

## **RECORD OF THE LITTLETON & HARESTOCK PARISH COUNCIL MEETING**

**held on Monday, March 14th at 7 pm  
at the Littleton Millennium Memorial Hall**

**Present:** Cllr G Sallis (Chair), Cllr J Biddlecombe, Cllr C Cunningham, Cllr R Warren, Cllr D Tozer, Cllr T Jackson.

**In attendance:** City Cllr K Learney, City Cllr A Weir and Mrs L Fielding (Clerk & RFO).

**Members of the public:** One.

### **21-159: Apologies for Absence.**

Cllr J Whitburn, Cllr E Maun, Cllr L Winn, County Cllr J Warwick and City Cllr C Horrill.

### **21-160: Disclosure of Interest.**

Cllr D Tozer declared a **personal interest** in a planning application at Buriton Rd (see minute item 21-171a). Cllr G Sallis declared a **pecuniary interest** in website and parish communication matters as his wife is the webmaster, he noted that he was relying on an existing dispensation to remain in the room but not vote (see minute item 21-172c). 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 (not discussed).

### **21-161: Public Participation.**

One member of the public provided feedback on the Speed Watch programme in Winchester, and asked the council to consider a motion to support the default 20 mile an hour speed limit campaign. After some discussion the council agreed to consider it for a future meeting.

### **21-162 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).

### **21-163: City Councillors' Report – St Barnabas Ward.**

City Cllr A Weir reported that there is an agreement for a new Pavilion at the King George V playing fields to support women's cricket and football which would be partly funded by the Football foundation. City Cllr K Learney noted that the King's Barton Forum had its final meeting for the year and discussed the poor paving which was a significant issue for parents and children crossing over from Harestock. The council tax reduction scheme will apply to all residents on council tax band A-D, and those who pay by direct debit will get the rebate automatically but others will need to apply. An architect has been commissioned to look at King's Walk, and there are plans to put a temporary park in place when the old Friarsgate Surgery is demolished.

### **21-164: Minutes of the extra ordinary council meeting held on 6<sup>th</sup> December 2021.**

The minutes of the meeting of 6th December 2021 were presented, and it was **proposed by Cllr P Cunningham, seconded by Cllr D Tozer, and RESOLVED that the minutes of the meeting held on 6th December be approved.**

### **21-165: Minutes of the full council meeting held on 14<sup>th</sup> February 2022.**

The minutes of the meeting of 14<sup>th</sup> February 2022 were presented, and it was noted that Cllr R Warren was incorrectly referred to regarding absences in minute item 21-138, and that the junction referred to in minute item 21-144 should have been junction 9. It was therefore **proposed by Cllr G Sallis, seconded by Cllr J Biddlecombe, and RESOLVED that with two corrections the minutes of the meeting held on 14<sup>th</sup> February 2022 be approved.**

### **21-166: Matters Arising.**

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

### **21-167: Military Report: Sir John Moore Barracks/Worthy Down.**

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

### **21-168: King's Barton Forum.**

The next forum meeting is on Tuesday 22<sup>nd</sup> March 2022.

### **21-169: Police Report**

PCSO Leung provided a written report (see Appendix B pre-circulated to the Parish Councillors).

### **21-170: Planning.**

a. New Applications.

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

In addition, the Parish Council resolved not to raise any objections to 22/00204/HOU (49 Buriton Road, Harestock) and 22/00257/HOU (Dutch Cottage, 70 Main Road, Littleton).

b. Existing Applications.

It was noted that 2 applications previously reviewed by the Parish Council, have now been approved by WCC, and the application 21/02889/FUL (Tree House, 4 Larg Drive) is currently being amended.

c. Enforcement Matters.

The existing open enforcement cases were reviewed and no concerns were raised.

### **21-171: Parish Council Finance**

a. February Payments Lists.

