

**RECORD OF THE LITTLETON & HARESTOCK
ANNUAL PARISH COUNCIL MEETING
held on Monday 9th May 2022 at 7:45 pm
at the Littleton Millennium Memorial Hall**

Present: Cllr G Sallis (Chair), Cllr J Biddlecombe, Cllr P Cunningham, Cllr R Warren, Cllr D Tozer, Cllr T Jackson, Cllr J Whitburn, Cllr E Maun, Cllr L Winn.

In attendance: Mrs L Fielding (Clerk & RFO), City Cllr J Batho.

Members of the public: None.

22-023: Election of Chair

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

22-024: 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 G Sallis, seconded by Cllr P Cunningham, and RESOLVED that Cllr J Biddlecombe be elected as Vice-Chair of the Parish Council.**

22-025: Declaration of Acceptance of Office from Chair and Vice-Chair.

Cllr G Sallis and Cllr J Biddlecombe signed the declarations of Acceptance of Office which was witnessed by the Clerk.

22-026: Apologies for Absence.

None.

22-027: Disclosure of Interest.

Cllr D Tozer declared a **personal interest** in a planning application at Buriton Rd (see minute item 22-033).
Cllr E Maun declared a personal interest in a strategic planning application at Three Maids Hill (not discussed).

22-028: Public Participation.

None.

22-029: Minutes of the full council meeting held on 11th April 2022.

The minutes of the meeting of 11th April 2022 were presented, and it was **proposed by Cllr J Biddlecombe, seconded by Cllr D Tozer, and RESOLVED that the minutes of the meeting held on 11th April 2022 be approved.**

22-030: Matters Arising.

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

22-031: Committees and Parish Council Responsibilities

a. LHPC Finance and General Purposes Committee.

The proposed Terms of Reference document for the LHPC Finance and General Purposes Committee was presented, and it was **proposed by Cllr E Maun, seconded by Cllr J Biddlecombe, and RESOLVED that the Terms of Reference for the Finance and General Purposes Committee, dated 22nd April 2021 be re-adopted.**

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 it was agreed that Cllr T Jackson would replace Cllr J Biddlecombe as a Littleton Millennium Memorial Hall trustee. It was therefore **proposed by Cllr G Sallis, seconded by Cllr P Cunningham, and RESOLVED that the LHPC Roles and Responsibilities list for 2022-23 be approved.**

22-032: 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 D Tozer and RESOLVED that the LHPC Standing Orders dated 3rd May 2022 be adopted.**
- b. LHPC Financial Regulations.
The proposed LHPC Financial Regulations document was presented, and it was **proposed by Cllr G Sallis, seconded by Cllr P Cunningham and RESOLVED that the LHPC Financial Regulations dated 29th March 2022 be adopted.**
- c. LHPC Delegation Schedule.
The proposed LHPC Delegation Schedule was presented, and it was **proposed by Cllr R Warren, seconded by Cllr T Jackson and RESOLVED that the LHPC Delegation Schedule dated 26th April 2022 be adopted.**

22-033: Planning.

- a. New Applications.
The Planning Schedule for April 2022 was circulated and discussed.

The Clerk reported that according to the temporary delegation schedule, she had raised an objection for 21/00412/HOU (Porthilly, Deane Down Drove, Littleton) after consultation with councillors.

The Parish Council resolved not to raise any objections for 22/00525/HOU (92 Buriton Road, Harestock), and they resolved to object to 22/02889/FUL (Tree House, 4 Larg Drive, Harestock)
- b. Existing Applications.
It was noted that applications 21/03269/HOU, 22/00067/HOU and 22/00257/HOU previously reviewed by the Parish Council, have now been approved by WCC.
- c. Enforcement Matters.
The existing open enforcement cases were reviewed and no concerns were raised.

22-034: Parish Council Finance.

