

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

**held on Tuesday 12<sup>th</sup> June 2023 at 7:00 pm  
at Henry Beaufort School Library, Harestock.**

**Present:** Cllr J Biddlecombe (Chair), Cllr D Tozer, Cllr T Jackson, Cllr L Winn and Cllr J Musselwhite.

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

**Members of the public:** One.

### **23-041: Apologies for Absence.**

Apologies were received from Cllr P Cunningham, County Cllr J Warwick and City Cllr J Batho.

### **23-042: Disclosure of Interest.**

Cllr J Musselwhite declared a **pecuniary interest** in planning applications at the Pump House, Littleton and 10 Andover Rd North, Harestock.

### **23-043: Public Participation.**

One member of the public expressed an interest in the council's thoughts on the sale of the land behind the Running Horse public house.

### **23-044: Sale of the wooded area behind the Running Horse public house**

It was resolved that the agenda item to discuss the sale of the small wood behind the Running Horse would be brought forward.

Cllr J Biddlecombe noted that the area was outside the development barrier and access was through the Running Horse car park and therefore unlikely to be developed. The Running Horse itself had been registered as an asset of community value; however, it wasn't clear if that extended to the wooded area. It was also noted that many residents had been using the path through the trees for many years and that if residents had been using it for longer than 20 years then it could be registered as a right of way.

After much discussion, the following actions were agreed:-

**Action:** Cllr J Biddlecombe to contact Upham Brewery to discuss options including a potential lease to the Parish Council.

**Action:** The Clerk to investigate if the community value asset list included the wooded area and if not the possibility to register it after the area had already been put up for sale.

**Action:** The Clerk to contact County Cllr J Warwick to ask for advice.

**Action:** The Clerk to investigate a possible grant from the Community Asset Fund to purchase the wood.

**Action:** The Clerk to arrange to get information from residents on their use of the path.

**Action:** The Clerk to investigate if the wooded area is protected.

**Action:** The Clerk to investigate registering the path as a right of way.

### **23-045: Minutes of previous meetings**

The minutes of the meeting of 23<sup>rd</sup> May 2023 were presented, and it was **proposed by Cllr D Tozer, seconded by Cllr J Musselwhite, and RESOLVED that the minutes of the meeting held on 23rd May 2023 be approved.**

### **23-046: 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.

### **23-047: County Councillor's Report – County Cllr J Warwick.**

County Cllr J Warwick was not able to attend but provided a report (see Appendix A pre-circulated to the Parish Councillors).

### **24-048: City Councillors' Report – City Cllr C Horrill.**

City Cllr C Horrill reported that the Princess Royal, as Colonel-in-Chief of the Royal Logistic Corps, visited Winchester to attend the 30<sup>th</sup>-anniversary celebrations of the Corps with a freedom parade in the City.

There is a developer in place for the Central Winchester Project, and there has been a recent briefing for the Station Approach Project where the city council is hoping to improve cycling and walking opportunities. City Cllr C Horrill also reported that the government have extended the £2 bus fare until the end of September

#### **23-049: Military Report: Sir John Moore Barracks.**

The ATR representative RSM WO1 Bould was unable to attend, however, Cllr J Musselwhite reported that he and his wife had really appreciated attending the Sounding The Retreat Event at the Barracks and they had learnt a lot about the history of the regiment.

**Action:** The Clerk to send a thank you note to the RSM for the care and attention that Cllr J Musselwhite and his wife received at the Sounding The Retreat Event at the SJMB.

#### **23-050: Police Report.**

PCSO Leung was unable to attend; however, he provided a written report (see Appendix B pre-circulated to the Parish Councillors). The council raised a concern about an Arson report in Harestock and asked the Clerk to find out some more information.

**Action:** The Clerk to ask the PCSO if there had been any further issues concerning an Arson report in Harestock.

#### **24-051: King's Barton Forum.**

No report.

#### **24-052: Littleton & Harestock Show.**

The council resolved to allow the Show Society to put up banners and signs to promote the show on Parish Council land, including the Bradley Rd playground, the Littleton Barrows and outside the Parish office.

