

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 14th December 2020
via Zoom Conference Call**

Present: Cllr S Burgess (Chair), 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, City Cllr C Horrill, City Cllr A Weir, City Cllr S Godfrey, ATR/WO1 M Jarvis.

Members of the public: None.

20-103: Apologies for Absence

Cllr J Burgess.

20-104: Disclosure of Interest

Cllr S Burgess declared an interest in the Flowerdown discussions as he is part of the Stakeholders Committee for the Sir John Moore Barracks development. Cllr P Cunningham and Cllr K Learney also declared interests for the same Committee (Cllr P Cunningham as a Ward Councillor representing Littleton, and Cllr K Learney as a City Councillor).

Cllr G Sallis declared an interest in IT-related matters as his wife is the webmaster, and Cllr D Tozer noted that he lives near one of the properties where a planning application would be discussed.

20-105: Public Participation

Nil.

20-106: Development Committee

Cllr S Burgess summarised the Defence Infrastructure Organisation (DIO) plans for Sir John Moore Barracks and explained the requirement to create a new LHPC Committee to investigate the proposals for the redevelopment of the MoD Flowerdown Estate and to feed in residents' comments to the DIO Stakeholder Committee.

The proposed Terms of Reference for the LHPC Development Committee were discussed, and it was agreed to instigate the Development Committee with some minor updates to the Development Committee Terms of Reference.

20-107: 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.

County Cllr J Warwick noted that the Three Maids Hill inert waste application would be discussed at the HCC Regulatory Planning Committee on 16th December 2020, which she and Cllr S Burgess were attending online. Additionally, there will be a briefing in January about the HCC Outer Winchester Strategic Study (Flood Alleviation Study [FAS]), which will also cover ideas about Flowerdown. Cllr S Burgess will attend online.

Cllr J Biddlecombe reported that Hampshire Highways had started work on the Littleton pavements but that the work was still to be completed. Cllr J Warwick agreed to investigate.

20-108: City Councillor's Report – City Cllr C Horrill

The City Council budget is being discussed and despite money from the Government to offset some of the spending on Covid-19 measures, the Council will be looking at making savings where possible, and they expect a council tax rise of 3%, however, work on the Sports and Leisure Park is continuing and it will open in Spring 2021 as initially proposed.

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 referred to the delay in the publication of the WCC Strategic Issues and Priorities paper due to the Government's planning consultation process and noted that there would be further consultations with Parish and Town Councils and residents in early 2021. Cllr C Horrill hi-lighted the speculation in the

press related to potential developments for Flowerdown at Littleton, Royaldown near Hursley and Micheldever Station, and noted that the City ward Councillors would work with the Parish Council to ensure that residents views are well represented.

20-109: City Councillor's Report – City Cllr A Weir

City Cllr A Weir noted that the Covid vaccination centre would open at Badger Farm on 15th December 2020. The Economy Team have been working with businesses on the high street to ensure they can re-open after the latest lockdown with additional measures to attract shoppers into the area whilst continuing to be Covid secure. A package of new grants has been made available by the Government to help businesses who may have missed out on previous Covid-19 support.

20-110: City Councillor's Report – City Cllr K Learney

Cllr K Learney reported that the WCC cabinet will be deciding this week on the Upper Brook Car park's sale to make way for a "new state of the art" St Clements Surgery; the construction is expected to start in early 2022. The developers at King's Barton have started building the path across the site which goes under the railway bridge and will end at Andover Rd.

The Central Winchester consultation is continuing and will finish on 12th January 2021, and Cllr K Learney noted that there had been over 2200 visitors to the virtual exhibition.

20-111: City Councillor's Report – City Cllr P Cunningham

Cllr P Cunningham reported that in his official role as Winchester Mayor he had attended seven Annual General meetings of various Winchester charities. He also attended the funeral of a former Winchester Mayor Jean Hammerton, and St Swithun's governor meetings and the Sir John Moore Barracks Strategic Board. He reported that he had been fortunate to attend the opening night of the Theatre Royal's Pantomime. He has recorded three Christmas messages to the members and staff at Winchester City Council, to primary and secondary schools in the Winchester district, and for the residents and staff of Winchester District care homes.