The latest payments lists for February 2022 (see Appendix D) was presented for consideration and, after some discussion it was **RESOLVED that payments on the February 2022 payment schedules should be endorsed.**

b. The Clerk presented the list of payments for approval (see Appendix E) which included payments for office refurbishment, and remedial works to the playgrounds. **It was therefore proposed by Cllr G Sallis, seconded by Cllr P Cunningham, and RESOLVED that payments totalling £12,084.66 should be paid.**

c. Due to Cllr G Sallis' pecuniary interest, it was proposed by Cllr G Sallis, **seconded by Cllr P Cunningham, and RESOLVED that Cllr J Biddlecombe should chair the meeting for any motions related to the Regular Payment Schedule for the 2022-2023 financial year.**

Following review of the proposed Regular Payment Schedule for 2022-2023, it was **proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham and RESOLVED that payments to "Go Live" for web and eNewsletter services should be increased by £50 per month to allow for the extra time taken to produce the eNewsletter.**

It was also **proposed by Cllr J Biddlecombe, seconded by Cllr T Jackson, and RESOLVED to adopt the proposed Regular Payment Schedule for the 2022-2023 financial year.**

Cllr G Sallis then replaced Cllr J Biddlecombe as the Chair of the meeting.

d. Finance and General Purposes Meeting Draft Minutes.

The draft minutes of the Finance and General Purposes Meeting held on 4<sup>th</sup> March 2022 were noted.

e. The council resolved to re-appoint the council's internal auditor to perform the annual internal audit, and noted that the audit date was targeted for 20<sup>th</sup> April 2022.

### **21-172: Staffing Matters**

a. The council noted that the National Joint Council for Local Government Services (NJC ) has recently agreed new rates of pay to be applicable from 1 April 2021. It was **proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham and RESOLVED to implement the increase and backdate it to 1<sup>st</sup> April 2021 as advised by the NJC.**

b. It was **proposed by Cllr P Cunningham, seconded by Cllr J Biddlecombe and RESOLVED to increase the Clerk's hours to 22.5 hours per week, plus an allowance of 52 hours per year for evening meetings, the hours to be flexible with the Parish Office open to the public between 9am and 12 midday weekdays.**

c. It was **proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham and RESOLVED to increase the Cleaner's salary by 50p per hour, and to increase the Clerk's NJC Salary Scale Point from 22 to 24, both increases to start from April 2022.**

### **21-173: Estates Matters**

- a. The council reviewed a proposal from the council's grounds maintenance contractors requesting an extra £315.90+VAT for grass cutting from April 2022 to March 2023, this was in response to the government's mandate for them to use white diesel instead of red diesel from 1<sup>st</sup> April. After some discussion **it was proposed by Cllr T Jackson, seconded by Cllr D Tozer and RESOLVED to increase the regular monthly payment to cover the additional £315.90 + VAT as requested by the grounds maintenance contractors.**
- b. It was **proposed by Cllr G Sallis, seconded by Cllr R Warren and RESOLVED to appoint Cllr L Winn to manage the maintenance and improvement of the council's two playgrounds.**
- c. Cllr E Maun was not able to attend the meeting, and Cllr J Biddlecombe reported on the lack of storage for the Sport's Club mowing and other equipment. The existing metal storage container is rusty and damp, and is not fit for purpose as it is a playground. Three quotes have been obtained for a replacement 6 meter by 6 meter steel storage facility, however the building foundations were not covered in these quotes and this still needs to be investigated. Unfortunately only one contractor was able to quote to remove the existing container due to problems with access over grass across the cricket field, and the lack of access near the Pavilion. The Estates Working Group propose to use the council's Community Infrastructure Levy (CIL) funding for two projects as follows:-

**Project A:** To clear the access behind the Pavilion, remove the container and re-instate the ground as necessary with a budget of £5,000.

**Project B:** To arrange for two separate contracts for the building foundations, and the erection of a new building with a budget of £24,950.

