

## **SOUTH LITTLETON PARISH COUNCIL 257**

**Minutes of the meeting held 10 July 2026 at the Bowls Club, South Littleton**

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**Councillors Present:** Shannon Cawood (Chairperson), Sally Ashwin, Victoria Sevier, David Wootten, Helen Quigley-York, Hannah Robson and Tim Ward.

**In Attendance:** Sean Arble (Clerk)

**151**

Apologies received from Cllrs Roger Jones and Debbie Jones.

**152**

No interests declared.

**153**

No dispensations requested.

**154**

The Council resolved to approve the **Minutes of the meeting held 18 June 2026.**

**155**

The meeting was not suspended for Public Question Time.

### **FINANCE**

**156**

The Council resolved **not** to approve the Payment Schedule due to an issue regarding the Clerk's wages.

**ACTION:** Cllr Ashwin to investigate and resolve the issue relating to the Clerk's wages.

Councillors queried why two payments had been included for the Internal Audit. The Clerk confirmed that the invoice for the 2025 Internal Audit had not been received during the previous financial year and had therefore been carried forward alongside the 2026 invoice.

**157**

The June 2026 Income & Expense Report was noted.

**158**

The June 2026 Reconciliation was noted.

**159**

It was noted that the 2026 AGAR had been submitted on 29 June 2026.

Due to scanning issues identified by the External Auditor, Cllr Ashwin will rescan and resubmit the AGAR.

**ACTION:** Cllr Ashwin to complete the outstanding VAT return from February 2025.

**ACTION:** Cllr Ashwin and the newly appointed Clerk to investigate completing future AGAR submissions electronically.

## **WDC & WCC CLLR REPORTS**

**160**

Cllr Robson gave a combined report on behalf of both Wychavon District Council and Worcestershire County Council.

Items highlighted included:

- Shinehill Lane will be resurfaced between 5 October and 16 October 2026, with road closures in place between 7:00am and 5:00pm.
- The missing roadside posts on Blacksmiths Lane have now been reinstated.
- A request has been submitted for the section of Shinehill Lane beyond the bridge to be reduced to a 50mph speed limit.

## **ACTION POINTS**

**163**

The Action Tracker was reviewed.

## **CLERK'S UPDATE**

### **Correspondence for Consideration**

**164**

Community Emergency Plan.

The Council agreed that a Community Engagement Plan should be considered at a future meeting.

**165**

Outline application on an Offenham Parish Neighbourhood Plan site.

Noted.

**166**

Dog signage at the Recreation Ground.

Following discussion, the Council agreed that additional communication with residents would be beneficial.

**ACTION:** Cllr Cawood to respond to the resident and include a reminder within the next edition of the Littleton Link regarding responsible dog ownership at the Recreation Ground.

### **Tabled Correspondence**

**167**

The Council noted that replacement grit bins can only be ordered once the annual reminder has been issued.

**168**

The remaining correspondence was noted.

**Correspondence Sent**

169

None.

**Reported Issues**

170

None.

**PLANNING**

171

The Council resolved to submit **no comment** in respect of Planning Application **W/26/01458/HP – 15 Shinehill Lane**.

**ACTION:** Cllr Sevier to submit the Council's response.

**NEW MOTIONS FOR COUNCIL CONSIDERATION**

172

Following consideration of the proposal submitted by Cllrs Quigley-York and Sevier regarding the Recreation Ground dry stone wall and boundary treatment, the Council resolved to allow Cllrs Quigley-York and Sevier to continue discussions with the adjoining resident and progress contractor quotations before bringing a final recommendation back to Council.

173

The Council resolved to approve the draft Allotment Lease Terms, subject to the agreed amendments.

**ACTION:** Cllr Cawood to amend the draft lease and forward the revised version to Cllr Ashwin for onward communication.

174

The Council considered the **Old Tennis Court Improvement Plan**.

Cllr Quigley-York advised that, at this stage, she was seeking the Council's agreement to engage with the adjoining resident and explore potential options for the future use of the site. It was agreed that previous wellbeing proposals relating to the area should also be reviewed and considered as part of developing a future proposal.

The Council resolved to support this approach.

**ACTION:** Cllr Quigley-York to engage with the resident, review previous wellbeing proposals relating to the site and develop options for future consideration by the Council.

**CLLR REPORTS AND FUTURE AGENDA ITEMS**

175

There were no councillor reports.



176

The meeting closed at [insert time].

177

**DATE AND VENUE OF NEXT SCHEDULED MEETING** at 7:30pm on Thursday 17 September 2026 at the Bowls Club, South Littleton.

Signed  Date 17-10-26

**PUBLIC QUESTION TIME NOTES:** None

**Minutes prepared by:** Sean Arble