

**RECORD OF THE LITTLETON & HARESTOCK
EXTRAORDINARY PARISH COUNCIL MEETING
held on Monday, December 6th at 10 am
at the Sports Pavilion, Littleton Recreation Ground**

Present: Cllr G Sallis (Chair), Cllr P Cunningham, Cllr S Burgess, Cllr D Tozer.

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

Members of the public: None.

21-e007: Apologies for Absence.

Cllr J Biddlecombe, Cllr R Warren and Cllr E Maun.

It was resolved, after a unanimous vote, to exclude members of the public to consider sensitive personal data related to the reason for Councillor absences in accordance with the Data Protection Act 1998.

Following discussion of the absence reasons, it was resolved to approve the absences of Cllr J Biddlecombe, Cllr R Warren and Cllr E Maun.

21-e008: Disclosure of Interest.

None

21-e009: Public Participation.

None.

21-e010: Precept and Annual Budgeting

- a. To review the performance to budget and approve a revised budget for the 2021/22 financial year.

The Parish Clerk presented the performance to budget to 30 November 2021 including the predicted spend until the end of the financial year. The Clerk then presented a revised budget which would include a separate budget line item for Chair's expenses of £200 taken from the existing grants budget line, and some minor changes to the Staff Costs budget where individual budget lines were adjusted but with no overall increase to the budgeted Staff Costs.

It was therefore proposed by Cllr S Burgess, seconded by Cllr P Cunningham, and RESOLVED to approve the proposed new 2021/22 budget.

- b. To approve the proposed 2022/2023 Budget and Precept charge.

The Parish Clerk then presented the 2022/2023 Budget proposal based on input from Councillors. Following some discussion, it was suggested that the 2022/2023 budgeted spend should be £163,425.00 with an expected income of £43,160.00 (including £32,000.00 from reserves). This would require the Precept to be set to £120,265.00 which was estimated to be an increase of approximately 6% for Band D properties, depending on the tax base information to be supplied by Winchester City Council later in December.

It was therefore proposed by Cllr P Cunningham, seconded by Cllr S Burgess and RESOLVED that the 2022/2023 Budget be approved. Additionally, it was proposed by Cllr S Burgess, seconded by Cllr D Tozer, and RESOLVED to set the precept to £120,265.00.

21-e011: Parish Council Finance

- a. October and November Payments List.

The latest payments list for October and November 2021 (see Appendix A) were presented for consideration and, after some discussion, were accepted. **It was therefore proposed by Cllr G Sallis, seconded by Cllr S Burgess and RESOLVED that payments on the October and November 2021 payment schedules should be endorsed.**

- b. Lloyds Bank Signatories.

It was proposed by Cllr G Sallis, seconded by Cllr P Cunningham, and RESOLVED that Cllr E Maun be added as a signatory to the Lloyds Bank account.

c. Clerk's Salary

- i. Following the Clerk's CilCA qualification on 19/08/2021, **it was proposed by Cllr G Sallis, seconded by Cllr S Burgess and RESOLVED to increase the Clerks pay scale by 1 point and that the salary increase should be backdated to September.**
- ii. The Clerk presented the overtime hours that had been worked between July and October 2021, and **it was proposed by Cllr D Tozer, seconded by Cllr S Burgess and RESOLVED that the Clerk should be paid for her overtime hours in the December salary payment.**
- iii. It was resolved that overtime should be paid monthly in arrears until the end of April 2022.

- d. It was **proposed by Cllr S Burgess, seconded by Cllr P Cunningham, and RESOLVED to use the Chair's Expense Allowance to buy £50 Waitrose/John Lewis gift vouchers for four volunteers who have provided significant support to the council over the past year.**

It was also noted that the voucher amount should be reviewed prior to next December as it has not been increased for at least three years.

- e. **It was proposed by Cllr P Cunningham, seconded by Cllr D Tozer, and RESOLVED to donate £35 to the Royal British Legion, and £50 to Winchester Basics Bank.**

21-e012: Meeting Schedule and Delegations for 2022

- a. Meeting Schedule for 2022.

The councillors considered the current Covid-19 risks due to the Omicron variant and raised concerns about the risks of infection that might be caused by face-to-face meetings. As the council are not legally allowed to hold meetings online, it was resolved to plan for shorter meetings with a smaller attendance to be held at the Sports Pavilion in the period Jan-Mar 2022, and also to make the best use of the Clerk's delegation arrangements.

