

RECORD OF THE LITTLETON & HARESTOCK PARISH COUNCIL MEETING

held on Monday, September 13th at 7 pm
at the Millennium Memorial Hall, Littleton

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

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

Members of the public: Two.

21-092: Apologies for Absence.

Cllr J Biddlecombe, City Cllr A Weir, City Cllr S Godfrey and ATR/WO1 M Jarvis.

21-093: Disclosure of Interest.

Cllr G Sallis and Cllr P Cunningham declared a **personal interest** in Sir John Moore Barracks development discussions as they are members of the Strategic Stakeholders Board (see minute item 21-112). Cllr K Learney declared a **prejudicial interest** in the Sir John Moore Barracks development discussions as a member of the Winchester City Council.(see minute item 21-112).

Cllr G Sallis declared a **pecuniary interest** in website and parish communication matters as his wife is the webmaster (*not discussed*). Cllr E Maun declared a **pecuniary interest** in the Three Maids Hill aggregate recycling application as his house is listed in the documentation. (*not discussed*).

21-094: Public Participation.

The lead for the Winchester Speed Watch scheme reported that the program had been re-started over the summer and that they now had 12 volunteers who go out on a Wednesday to record speed in location such as North Walls and Hyde Street. They would like to monitor in the Littleton and Harestock parish in locations to be approved by the Police.

21-095: City Councillor's Report – City Cllr C Horrill.

City Cllr C Horrill reported that Winchester City Council are produce to have the new Leisure centre facilities at Bar End which is open and been well received by the public. A new recycling facility has been opened at South Wonston car park which can recycle containers with metal ends. The council has been publishing details about the new grants available for businesses, information on this and other funds will be available at the Winchester Funding Fayre on 15th September.

City Cllr C Horrill noted that Winchester City Council are collating the responses to the Local Plan, and that the Parish Council will be asked for feedback in due course. The first draft of the local plan will be provided for consultation in Summer 2022.

21-096: City Councillor's Report – City Cllr K Learney.

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

21-097: County Councillor's Report – County Cllr J Warwick.

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

County Cllr J Warwick highlighted a community funded initiative which the Parish Council may like to consider to deal with highways concerns to the North and South of Littleton village.

21-098: Strategic Planning application at Down Farm, Down Farm Lane (application number 20/01188/HCS).

The amended aggregate recycling application at Down Farm Lane was discussed, and Cllr S Burgess raised the concern that the other closely location aggregate recycling application would not be considered when this application is reviewed. It was noted that the modification to the site entrance/exit may be an accident risk, and Cllr R Warren expressed concerns about cycle routes. It was resolved that Cllr S Burgess would provide the council's written response to the amended application, including a request for the application to be reviewed by the planning committee.

21-099: City Councillor's Report – City Cllr P Cunningham.

City Cllr P Cunningham reported that the Winchester City Council new homes team has lost three out of four enabling officers which is having a serious effect on the workload for the remaining team members. The Covid-19 business challenges fund which provides one off grants to compensate for loss of income closes on 27th September 2021.

City Cllr P Cunningham noted that the Strategic Housing and Economic Land Availability Assessment (SHELAA) sites will be published soon and that there will be an open consultation where all Parish Council can provide input.

21-0100: Minutes of the full council meeting held on 26th July 2021.

The minutes of the meeting of 26th July 2021 were presented, and it was **proposed by Cllr P Cunningham, seconded by Cllr S Burgess, and RESOLVED that the minutes of the meeting held on 26th July 2021 be approved.**

21-0101: Minutes of the extra-ordinary council meeting held on 9th August 2021.

The minutes of the meeting of 9th August 2021 were presented, and it was **proposed by Cllr R Warren, seconded by Cllr D Tozer, and RESOLVED that the minutes of the meeting held on 9th August 2021 be approved.**

21-0102: Matters Arising.

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

21-0103: Military Report: Sir John Moore Barracks/Worthy Down.

