

## RECORD OF THE LITTLETON & HARESTOCK PARISH COUNCIL MEETING

held on Monday 8<sup>th</sup> March 2021 at 7 pm  
via Zoom Conference Call

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

**In attendance:** Mrs L Fielding (Clerk & RFO), County Cllr J Warwick, City Cllr C Horrill, City Cllr S Godfrey, City Cllr M Craske, ATR/WO1 M Jarvis.

**Members of the public:** Two.

### **20-170: Apologies for Absence**

Cllr J Biddlecombe, Cllr P Highfield, and City Cllr A Weir.

### **20-171: 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, and Cllr K Learney declared an interest in Sir John Moore Barracks development discussions as they are part of the main Stakeholders Committee.

### **20-172: Public Participation**

None

### **20-173: City Councillor's Report – City Cllr C Horrill**

City Cllr C Horrill reported that the consultation for the WCC Strategic Issues and Priorities is continuing until 12th April 2021 and that there are virtual presentations where residents can ask questions. Feedback on the document can be made via <https://winchester.citizenspace.com/policy-and-planning/wcc-local-plan-sip/>. Elections for the Policy and Crime Commissioner, County and City Councillors will take place on 6<sup>th</sup> May 2021, and campaigning is expected to follow Covid-19 guidelines. The Sport and Leisure Park is expected to open in the middle of May, after which the River Park leisure centre will close. The Cabinet meeting on 10<sup>th</sup> March 2021 will discuss the redevelopment of the Central Winchester area.

### **20-174: City Councillor's Report – City Cllr S Godfrey**

City Cllr S Godfrey reminded the Parish Council that WCC is continuing to offer small grants. The consultation for the Junction 9 improvements has been delayed until after the elections on 6<sup>th</sup> May 2021. Cllr S Godfrey noted that suggestions had been put forward to the HCC consultation for improving walking and cycling in Winchester. He commended that parishioners in Littleton and Harestock should review the consultation as the proposals will impact car drivers entering the city from the North.

### **20-175: City Councillor's Report – City Cllr K Learney**

City Cllr K Learney reported that the government legislation that allows virtual meeting ends on 7<sup>th</sup> May 2021, and this will have an impact on WCC meetings going forward. City Cllr K Learney reported that the HCC consultation for an extension to the 40mph limit by approx. 100m will be some help to make the Andover Rd safer, however, more intervention will be needed to prevent further fatalities such as a pedestrian crossing. She noted that the cabinet meeting on 10<sup>th</sup> March 2021 will review the allocation of grants through the Community Infrastructure Levy which should make it easier for projects to come forward.

Cllr J Burgess reported that the benches in the Abbey Gardens playground need some maintenance and asked the City Councillors to investigate.

### **20-176: County Councillor's Report – County Cllr J Warwick**

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

County Cllr K Warwick reported that the consultation for walking and cycling improvements can be found at <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/winchester-improvements>.

Additionally, County Cllr R Humby has asked the engineers to scope the feasibility of a pedestrian crossing on Andover Rd at a number of potential locations and it is hoped that the information will be available for the next King's Barton Forum.

**20-178: Minutes of the extraordinary meeting held 22<sup>nd</sup> February 2021**

The minutes of the meeting of 22<sup>nd</sup> February 2021 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 22<sup>nd</sup> February 2021 be approved.**

**20-179: Minutes of the full council meeting held 9<sup>th</sup> February 2021**

The minutes of the meeting of 9<sup>th</sup> February 2021 were presented, and it was **proposed by Cllr P Cunningham, seconded by Cllr D Tozer, and RESOLVED that the minutes of the meeting held on 9<sup>th</sup> February 2021 be approved.**

**20-180: Matters Arising**

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

**20-181: Co-option of new Councillors**

The Parish Council discussed an application from Mr Ed Maun to join the Parish Council. It was then **proposed by Cllr S Burgess, seconded by Cllr J Burgess and RESOLVED to co-opt Mr Ed Maun to the Parish Council.**

The Declaration of Acceptance of Office was then signed and made visible to all on the video conference call. It was agreed that the Clerk could countersign the documents after the meeting.

