

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 12th April 2021 at 7 pm
via Zoom Conference Call**

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

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

Members of the public: Two.

21-001: Apologies for Absence.

City Cllr S Godfrey, County Cllr J Warwick.

21-002: Disclosure of Interest.

Cllr G Sallis declared an interest in IT-related matters as his wife is the Webmaster. Cllr E Maun declared an interest in the Littleton Stud. Cllr S Burgess, Cllr P Cunningham, and Cllr K Learney declared an interest in Sir John Moore Barracks development discussions as they are members of the Strategic Stakeholders Board.

21-003: Public Participation.

None.

21-004: 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).

21-005: City Councillor's Report – St Barnabas Ward.

Cllr K Learney provided a written report on behalf of the St Barnabas Ward city councillors (see Appendix B- pre-circulated to the Parish Councillors).

21-007: City Councillor's Report – Cllr C Horrill.

City Cllr C Horrill thanked the Parish Council for providing feedback on the Strategic Issues and Priorities Consultation as part of the WCC Local Plan and noted that the City Council has been distributing grants, specifically creative and artistic grants.

21-006: City Councillor's Report – Cllr P Cunningham.

City Cllr P Cunningham reported that, in his official role as Winchester Mayor, he had been pleased to open the Wickham Community Pantry and met with the volunteers who distribute both dry goods and fresh produce. He also attended the Covid-19 Vaccination Centre at the Holiday Inn and was pleased to meet with staff, volunteers and other helpers supporting the distribution of the vaccine.

The Winchester Mayor also stated that following the death of his Royal Highness, Prince Philip Duke of Edinburgh, he was honoured and privileged on behalf of the residents of the district, to lay a wreath in tribute to his service to Country and Queen. Cllr S Burgess stated that the Parish Council's Union Flag had been put at half-mast for the mourning period.

21-009: Minutes of the full council meeting held 8th March 2021.

The minutes of the meeting of 8th March 2021 were presented, and it was noted that there was a small error in section 20-173 that referred to River Parish instead of River Park. It was **proposed by Cllr D Tozer, seconded by Cllr P Cunningham, and RESOLVED that, with one correction, the minutes of the meeting held on 8th March 2021 be approved.**

21-010: Matters Arising.

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

The council discussed the three quotes to provide a Sports Pavilion Fire Alarm in response to action Feb.2, and it was **proposed by Cllr S Burgess, seconded by Cllr J Biddlecombe and RESOLVED to accept the quote from Fire & Security Hampshire Ltd at a cost of £2,832.**

21-011: Military Report: Sir John Moore Barracks/Worthy Down.

The ATR representative RSM WO1 Jarvis was unable to attend, and no matters were raised.

21-012: Police Report.

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

21-013: King's Barton Forum.

Cllr K Learney reported that Cala is currently progressing quickly however access to the school is still an issue, and the forum is very concerned that Cala is not conforming to the 106 agreement. Cllr J Biddlecombe raised concerns that the January forum minutes report that only 280 houses were occupied, and that the rate of build was extremely slow considering that Cala has been on site for approximately four years. He projected that the original aim to develop 2000 houses in 10 years was not going to be met. Cllr E Maun asked if it was possible for Cala to provide an updated schedule of works for the development, and Cllr K Learney agreed that she could follow this up at the next meeting.

Action: Cllr K Learney to ask for an updated Kings Barton development schedule from the developers.

Cllr J Biddlecombe also suggested that the King's Barton Forum consider inviting a representative from Cala's management board to the next forum meeting so that the concerns raised at the forum could be given more emphasis within the company.

21-014: Planning.

a. New Applications.

The Planning Schedule for March 2021 was circulated and discussed. The Parish Council resolved not to raise any objections for 21/00509/HOU (6 Southwick Close, Harestock), 21/00389/FUL (The Pines 116 Harestock Road) and 21/00544/HOU (1 Church Lane, Littleton). It was unanimously agreed to object to 21/00273/FUL (Barclays, Main Rd), and concerns were raised regarding felling a protected tree at Farthings, Rewlands Drive (21/00843/TPO), however, the council felt that the Winchester Planning Officers would make the best judgement and therefore raised no objection.

b. Existing Applications.

