

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 11th January 2021
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), City Cllr S Godfrey and City Cllr M Craske.

Members of the public: None.

20-126: Apologies for Absence

County Cllr J Warwick, City Cllr C Horrill, City Cllr A Weir and ATR/WO1 M Jarvis.

20-127: Disclosure of Interest

Cllr G Sallis declared an interest in IT-related matters as his wife is the webmaster. Cllr S Burgess, Cllr P Cunningham, Cllr K Learney and City Cllr M Craske declared an interest in Sir John Moore Barracks development discussions as they are part of the main Stakeholders Committee.

20-128: Public Participation

Nil.

20-129: County Councillor's Report – County Cllr J Warwick

County Cllr J Warwick was unable to attend but provided a written report (see Appendix A - pre-circulated to the Parish Councillors).

It was noted the Littleton Main Rd pavement works, monitored by Cllr J Warwick, had been completed. Cllr D Tozer referred to the Harestock flooding consultation and asked how widely it had been distributed.

Action: Clerk to ask Cllr J Warwick for distribution/notification details for the Harestock flooding consultation.

20-130: City Councillor's Report – City Cllr K Learney

City Cllr K Learney reported that WCC is implementing the new lockdown provisions, and has Covid-19 marshals supporting businesses to follow the regulations. There is a high level of compliance across the district; however, Cllr K Learney reported that there are more residents outdoors than the first lockdown, but this reflects the increased number of businesses allowed to operate. WCC has published the Issues and Options Paper associated with the Local Plan document. The housing target has not been confirmed, but they are working on the basis it might increase by 10%, which is equivalent to 2,500 houses across the district.

20-131: City Councillor's Report – City Cllr S Godfrey

City Cllr S Godfrey noted that the Covid-19 marshals and ambassadors, mentioned by City Cllr K Learney, were doing a sterling job supporting local businesses. Cllr S Godfrey reported that he looked forward to more details from the Issues and Options Paper, particularly concerning where the new houses in the district will be developed. Cllr S Godfrey is planning to propose a motion at the next City Council meeting to enable more involvement from Parish and Town Councils where houses are planned outside existing settlement boundaries.

Hampshire Hospitals NHS Foundation Trust has delayed the next round of consultation on the location and services offered at the new hospital. This will allow for more details to be available for wider consultation. The City Council is distributing additional lockdown grants as provided by Central Government; businesses and organisations who have received grants previously can apply again for further funding. Cllr S Godfrey reported there is a new machine available for clearing gullies and drains to reduce flood risks. The Parish Council should contact an HCC councillor if drains and gulleys in the Parish require clearing.

20-132: City Councillor's Report – City Cllr P Cunningham

City Cllr P Cunningham reported that the Hampshire Recycling Centres remain open and warned of a Covid-19 vaccine scam which asked for personal bank details. Details of the scam will be included in the next LHPC eNewsletter.

City Cllr P Cunningham reported that, in his official role as Winchester Mayor, he had read the lesson at the Winchester Cathedral Evensong on 20th December 2020, and he had recorded two festive messages for Christmas Day and New Year's Day, which were broadcast on Winchester radio.

20-133: City Councillor's Report – City Cllr M Craske

City Cllr M Craske reported that Ward Councillors are contacting vulnerable people in the St Barnabas Ward to make sure they have the support they need, and they will continue to do so over the coming weeks.

Cllr R Warren noted that the Central Winchester Consultation documentation did not include many details and asked when there will be more information. Cllr K Learney responded that this consultation is still in the early stages and the City Council want to make sure they are going in the right direction. The City Council is currently investigating transport issues, particularly around bus transport, and they are hoping to re-use existing buildings such as the Antiques Market and Woolstaplers' Hall.

20-134: Minutes of the meeting held 14th December 2020

The minutes of the meeting of 14th December 2020 were presented, and it was **proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that the minutes of the meeting held on 14th December 2020 be approved.**

20-135: Matters Arising

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

20-136: Military Report: Sir John Moore Barracks/Worthy Down

The ATR representative WO1 Jarvis was not present and no matters were raised concerning the military.

