

Minutes of the meeting held 20 November 2025 at the Bowls Club, South Littleton

Councillors Present: Victoria Sevier, Shannon Cawood (Chairperson), Hannah Robson, Sally Ashwin, Helen Quigley-York & Tim Ward

In Attendance: Sean Arble (Clerk), one member of the public, WDC officer A Sadler, WDC officer A Ford & WDC Cllr J Ciotti

- 256 Apologies received from Cllrs Roger Jones & Debbie Jones.
- 257 No interests declared.
- 258 No dispensations requested.
- 259 The **Council resolved** to approve the **MINUTES** of the meeting held 16 October 2025 at the Bowls Club, South Littleton.
- 260 The meeting was not suspended for Public Question Time as there were no questions from the public.
- 261 WDC Officers Sadler & Ford outlined a brief overview of the Neighbourhood Plan process.
- The Localism Act underpins Neighbourhood Plans
 - Neighbourhood Plans are included in local planning decision-making via the SWDP
 - There are grants up to £10,000 available from WDC.
 - The process must be parish council driven
 - The working party should include at least a few cllrs along with several parishioners
 - The process will take approximately 18 months if the working party is diligent; count on 12 months to produce 1st draft
 - It is recommended that a planning consultation be engaged
 - A range of policies can be in the plan; type and site of housing, allocation of land for development, protect open spaces and views, building design, historic environment, biodiversity etc. Policies may include a range of criteria which developers will need to meet
 - Parishes are categorized 1-4 depending on range of amenities and facilities
 - 1st step is to designate parish as a Neighbourhood Area
 - Gather evidence of issues via events, surveys, housing needs survey etc
 - There is a legal process which must be followed which includes a 6-week consultation on the 1st draft Neighbourhood Plan; consider amendments based on consultation results, submit Plan to WDC for a 6-week consultation, if approved an Examiner is appointed to approve the Plan, if successful, the Plan must go to a local referendum of which 51% of respondents must vote in favour Plan to be adopted
 - WDC pays the examination and referendum costs
 - Locality and WDC Community Development Team can offer advice

FINANCE

- 262 The **Council resolved** to approve the payment schedule.

Payment References; those in bold previously paid


Ref	Payee	Details	Net	VAT	Total	
133	TC Contracting	clear South Meadows brook	£1,650.00	£330.00	£1,980.00	15.11.25
134	S Cawood for Station Garden	plants & compost	£48.95	£0.00	£48.95	"
135	Clerk	October wage	£949.20	£0.00	£949.20	20.11.25
136	HMRC	Clerk income tax	£20.80	£0.00	£20.80	"
137	HMRC	Council NIC	£82.95	£0.00	£82.95	"
138	Clerk	October expenses	£103.23	£1.08	£104.31	"
139	BG 303	electric September 25	£162.30	£8.11	£170.41	DD November

140	BG 307	electric September 25	£126.69	£6.33	£133.02	DD November
141	Smart Cut	Replace post & rails @Rec Ground	£442.64	£88.53	£531.17	20.11.25
142	Smart Cut	October Cut	£610.00	£122.00	£732.00	"
143	Lloyds	Lloyds September fees	£4.25	£0.00	£4.25	DD November
144	Station Gardeners	Winter Planters	£445.00	£0.00	£445.00	20.11.25
145	SLAGA	Administration on behalf of Council	£37.50	£0.00	£37.50	"
146	S Arble for IONOS	Website Oct	£10.00	£2.00	£12.00	DD October
147	S Arble for IONOS	Email Oct	£9.50	£1.90	£11.40	DD October
148	Smart Cut	Oct grass cut	£610.00	£122.00	£732.00	20.11.25
149	Smart Cut	kerb spraying	£292.90	£58.58	£351.48	"
150	R Jones	2025-26 garage rental	£420.00	£0.00	£420.00	"
	TOTAL		£6,025.91	£740.53	£6,766.44	

- 263 **ACTION: Clerk to speak with R Wilson about the Clerk taking over the plot invoicing role.**
- 264 **ACTION: Clerk to investigate direct debit for HMRC payments.**
- 265 October 2025 Reconciliation noted.
- 266 October 2025 Income & Expense Report noted. **ACTION: Clerk to correct the date for reference 131.**
- 267 The **Council resolved** to include £6500 plus VAT in the 2025-26 Budget for the purpose of purchasing a new toddler swing for the Recreation Ground. **ACTION: Clerk to increase the Playground Equipment Repair & Replace Reserve by £6500 plus VAT. ACTION: Clerk to request full specification of the swing.**
- 268 WDC Cllr J Ciotti Report emailed to cllrs on 20.11.25. Cllr Ciotti noted the watercourse consultation.
- 269 WCC Cllr H Robson Report
- She has attended several meetings regarding HGVs in Bretforten & Offenham
- Veterans Bus Services will be free of charge
- Police Commissioner position to be eliminated.
- ACTION POINTS**
- 270 C3 – **ACTION: Clerk to request an update from B Barnes re new village entrance signs, HGV sign at top of Long Hyde Road, HGV sign at bottom of Bennet's Hill should be larger**
- 271 L2 – **ACTION: Cllr Robson to investigate the S106 monies situation.**
- 272 J12 – **ACTION: Clerk to request grass mats be installed on the Recreation Ground Tunnel.**
- 273 G1 – Bowls Club will obtain quote for a 4x6 side opening shed
- 274 L7 – 20.11.25 Clerk requested a gate replacement quote from R Johnson

CLERK'S UPDATE

Correspondence for Consideration

- 275 Pensions Regulator Re-Declaration Deadline 01 September 2026. **ACTION: Clerk to investigate the matter with WCALC.**
- Tabled Correspondence (not otherwise noted on Agenda or Action Tracker):
- 276 29.10.25 R Herborn Grant Application: **Action: Clerk to respond that the grant reserve is exhausted for this financial year. Request applicant to re-apply in 2026-27.**
- 277 20.10.25 email re resignation of Cllr L Williams.
- 278 10.10.25 A Sadler email re Neighbour Plan overview during the 20.11.25 meeting. See minute 261.
- 279 07.11.25 Vale Landscape Heritage Trust email re escaped sheep due to fence removal at Lasota Way and Shinehill Lane due to contractor removing fence.
- 280 13.11.25 email from WDC re an election was not called and therefore a new member may be co-opted.
- Correspondence sent (not otherwise noted on Agenda or Action Tracker)
- 281 21.10.25 Clerk to parishioner in response to guidance on housing application. The Clerk requested the parishioner to seek advice from WDC.
- 282 Reported issues (not otherwise noted on Agenda or Action Tracker): None
- PLANNING**
- 283 W.25.01785.HP.FUL – WDC approved - The Council had no objection.
- 284 **NEW MOTIONS FOR COUNCIL CONSIDERATION - none**
- CLLR REPORTS AND FUTURE AGENDA ITEMS**
- 285 **ACTION: Clerk to seek recommendations re poplars on Meadow Rd & Withy Trees Rd.**
- 286 **ACTION: Clerk to request Charles Grant Parker to clear his section of the South Meadows brook.**
- 287 **ACTION: Clerk to request owner of Hardenhuish on Shinehill Lane to trim hedge so there is a view of Shinehill Lane turning.**
- 288 The meeting closed at: 9:20pm.
- 289 **DATE AND VENUE OF NEXT SCHEDULED MEETING** at 7:30pm on 18 December 2025 at the Bowls Club, South Littleton.
- Signed  Date 18.12.2025

PUBLIC QUESTION TIME NOTES - none