

**RECORD OF THE LITTLETON & HARESTOCK  
ANNUAL PARISH COUNCIL MEETING  
held on Tuesday 4<sup>th</sup> May 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 S Godfrey.

**Members of the public:** One.

**21-026: Election of Chair**

There were no new nominations or volunteers for the Chair's role therefore Cllr S Burgess agreed that he would be prepared to continue in the Chair's role until someone else comes forward. **It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham, and RESOLVED that Cllr S Burgess be elected as Chair of the Parish Council.**

**21-027: Election of Vice-Chair.**

Cllr J Biddlecombe stated that he would be pleased to continue in the role as Vice-Chair, and as there were no other nominations or volunteers then **it was proposed by Cllr P Cunningham, seconded by Cllr G Sallis and RESOLVED that Cllr J Biddlecombe be elected as Vice-Chair of the Parish Council.**

**21-028: Declaration of Acceptance of Office from Chair and Vice-Chair.**

Cllr S Burgess and Cllr J Biddlecombe signed the declarations of Acceptance of Office and presented them to the Zoom screen for the Clerk to witness. The Clerk agreed to countersign the documents as soon as possible.

**21-029: Co-option of new Councillor.**

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

**21-030: Apologies for Absence.**

City Cllr C Horrill, County Cllr J Warwick.

**21-031: Disclosure of Interest.**

Cllr G Sallis declared a pecuniary interest in the website and parish communication matters as his wife is the webmaster (see minute item 21-048).

**21-032: Public Participation.**

None.

**21-033 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).

**21-034: City Councillor's Report – City Cllr S Godfrey.**

City Cllr S Godfrey wished the council a successful year and stated that should he be re-elected in the imminent elections he will be very pleased to support the Parish Council.

**21-035: City Councillor's Report – City Cllr K Learney.**

City Cllr K Learney noted that the election results will take slightly longer than normal to be published due to Covid-19 safety measures, therefore the county council, district council and police commission results will be published on Friday 7<sup>th</sup> May 2021, Saturday 8<sup>th</sup> May 2021, and Monday 10<sup>th</sup> May 2021 respectively.

**21-036: City Councillor's Report – City Cllr P Cunningham.**

City Cllr P Cunningham reported that, in his official role as Winchester Mayor, he had recorded his message for the Mayor Making at the Winchester City Council meeting to be held on 18<sup>th</sup> May 2021, and that the Annual Winchester City Council Meeting will be held at the River Park Leisure Centre on 19<sup>th</sup> May 2021.

Cllr R Warren proposed a vote of thanks to Cllr P Cunningham for his service as Mayor during a difficult year, which was seconded by Cllr K Learney, and fully supported by the whole Parish Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**21-037: Minutes of the full council meeting held on 12<sup>th</sup> April 2021.**

The minutes of the meeting of 12<sup>th</sup> April 2021 were presented, and it was **proposed by Cllr D Tozer, seconded by Cllr P Cunningham, and RESOLVED that the minutes of the meeting held on 12<sup>th</sup> April 2021 be approved.**

**21-038: Matters Arising.**

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

Cllr R Warren noted that the Parish Council had not formally thanked Cllr P Highfield, who had recently left the council and it was agreed this would be covered under AOB.

**21-039: King's Barton Forum.**

Cllr K Learney reported that she had not yet received any feedback from the request for a King's Barton building development schedule and she will follow this up again.

**21-040: Committees and Parish Council Responsibilities**

a. LHPC Finance and General Purposes Committee.

The proposed Terms of Reference for the LHPC Finance and General Purposes Committee was presented, and it was noted that there was a small error in section 16.13 which referred to a Data Retention Policy which should have been a Document Retention Policy. It was **proposed by Cllr P Cunningham, seconded by Cllr K Learney, and RESOLVED that, with one correction, the Terms of Reference for the Finance and General Purposes Committee, dated 22<sup>nd</sup> April 2021 be approved.**

It was noted that the members of the committee were as described in the LHPC Roles and Responsibilities Matrix.

b. LHPC Roles and Responsibilities Matrix.

The proposed LHPC Roles and Responsibilities Matrix was reviewed, and the additional roles for Cllr G Sallis and Cllr E Maun were noted. It was therefore **proposed by Cllr S Burgess, seconded by Cllr K Learney, and RESOLVED that the LHPC Roles and Responsibilities list for 2021-22 be approved.**

**21-041: Policies and Other Documentation.**

a. LHPC Standing Orders.

The proposed LHPC Standing Orders document was presented, **and it was proposed by Cllr E Maun, seconded by Cllr G Sallis and RESOLVED that the LHPC Standing Orders dated 28<sup>th</sup> April 2021 be adopted.**

b. LHPC Financial Regulations.

