

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 9th November 2020
via Zoom Conference Call**

Present: Cllr S Burgess (Chair), Cllr J Burgess, Cllr J Biddlecombe, Cllr P Cunningham, Cllr R Warren, Cllr K Learney, Cllr P Highfield, Cllr D Tozer, Cllr G Sallis.

In attendance: Mrs L Fielding (Clerk & RFO), County Cllr J Warwick and City Cllr C Horrill.

Members of the public: One.

20-083: Apologies for Absence

None.

20-084: Declarations of Interest

Cllr G Sallis declared an interest in the planned IT infrastructure proposals as his wife is the webmaster, he stated he would not vote on any expenditure decisions related to website improvements/maintenance.

20-085: County Councillor's Report – County Cllr J Warwick

County Cllr J Warwick provided a written report (see Appendix A) in advance of the meeting which had been distributed to the Parish Councillors.

Cllr S Burgess expressed concerns about the groundwater levels and hi-lighted the recent problems with heavy rainfall in Harestock. It was agreed that the groundwater levels should be closely monitored. It was also noted that the South Winchester green belt submission to the Local Plan mentioned in County Cllr J Warwick's report may have a direct impact on housing numbers required in North Winchester. County Cllr J Warwick understood that remaining areas which are outside of a national park or green belt would not be expected to provide increased housing to offset any reduced housing in the national park/green belt.

Cllr J Biddlecombe thanked County Cllr J Warwick for supporting the work for the Main Rd pavement improvements and asked if the Parish Council should put forward a submission for improving the pavements in other areas of the Parish. County Cllr J Warwick said that there may be opportunities for capital bids as a result of the interest from central government to improve walking and cycling routes, therefore she suggested that the Parish Council prepare a set of requirements to be available in time for any new funding.

20-086: City Councillor's Report – City Cllr C Horrill

City Cllr C Horrill reported that WCC will have a temporary "Nightingale Court" in the basement of the Guildhall to deal with court cases delayed by the Covid-19 epidemic. The River Park Leisure Centre is now closed again due to the second lockdown; however, the new Sports and Leisure Park at Bar End will be opening in the March timeframe. WCC will be discussing the redevelopment of the Winchester taxi offering which will include more electric cars, common livery and better disabled access.

City Cllr C Horrill reported that WCC had submitted their views on the Government's planning consultations on housing numbers and the planning process in October. WCC will have a meeting of the Local Plan action group at the end of November which will feed into a cabinet meeting in December where the South Winchester Green Belt proposals will be discussed.

City Cllr C Horrill hi-lighted that there will be a consultation for the Sir John Moore barracks re-development, and that the Parish Council and WCC ward members for the area will be invited to participate in discussions with the Defence Infrastructure Organisation (DIO). Cllr C Horrill wanted to reassure parishioners that it is not just a housing project, but that WCC had had previous conversations with the DIO to request that the facilities enhance the well-being of residents and locals, and to ensure that the best use of the space is made.

Cllr S Burgess noted that the Parish Council would be setting up a team of councillors to provide input to the DIO discussions.

20-087: Public Participation

A parishioner expressed an interest in the two recent planning applications near the Three Maids Hill roundabout, one for an inert waste recycling plant and another for a solar power farm. Cllr S Burgess reported that the Parish Council had made a comprehensive objection to the inert waste application, and it is due to be discussed at a Hampshire planning regulatory committee on 16th December. The Solar Power

application is just outside the Parish boundary, and the council have only just received the application information so have not looked at in detail yet.

The resident asked if the Parish Council could put the decision of the inert waste application on the Parish Council website, and noted that she is a member of the Science and technology panel of Winchester Action for Climate Change (WinAcc) and suggested the council could contact them on any Climate Change matters such as the Solar Power planning application.

20-088: Minutes of the meeting held 12th October 2020

The minutes of the meeting of 12th October 2020 were presented, and it was **proposed by Cllr G Sallis, seconded by Cllr D Tozer and RESOLVED that the minutes of the meeting held on 12th October 2020 be approved.**

20-089: Matters Arising

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes.

Cllr S Burgess noted that he and Cllr J Biddlecombe had been invited to a meeting on 16th November to receive a presentation from the consultancy group working on the re-development of Sir John Moore Barracks, and that he had also been invited to the Strategic stakeholder meeting on the 19th November.

The Parish Council discussed the need to be able to provide good feedback to the consultancy group, and it was **resolved that a new Parish Development Committee be created to provide input to the DIO Sir John Moore's Barracks re-development.** It was agreed that it was very important that parishioners were represented on the committee so that the Parish Council can communicate the local resident's viewpoint.

