Minutes of the meeting held 16 March 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: S Ashwin, WDC Cllr H Robson and Sean Arble (Clerk)

330 No apologies received.

331 No dispensations requested.

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

333 The **Council resolved** to co-opt Sally Ashwin as a member of the Council.

FINANCE

334 The **Council resolved** to approve the payment schedule. Three late invoices were also approved; see #s 166-168.

Payment References; those in red previously paid

Ref		Payee	Details	Net	VAT	Total		
156		S Arble	February Wage	£282.29	£0.00	£282.20		16.03.23
157		S Arble	February Expenses	£94.90	£0.75	£95.65		16.03.23
158		HMRC PAYE	February	£30.20	£0.00	£30.20		21.01.23
198		HMRC PAYE	Late PAYE payments	£452.60	£0.00	£24.61		02.03.23
160		Limebridge	Withy Trees Rd hedge & verge cutting	£275.00	£55.00	£330.00		16.03.23
161		Tserve	Website work	£50.00	£0.00	£50.00		01.03.23
162		N Lane	February Lengthsman	£150.00	£0.00	£150.00		16.03.23
163		WDC	Allotment Rent Q4	£62.50	£0.00	£62.50		16.03.23
164		M Parkinson	Remove Mas trees	£90.00	£18.00	£108.00		16.03.23
165		N&M Littleton PC	Littleton Link Hard copies	£689.00	£0.00	£689.00		16.03.23
155		Superstars	Summer Fete Face Painting Deposit	£120.00	£0.00	£120.00		21.02.23
166		Kompan	Rec Ground Crazy Hen Rocker Repair	£1,129.37	£225.87	£1,355.24		16.03.23
167		Kompan	S Meadows Horse Springer replacement	£2,930.40	£586.08	£3,516.48		16.03.23
168		EHB	Build and fill two hexagonal beds for Rec Ground	£2,829.20	£0.00	£2,828.20		16.03.23
		TOTAL		**£9,185.46**	**£885.70**	**£9,642.08**		

335 The PAYE was discussed at length. Cleeve Prior PC did not issue a P45 when the Clerk left their employment on 10.07.22. Back tax was therefore owed because the Tax Code was split between two employers when there should have been only one code from 10.07.22.

Cllr D Jones stated that she didn't think the PAYE payments were totally transparent; more specifically the £452.60 paid to HMRC for late tax. The Clerk stated that he tries to keep all payments as transparent at possible.

Cllrs Liddell & Ashton offered to help the Clerk. WDC Cllr Robson stated that she sought legal advice and it was suggested that the Clerk should produce the monthly PAYE reports.

LB 20/4/23

ACTION: Clerk to contact HMRC to request a new tax code which allocates the entire allowance to SLPC.

ACTION: Clerk to forward monthly reports showing tax owed/paid.

336 The Council also discussed the possibility of the Clerk handing over passwords etc to access the HMRC account. The Clerk stated that was for the Council to decide.

337 The February 2023 Reconciliation was noted.

Date		Date
01-Feb-23	to	28-Feb-23

add	Current Account balance			38923.79
add	Deposit Account balance			33653.00
less	Payments uncleared This Period:			0.00
equ	Balance C/F			**72576.79**

Opening Balance Deposit Account	33635.86
Add receipts for period	17.14
Less payments for period	0.00
Opening Balance Current Account	23767.64
Less Period payments:	7840.85
Add receipts for period	22997.00
Closing Balance	**72576.79**

338 The February 2023 Income & Expense Report was noted.

339 WDC Cllr Robson Report: Please report any incidents of the collection company not using the correct bin during collections.

340 WCC Cllr Adams was not present; no report.

PROGRESS REPORTS

341 Broken Playground units: The new units have been installed. Cllr Mack expressed concern that the new unit on the Rec Ground doesn't face the old unit. There were also concerns that the replacement units were expensive,

M Parkinson taped the damaged play equipment handles on the S Meadows playground as short-term solution and removed the broken circular handles. **ACTION: The Clerk will contact The Children's Playground Co to locate replacement parts.**

Wellbeing Being Project

342 2nd Legacy Grant payment received.

343 On 03.03.23 the Clerk requested an update on the outdoor gym equipment order. **ACTION: Clerk to continue requesting progress reports.**

344 Cllr Sevier reminded cllrs to see the email regarding the benches and comment, if necessary, by 25 March. After this date the benches will be ordered.

WB 20/4/23

Enhanced Development Land

345 On 06.03.34 M Cross (WDC) reported that his team is going to discuss the brook clearance situation this week.

346 Hallmark Hulme reported that the reason for the delay the purchase is the land isn't registered.

347 M Parkinson quoted £150 per cut (~12 cuts per year) for Mr Li's South Meadows land. On the wide verge side of the estate would be a 5-foot-wide cut and the remainder strimmed a few times a year at £80 per strim. Mr Parkinson is confident this is a competitive quote.

