

RECORD OF THE LITTLETON & HARESTOCK PARISH COUNCIL MEETING

**held on Monday 13th March 2023 at 7:00 pm
at the Henry Beaufort School, Harestock.**

Present: Cllr G Sallis (Chair), Cllr J Biddlecombe, Cllr T Jackson, Cllr J Whitburn, Cllr R Warren, Cllr E Maun.

In attendance: Mrs L Fielding (Clerk & RFO), County Cllr J Warwick and City Cllr C Horrill.

Members of the public: None.

22-191: Apologies for Absence.

Apologies were received from Cllr P Cunningham, Cllr L Winn, Cllr D Tozer, Cllr J Musselwhite and City Cllr J Batho.

22-192: Disclosure of Interest.

Cllr G Sallis declared a pecuniary interest in a planning application for his house, and the rest of the council declared a personal interest in the same house (see item 22-200a).

22-193: Public Participation.

None.

22-194: Minutes of the full council meeting held on 13th February 2023.

The minutes of the meeting of 13th February 2023 were presented, and it was **proposed by Cllr J Biddlecombe, seconded by Cllr R Warren, and RESOLVED that the minutes of the meeting held on 13th February 2023 be approved.**

22-195: Review of Open Actions.

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

22-195: County Councillor's Report – County Cllr J Warwick.

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

It was also noted that the decision day for the Andover Rd was held in which both Cllr J Warwick and Cllr C Horrill spoke about mitigation for Littleton and Harestock roads, however, the meeting members decided to support the current planning approval to close the road.

22-196: City Councillors' Report – City Cllr C Horrill.

City Cllr C Horrill summarised a written report (see Appendix B).

City Cllr C Horrill also noted that she and City Cllr P Cunningham collected the abandoned road signs from the verges in Littleton following the recent infrastructure work in the village and asked the Clerk to contact the contractor to take action to remove them.

22-197: Military Report: Sir John Moore Barracks.

The ATR representative RSM WO1 Bould was unable to attend, he provided a written report (see **Error! Reference source not found.** Appendix C pre-circulated to the Parish Councillors).

22-198: Police Report.

PCSO Leung was unable to attend, and no matters were raised.

22-199: King's Barton Forum.

The next forum meeting was planned for 14th March 2023, and it was noted that Cllr P Cunningham was unable to attend. It was therefore resolved that Cllr J Biddlecombe would attend as his deputy.

Action: The Clerk to arrange for Cllr J Biddlecombe to be invited to the King's Barton Forum on 14th March 2023.

22-200: Planning.

a. New Applications.

The Clerk reported that according to the council's delegation schedule, and after consultation with councillors she had supported the application for 23/00340/TPO (The Firs 56A Main Road Littleton) and not raised an objection for 23/00101/HOU (8 Fyfield Way Littleton).

It was then resolved for Cllr J Biddlecombe to chair the next matter as Cllr G Sallis had raised a **prejudicial interest** for a planning application 23/00290/HOU (3 Hollands Close, Littleton). It was further resolved to allow Cllr G Sallis to remain in the meeting but not to vote on the planning application. Following some discussion, the council decided that it was not appropriate for them to submit any remarks on this application due to the **personal interest** of each of the Parish Councillors at the meeting.

The chair position for the meeting was then returned to Cllr G Sallis.

b. Existing Applications.

It was noted that three applications previously reviewed by the Parish Council have now been approved by Winchester City Council and that the decision for 21/02889/FUL had been significantly delayed due to nitrates matters.

c. Enforcement Matters.

The council noted that there were two open enforcement cases in the Parish.

d. To receive a report on the LVDS consultation responses.

Cllr J Biddlecombe reported that the Littleton Village Design Statement (LVDS) consultation had finished and there had been a limited number of responses. It was agreed that J Biddlecombe and the Clerk should meet with Winchester City planning officers to understand the next steps.

It was noted that the Town Forum was meeting on the same evening as the Parish Council meeting, and that one of the topics was design codes for the North part of Winchester (including Littleton and the Sir John Moore Barracks). It was resolved that the Clerk should contact the Chair of the Town Forum to ask for clarification.

Action: The Clerk is to contact the Town Forum Chair to seek clarification on why the Parish Council have not been invited to a discussion of design codes within Littleton.

22-201: Parish Council Finance.

a. Payments for endorsement.

The payment list for February (see Appendix D) containing payments already made was presented for consideration.