Action: Clerk to contact the Millennium Hall manager to investigate if the Council could meet in the large meeting hall from April 2022.

- b. Clerk's Delegation Arrangements

The councillors discussed the existing additional delegation arrangements, and it was **proposed by Cllr S D Tozer, seconded by Cllr P Cunningham, and RESOLVED to approve the modified LHPC Additional Delegation Schedule v1.1, and extend the temporary delegation period until the end of April 2022.**

21-e013: Millennium Memorial Hall Solar Panels

The councillors discussed the plans received from the Millennium Memorial Hall Trustees for the installation of solar panels on the roof of the Hall. It was **therefore proposed by Cllr S Burgess, seconded by Cllr D Tozer, and RESOLVED to approve the installation of solar panels and the erection of suitable scaffolding.**

21-e014 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 BAppendix A. Additionally, the Clerk had authorised remedial work to be implemented at the council's playgrounds at a quoted cost of £4,380 plus VAT for Bradley Rd, and £2,310 plus VAT for Littleton playground.

21-e015: Items for noting, AOB, or for inclusion on next month's agenda:

Cllr P Cunningham noted that investigations were continuing to identify if the Hampshire County Council Community Funded Initiative can be used to improve the safety of Littleton roads.

Cllr D Tozer noted that Winchester City Council and Hampshire County Council were currently consulting on the Winchester Movement Strategy, and that he would investigate in preparation for a formal LHPC response.

21-e016: Dates of Next Meetings:

Parish Council meeting: 17th January 2022 10 am (Sports Pavilion, Littleton Recreation Ground)

Appendix A. Payments for endorsement (Confidential information not shown).**Table 1: LITTLETON & HARESTOCK PARISH COUNCIL – Payments in October 2021**

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.11.20	150	Green Smile Ltd	Trip Hazard in Overflow Car park / Office hedges trim	444.00	74.00	370.00
02.11.20	151	British Gas	Office Electricity for 18/09/20 - 19/10/20	24.63	1.17	23.46
03.11.20	152	Giant Olive	October Website Updates & LHPC domain charge	274.34	0.00	274.34
04.10.21	122	Premier Grounds & Gardens	Green waste removal	24.00	4.00	20.00
07.10.21	123	British Gas	Office Electricity for 18/08/21 - 16/09/21	10.93	0.52	10.41
05.10.21	124	WCC	Council tax on Parish Office	71.00	0.00	71.00
05.10.21	125	True Potential	Pension Payment for September	100.94	0.00	100.94
08.10.21	126	Green Smile Ltd	September grounds maintenance	Redacted	Redacted	Redacted
08.10.21	127	WCC	Dog bin emptying - Quarter 2	420.00	0.00	420.00
08.10.21	128	C&D Trees	Removal of dead trees to create Butterfly Glade	432.00	72.00	360.00
12.10.21	129	Mainstream Digital	September telephone usage	2.44	0.41	2.03
12.10.21	130	Polymedia Ltd	Nature Reserve PR consultation and documentation	2148.00	358.00	1790.00
12.10.21	131	Plane Arboriculture Ltd	Arboriculture report for Cypress tree at Recreation Ground gate	160.00	0.00	160.00
18.10.21	132	Cartridge People	Ink cartridges for Colour Printer (MX395)	33.29	5.55	27.74
21.10.21	133	HMRC	Tax & NI on October salaries	Redacted	Redacted	Redacted
25.10.21	134	Cleaner	Cleaner's salary October	199.00	0.00	199.00
25.10.21	135	Clerk	Clerk's salary October	1100.13	0.00	1100.13
25.10.21	136	Giant Olive	October Website Updates & E-newsletter	250.00	0.00	250.00
27.10.21	137	BT	1 Oct - 31 Dec 2021: Broadband	148.96	24.83	124.13
27.10.21	138	Cllr S Burgess	Travel expenses for HCC Flooding Meeting	7.10	0.00	7.10