The proposed LHPC Financial Regulations document was presented, and it was **proposed by Cllr S Burgess, seconded by Cllr J Burgess and RESOLVED that the LHPC Financial Regulations dated 18<sup>th</sup> February be adopted.**

c. LHPC Delegation Schedule.

The proposed LHPC Delegation Schedule was presented, which had not changed since the previous Annual Parish Council Meeting held in October 2020. Cllr D Tozer asked if any lessons could be learnt from delegations made during the Covid-19 period, and in general, it was felt that the delegation scheme had been effective. The Parish Clerk noted that the email-based approvals for individual payments had worked well but had resulted in more paperwork to be presented to the internal auditor.

It was therefore **proposed by Cllr K Learney, seconded by Cllr S Burgess and RESOLVED that the LHPC Delegation Schedule dated 1<sup>st</sup> October 2020 be re-adopted.**

**21-042: Temporary Delegation Arrangements.**

Cllr S Burgess stated that as the next Parish Council had been delayed until after 21<sup>st</sup> June 2021 to allow the council to comply with Covid-19 regulations there is a need to delegate certain decisions to the Clerk that would fall due before the next Parish Council meeting on 22<sup>nd</sup> June 2021. The proposed LHPC Temporary Delegation Schedule was reviewed, which included delegations to the Clerk based on consultation with the councillors for matters related to planning, authorisation of work and payments. After some discussion, it was agreed that it would also be useful to have temporary delegations in place for August as the council are not meeting in that month. It was therefore **proposed by Cllr S Burgess, seconded by Cllr R Warren, and**

**RESOLVED that the LHPC Temporary Delegation Schedule dated 30<sup>th</sup> April be adopted and that the temporary delegation period should run until 13<sup>th</sup> September 2021.**

**21-043: Planning.**

a. New Applications.

The Planning Schedule for April 2021 was circulated and discussed. The Parish Council resolved not to raise any objections for 21/00756/HOU (8 Rozelle Close, Littleton), 21/00936/FUL (Valetta, Deane Down Drove, Littleton) and 21/00781/HOU (1 Meadow Rise, Littleton). The Parish Council resolved to object to 21/00619/FUL (17 Abbotts Ann Road).

b. Existing Applications.

It was noted that applications 21/00374/FUL and 21/00082/HOU previously reviewed by the Parish Council, have now been approved by WCC.

c. Enforcement Matters.

The existing open enforcement cases were not reviewed; however, it was noted that an enforcement reference 21/000138/WKS has been created for concerns regarding building works at 112 Harestock Rd and this is under investigation by the WCC enforcement team.

**21-044: Parish Council Finance.**

a. April Payments for endorsement.

The payments list for April 2021 (see Appendix B) containing payments already made was presented for consideration and, after discussion, was accepted. **It was therefore proposed by Cllr S Burgess, seconded by Cllr E Maun and RESOLVED that payments on the April payment schedule should be endorsed.**

b. May payments for approval.

The Clerk presented the list of payments for approval (see Appendix C) which included the final payment for the Littleton playground multi-play, the annual rental for the Harestock Road football field, and the donation for the maintenance of St Catherine's Church graveyard. **It was therefore proposed by Cllr S Burgess, seconded by Cllr D Tozer, and RESOLVED that payments totalling £10,426.31 should be paid.**

c. Finance and General Purposes Meeting Draft Minutes.

The draft minutes of the Finance and General Purposes Meeting on 27<sup>th</sup> April 2021 were noted.

Cllr D Tozer asked if the documents mentioned in the minutes have been added to the website and it was noted that not all the documents were appropriate for publication, such as the detailed working instructions within the LHPC Emergency Plan.

**Action:** The Clerk to update the documents matrix to include a column to indicate if documents have been published on the website, and to distribute the matrix to all the councillors.

**21-045: Internal Audit and the Annual Governance and Accountability Return (AGAR).**

a. Annual Accounts.

The Clerk presented the annual accounts including the reserves statement, and **it was proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED that the 2020-2021 accounts be adopted.**

b. Internal Audit Report.

The Clerk reported that the internal auditor had completed his assessment of the Parish Council's records and processes, and approved and signed the internal audit section of the Annual Governance and Accounts Return (AGAR). The auditor did not raise any concerns in his report; however, he has suggested some improvements which have been reviewed by the Finance and General Purposes Committee and actions are in place to investigate.

It was formally agreed that the contents of the Internal Audit report, dated 26<sup>th</sup> April 2021 had been duly noted.

c. AGAR Section 1 - Annual Governance Statement for 2020-21.

