

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING**
held on Tuesday 11th April 2023 at 7:00 pm
at Littleton Memorial Hall.

Present: Cllr J Biddlecombe (Acting Chair), Cllr T Jackson, Cllr J Whitburn, Cllr R Warren, Cllr P Cunningham, Cllr L Winn, Cllr D Tozer, Cllr J Musselwhite.

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

Members of the public: Two.

23-001: Apologies for Absence.

Apologies were received from Cllr G Sallis.

23-002: Disclosure of Interest.

Cllr J Musselwhite declared a pecuniary interest in a planning application in Hollands Close, Littleton however this item was not discussed.

23-003: Public Participation.

None.

23-004: Minutes of the full council meeting held on 13th March 2023.

The minutes of the meeting of 13th March 2023 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 13th March 2023 be approved.**

23-005: 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.

23-006: County Councillor's Report – County Cllr J Warwick.

County Cllr J Warwick was unable to attend, and no matters were raised.

24-007: City Councillors' Report – City Cllr C Horrill.

City Cllr C Horrill reminded the Parish Councillors that voter identification will be needed in the May local elections, and she noted that there had been a lot of fly-tipping in the area that the Winchester City Council were reporting. The City Council will be introducing a new code of conduct later in the year, and it is hoped that Parish Councils will also migrate to the new conduct code when it is available. Work to rebuild the St Clements surgery is commencing, and the City Council have started discussions with Southampton University regarding the plans for River Park.

City Cllr C Horrill reported that the government have extended the £2 bus fare until 30th June, and that work to analyse the 3,500 comments that Winchester City Council have received for the Reg 18 Local Plan is continuing.

23-008: City Councillors' Report – City Cllr M Craske.

City Cllr M Craske reported that the town council are investigating design codes for the North of Winchester and specifically in the St Barnabas ward, and therefore the Harestock part of the parish area. He noted that whilst they were not focusing on Sir John Moore Barracks they were looking at important connections to integrate communities and this included Kings Barton and the anticipated development at Sir John Moore Barracks. They would very much appreciate an opportunity to discuss this with the Parish Council.

23-009: Military Report: Sir John Moore Barracks.

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

23-010: Police Report.

PCSO Leung was unable to attend; however, he provided a written report (see Appendix A pre-circulated to the Parish Councillors).

24-011: King's Barton Forum.

Cllr J Biddlecombe summarised the recent forum meeting. The closure of Andover Rd was discussed and it was understood that only Cala could make a planning application to change the decision that had been made 10 years ago. A Governance review is anticipated but requires 40% of the planned dwellings to be occupied.

Signed: _____ Date: _____

23-012: Planning.

a. New Applications.

The Parish Council resolved not to raise any objections for application 23/00487/HOU (178 Buriton Rd, Harestock).

b. Existing Applications.

It was noted that six 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 approved by officers despite the Parish Council objecting. It was noted that the Parish Council has the ability to ask the city council to consider the application at a planning committee level, and that an application would normally go to the committee if there are 6 objections from different households.

c. Enforcement Matters.

The council noted that there were two open enforcement cases in the Parish, one of which is resolved as the storage container has now been removed.

23-013: Parish Council Finance.

a. Payments for endorsement.

The payment list for February (see 0) containing payments already made was presented for consideration.

After some discussion, it was **proposed by Cllr T Jackson, seconded by Cllr L Winn and RESOLVED that payments on the payments schedule should be endorsed.**

b. To approve payments of new invoices

There was only one new invoice to be reviewed and it was proposed by Cllr L Winn, seconded by Cllr T Jackson and resolved to pay MANT the final instalment of £2,380.95 plus VAT for the repair to the Parkour vandalism.

c. To receive the minutes of the Finance and General Purposes Committee.

The recent minutes of the Finance and General Purpose Committee dated 29th March 2023 were noted.

d. To approve the asset register.

The Clerk presented the Asset Register and highlighted the items that had been removed and the new assets that had been added in the 2022-23 financial year. After some discussion, **it was proposed by Cllr J Musselwhite, seconded by Cllr D Tozer, and RESOLVED that the council's asset register for the year ending 31st March 2023, be approved.**

e. To review the draft accounts for 2022-2023

The draft annual accounts for the 2022-2023 financial year were reviewed in preparation for the internal audit on 20th April 2022.

f. To approve the finalised budget for 2023-2024.

The Clerk presented a revised annual budget taking into account revised figures for some items including grounds and playground maintenance. After some discussion, **it was proposed by Cllr P Cunningham, seconded by Cllr D Tozer and RESOLVED to approve the revised annual budget for the 2023-2024 financial year.**

23-014: Staffing Matters.