Defibrillator

348 EON quoted £865.04 plus VAT to install a defib on the requested street column.

349 Nigel suggested that perhaps any extra funds raised could be donated toward training. Expect an updated grant application for the April meeting.

350 M Parkinson reported that the pear tree on the Blacksmith Lane paddock is dangerous and should be removed. It isn't clear who owns the land. Some cllrs believe the tree in question is healthy. **ACTION: Cllr Liddell to meet with a Rooftop officer to investigate ownership.**

The Tennis Club

351 The lease was discussed. Other than the minor errors pointed out by the Clerk, the Council would like the following:

Word "leasee" to replace "tenant" on the lease. A leasee is correct usage for a long-term lease.

"lessor" to replace "landlord" throughout the document.

The lease is to include a rent review every three years.

Rent from April 2023 to be £539.

352 The Clerk has been in conversation with Mr Shammon regarding clearing trees and undergrowth causing damage to the courts. He has cleared the undergrowth and intends to cut back the trees. The Clerk requested T Ward (Tennis Club representative) to deal directly with Mr Shammon.

Grit Bins

353 The **Council resolved** to purchase seven new grit bins at a cost of £248.24 plus VAT per bin and including grit. There are three bins which are planned to be moved, however, their condition may not permit this. The location of the bins isn't fully settled. The Clerk stated that WCC issued street furniture licences will be necessary for at least some of the bins. **Action: Cllr Liddell to provide an update in a future meeting.**

354 The Clerk informed the Bowls Club that no decision on the location of the grit bins been taken, but it is likely that if a bin is placed on the Recreation Ground it will be near the entrance to the Scout Hut.

355 Cllr Liddell reported that even if the majority of residents want Superfast Broadband, the logistics of getting broadband to South Meadows is difficult. He believes the Council has taken the matter as far as it can.

WB 20/4/23

356 Officer Sansom advised that those who witness any type of dangerous driving to report it via the West Mercia website. Using the link below is useful if a camera is used. https://www.westmercia.police.uk//police-forces/west-mercia-police/areas/west-mercia/campaigns/campaigns/2019/operation-snap/

Officer Sansom will monitor the area. This information was emailed to the concerned parishioner.

Summer Fete

357 The Clerk requested the face painter for the Summer Fete to forward proof of public liability, risk assessment and DBS. To date there has been no reply. **ACTION: Cllr Quigley-York will request the above information and ask about refunds should the event be cancelled.**

358 After a probing discussion, the **Council resolved** to approve the Summer Fete proposal which calls for £380 of Council funding. A £120 deposit was previously paid to the face painter.

PA announcement is free

Use Tennis Club toilets

Risk Assessment will be necessary

Music license may be necessary

The Council cannot donate funds to repair the church bells as this is considered part of the church fabric.

Littleton Link

359 The Clerk confirmed that 100 hard copies have been sent to the shop at £0.53 per copy. The North & Middleton Littleton Clerk is investigating the possibility of increasing the number of hard copies.

360 Cllr Mack raised the issue of searching for an alternative editor for the Link should the current editor wish to stand down.

361 The new Rec Ground picnic table was delivered to M Parkinson. He will concrete the table in the cement base

362 The meeting was not suspended for Public Question Time.

CLERK'S UPDATE

Correspondence for Consideration (not otherwise noted):

363 North & Middle Littleton PC requested permission to plant a tree with a plaque on it to commemorate a recently passed parishioner who walked his dog in the area. The Clerk responded that it isn't clear who owns the land and perhaps a plaque on the existing bench would be appropriate. See minute 348.

364 No cllr was willing to propose a parishioner request to erect a fence between the Recreation Ground and the 4 Church Lane. **ACTION: Clerk to inform the parishioner.**

The Clerk reported that the owner of 4 Church Lane does not believe that he owns the stone boundary wall.

Tabled Correspondence (not otherwise noted):

365 J Dance 28.02.23 email RE Music Bus was noted.

WB 20/4/23

366 Correspondence sent (not otherwise noted): None

367 Reported issues: None

368 **PLANNING** - none

369 **NEW MOTIONS FOR COUNCIL CONSIDERATION** - none

CLLR REPORTS AND FUTURE AGENDA ITEMS

370 Cllr Mack wished to know if there was an update about the transportation between parishes reported on by WCC Cllr Adams. Cleeve Prior PC is investigating the issue.

371 A few ideas were discussed regarding the £302 WDC Coronation funds. **ACTION: Clerk to investigate the application and apply for the funds.**

372 The meeting closed at 9:20pm.

373 **DATE AND VENUE OF NEXT SCHEDULED MEETING:** 7:30pm on 20 April 2023 at the Scout Hut, South Littleton.

Signed W Bucknall Date 20/4/2023

OPEN FORUM NOTES - none

Minutes prepared by S Arble, Clerk to the Council, 10.04.23.