- a. April Payments for endorsement.
The payments list for April 2022 (see Appendix A) containing payments already made was presented for consideration and, after discussion, was accepted. **It was therefore proposed by Cllr P Cunningham, seconded by Cllr J Biddlecombe 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 B) and it **was proposed by Cllr D Tozer, seconded by Cllr J Biddlecombe, and RESOLVED that payments totalling £4,132.00 should be paid.**
- c. Payments made under delegated responsibility in March and April 2022
The payments made under delegated responsibility (see Appendix B) were presented and noted by the Parish Council.

22-035: 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 E Maun, seconded by Cllr T Jackson and RESOLVED that the 2021-2022 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 the Clerk summarised, and it was agreed to identify resolution actions in the Finance and General Purposes Committee.

It was formally agreed that the contents of the Internal Audit report, dated 20th April 2022 had been duly noted.

c. AGAR Section 1 - Annual Governance Statement for 2021-22.

The Clerk had provided a document explaining the financial measures in place for each of the Annual Governance Assertions, and after review of the individual statements in "Section 1 - Annual Governance Statement 2021/22", **it was proposed by Cllr G Sallis, seconded by Cllr J Biddlecombe and RESOLVED that the Annual Governance Statement for 2021-22 be approved.**

d. AGAR Section 2 - Accounting Statement for 2021-22.

"Section 2- Accounting Statements 2021/22" 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 T Jackson, seconded by Cllr J Biddlecombe and RESOLVED that the annual accounting statement for 2021-22 be approved.**

Action: Cllr G Sallis and the Clerk to sign the relevant AGAR sections.

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

22-036: To consider the Parish Council's response to the following consultations:

a. Hampshire County Council's New Local Transport Plan for Hampshire

The Parish Council reviewed the New Local Transport Plan for Hampshire, and after much discussion regarding public transport and parking provision, it was agreed that the Climate Change Working Group should provide a draft response for review at the next Parish Council meeting.

b. Government consultation on DIY waste disposal charges and booking systems at Household Waste Recycling Centres (HWRC)

The Parish Council reviewed the Government consultation regarding DIY waste disposal charges, and after much discussion it was resolved for the Clerk, in consultation with Cllr T Jackson, to submit the council's response.

22-037: Items for noting, AOB, or for inclusion on next month's agenda.

Cllr E Maun apologised that he had not been able to focus on Estates matters due to the work preparing for the Parish Jubilee events and that he would arrange an Estates Working Group meeting as soon as possible.

22-038: Date of Next Meetings:

The next meeting is 7 pm, 13th June 2022 at Henry Beaufort School Media Suite.

22-039: Summary of Actions

Table 1: Open Action Points

ID	Owner	Action Points (Open)	Status
May.1	Cllr GS & Clerk	Cllr G Sallis and the Clerk to sign the relevant AGAR sections.	New
May.2	Clerk	The Clerk to submit the required AGAR documentation to the external auditor	New
Apr.4	Clerk	The Clerk to finalise the FA grant document draft agreement with the Littleton football club. 9May22: FA grant website down, an extension on the deadline has been allowed.	Open
Apr.5	Estates WG	The Estates Working Group to review the Sports Club Management agreement. 9May22: To be discussed at their next meeting.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Apr.1	Clerk	The Clerk to arrange a meeting with the WCC Strategic Planning team, the Parish Council and the Wonston and Micheldever ward councillors. 9May22: Done. Planned for 9 th May.	Closed
Apr.2	Clerk	The Clerk to request an ATR representative to attend the Annual Parish Meeting on 9 th	Closed

Signed: _____ Date: _____

ID	Owner	Action Points (Closed)	Status
		May 2022. 9May22: Done.	
Apr.3	Clerk	The Clerk to contact the WCC planning officer for 4 Larg Drive to check if the application has been re-opened for feedback. 9May22: Done. Included in minute item 22-033.	Closed
Apr.6	Clerk	The Clerk to contact the County and District Councillor inviting them to the Annual Parish Meeting, and to ask them to provide a written report focussing on local parish matters. 9May22: Done.	Closed
Mar.3	Clerk	The Clerk to contact the owners of the container lorry to ask drivers not to park in Littleton. 11Apr22: Done, however company did not agree to the request. The Clerk to investigate who owns the layby. 9May22: The layby is not owned by the church, and it is unlikely to be owned by the nearby house. It is most likely an HCC verge.	Closed