20-137: Police Report

PCSO Bidle was unable to attend but provided a written report (see Appendix B - pre-circulated to the Parish Councillors). No matters were raised in respect of this report.

20-138: King's Barton Forum

The next King's Barton forum is planned for 19th January 2021. Cllr K Learney and Cllr P Cunningham agreed to represent the Parish Council at the meeting.

Cllr R Warren was concerned that the path from Andover Rd leading to the new school at King's Barton is very muddy. Cllr K Learney agreed and noted that although contractors had started to construct the path from Courtney Rd, the work is going quite slowly and WCC will be pursuing the matter.

20-139: Planning

a. New Applications.

The planning schedule for December 2020 was circulated and discussed. The Parish Council resolved not to raise any objections for 20/02643/HOU (Larchwood, South Drive, Littleton), and 20/025559/HOU (36 Priors Dean Rd, Harestock). It was agreed that additional remarks would be added to the second application response to recommend that the planning officers review similar applications for porch extensions in nearby houses.

b. Existing Applications.

It was noted that application 20/02427/HOU, previously reviewed by the Parish Council, has now been approved by WCC. Additionally, application 20/00807/HOU, which the Parish Council had objected to, was referred to a WCC planning committee meeting on 7th December 2020 where the application was approved.

c. Enforcement Matters.

Open enforcement cases were not discussed.

20-140: Parish Council Finance

a. December Payments List.

The Payments List for December 2020 (see Appendix C) was presented for consideration and, after discussion, was accepted. **It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr D Tozer and RESOLVED that payments on the December payment schedules should be endorsed.**

b. January Payments for approval.

The Clerk presented the January 2020 Payment List for approval (see Appendix D) which included payments for the Speed Indicator Device and playground work. **It was therefore proposed by Cllr P Cunningham, seconded by Cllr G Sallis and RESOLVED that payments totalling £8,475.63 should be paid.**

City Cllr M Craske was interested in the new Speed Indicator Device due to recent issues in Andover Rd, and Cllr S Biddlecombe explained the process and licensing requirements for the device. It was also noted that Headbourne Worthy Parish Council were considering a camera location in the Andover Rd.

20-141: Communications Working Group

Cllr G Sallis reported that the first eNewsletter had been sent out in December with 96% of the subscribers opening the newsletter. Four people have volunteered to deliver the paper newsletter. There are now over 200 subscribers to the LHPC Website. It was agreed that the next eNewsletter would be published on Friday 15th January 2021.

The website statistics show a 400% increase in the last three months, during December 2020 there were over 1700 page views.

Minor modifications had been made to the Communications Working Group Terms of Reference document which had been circulated to Parish Councillors before the meeting. **It was therefore proposed by Cllr P Highfield, seconded by Cllr S Burgess and RESOLVED that the Terms of Reference for the Communications Working Group, Version 1.1 be approved.**

20-142: Estates Working Group

a. Recreation Ground Work.

Cllr P Highfield reported on the Estates Working Group's progress. Fencing Direct has ordered the bollards for the recreation ground entrance, and they will be installed on a Tuesday when the pre-school is not operating. Parts of the Recreation Grounds have been closed off due to mud, and tree surgeons will be dealing with a tree that fell in the high winds. Carmicheal's are returning to take some more measurements to create a technical drawing of the fire escape. The North Drive/Main Rd Notice Board dimensions have been agreed, and the Clerk will order it imminently.

Additional proposals resulting from the recent Fire Risk assessment will be discussed at the next Estates Working Group meeting, together with Storage Space proposals for Sports Club equipment.

b. Playground work.

Cllr S Burgess reported that he had met with Playdale to review the proposals for a replacement to the multiplay equipment. He expects a quote to be available in early February.

c. Office Refurbishment.

Cllr J Biddlecombe reported that he has continued to struggle to find contractors to quote for the Parish Office refurbishment work. Only three contractors would consider quoting and of those only one reliable contractor has submitted a quote. According to the Parish Council financial regulations, the council should obtain three quotes for estimated expenditure between £10,000 and £25,000. As this is not possible due to the Covid-19 situation, Cllr J Biddlecombe proposed that according to Paragraph 11.1.d of the LHPC Financial Regulations and Section 135 of the Local Government Act (1972), the Parish Council may exempt any contract from the tender regulations, when special circumstances justify the exemption.