20-112: Minutes of the meeting held 9th November 2020

The minutes of the meeting of 9th November 2020 were presented, and it was **proposed by Cllr P Highfield, seconded by Cllr G Sallis and RESOLVED that the minutes of the meeting held on 9th November 2020 be approved.**

20-113: Matters Arising

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

20-114: Military Report: Sir John Moore Barracks/Worthy Down

The ATR representative WO1 Jarvis reported that she would like to offer her services to support the Parish Council with information, site visits to the barracks or with feedback to the team at the Sir John Moore Barracks.

Cllr G Sallis noted that residents in Hollands Close had not received the public consultation notice from the DIO, and he was concerned there may have been other residents who also missed the message.

Action: Cllr S Burgess to contact the DIO to ensure that their distribution list covers the Parish appropriately.

20-115: 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, however, Cllr P Highfield noted that there had been some young people using the bench by the Sports Pavilion to climb up to the roof.

Action: Cllr S Burgess to report concerns about the inappropriate use of the Sports Pavilion table to the Sports Club.

20-116: King's Barton Forum

No report.

20-117: Planning

- a. New Applications.
The planning schedule for November was circulated and discussed. The Parish Council resolved not to raise any objections for 20/02427/HOU (98 Buriton Road Harestock), and 20/02452/HOU (Airth House South Drive Littleton).
- b. Existing Applications.
It was noted that applications 20/02143/HOU, 20/02037/HOU, 20/02344/TPO, 20/01945/HOU and 20/01518/FUL. previously reviewed by the Parish Council have now been approved by WCC. Additionally, 20/00807/HOU (13 Harestock Close Winchester) was due to be discussed by a WCC regulatory planning committee on 17th December 2020.
- c. Enforcement Matters.
Open enforcement cases were not discussed.
- d. HCC Waste Recycling Application.
Cllr S Burgess reported that he would be speaking at the HCC regulatory planning committee meeting on behalf of the Council to put forward their views on the Three Maids Hill inert waste application.

20-118: Parish Council Finance

- a. November Payments List.
The latest payments list for November (see Appendix C) was presented for consideration and, after some discussion, was accepted. **It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr K Learney and RESOLVED that payments on the November payment schedules should be endorsed.**
- b. December Payments for approval.
The Clerk presented the list of payments for approval (see Appendix D) which included proposals for volunteer donations, payment in advance for the new Notice board at North Drive, and the completed fencing work at both Harestock Rd, and the Littleton Recreation ground. **It was therefore proposed by Cllr G Sallis, seconded by Cllr K Learney and RESOLVED that payments totalling £7,984.07 should be paid.**

Action: Cllr S Burgess to contact residents who live near the North Drive Notice Board before the Clerk orders the new notice board.
- c. Finance and General Purposes Meeting Draft Minutes.
The draft minutes of the Finance and General Purposes Meeting on 18th November were noted. Cllr S Burgess hi-lighted that the Finance and General Purposes Committee were considering the possibility of appointing an assistant to support the Clerk.
- d. To approve the proposed 2021/2022 Budget and Precept charge.
The Parish Clerk then presented the 2021/2022 Budget proposal as agreed at the recent Finance and General Purposes Committee. Following some discussion, it was suggested that the 2021/2022 budgeted spend should be £141,736.00 with expected income of £28,600.00 (including £17,500.00 from reserves). This would require the Precept to be set to £113,076.00 which would be an increase of 4% for Band D properties.

It was therefore proposed by Cllr P Cunningham, seconded by Cllr J Biddlecombe and RESOLVED that the 2021/2022 Budget be approved. Additionally, it was proposed by Cllr P Cunningham, seconded by Cllr P Highfield and RESOLVED to set the precept to £113,076.00.
- e. To approve a revised budget for 2020/2021.
The Clerk presented a revised budget for this financial year (2020/21) based on the predicted spend until the end of the year and also taking into account a re-organisation of budget line items to align with the current organisation of the committees and working groups at the Parish Council. This would set the budgeted spend to be £156,733.00 with expected income of £47,342.00 (including £27,058.00 from reserves).

