

Minutes of the Meeting held 15 May 2025 at the Scout Hut, South Littleton

- Present: Councillors: Shannon Cawood (Chairperson), Victoria Sevier, Sally Ashwin, Roger Jones, Debbie Jones, Tim Ward & Hannah Robson
- In Attendance: S Arble (Clerk), WDC Cllrs H Robson & J Ciotti and five members of the public
- 033 Cllr Shannon Cawood was elected Chairperson. She signed the Declaration of Acceptance of Office.
- 034 Apologies received from Cllrs Helen Quigley-York and Trevor Beddowes.
- 035 Cllr Sevier was elected Vice-Chairperson.
- 036 No interests declared.
- 037 No dispensations requested.
- 038 Standing Orders were noted.
- 039 Adopted provisions relating to the Clerk and Financial Regulations were noted. Financial Regulations were adopted 16.12.2021 and last amended 12.06.2024.
- 040 The Code of Conduct was noted. The code was adopted 19.07.2012.
- 041 The Clerk's Scheme of Planning Delegation was noted. The **Council resolved** to appoint Cllrs Sevier, Ashwin and Quigley-York as members of the delegation.
- 042 2025-26 Budget was approved at the January 2025 meeting. Risk Assessment was updated 11.05.25. Cllrs have a copy of the Financial Regulations.
- 043 The Clerk's Finance Support Group was noted. The **Council resolved** to appoint Cllrs Sevier, Ashwin & Cawood as members. All four members and Cllr Robson are bank signatories.
- 044 Councillor's Expenses Policy was noted. At the 19 November 2020 meeting the Council adopted the following: The Council will reimburse reasonable expenses incurred while on Council business upon presentation of an invoice or receipt. The **Council resolved** to adopt a mileage allowance of £0.45 per mile.
- 045 The Chairperson's £200 per annum Allowance was noted. This amount can be spent by the Chairperson without prior approval of the Council and is reimbursable upon presentation of a receipt/invoice.
- 046 The Asset Register was noted.
- 047 The insurance policy was noted.
- 048 The **Council resolved** to make appointments to the following posts:
- A. **Allotment Officer:** Roy Wilson & Cllr Ashwin
 - B. **Parish Paths Warden:** Cllr Ashwin will take over the position by the end of 2025 from A Saunders
 - C. **Funding Working Party:** R Jones, H Robson & T Ward
 - D. **Website Management:** Clerk
 - E. **Recreation Ground Liaison:** Cllr Quigley-York
 - F. **South Meadows (& Playground) Liaison:** Cllrs R Jones & D Jones
 - G. **Bowling Club Liaison:** Cllr Beddowes
 - H. **Tennis Club Liaison:** Cllr Ward
 - I. **Nature Area Working Party:** R Herborn, Cllrs Sevier, Cawood & Quigley-York
 - J. **Defibrillators:** Paul Bindley
 - K. **Planters:** Cllr Quigley-York



ACTION: Clerk to request Cllr Quigley-York to include the S Meadows planter near the Christmas Tree on the schedule.

L. **Littleton Link:** Cllr Cawood

M. **Social:** Cllrs Cawood, R Jones, D Jones & Quigley-York

049 The **Council resolved** to approve the **MINUTES** of the meeting held 17 April 2025 at the Scout Hut, South Littleton.