After some discussion, the Parish Council agreed that the present Covid-19 situation presented a special circumstance. It was decided the Parish Council could accept a single outline quote for the Parish Office refurbishment work.

It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that in accordance with the provisions of the Local Government Act (1972) and the LHPC Financial Regulations, the Parish Council will select Westgate Builders Ltd as the contractor for the Parish Office Refurbishment with a budget of £22,000.

20-143: Development Committee

Cllr S Burgess reported that he had investigated the Sir John Moore Barracks development proposals and reviewed parishioners' feedback after the presentation on the 16th December 2020. As a result, he had written a detailed Parish Council Public Consultation Response to the DIO. This response has been reviewed by three other Parish Councillors (members of the prospective LHPC Development Committee) and was still subject to a final edit before submission. He proposed to distribute the final version to all Parish Councillors.

It was therefore proposed by Cllr P Cunningham, seconded by Cllr G Sallis and RESOLVED that Cllr S Burgess should submit the Parish Council consultation response.

20-144: Parish Council Reports

- a. Littleton Village Design Statement (LVDS).
The LVDS was sent to WCC in November, and the WCC officer suggested a WCC/LHPC meeting to discuss the implications from the Sir John Moore Barracks development proposals. Cllr J Biddlecombe reported that he had emailed the WCC officer to follow up, but had not received a response. Cllr P Cunningham agreed to investigate.
- b. Emergency Planning (Groundwater Report).
Cllr S Burgess presented the groundwater report, which shows that the current groundwater levels are two and a half metres higher than average for this time of year. The groundwater was falling, but the long-range weather forecast indicates significant rain, so the risk of flooding will remain.
- c. The Millennium Memorial Hall.
No report.
- d. Transport, Traffic & Civil Engineering.
No report.
- e. Environment (Residents Issues).
No report.

20-145: Clerk Notices

- a. Water Meters in the Recreation Ground/Millennium Hall
The Parish Clerk reported on her investigation of water usage in the Recreation Ground and the share of the costs between the Parish Council, the Sports Club and the Millennium Memorial Hall. The Finance and General Purposes meeting proposed a more equitable arrangement where the cost share could be based on actual usage. A quote to install four water meters was discussed. There was general agreement that water meters should be implemented.

Action: Cllr S Burgess to contact the Sports Team and the Millennium Memorial Hall Trustees to explain the proposed Water Meter installations and the costs.

- b. Volunteer Vacancies
The Parish Clerk reported volunteers were standing down after years of dedicated support and that LHPC needed to find replacements. The volunteers were the Conservation Field Warden, the group of volunteers who look after the flower beds at Harestock shops and one of the ladies who look after the flower bed near the Parish Office. It was agreed that an invitation for volunteers should be included in the February eNewsletter.
- c. Redundant Office Equipment Disposal
The Clerk proposed that before the office is refurbished, LHPC should dispose of two unused computer monitors and an old letterbox.

The Councillors agreed to dispose of the letterbox and to donate the monitors to a worthy cause.

20-145: Items for noting, AOB, or for inclusion on next month's agenda:

Cllr R Warren noted that the Littleton and Harestock Show Society is having a meeting on 18th January to discuss if there will be a show in 2021.

20-146: Date of Next Meetings:

Parish Council Meeting: 7 pm 8th February 2021 via Zoom conference call.

The meeting closed at 21:51.