It was therefore proposed by Cllr G Sallis, seconded by Cllr K Learney, and RESOLVED to approve the proposed new 2020/21 budget. Additionally, it was proposed by Cllr K Learney, seconded by Cllr J Biddlecombe and RESOLVED to increase the income from reserves to £27,058.00 to achieve the required budget.

20-119: Estates Working Group

a. Memorial Bench at the Recreation Ground.

Cllr P Highfield reported on the progress of the Estates Working Group and noted an application for another memorial bench in the Recreation Ground. After a thorough review of the existing benches by Cllr P Highfield, it was recommended that there was room for another bench as long as it was not in the Cricket Field. **It was therefore proposed by Cllr R Warren, seconded by Cllr P Highfield and RESOLVED to permit another memorial bench to be installed at the Littleton Recreation ground.**

b. Pavilion Fire Escape Staircase.

Cllr P Highfield reported that the Estates Team had been investigating replacing the worn Fire Escape and had received two quotes for the work. After some discussion, **it was proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham and RESOLVED to accept the quote from Carmicheal's for £3,900 plus VAT for the installation of the stairs, and an additional £350 plus VAT for powder coating the railings.**

c. Installation of bollards in the Recreation Ground Car Park.

Cllr S Burgess presented a proposal for introducing Bollards at the entrance to the Recreation Ground Car Park to use for emergency conditions when it was necessary to close the car park. After some discussion which hi-lighted the importance of ensuring it was clear to vehicle drivers when the car park was closed, **it was proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED to accept the quote from Fencing Direct for £585.**

d. To authorise a budget for further playground work.

Cllr S Burgess outlined the plans for the rest of the financial year for work to be carried out in the playgrounds which included repairs to the Rocking Rocket at Bradley Rd Playground in Harestock, replacement of the multi-play unit, and introduction of a log climber at Littleton. **It was proposed by Cllr S Burgess, seconded by Cllr K Learney, and RESOLVED that a budget of £15,800 would be allocated for the rest of the financial year for playground work.**

Additionally, Cllr S Burgess noted that in the 2021-22 financial year the budget included work to replace the multi-play unit at Harestock, and some of the adult gym equipment at Littleton.

e. Sports Club Meeting.

Cllr P Highfield noted that there is a meeting on 18th December with the Sports Club chair and treasurer to enable the Parish Council to report back on the Sports Club "wish list", and in particular the requests for extra storage for Sports Club equipment.

f. Office Refurbishment.

Cllr J Biddlecombe noted that he has struggled to find contractors to quote for the Parish Office refurbishment work. Two contractors have visited the site, one of which has since said they are too busy, and the second has not submitted a quote yet.

20-120: Climate Change Working Group (CCWG)

Cllr D Tozer summarised the Climate Change Working Group Action Plan that had been circulated to the members prior to the meeting. He hi-lighted the working group strategy which would be to facilitate groups of volunteers working on specific Climate Change improvement projects as outlined in the Action Plan, one example identified was improvements to Open Spaces in the Parish. Cllr D Tozer reported on the working group activities which included the new Climate Change web page, participation in the online Tree Charter Festival, and the improved communication links to Winchester Action on Climate Change (WinACC). He also referred to a Parish Council greening campaign which could be promoted on the LHPC website to illustrate various greening ideas and also seek residents' suggestions.

Cllr S Burgess thanked Cllr D Tozer for the report on Climate Change, however, he raised concerns about the amount of work involved and wondered if it would be possible to involve other local Parish Councils. It was agreed that more time was needed to investigate the proposals and that a separate meeting should be arranged to include the CCWG and several other councillors in the New Year.

Action: The Clerk to arrange a Zoom meeting to focus on the Climate Change Working Group proposals.

20-121: Communications Working Group

Cllr S Burgess reported that the new domain name, new website, and new LHPC email addresses had been implemented.

Cllr G Sallis thanked all the councillors who had distributed the paper newsletter over the last few days. It was voted unanimously to pay the local resident who had spent 7 hours delivering newsletters in Littleton £10 per hour.