After some discussion, it was **proposed by Cllr E Maun, seconded by Cllr J Biddlecombe and RESOLVED that payments on the payments schedule should be endorsed.**

b. To approve payments of new invoices

Table 1: Payments for Approval

Payee	Details of payment	Total	VAT	Net
Andover Glass	Supply and Install Fascia and Guttering at the Parish Office	1890.00	315.00	1575.00
Andover Glass	New Pavilion Door installation	1198.80	199.80	999.00
Totals		3,088.80	514.80	2,574.00

The Clerk presented the list of payments for approval (see **Error! Reference source not found.**) and it was **proposed by Cllr T Jackson, seconded by Cllr J Biddlecombe, and RESOLVED that payments totalling £3,088.80 should be paid.**

c. To approve the regular payments schedule for 2023-2024

The regular payment schedule for 2023-2024 was discussed and it was **proposed by Cllr T Jackson, seconded by Cllr J Biddlecombe and RESOLVED that the regular payments schedule should be approved.**

d. Internal auditor appointment.

The Clerk reported that she is preparing for the internal audit.

It was **then proposed by Cllr T Jackson, seconded by Cllr E Maun and resolved to re-appoint the council's internal auditor to perform the annual internal audit.**

It was noted that the audit date was targeted for 20th April 2023.

22-202: Climate Change.

Cllr T Jackson reported that the thermal imaging camera loan program was going well and the feedback from residents had been good. There was an event planned at the Millennium Memorial hall on 28th March at 7:30 pm where several experts had been invited to present on tackling heat loss in the home.

Cllr T Jackson noted that there had been no further news from Winchester City Council regarding the Parish Council's proposals for a wildflower area in open ground at Harestock.

22-203: Estate Matters.

- a. To consider the proposal from the DIO for leasing the Harestock Football Pitch

Cllr J Biddlecombe summarised the proposal from the DIO for a new lease of the Harestock Football Pitch. He considered that the lease should be for four years instead of three to align with the plans for the Sir John Moore Barracks, and also that the council should have a peppercorn rent.

He noted that there had not yet been a response to his email to the DIO, and it was resolved that the council should wait for this response before making any decisions.

- b. To receive an update on Playground improvements

Cllr L Winn was unable to attend, but it was noted that the new equipment has now been installed at both Bradley Rd and Littleton playgrounds. The contractors for the Littleton playground were tardy in the removal of the Heras fencing and their stockpile of materials but that has now been done, along with a few minor snagging details on the equipment which had been identified following our independent survey immediately after installation. The bare earth around the new play surface at the MUGA in Bradley Road remains so and we will be keeping an eye on how the seeded areas fare. It is very pleasing to note how well it is used.

Environmena has requested a photo opportunity plus a press release about their donation towards the cost of the new equipment in Littleton.

- c. Estates Working Group report.

Cllr E Maun reported that the carpet and office furniture for the office had been ordered and would be installed by the end of March together with additional loft insulation. The new Pavilion door is also due to be installed imminently. The new five-a-side goals have arrived and the exact location near the Littleton playground for installation needs to be determined.

Chafer bug is still a significant problem for many of the Sports Clubs. The Cricket Club are planning a working party to repair the cricket outfield using seed and topsoil purchased by the Clerk. The Clerk has also obtained a quote for nematode spraying 1 hectare which was £3,617 plus VAT, and she noted that an adult football pitch is approximately 0.7 hectares.

The tree between the Office and 1 Hollands Close has been trimmed away from the power lines, and the tree stump in Littleton playground has been removed. Work is also planned to prune the Large ash tree at the end of New Rd, and to deal with ivy on trees in the conservation field following feedback from an arboriculturist.

Cllr J Biddlecombe raised a concern that the proposals for adding white lines in the main car park may have to be put on hold until the Sir John Moore Barracks masterplan is known, as there are planned access points for pedestrians and cyclists which are likely to require a path through the car park.

Cllr G Sallis also noted that post-Covid weekend traffic in the car park has eased.

22-204: Parish Council Reports.

- a. Littleton and Harestock Show.

Cllr R Warren reported that the show plans were progressing well, and the show committee would like to thank the council for the organisation of the new arrangements for show fees and donations.

- b. The Millennium Memorial Hall.

Cllr T Jackson reported that the trustees have submitted a grant application for a battery, and there may still be an option for a further grant to replace the lighting with led bulbs.

c. Transport and Traffic

Cllr J Biddlecombe reported the council had been contacted regarding a proposal to provide a private dog walking area in a local field. In line with previous advice from Hampshire County Council officers to consider re-opening discussions for a permissive footpath in the area, Cllr J Biddlecombe has sent an email to sound out the field owner but had not yet received a reply.

Cllr E Maun noted that cars parked on Andover Rd to access the burger van were potentially creating an unofficial layby into the Hampshire County Council owned woodland area.

