

Minutes of the meeting held 16 October 2025 at the Bowls Club, South Littleton

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

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

- 222 No apologies received.
- 223 No interests declared.
- 224 No dispensations requested.
- 225 The **Council resolved** to approve the **MINUTES** of the meeting held 18 September 2025 at the Bowls Club, South Littleton.
- 226 The meeting was suspended for Public Question Time from 7:31 – 7:32. Notes are at the end of the Minutes.

FINANCE

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

Payment References; those in bold previously paid

Ref	Payee	Details	Net	VAT	Total	
115	Wicksteed	return item	£4.11	£0.82	£4.93	16.10.25
116	Nick Lane	Lengthsman September	£185.00	£0.00	£185.00	"
117	Clerk	September wage	£907.30	£0.00	£907.30	"
118	HMRC	No Payment	£0.00	£0.00	£0.00	"
119	HMRC	Council NIC	£75.07	£0.00	£75.07	"
120	Clerk	September expenses	£116.45	£1.08	£117.53	"
121	BG 303	electric August 25	£136.55	£6.82	£143.37	DD October
122	BG 307	electric August 25	£107.46	£5.37	£112.83	DD October
123	Smart Cut	September 25 cut & wildflower collect	£1,210.00	£242.00	£1,452.00	16.10.25
124	Smart Cut	September Cut	£610.00	£122.00	£732.00	"
125	Lloyds	Lloyds August fees	£4.25	£0.00	£4.25	DD October
126	PKF	External Audit	£315.00	£63.00	£378.00	16.10.25
127	S Arble for Bulky Waste Collection	remove fridge	£22.00	£0.00	£22.00	"
128	J Finder	clean bus shelters	£250.00	£0.00	£250.00	"
129	S Arble for IONOS	Website Sept	£10.00	£2.00	£12.00	DD September
130	S Arble for IONOS	Email	£9.50	£1.90	£11.40	DD September
131	Smart Cut	Oct grass cut	£610.00	£122.00	£732.00	16.10.25
132	S Cawood for Littleton Bowls Club	Snacks	£8.00	£1.49	£9.49	"
	TOTAL		£4,580.69	£568.48	£5,149.17	

- 228 September 2025 Reconciliation noted.
- 229 September 2025 Income & Expense Report noted.
- 230 2025 Audit concluded. The AGAR is in accordance with Proper Practices and no other matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. It should be noted that for 2025-26 an IT policy will be required as part of the audit.

231

WDC Cllr J Ciotti Report:

The annual Residents Survey is coming next week and gives everyone a chance to have their say over a 4-week period.

WCC-WDC Cllr Hannah Robson and I had a meeting on 16.10.25 with the Director for Communities and Housing, South Worcestershire Community Safety Partnership, West Mercia Police and a Social Housing Provider following many complaints from a few residents in Meon Way Gardens about anti-social behaviour over the spring and summer. We hope this will have cleared the air and if problems arise again, we can avoid a repeat by all being clearer about the most effective path and organisations to contact. The first port of call is the social housing provider contact centre and then if not resolved the Community Safety Partnership.

Report will be emailed to the Clerk.

232

WCC Cllr H Robson Report emailed to cllrs on 16.10.25

WCC is seeking input regarding budget cut preferences from residents.

Rights of Way Improvement Plan (ROWIP): There is still time to respond to this consultation from the County Council. There are two surveys, one for the parish council to respond too and one for the public. www.worcestershire.gov.uk/rightsofwayengage
Closing date for responses 26/10/25.

Local Cycling and Walking Improvement Plan (LCWIP) is still open for response; the Closing date is 31/10/25.

Wychavon's Resident Survey is live until 9th November.

ACTION POINTS

233

B4 – Scout Hut cleaned.

234

B3 – Cllr R Jones replaced bolt on the fence.

235

B6 – Fridge removed.

236

B7 – Clerk hasn't received quote for winter planting.

237

D11 – Walnut trees to be planted in January. The Clerk needs a specific delivery date and location.

238

I4 – **ACTION: Clerk to complete Policing Survey.**

239

J11 – **ACTION: Clerk to obtain quotes for a new toddler swing.**

240

L7 – Cllr Ward reported that the matter of hanging the gate would be raised at the next church meeting.

CLERK'S UPDATE

Correspondence for Consideration

241

ACTION: Clerk to respond to parishioner re guidance on housing application.

Tabled Correspondence (not otherwise noted on Agenda or Action Tracker):

242

18.09.25 email re cycle parking – noted.

Correspondence sent (not otherwise noted on Agenda or Action Tracker)

243

Clerk 25.09.25 email re book exchange – noted.

244

Reported issues (not otherwise noted on Agenda or Action Tracker): None



PLANNING

245 WDC approved W.25.01530.HP. The Council had no objection

246 The **Council resolved** not to object to W.25.01965.LB.

NEW MOTIONS FOR COUNCIL CONSIDERATION

247 The discussed the Parish Survey. It was generally thought best to produce one survey which includes the Neighbourhood Plan. **ACTION: Cllr Cawood to gather information on Neighbourhood Plans. ACTION: Clerk to invite Adam Sadler (WDC) to the November Meeting.**

248 The **Council resolved** to purchase two Xmas trees for £225.

249 The **Council resolved** to adopt the Civility & Respect Pledge.

CLLR REPORTS AND FUTURE AGENDA ITEMS

250 Cllr Cawood reported that the Council is hosting Network Gathering on 17.11.25 from 7-9pm at Littleton Football Club. Lucy Bird from WCALC Well Being will offer a short presentation.


251 Cllr Quigley-York stated the bulb planting went well.

252 **ACTION: Clerk to contact L Smallwood re cutting verge.**

253 **ACTION: Cllr Ashwin to request update about cutting nursery hedge.**

254 The meeting closed at: 8:05pm.

255 **DATE AND VENUE OF NEXT SCHEDULED MEETING** at 7:30pm on 20 November 2025 at the Bowls Club, South Littleton.

Signed  Date 20/11/2025

PUBLIC QUESTION TIME NOTES

A member of the public stated that the results of the school survey would soon be available.

Minutes prepared by Sean Arble, Clerk to the Council, 15.11.25.