

Minutes of the Meeting held 21 May 2026 at the Bowls Club, South Littleton

Present: Councillors: Shannon Cawood (Chairperson), Victoria Sevier, Sally Ashwin, Helen Quigley-York & Hannah Robson. David Wootten was co-opted during the meeting.

In Attendance: WDC Cllr H Robson, David Wootten & two members of the public

044 Cllr Shannon Cawood was elected Chairperson for 2026-27.

045 Apologies received from Cllr Tim Ward.

046 Cllr Sevier was elected Vice-Chairperson.

047 No interests declared.

048 No dispensations requested.

049 David Wootten was co-opted as a member of the Council. Declaration of Acceptance of Office was signed.

050 Standing Orders (adopted 2008) were noted.

051 Financial Regulations and adopted provisions related to the Clerk were noted

052 The Code of Conduct was noted.

053 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.

054 Budget, Financial Regulations and updated Risk Assessment noted.

055 The Clerk's Finance Support Group was noted. The **Council resolved** to appoint Cllrs Sevier, Ashwin & Cawood as members.

056 Councillor's Expenses Policy was noted.

057 The Chairperson's Allowance was noted.

058 The Asset Register was noted.

059 The insurance policy was noted.

060 Council policies (on website) noted.

The **Council resolved** to make appointments to the following posts:

061 **Allotments:** Cllr Ashwin liaison & Clerk finance. Note to please ensure that all allotment communications are sent with recipients in BCC for GDPR reasons.

062 The Council noted that there is currently no Parish Paths Warden in post, as the role is voluntary and reliant on local residents coming forward, and no appointment has been made at this time. Training appears to have been placed on hold by WCC. **ACTION:** Cllr Robson to investigate and feedback at next meeting.

063 Website Management: Cllr Cawood & the Clerk

064 Recreation Ground Liaison: Cllr Quigley-York

065 Planters: Cllr Quigley-York

066 Littleton Link: Cllr Cawood

067 The following appointment confirmations are to be deferred to the next meeting:

- Funding
- South Meadows Playground
- Bowling and Tennis Club
- Defibrillators
- Social Working Party

068 The **Council resolved** to approve the **MINUTES** of the meeting held 16 April 2026 at the Bowls Club, South Littleton.

069 The meeting was suspended for Public Question Time. The notes at the end of the minutes.

FINANCE

070 The **Council Resolved** to approve the Payment Schedule as presented.

Payment References; those in bold previously paid

Ref	Payee	Details	Net	VAT	Total	
20	Clerk	April wage	£917.50	£0.00	£917.50	21.05.26
21	HMRC	Council NIC	£75.07	£0.00	£75.07	"
22	Clerk	April expenses	£103.23	£1.08	£104.31	"
23	BG 307	electric April 26	£171.81	£8.59	£180.40	DD 22.05.26
24	BG 303	electric April 26	£219.04	£10.95	£229.99	"
25	Lloyds	March 26 fees	£4.25	£0.00	£4.25	DD 18.05.26
26	S Arble for IONOS	website April 26	£10.00	£2.00	£12.00	21.05.26
27	S Arble for IONOS	email April 26	£9.50	£1.90	£11.40	"
28	Zurich	2026-27 Insurance	£1,497.80	£0.00	£1,497.80	"
29	Smart Cut	March Rec Ground, verges & South Meadows	£1,220.00	£244.00	£1,464.00	"
19	TC Contracting	Emergency clearance of S Meadows brook	£1,100.00	£220.00	£1,320.00	18.04.26
30	A Taylor	supply & install shed shelves	£225.00	£0.00	£225.00	10.05.26
31	"	clear rotten tree stump on Rec Ground	£75.00	£0.00	£75.00	"
32	"	manhole work S Meadows	£125.00	£0.00	£125.00	"
33	J Fiander	clean 3 bus shelters	£250.00	£0.00	£250.00	21.05.26
39	Wicksteed	supply & install toddler swing	£4,876.56	£975.31	£5,851.87	"
34	S Blunsom Tree Services	work to 2 poplars Meadow Rd Withy Trees Rd/lime tree on Farm Lane & Main St	£1,800.00	£0.00	£1,800.00	01.05.26
35	S Cawood	QR Code for Survey	£39.99	£0.00	£39.99	"
36	"	Shed Lock	£11.67	£2.33	£14.00	"
37	"	cllr expenses cartridges	£25.59	£0.00	£25.59	"
38	WCALC	Yearly Dues	£1,005.59	£180.74	£1,186.33	21.05.26
15	EON	Repair Main St solar lamp	£475.00	£95.00	£570.00	"
16	"	Repair wall light Farm Lane	£175.00	£35.00	£210.00	"
17	"	Investigate reported fault; no fault found	£175.00	£35.00	£210.00	"
	TOTAL		£14,587.60	£1,811.90	£16,399.50	

071 The April 2026 Reconciliation was noted.

072 The April 2026 Income & Expenditure Report was noted.

BC

- 073 Internal audit progress and AGAR timeline noted. The council discussed a previous comment made regarding the possibility of changing auditor for the next audit.
ACTION: Cllr Ashwin to discuss with the Clerk.