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

21-0104: King's Barton Forum.

Cllr R Warren noted that there are only three houses currently for sale and that the planned new footpath under the railway bridge is not completed.

Cllr Learney reported that she had met with Cala to discuss progress on site, but they are delayed due to the requirement to agree various aspects of the scheme with Hampshire Highways (see Appendix A).

Winchester City Council is intending to setup a strategic body to help move this development forward.

21-105: Planning.**a. Clerk's Delegated Decisions.**

The Clerk reported that according to the temporary delegation schedule, she had submitted responses to the planning applications listed in Appendix C.

b. New Applications.

The Parish Council resolved to support 21/02158/HOU (13 Priors Dean Road, Harestock) and 21/02159/HOU (15 Priors Dean Road, Harestock) and not to raise any objections to 21/01948/HOU (The Rowans 85 Harestock Road). It was noted that there was not a significant decrease in height for the revised application 21/01308/FUL (Broad View, Deane Down Drove, Littleton) and the council resolved to resubmit the existing neutral response.

c. Existing Applications.

It was noted that six applications previously reviewed by the Parish Council have now been approved by WCC..

d. Enforcement Matters.

The council reviewed the enforcement case for 112 Harestock Road and noted that the retrospective planning application (as requested by the case officer) has not yet been submitted.

21-106: Hampshire County Council Consultations

The council reviewed two Hampshire County Council consultations and resolved to approve the Andover Road (C829) Speed Limit Traffic Regulation Order to extend the 40mph zone.

Action: The Clerk to submit the council's response to the Andover Road (C829) Speed Limit Traffic Regulation Order.

21-107: Parish Council Finances

- a. July and August Payments for endorsement.

The payments lists for July and August 2021 (see Appendix C) containing payments already made were presented for consideration and, after discussion, were accepted. **It was therefore proposed by Cllr K Learney, seconded by Cllr S Burgess and RESOLVED that payments on the July and August 2021 payment schedules should be endorsed.**

- b. September payments for approval.

The Clerk presented the list of payments for approval (see Appendix E) which included the final payment for the Littleton playground multi-play and the insurance premium. **It was therefore proposed by Cllr P Cunningham, seconded by Cllr S Burgess, and RESOLVED that payments totalling £11,666.83 should be paid.**

- c. External Audit Report for the financial year 2020/2021.

The Clerk was pleased to announce that she has now received formal notice from the external auditors that they have completed their audit, and no causes for concern have been raised.

Cllr K Learney proposed a vote of thanks for the Clerk's excellent work managing the council's finances, and this was approved by all.

- d. Temporary Delegation Arrangements.

The Clerk provided feedback on the temporary delegation arrangements which ran until 13th September 2021, and it was **proposed by Cllr E Maun, seconded by Cllr D Tozer, and RESOLVED that the temporary delegation arrangements should continue until 8th November 2021.**

21-108: Communications Working Group

Nothing to report.

21-109: Climate Change Working Group

- a. Flowerdown (Tumulus) Field.

Cllr D Tozer reported that the tree surgeons will be removing some of the dead trees and bushes at the Tumulus field on 30th September 2021 to support the plan to develop a butterfly glade. The Clerk will put up signage near the planned glade to provide information to the public.

The grass cutting regime has been improved to support biodiversity with cuts delayed to July and September, however the English Heritage contractors do not have the right equipment to collect grass as they cut it.

Action: The Clerk to contact English Heritage to request for grass cutting at the Tumulus field to be collected at the same time as the grass is cut.

- b. Parish Carbon Footprint Report.

Cllr D Tozer presented the Carbon Footprint Report for Littleton & Harestock from Winchester Climate Action Network (WeCAN), and noted that WeCAN will be holding Parish Climate Action days on Friday 1st October and Saturday 9th October that the council and the public could attend.

Action: The Clerk to publish the WeCAN Parish Climate days on the council website.

Action: The Clerk to arrange for the Carbon Footprint Report to be added to the council's website and referenced in the next e-newsletter.

