AGENDA

Ordinary Meeting of South Littleton Parish Council

Date	Thursday 19th November 2026	**Time**	7:30pm
Venue	South Littleton Bowls Club	**Meeting type**	Ordinary

To Members of the Council: You are hereby summoned to attend the meeting detailed above for the purpose of transacting the business set out below.

Signed: Ian Broomhall, Clerk and Responsible Financial Officer **Date issued:** 15th November 2026

No.	Business
1	**Apologies for absence** To receive apologies for absence and note the reasons given.
2	**Declarations of interest and dispensations** **a)** To receive declarations of interest from councillors in items on this agenda. **b)** To receive written requests for dispensations for disclosable pecuniary and non-pecuniary interests. **c)** To consider any requests for dispensation received.
3	**Minutes of the previous meeting** To consider and approve the minutes of the meeting held on 15th October 2026 as a correct record. **Supporting paper:** *Draft minutes dated 15th October 2026*.
	PUBLIC QUESTION TIME *The meeting will be adjourned for Public Question Time. Parishioners may raise issues on this agenda or matters for future consideration at the Chairman's discretion. No Council decision will be taken on a matter unless it appears elsewhere on the published agenda.*
4	**Finance** **A.** To consider and approve the payment schedule. **B.** To receive and note the latest Income & Expenditure / Budget Monitoring Report. **C.** To receive and note the latest Bank Reconciliation. **Supporting paper:** *Payment Schedule; Income & Expenditure Report, Bank Reconciliation.*
5	**Wychavon District Councillor report** To receive the District Councillor's report and note matters relevant to the parish.
6	**Worcestershire County Councillor report** To receive the County Councillor's report and note matters relevant to the parish.

7	**Action points** To review the current Action Tracker, receive updates and agree any further actions requiring Council consideration. **Supporting paper:** *Current Action Tracker.*
8	**Clerk's update** **A. Correspondence for consideration** ● Parish planters – update on replenishment arrangements and any further action required. ● Lengthsman arrangements – review of current provision and outstanding matters. **B. Tabled / routine correspondence** ● Public Rights of Way enquiry – update on response received. ● Correspondence with TC Contracting regarding South Meadows Brook clearance works and outstanding vegetation. ● Correspondence concerning the recent unauthorised encampment and reported contamination. **C. Correspondence sent** ● Council's response to planning application W/26/01539/OUT, former Blenheim Nursery, Station Road. ● Correspondence regarding South Meadows playground equipment repairs. ● Correspondence regarding parish planters and associated maintenance enquiries. **D. Reported issues** ● No additional issues identified outside those recorded in the Action Tracker. **E. Statutory and administrative matters** ● Ongoing review and reconciliation of Council financial records and budget monitoring. ● Update on Lloyds Bank access, payment arrangements and financial administration. ● Installation of Microsoft 365 and review of IONOS services and billing arrangements. ● Council website administration and publication of statutory documents. ● Review of Lengthsman administration, invoices and Worcestershire County Council scheme requirements. ● Christmas arrangements – confirmation of tree installation and removal dates and associated event preparations.

9	**Planning** **Planning Applications for Consideration** None recieved at the time of preparing the agenda.
10	**New motions for Council consideration** To consider motions, proposals and matters requiring a Council decision which have been properly included on the agenda. **A. Bowls Club Lease - Cllr Ward** To receive an update on the meeting to be arranged by Cllrs Tim Ward, David Wootten and Victoria Sevier with the Bowls Club to discuss the existing lease and matters raised in the Club's recent correspondence, and to agree any further action required. **B. Remembrance Day Commemorations 2027** To consider a proposal from Cllr Sally Ashwin for the Parish Council to make a financial contribution towards the costs of the Remembrance Day commemorations at St Michael's Church in November 2027, and to agree in principle the level of contribution and funding arrangements.
11	**Councillors' reports and future agenda items** To receive brief councillor updates and note requests for future agenda items. No decision will be made on a matter that is not otherwise included on this agenda.
12	**Date and venue of next meeting** To confirm the next meeting: 7.30pm on 17th December 2026 at South Littleton Bowls Club.