20-147: Summary of Actions**Table 1:** Open Action Points

ID	Owner	Action Points (Open)	Status
Jan.1	Clerk	Clerk to ask Cllr J Warwick for distribution/notification details for the Harestock flooding consultation.	New
Jan.2	Cllr SB	Cllr S Burgess to contact the Sports Team and the Millennium Memorial Hall Trustees to explain the proposed Water Meter installations.	New
Dec.4	Clerk	The Clerk to arrange a Zoom meeting to focus on the Climate Change Working Group proposals. 11Jan20: In progress, looking for a suitable date.	Open
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. 14Dec20: Not done yet. 11Jan20: No change. Cllr S Burgess will contact Cllr K Learney for additional information.	Open
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. 11Jan20: No change.	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. 11Jan21: HALC has informed the Clerk that as our Working Groups are informal, we do not have to comply with regulations for Advisory Committees as these are formal entities. Updates to the Standing Orders can now proceed.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Dec.1	Cllr SB	Cllr S Burgess to contact the DIO to ensure that their distribution list covers the Parish appropriately. 11Jan20: The Clerk contacted the DIO and received the distribution list.	Closed
Dec.2	Cllr SB	Cllr S Burgess to report concerns about the inappropriate use of the Sports Pavilion table to the Sports Club. 11Jan20: Done in meeting with the Sports Club on 18 th December.	Closed
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. 11Jan20: Done.	Closed

Appendix A. County Councillor Report - Cllr J Warwick Winchester Downlands January 2021

National Lockdown Updated National, HCC Guidance and details of key services are available via the links below. **HWRCs and Country Parks remain open but residents are urged to stay local.**

www.hants.gov.uk/socialcareandhealth/coronavirus/general-advice

<https://www.hants.gov.uk/socialcareandhealth/coronavirus#impacted-services>

Police and Crime The Police and Crime Commissioner has launched his annual survey to ask residents their views on the policing precept of the council tax and if they would agree to an increase to support policing across Hampshire, the Isle of Wight, Portsmouth and Southampton.

Following the announcement that Police and Crime Commissioners would have the flexibility to increase the policing precept by up to £15 a year for a Band D property for 2021/22, wider consultation is now being undertaken and residents are being encouraged to give their view. The survey can be accessed through the Commissioner's website: [Your view on the policing precept of the council tax 2021-2022 - Hampshire Police and Crime Commissioner \(hampshire-pcc.gov.uk\)](https://www.hants.gov.uk/socialcareandhealth/coronavirus#impacted-services).

The Chief Constable and her team have made a compelling operational case for investment in policing through an increase in the council tax. An increase of up to 7.1% (29p week based on a Band D property) would enable the force to build on what has been achieved during the last year, take the fight to criminals and to start to reduce crime. An increase would enable:

- the early recruitment of 50 new police officers
- targeted operational policing to take drugs and weapons off our streets
- an increase in further prevention work, including diverting young people away from crime
- an investment in forensic capability to enable officers to get evidence to bring more offenders to justice
- continue investment in police officer wellbeing to improve productivity even further.

The public survey will be supported with online focus groups to explore residents' views around policing priorities and levels of an increase in more depth.

Local Transport Plan for Hampshire

Hampshire County Council is asking for your views on the vision, desired outcomes and guiding principles behind a NEW Hampshire Local Transport Plan. This is the start of a conversation to help develop a new transport strategy and plan.

Since 2001, Hampshire's Local Transport Plan has set the objectives, policies and strategy for transport across the County, helping people to maintain their quality of life and go about their daily business. Seven years have now passed since the Plan was last updated, and there is a need to review outcomes and design principles in the changed context of new technologies, the pandemic and increased focus on active lifestyles and the challenges of climate change.

You are invited to influence the early development of the new Local Transport Plan by sharing your views on the emerging:

- **Vision:** What will our transport system look like in 2050?
- **Outcomes:** What are we trying to achieve in terms of climate change, economy, the environment, and society?
- **Guiding Principles:** How we will change the way in which we plan and deliver transport?

To view more information and leave your feedback, visit: <https://www.hants.gov.uk/transport/localtransportplan>

Ash dieback

The link below gives some helpful guidance on the responsibilities and options for landowners dealing with ash dieback disease.

<https://www.hants.gov.uk/en/landplanningandenvironment/countryside/ash-dieback-disease>

Appendix B. Crime Report for Littleton & Harestock - Prepared by PCSO 12660 Bidle**This report details incidents from 13/12/2020 – 10/01/2021****Anti-Social Behaviour**

16/12/2020 report of ASB in the park Bradley rd/Burley rd. Group of youths in playground drinking and smoking, shouting, laughing and swearing. Litter left behind the next day.