21-110: Estates Change Working Group.

Cllr S Burgess reported that although the working group had not met for some time, progress on many of the planned items has been good. He proposed to meet with the Clerk to refine the current action plan and then to review it at the next Estates Working Group meeting.

Action: The Clerk to arrange an Estates Working Group meeting.

20-111: Parish Council Reports.

- a. Littleton Village Design Statement (LVDS)

Cllr J Biddlecombe reported that he has received feedback on the LVDS from Winchester City Council and will arrange for a follow up meeting.

b. Littleton and Harestock Community Picnic

Cllr R Warren reported that the community picnic had been successful despite the cold weather, and that the show committee are now making plans for the 2020 show.

Cllr J Whitburn asked if there had been any volunteers to run a Jubilee event next year, and the Clerk reported that she had only had one response.

c. The Millennium Memorial Hall.

No report.

d. Transport, Traffic & Civil Engineering.

It was noted that the latest figures from the Speed Indicator Device show that the second location in Main Rd, Littleton also showed a significant number of drivers that were speeding and that data for the third location on Main Rd will be available in October.

e. Environment (Residents Issues).

The Clerk noted that she is working with an officer in Winchester City Council to follow up on residents' reports of grass not being cut; Cllr D Tozer reported that he had met with the Winchester Tree officer who was checking if any work was required on local trees.

21-112: Flowerdown Redevelopment.

It was resolved, with one councillor in disagreement, that the public should be asked to leave the meeting during the Flowerdown Redevelopment discussions due to the confidential nature of the items to be reviewed. The councillor who disagreed with this proposal asked that a written explanation indicating the reason why the public were excluded should be provided.

Action: Cllr G Sallis to provide a written explanation for the exclusion of the public from the Flowerdown development discussions (by 17th September 2021).

Cllr K Learney then left the meeting due to a conflict of interest as she is the Winchester City Council cabinet member for Housing and Asset Management.

The Chair summarised the information provided by the DIO during the workshop meetings the council are attending, and the council discussed the potential implications. The council also reviewed information provided by the consultants that have been engaged by the council.

21-113: Items for noting, AOB, or for inclusion on next month's agenda.

Cllr E Maun reminded councillors regarding the impact of the M3 planned works on the Andover Rd closure.

21-114: Dates of Next Meetings:

- Finance and General Purposes Committee Meeting: 29th September 2021 (Pavilion)
- Parish Council meeting: 11th October 2021 7 pm (Littleton Millennium Memorial Hall)

21-115: Summary of Actions

Table 1: Open Action Points

ID	Owner	Action Points (Open)	Status
Sep.1	Clerk	The Clerk to submit the council's response to the Andover Road (C829) Speed Limit Traffic Regulation Order.	New
Sep.2	Clerk	The Clerk to contact English Heritage to request for grass cutting at the Tumulus field to be collected at the same time as the grass is cut.	New
Sep.3	Clerk	The Clerk to publish the WeCAN Parish Climate days on the council website.	New
Sep.4	Clerk	The Clerk to arrange for the Carbon Footprint Report to be added to the council's website and referenced in the next e-newsletter.	New
Sep.5	Clerk	The Clerk to arrange an Estates Working Group meeting.	New
Sep.6	Cllr GS	Cllr G Sallis to provide a written explanation for the exclusion of the public from the Flowerdown development discussions (by 17 th September 2021).	New

