

LITTLEHAM & LANDCROSS PARISH COUNCIL

Minutes of the Parish Council Meeting held at Littleham Village Hall on Thursday 4th December 2025 at 19.15 hours

Present: Councillors: P Jollands (Chair), G Smith, P Footman, M Manley, J Gershon, C Hassall, G Gray, S Read, M Brooks, L Batty.

Apologies : Councillors: N Tregoning.

Also Present: P. Pennington (District Councillor)

In Attendance: Mike Norton Clerk to the Council

3003 - The Chair welcomed everyone to the Meeting and apologies were accepted.

3004 - Declarations of Interest

[DECLARATIONS OF INTEREST Councillors are invited to declare any declarable interest, including the nature and extent of such interests they may have in any items to be considered at this meeting. They are also reminded to consider whether any items within their Register of Interests should be updated].

No declarations of interest were made.

The Council RESOLVED to suspend Standing Orders and adjourn the meeting at 7:20.

Public Open Question Time

No members of the public were present.

Report by County and District Councillors (*Allowance should be made for the District and County Councillor to speak later in the meeting should they be unable to arrive in time*).

Devon County Councillor Mark Barry was not present however had submitted a written report (*that forms part of these minutes*). The report covered how the HM Government's Budget 2025 may impact upon rural areas.

Torridge District Councillor Phillip Pennington gave a verbal report covering Local Government Reorganisation-the Torridge District Council preferred option was submitted by the deadline of 28th November.

The Council reconvened at 19:30.

3005 – It was RESOLVED to approve the Minutes 2988-3002

3006 – Matters arising from Minutes 2988-3002.

M2997 The consultation of the future of the Phone Box was ongoing.

M2998 Highways P Footman mentioned areas of flooding on roads following recent spell of wet weather. P Jollands referred to the guidance given by County Councillor Mark Barry at the November meeting regarding the reporting of highway defects. (*following the meeting the Parish Clerk circulated an email with guidance on reporting highways defects*).

M3000 Allotments P Jollands reported that at the time of the meeting no applications for allotments had been received.

3007 –Planning

Parish Consultation 1/0904/2025 Erection of roof cover over existing yard for surface water-Ashridge Farm.

It was RESOLVED to recommend approval of the application and note that the parish council would like to encourage solar panels on the roof and would like clarification that the pond would be of sufficient capacity to prevent storm run-off into the local watercourses.

3008 – Finance

The Cashbook dated 26th November and the payments/income since the previous meeting were noted. The payments listed were approved. In addition the payment of £100 to Littleham Men's Shed and £354.07 to Vision ICT in respect of parish council email & website hosting. Councillor L Batty (the independent verifier) checked the cashbook/bank account reconciliation.

Note: Payments/Income since previous report. (*The document is an attachment to and forms part of the Minutes*)

It was RESOLVED to approve the documents and the information as presented.

3009 – Report of the Bio-diversity Working Group

It was reported that a bio-diversity event was planned on 14th March 2026 at Littleham Village Hall.

The report was noted.

3010 – Parish Plan

P Jollands outlined the advantages of having a Parish Plan in place to help guide future development in the area and to aide engagement with principal councils (DCC & TDC). Littleham and Landcross Parish Council has a Parish Plan that was completed in 2006 and it was thought that the issues from that time would still be relevant today.

Following a proposal from P Jollands it was unanimously **APPROVED** that a Parish Plan be developed. It was then agreed to progress this with a small sub-committee. P Jollands, J Gershon, P Footman, L Batty and M Brooks volunteered for the sub-committee. J Gershon suggested that Terms of Reference be established and it to be a standing item of future Parish Council Agendas. It was agreed to commence work on the Parish Plan in the new year.

3011 – Draft Budget 2026/27

The Parish Clerk had prepared an initial draft budget (based on current 2025/26 budget reflecting current costs as they were known) to use as a basis for next financial year. It was noted that there is currently no provision for professional fees or repairs/maintenance budget.

It was already known that the costs of cutting parish paths had increased. There was also a need to include a budget for the consultation costs (est. £500) of the Parish Plan. The initial draft budget was accepted and would form the basis for the 2026/27 Budget to be decided at the January parish council meeting ahead of setting the Precept.

J Gershon had attended a DALC VAT course and reminded the meeting of the importance on getting insured professional advice where on major projects and using a purchasing card to recognise Parish Council expenditure

An email had been received from the Defibrillator group indicating that potential additional budget may be required for defibrillator replacement. The Defibrillator Group was to be asked to provide more detailed indications of costs ahead of the parish council meeting on 8th January for consideration to be included in the 2026/27 budget.

3012 – Review of Standing Orders

The Standing Orders were unanimously approved and form part of these minutes.

3013 – Parish Clerk’s Report and consideration of correspondence and communications requiring attention.

Torridge District Council had circulated collection dates over the festive period. No other urgent items had been received beyond items already circulated to councillors by email.

3013 – Items for next meeting

M Manley asked that Mobile Phone coverage and Parish newsletter be included.

3014 - Next Full Council Meeting - Thursday 08 January 2026.

The meeting closed at 20:47.

Signed:

Councillor P Jollands (Chair to the Parish Council) Date.....