It was resolved to defer the discussion on staffing to the end of the meeting.

23-015: Climate Change.

Cllr D Tozer summarised a written report (see Appendix C pre-circulated to the Parish Councillors).

Cllr D Tozer also noted that he had received feedback from City Cllr K Learney that the proposal for a wildflower area in Harestock was being pursued.

23-016: Estate Matters.

a. To receive an update on Playground improvements

Signed: _____ Date: _____

Cllr L Winn reported that the new Playground equipment was being well used at both Bradley Rd and Littleton playground. The bare earth around the new play surface in Bradley Rd was still an issue and advice had been received from our grounds maintenance team that Autumn was the best time of year to resolve this. A resident has raised a concern that due to the increased use of the multi-use games area then there is a risk that kicked footballs could hurt children in other parts of the playground. This has not been raised as an issue by the playground inspectors but it was agreed that the Clerk should contact them to get their opinion.

Action: The Clerk is to contact the WCC playground inspectors regarding the risk of stray footballs hurting children in the Bradley Rd playground.

The request from Environmena for a photo opportunity plus a press release about their donation towards the cost of the new equipment in Littleton has had to be delayed due to pre-election restrictions.

Cllr J Biddlecombe stated that he was impressed with the new surfacing under the Labyrinth at Littleton playground and asked if this could be considered for other parts of the playground.

b. Estates Working Group report.

Cllr E Maun was unable to attend, however, Cllr J Biddlecombe noted that he and the Clerk had met a contractor to provide a quote for identifying the water pipes at the Recreation Ground.

Action: The Clerk to request a quote from the water tracing contractor to identify pipes at the Recreation Ground.

The Clerk noted that the Office furniture had now been installed, and also the new Pavilion door was now in place. The cricket team have planned a day to fill the holes left by birds eating the Chafer grub, rolling the ground and then reseeding; the football team are also concerned that the planned improvements to the pitches will be ruined if Chafer Bug returns in the Autumn. It was agreed that the council should invest in resolving Chafer bug issues at the appropriate time, and potentially a broader viewpoint should be considered as the grassed areas are also being damaged by increased footfall.

23-017: Preparation for the Annual Parish Council Meeting and the Annual Parish Meeting.

The Clerk noted that the council normally approve the council's key policies at the Annual Parish Council meeting, and therefore she would distribute for review the Standing Orders, the Financial Regulations, the Delegation Schedule, and the terms of reference for the Finance and General Purposes Committee.

It was noted that the Annual Parish Meeting for electors will start at 7 pm, to be directly followed by the Annual Parish Council meeting. It was agreed that Cllr T Jackson would support the Clerk to provide refreshments.

22-018: Parish Council Reports.

a. Littleton and Harestock Show.

Cllr R Warren reported that the show plans were progressing well, and that he had handed in his resignation to the Show Society Chairman with the expectation that a replacement council liaison would be identified after the May elections.

b. Littleton Village Design Statement

Cllr J Biddlecombe reported that he, Cllr D Tozer and the Parish Council's planning consultant had met with Winchester City planning officers to review feedback received after the LVDS public consultation. The feedback from Avison Young had been the most extensive, and it had referred to their bio-diversity surveys which the Parish Council have not seen. This will be further investigated by the WCC bio-diversity team, but the expectation is that the LVDS could be adopted by June.

c. Sir John Moore Barracks

Cllr J Biddlecombe reported that he had been encouraged by the Winchester City planning officers' response to the Parish Council's briefing document about the Sir John Moore Barracks development and they propose to forward it on to the DIO.

d. Flood Alleviation.

Cllr P Cunningham reported that Hampshire County Council are waiting to hear from some residents in Pitter Close regarding the proposals for the new water pipe. The County Council have paid for the

residents to take legal advice in order for them to fully understand the implications however they have already had a 3 months extension and the County Council is concerned that any more delays will impact the cost and delivery of the project.

e. The Millennium Memorial Hall.

Cllr T Jackson reported that the trustees' annual report is currently being drafted and it was noted that the annual refurbishment is planned for August. Cllr J Biddlecombe asked that the trustees inform the Clerk when the work will start so that she can arrange for the chair's engraved board to be taken down and updated.

f. Transport and Traffic

Cllr J Biddlecombe noted that the Hampshire County Council officer working on the scoping projecting to improve pedestrian safety near the Running Horse and arranged for a camera survey of the road. It was understood that the emerging local cycling and infrastructure plan for the district identifies Main Rd as a route and this may strengthen our proposals.