- 074 **ACTION: Cllr Ashwin to discuss issues around the direct debit payments for PAYE.**

- 075 WCC Cllr Robson Annual Report presented at the Annual Parish Meeting. Noted.

- 076 WDC Ciotti Annual report presented at the Annual Parish Meeting. Noted.

ACTION TRACKER

- 077 Taken as read. Actions to be progressed.

CLERK'S UPDATE

Correspondence for Consideration (not otherwise noted):

- 078 31.03.26 Mickleton Against Inappropriate Development email. Noted.

- 079 WDC Taxi & Private Hire Licensing Delegations Consult. Noted.

- 080 PC A Prentice 24.04.26 Op Flare Sentencing Update. Noted.

- 081 06.04.26 email re Elgar Court Residential Care Home. Noted.

- 082 10.03.26 Offenham NP Call for Sites. Noted.

Tabled Correspondence (not otherwise noted):

- 083 Evesham Town Council Public Transport Forum on 9 May. Noted.

- 084 WCC 28.04.26 email re decommissioning MyParish web portal. Noted.

- 085 PC A Prentice 24.04.26 Op Flare Sentencing Update. Noted.

- 086 Offenham PC 14.05.26 Invite to NP Stakeholders Meeting. Noted.

- 087 Local Authority Funding Pack. Noted. Cllr Cawood encouraged cllrs to read this email.

- 088 Cllr Cawood noted that the agenda had duplications around the Operation Flare update and the Offenham PC Neighbourhood Plan Call for Sites.

Correspondence Sent (not otherwise noted):

- 089 23.04.26 email to parishioner re green bin permission. Refers to a green grit bin, not a standard green recycling bin. Should be amended.

- 090 Reported Items – none.

PLANNING

- 091 EN0110033 objection response emailed 25.04.26. Noted.

- 092 W.25.02357.OUT Outline application for 9 residential dwellings on Bennetts Hill Farm was refused by WDC. The Council objected to this application. Noted.

NEW AGENDA ITEMS

- 093 The Council resolved to approve the Village BBQ with a budget of £1,400.

- 094 Allotments Draft Lease Terms to be deferred to June meeting as this has not been read by Councillors as yet.

COUNCILLOR REPORTS & FUTURE AGENDA ITEMS

- 095 Repair of dry-stone wall on the Recreation Ground for the June meeting.
- 096 Discussions around residents fence adjacent to Playground. **ACTION: Clerk to send outstanding documentation to Cllr Sevier.**
- 097 Clerk's Pension – Cllr Sevier and Cllr Ashwin.
- 098 Fruit Trees in Rec ground discussed – fruit to be removed to ensure longevity and good health of trees.
- 099 **ACTION: Cllr Quigley-York to liaise with Smart Cut regarding the relocation of the Oak tree, and the replacement of the missing Walnut Tree.**
- 100 **ACTION: Cllr Cawood to send message to residents regarding Working Party dates to perform maintenance on Willow Tunnels.**
- 101 **DATE AND VENUE OF NEXT MEETING: 7:30 on 18 June 2026 at the Bowls Club, South Littleton.**
- 102 Meeting closed at 8:05pm.

Signed



Date

18.06.2026

OPEN QUESTION TIME NOTES

A resident from South Meadows asked about any proposed plans for the old tennis court in South Meadows. It was advised that this is something the Council has looked at previously, but funding was refused for a MUGA. The Council have however, had further thoughts and conversations about securing funding for a Wellbeing Grant. **ACTION: Cllr Cawood to get in touch with resident to discuss ideas and plans**

The same resident also asked if there were any plans to plant any more trees in South Meadows, particularly soft-wood trees. Cllr Quigley-York discussed the possibility of planting some Oak trees but agreed to meet with resident to talk through options and possible locations. **ACTION: Cllr Quigley-York to get in touch with resident to discuss ideas**