It was noted that applications 21/00174/HOU and 21/00243/HOU previously reviewed by the Parish Council, have now been approved by WCC. It was also noted that the applicants at 21/00082/HOU (Watermans Cottage, New Road) have modified the plans which take account of the Parish Council's objection comments.

c. Enforcement Matters.

The existing open enforcement cases were not reviewed; however, it was noted that 112 Harestock Rd was being developed and the council were not aware that a planning application had been made.

Action: The Parish Clerk to speak to the WCC enforcement team to make them aware of a potential planning breach at 112 Harestock Rd.

21-015: Parish Council Finance.

a. March Payments List.

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

b. April Payments for approval.

The Clerk presented the list of payments for approval (see Appendix D) which included payments for the deposit for the Littleton playground multi-play and the replacement of the retaining wall at the Littleton Pond. **It was therefore proposed by Cllr E Maun, seconded by Cllr P Cunningham, and RESOLVED that payments totalling £8,736.21 should be paid.**

c. To review the draft accounts for 2020-2021.

The Parish Clerk presented the draft accounts for 2020-21 and highlighted the performance to budget, the annual accounting statement, and the end of year reserves position. This document would be part of the submission to the internal auditor and any revisions will be presented to the Finance and General Purposes committee before final approval in the May LHPC meeting.

d. To approve the finalised budget for 2021-2022.

The council reviewed the finalised budget for 2021-22 and it **was proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED that the updated budget for 2021-22 should be adopted.**

- e. To approve the regular payments schedule for 2021-2022.

As required by the council's financial regulations an updated regular payment schedule for 2021-22 was reviewed and it was **proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED that the regular payments schedule for 2021-22 be approved.**

21-016: Approval of Parish Council Policies.

Three revised Parish Council policy documents had been distributed to members before the meeting and updated following feedback from Councillors. It was therefore **proposed by Cllr S Burgess, seconded by Cllr D Tozer, and RESOLVED to adopt the LHPC Publication Scheme dated 26th March 2021, the LHPC Document Retention Policy dated 26th March 2021, and the LHPC Complaints Policy, dated 6th April 2021.**

21-017: Communications Working Group.

Cllr G Sallis reported that the hard copy newsletter would be delayed until there is clarity on the DIO second consultation for Sir John Moore Barracks, and it was agreed that the notice for the online Annual Parish Assembly would be via the eNewsletter, the website and the Parish Council notice boards.

The next eNewsletter is currently being produced and will be delivered in the week starting 19th April 2021.

21-018: Climate Change Working Group.

Cllr D Tozer provided a written report on behalf of the Climate Change Working Group (see Appendix E- pre-circulated to the Parish Councillors).

Cllr D Tozer also reported that the Children's Art Competition will be delayed until next year.

21-019: Estates Working Group.

- a. Progress on Estates work

Cllr S Burgess reviewed the work that had been completed recently including the work on the Littleton Village Pond, the Rocking Rocket painting at Bradley Rd playground, and the refurbishment at the Littleton Telephone Box.

- b. Grounds Maintenance Contract.

Cllr J Biddlecombe reported that the two-year replacement contract for grounds maintenance work is now finalised, and that the new contract arrangements conform to the requirements in the Parish Council Financial Regulations. It was therefore **proposed by Cllr S Burgess, seconded by Cllr G Sallis, and RESOLVED to permit Cllr S Burgess and Cllr J Biddlecombe to sign the contract on behalf of the Parish Council.**

- c. Recreation Ground.

Cllr S Burgess reported on the work in recent months to protect the Recreation Ground from the high level of footfall, and noted that the "Use of the Recreation Ground" policy needs to be reviewed.

21-020: Public Consultations.

