Minutes of the meeting held 21 December 2023 at the Scout Hut, South Littleton

Present: Councillors: Helen Quigley-York, Shannon Mack (Chairman), Sally Ashwin, Victoria Sevier & Hannah Robson

In Attendance: WDC Cllr H Robson, WDC Cllr J Cioitti & Sean Arble (Clerk)

248 Apologies received from Cllrs R Jones & D Jones.

249 No declarations declared.

250 No dispensations requested.

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

252 The meeting was not suspended for Public Question Time.

FINANCE

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

Payment References; those in red previously paid

Ref		Payee	Details	Net	VAT	Total		
134		Zimprint (SM)	flyer printing	£25.00	£0.00	£25.00		21.11.23
135		Everflow	Slaga water	£29.41	£0.00	£29.41		24.11.23
136		IONOS	Nov Website	£20.00	£4.00	£24.00		29.11.23
137		TC Contractor	S Meadows brook clearance	£3,300.00	£660.00	£3,960.00		05.12.23
138		Confectionary Traders (SM)	Xmas event supplies	£22.49	£4.50	£26.99		05.12.23
139		Shannon Mack	Xmas event supplies	£22.00	£0.00	£22.00		"
140		Tesco (HQ-Y)	Xmas event supplies	£10.90	£0.00	£10.90		"
141		H Quigley-York	Xmas event supplies	£85.25	£0.00	£85.25		
142		Arden Pig Co	Xmas event supplies	£500.00	£0.00	£500.00		09.12.23
143		Sunris Supplies (HQ-Y)	Xmas event supplies	£7.83	£1.57	£9.40		11.12.23
144		Albutts	remove hay from Rec Ground	£350.00	£70.00	£420.00		05.12.23
145		Shenzhhenshi...(HQ-Y)	xmas tree bulbs	£15.82	£3.17	£18.99		22.12.23
146		IONOS	Dec Website	£20.00	£4.00	£24.00		DD
147		Stuart Blunsom Tree Service	tree work at Allotments	£750.00	£0.00	£750.00		22.12.23
148		Tops Plants	Xmas trees	£185.00	£37.00	£222.00		"
149		N Lane	Nov Lengthsman	£175.00	£0.00	£175.00		"
150		M Parkinson	Rec Ground repairs	£355.00	£71.00	£426.00		"
151		WDC	Allotment rent	£62.50	£0.00	£62.50		"
152		Henson	Wooden bench installation	£545.00	£109.00	£654.00		"
153		Clerk	Nov wage (09)	£765.00	£0.00	£0.97		22.12.23
154		HMRC	Council NIC	£0.97	£0.00	£0.97		"
155		Clerk	Nov expenses	£127.80	£4.00	£131.80		"
156-168		British Gas 603459304	Electricity 13 invoices 01.10.22-to 30.11.23	£1,130.20	£66.44	£1,196.64		"
169-180		British Gas 603459307	Electricity 12 invoices 01.12.22-to 30.11.23	£50.95	£2.70	£53.65		"
181-193		British Gas 603459305	Electricity 13 invoices 01.10.22-to 30.11.23	£1,078.44	£53.87	£1,132.32		"
194-204		British Gas 603462978	Electricity 11 invoices 01.01.23 to 30.11.23	£30.26	£0.92	£31.18		"

Book

205-217		British Gas 603459303	Electricity 13 invoices 01.10.22-to 30.11.23	£81.38	£4.01	£85.39		"
218		EON	Defib install	£865.04	£173.01	£1,038.05		"
		TOTAL		**£10,611.24**	**£1,269.19**	**£11,116.41**		

Note: British Gas invoices reflect a total credit of £625.27 less than the total of the actual invoices.

This is due to invoices over 12 months old being waived and £200 goodwill credit.

254 The November 2023 Reconciliation was noted.

Date		Date
01-Nov-23	to	30-Nov-23

add	Current Account balance			6794.18
add	Deposit Account balance			50999.20
less	Payments uncleared This Period:			371.54
equ	Balance C/F			**57421.84**

Opening Balance Deposit Account	**58934.13**
Add receipts for period	65.07
Transfers between Accs	8000.00
Less payments for period	0.00
Opening Balance Current Account	**6035.49**
Transfers Between Accs	8000.00
Less Period Payments:	7792.56
Less Uncleared Last Period Payments	0.00
Uncleared Period Payments	371.54
Add receipts for period	551.25
Closing Balance	**57421.84**

255 The November 2023 Income & Expense Report was noted.

256 The **Council resolved** to approve the 2024-25 Budget. Highlights of the budget below.

Forecasted FY 2023-24 balance £49,985.