Action: Cllr S Burgess to produce a draft Terms of Reference document for the new Parish Development Committee.

20-090: Military Report: Sir John Moore Barracks/Worthy Down

The ATR representative WO1 Jarvis was unable to attend and no matters were raised concerning the military.

20-091: Police Report

PCSO Bidle was unable to attend but provided a written report (see Appendix B) in advance of the meeting which had been distributed to the Parish Councillors. No matters were raised in respect of this report.

20-092: King's Barton Forum

It was noted that the progress on building homes at King's Barton is proceeding quite slowly and it might be quite a few years before the site is completed.

Cllr K Learney reported that there is increasing pressure for a formal crossing on the Andover Rd to allow Harestock residents with Year R children to safely cross to the new Kings Barton primary school. This was of general concern, especially given the fatal accident there a few months ago. Cllr P Cunningham noted the King's Barton Forum were also raising concerns that the planned walking and cycling routes around the King's Barton development are not being implemented by CALA as expected.

Action: Cllr S Burgess to draft a letter to Hampshire County Council expressing the Parish Council's concerns regarding the Andover Rd crossing.

20-093: Planning

a. New Applications.

The planning schedule for September was circulated and discussed. The Parish Council resolved not to raise any objections for 20/02143/HOU (33 Andover Road), 20/02037/HOU (Charlton, 72 Main Road, Littleton) and 20/02344/TPO (Beech Rise, Rewlands Drive, Harestock). The Parish Council resolved to maintain their objection to the modified planning application 20/00807/HOU (13 Harestock Close, Harestock).

b. Existing Applications.

It was noted that applications 20/01757/HOU, 20/01782/HOU, 20/01922/HOU and 20/01855/HOU previously reviewed by the Parish Council have now been approved by WCC.

c. Enforcement Matters.

The Parish Council discussed the status of the three open enforcement cases:-

- 20/00116/WKS (Wyngarth 9 Andover Road North): The owners have been asked to submit a planning application for the fence and structure by 15th January 2021.
- 19/00284/COU (The Observatory, 109 Harestock Road): The case officer has visited the site, but the owners were self-isolating. Another visit is arranged for 20th November.
- 17/00271/USE (Barclays, Main Road, Littleton): The appeal on ground (a) has failed, and the application for planning permission deemed to have been made under s.177(5) was dismissed, and, subject to correction and variation, the enforcement notice has been upheld.

Action: The Clerk and Chair to review the Barclays appeal decision to understand the implications for the house owner.

20-094: Parish Council Finance and Legal Matters

a. October Payments Lists.

The latest payments list for October (see Appendix C) was presented for consideration and, after some discussion, was accepted. **It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr G Sallis and RESOLVED that payments on the October payment schedules should be endorsed.**

b. WCC Covid-19 £10,000 Grant.

Cllr S Burgess reported that the LHPC internal auditor had reviewed the Parish Council disbursement plans and agreed with the proposals. He noted that the forthcoming Finance and General Purposes Committee would be reviewing the grant disbursement in conjunction with the full extent of the expected Covid-19 related losses for the current financial year.

20-095: Estates Working Group

Cllr P Highfield reported on the progress of the Estates Working Group and hi-lighted some of the actions that are in progress including a signage review, installation of bollards and sleeping policemen in the recreation ground car park, and replacement of a notice board near North Drive. The Estates team have received one quote for a replacement of the Pavilion fire escape stairs, and they are currently seeking contractors to refurbish the Parish Office. The Estates Working Group is currently reviewing the Sports Club storage requirement and considering options for funding possible solutions.

20-096: Climate Change Working Group

Cllr D Tozer reported that he had contacted the city council's biodiversity unit who have said they are unlikely to create multiple new flower sites, therefore the Parish Council will need to rely on volunteers and partnering with other organisation to pursue planting of wildflower areas.

It was noted that in the past the Parish Council have worked with Sparsholt college students and the WI for planting Spring flowering bulbs.

20-097: Communications Working Group

Cllr S Burgess reported that the website accessibility changes, as required by new government legislation, are now complete. He presented a budget for further proposed improvements to IT to support the Communications Strategy which included rehosting the website, introducing an SSL security certificate, new email addresses and setting up a mailing list through the Mailchimp® Application. After further consideration, **it was proposed by Cllr S Burgess, seconded by Cllr R Warren and RESOLVED to approve an expenditure of up to £1,500 to implement the required IT infrastructure changes.**

Note that Cllr G Sallis did not participate in the discussion and voting on IT expenditure due to his pecuniary interest highlighted in section "20-084: Declarations of Interest".