After some discussion, it was **proposed by Cllr J Biddlecombe, seconded by Cllr G Sallis and RESOLVED to accept the budget as proposed by the Estates Working Group for the two projects, and to accept the quote of £1,100 from Spearhead to cut up the container and remove it, and to accept the quote of £17,155.00 from Murray Steel to deliver and erect the new building.**

**Action:** Cllr J Biddlecombe to investigate quotes for the building foundation.

**Action:** Cllr J Biddlecombe to ask the Sports Club for funding to contribute to Project A.

It was also noted that the Parish Office was due to be completed by the end of March, that the species and locations for the proposed Jubilee trees had been identified, and there were some concerns raised about gaps in the hedge near the Cypress tree at the barrier gate which need further investigation. The Estates team are planning to create a map of the water pipes within the recreation ground, and it was thought that the council may need to directly hire a tracer if a contractor cannot be found to trace the pipes.

### **21-174: Climate Change**

Cllr D Tozer reported that, with the addition of Cllr T Jackson and Cllr L Winn, the working group will be able to get back up to speed on all the ideas that had unfortunately been on hold.

Cllr T Jackson reported on his discussions with a local horticultural expert regarding the large patches of wild cherry trees which are taking over the conservation area. It was thought that a contractor may need to be sought to dig up the root system, however the council decided to put this on hold until after the Storage Project has been progressed.

The councillors discussed the recent Win ACC Super Homes presentation (<https://superhomes.org.uk/winchester/>) where the aim is to turn 150 or more homes into show homes that have had home retrofits to reduce carbon emissions. The scheme applies to any residents, though those on low incomes or in council tax band A-C are eligible for large subsidies on the standard survey fee payable by others.

### **21-175: March Newsletter**

The proposed articles for the March newsletter were discussed, and the councillors were asked to submit any new articles by close of business on Friday 18<sup>th</sup> March.

**21-176: Parish Council Reports**

- a. Winchester City Council Local Plan  
Cllr J Biddlecombe reported on the recent presentation from Winchester City Council that was chaired by Adrian Fox, the council's Strategic Planning Manager. The meeting covered topics including the government methodology for defining the required housing numbers, settlement gaps, and the use of brownfield sites.
- b. Littleton and Harestock Show  
Cllr R Warren reported that the Show Society is making good progress planning the 2022 show, and they are investigating cashless payments for the gates and game stalls.
- c. The Millennium Memorial Hall.  
No report.
- d. Transport, Traffic & Civil Engineering.  
No report.
- e. Environment (Residents Issues).  
The clerk reported that a resident had raised a concern about vehicles parking on Main Rd pavements, and it was proposed to add an article in the eNewsletter to highlight this. Additionally the Clerk had received a report about a container lorry parked over the weekend in the layby opposite the Church.

**Action:** The Clerk to contact the owners of the container lorry to ask drivers not to park in Littleton.

**21-178: Items for noting, AOB, or for inclusion on next month's agenda:**

None..

**21-179: Dates of Next Meetings:**

- a. Parish Council meeting: 11<sup>th</sup> April 2022 – Littleton Millennium Memorial Hall 7pm.
- b. Finance and General Purposes Committee Meeting: 4<sup>th</sup> May 2022 (Pavilion) 9:30am.

**21-158: Summary of Actions**

**Table 1:** Open Action Points

ID	Owner	Action Points (Open)	Status
Mar.1	Clerk	Cllr J Biddlecombe to investigate quotes for the new Storage building foundation.	New
Mar.2	Clerk	Cllr J Biddlecombe to ask the Sports Club for funding to contribute to the clearance project for the new Storage building.	New
Mar.3	Clerk	The Clerk to contact the owners of the container lorry to ask drivers not to park in Littleton.	New
Feb.1	Clerk	The Clerk to contact Winchester City Council planning department to ask for further details on the planning application that the council had objected to, which had then been approved by officers. <b>14Mar22:</b> Done, no response yet.	Open
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. <b>11Oct21:</b> In progress. Contractors have used a different mower for the large barrow. <b>14Feb21:</b> Request made, and a reminder sent but no real response from English Heritage. <b>14Mar21:</b> Meeting planned with English Heritage on Monday 21 <sup>st</sup> March.	Open