The Clerk summarised the findings of the approved LHPC Statement of Internal Control for the year ending 31<sup>st</sup> March 2021, and the individual statements in "Section 1 - Annual Governance Statement

2020/21" of the AGAR were reviewed. **It was therefore proposed by Cllr S Burgess, seconded by Cllr J Burgess and RESOLVED that the annual governance statement for 2020-21 be approved.**

d. AGAR Section 2 - Accounting Statement for 2020-21.

"Section 2- Accounting Statements 2020/21" of the AGAR was reviewed, and it was agreed that it reflected the figures in the annual accounts documentation. **It was therefore proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED that the annual accounting statement for 2020-21 be approved.**

**Action:** Cllr S Burgess and the Clerk to sign the relevant AGAR sections.

**Action:** The Clerk to submit the required AGAR documentation to the external auditor.

**21-046: Estates Working Group.**

Cllr S Burgess reported that he had produced an Excel schedule of the playground and gym equipment maintenance requirements based on the annual inspection reports. He anticipates that he will be able to provide a costed proposal for the required work for the next Parish Council meeting. He also noted that the recent heavy winds had brought down several branches from the large Mantaray Cypress tree at the Recreation Ground entrance. As it was dangerous to pass underneath the barrier gate the car park was closed, and the council's regular tree surgeons were able to deal with the problem promptly under the Clerk's Health and Safety delegated authority.

Cllr S Burgess stated that the Estates Working Group would be investigating concerns raised about large numbers of cars parking in the Recreation Ground car park at weekends.

**21-047: Climate Change Working Group.**

Cllr D Tozer reported that he is arranging to meet up with the individuals who have volunteered to help the Parish Council with Climate Change initiatives. It was also noted that Sparsholt College had responded positively to the council's proposals for partnership working and that a date for a meeting is being arranged.

**21-048: Communications Working Group.**

Cllr G Sallis reported that the next eNewsletter is targeted for the week of 17<sup>th</sup> May and made some suggestions for articles that could be written. It was agreed that the next hard-copy paper newsletter should be produced in June and that councillors should submit any material for either the eNewsletter or the hard-copy newsletter as soon as possible.

Cllr G Sallis reported that there were currently 250 subscribers to the eNewsletter, and it is hoped that this will increase following the promotion of the eNewsletter in the hard-copy newsletter that will be delivered to all residents.

**21-049: Parish Council Reports.**

a. The Millennium Memorial Hall.

Cllr J Burgess reported that the trustees are investigating Solar Panel installation on the hall roof, and they are in the process of requested estimates. The trustees have recently received a grant from WCC, and the water meter has now been installed. Provisional booking for hiring the hall are being taken which will be confirmed when Covid-19 lockdown measures are lifted.

Cllr J Burgess noted that there was now a vacancy for a Parish Council trustee and Cllr J Whitburn expressed an interest in the vacancy.

b. Transport, Traffic & Civil Engineering.

It was reported that the Speed Indicator Device (SID) has now been repaired and is back in use.

Cllr G Sallis raised a concern that drivers were not paying due attention to other cars coming in and out of the car park at the Recreation Ground entrance. It was agreed that this would be part of the Estates investigation for car park usage.

Cllr P Cunningham reported that he had received some enquiries about the works at the junction of Main Rd and Stockbridge Rd, and he explained it was for an access road to a new battery storage energy facility which will be shielded from view when the work is completed.

c. Environment (Residents Issues).

None.

**21-050: Items for noting, AOB, or for inclusion on next month's agenda.**

Cllr S Burgess summarised the excellent work of Cllr P Highfield who had recently stood down, and he proposed a formal vote of thanks which was seconded by Cllr R Warren and fully supported by the whole council.

**21-051: Date of Next Meetings:**

The next meeting will be a face-to-face meeting, subject to Government Covid-19 restrictions, at 7 pm on 22<sup>nd</sup> June 2021 at the Littleton Millennium Memorial Hall.

The meeting closed at 20:30.