Table 2: LITTLETON & HARESTOCK PARISH COUNCIL – Payments in November 2021

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
01.11.21	139	British Gas	Sports Pavilion Electricity 11Sep21-11Oct21	23.56	1.12	22.44
05.11.21	140	WCC	Playground inspections for July-Oct 2021 / Dog Bin repositioning	1,077.18	179.53	897.65
05.11.21	141	WCC	Council tax on Parish Office	71.00	0.00	71.00
05.11.21	142	Mainstream Digital	October telephone usage	4.90	0.82	4.08
05.11.21	143	True Potential	Pension Payment for September	100.94	0.00	100.94
08.11.21	144	British Gas	Office Electricity for 16/09/21 - 18/10/21	19.76	0.94	18.82
08.11.21	145	Green Smile Ltd	November grounds maintenance	Redacted	Redacted	Redacted
10.11.21	146	C&D Trees	Removal of dead limbs on Sycamore at the entrance to Bradley Rd playground	216.00	36.00	180.00

Signed: _____ Date: _____

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
10.11.21	147	Green Smile Ltd	Cut and removal of excessive ivy in Office flower border hedge	291.00	48.50	242.50
22.11.21	148	Business Stream	Water Services (26 Aug 2021 - 9 Nov 2021)	476.55	0.00	476.55
22.11.21	149	HMRC	Tax & NI on November salaries	Redacted	Redacted	Redacted
25.11.21	150	Cleaner	Cleaner's salary November	199.00	0.00	199.00
25.11.21	151	Clerk	Clerk's salary November	1100.13	0.00	1100.13
25.11.21	152	Giant Olive	November Website Updates & E-newsletter	250.00	0.00	250.00
26.11.21	153	Adobe	Adobe monthly subscription for November	35.39	5.90	29.49
30.11.21	154	Dell Technologies	Dell Vostro 7510 Laptop / McAfee 12-month protection / 3 yr. software & hardware warranty	1,093.50	182.25	911.25
30.11.21	155	British Gas	Sports Pavilion Electricity 11Oct21-11Nov21	24.88	1.18	23.70
30.09.21	156	Clerk	Clerk's expenses October and November 2021	20.60	0.00	20.60

Appendix B. Delegated Planning Decisions in October and November 2021.

Table 3: Delegated Planning Decisions

Reference	Address	Proposal	Parish Comments
21/02311/HOU	14 The Hall Way Littleton SO22 6QL	Single storey rear extension to replace existing conservatory and associated alterations	No objection submitted.
21/02334/HOU	Chestnuts Deane Down Drove Littleton SO22 6P	Amended plans Loft Extension and Garage Conversion. Amendments to Elevation Materials. Installation of new wood burner and flue and replacement of existing septic tank with water treatment unit.	No objection submitted. (following amended plans)
21/02546/HOU	18 Rozelle Close Littleton SO22 6QP	Rear Single Storey Extension & Garden Room	No objection submitted.
21/02742/FUL	Alderley Deane Down Drove Littleton SO22 6PP	Demolition of existing chalet bungalow and garage and erection of new dwelling with integrated garage and associated landscaping and septic tank	Objection submitted.
21/02491/HOU	194 Buriton Road Harestock Winchester Hampshire SO22 6J	Two-storey side extension; single storey rear extension; associated internal alterations	Application supported.
21/02843/TPO	The Pump House Main Road Littleton SO22 6PR	T1 lime reduce height to form a new pollard point 5m lower than previous to being in line with other trees and previous application. The client would like to reduce height to make tree easier to maintain and finds tree very dominant.	No objection submitted.
21/02849/TPO	Warren Cottage 105 Harestock Road Winchester SO22 6NY	Birch (T1) - Remove low limb to clear road and footpath. Acer (T2) - Reduce by approximately 2m to maintain trees size in relation to building. Yew (T3) - Prune back from garden by approximately 2m to maintain trees size and potentially avoid more detrimental future works. Hazel (T4) - Remove poorly formed specimen.	No objection submitted.
21/02624/HOU	14 Buriton Road Harestock SO22 6JB	Demolish existing garage, replacement parking space, new store to front with single storey side extension. Attic conversion with rear dormer window. Store in rear garden.	Objection submitted.
21/02242/HOU	19 Abbotts Ann Road Winchester SO22 6ND	Single storey side and rear extension, changes to front elevation and loft conversion with dormer	Objection submitted.