**20-182: Communications Working Group**

Cllr G Sallis reported that after three months of first introducing the eNewsletter, there are now 237 subscribers which is approximately one subscriber to every 6 to 7 households in the Parish. Additionally, 92% of the subscribers are accessing the eNewsletter after the notification is sent out. The website statistics currently show that there are 1200 page views per month, and 60% of the visitors to the site are new users.

Cllr G Sallis reminded the councillors that the deadline for the next eNewsletter was due and asked for news items to be emailed to him. The next paper newsletter is planned for distribution after the Easter break.

**20-183: Military Report: Sir John Moore Barracks/Worthy Down**

The ATR representative RSM WO1 Jarvis reported that 209 new recruits arrived on 7<sup>th</sup> March 2021 for 14 weeks of training, and they now have just under 500 recruits on site. There will be two pass off parades on the 25<sup>th</sup> March and 8<sup>th</sup> April 2021. The Environment Agency visited the camp to scope the area around the assault course and 25m range to investigate the placement of skips and parking of HGV trucks for work planned in Winchester.

**20-184: Police Report**

PCSO Bidle was unable to attend and no matters were raised.

**20-185: King's Barton Forum**

The next meeting of the King's Barton forum will be held on 16<sup>th</sup> April 2021 which Cllr P Cunningham and Cllr K Learney will attend.

**20-186: Meeting Schedule**

Cllr S Burgess presented a proposal for the Parish Council meeting to take account of the Covid legislation implemented last year which allow virtual meetings until 7<sup>th</sup> May 2021. The schedule was arranged such that the Annual Parish Meeting and the Annual Meeting of the Parish Council would both be virtual meetings and held before 7<sup>th</sup> May. Additionally, the Parish Council meeting from June onwards was expected to be 'face to face' unless the legislation is extended. Therefore the June meeting was planned for after step four of the Government national lockdown roadmap for easing restrictions.

After some discussion related to the election date of 6<sup>th</sup> May 2021, it was agreed to modify the dates slightly to allow City Councillors to attend the Annual Parish Council meeting.

**Action:** Cllr S Burgess to distribute the modified Parish Council meeting schedule to September 2021.

**20-187: Planning**

a. New Applications.

The planning schedule for February 2021 was circulated and discussed. The Parish Council resolved not to raise any objections for 21/00174/HOU (89 Priors Dean Road, Harestock) and 21/00243/HOU (7 Three Maids Close, Harestock).

## b. Existing Applications.

It was noted that application 21/00072/TPO, 20/02861/HOU, 20/02878/HOU, 21/00053/HOU and 20/02643/HOU previously reviewed by the Parish Council, have now been approved by WCC.

## c. Enforcement Matters.

Open enforcement cases were reviewed, and it was noted that following the enforcement appeal decision for Barclays, the owner had a period of 8 months to comply with the enforcement notice, which would end in April.

**20-189: Parish Council Finance**

## a. February Payments List.

The Payments List for February 2021 (see Appendix B) was presented for consideration and, after discussion, was accepted. **It was therefore proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED that payments on the February payment schedules should be endorsed.**

## b. March Payments for approval.

The Clerk presented the list of payments for approval (see Appendix C) which included payments for the Pavilion fire escape, work to resolve issues raised by the Fire Safety inspection and tree work at the Pond. **It was therefore proposed by Cllr S Burgess, seconded by Cllr P Cunningham, and RESOLVED that payments totalling £18,364.56 should be paid.** Note that Cllr G Sallis did not take part in the voting for this item due to a pecuniary interest.

## c. Finance and General Purposes Meeting Draft Minutes.

The draft minutes of the Finance and General Purposes Meeting on 3<sup>rd</sup> March 2021 were noted.

