

**RECORD OF THE LITTLETON & HARESTOCK
ANNUAL PARISH COUNCIL MEETING
held on Tuesday 29th June at 7 pm
outdoors behind the Millennium Memorial Hall, Littleton**

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, Cllr J Whitburn.

In attendance: Mrs L Fielding (Clerk & RFO).

Members of the public: Three.

21-053: Apologies for Absence.

City Cllr C Horrill, City Cllr S Godfrey, County Cllr J Warwick.

21-054: Disclosure of Interest.

Cllr G Sallis declared a pecuniary interest in website and parish communication matters as his wife is the webmaster, Cllr J Biddlecombe declared a personal interest in a planning application at Rozelle Close.

21-055: Dispensation Request.

Cllr G Sallis requested a dispensation for matters related to Parish Communication which had been circulated to councillors prior to the meeting. After some discussion it was **proposed by Cllr S Burgess, seconded by Cllr J Biddlecombe, and RESOLVED that the dispensation request be approved.**

Action: The Clerk to arrange for Cllr G Sallis' dispensation request to be added to the council's website.

21-056: Public Participation.

A member of the public summarised a planning application that had been put forward to Winchester City Council for review, and hi-lighted the aims of the project and where it meets the requirements of the Littleton Village Design Statement and the Winchester planning policies.

It was noted that the council's response to the application would be added to the Winchester City Council planning portal imminently.

21-057 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).

Cllr J Biddlecombe noted that he had met with County Cllr J Warwick to discuss local highways issues including sight line problems near Rozelle Close, grass cutting from the Hall way through to the North of the village, heavy good vehicle movements within Littleton and Harestock, and diversion routes during the planned M3 junction modification. It was suggested that the council should submit a response to the M3 Junction 9 consultation.

Cllr K Learney reported that she would be meeting with Hampshire County Council regarding the M3 diversion routes and she would be able to ensure the wider area, including Littleton and Harestock, is considered.

Cllr S Burgess asked if the Parish Council should respond to all Hampshire County Council and Winchester City Council consultations, and it was agreed that the council should only submit responses to consultation that that directly affect residents in Harestock and Littleton.

21-058: City Councillor's Report – City Cllr P Cunningham.

City Cllr P Cunningham provided a written report on behalf of the Wonston and Micheldever Ward (see Appendix B - pre-circulated to the Parish Councillors).

21-059: Minutes of the full council meeting held on 4th May 2021.

The minutes of the meeting of 4th May 2021 were presented, and it was **proposed by Cllr E Maun, seconded by Cllr D Tozer, and RESOLVED that the minutes of the meeting held on 4th May 2021 be approved.**

21-060: Matters Arising.

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

21-061: Lengthsman Contract.

The Associate Contract for the 2021/22 Lengthsman Scheme was presented to the meeting, and after some discussion it was **proposed by Cllr S Burgess, seconded by Cllr P Cunningham, and RESOLVED to approve the contract and for the Chair and Vice-Chair to sign the contract on behalf of the Parish Council.**

21-062: Parish Council Finance - May Payments for endorsement.

The payments list for May 2021 (see Appendix C) containing payments already made 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 April payment schedule should be endorsed.**

21-063: Clerk's Delegated Decisions.

The Clerk reported that according to the temporary delegation schedule, she had paid £2,832 for the Pavilion Fire Alarm Installation, and submitted neutral responses to the planning applications listed in Appendix D.

21-064: Playground Report

Cllr S Burgess presented a report on the playgrounds including details on problems that have been reported by the annual and weekly inspectors. He reported that he had split the work required into various work packages, and it will now be possible to request quotes from contractors for maintenance work.

21-065: Councillor Resignations**a. Cllr J Burgess**

Cllr S Burgess reported that Cllr J Burgess was resigning with immediate effect, and summarised the contribution she had made over 10 years of service including a period when she was the Vice-Chair.

The councillors thanked Cllr S Burgess for her decade of dedicated work on behalf of the council and said that she will be greatly missed.

b. Cllr S Burgess.

Cllr S Burgess reported that he was standing down as the Chair with immediate effect, however he would continue as a member of the council. He thanked the clerk and the councillors for their support, especially during the Covid-19 lockdown period.

21-066: Election of new Chair

Cllr G Sallis was nominated for the vacant Chair's role, and as there were no other nominations or volunteers, it **was therefore proposed by Cllr S Burgess, seconded by Cllr J Biddlecombe, and RESOLVED that Cllr G Sallis be elected as Chair of the Parish Council.**

Cllr J Biddlecombe then thanked Cllr S Burgess on behalf of the council for all his dedication in the role of Chair, and proposed a formal vote of thanks which was seconded by Cllr K Learney and fully supported by the whole council.

21-067: Parish Council Roles & Responsibilities 2021-22.

Cllr G Sallis then reviewed the LHPC Roles and Responsibilities Matrix and noted the changes due to the change of Chair.

21-068: Items for noting, AOB, or for inclusion on next month's agenda.

