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

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

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

107 Apologies received from Cllrs Debbie Jones & Roger Jones.

108 Cllr Mack was elected Chairman of the Council

109 No interests declared.

110 No dispensations requested.

111 The **Council resolved** to approve the **MINUTES** of the meeting held 15 June 2023 at the Scout Hut, South Littleton.

FINANCE

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

Payment References; those in red previously paid

Ref		Payee	Details	Net	VAT	Total		
49		JMS	Raffle Ticket Books fete	£6.66	£1.33	£7.99		20.06.23
50		Guanghzhou	Mini flags fete	£62.45	£12.50	£74.95		20.06.23
51		Shenzhen...	Numbered stickers fete	£6.64	£1.32	£7.96		20.06.23
52		Amazon	tokens/poker chips fete	£15.82	£3.17	£18.99		20.06.23
53		eBay	Gazebo fete	£71.92	£14.38	£86.30		20.06.23
54		eBay	Carpet for gazebo fete	£84.99	£0.00	£84.99		20.06.23
55		Timpson	Keys	£24.17	£4.83	£29.00		20.06.23
56		Toolstation	Screws for Coronation plaques	£7.48	£1.50	£8.98		20.06.23
57		Sainsburys	Fuel for Coronation plaques	£25.00	£5.00	£30.00		20.06.23
58		Stevenson Motors	cash box fete	£9.28	£1.86	£11.14		20.06.23
59		JDP Leisure	Bouncy castle deposit fete	£25.00	£0.00	£25.00		21.06.23
60		Crimson Starfish	Gaffer tape fete	£10.41	£2.08	£12.49		21.06.23
61		B&Q	ball catcher fete	£26.67	£5.33	£32.00		21.06.23
62		Cllr Mack - Chair Allowance	flowers for L Bucknall	£35.00	£0.00	£35.00		21.06.23
63		Lockdown Layabouts	Fete Band	£300.00	£0.00	£300.00		21.06.23
64		JDP Leisure	Bouncy castle fete	£197.92	£39.58	£212.50		27.06.23
65		Acorn	sign board fete	£240.00	£48.00	£288.00		27.06.23
66		Cubbington Silver Band	Fete band	£175.00	£0.00	£175.00		27.06.23
67		Everflow	SLAGA	£93.32	£0.00	£93.32		28.06.23
68		IONOS	Website	£20.00	£4.00	£24.00		"
69		Vale Gardens	Funeral flowers Chair allowance	£35.00	£0.00	£35.00		08.07.23
70		PWLB	Streetlight Loan	£3,829.71	£0.00	£3,829.71		31.07.23
71		M Parkinson	Grass	£724.00	£144.80	£868.80		20.07.23
72		M Parkinson	Replace Rec Ground rails	£500.00	£100.00	£600.00		20.07.23
73		M Parkinson	Fit parts S Meadows play equipment	£30.00	£6.00	£36.00		20.07.23
74		M Parkinson	Rec Ground	£20.00	£4.00	£24.00		20.07.23
75		A Deptford	Defib pads and battery	£112.00	£22.40	£134.40		20.07.23

21/9

76		R Maxwell	2022 Internal Audit	£200.00	£0.00	£200.00		20.07.23
77		R Maxwell	2023 Internal Audit	£200.00	£0.00	£200.00		20.07.23
78		EON	Repair streetlight 49 Meadow Rd	£156.00	£31.20	£187.20		20.07.23
79		IONOS	Website, domain & email	£29.99	£6.00	£35.99		28.07.23
80		Clerk	June wage	£765.00	£0.00	£765.00		20.07.23
81		Clerk	June expenses	£94.90	£0.75	£95.65		20.07.23
82		HMRC	Council NIC	£0.97	£0.00	£0.97		20.07.23
		TOTAL		**£8,135.30**	**£460.03**	**£8,570.33**		

113 The June 2023 Reconciliation was noted.

01-Jun-23	to	30-Jun-23

add	Current Account balance			7122.74
add	Deposit Account balance			58758.85
less	Payments uncleared This Period:			0.00
equ	Balance C/F			**65881.59**