Cllr G Sallis reported that he will ask WebOrchard to implement the new domain name, and it will be set up so that anyone accessing the old website will be redirected to the new one, plus emails to old addresses will be forwarded to new Parish Council email addresses. He also reported that the new colour scheme for the website together with some layout changes will ensure full accessibility for all users. The E-newsletter is being targeted for production before Christmas and Cllr G Sallis asked the councillors to send him proposed articles as soon as possible, which would allow the draft copy to be reviewed at the next Parish Council meeting. He also estimated that the Parish Council would need to set aside a budget of approximately £400 for the production and distribution of the planned Paper-based newsletter.

Cllr G Sallis reported that currently there are approximately 1,200 visitors to the Parish Council website, and 2,400 visitors to the community website per year which the Parish Council can use for comparison purposes as the improvements to the website are introduced.

20-098: Parish Council Reports

- a. Littleton Village Design Statement (LVDS)
Cllr S Burgess noted that all the councillors should now have paper copies of working draft version 0.8 of the LVDS and asked the councillors to provide feedback by 23rd November. Cllr J Biddlecombe and Cllr S Burgess will also meet with the WCC planners to present the current draft and understand the requirements for the LVDS public consultation.
- b. Emergency Planning (Groundwater report).
Cllr S Burgess presented the groundwater report which shows that the current groundwater levels are four metres higher compared to the November figures for the last two year. He anticipated that significant rain in the next 12 weeks risks the groundwater could cause flooding in late January.
- c. The Millennium Memorial Hall.
No report.
- d. Transport, Traffic & Civil Engineering.
Cllr J Biddlecombe reported that the two licenses from WCC for the Speed Indicator Device have been approved, the clerk has ordered the device from Westcotec, and Hampshire Highways are progressing on the installation of ground sockets.

It is hoped that the Speed Indicator Device will be in use before the end of the year.
- e. Environment (Residents Issues).
Cllr S Burgess reported that he has a list of issues from residents that he will be addressing with HCC/WCC.

20-099: Parish Clerk Notices

- a. The Mayor of Winchester Local Hero Award 2020
The Clerk reported that the Parish Council had received a Local Hero Award from Cllr P Cunningham, the Mayor of Winchester which was well received by the Parish Councillors.

Cllr P Cunningham, as Mayor of Winchester, also commended Cllr S Burgess and the Parish Council on the improvements that had been implemented in the past year.
- b. External Audit Report for the financial year 2019/2020
The Clerk was pleased to announce that she has now received formal notice from the external auditors that they have completed their audit, and no causes for concern have been raised.
- c. Annual Budget Process
The Clerk hi-lighted that she is working with the Estates, Communications, and Climate Change Working Groups to develop a draft annual budget which will initially be reviewed at the Finance and General Purposes Committee on 18th November. The budget will then be distributed and discussed at the December Parish Council meeting before setting the required Precept.
- d. Remembrance Service at St Catherine's Church Littleton
The Clerk noted that the Parish Council had donated £30 towards the Royal British Legion for the poppy wreath which was laid by Cllr P Highfield at the short Remembrance Service outside St Catherine's Church. Cllr S Burgess thanked Cllr P Highfield for representing the Parish Council at the service, and Cllr P Highfield reported that it was a very short, socially distanced service but a very solemn and well-conducted occasion.
- e. Parish Council Vacancies
The Clerk reported that following the required notice period, there had been no requests for a by-election to fill the Parish Council vacancies and that the Parish Council would now be able to move forward with co-opting new councillors.

20-100: Items for noting, AOB, or for inclusion on next month's agenda:

Cllr J Burgess reminded the councillors that Winchester Villages Trust is distributing Christmas vouchers to the needy and asked the Councillors to put forward any names to her.

20-101: Date of Next Meetings:

Parish Council Meeting (AGM): 7 pm 14th December 2020 via Zoom conference call.

The meeting closed at 21:07.