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Apr.3	Cllr SB	<p>The Estates Working Group to review Sports Club usage of the Recreation Ground.</p> <p>4May21: To be reviewed at the next Estates Working Group meeting. Photographs of concerns have been obtained.</p> <p>29Jun21: The recreation ground usage policy is almost complete.</p> <p>27Jul21: In progress. See 21-086 for discussions with the football club.</p> <p>13Sep21: New scheme in place for football traffic, including marshalls and the use of only two pitches at any one time.</p>	Closed
Jul.1	Cllr SB	<p>Cllr S Burgess to contact Sparsholt College to follow up on the initial proposals for support from students for horticultural work in the Conservation Field.</p> <p>13Sep21: Some response has been received from the college; however the council decided to pursue this at another time.</p>	Closed
Jul.2	Cllr SB	<p>Cllr S Burgess to write a formal complaint letter regarding the Littleton multiplay installation.</p> <p>13Sep21: Done.</p>	Closed
Jul.3	Clerk	<p>The Clerk to contact the chair of the Millennium Memorial Hall trustees to propose Cllr E Maun as a new trustee.</p> <p>13Sep21: Application Form completed.</p>	Closed

Appendix A. City Councillor Report – St Barnabas Ward September 2021

Kings Barton

Cllr Learney met with Cala to discuss progress on site. They are keen to buildout more rapidly but are currently being slowed down by the need for County Highways to agree various aspects of the scheme including the design of the main Andover Avenue. This is also delaying off site s106 requirements including work to the Wellhouse Lane railway tunnel. The City Council is looking at what we can do from our side to work with County to accelerate progress.

Although Cala have planning permission for the entire scheme they are looking to bring forward a fresh application for the Kings Barton Centre including the shops and community facilities reflecting recent thinking around parking and pedestrian movement. The usual public consultation will take place.

Andover Road

As the parish council is aware the County Council are currently readvertising their proposals for minor changes to the speed limit at the crest of the Andover Road. In the light of the increasing numbers crossing the road to and from Kings Barton St Barnabas Councillors have been encouraging local residents to respond to the consultation and ask for more significant reductions covering a greater length of the road.

Local Plan and SHELAA (strategic housing and land availability assessment)

Although it looks like the government is rolling back on its intention to radically reform the planning system the local plan is progressing in order to put a new plan in place to meet anticipated housing targets and update planning policies. Officers are currently assessing SHELAA sites submitted in the latest call for sites as well as finalising the collation of the over 2000 responses to the local plan issues and options consultation. Needless to say housing sites submitted are vastly in excess of what is needed to satisfy the districts housing requirement and the inclusion of any site just means that the owner has asked for it to be considered as a development site not that the Council thinks it is suitable. Parish Council consultation on individual sites will take place after the SHELAA is published in October.

Afghan refugees

The City Council had already made available accommodation through the relocation programme for those who have worked with the armed forces earlier this year and has since written to the home secretary making clear we are very happy to do our fair share in providing assistance. However as things stand we are yet to be allocated any refugees, with many still in holding hotels. Community First are coordinating donations and assistance in Hampshire. Physical donations have already been very generous and the Community First website shows what is currently needed - right now just supermarket and mobile phone credit vouchers – but watch this space.

Winchester Sport and Leisure Park

The new sports centre is performing well with several thousand visits a day and a steady increase in custom. While the 50m pool is generally split into two 25m pools with lane swimming one side and general swimming the other; you can now book for 50m lane swimming as long as you don't mind getting up very early in the morning.

New Strategic Director

The City Council has appointed a new Strategic Director – Dawn Adey. Dawn will be covering planning, regeneration, climate change and health.

Appendix B. County Councillor Report - Cllr J Warwick Winchester Downlands September 2021

Helping Afghan evacuees Hampshire County Council is working with local partners including all District and Borough councils to assist Afghan families re-settle as part of the Government's Afghan Relocation and Assistance Policy programme.

Several families have now been welcomed to the county and we want to ensure they have all the local information they need and are made to feel welcome.

If you wish to donate or help, please visit the website of the registered local charity: [Donating to help Afghan Evacuees - Community First \(cfirst.org.uk\)](https://www.donatingtohelpafghan.org.uk) who are co-ordinating support across the county.

Back to School As pupils across the county return to school, plans are in place to keep COVID-19 risks to the absolute minimum. Good hygiene, frequent hand washing, and using twice weekly Lateral Flow tests for eligible pupils is encouraged.