**Table 2:** Closed Action Points

ID	Owner	Action Points (Closed)	Status
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. <b>11Oct21:</b> In progress, the Climate Change webpage may need an update. <b>14Feb21:</b> This needs further discussion with the Climate Change working group.	Closed

ID	Owner	Action Points (Closed)	Status
		<b>14Mar22:</b> New webpage is now in place.	
Oct.2	EWG	The Estates Working Group to propose locations and species for the proposed tree planting. <b>14Feb21:</b> In progress, Harestock's location is still to be defined. <b>14Mar22:</b> Cllr T Jackson has met with a local expert and the proposed species and tree locations are available	Closed
Sep.5	Clerk	The Clerk to arrange an Estates Working Group meeting. 11Oct21: Cllr S Burgess and Clerk reviewed the Estates action plan, and a meeting can now be arranged. 14Feb21: Delayed, working on Estates items however meeting still to be arranged. 14Mar22: Done.	Closed

## **Appendix A. County Councillor Report - Cllr J Warwick Winchester Downlands March 2022**

### **Budget HCC approves £2.4 billion spending on local services in 2022/2023**

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

The annual council tax charge for a Band D property will be £1,390.86 – an increase of £0.78 per week, equating to 2.99%, of which 1% is for adults' social care. The budget includes £556.2 million of capital expenditure over the next three years to boost jobs, the quality of the environment and to tackle climate change.

The proposed capital programme includes: • £109 million in new and extended school buildings to ensure there is a school place for every child in Hampshire • £136 million for structural maintenance and improvement of roads and bridges in Hampshire over the next three years • £109 million for integrated transport schemes including over £50 million specifically focused on walking and cycling improvements • £95 million for major improvement of school and other County Council buildings and land holdings over the next three years following the £33 million for decarbonisation schemes covering solar PV, single to double glazing window replacements, transition from oil to gas and the implementation of heating controls that took place in 2021-2022

### **Transport Infrastructure to 2050**

Local Transport Plan 4 (LTP4) is set to be consulted upon later this month (from 10<sup>th</sup> March for 12 weeks). LTP4 will support improved travel choices by focusing on improvements for walking, cycling and public transport as an alternative to the car for the residents of Hampshire. LTP4 recognises the importance of the strategic road network to the economy as well as the need to decarbonise the transport system.

## **Appendix B. WINCHESTER NPT Crime Report (10/02/2022 - 09/03/2022) - PCSO 18348 Gary Leung**

Antisocial Behaviour -

**No reports of antisocial behaviour in the Littleton & Harestock area.**

Burglary -

**10/02/2022** - INFT reporting a break-in at his workshop. (KENNEL LANE)

Criminal Damage -

**No reports of criminal damage in the Littleton & Harestock area.**

Drugs & Alcohol -

**No reports of drugs & alcohol in the Littleton & Harestock area.**

Public Order -

**17/02/2022** - INFT reporting neighbours arguing in the street. (LITCHFIELD ROAD)

**03/03/2022** - INFT reporting threats made to her daughter at school. Threatened to burn her house down. (HENRY BEAUFORT SCHOOL)

Suspicious -

**15/02/2022** - Suspected pig missing from field. (HARESTOCK ROAD)

**16/02/2022** - INFT has received a parking notice from HACKNEY during a period when the INFT was not in the UK. (HARESTOCK ROAD)

**04/03/2022** - Suspicious male walking around kids park. Kept approaching a young boy who seemed uncomfortable with it. (BRADLEY TO BURLEY PATH)