- a. Flowerdown Redevelopment

Cllr S Burgess noted that he and Cllr J Biddlecombe had met online with the DIO on 21st March for an outline discussion in preparation for a full meeting with the Parish Council. The second full meeting has been delayed by the DIO because of their concerns about purdah.

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

Cllr S Burgess thanked Councillors for their feedback and reported that he had submitted the Parish Council response to the Strategic Issues and Priorities document for the WCC Local Plan.

Cllr R Warren noted that the documentation refers to the call for housing sites however it does not include details for allocating large parcels of land for proposals such as Solar Farms. It was noted by Cllr K Learney that although there is a more general call for other sites, such as employment and mitigation sites, this was not part of the local plan consultation.

21-021: Parish Council Reports.

- a. Littleton Village Design Statement (LVDS).
Cllr J Biddlecombe noted that he will revise the LVDS based on the comments from Winchester City Council.
- b. Littleton & Harestock Show.
Cllr R Warren reported that the preparations for an August Bank Holiday Community Picnic are going ahead, and the Show Committee have hired a Punch and Judy show and are planning to arrange for two bands to play over the course of the day. The event will run at a loss and be funded from Show Society reserves.
- c. Emergency Planning (Groundwater Report).
Cllr S Burgess reviewed the Groundwater Report, and noted that the Parish Council does not need to review further groundwater reports until October 2021.
- d. The Millennium Memorial Hall.
There is a trustees meeting on Monday 19th April which Cllr J Burgess will attend.
- e. Transport, Traffic & Civil Engineering.
Cllr J Biddlecombe reported that the Speed Indicator Device (SID) has now been repaired and will be delivered back to the Parish Council imminently, also Hampshire County Council is planning to install posts at two of the SID locations in the week commencing 19th April 2021.
- f. Environment (Residents Issues).
Cllr S Burgess noted that he has responded to the resident who suggested that community events could be run at the March Hare Public House in Harestock.

Cllr G Sallis noted an issue where a football club member had driven at speed through the Recreation Ground, and raised strong concerns about the safety of other Recreation Ground users. This has been discussed with the football club and they have apologised. The individual concerned has agreed this was something that should not have occurred. It was agreed that the Estates team should look at this issue in more detail.

Action: The Estates Working Group to review Sports Club usage of the Recreation Ground.

The Clerk noted that she had reported several potholes in the Parish on the Hampshire Highways website.

21-022: Parish Council Roles & Responsibilities 2021-22.

Cllr S Burgess presented the updated LHPC Roles and Responsibilities Matrix, and thanked Cllr E Maun for agreeing to join the Finance and General Purposes Committee following the departure of Cllr P Highfield.

Action: Cllr S Burgess to distribute the LHPC Roles and Responsibilities Matrix.

Cllr S Burgess also noted that he will be moving to Colden Common this year, and he will not be able to put his name forward for Chair at the Annual Parish Council Meeting, and he will probably need to resign as Councillor later on in the year.

Cllr R. Warren queried the requirement for the number of roles and responsibilities represented on the list and suggested that it was too much for the current councillors. Cllr S. Burgess stated that the roles and responsibilities list covered the current tasks of the Parish Council, and Cllr J. Biddlecombe agreed, and stated that previously the full set of roles and responsibilities had not been fully recognised. Cllr J Biddlecombe also noted that the number of councillors was set by the Boundary Commission for England. Cllr E. Maun reported that it was standard management practice to cross reference tasks to people in this way, and that the Parish Council could consider prioritising the required work.

21-023: Items for noting, AOB, or for inclusion on next month's agenda:

Cllr S Burgess noted that there will be bridge repairs on the A34 near the Three Maids Hill roundabout and suggested the information should be added to the eNewsletter. Cllr K Learney noted that the March Hare Public House in Harestock has now re-opened following the concerns that a new landlord may not be found.

21-024: Date of Next Meetings:

- a. Finance and General Purposes Committee Meeting 27th April 2021
- b. Annual Parish Assembly 29th April 2021
- c. Annual Parish Council meeting: 4th May 2021.