- Parents or carer of 16 -17-year-olds, are encouraged to them to take up the vaccine
- Bubbles in schools and the requirement for wearing face coverings in school are no longer in place (though they are still recommended on public transport to school)
- Activities such as singing and brass bands are back
- Under-18s no longer have to isolate if in contact with a Covid positive individual but anyone who is unwell, with or without Covid symptoms, should stay at home
- 12-15-year-olds with underlying health conditions or who live with someone that is clinically vulnerable can also be vaccinated.

Pilot to begin for Active 'School Streets' A trial scheme is underway in the county to create a healthier and safer environment for young people walking and cycling to school. It will create low traffic areas at the start and end of the school day by closing selected roads close to schools to all non-essential traffic.

Residents, businesses, and the school community will be surveyed, and traffic volumes monitored. This will inform the decisions about potential future permanent School Streets schemes in Hampshire.

Tougher legal action on fly-tippers Hampshire County Council and their local authority partners have joined over 150 other local authorities and 10 professional bodies to call for the Sentencing Council to consider **tougher fines and sentences** for fly-tipping offenders.

More information about fly-tipping, including advice on how to report it, can be found on Hampshire County Council waste and recycling webpages.

Appendix C. Delegated Planning Decisions in August and September 2021.

Table 3: Delegated Planning Decisions

Reference	Address	Proposal	Parish Comments
21/01659/HOU	72 Priors Dean Road Harestock, SO22 6JX	Proposal: SINGLE STOREY FRONT EXTENSION AND REPLACEMENT CLADDING	No objection submitted.
21/01801/FUL	Land Rear Of Larch Cottage Main Road Littleton Hampshire	Replacement of existing agricultural barn with a single detached 4-bedroom self-build house	No objection submitted.
21/01574/HOU	Sunbeams South Drive Littleton	Conversion of existing chalet bungalow into two storey dwelling with side extensions to replace existing garage and conservatory	No objection submitted.
21/01615/HOU	Merrymead 112 Harestock Road, SO22 6NY	Creation of new access drive	No objection submitted.
21/01928/TPO	The Pump House Main Road Littleton	T1-7 lime trees repollard forming new lower pollard points 5m below current height. Tree have already been pollarded we would like to reduce the height further to allow easier management of the trees going forward, client finds trees very over bearing but would be happy to manage them as pollards in the future.	No objection submitted.
21/01990/FUL	Berwick Cottage 10 Halls Farm Close Winchester SO22 6RE	Proposal to build a new five bedroom residential house in the rear garden of 10 Halls Farm Close	Objection Submitted
21/01686/HOU	Berwick Cottage 10 Halls Farm Close Winchester SO22 6RE	Demolish an existing single storey extension on the west side of the house at 10 Halls Farm Close, Winchester, SO22 6RE and build a new two-storey side extension to replace it.	Application Supported

Signed: _____ Date: _____

Appendix D. Payments for endorsement (Confidential information not shown).**Table 4: Payments in July 2021**

