MINUTES

Meeting of South Littleton Parish Council

Date	Thursday 17 September 2026	**Time**	7.30pm
Venue	Bowls Club, South Littleton	**Meeting type**	Ordinary

Councillors Present: *Shannon Cawood(Chairperson), Victoria Sevier, Sally Ashwin, David Wootten, Hannah Robson.*

In Attendance: *Ian Broomhall Clerk / RFO, WDC Cllr H Robson, WDC Cllr Judith Ciotti, Developers of Blenheim Nursery (Simon Steele-Perkins)*

No.	Minute
178	**Apologies for absence** Cllr Roger Jones, Cllr Debbie Jones, Cllr Tim Ward, Cllr Helen Quigley-York.
179	**Declarations of interest** *No interests declared.*
180	**Dispensations** *No dispensations requested.*
181	**Minutes of the previous meeting** **RESOLVED**: That the Minutes of the meeting held on 10 July 2026 be approved as a correct record.
182	**Public Question Time** *No questions were raised.*

FINANCE

183	**Payment Schedule** ***RESOLVED**: The payment schedule was approved.*
184	**Income & Expenditure / Budget Monitoring** ***RESOLVED**: The income and expenditure/budget was approved.*
185	**Bank Reconciliation** ***RESOLVED**: The bank reconciliation was approved.*
186	**Other finance matters** *No matters were reported.*

WDC COUNCILLOR REPORT

187	Cllr Ciotti asked whether information regarding the Men's Club could be included in the SLPC section of *The Link*. The Chair advised that the information should be sent to Mary Keeling, as it covers all of the Littletons and could be included separately from the Council's monthly update. **ACTION:** Cllr Ciotti to send the information to Mary Keeling.

No.	Minute

WCC COUNCILLOR REPORT

188 **Cllr Hannah Robson reported that she had spoken with Ringway and that Shinehill Road would be closed for one week from 5 October 2026.**

ACTION: *Clerk to publish details of the road closure in The Link.*

Cllr Robson suggested that VAS data be published quarterly on the Parish Council website. **This was agreed.**

***ACTION**: Clerk to publish VAS data quarterly on the Parish Council website.*

ACTION POINTS

189 *The Action Tracker was reviewed and it was agreed that a further review would be undertaken for the next meeting.*

South Meadows Brook (Action Tracker B17) *Cllr Roger Jones to liaise with Charles regarding Brook clearance once the Council's current works have been completed.*

Allotments (Action Tracker A5) *The Clerk to review the existing allotment arrangements and report back to Council on the level of control and responsibility that should remain with the Parish Council and what, if appropriate, could be transferred to SLAGA. The review is to include tenancy agreements and arrangements for setting and increasing rents.*

Interests: *During the allotments item, David and Ian mentioned that they were allotment tenants. No substantive discussion or decision took place regarding the allotments. The matter remains on the Action Tracker for future review.*

CLERK'S UPDATE

190 **Correspondence for Consideration**

None

191 **Tabled / Routine Correspondence**

The Public Rights account enquiry regarding the 2025/26 accounts was noted. The Clerk advised that a response was being prepared.

192 **Correspondence Sent**

The Clerk reported that correspondence had been issued regarding South Meadows playground equipment repairs and that a holding response had been sent acknowledging the Public Rights accounts enquiry.

No.	Minute
193	**Reported Issues** *None other than matters already included on the Action Tracker.*

PLANNING

194 *No planning applications or other planning matters were received for consideration.*

NEW MOTIONS FOR COUNCIL CONSIDERATION

195

10A – Christmas Arrangements 2026

Consideration of the Christmas arrangements was deferred to the next meeting.
ACTION: *Clerk to include on the next agenda.*

10B **– Elan City VAS Warranty Extension - (Action Tracker C12)**

RESOLVED: *Not to enter into the proposed Elan City Warranty Extension Contract for the Council's VAS.*

10C **– Brand and Tone of Voice Guide**

RESOLVED: *The proposed Brand and Tone of Voice Guide was approved.*

10D **– Proposed Station Road Development**

A presentation was received regarding the proposed development at Station Road. Councillors discussed the proposals and raised questions. The presentation was for information and discussion only, and no formal decision or resolution was made by the Council.

10E **– Bowls Club Lease - (Action Tracker A17)**

The current position regarding the Bowls Club Lease and the points raised in the Bowls Club's recent correspondence were considered.

ACTION: *Cllrs Tim Ward, David Wootten and Victoria Sevier to arrange a meeting with the Bowls Club to discuss the lease and the matters raised.*

COUNCILLOR REPORTS AND FUTURE AGENDA ITEMS

197 **Lengthsman (Action Tracker K6)**

The Clerk was asked to review the Council's Lengthsman role and report back on the current arrangements, duties and any recommendations for future arrangements. The review was to be completed in readiness for the next meeting.

ACTION: *Clerk to complete the Lengthsman review for the next Council meeting.*

CLOSE OF MEETING

198 The meeting closed at 21:04.

No.	Minute
199	**Date and venue of next scheduled meeting** *Thursday 15th October 2026, South Littleton Bowls Club at 19:30*

Signed _____ **Date** 15.10.26

Chair of the meeting (signed following approval of these minutes)

PUBLIC QUESTION TIME NOTES

None.

Minutes prepared by: *Ian Broomhall, Clerk and Responsible Financial Officer*