It was noted that the DIO Sir John Moore's Barracks Stakeholders meeting was planned for 22nd July.

The Clerk reported that there had been two unfortunate accidents on parish property, one where a lady had tripped over a metal hoop that had been left in the ground, and another where a gentleman had fallen through the Asley Rd Bus shelter where the glass had previously been smashed.

Action: The Clerk to report accidents on Parish Council property to the Parish Council's insurers.

21-069: Date of Next Meetings:

The next meeting will be a face-to-face meeting, subject to Government Covid-19 restrictions, at 7 pm on 26th July 2021 at the Littleton Millennium Memorial Hall.

The meeting closed at 20:09.

21-070: Summary of Actions**Table 1: Open Action Points**

ID	Owner	Action Points (Open)	Status
Apr.3	CLlr SB	The Estates Working Group to review Sports Club usage of the Recreation Ground. 4May21: To be reviewed at the next Estates Working Group meeting. Photographs of concerns have been obtained. 29Jun21: The recreation ground usage policy is almost complete.	Open
Jun.1	Clerk	The Clerk to arrange for CLlr G Sallis' dispensation request to be added to the council's website.	New
Jun.2	Clerk	The Clerk to report accidents on Parish Council property to the Parish Council's insurers.	New

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Apr.2	CLlr KL	CLlr K Learney to ask for an updated Kings Barton development schedule from the developers 4May21: In progress. 29Jun21: Closed. Cala Homes are not sharing the information as it is commercial sensitive.	Closed
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. 29Jun21: Done.	Closed
May.2	CLlr SB & Clerk	CLlr S Burgess and the Clerk to sign the relevant AGAR sections. 29Jun21: Done	Closed
May.3	Clerk	The Clerk to submit the required AGAR documentation to the external auditor. 29Jun21: Done	Closed

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

Waste Less Applications for the Hampshire Waste Prevention Community Grant Fund are invited from now until 6 September 2021. The fund is open to community, neighbourhood, voluntary groups, parish, and town councils. Applicants should discuss their ideas with the County Council's Waste Prevention Team before applying, email waste.prevention@hants.gov.uk to arrange an informal discussion.

Grants are available for community projects which will introduce a new waste prevention, reuse or repair service to the local area - to help build a network of waste prevention services across the county.

Full details of what can and cannot be funded, as well how to apply, are available online at:

<https://www.hants.gov.uk/News/20210628CommWastePrevGrnt>

Highways England M3 Junction 9 Project Highways England have started their consultation for this project. The consultation ends soon on 11:59 8th July 2021.

All documents can be viewed on Highways England's website - <https://highwaysengland.co.uk/our-work/south-east/m3-junction-9-improvements/>. Hampshire County Council will continue to liaise with Highways England about the important impact of diversion routes and the mitigation for residents on affected routes. Agreed mitigation measures on these diversion routes eg speed reduction measures, road surface and adherence to the correct diversions will be important for local residents.

Public Health Consultation is proposing to re-focus the budget to support the public health work across the Local Authority but deliver key mandated services The consultation focuses on a series of potential changes within the four service areas, including reducing the number of premises from which services are delivered, staffing levels in commissioned services, a reduction in behaviour change campaigns, and a digital-only offer for some elements of support. The consultation is open from midday on 14 June 2021 and closes at 11:59pm on 9 August 2021. https://www.hants.gov.uk/News/15062021_healthconsultation

Queen Elizabeth County Park's new Bike Base project will deliver a package of cycling improvements including:

- A mountain bike skills area will introduce riders to the different features and surfaces they will experience on the park trails.
- A mini-wheels track
- A new 'green' cycle trail for mountain bikes

Parliamentary Boundary Change Proposals the Boundary Commission for England is conducting a review of parliamentary constituencies. If you wish to comment upon these proposals, you can do so on the Boundary Commission website before Monday 6th August <https://www.bcereviews.org.uk/>

Locally I have reported several issues this week in Littleton including the steep bank close to the junction of the Main Rd and Dean Down Drove, sight lines at the junction of Main Rd and Rozelle Close and the lack of dropped kerb as the pavement ends at this location.

Appendix B. City Councillor Report – Wonston and Micheldever Ward June 2021

Highways England has launched a public consultation on the M3 Junction 9 improvement scheme, which runs until Thursday 8 July 2021. This is the second consultation on the scheme. Since the first consultation in 2019, there have been significant changes made to the scheme in response to comments and concerns that were raised. Notably, access to the A33 and Kings Worthy from Winnall is now separated from the access to the A34 following concerns about the need to cross two lanes over a short length of carriageway. The consultation documents and details of the public engagement can be found at www.highwaysengland.co.uk/m3junction9.

All 3 of your Wonston & Micheldever City Councillors have been involved in discussions with local police, regarding concerns raised by residents about the policing of the A33 to deal with illegal gig racing. This has been widely reported and residents were given strong assurances that police action will continue, to ensure future events do not disrupt the life of the community

The Council's new Sport and Leisure Park at Bar End is now open. Details of opening times, prices and membership schemes can be obtained from the operator at www.everyoneactive.com.