It was noted that there were a lot of potholes in the Parish, and it was agreed that an article should be placed in the next newsletter to let residents know how they can be reported.

23-019: Staffing Matters.

- a. To approve a proposal from the Finance and General Purposes Committee for the Clerk's pay scale for the 2023/2024 financial year.

The Clerk left the meeting whilst the council discussed the Clerk's pay scale. On her return, the **Parish Councillors RESOLVED unanimously to increase her NJC Salary Scale Point by 1 point starting in April 2023.**

- b. To set the hourly rate for a prospective new employee to clean council premises.

After some discussion, the councillors resolved to use a contract cleaner rather than employing an individual directly.

Action: The Clerk to select contract cleaners to clean both the Sports Pavilion and Parish Office.

23-020: Items for noting, AOB, or for inclusion on next month's agenda.

Cllr J Biddlecombe thanked Cllr R Warren and Cllr J Whitburn 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.

Cllr J Musselwhite noted that there were still more broadband service boxes in Harestock that needed repair, and that some of the inspection chambers installed for the new broadband network were already cracked.

23-021: Date of Next Meetings:

- a. Finance and General Purposes Committee Meeting: date to be decided.
 b. Annual Parish Assembly 15th May 2023, 7 pm, Littleton Millennium Memorial Hall.
 c. Annual Parish Council meeting: 15th May 2023, 7:45 pm, Littleton Millennium Memorial Hall.

22-022: Summary of Actions

Table 1: Open Action Points.

ID	Owner	Action Points (Open)	Status
Apr.1	Clerk	The Clerk is to contact the WCC playground inspectors regarding the risk of stray footballs hurting children in the Bradley Rd playground.	New
Apr.2	Clerk	The Clerk to request a quote from the water tracing contractor to identify pipes at the Recreation Ground.	New
Apr.3	Clerk	The Clerk to select contract cleaners to clean both the Sports Pavilion and Parish Office.	New
Feb.1	Cllr JB	Cllr J Biddlecombe to raise concerns with the DIO about the Harestock Rd football field rent increase.	Open

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. 11 Apr 23: Still no response from the DIO.	
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. 11 Apr 23: The Clerk will follow up after the end of the financial year work is completed.	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 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Mar.1	Clerk	The Clerk to arrange for Cllr J Biddlecombe to be invited to the King's Barton Forum on 14 th March 2023. 11 Apr 23: Done.	Closed
Mar.2	Clerk	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. 11 Apr 23: Done.	Closed
Mar.3	Clerk	The Clerk is to contact Cllr J Warwick to report the unofficial layby being created on Andover Rd. 11 Apr 23: Done. HCC highways team regulates food concessions on the highway and they have a policy that doesn't allow for them but enforcement may not always occur. The enforcement officer has been informed to check if cars are parked in a dangerous location.	Closed
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. 11 Apr 23: Documents have now been collected.	Closed

Appendix A. WINCHESTER NPT Crime Report (05/03/2023 - 05/04/2023)- PCSO 18348 Gary Leung

Antisocial Behaviour - No reports of Antisocial Behaviour in Littleton & Harestock.

Assaults

27/03/2023 - Informant reporting her 14 year old daughter has been assaulted by a fellow student resulting in a broken nose. (Henry Beaufort School)

Burglary - No reports of Burglary in Littleton & Harestock.

Criminal Damage –

24/03/2023 - Informant reporting someone has spray painted a tag on her garage door overnight.

Harassment

03/02/2023 - Informant reported their neighbour shouting at him. This is the latest incident of a series going back to 2022.

Public Order - No reports of Public Order in Littleton & Harestock

Road Related Incident

11/03/2023 - Informant reporting that he has scratched a silver Mercedes when reversing out of a parking space.

Suspicious

15/03/2023 - Informant reported 2 males were knocking on doors in a residential area. They were driving a white Ford Transit.

Theft

13/03/2023 - Informant reporting that someone has broken into their car and removed a fuse panel.