Action: The Clerk is to contact Cllr J Warwick to report the unofficial layby being created on Andover Rd.

22-205: To receive information regarding the May election process.

The Clerk presented information about the May election process, the documentation and the timescales for any nominations. It was agreed that the May elections should be advertised in the next newsletter and on Parish Council notice boards.

22-206: To consider the replacement of the Parish Cleaner.

The Clerk reported that a temporary self-employed cleaner had started work on a trial basis, however, the council felt that a council employed cleaner was still a preferable solution. It was therefore proposed by Cllr E Maun, seconded by Cllr J Whitburn and resolved for the clerk to proceed with interviewing and appointing a new employee to clean Parish Council buildings.

22-207: Confidential item: Flowerdown Redevelopment

It was proposed by Cllr T Jackson, seconded by Cllr J Biddlecombe and **RESOLVED** to exclude the public for the council to receive professional advice regarding the Flowerdown redevelopment. This is in accordance with the council's standing orders, section 3d and the Public Bodies (Admission to Meetings) Act 1960 section 1, sub-section 2 and 3.

Cllr J Biddlecombe summarised the advice received from the Council's planning consultant about the next steps for the Sir John Moore Barracks master plan.

It was proposed by Cllr J Biddlecombe, seconded by Cllr T Jackson and **RESOLVED** to continue to instruct the planning consultation for the next phase of the barracks master plan discussions

22-208 Items for noting, AOB, or for inclusion on next month's agenda.

Cllr R Warren, Cllr E Maun and Cllr J Whitburn all stated that they would not be standing for elections on May 4th, and Cllr G Sallis thanked them for their work on the council with particular thanks to Cllr R Warren who had been a councillor at Littleton and Harestock Parish Council for 18 years.

The Clerk reported that she is following up on a proposal to distribute wildflower seeds to primary school-aged children in the Parish to commemorate King Charles III's coronation.

22-209: Date of Next Meetings:

a. Finance and General Purposes Committee Meeting: 29th March 2023, Sports Pavilion at 9:30 am

b. Parish Council meeting: 11th April 2023, Littleton Memorial Hall at 7 pm.

22-210: Summary of Actions

Table 2: Open Action Points.

ID	Owner	Action Points (Open)	Status
Mar.1		The Clerk to arrange for Cllr J Biddlecombe to be invited to the King's Barton Forum on 14 th March 2023.	New
Mar.2		The Clerk is to contact the Town Forum Chair to seek clarification on why the Parish Council have not been invited to a discussion of design codes within Littleton.	New
Mar.3		The Clerk is to contact Cllr J Warwick to report the unofficial layby being created on Andover Rd.	New
Feb.1	Cllr JB	Cllr J Biddlecombe to raise concerns with the DIO about the Harestock Rd football field rent increase.	Open

Signed: _____ Date: _____

ID	Owner	Action Points (Open)	Status
		13 Mar 23: Cllr J Biddlecombe raised it in a recent meeting with the DIO and also emailed and has not received a response yet. See 22-203a.	
Jan.2	Clerk	The Clerk is to contact Hampshire Records Office to arrange to view old Parish Council minutes. 13 Feb 23: Reviewed records over 2 days, need further investigation. 13 Mar 23: No update.	Open
Jan.3	Clerk	The Clerk is to contract White&Bowker (now Blake Morgan) to obtain copies of old deeds and leases. 13 Feb 23: Contacted Blake Morgan and they are retrieving the records. 13 Mar 23: The records are now in the Chandlers Ford Office, and the Clerk needs a letter of consent to allow her to pick up the material.	Open
Oct.6	Clerk	The Clerk to further investigate the requirement for a separate Cyber insurance policy 12 Dec 22: Low priority at the moment.	Hold
Oct.9	Cllr EM	Cllr E Maun to investigate costs to extend the existing car park speed bumps. 14 Nov 22: On hold until separate car parking spaces are defined.	Hold

Table 3: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Feb.2	Clerk	The Clerk to instruct JRH Plumbing to implement the plumbing works at the bowling green. 13 Mar 23: Done and new pipe has been installed.	Closed
Feb.3	Clerk	The Clerk is to inform the Tennis Club Chair that the council have approved the proposed flood light replacement. 13 Mar 23: Done.	Closed
Feb.4	Clerk	The Clerk is to inform the Show Society Chair that a show in September is approved, to request an increase in the public liability insurance to £10,000,000, and to inform him of the Council's new charging policy. 13 Mar 23: Done and the public liability insurance has been upgraded.	Closed
Feb.5	Clerk	The Clerk is to provide a letter of consent to the Millennium Memorial Hall Trustees to allow implementation of the battery installation and lighting replacement. 13 Mar 23: Done.	Closed
Apr.5	Estates WG	The Estates Working Group to review the Sports Club Management agreement. 9 May 22: To be discussed at their next meeting. 13 June 22: No change. 11 Jul 22: Discussed at recent Estates Meeting. 10 Oct 22: No change. 14Nov22/12Dec22: In progress. 9 Jan 23: Delayed due to Ground maintenance contract decision, and information on Recreation Ground Charity. 13 Feb 23: In progress. 13 Mar 23: Draft agreement available. Action closed.	Closed