## d. Finance and General Purposes Meeting Proposals.

Cllr S Burgess summarised three proposals from the Finance and General Purposes Committee; to increase the Parish Cleaners salary by £1 per hour, to increase the Clerks salary by 1 point on the NJC grade scale from 20 to 21, and to approve overtime for the Clerk in the period April to June. After some discussion, **it was proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED to approve the three Finance and General Purposes Committee proposals.**

**20-190: Climate Change Working Group**

Cllr D Tozer reported that a number of people had volunteered for Climate Change initiatives, and he is looking forward to meeting with them when Covid regulations allow. The response from Sparsholt College regarding the conservation field is very encouraging. The council is hoping that the students will be able to do practical work in the Recreation Ground to support their studies, which will benefit both the Sparsholt students and the Parish Council.

**20-191: Estates Working Group**

## a. Progress on Estates work

Cllr S Burgess reported that work had been completed on the Pavilion Fire Escape, the bollards in the Recreation Ground car park and the tidying up of the trees at the pond. More work is planned to improve the overflow car park entrance area, to resolve issues identified by the Fire Safety inspection and to replace fencing in the Littleton playground.

## b. New Estates Proposals.

Cllr S Burgess reported that he received a quote of £630 to refurbish and paint the rocking rocket at the Bradley Rd playground. After some discussion, it was proposed by Cllr S Burgess, seconded by Cllr R Warren and RESOLVED that the work on the rocking rocket should be implemented.

The poor condition of the rear retaining wall at the Littleton pond was also discussed and it was proposed by Cllr S Burgess, seconded by Cllr P Cunningham, and RESOLVED to accept a quote of £1,230 to replace the retaining wall.

**20-192: Public Consultations.**

## a. Flowerdown Redevelopment

Cllr S Burgess noted that the DIO has submitted an Environment Infrastructure Assessment to Winchester planners, and it is available on the planning portal at

<https://planningapps.winchester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QP32QLBP0XU00>

- b. WCC Local Plan - Strategic Issues and Priorities Consultation.

The Strategic Issues and Priorities document was discussed, and Cllr S Burgess asked councillors to provide comments to him by 22<sup>nd</sup> March. It was therefore **resolved that Cllr S Burgess would respond to the consultation on behalf of the Parish Council.**

- c. Hampshire County Council Local Transport Plan

Cllr S Burgess thanked Cllr D Tozer for responding to the consultation on the HCC Local Transport plan on behalf of the Parish Council.

### **20-193: Parish Council Reports**

- a. Littleton Village Design Statement (LVDS).

Cllr S Burgess summarised the feedback from WCC on the LVDS particular concerning the planning guidance in the document. Cllr J Biddlecombe and Cllr S Burgess will make the necessary changes however they need to take into account a revised Winchester District Local Plan when it is available.

- b. Littleton & Harestock Show.

The show committee had a meeting on 16<sup>th</sup> February 2021 which confirmed plans for a low key, free of charge, community event which will take place on the August bank holiday to commemorate the show's 100th anniversary.

- c. Emergency Planning (Groundwater Report).

Cllr S Burgess reviewed the environment flooding report and noted that it is unlikely that there will be flooding in Littleton this year. Work is expected to start on the implementation of the Headbourne Worthy flood alleviation scheme, however, further investigation is needed at Littleton before any surface flood alleviation measures can be proposed.

- d. The Millennium Memorial Hall.

Cllr J Burgess reported that the numbers of children attending the pre-school have increased, the Millennium Hall cleaner is still on furlough and the pre-school staff are managing the cleaning requirements as they are the only hall users currently. There is a vacancy for a trustee and anyone interesting should contact Cllr J Burgess.

- e. Transport, Traffic & Civil Engineering.

The Clerk noted that the Speed Indicator Device (SID) has been in two locations in Harestock and she would add the traffic data to the eNewsletter. Unfortunately, the device has developed a problem and has been sent back to the manufacturers for repair.

- f. Environment (Residents Issues).

Cllr S Burgess noted that a resident had asked if it would be possible to encourage community events at the March Hare. A response to the resident was discussed and it was agreed that Cllr S Burgess would respond on behalf of the Parish Council.

Additionally, the council had received some reports of noisy motorcycles near the Harestock Rd, and it was agreed that the council would investigate further.

