The Council decided to install the table on the South Meadows Playground. **ACTION: Clerk to request M Parkinson to install the picnic table on the South Meadows Playground.**

401 The meeting was not suspended for Public Question Time.

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CLERK'S UPDATE

Tabled Correspondence (not otherwise noted):

402 11.06.23 email RE Play Inspection to playground inspection scheduled for June. **ACTION: Clerk to forward last inspection report to cllrs.**

403 20.03.23 email from North & Middle Littleton PC – council agreed to be available to help and support the Summer Fete.

404 S Foxall of Littleton School requested a donation for Coronation mugs, but later withdrew the request.

405 12,03.23 letter from T Knight thanking the Council for the Well Being Path. **ACTION: Cllr Mack to respond.**

Correspondence sent (not otherwise noted):

406 On 11.04.23 the Clerk submitted the Re-declaration to the Pensions Regulator.

Reported issues:

407 The Clerk has been experiencing issues with the email system mainly for Google accounts. Apparently, Google have set their safety protocols unusually high. VisionICT stated the problem is now solved.

408 Cllr Mack is not happy with the current website. Given the difficulties managing and designing the site, perhaps the Council should consider a redesign. **ACTION: Cllr Mack to investigate information about a new site.**

409 On 15,04.23 the Clerk requested the Lengthsman to clear the weeds around the bus stop shelter/planters near the shop.

PLANNING

410 The Council resolved to respond "no comment" for W/23/00580/FUL: Unit 1 Bennett's Hill Business Park – erection of B1 Business Unit (variation of condition 6 W/02/00899/PN)

411 The Council noted the opportunity to speak at the 27.04.23 Planning Committee Meeting RE W/22/02761/HP. The Council did not object to this application.

NEW MOTIONS FOR COUNCIL CONSIDERATION

412 The **Council resolved** to change the dates of the Annual Parish Meeting, Annual Parish Council Meeting and May Council Meeting to 11 May 2023. The Annual Parish Meeting will start at 7:00pm. The Annual Parish Council Meeting will start at 7:30pm to be followed by the May Meeting. The Clerk noted that he may be available for the meetings, but is not sure. If the Clerk is unavailable, it is likely a cllr will need to take notes.

413 The **Council resolved** to approve the 2023-24 WCC Lengthsman Agreement. This agreement reimburses the Council up to £2234.97.

414 The Council resolved to approve the 2023-24 Lengthsman Service Contract. **ACTION: Clerk to obtain Lengthsman signature.**

CLLR REPORTS AND FUTURE AGENDA ITEMS

415 Cllr Mack asked if there was any action to be taken to clean up the old fish and chips shop. WDC Cllr Robson responded that upgrades are planned of which the Planning Department is aware.

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,6 Cllr Mack suggested the placement of a rubbish bin in the southwest corner of the Recreation Ground. This matter will be discussed at the next Well Being Working Party meeting.

417 Cllr Liddell passed a report to cllrs and explained the PAYE situation to the Council. The Clerk made several mistakes in not reporting some periods and over-reporting other periods. The result is overpayments for tax and NIC. The issue is further complicated by there not being a P45 issued to the Clerk from the previous employer. The Clerk has been in touch with HMRC and been told he should not access the Cleeve Prior PC HMRC account in the hope of producing a P45.

The **Council resolved** that the Clerk should forward monthly PAYE submission to two cllrs. The **Council further resolved** to pay the outstanding £710.18 National Insurance Contributions by the 22 April deadline. £278.11 of this payment is employee NIC. The Clerk will likely have to reimburse the Council at some point. **ACTION: The Clerk will attempt to redress the last year's monthly payments with the correct monthly amounts.** This may have the effect of the rectifying some of the over-payments made.

418 The meeting closed at 9:35pm.

419 **DATE AND VENUE OF NEXT SCHEDULED MEETING** (Annual Parish Council Meeting and May Meeting)**:** 7:30pm on 11 May 2023 at the Scout Hut, South Littleton. The Annual Parish Meeting will take place on the same day and place at 7:00pm. Except for the Chairman, cllrs are not required to attend this meeting.

Signed D S Liddell Date 11/5/23

OPEN FORUM NOTES - none

Minutes prepared by S Arble, Clerk to the Council, 26.04.23.