Appendix A. County Councillor Report – Cllr J Warwick Winchester Downlands March 2023

Budget: Hampshire County Council's expenditure for 2023/24 includes a £2.6bn annual revenue budget and covers all the services delivered by the council for 1.4 million residents, including supporting its most vulnerable children and adults. Capital budget projects totalling £645.3m over the next three years include:

- £175m investment in new and extended school buildings to provide school places for children in Hampshire, giving a total of 18,874 new school places by September 2025.
- £142m for structural maintenance and improvement of roads and bridges.
- £103m of Integrated Transport Plan schemes including £58m of schemes focused on walking and cycling improvements.
- £0.3m funding towards the County Council's Flood Risk and Coastal Defence Programme as part of our response to the challenge of climate change.

Hampshire County Council's council tax precept for the financial year beginning 1 April 2023, will increase by a total of 4.99%, of which 2% will go specifically towards adults' social care, in line with Government policy. This equates to an annual charge of £1,460.25 for a Band D property – an increase of £69.45 per year or approximately £1.34 a week.

England's Chief Medical Officer, Prof Sir Chris Whitty visited Hampshire this month to discuss work by the Hampshire Public Health team working alongside the NHS to help support a healthier old age. Preventing falls, being travel confident, having better mental health and connecting through libraries will be part of the Live Longer Better programme launching soon. www.hantsiowhealthandcare.org.uk

Traffic Management from 1st April 2023 the county council will take back traffic management and on-street parking functions from the District/Borough Councils. On-street parking functions within the City of Winchester will revert to the county on 1st October and off-street parking will remain the responsibility of the District/Boroughs.

Coronation Grants - a new grant window for Hampshire County Councillors will open from the 1st to the 21st of April. Called 'Member's Grants for the Coronation' will offer grants of up to £1k to support local events. <https://www.hants.gov.uk/community/grants/grants-list/county-councillor>

Increased police numbers announced The Police and Crime Commissioner for Hampshire and Isle of Wight, Donna Jones, has presented her budget plan for the years 2023-24. She had previously pledged to increase police numbers by 600 and is on track to recruit these by the end of March. Her new budget has added 50 officers to these numbers, to be funded through the police precept of council tax.

08/02/2023 - Informant complaining about the lack of pavement on a road in Littleton that causes a danger to pedestrians who need to walk along it.

Appendix B. City Councillor Report – Wonston and Micheldever Ward (March 2023)

We have been given the first indication of submissions received during the public consultation on the **draft Local Plan**, which will determine where new development will go over the next 20 years. Over 3400 written responses have been received, which are currently being analysed. While we have been given very little new information, two items stood out for us. The first was the high number of objections to the allocation of new housing in South Wonston. We support these objections and hope that they will lead to a change in the next version.

The second relates to land around Micheldever Station. The landowner has started to challenge the City Council over the number of new homes that need to be allowed for. The Council has indicated that they have not yet finished their joint strategy with the Partnership for South Hampshire authorities such as Portsmouth, Southampton and Fareham councils for the allocation of additional housing. This strategy could lead to a significant number of new homes in the Winchester district, which could require a large site, such as the land offered around Micheldever to be allocated. We have been raising objections for many months and will continue to do so. Cllr Horrill put this issue to the recent meeting of the Council and the Local Plan committee, but received no reassurance from the answer.

Parish councils and community groups are invited to bid for **funding for community infrastructure projects**. The City Council is holding developer contributions that are there to reduce the impact of development. Bids for £10,000 to £200,000 can be submitted to wholly or partly fund projects that improve infrastructure

for areas, such as walking, cycling, active travel, education, sport and leisure facilities, health and cultural facilities and other amenities. Initial bids must be submitted by 31st March 2023.

An HCC Decision day held last week decided to support the current planning approval to close the **Andover Road** once Cala have built out the required number of homes, despite the 3,000 and 764 signature surveys received asking for the decision to be reversed.

There are several **development projects** coming to fruition in Winchester. A decision has been confirmed to appoint a new development partner for Central Winchester. We are in the standstill period before the company is announced.