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

Table 3: Payments in March 2023

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.03.23	238	British Gas	Sports Pavilion Electricity (11 Jan 23 - 11 Feb 23)	150.75	7.18	143.57
06.03.23	239	True Potential	Pension Payment for February	131.65	0.00	131.65
06.03.23	240	JRH Plumbing	Parish Office External Tap replacement	80.00	0.00	80.00
06.03.23	241	Green Smile Ltd	March Grounds Maintenance	<i>redacted</i>	<i>redacted</i>	<i>redacted</i>
06.03.23	242	C&D Trees	Grind stump in Littleton playground	240.00	40.00	200.00
06.03.23	243	Biffa	Waste & Recycling collection 01/04/23 - 29/09/23	1,313.83	109.49	1,204.34
06.03.23	244	The Play Inspection Company	Post Installation Inspection for Labyrinth at Littleton Playground	360.00	60.00	300.00
06.03.23	245	Factotum Vintage	Handyman services - Reurbishment of two benches	327.95	0.00	327.95
09.03.23	246	British Gas	Office Electricity (20 Jan 23 to 20 Feb 23)	60.91	2.90	58.01
10.03.23	247	Wicks	Rockwool Thermal Insulation Roll x 5	305.00	50.83	254.17
14.03.23	248	Mainstream Digital	February telephone usage & Quarterly Rental	50.89	8.48	42.41
14.03.23	249	Sovereign	Littleton Playground - Labyrinth play equipment installation (Final 10% payment)	4,378.94	729.82	3,649.12
17.03.23	250	C&D Trees	Prune hawthord and Buddleia at Recreation Ground boundary near Parish Office	240.00	40.00	200.00
17.03.23	251	Andover Glass	Supply and Install Fascia and Guttering at the Parish Office	1890.00	315.00	1575.00
20.03.23	252	Buntilicious	Personalised Coronation Wildflower seed packs x 500	514.99	0.00	514.99
21.03.23	247-x	Wicks	Refund (Not available) - Rockwool Thermal Insulation Roll x 5	-305.00	-50.83	-254.17
21.03.23	253	Wicks	Rockwool Thermal Insulation Roll x 6	366.00	61.00	305.00
23.03.23	254	Steveelesplanning	Planning advice for Sir John Moore Barracks Development	875.00	0.00	875.00
23.03.23	255	JRH Plumbing	Bowls Watermain supply pipe	435.00	0.00	435.00
23.03.23	256	Haywoods	Office furniture including meeting table - Final payment	1861.14	310.19	1,550.95
23.03.23	257	CMS Downs	Office Flooring - Final payment	791.18	131.86	659.32
27.03.23	258	Clerk	Clerk's salary March	1,372.24	0.00	1,372.24
24.03.23	259	HMRC	Tax & NI on March salaries	313.60	0.00	313.60
27.03.23	260	Adobe	Adobe monthly subscription for March	35.39	5.90	29.49
27.03.23	261	Go Live	March Website Updates & E-newsletter	300.00	0.00	300.00
29.03.23	262	Andover Glass	Supply and Install Pavilion Door	1198.80	199.80	999.00
29.03.23	263	Factotum Vintage	Handyman services - Loft Insulation in	100.00	0.00	100.00

Signed: _____ Date: _____

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
			Parish Office			
29.03.23	264	MANT	Interim payment for Parkour burnt surface repair	4,000.00	667.00	3,333.00
29.03.23	265	C&D Trees	Prune New Rd Ash tree / Sever Ivy on conservation field ivy / Trim Cedar tree	900.00	150.00	750.00
31.03.23	266	British Gas	Sports Pavilion Electricity (11 Feb 23 - 11 Mar 23)	69.87	3.33	66.54

Appendix C. Climate Change Working Group –

1. Home Energy Event

This was held on Tues 28th March under the 'banner' of Tackling heat loss in the home with easy wins, offering practical advice and DIY quick fixes to improve the energy efficiency of our homes.

A lot of preparation went into organizing this by Liz and Tim including arranging for a panel of 4 presenters. It was felt that the event went reasonably well, although it would have been better to have had more people there - particularly actual residents and including those who had borrowed the thermal camera! The audience included councillors from other parishes which while good was not the intended target group!

This obviously raises the question of how we communicate with residents and further thought needs to be given to this.

2. Next Climate Change Group meeting

Due to the close proximity of the provisional date of the next Climate Change Next Steps Group meeting and other factors, the meeting to review progress on a number of our climate change initiatives was deferred. We had planned to meet on Sunday, 2nd April and have re-arranged for Sunday, 23rd April starting at 10:30 am in the Sports Pavilion.

3. Creating Wildflower Areas

Despite (now longstanding) positive noises for creating a small wildflower patch at the junction of Rockbourne Road and Buriton Road (Harestock), regrettably, there is no tangible action from WCC on managing the patch, causing frustrations for those concerned. Such unnecessary delays can easily lead to volunteers to give up. Hopefully, this will not happen.

The Littleton Gardening Club has arranged a 'Wildlife on Verges' talk on Wed 19th April at 7.30 pm which would be open for a £5 fee to non-members. Tickets need to be booked in advance by Sat 15th.

David Tozer (Chair of CCWG)

10/04/2023