### **20-194: Items for noting, AOB, or for inclusion on next month's agenda:**

Cllr S Burgess reported that he had received a suggestion to ask for volunteers to organise an event for her Majesty the Queen's Platinum Jubilee, and it was agreed that an article should be added to the eNewsletter.

### **20-195: Date of Next Meetings:**

Parish Council meeting: 12<sup>th</sup> April 2021.

The meeting closed at 21:05.

**20-196: Summary of Actions****Table 1: Open Action Points**

ID	Owner	Action Points (Open)	Status
Mar.1	Cllr SB	Cllr S Burgess to distribute the modified Parish Council meeting schedule to September 2021.	New
Feb.1	Cllr SB	Cllr J Biddlecombe to finalise the Grounds Maintenance contract and arrange for it to be signed off. <b>8Mar21:</b> In progress.	Open
Feb.2	Clerk	The Parish Clerk to obtain two more quotes for the installation of a Pavilion Fire Alarm. <b>8Mar21:</b> One extra quote has been obtained; a third contractor is viewing the Pavilion on Tuesday.	Open
Feb.4	Clerk	Clerk to ascertain the planned date for the water meter installation. <b>8Mar21:</b> The plan was to install the meters on 2 <sup>nd</sup> March; however, an issue was discovered regarding the pipe layout and the plumber has been asked to provide a revised quote.	Open

**Table 2: Closed Action Points**

ID	Owner	Action Points (Closed)	Status
Feb.3	Clerk	The Parish Clerk to obtain a revised quote for the electrical work in the Pavilion. <b>8Mar21:</b> Done, and the work is now completed.	Closed
Feb.5	Cllr SB	Cllr S Burgess to contact the Conservation Field volunteer to ask for his permission for the Parish Council to put him forward for the Mayor's award. <b>08Mar21:</b> Completed. The invitation was declined.	Closed
Nov.3	Clerk & Cllr SB	The Clerk and Chair to review the Barclays appeal decision to understand the implications for the house owner. <b>14Dec20:</b> In progress. <b>11Jan20:</b> No change. <b>08Feb21:</b> No change. <b>08Mar21:</b> Done, the owner has until 13 <sup>th</sup> August to comply with the revised enforcement notice, potentially by submitted another planning application.	Closed

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

### Budget HCC approves £2.1 billion spending on local services in 2021/22

Plans for the next financial year focus on the county's ongoing work associated with the pandemic, support for vulnerable children and adults, investment in Hampshire's roads and infrastructure to support economic recovery, as well as climate change mitigation.

The annual council tax charge for a Band D property will be £1,350.45 – an increase of £1.23 per week, equating to 4.99%, of which 3% is for adults' social care – a Government request. The budget includes £13 million for the maintenance of 5,500 miles of roads and an extra £1.2 million in carbon reduction measures across the County Council. HCC's four-year capital programme of £744 million is one of the largest in the country. <https://www.hants.gov.uk/News/25022021HCCbudgetdecisionFeb2021>

The proposed capital programme includes: • £68 million in new and extended school buildings to ensure there is a school place for every child in Hampshire • £118 million for structural maintenance and improvement of roads and bridges in Hampshire over the next three years • £91 million for integrated transport schemes including over £18 million specifically focused on walking and cycling improvements • £141 million for major improvements of school and other County Council buildings and land holdings over the next three years • £33 million for decarbonisation schemes covering solar PV, single to double glazing window replacements, the transition from oil to gas and the implementation of heating controls.

### Over £1 million agreed to support children and young people with disabilities

HCC has agreed grants in excess of **£1 million** for voluntary groups and charitable organisations across the county, to support them in providing Short Break activities for children with disabilities and/or additional needs. <https://www.hants.gov.uk/News/20210225ShortBreakActivitiesDecision>

### County Council reinforces commitment to tackle fly-tipping

Hampshire County Council is asking residents to focus on two activities that will help reduce the activity of criminal gangs fly-tipping in the county:

1. Always report fly-tipping
2. Ensure you use a licensed company to take away your waste if you cannot take it to an HWRC yourself.