The first round of dialogue has been held by Southampton University about the River Park site. Station Approach decision to keep working up a plan given early positive consultation results another the nature of the railway's commitment to the project is still unknown.

Work started on the new St Clements surgery this week which will be much appreciated by the 17,000 patients who have not had a modern surgery facility for some time.

The Government have **extended the subsidy for bus companies**, so the £2 fare for single journeys on all buses will now continue until 30th June. We urge you to use the bus to save yourself some money, reduce traffic congestion and make a positive impact on the environment.

REMEMBER: You will need a **PHOTO ID** if you are voting in person at the local elections on Thursday 4th May 2023.

Appendix C. Sir John Moore Barracks Army Training Regiment (ATR) Report - RSM WO1 Bould

Forecast of events – Significant activity.

- Fri 17 Mar 23 ATR(W) Pass out Parade.
- Fri 26 May 23 ATR(W) Sounding the Retreat and cocktail party.
- Sat 15 Jul 23 – Sgt's Mess Summer function
- Sat 22 Jul 23 – ATR(W) Families Day.
- Sun 12 Nov 23 – ATR(W) Remembrance Sunday Service – Invite to representatives from Littleton and Harestock Parish Council in due course.

Current affairs.

- ATR(W) is still earmarked for site closure. Current dates to work off are training at Sir John Moore Barracks will cease circa Oct 26. Sir John Moore Barracks will close its gates for the last time Circa May 27.
- ATR(W) will be supporting the RLC 30 event being held in Winchester from 1-3 Jun 23. This will not impact the residents of Harestock/Littleton as the event organisers will be using the barracks as a staging post for accommodation and parking only.

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

Table 4: Payments in February 2023

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
03.02.23	196-x	nil	Refund for incorrect payments to Cleaner	-208.00	0.00	-208.00
03.02.23	215	Green Smile Ltd	Hedge and Shrub cutting near the Office, and the Tennis Cabin	384.00	64.00	320.00
03.02.23	216	SLCC	SLCC Membership Fee	187.00	0.00	187.00
06.02.23	217	British Gas	Office Electricity (20 Dec 22 to 20 Jan 23)	54.67	2.60	52.07
06.02.23	218	True Potential	Pension Payment for January	131.65	0.00	131.65
08.02.23	219	Rigby Taylor	Super Root 20kg bag seed x 3	388.05	2.15	385.90
13.02.23	220	Green Smile Ltd	February Grounds Maintenance	<redacted>	<redacted>	<redacted>
13.02.23	221	Mainstream Digital	Jan telephone usage	1.58	0.26	1.32

Signed: _____ Date: _____

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
14.02.23	222	HALC	Councillor Knowledge and Core Skills Training Course	117.60	19.60	98.00
14.02.23	223	Mark Harrod Ltd	16x4 Five a side Goal Package	1064.54	177.42	887.12
14.02.23	224	The Millennium Memorial Hall	Hire of Hall on 14th February for meeting with the DIO	30.25	0.00	30.25
14.02.23	225	Business Stream	Water Services (9 Nov 2022 - 5 January 2023)	798.62	0.00	798.62
14.02.23	226	Haywoods	Office furniture including meeting table - 50% Deposit	1,861.14	310.19	1,550.95
14.02.23	227	CMS Downs	Office Flooring - Deposit	778.82	129.80	649.02
15.02.23	228	MANT	50% deposit for Parkour burnt surface repair	6,857.15	1,142.86	5,714.29
15.02.23	229	Sovereign	Littleton Playground - Labyrinth surfacing and removal of monkey bars	20,908.18	3,484.70	17,423.48
15.02.23	230	Sovereign	Littleton Playground - Labyrinth play equipment installation	7,554.60	1,259.10	6,295.50
16.02.23	231	Ava Recreation	Bradley Rd multi-use games area - replace surfacing & reset goal ends	12,569.65	2094.94	10,474.71
24.02.23	232	Stuart Scott	Annual Hedge Cutting at the Recreation Ground	849.12	141.52	707.60
24.02.23	233a	Cartridge People	Toner Cartridge for Canon 737 printer	35.11	5.85	29.26
24.02.23	233b	Cartridge People	Ink cartridges for Canon ip8750 printer	22.85	3.82	19.03
27.02.23	234	Adobe	Adobe monthly subscription for January	35.39	5.90	29.49
27.02.23	235	Clerk	Clerk's salary February	1,372.04	0.00	1,372.04
27.02.23	236	Go Live	February Website Updates & E-newsletter - part payment	50.00	0.00	50.00
27.02.23	237	HMRC	Tax & NI on February salaries	313.8	0.00	313.80