#### **24-053: Littleton and Harestock Sports Club.**

It was noted that roof lights on the green sports storage shed were causing problems for tennis players when the sun was rebounding onto the courts. Additionally, the restriction on the number of games on the football pitches was discussed and it was thought that the council needed more information regarding the correct usage for the current pitch conditions.

**Action:** The Clerk to check with the football team when the next FA evaluation for the football pitches will occur and ask for professional advice on the usage of the pitches.

#### **23-054: Planning.**

The Planning Schedule for June 2023 was circulated and discussed. It was agreed that Cllr J Musselwhite could remain in the room during discussions on applications where he had a pecuniary interest but he would not be part of the decision making process.

a. New Applications.

After some discussion, the Parish Council agreed not to raise any objections to 23/01050/HOU (Four Winds, 10 Andover Road North, Harestock).

b. Existing Applications.

It was noted that Winchester City Council had not yet made decisions regarding the three recent applications previously reviewed by the Parish Council.

c. Enforcement Matters.

The council noted that there was only one open enforcement case currently being pursued by Winchester City Council.

d. To consider the response to feedback from Winchester City Council regarding the Littleton Village Design Statement (LVDS).

Cllr J Biddlecombe reported that Winchester City Council had proposed some changes to the LVDS based on feedback from the DIO. The council had some concerns about some of the proposed wording as it could be downgrading the power of the document. Cllr J Biddlecombe agreed to contact the WCC officer to raise the council's concerns.

**Action:** Cllr J Biddlecombe to contact WCC to follow up on the proposed changes to the LVDS.

**23-055: Confidential item: Flowerdown Redevelopment**

It was proposed by Cllr J Biddlecombe, seconded by Cllr J Musselwhite and **RESOLVED** to bring forward the agenda item on the Flowerdown redevelopment and exclude the public for the council to consider and act on 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, and the progress made to date.

**23-056: To consider a proposal for more frequent paper newsletters.**

After some discussion, it was proposed by Cllr J Biddlecombe, seconded by Cllr T Jackson and resolved that the council would produce two paper newsletters per year.

**23-057: Estates Matters**

- a. To approve a proposal to treat the Recreation Ground for Chafer Bug

The Clerk reported that a new treatment for Chafer grub was available that needed to be applied shortly after the adult beetles had swarmed in June. The license required that only 10% of the Recreation Ground could be treated and the quote for this treatment would be £1,550 plus VAT.

After some discussion, **the council resolved to spot-treat the most affected areas in the recreation ground and for the treated areas to be fenced off.**

- b. To approve a proposal for an additional grass path in the Recreation ground conservation area.

The Clerk noted that many people had been walking through the wildflower area in the conservation area and creating a trampled path, this had been ongoing for some years and she had been fencing it off when it occurred. The council agreed to make a new mown path along the area where the public were walking.

- c. To receive an update on Playground improvements

Cllr L Winn reported that the annual inspection report had raised several maintenance issues that she was investigating. Quotes for the maintenance work are being sought, and she will report back at the next meeting.

**23-058: Parish Council Finance.**

- a. Payments for endorsement.

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

After some discussion, **it was proposed by Cllr T Jackson, seconded by Cllr D Tozer 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             |
|-----------------------|--|-----------------|---------------|-----------------|
| WCC                   | Contribution to WCC for the night bus            | 500.00          | 0.00          | 500.00          |
| St Catherine's Church | Churchyard Donation                              | 1,350.00        | 0.00          | 1,350.00        |
| Larkstell             | To treat 10% of Recreation ground for Chafer Bug | 1,860.00        | 310.00        | 1,550.00        |
| <b>Totals</b>         |  | <b>3,710.00</b> | <b>310.00</b> | <b>3,400.00</b> |

The Clerk presented the list of payments for approval and it was **proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED that payments totalling £3,710.00 should be paid.**

**23-059: Climate Change Working Group (CCWG).**

- a. To approve the name for the Climate Change Action Group

Cllr L Winn reported that the Climate Change Action Group had discussed a new name at their most recent meeting. They had proposed the name Littleton and Harestock Parish Action on the Climate Emergency (PACE), and this was welcomed by the Parish Council.