The Council is working as normal despite the recent decision to delay the lifting of Covid restrictions. Customer Service is open for residents but appointments need to be booked.

Appendix C. Payments for endorsement (Confidential information not shown).

Table 3: Payments in May 2021

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
06.05.21	22	Business Stream	Water Services (8 Jan - 20 Apr 2021)	115.08	0.00	115.08
05.05.21	23	WCC	Council tax on Parish Office	71.00	0.00	71.00
06.05.21	24	Green Smile Ltd	May grounds maintenance	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
05.05.21	25	True Potential	Pension Payment for April	100.94	0.00	100.94
06.05.21	26	DIO	Rent for Harestock Football Field	1,000.00	0.00	1,000.00
07.05.21	27	British Gas	Office Electricity for 18/03/21 - 18/04/21	31.10	1.48	29.62
07.05.21	28	C&D Trees	Emergency tree work at Recreation Ground Barrier	402.00	67.00	335.00
10.05.21	29	Factotum Village	Pond retaining wall	659.90	0.00	659.90
12.05.21	30	Mainstream Digital	April telephone usage	4.37	0.73	3.64
12.05.21	31	St Catherine's Church	Churchyard Donation	1,350.00	0.00	1,350.00
21.05.21	32	Information Commissioner	Data Protection Registration fee	40.00	0.00	40.00
24.05.21	33	HMRC	Tax & NI on May salaries	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
21.05.21	34	Progreen	Amvista Chafer Special Fertilizer 5kg x 7	153.66	25.61	128.05
24.05.21	35	Business Stream	Water Services (20 Apr - 18 May 2021)	371.32	0.00	371.32
25.05.21	36	Cleaner	Cleaner's salary May	299.00	0.00	299.00
25.05.21	37	Clerk	Clerk's salary May	1,243.09	0.00	1,243.09
25.05.21	38	Giant Olive	May Website Updates & E-newsletter	250.00	0.00	250.00
25.05.21	39	Green Smile Ltd	Cover and reseed exposed roots at Conservation Field	120.00	20.00	100.00
25.05.21	40	Colden Common Parish Council	Contribution for lengthsman	56.00	0.00	56.00

Appendix D. Delegated Planning Decisions in June 2021.**Table 4:** Delegated Planning Decisions

Reference	Address	Proposal	Parish Comments
21/00970/HOU	13 Priors Dean Road Harestock SO22 6JT	Single storey rear extension and remove tile hanging and render	No objection submitted
21/00975/HOU	10 Harestock Close Winchester SO22 6NP	Detached oak frame garage and home office	No objection submitted
21/01116/HOU	115 Harestock Road Winchester SO22 6N	Single storey rear extension to garage, with garage conversion and new roof to garage. New rear bay windows.	No objection submitted
21/01111/HOU	Lomondside 2 Main Road Littleton SO22 6PS	Refurbishment and reconfiguration of existing house and replacement of existing annex with new living accommodation. Erection of single storey carport and reconfiguration of the parking area.	No objection submitted
21/01282/TPO	15 The Hall Way Littleton SO22 6QL	T1- Conifer: Fell to ground level. Tree in very open location in garden and weighted toward house which is in very close proximity. Owner showing strong concern due to large movement in stem during winds. Concern for house should tree fail.	No objection submitted
21/01378/TPO	22 Dale Close Littleton SO22 6RA	T1 Horse Chestnut prune back eastern side of canopy by 1-2m. To reduce encroachment over conservatory, reduce debris falling on conservatory and reduce risk of failure. T2 Horse chestnut reduce height by 3m leaving an overall height of 20m and reduce lateral limbs by 2-3m to reshape canopy to suit. To reduce leverage and sail area to prevent risk of failure. Tree has several cavities near poor unions along with canker that could be a potential weak point resulting in failure and damage to property.	No objection submitted
21/01180/HOU	Crabwood Cottage Main Road Littleton SO22 6PR	Two storey extension connected to existing building by glazed link and detached open fronted car port with small study within the roof space	No objection submitted
21/01546/TPO	Keranna 39A Main Road Littleton Winchester Hampshire SO22 6QJ	t1 Beech:- Fell [has ganoderma bracket at base and there are dark stains appearing on the lower part of main stem indicating disease possibly beginnings of beech bark disease. t2 Beech:-lift canopy to 6 meters cut back from buildings by 2 meters clearance, thin crown overall by 15%.	No objection submitted
21/01502/TPO	The Spinney 10 Harestock Road Winchester SO22 6NS	T1 - Beech tree prune back side of canopy over bungalow by 2m. Crown lift over bungalow to give 2-3m clearance by removal of small low lateral limbs. G1 7 x Beech trees Crown lift tree along road over lawn only by pruning back low laterals by 2m. Secondary growth only to a height of 8m	No objection submitted