Opening Balance Deposit Account	**68715.08**
Add receipts for period	43.77
Transfers between Accs	10000.00
Less payments for period	0.00
Opening Balance Current Account	**9958.08**
Transfers Between Accs	10000.00
Less Period Payments:	14705.34
Less Uncleared Last Period Payments	0.00
Uncleared Period Payments	0.00
Add receipts for period	1870.00
Closing Balance	**65881.59**

114 The June 2023 Income & Expense Report was noted.

115 WDC Cllr Robson Report:

A. New police officer in area on secondment for six months; Alex Prentis
B. Three girls were caught on the Bowls Clubhouse roof by the police. Two girls were spoken to with parents. The police plan to patrol the area more often.
C. Officer M Beards has changed his email. **34 ACTION: Cllr Robson to forward new details to the Clerk.**
D. Littleton School may want to post a noticeboard near the back entrance. Rooftop probably cuts this area; will investigate.
E. Legacy Grant open in January.
F. Rural Prosperity Fund & Carbon Reduction Fund available (£2500-£20,000). Anybody can apply directly to WDC. A few different ideas were discussed. **35 ACTION: Cllr Robson to forward details to the Clerk.**

116 WCC Cllr Adams offered his apologies. Report emailed to cllrs and posted on the Council site.

PROGRESS REPORTS

117 M Parkinson repaired the South Meadows Playground units.

118 Well Being Project benches will be installed by Henson's. Henson's were to liaise with D Cole. Branson's have been in touch with Henson's. The Clerk hasn't been updated on delivery. **36 ACTION: Clerk to request an update from R Herborn.**

119 Enhanced Development Land: **37 ACTION: Clerk to request an update from the Council Solicitor.**

120 The money is now available to purchase a defibrillator. Nigel stated he would purchase the unit. The Clerk reminded Nigel that he is to purchase the pole mounting kit, housing box and anything else required to mount the defibrillator. **38 ACTION: Cllr Robson to act as a liaison for the remainder of the project.**
39 ACTION: Clerk to organize installation once parts are delivered.

121 Grit bin survey will hopefully be completed by the end of August.

122 Action Points

Action		Person	Details	Result
2		Clerk	Bank Mandate to be updated with another cllr once the current mandate is cleared. Cllrs Ashwin & Robson to be added to the mandate when the current mandate is completed	TBC
4		Cllr Mack	Cllr Mack was reimbursed for the L Bucknall flowers.	Resolved
10,11		Cllr Mack	Create Google account and Action Points spreadsheet proposal for September.	TBC
12		Clerk	Investigate NIC issues. Some months have been sorted. Clerk to contact the helpline to hopefully create new payment dates. Clerk received a credit letter.	TBC
14		Cllr Robson	SLPC occupy the Littleton Brook Meadow. It is owned by Church Wardens.	Resolved
15		Cllr Ashwin	Littleton Brook Meadow: Tree & hedge quotes sent to Cllrs Robson & Quigley-York. Cllr Ashwin to obtain new hedge quote.	TBC
16		Cllr Robson	SLPC will not require DBS for future fetes.	Resolved
17		Cllr R Jones & H Quigley-York	Investigate Playground Inspection Report. See minute 072. Rec Ground completed. 2023 report issued; Clerk to send to cllrs.	TBC
18		Clerk	Site & type of bin agreed; waiting for quotes.	TBC
19		Clerk	Clerk to create separate documents related to pay, expenses & NIC	TBC
20		Clerk	Clerk to order stepping stones & grass mats	TBC
21		Clerk	Grass mats and stepping stone quotes sent to Cllrs Mack & Quigley for approval.	Resolved
22		Clerk	It doesn't appear the Rec Ground Goal post is needed for football club use. Council discussed moving the posts	Resolved
23		Cllr Quigley-York	Send photos of uneven ground under climbing tower	Resolved
24		Clerk	M Parkinson stated he would level the ground and replace the mats	TBC
25		Clerk	Source contractor to paint over climbing tower graffiti. Cllr Robson to ask police about girls caught climbing the Bowls roof to clean the graffiti.	TBC
26		Cllr Ashwin	WDC don't appear to be interested in sharing the cost of Allotment tree maintenance. Cllr Ashwin proposal for September.	Resolved
27		Cllr Mack	Website proposal for September	TBC
28		Cllr Liddell	Mr Garner draft complete; Clerk emailed	Resolved
29		Clerk	Clerk forwarded HGV plan to cllrs; resend	TBC
30		Clerk	Cllr Quigley-York VAS meet B Barnes 30 June; sites identified, N&M Littleton PC contacted	Resolved