050 The meeting was suspended for Public Question Time from 7:35-7:45pm. See notes at the end of the minutes.

FINANCE

051 The **Council Resolved** to approve the Payment Schedule. Payments in red previously paid.

Payment References; those in previously paid

Ref	Payee	Details	Net	VAT	Total	
23	A Taylor	replace 6 rails on Rec Ground	£280.00	£0.00	£280.00	08.05.25
24	H Quigley-York (Garden Supply)	plants	£70.64	£0.00	£70.64	08.05.25
25	Zurich	insurance	£1,192.25	£0.00	£1,192.25	15.05.25
26	Lloyds	March bank fee	£4.25	£0.00	£4.25	DD May
27	Nick Lane	Lengthsman April	£185.00	£0.00	£185.00	15.05.25
28	Net World Sports	soccer goal	£529.53	£105.90	£635.43	"
29	Joshua Fiander	clean bus shelters	£250.00	£0.00	£250.00	"
30	Clerk	March wage	£865.00	£0.00	£865.00	17.04.25
31	HMRC	Council NIC	£67.20	£0.00	£67.20	"
32	Clerk	March expenses	£102.39	£0.92	£103.31	"
33	St Michael's Church	donation for churchyard maintenance	£1,000.00	£0.00	£1,000.00	"
34	WCALC	service charge	£948.16	£170.10	£1,118.26	"
35	BG 303	electric March 25	£179.26	£8.96	£188.22	DD May
36	BG 307	electric March 25	£139.98	£6.99	£146.33	DD May
37	IONOS	Mail 248649	£9.50	£1.90	£11.40	15.05.25
38	IONOS	Website 764048	£10.00	£2.00	£12.00	"
39	S Cawood	Amazon ink cartridge	£19.86	£3.97	£23.83	"
40	Smart Cut	April grass cut x2	£1,220.00	£244.00	£1,464.00	"
	TOTAL		£5,673.68	£544.74	£7,617.12	

052 The April 2025 Reconciliation was noted.

Date		Date
	01-Apr-25	30-Apr-25

add	Current Account balance			25275.35
add	Deposit Account balance			26633.03
			ACTUAL TOTAL BALANCE	51908.38
less	Payments not cleared this period			0.00
equ	Balance C/F			51908.38

Opening Balance Deposit Account	26610.06
Interest	22.97
Transfers between Accs	0.00
Less payments for period	0.00
Opening Balance Current Account	3362.51
Less Period Payments:	
Transfers between Accs	0.00
Add receipts for period	26997.37
Payments Not Cleared	0.00
Closing Balance	51908.38

053 The April 2025 I&E Report was noted.

054 The Clerk submitted documents to the Internal Auditor. AGAR is due 01.07.25.

055 WCC Cllr Robson report:

- A. Proposed zebra crossing approved by WCC subject to funding. Requested a quote for a zebra crossing.
- B. 20mph flashing sign near school a possibility.
- C. There will be a speed limit change in the parish along the B4510.
- D. Divisional funds available.

056 WDC Cllrs Ciotti & Robson report – report was given at the Annual Parish Meeting.

ACTION TRACKER

057 A-1: **ACTION: Bank mandate to be submitted to Lloyds in the near future by Cllr Ashwin.**

058 A-2: Website nearly complete. Cllr Cawood requested input from cllrs. All email accounts are now working.

059 A-4: Biodiversity Plan to be submitted for June meeting.

060 A-5: **ACTION: Clerk to confirm Allotment boundaries for the lease.**

061 B-3: **ACTION: Cllr R Jones to replace missing fence bolt. ACTION: Clerk to remind CG Parkes that there are minor repairs required on his section of the Brook fence.**

062 D-2: Cllr Cawood reported that she hasn't been able to download the VAS data for reasons unknown. She will continue trying.

063 F-1: **ACTION: Clerk to obtain a quote for an 8–10-foot X-MAS tree for South Meadows.**

064 G-1: There is a possibility of a storage room in the Bowls Club.

065 J-1: **ACTION Cllr Ashwin to check the state of the rope ladder.**

066 J-2: **ACTION: Clerk to request an update from Wicksteed re repair kit for the tarmac near the merry-go-round.**

067 L-3: New bin location approved by WDC. **ACTION: Cllr Cawood to submit a proposal for the June meeting.**

CLERK'S UPDATE

Correspondence for Consideration (not otherwise noted):

- 068 17.04.25 parishioner email re rats attracted by manure at allotments. The parishioner requests the Council to ask the allotment holders to stop storing manure on their drive. Parishioner intends to engage a pest control service to identify the source of her rat problem. Should it be confirmed that the manure is a contributing factor would the Council be willing to cover the costs associated with the pest control services. **ACTION: Clerk to respond that at present the Council is not inclined to pay for pest control services.**
- 069 T Grubb (WDC) 01.05.25 email re S106 contributions for Built Leisure and Fromal Sport. The Clerk left a message with H Peachy to ascertain which listed funds are still allocated for South Littleton. Cllr Robson is investigating the matter.