**06/03/2022** - INFT reporting a suspicious vehicle that has been parked outside for the last few days. (MAIN ROAD)

**Appendix C. Delegated Planning Decisions in February 2022.****Table 3:** Delegated Planning Decisions

Reference	Address	Proposal	Comments
22/00254/TPO	10 The Hall Way Littleton SO22 6QL	Lime (T1) - Re-pollard to first fork - this is an old lapsed pollard on weak unions adjacent to a pre-school. Return to routine maintenance.	No objection submitted.
21/03269/HOU	1A Amport Close Harestock SO22 6LP	Two storey side extension, single storey front and rear extensions	No objection submitted.
22/00359/TPO	45 Harestock Road Winchester SO22 6NT	Beeches x 2 (T1&T2) - Selective reduction of over-extended laterals by up to 3m, to suitable growth points. To lessen weight and likelihood of failure.	No objection submitted.
22/00028/HOU	4 Main Road Littleton SO22 6PS	New detached garage, altered vehicular entrance and new front porch	No objection submitted.
22/00067/HOU	The White House Main Road Littleton SO22 6QS	Replacement timber framed pool room outbuilding with associated landscaping & external works	No objection submitted.

**Appendix D. Payments for endorsement (Confidential information not shown).****Table 4:** LITTLETON & HARESTOCK PARISH COUNCIL – Payments in February 2022

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.02.22	201	Wel Medical	Defibrillator Replacement Electrode Pads	47.94	7.99	39.95
07.02.22	202	British Gas	Office Electricity for 20/12/21 - 20/01/22	30.88	1.47	29.41
07.02.22	203	Mainstream Digital	January telephone usage	6.53	1.09	5.44
07.02.22	204	JCJ Building Services	Blockage in drains at Pavilion	45.00	0.00	45.00
07.02.22	205	County Supplies	200 Large Refuse Sacks x 2, face masks, address labels	49.88	8.31	41.57
07.02.22	206	True Potential	Pension Payment for January	111.17	0.00	111.17
08.02.22	207	Green Smile Ltd	February Grounds Maintenance	<b>Redacted</b>	<b>Redacted</b>	<b>Redacted</b>
11.02.22	208	Steve Lees Planning Ltd	Planning Advice for Sir John Moore's Barracks Development	900.00	0.00	900.00
17.02.22	209	Littleton and Harestock Jubilee Community Group	Grant for Platinum Jubilee Event	500.00	0.00	500.00
17.02.22	210	SLCC	SLCC Membership and Joining Fee	198.00	0.00	198.00
22.02.22	211	Fencing Direct	Fencing replacement between lower football field and old BMX track	900.00	0.00	900.00
22.02.22	212	Fencing Direct	Fencing repair at Bradley Rd playground	200.00	0.00	200.00
23.02.22	213	Dyno South	Localised blockage in drains at Pavilion	96.00	16.00	80.00
24.02.22	214	HMRC	Tax & NI on February salaries	<b>Redacted</b>	<b>Redacted</b>	<b>Redacted</b>
25.02.22	215	Cleaner	Cleaner's salary February	199.00	0.00	199.00
25.02.22	216	Clerk	Clerk's salary February	1,194.27	0.00	1,194.27
25.02.22	217	Go Live	February Website Updates & E-newsletter	250.00	0.00	250.00
28.02.22	218	Biffa	Waste & Recycling collection 26/03/22 - 23/09/22	1076.71	89.72	986.99
28.02.22	219	Adobe	Adobe monthly subscription for February	35.39	5.90	29.49
28.02.22	220	Café Bartella	Mistaken payment to Café Bartella	14.60	0.00	14.60
28.02.22	220x	Refund from Clerk	Refund for mistaken payment	-14.60	0.00	-14.60

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

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**Appendix E. Payments for approval in March 2022.****Table 5:** Payments for approval in March 2022

<b>Payee</b>	<b>Details of payment</b>	<b>Total (£)</b>	<b>VAT (£)</b>	<b>Net (£)</b>
Westgate Builders	Replacement of Office and w/c windows	2,860.00	476.67	2,383.33
Westgate Builders	Deposit for Office refurbishment	2,546.66	424.44	2,122.22
Vitaplay	Remedial work at Bradley Rd, and Littleton playgrounds	5,340.00	890.00	4,450.00
Vitaplay	Timber Play Spec self-closing gate at Littleton playground	1,338.00	223.00	1,115.00
<b>Totals</b>		<b>12,084.66</b>	<b>2,014.11</b>	<b>10,070.55</b>