HCC works with partner authorities to increase prosecutions. Since 2018, local authorities across Hampshire have successfully prosecuted over 100 people and issued 116 fixed penalty notices. Unfortunately increases in fly tipping are down to organised criminal activity, unrelated to waste and recycling services in Hampshire.

<https://www.hants.gov.uk/News/26022021FlyTipping>

### Hampshire County Council to seek its next Chief Executive

Hampshire County Council has announced that Chief Executive, John Coughlan CBE will retire this year. As Head of the Paid Service, the Chief Executive is responsible for managing the Authority's annual budget of £2.1 billion, a workforce of around 37,000 (including staff in over 500 Hampshire schools) and for delivering services to 1.4 million people across the county.

**Appendix B. Payments for endorsement** (Confidential information not shown).**Table 3:** Payments in February 2021

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
05.02.21	222	Giant Olive	Jan Website Updates & E-newsletter	250.00	0.00	250.00
05.02.21	223	Littleton Landscapes	Littleton Pond Maintenance 4/08/20 - 19/01/21	470.40	78.40	392.00
05.02.21	224	HALC	Basic Planning Course - Cllr D Tozer	54.00	9.00	45.00
05.02.21	225	True Potential	Pension Payment for January	98.96	0.00	98.96
08.02.21	226	British Gas	Office Electricity for 18/12/20 - 18/01/21	42.07	2.00	40.07
10.02.21	227	Green Smile Ltd	February grounds maintenance	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
10.02.21	228	Mid Hants Fire Protection	Fire Extinguishers and Stand for Tennis Cabin	176.34	29.39	146.95
15.02.21	229	Mainstream Digital	January telephone usage	0.89	0.15	0.74
12.02.21	230	Screwfix	Yellow Rope 50m x 5 (for use in the conservation field)	32.80	5.46	27.34
15.02.21	231	Screwfix	Fencing Pins (for use in the conservation field)	34.99	5.83	29.16
18.02.21	232	Littleton Landscapes	12 months movement of speed limiter sign	624.00	104.00	520.00
18.02.21	233	Cartridge People	Colour ink for Canon MX395 and iP8750	36.97	6.17	30.80
18.02.21	234	Screwfix	Fencing Pins x 2, Duct tape	74.97	12.49	62.48
18.02.21	235	HALC	Clerk Training - Health & Safety Course	114.00	19.00	95.00
23.02.21	236	HMRC	Tax & NI on January salaries	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
23.02.21	237	Screwfix	Barrier Fencing - Orange	24.99	4.16	20.83
25.02.21	238	S Covill	Cleaner's salary February	182.00	0.00	182.00
25.02.21	239	L Fielding	Clerk's salary February	1,082.75	0.00	1,082.75
26.02.21	240	Fencing Direct	Fit two bollards in the Recreation Ground Car Park	585.00	0.00	585.00
26.02.21	241	L Fielding	Clerk's expenses February	29.49	0.00	29.49

**Appendix C. Payments for approval in March 2021.****Table 4:** Payments for approval for March 2021

Payee	Details of payment	Total	VAT	Net
Giant Olive	Feb Website Updates & E-newsletter	250.00	0.00	250.00
Biffa	Waste Services 27/03/21 to 24/09/21	984.98	164.16	820.82
PG Carmichael	Supply and fit new Pavilion Fire Escape	5,100.00	850.00	4,250.00
C&D Trees	Tree work at the Pond	1,398.00	233.00	1,165.00
Brooks Electricals	To install emergency lighting in the Pavilion and the external equipment store	3,053.21	508.87	2,544.34
Brooks Electricals	To install/repair emergency lighting in the Tennis cabin	664.94	110.82	554.12
Brooks Electricals	To upgrade the distribution board and provide a fire alarm supply in the Pavilion.	3,016.43	502.74	2,513.69
Fencing Direct	Playground fencing	1,677.00	0.00	1,677.00
Test Valley Paving	Overflow car park remedial work	2,220.00	370	1850
<b>Totals</b>		<b>18,364.56</b>	<b>2,739.59</b>	<b>15,624.97</b>