Cllr G Sallis reported that in November there were 1,100 website visitors which was approx. 500% increase on previous months, however in the first two weeks of December the number already matched the totals for the whole of November. He also reported that the first eNewsletter will be distributed in the next few days, for which there are now 157 subscribers, approximately 60 of which were as a direct result of the messages on Social Media.

20-122: Parish Council Reports

- a. Littleton Village Design Statement (LVDS).
The LVDS has been sent to WCC for initial scrutiny. A meeting with WCC is to be organised to discuss the LVDS and any additional requirements about the development of Flowerdown.
- b. Emergency Planning (Groundwater Report).
Cllr S Burgess presented the groundwater report, which shows that the current groundwater levels are five metres higher than average for this time of year.
- c. The Millennium Memorial Hall.
No report.
- d. Transport, Traffic & Civil Engineering.
Cllr J Biddlecombe reported that installation by WCC of the new mounting posts for the Speed Indicator Device (SID) has been delayed. He has been asked to provide a new SID placement schedule to take this into account. Additionally, the SID itself has not been delivered yet.
- e. Environment (Residents Issues).
Cllr G Sallis raised concerns about the numbers of cars in the recreation ground car park on Saturday mornings, and the risks to pedestrians. Cllr J Biddlecombe also noted the damage to surfaces in the overflow car park as a result of the numbers and speed of the cars. Cllr S Burgess agreed to raise this with the Sports Club in the Zoom meeting planned for 18th December 2020.

20-123: Items for noting, AOB, or for inclusion on next month's agenda:

Cllr S Burgess noted that the Parish Council office would be closed from 18th December 2020, and re-open on the 4th January 2021.

20-124: Date of Next Meetings:

Parish Council Meeting: 7 pm 11th January 2021 via Zoom conference call.

The meeting closed at 21:40.

20-125: Summary of Actions

Table 1: Open Action Points

ID	Owner	Action Points (Open)	Status
Dec.1	Cllr SB	Cllr S Burgess to contact the DIO to ensure that their distribution list covers the Parish appropriately.	New
Dec.2	Cllr SB	Cllr S Burgess to report concerns about the inappropriate use of the Sports Pavilion table to the Sports Club	New
Dec.3	Cllr SB	Cllr S Burgess to contact residents who live near the North Drive Notice Board before the Clerk orders the new notice board.	New
Dec.4	Clerk	The Clerk to arrange a Zoom meeting to focus on the Climate Change Working Group proposals.	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.	Open

Signed: _____ Date: _____

ID	Owner	Action Points (Open)	Status
		14Dec20: Not done yet.	
Nov.3	Clerk & Cllr SB	The Clerk and Chair to review the Barclays appeal decision to understand the implications for the house owner. 14Dec20: In progress.	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. 14Dec20: NALC Legal Topic Note indicates they are the same thing but implies additional requirements for our Working Groups. Needs further investigation.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Nov.1	Cllr SB	Cllr S Burgess to produce a draft Terms of Reference document for the new Parish Development Committee. 14Dec20: Done.	Closed
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 14Dec20: Done.	Closed
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. 14Dec20: Done.	Closed

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

COVID Winter Grant fund

Hampshire County Council's allocation of the Government Winter grant (£2.898million) to support vulnerable households will be shared with families between December 2020 and March 2021. The Council will work closely with schools and colleges to implement a food voucher scheme for children and vulnerable families under the programme called "Connect4Communities".

Operation Transmission 31 December

Plans are in place to install the final elements of Operation Transmission, the Hampshire and Isle of Wight Local Resilience Forum's (LRF) multi-agency plan to reduce the risk of severe traffic delays at Portsmouth International Port, and surrounding roads, once the UK leaves the EU on 31 December. Operation Transmission has been developed to keep traffic moving by creating short stay triage points on the approach to Portsmouth International Port, and on the A31 between Alresford and Winchester, to ensure all EU-bound freight has the correct 'border-ready' paperwork in place for channel crossings.

The eastbound carriageway of this stretch of the A31 will run as a contraflow to take both east and westbound traffic, while the westbound carriageway will be used to check freight. For 'border readiness.' The speed limit will be reduced to 30mph for all traffic. Funding of £2.5million for Operation Transmission has been provided by the Department for Transport.