31	Cllr Mack	Clerk posted a letter to Pear Tree Barn owner re hedge & trees; some clearance has happened	Resolved
32	Clerk	Contact Ombudsman re BT electric contract. Clerk told via email that the issue is hoped to be resolved by the end of the month.	TBC
33	Clerk	Standing Orders etc emailed to Working Party; waiting for recommendations	Resolved

123 The meeting was suspended from 8:00 until 8:05 for Public Question Time; notes at end of minutes.

CLERK'S UPDATE

Correspondence for Consideration

124 A Davies re vehicular access near bus stop. Response sent 12.07.23. Additional emails received on 12.07.23 stating cars used to be parked in the area. If the bench and bin were relocated there could be vehicular access. Cllrs were not in favour of proposing this suggestion.

125 West Mercia Police Community Charter: **40 ACTION: Clerk to include criminal damage (vandalism), speeding & dwelling theft.**

Tabled Correspondence (not otherwise noted):

126 M Pitts 01.07.23 email re road works forwarded to WCC Cllr Adams & WCC Officer B Barnes. WCC responded.

127 N Garner re HGV email; responded on 28.06.23. See Action 29.

Correspondence sent (not otherwise noted):

128 Long grass adjacent to 43 & 45 Withy Trees Rd letter sent to Cllr D Jones. The letter will be given to a parishioner who knows the landowner and will discuss the issue.

129 Reported issues (not otherwise noted):

130 **PLANNING** - none

NEW MOTIONS FOR COUNCIL CONSIDERATION

131 The **Council resolved** to hold a Christmas event on 9 December at the Scout Hut at a cost of £1100. See proposal emailed 12.07.23. **41 ACTION: Cllr Robson to investigate planting "Christmas" trees at the Scout Hut and South Meadows.**

132 The **Council resolved** to appoint Cllr Quigley-York to the Planning Delegation and as Littleton Link Liaison.

133 The **Council resolved** to appoint Cllr Ashwin to the Finance Group.

CLLR REPORTS AND FUTURE AGENDA ITEMS

134 Cllr Quigley-York reported that there will be a hay raking day at the Rec Ground Wildflower Meadow on 10.09.23 at 10:30am. The Clerk stated cllrs are covered by insurance when acting on behalf of the Council. **42 ACTION: Cllr Ashwin to draft a risk assessment.**

135 Cllr Quigley-York wished to know of WCC would be repainting the stop area on the Long Hyde Road/Station Road intersection. **43 ACTION: Clerk to request schedule date for the work.**

136 Cllr Quigley-York raised the issue of cleaning the bus shelters. **44 ACTION: Cllr Quigley-York to seek a quote from her window cleaner.**

137 Littleton Link updates were discussed.

138 The meeting closed at 8:30pm.

139 **DATE AND VENUE OF NEXT SCHEDULED** on 21 September 2023 at the Scout Hut, South Littleton. The time of this meeting is to be determined. It will either be 7:00 or 7:30pm.

Signed Quack Date 21/9/2023

OPEN FORUM NOTES

WDC Cllr J Ciotti discussed community transportation in the area. It was confirmed the entire community uses the bus system, especially #s 552 & 247. It may be possible to partner with Cleeve Prior to improve community transportation. J Ciotti will further investigate the matter.

Minutes prepared by S Arble, Clerk to the Council, 12.07.23.