The meeting closed at 21:18.

Signed: _____ Date: _____

21-025: Summary of Actions**Table 1: Open Action Points**

ID	Owner	Action Points (Open)	Status
Apr.1	Clerk	The Parish Clerk to speak to the WCC enforcement team to make them aware of a potential planning breach at 112 Harestock Rd.	New
Apr.2	Cllr KL	Cllr K Learney to ask for an updated Kings Barton development schedule from the developers.	New
Apr.3	Cllr SB	The Estates Working Group to review Sports Club usage of the Recreation Ground.	New
Apr.4	Cllr SB	Cllr S Burgess to distribute the LHPC Roles and Responsibilities Matrix.	New

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Mar.1	Cllr SB	Cllr S Burgess to distribute the modified Parish Council meeting schedule to September 2021. 12Apr21: Done.	Closed
Feb.1	Cllr SB	Cllr J Biddlecombe to finalise the Grounds Maintenance contract and arrange for it to be signed off. 8Mar21: In progress. 12Apr21: The LHPC April meeting resolved that the finalised contract could be signed.	Closed
Feb.2	Clerk	The Parish Clerk to obtain two more quotes for the installation of a Pavilion Fire Alarm. 8Mar21: One extra quote has been obtained; a third contractor is viewing the Pavilion on Tuesday. 12Apr21: Three quotes now available.	Closed
Feb.4	Clerk	Clerk to ascertain the planned date for the water meter installation. 8Mar21: The plan was to install the meters on 2 nd March; however, an issue was discovered regarding the pipe layout and the plumber has been asked to provide a revised quote. 12Apr21: Planned date is now set to 20 th April.	Closed

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

Hampshire County Council Farms Policy 2021-2050 Hampshire County Council has a 1,900-hectare farm estate. Holdings range from 1.8 hectares (4.45 acres) to 114 hectares (282 acres). These provide an affordable first step on the farming ladder for aspiring farmers and makes a significant contribution to the rural economy. The new policy for county farms in Hampshire sets out a clear direction for the management of these public assets in the coming decades.

The council's farm estate features a range of units that support dairy, arable, horticultural and livestock businesses. The new framework is published as the agricultural industry faces significant change following the exit from the EU, the Agriculture Act 2020 and Defra's publication of its Path to Sustainable Farming.

Key features of the new policy include:

- Continuing to support new entrants into farming to build sustainable businesses and offer progression opportunities for existing tenants where possible.
- Delivering sustainable, high standard, land management and farming systems, to promote animal welfare and soil health, better air and water quality, a network of thriving wildlife habitats and contribute towards the county council's climate change targets. The authority declared a climate emergency in June 2019 and has pledged to bring carbon emissions in Hampshire down to net-zero by 2050.
- Maintaining the scale and diversity of the County Farms estate - encouraging innovation and farm diversification where this brings benefits to the tenants and the surrounding rural communities.

Ticks and Lyme Disease

As spring approaches and more people are outdoors Hampshire residents are urged to be 'tick aware' especially when walking in wooded areas or long grass where ticks attach themselves to people or animals as they pass by. Further information is available here:

<https://www.hants.gov.uk/News/20210401ticks>

Book your Spring Recycling Slot

The HWRC booking system offers more than 50,000 booking slots each week and, from 1 April, sites will be open for longer: 9 am – 6 pm every day during the summer months.

A wide range of household items can be taken to one of Hampshire's 24 HWRCs for recycling or disposal and information about what can and cannot be deposited can be found online:

<https://www.hants.gov.uk/wasteandrecycling/recyclingcentres>

To make a booking

Bookings can be made online at www.hants.gov.uk or by telephone **0300 555 1389**.

Cancellation

Anyone who is unable to make their booking for whatever reason is asked to please use the link in the confirmation e-mail to cancel it, so it may be made available to another resident. Bookings can also be amended, in this way, to another time if needed.