20-102: Summary of Actions

Table 1: Open Action Points

ID	Owner	Action Points (Open)	Status
Nov.1	Cllr SB	Cllr S Burgess to produce a draft Terms of Reference document for the new Parish Development Committee.	New
Nov.2	Cllr SB	Cllr S Burgess to draft a letter to Hampshire County Councillor expressing the Parish Council's concerns regarding the Andover Rd crossing.	New
Nov.3	Clerk & Cllr SB	The Clerk and Chair to review the Barclays appeal decision to understand the implications for the house owner.	New
Oct.2	Clerk	The Clerk to ensure that the Communications Working Group Terms of Reference is revised to include content responsibility and to distribute the updated document for review. 9Nov20: In progress, needs further discussion.	Open
Oct.3	Clerk	The Clerk to modify the LHPC Standing Orders document to align Working Groups with Advisory Committees and to distribute the document for review. 9Nov20: In progress, needs input from HALC.	Open
Sep.6	Cllr DT	Cllr D Tozer to submit more details for the proposed open space sites HE19, HE24, and L2. 12Oct20: In progress. 9Nov20: In progress.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Oct.1	Cllr SB	Cllr S Burgess to re-instate volunteer roles in the LHPC Councillor Responsibility Matrix. 9Nov20: Done. Circulated to Parish Councillors. Remains a working document subject to change.	Closed
Oct.4	Clerk	The Clerk to contact the WCC enforcement office to get up to date information on enforcements. 9Nov20: Done, WCC officers have been asked to report on the status.	Closed
Oct.5	Clerk	The Clerk to transfer £30k from the Lloyds Bank account to the Nationwide Building Society account. 9Nov20: Done.	Closed
Oct.6	Clerk	The Clerk to contact the LHPC internal auditor for advice on the dispersal of the £10,000 Covid-19 Grant. 9Nov20: Done, Chair and Clerk produced detailed explanatory note for auditor. Auditor confirmed that LHPC has the correct approach.	Closed
Oct.7	Clerk	The Clerk to include the information for the Winchester City Council free wifi on the Parish Council website. 9Nov20: Done.	Closed
Sep.1	Cllr SB	Cllr S Burgess to arrange an on-site meeting to follow up on a resident's concerns about local roads. (Linked to action Jul.2) 12Oct20: In progress. 9Nov20: Done. Issue added to the LHPC 'Niggle List' of items to be addressed with WCC/HCC.	Closed
Sep.3	Clerk	Clerk to pursue with Cllr J Warwick any feedback from the Littleton Pavement survey. 12Oct20: Cllr J Warwick reported that she had followed up with the HCC officer and is expecting a response soon. 9Nov20: Done. Pavements marked up for repair.	Closed

ID	Owner	Action Points (Closed)	Status
Sep.4	Clerk	Clerk to ask PCSO Bidle whether the outstanding issues mentioned in the September police report are still under investigation. 12Oct20: In progress. 9Nov20: Done. Reply received. PCSO Bidle reported that the information is subject to Data Protection.	Closed
Sep.5	Clerk & Cllr SB	Cllr S Burgess and the Clerk to review the risk register to check if new risks need to be added. 12Oct20: In progress. 9Nov20: No new risks are needed as a result of the asset register review and insurances renewal. The Risk Register remains subject to regular review.	Closed
Jul.2	Cllr SB	Cllr S Burgess to investigate safety at Deane Down Drove with the residents who raised the safety issue. (Linked to action Sep.1) 14Sep20: Discussions held with the resident. 12Oct20: In progress. 9Nov20: Done. Issue added to the LHPC 'Niggle List' of items to be addressed with WCC/HCC.	Closed
Mar.9	Clerk	The Clerk to approach the cleaner with a proposal for cleaning Bradley Rd playground. 15Apr20: Awaits reopening of Bradley Road Playground. Note: The clerk has discussed the matter with the cleaner, and he is considering it, but his time is constrained, and he would only be able to do this during the weekend when the playgrounds are likely to be busy. We may need an alternative option. 13Jul20: The cleaner is currently cleaning both Bradley Road and Littleton playgrounds and the gym equipment once a week as part of Covid-19 support. He is unlikely to be able to continue this when cleaning of the main part of the Pavilion and office is resumed 14Sep20: LHPC no longer carrying out Covid-19 cleaning based on WCC feedback. LHPC will keep this under review. 9Nov20: LHPC has not re-instated cleaning the playground equipment due to previous advice from WCC. The longer-term issue of cleaning the playgrounds will be followed up by the LHPC Estates WG.	Closed

Appendix A. County Councillor Report - Cllr J Warwick Winchester Downlands November 2020

Lockdown 2 as cases rise in Hampshire Public Health England continues to provide weekly **COVID19** updates including the number of cases locally as well as links to local and national data on the Hampshire County Council website. **HWRCs** and **Country Parks** will remain open with social distancing measures in place.