Further details on the A31 Winchester to Alresford short stay triage point are [available here](#)

Check, Change, Go – Hampshire businesses urged to get ready for UK's exit from the EU

Hampshire County Council is urging Hampshire businesses to check they are ready for the UK's exit from the EU on 31 December and access any help they need in good time. For further information visit www.gov.uk/transition

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

This report details incidents from 11/11/2020 – 13/12/2020

Anti-Social Behaviour

02/12/2020 ASB reported Burley Road park group of 8-10 people on a bench, they leave empty bottles and rubbish at the location.

22/11/2020 ASB/COVID breach reported Upton Grey Close – house party with loud music and screaming.

Burglary

No reports of Burglary in Littleton or Harestock.

Criminal Damage

No reports of Criminal Damage in Littleton or Harestock.

Drugs

No reports of Drugs in Littleton or Harestock.

Theft from motor vehicle

13/11/2020 Report of window smashed and access to car gained, tools stolen, The Hallway.

Theft of pedal cycle

No reports of Theft of pedal cycles.

Theft of vehicle

No reports of Theft of Vehicle.

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

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.11.20	150	Green Smile Ltd	Trip Hazard in Overflow Car park / Office hedges trim	444.00	74.00	370.00
02.11.20	151	British Gas	Office Electricity for 18/09/20 - 19/10/20	24.63	1.17	23.46
03.11.20	152	Giant Olive	October Website Updates & LHPC domain charge	274.34	0.00	274.34
03.11.20	153	Giant Olive	Website Accessibility Work	250.00	0.00	250.00
05.11.20	154	WCC	Council tax on Parish Office	71.00	0.00	71.00
05.11.20	155	Zoom	Zoom Pro Monthly Charge 04/11/20 - 3/12/20	14.39	2.40	11.99
12.11.20	156	Vitaplay	Littleton Playground - Crow's nest repair	222.00	37.00	185.00
12.11.20	157	Green Smile Ltd	November grounds maintenance	Redacted	Redacted	Redacted
12.11.20	158	Mainstream Digital	October telephone usage	2.90	0.48	2.42
12.11.20	159	HALC	HALC Mini-Conference fee x 2	96.00	16.00	80.00
12.11.20	160	PKF Littletonjohn	External Audit Fee	480.00	80.00	400.00
12.11.20	161	L Fielding	Refund for RBL Donation for wreath	30.00	0.00	30.00
12.11.20	162	WCC	Playground inspections for Aug/Sept/Oct 2020	642.72	107.12	535.60
20.11.20	163	HMRC	Tax & NI on November salaries	Redacted	Redacted	Redacted
20.11.20	164	Green Smile Ltd	Tidy, reseed and level ground behind the Sports Pavilion	258.00	43.00	215.00
20.11.20	165	HCC County Supplies	2 x 200 large Refuse Sacks	41.90	6.98	34.92
25.11.20	166	NALC	NALC Leaders Talk: Local Councils and the future of play	38.93	6.49	32.44
25.11.20	167	Stephen Burgess	LVDS printing and travel expenses	141.70	0.00	141.70
25.11.20	168	Land Registry	Title and Plan for a house in the Parish	6.00	0.00	6.00
25.11.20	169	S Covill	Cleaner's salary November	182.00	0.00	182.00
25.11.20	170	L Fielding	Clerk's salary November	1,082.75	0.00	1,082.75
30.11.20	171	British Gas	Sports Pavilion Electricity 11 Oct-11 Nov	17.82	0.85	16.97

Appendix D. Payments for approval.**Table 4: Payments for Approval in December 2020 Meeting**

Payment To	Details of Payment	Total (£)	VAT (£)	Net (£)
Volunteers	Donations to Parish Council Volunteers	400.00	0.0	400.00
Noticeboards Online Ltd	North Drive Notice Board (includes installation)	2,814.00	469.00	2,345.00
Fencing Direct	Recreation Ground overflow car park fencing	3,575.35	0.0	3,575.35
Fencing Direct	Harestock football field fencing	1,194.72	0.0	1,194.72