Tabled Correspondence (not otherwise noted):

- 070 06.05.25 A Adams email re zebra crossing at 1-4 Station Rd. 06.05.25 the Clerk requested quotes for controlled pedestrian crossings from B Barnes. Cllr Robson requested a quote.
- 071 Using Emergency Powers, the **Council resolved** to allow West Mercia Police to use the requested SLPC asset.

Correspondence Sent (not otherwise noted):

- 072 23.04.25 Clerk email to parishioner re the Council will not currently pursue the idea of a streetlight on Farm Lane.
- 073 Wychavon Rural Fund expressions of interest for Biodiversity Sanctuary and Zebra Crossing submitted 06.05.25.
- 074 07.05.25 email to P Childs re new bin on Rec Ground. Bin location approved. **ACTION: Cllr Cawood to submit a proposal for June.**

Reported Items

- 075 06.05.25 uncut grass at confluence of Farm Lane, Shinehill Lane & Blacksmith Lane. Smart Cut stated area would be cut next visit.
- 076 06.05.25 uncut grass area at Norval Rd side South Meadows brook fence line. Smart Cut stated the area would be trimmed next visit.
- 077 The strip of uncut grass immediately south of the tennis courts is to be treated as part of the wildflower area.
- 078 Grass map & Spec drafted. Waiting approval from Cllr Quigley-York.

PLANNING

- 079 W/24/02542.FUL approved by WDC. Conditions of approval include removal of caravan within 5 years.
- 080 W.24.02207.CU was refused by WDC. Change of use of land for the siting of moveable tourism units. Land at Os 0788 4591, Blacksmith Lane. The Clerk had no previous record of this application.

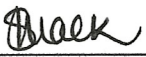
NEW AGENDA ITEMS

- 081 The **Council resolved** to approve the Social Media Policy.
- 082 The **Council resolved** to allow for the placement of Bleed Kits in the defib cabinets.

- 083 The Council resolved to donate the £129.50 BBQ donations received to the Air Ambulance.

COUNCILLOR REPORTS & FUTURE AGENDA ITEMS

- 084 Cllr Beddowes offered his apologies for the June meeting.
- 085 Cllr R Jones offered his apologies for the June & July meetings.
- 086 Cllr D Jones offered her apologies for the June & July meetings.
- 087 Cllr Cawood reminded cllrs that the June meeting will be at the Bowls Club.
- 088 Cllr R Jones stated he would repaint the South Meadows bus shelter frame to cover the graffiti. He will also measure the plastic window panels.
- 089 **DATE AND VENUE OF NEXT MEETING:** 7:30 on 19 June 2025 at the Bowls Club, South Littleton.
- 090 Meeting closed at 8:50pm.

Signed  Date 19.06.2025

Please note that Cllr Mack is in the process of changing her last name to Cawood and the minutes reflect this.

OPEN QUESTION TIME NOTES

Downing representatives were present. And offered the following comments about wind farm proposal:

50-acre, 18-megawatt farm spanning across the Honeybourne-South Littleton boundary

Energy suitable for 530 homes

Use local contractors to install and maintain site

After 40 years land reverted back to original use

Application planned for submission in September

Flooding provisions and drainage strategy to be included in application

Will install rooftop panels free for a set number of local dwellings

Community Engagement scheduled for 28 May at Honeybourne from 3:30pm to 7:30pm

Will be present at 19 July Honeybourne Fete

The Council requested a case study.