<https://www.hants.gov.uk/socialcareandhealth/publichealth/jsna/covid19-data-and-intelligence#step-5>

Hampshire Green Belt I am fully supportive of Oliver's Battery (also now Hursley and Otterbourne) Parish Council's comprehensive submission to Winchester City Council's Local Plan review for a Green Belt for South Hampshire to include Oliver's Battery, South Winchester Golf Club and land further south to the east of the A3090 (Romsey Road) towards Hursley. It is important to protect our countryside and green spaces that form natural breaks between settlements and prevent urban sprawl. The Parish Council have rightly identified the value of open green fields since the COVID19 pandemic for exercise, recreation and social well-being.

Vulnerable Families Hampshire County Council worked with partners to immediately distribute £150,000 of funding to support food banks and charities that are helping support the most vulnerable families in Hampshire during the half-term break.

Food Waste Survey Councils spend over £100 million dealing with waste from Hampshire homes. Before the COVID-19 pandemic, residents were throwing away around one **fifth** of the food they bought – meaning some households were wasting £60 worth of food every month. However, since the lockdown with such drastic changes to lifestyles, people are buying, preparing and cooking in different ways.

Research indicates that during the lockdown, there was a 34% reduction in key food items being thrown away, with more people planning meals, making use of freezers and using up leftovers.

Hampshire County Council's food waste survey is open until **12 November**, and those who take part have the opportunity to be entered into a prize draw to win a selection of recipe books.

To take part in the survey visit: <https://etehampshirecc.researchfeedback.net/s.asp?k=160155366812>

Appendix B. Crime Report for Littleton & Harestock - Prepared by PCSO 12660 Bidle

This report details incidents from 12/10/2020 – 09/11/2020

Anti-Social Behaviour

28/10/2020 Report x2 of ASB which relates to an ongoing Neighbour Dispute which is being dealt with by WCC.

Burglary

No reports of Burglary in Littleton or Harestock.

Criminal Damage

Between 08/10/2020 – 19/10/2020 report of Criminal damage made to lock at the entrance to the land, School Lane. No lines of enquiry.

Drugs

No reports of Drugs in Littleton or Harestock.

Theft from motor vehicle

12/10/2020 Report of Theft from Vehicle Abbotts Ann Road. Items stolen, No lines of enquiry.

Theft of pedal cycle

No reports of Theft of pedal cycle.

Theft of vehicle

01/11/2020 Report of Theft of Motorbike, owner lives in Buriton road, but the bike was left in cathedral grounds at the time of the offence.

Appendix C. Payments for endorsement (Confidential information not shown)**Table 3: LITTLETON & HARESTOCK PARISH COUNCIL – Payments in October 2020**

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.10.20	132	British Gas	Office Electricity for 18/06/20 -18/09/20	0.21	0.01	0.20
05.10.20	133	WCC	Council tax on Parish Office	71.00	0.00	71.00
05.10.20	134	True Potential	Pension Payment for October	98.96	0.00	98.96
05.10.20	135	True Potential	Pension Payment for September	114.35	0.00	114.35
06.10.20	136	Zoom	Zoom Pro Monthly Charge 04/10/20 - 3/11/20	14.39	2.40	11.99
12.10.20	137	Pest Free Gardening Ltd	Chafer Grub Killer 100sqm	57.80	9.64	48.16
12.10.20	138	Offerwide Ltd	Chafer Grub Killer Applicator	14.54	2.42	12.12
14.10.20	139	Green Smile Ltd	October grounds maintenance	Redacted	Redacted	Redacted
14.10.20	140	Mainstream Digital	September telephone usage	5.47	0.91	4.56
22.10.20	141	HMRC	Tax & NI on October salaries	Redacted	Redacted	Redacted
22.10.20	142	Cllr D Tozer	Petrol Expenses	2.70	0.00	2.70
22.10.20	143	Factotum Village	Re-instate Pavilion Compost/Grass Bins	411.77	0.00	411.77
26.10.20	144	Sports Club	Refund of Harestock Football field rents	2,025.00	0.00	2,025.00
26.10.20	145	S Covill	Cleaner's salary October	182.00	0.00	182.00
26.10.20	146	L Fielding	Clerk's salary October	1,082.75	0.00	1,082.75
27.10.20	147	L Fielding	Clerk's expenses September	11.23	0.00	11.23
27.10.20	148	BT	1 Oct - 31 Dec 2020: Broadband	111.60	18.60	93.00
27.10.20	148b	S Burgess	Expenses: Cricket Net Twine	14.98	0.00	14.98
30.10.20	149	British Gas	Sports Pavilion Electricity 11 Sep-11 Oct 20	17.72	0.84	16.88