Appendix B. St Barnabas District Councillors' report April 2021

We were all deeply sorry about the death of Prince Philip. The Mayor and the Leader of the council laid a wreath at Abbey House on behalf of our residents across the district on Saturday. While members of the public have been asked by the Palace to make donations to charity rather than leaving floral tributes, arrangements have been put in place to respectfully and sympathetically deal with any flower laying or gatherings that take place. Political campaigning will not take place on Saturday as a sign of respect.

Rowlings Road Council homes finished.

Although the new Council homes on the garage site aren't in the Parish they do provide a useful route from Harestock through towards the Weeke Community Centre and Taplings Road playground. We are encouraging this kind of connectivity on new developments to make it easier to walk and cycle through our neighbourhoods.

Sports and Leisure Park opening & River Park.

The new Sports and Leisure Park is due to be handed over to the Council and contractors Everyone Active in the first week of May and will be open by the end of May. River Park will not be reopening as it would have involved considerable expense and the reheating of the swimming pool for just a few weeks of use. The Tennis Courts at North Walls Park are open and are free until the end of April. Booking is now online through clubspark.lta.org.uk. The all-weather pitch will open at the beginning of May.

Reopening the High Street.

COVID-19 Ambassadors and Marshals will be on hand to provide advice and guidance to shoppers and retailers to help everyone to enjoy our high streets safely.

The Square in Winchester will be closed to traffic at weekends, to support local businesses as part of our Alfresco dining scheme.

Central Winchester Regeneration.

The City Council cabinet has agreed to progress the Central Winchester Regeneration scheme with early steps taken to improve the public realm around Kings Walk, demolish the old Friarsgate Surgery, and create a temporary park, and bring forward Kings Walk as a creative hub and workspace.

Work is ongoing on the business case for redevelopment and how that can best be achieved.

Community Infrastructure Levy

The Councils cabinet has agreed to a more flexible system for allocating CIL funding to schemes, this will not affect Parish Councils allocation nor the additional community scheme fund which funded the Parkour. It will allow the Council to be more responsive to other schemes that come forward.