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
01.07.21	57	Littleton Landscapes	Pond maintenance 2Feb21 - 22June21	364.80	60.80	304.00
01.07.21	58	County Supplies	200 Large Refuse Sacks x 2	41.21	6.87	34.34
01.07.21	59	Clerk	Clerk's expenses May & June	52.21	0.00	52.21
02.07.21	60	Externiture	Supply and Install Bus shelter glass panel	322.20	53.70	268.50
05.06.21	61	WCC	Council tax on Parish Office	71.00	0.00	71.00
07.07.21	62	British Gas	Office Electricity for 17/05/21 - 18/06/21	19.02	0.91	18.11
07.07.21	63	Premier Grounds & Gardens	Sid moves x 16, Green waste removal	696.00	116.00	580.00
07.07.21	64	Spence Pest Control	Masonry Bee Survey	28.00	0.00	28.00
07.07.21	65	Mainstream Digital	July telephone usage	4.63	0.77	3.86
07.07.21	66	WCC	Dog bin emptying - Quarter 1	420.00	0.00	420.00
07.07.21	67	Green Smile Ltd	July grounds maintenance	Redacted	Redacted	Redacted
07.07.21	68	JRH Plumbing	Replace Pavilion Gents shower valve and install drain point	285.00	0.00	285.00
16.07.21	69	HMRC	Tax & NI on July salaries	Redacted	Redacted	Redacted
16.07.21	70	HALC	Chair's training course	54.00	9.00	45.00
16.07.21	71	True Potential	Pension Payment for June	126.22	0.00	126.22
21.07.21	72	County Supplies	Office and Pavilion Supplies	59.21	9.87	49.34
21.07.21	73	PHS Group	Pavilion sanitary service for 12 months	183.29	30.55	152.74
26.07.21	74	Cartridge People	Toner Cartridge for Canon printer	39.51	6.59	32.92
26.07.21	75	Cleaner	Cleaner's salary July	299.00	0.00	299.00
26.07.21	76	Clerk	Clerk's salary July	1,236.17	0.00	1,236.17
26.07.21	77	Giant Olive	July Website Updates & E-newsletter	250.00	0.00	250.00
26.07.21	78	BT	1 Jul - 30 Sep 2021: Broadband	119.52	19.92	99.60
26.07.21	79	WCC	Playground inspections for Apr/May/June 2021	661.44	110.24	551.20
26.07.21	80	Clerk	Clerk's expenses July	18.55	0.00	18.55
29.07.21	81	JRH Plumbing	Installation of shower pump in Pavilion	497.49	0.00	497.49
29.07.21	82	Geosphere Ltd	Parish Online Subscription 28/07/21 - 28/07/22	226.80	37.80	189.00
30.07.21	83	British Gas	Sports Pavilion Electricity 11June21- 12July21	35.95	1.71	34.24

Table 5: Payments in August 2021

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
05.08.21	84	WCC	Council tax on Parish Office	71.00	0.00	71.00
05.08.21	85	True Potential	Pension Payment for July	118.21	0.00	118.21
05.08.21	86	Cartridge People	Toner Cartridges for Canon A3 printer	21.99	3.67	18.32
06.08.21	87	British Gas	Office Electricity for 18/06/21 - 18/07/21	11.93	0.57	11.36
07.08.21	88	Green Smile Ltd	August grounds maintenance	Redacted	Redacted	Redacted
07.08.21	89	Mainstream Digital	July telephone usage	3.97	0.66	3.31
17.08.21	90	Steve Lees Planning Ltd	Planning Appraisal & Meeting attendance	700.00	0.00	700.00

Signed: _____ Date: _____

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
17.08.21	91	Green Smile Ltd	Strimming & Weedkilling near Tennis Courts 5&6	48.00	8.00	40.00
18.08.21	92	Screwfix	Cable Ties and Builders Line	8.96	1.48	7.48
24.08.21	93	HMRC	Tax & NI on August salaries	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
25.08.21	94	<i>Cleaner</i>	Cleaner's salary August	299.00	0.00	299.00
25.08.21	95	<i>Clerk</i>	Clerk's salary August	1,100.13	0.00	1,100.13
25.08.21	96	Giant Olive	August Website Updates & E-newsletter	250.00	0.00	250.00
27.08.21	97	<i>Clerk</i>	Clerk's expenses August	66.49	2.91	63.58
31.08.21	98	British Gas	Sports Pavilion Electricity 12July21-11Aug21	41.09	1.96	39.13

Appendix E. Payments for approval in September 2021.

Table 6: Payments for approval for September 2021

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
Came&Company	Annual Insurance	3,590.52	0.00	3,590.52
Playdale Playgrounds Ltd	50% Final payment for multiplay unit at Littleton playground	8,076.31	1,346.05	6,730.26
Totals		11,666.83	1,346.05	10,320.78