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

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
04.04.22	1	British Gas	Office Electricity for 21/02/22 - 19/03/22	38.07	1.81	36.26
05.04.22	2	WCC	Council tax on Parish Office	72.08	0.00	72.08
05.04.22	3	True Potential	Pension Payment for March	145.94	0.00	145.94
16.04.22	4	Green Smile Ltd	April Grounds Maintenance	Redacted	Redacted	Redacted
16.04.22	5	WCC	Playground inspections for Jan-Mar 22	661.44	110.24	551.20
16.04.22	6	Retainer posts.com Ltd	Posts for retaining wall near the Tennis Courts	1040.64	173.44	867.20
20.04.22	7	Mainstream Digital	March telephone usage	1.01	0.17	0.84
21.04.22	8	Spearhead Demolition and Construction	Removal of the shipping container	1,100.00	0.00	1,100.00
21.04.22	9	Griffen Nursery	Bradley Rd playground Jubilee Tree	312.00	52.00	260.00
21.04.22	10	George Beckett Nurseries	Littleton Recreation Ground Jubilee Trees	166.00	0.00	166.00
22.04.22	11	Murray Steel Buildings	Final payment for new Sports Equipment Storage Building	12,217.80	2,036.30	10,181.50
22.04.22	12	Sydenhams	Shingle, Ballast and Cement for retaining wall near the Tennis Courts	409.80	68.30	341.50
25.04.22	13/14	Staff	Staff Salaries	1,584.10	0.00	1,584.10
25.04.22	15	Go Live	April Website Updates & E-newsletter	300.00	0.00	300.00
25.04.22	16	HMRC	Tax & NI on April salaries	312.76	0.00	312.76
26.04.22	17	Adobe	Adobe monthly subscription for April	35.39	5.90	29.49
27.04.22	18	BT	20 Oct 21- 31 Mar 2022: Broadband	132.41	22.07	110.34
27.04.22	19	Test Valley Paving	Concrete slab and scalplings ramp for Storage building, pothole repairs and 1-day digger hire	10,340.00	1,723.33	8,616.67
28.04.22	20	Sydenhams	Shingle for retaining wall near the Tennis Courts	179.40	29.90	149.50
29.04.22	21	WCC	Annual Play Inspection 2022	93.00	0.00	93.00

Appendix B. Payments for approval in May 2022.**Table 4:** Payments for approval for May 2022

Payee	Details of payment	Total	VAT	Net
Murray Steel Buildings	Erection Cost for Storage Building	3,132.00	522.00	2,610.00
DIO	Harestock Rd Football Field Rental	1,000.00	0.00	1,000.00
Totals		4,132.00	522.00	3,610.00

Appendix C. Payments made under delegated responsibility in March and April 2022.**Table 5:** Payments made under delegated responsibility in March and April 2022

Date	Payee	Details of payment	Total	VAT	Net
07.03.22	Plane Arboriculture Ltd	Second arboricultural report for Cypress tree at Recreation Ground gate	160.00	0.00	160.00
21.03.22	Business Stream	Water Services (9 Nov 2021 - 25 Feb 2022)	618.26	0.00	618.26
24.03.22	Vitaplay	Sand down and paint Bradley Rd Multi-Play Unit in assorted Colours	1,350.00	225.00	1,125.00
30.03.22	Westgate Builders	Final payment for Office refurbishment	4,993.33	832.22	4,161.11
30.03.22	Vitaplay	Timber Play Spec self-closing gate at Littleton playground	1,338.00	223.00	1,115.00
31.03.22	Suregreen	40 Oak sleepers for Health and Safety repair to Tennis cabin path	1,470.24	245.04	1,225.20
22.04.22	Murray Steel Buildings	Final payment for new Sports Equipment Storage Building	12,217.80	2,036.30	10,181.50
	Totals		32,487.63	5,284.89	27,202.74