**21-052: Summary of Actions****Table 1: Open Action Points**

ID	Owner	Action Points (Open)	Status
Apr.2	Cllr KL	Cllr K Learney to ask for an updated Kings Barton development schedule from the developers <b>4May21:</b> In progress.	Open
Apr.3	Cllr SB	The Estates Working Group to review Sports Club usage of the Recreation Ground. <b>4May21:</b> To be reviewed at the next Estates Working Group meeting. Photographs of concerns have been obtained.	Open
May.1	Clerk	The Clerk to update the documents matrix to include a column to indicate if documents have been published on the website, and to distribute the matrix to all the councillors.	New
May.2	Cllr SB & Clerk	Cllr S Burgess and the Clerk to sign the relevant AGAR sections.	New
May.3	Clerk	The Clerk to submit the required AGAR documentation to the external auditor	New

**Table 2: Closed Action Points**

ID	Owner	Action Points (Closed)	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. <b>4May21:</b> Done	Closed
Apr.4	Cllr SB	Cllr S Burgess to distribute the LHPC Roles and Responsibilities Matrix. <b>4May21:</b> Discussed under Agenda item 11.	Closed

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

### Facts and Figures

Hampshire's population is **1,376,300** (2018), the third most populous county in England (85% is rural and 15% urban). Hampshire CC maintains **5400** miles of roads, 4300 miles pavements, 133,000 streetlights, **481** schools, **45** libraries, **3** Discovery Centres and **1** e-library, **16** care homes with **960** beds for older people, **9** residential homes for children and young people, **24** Household Waste Centres and **5** Country Parks. Every year 94% of all household waste is diverted from landfill (40% recycled) is burnt for energy and powers 50,000 homes.

**Public Health -Coronavirus (Covid-19)** Hampshire County Council continues to play a significant role in supporting vulnerable residents and providing local guidance and information. To date, over **32 million people** in the UK have received their first dose of vaccine.

### 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 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.

**Climate Change** Hampshire County Council has been taking active steps to ensure Hampshire is resilient to climate change and in mitigating further changes through carbon reduction measures. HCC's own emissions have reduced by more than 43%, with more than a 50% reduction by 2025 and carbon neutrality by 2050.

<https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange>

### Councillor Grants

I have supported a wide range of local causes across our Division with grants amounting to £32000.

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

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
06.04.21	1	British Gas	Office Electricity for 18/02/21 - 18/03/21	31.58	1.50	30.08
06.02.21	2	WCC	Council tax on Parish Office	72.08	0.00	72.08
07.04.21	3	Giant Olive	Mar Website Updates & E-newsletter	250.00	0.00	250.00
09.04.21	4	Mainstream Digital	March telephone usage	2.90	0.48	2.42
09.04.21	5	WCC	Annual Play inspections	89.90	0.00	89.90
15.04.21	6	Green Smile Ltd	April grounds maintenance	<b>Redacted</b>	<b>Redacted</b>	<b>Redacted</b>
15.04.21	7	Playdale Playgrounds Ltd	50% Deposit for multiplay unit at Littleton playground	8,076.31	1,346.05	6,730.26
15.04.21	8	Brooks Electricals	Sports Pavilion - Additional Electricity safety work	116.18	19.36	96.82
22.04.21	9	BigDUG	Garage Shelving - Pavilion Shed Storage	175.20	29.20	146.00
22.04.21	10	WCC	Playground inspections for Jan/Feb/Mar 2021	593.28	98.88	494.40
22.04.21	11	HMRC	Tax & NI on April salaries	<b>Redacted</b>	<b>Redacted</b>	<b>Redacted</b>
22.04.21	12	HALC	HALC Affiliation Fees 21/22	789.56	0.00	789.56
23.04.21	13	JRH Plumbing	Installation of water meters in Parish Office and Millennium Hall	455.00	0.00	455.00
27.04.21	14	WCC	Contribution to WCC for the night bus	500.00	0.00	500.00
26.04.21	15	Giant Olive	Apr Website Updates & E-newsletter	250.00	0.00	250.00
26.04.21	16	<i>Cleaner</i>	Cleaner's salary April	299.00	0.00	299.00
26.04.21	17	<i>Clerk</i>	Clerk's salary April	1,100.33	0.00	1,100.33
27.04.21	18	BT	1 Apr - 30 Jun 2021: Broadband	119.52	19.92	99.60
30.04.21	19	British Gas	Sports Pavilion Electricity 11Mar21-11Apr21	37.95	1.81	36.14
30.04.21	20	<i>Clerk</i>	Clerk's expenses April	21.49	0.00	21.49
30.04.21	21	<i>Auditor</i>	Internal Audit of 2020/21 records	375.00	0.00	375.00

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

Payee	Details of payment	Total	VAT	Net
DIO	Annual rental for Harestock Road Football Field	1,000.00	0.00	1,000.00
St Catherine's Church	Donation for maintenance of churchyards	1,350.00	0.00	1,350.00
Playdale Playgrounds Ltd	50% Final payment for multiplay unit at Littleton playground	8,076.31	1,346.05	6,730.26
<b>Totals</b>		<b>10,426.31</b>	<b>1,346.05</b>	<b>9,080.26</b>