2024-25 Precept at £45,635.

2024-25 Total Income £51,535.

2024-25 Non-Reserve allocated expenditure £46,635.
- Clerk wage £9800
- Grass Cutting £8500
- Parish Maintenance £5200
- Electricity £3200
- Social £2400

2024-25 Reserves £55,085
- Well Being Reserve £15,000
- Tree Maintenance Reserve £8000

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Playground Equipment Reserve £6500
Improvement Projects Reserve £6250
ACTION: Clerk to amend budget as discussed and send to cllrs for confirmation.

257 **WDC Cllr Ciotti Report**

A. Withy Trees Rd bin in incorrect position. Bin should be in the field. **ACTION: Cllr Ciotti to continue pursuing.**

B. No resolution on bin cleaning from P Childs.

C. **ACTION: Cllr Ciotti to investigate when the Rec Ground bin will be delivered.**

258 **WCC Cllr Adams Report** – not present, no report.

ACTIONS REPORT

259 2.1 Allotment Tree Work & Hedge: Council agreed to commence second phase.

260 2.91 **ACTION: Clerk to send another letter to Malahkas.**

261 2.92 **ACTION: Clerk to request Lengthsman to re-clear gutters around Main St and footways/gutters on Blacksmith Lane near the bridge.**

262 3.3 Streetlight: **ACTION: Clerk to request settlement.**

263 4.5 ACTION: Cllr Robson to send VAS Form to Clerk.

264 4.6 Parish Archive: **ACTION: Deliver archive to WCC and create an inventory. ACTION: Clerk to request inventory from WCC.**

265 8.2 School Banners: **ACTION: Clerk to inform P Jones: Banners can remain in place for 2 months max. School responsible to hang and remove banners - must fit the frame. School to confirm with the Clerk prior to hanging banners.**

CLERK'S UPDATE

Correspondence for Consideration

266 Parking on SLPC land near Main St bus shelter. **ACTION: Clerk to file a formal complaint with Rooftop.**

267 107.12.23 J Prior email RE fly-tipping outside 14 Withy Trees Rd. Mr Prior was invited to speak in detail with a cllr and declined. Since it is the land ownership is unknown, it is difficult to request the area be cleared. The Council decided not to intervene.

268 07.12.23 Mr Burrell email re trees overhanging 5 St Michaels Close. **ACTION: Cllr Robson to seek quotes to trim the lime trees.**

Tabled Correspondence (not otherwise noted):

269 29.11.23 Evesham Volunteer email re attending Council meeting. On 29.11.23 the Clerk asked which month was convenient.

270 30.11.23 WDC CIL payment applied to brook clearance. Statement posted on website.

271 25.09.23 Levelling Up re Community Ownership Fund; Council not interested at this time.

272 09.12.23 email from Di & Roy Wilson – thank WCC Cllr A Adams and SLPC for Allotment work.

Correspondence sent (not otherwise noted):

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273 29.11.23 letter re parking on SLPC land near 18 Meadow Rd. Cllr Robson reported that she hasn't seen the van parked on the grass in a while.

274 Reported issues (not otherwise noted):

PLANNING

275 The **Council resolved** not to object to W/23/02238/HP.

276 The **Council resolved** not to object to W/23/02368/FUL.

277 The **Council resolved** no to object to W/23/02264/HP.

NEW MOTIONS FOR COUNCIL CONSIDERATION

278 The **Council resolved** to spend £1440 for maintenance work on the South Meadows perimeter.

279 The **Council resolved** to approve the Scout Hut Lease. **ACTION: Cllr Mack to make grammatical etc corrections.**

CLLR REPORTS AND FUTURE AGENDA ITEMS

280 Cllr Robson suggested that cllrs should investigate the bungalow application in North & Middle Littleton which borders on South Littleton

281 Cllr Mack reported that the fallen tree on Withy Trees Road is not blocking traffic, but it hasn't been removed. Cllr Robson stated she is addressing the issue.

282 Cllr Mack reported that the church is not claiming ownership of the wall between the church and St Michael's Close. The wall is badly damaged.

283 Cllr Ashwin stated that she would investigate ownership of walls around the Rec Ground.

284 The meeting closed at 9:00pm.

285 **DATE AND VENUE OF NEXT SCHEDULED MEETING** at 7:30pm on 18 January 2024 at the Scout Hut, South Littleton.

Signed Mack Date 18.01.2024

OPEN FORUM NOTES - none

Minutes prepared by S Arble, Clerk to the Council, 03.01.24.

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