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

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.03.21	242	British Gas	Sports Pavilion Electricity 11Jan21-11Feb21	44.40	2.11	42.29
09.03.21	243	Giant Olive	Feb Website Updates & E-newsletter	250.00	0.00	250.00
05.03.21	244	True Potential	Pension Payment for February	98.96	0.00	98.96
05.03.21	245	True Potential	Pension Payment for March	98.96	0.00	98.96
09.03.21	246	Green Smile Ltd	March grounds maintenance	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
09.03.21	247	British Gas	Office Electricity for 18/01/21 - 18/02/21	35.91	1.71	34.20
10.03.21	248	Biffa	Waste & Recycling collection 27/03/21 - 24/09/21	984.98	82.08	902.90
10.03.21	249	C&D Trees Ltd	Tree Work at the Pond (8 Trees)	1,398.00	233.00	1,165.00
10.03.21	250	Brooks Electricals	Sports Pavilion Electricity work due to Fire Risk Assessment	3,053.21	508.87	2,544.34
10.03.21	251	Brooks Electricals	Tennis Cabin Electricity work due to Fire Risk Assessment	664.94	110.82	554.12
10.03.21	252	PG Carmichael	Supply and fit new Pavilion Fire Escape	5100.00	850.00	4,250.00
15.03.21	253	Mainstream Digital	February telephone usage & Quarterly charges	43.63	7.27	36.36
24.03.21	254	<volunteer>	Lock and lock ring to attach table to exterior Pavilion wall	9.20	0.00	9.20
18.03.21	255	Stephen Burgess	SSE Electricity Search fee (for multi-play installation)	18.00	0.00	18.00
18.03.21	256	Stuart Scott	Hedge cutting in the Recreation Ground	714.00	119.00	595.00
24.03.21	257	HMRC	Tax & NI on March salaries	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
24.03.21	258	Fencing Direct	Re-instate fencing to the north end of Littleton playground	1,677.00	0.00	1,677.00
24.03.21	259	Factotum Village	Repair Tennis Cabin patio	229.96	0.00	229.96
24.03.21	260	Factotum Village	Repair paving outside Millennium Hall	26.00	0.00	26.00
25.03.21	261	Cleaner	Cleaner's salary February	182.00	0.00	182.00
25.03.21	262	Clerk	Clerk's salary February	1,082.95	0.00	1,082.95
25.03.21	263	JRH Plumbing	Repair to external pipe in Bowling Green	95.00	0.00	95.00
25.03.21	264	Holmes & Sons	Reclaimed railway sleepers x 25	820.50	136.75	683.75
29.03.21	265	Dragonfli Ltd	Chafer Bug Treatment x 2	55.98	9.34	46.64
25.03.21	266	Wel Medical	Defibrillator Replacement Electrode Pads	43.20	7.20	36.00
29.03.21	267	JRH Plumbing	Cistern replacement in Men's Toilet at the Pavilion	231.00	0.00	231.00
29.03.21	268	Brooks Electricals	Sports Pavilion new distribution board	3,016.43	502.74	2,513.69
30.03.21	269	Clerk	Clerk's expenses March	11.40	0.00	11.40
30.03.21	270	British Gas	Sports Pavilion Electricity 11Jan21-11Feb21	36.16	1.72	34.44
30.03.21	271	Wel Medical	Defibrillator Replacement Electrode Pads	86.40	14.40	72.00
30.03.21	272	Amazon (SARL)	Map Storage Tubes	25.00	4.17	20.83
31.03.21	273	Green Smile Ltd	Remedial work to cricket outfield	144.00	24.00	120.00
31.02.21	274	Currys PC World	Samsung Tablet (for use with Speed Camera)	294.00	49.00	245.00
31.03.21	275	Factotum Village	Repaint Rocking Rocket at Harestock playground	449.20	0.00	449.20
31.03.21	276	Factotum Village	Pond Maintenance (Steps & Viewing Platform)	78.46	0.00	78.46

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
31.03.21	277	Factotum Village	Phone box (Repaint and replace one glass panel)	545.00	0.00	545.00
31.03.21	278	Test Valley Paving	Remedial work for Overflow car park	2,220.00	370.00	1,850.00
31.03.21	279	Test Valley Paving	Remedial work for Car park	1,020.00	170.00	850.00

Appendix D. Payments for approval in April 2021.

Table 4: Payments for approval for March 2021

Payee	Details of payment	Total	VAT	Net
Playdale	50% Deposit for multiplay unit at Littleton playground	8076.31	1,346.05	6,730.26
Factotum Village	Littleton pond retaining wall	659.90	0.00	659.90
Totals		8736.21	1346.05	7390.16

Appendix E. Climate Change Working Group – April 2021 Progress Report

Update Notes

- Interest in a children's art competition with nature and conservation as its theme was proposed by a resident, but timing and organisation was not possible, so shelved until early next year, but useful background thinking and preparation etc has been developed.
- Completed Parish Community Engagement survey being conducted by WinACC and Centre for Sustainable Design (CSE) on behalf of WCC.

Background: The project's intention over the next year is to engage and inspire parish councils and communities across the Winchester area to respond to the climate emergency. A carbon footprint report will be produced for each parish, supported by webinars to discuss the detail and implications of these reports. CSE and WinACC will also run climate emergency actions days in the summer and autumn to support the parish councils and their communities in developing climate action plans. They will follow up with community surveys for community groups, organisations and networks.

From these surveys, they will assess where there is already climate emergency-related engagement and activity (and where there isn't), and what support parish councils and communities need to make changes and respond to the climate emergency.

- Undertaking update of the parish survey that inspired thoughts, inter alia, of creating meadows on small informal open spaces (currently deferred)

Easing of lockdown:

- Now looking forward to meeting with those who have expressed an interest in being more involved
- Awaiting further response from Sparsholt College