22/12/2020 report from Parish Council regarding youths in park Burley rd/Bradley rd. Reporting on behalf of residents complaining.

28/12/2020 report of youths mucking around in derelict garages Ealing Close. Youths dispersed on being challenged by a member of the public.

Burglary

17/12/2020 Report of Burglary, Kennel lane Littleton. Entry gained and cash was taken. Under Investigation.

Criminal Damage

No reports of Criminal Damage in Littleton or Harestock.

Drugs

08/01/2021 Drugs seized during a search of property, Upton Grey Close. Under Investigation.

Theft from motor vehicle

14/12/2020 Theft of Catalytic Converter, Andover Road North.

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 December 2020

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
03.12.20	172	Giant Olive	Nov Website Updates & website redesign work	450.00	0.00	450.00
03.12.20	173	L Fielding	Clerk's expenses November	24.40	0.00	24.40
07.12.20	174	Zoom	Zoom Pro Monthly Charge 04/12/20 - 3/01/21	14.39	2.40	11.99
07.12.20	175	British Gas	Office Electricity for 19/10/20 - 18/11/20	31.16	1.48	29.68
07.12.20	176	WCC	Council tax on Parish Office	71.00	0.00	71.00
07.12.20	177	True Potential	Pension Payment for November	98.96	0.00	98.96
07.12.20	178	True Potential	Pension Payment for December	98.96	0.00	98.96
11.12.20	179	Green Smile Ltd	Leaf Clearance in Recreation Ground	900.00	150.00	750.00
11.12.20	180	Green Smile Ltd	December grounds maintenance	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
11.12.20	181	Mainstream Digital	November telephone usage & quarterly line rental	43.57	7.26	36.31
14.12.20	182	County Supplies	Laminator Sheets	8.78	1.46	7.32
11.12.20	183	Weborchard	Domain charge / SSL Certificate / Email forwarding	702.00	117.00	585.00
11.12.20	184	<Volunteer>	Expenses (Plants) for Harestock flower beds	165.35	0.00	165.35
14.12.20	185	John King Ltd	Pamphlet printing costs	192.00	0.00	192.00
21.12.20	186	Mid Hants Fire Protection	Fire risk assessments Pavilion/Office/Tennis Cabin	294.00	49.00	245.00
18.12.20	187	Waitrose & Partners	Volunteer Donations	400.00	0.00	400.00
18.12.20	188	Fencing Direct	Harestock Football Field Fencing	1,194.72	0.00	1,194.72
18.12.20	189	Fencing Direct	Recreation Ground overflow car park fencing	3,575.35	0.00	3,575.35
24.12.20	190	Giant Olive	Website migration / E-newsletter work	525.00	0.00	525.00
24.12.20	191	<Volunteer>	Delivery of December Paper newsletter (7 hours)	70.00	0.00	70.00
24.12.20	192	HMRC	Tax & NI on December salaries	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
24.12.20	193	Green Smile Ltd	Bark spreading near Tennis Courts / Conservation area	112.80	18.80	94.00
24.12.20	194	Business Stream	Water Services (10 Sep 20 - 17 Dec 20)	133.82	0.00	133.82
29.12.20	195	S Covill	Cleaner's salary December	182.00	0.00	182.00
29.12.20	196	L Fielding	Clerk's salary December	1,082.75	0.00	1,082.75
30.12.20	197	British Gas	Sports Pavilion Electricity 11Nov20-11Dec20	44.16	2.10	42.06
31.12.20	198	Mole Country Stores	Rock Salt Bags x 4	19.97	3.33	16.64
31.12.20	199	Homebase	Padlocks and duct tape	21.25	3.54	17.71

Appendix D. Payments for approval.**Table 4:** Payments for Approval in January 2021 Meeting

Payment To	Details of Payment	Total (£)	VAT (£)	Net (£)
Vitaplay	Remedial work at Littleton & Bradley Rd playgrounds	3,087.63	514.60	2,573.03
Westcotec	Speed Camera Equipment	5,388.00	898.00	4,490.00