- b. To receive a report from the CCWG lead.

Cllr D Tozer (outgoing chair of CCWG) and Cllr L Winn (new CCWG chair) presented the 2022-23 Action Plan Report for the CCWG. The particular highlights this year had been the introduction of the Thermal Imaging Camera loan scheme, and the approval of the wildflower mini-meadow in Harestock. The council's insurance providers had advised that a risk assessment should be produced for maintenance of the area, and it has now been taken off the WCC mow list. A sign will also need to be provided.

An Eco-fair is planned for 30<sup>th</sup> September on the grassy area outside the March Hare public house, and the team are currently collating information on local recycling opportunities.

**22-060: Parish Council Reports.**

- a. Flood Alleviation.

The Outer Winchester Flood Alleviation Scheme had recently met and it was reported that the license agreements for the Littleton works were now in place, and assuming the Project board approves the scheme would go out to tender in Spring 2024 with implementation in Autumn 2024. The Kings worthy part of the scheme is expected to be constructed in Autumn 2023.

- b. The Millennium Memorial Hall.

No update.

- c. Transport and Traffic

Cllr J Biddlecombe reported that as part of the work for the scoping projecting to improve pedestrian safety near the Running Horse, there will be a camera survey in June between the Running Horse and the older part of Littleton village.

**23-061: Items for noting, AOB, or for inclusion on next month's agenda.**

It was noted that Cllr D Tozer would chair the next meeting, and the Clerk reported that she would be attending an SLCC (Society of Local Council Clerks) Branch meeting and training session on Wednesday 14<sup>th</sup> June.

**23-062: Date of Next Meetings:**

- a. Parish Council meeting: 10<sup>th</sup> July 2023, 7:00 pm, Littleton Millennium Memorial Hall.
- b. Finance and General Purposes meeting: 6<sup>th</sup> September 2023, 9:30 am, Littleton Sports Pavilion.

**23-063: Summary of Actions**

Table 2: Open Action Points.

| ID     | Owner | Action Points (Open)  | Status |
|--------|-------|---|--------|
| June.1 | Clerk | Cllr J Biddlecombe to contact Upham Brewery to discuss options for the wooded area behind the Running Horse including a potential lease to the Parish Council.  | NEW    |
| June.2 | Clerk | The Clerk to investigate if the community value asset list included the wooded area behind the Running Horse and if not the possibility to register it after the area had already been put up for sale. | NEW    |
| June.3 | Clerk | The Clerk to contact County Cllr J Warwick to ask for advice regarding the wooded area behind the Running Horse.  | NEW    |
| June.4 | Clerk | The Clerk to investigate a possible grant from the Community Asset Fund to purchase the wood behind the Running Horse.  | NEW    |
| June.5 | Clerk | The Clerk to arrange to get information from residents on their use of the path through the Running Horse Wood.   | NEW    |
| June.6 | Clerk | The Clerk to investigate if the wooded area behind the Running Horse is protected.  | NEW    |

| ID      | Owner   | Action Points (Open)  | Status |
|---------|---------|---|--------|
| June.7  | Clerk   | The Clerk to investigate registering the path in the Running Horse wood as a right of way.  | NEW    |
| June.8  | Clerk   | The Clerk to send a thank you note to the RSM for the care and attention that Cllr J Musselwhite and his wife received at the Sounding the Retreat Event at the SJMB.   | NEW    |
| June.9  | Clerk   | The Clerk to ask the PCSO if there had been any further issues concerning an Arson report in Harestock.   | NEW    |
| June.10 | Clerk   | The Clerk to check with the football team when the next FA evaluation for the football pitches will occur and ask for professional advice on the usage of the pitches.  | NEW    |
| June.11 | Cllr JB | Cllr J Biddlecombe to contact WCC to follow up on the proposed changes to the LVDS.   | NEW    |
| May.1   | Clerk   | The Clerk to send formal thank you letters to the recent council members who have stood down.<br><b>12 Jun 23:</b> In progress.   | Open   |
| May.4   | Clerk   | The Clerk to collate information about anti-social behaviour near Harestock Rd, and forward a letter to WCC.<br><b>12 June 23:</b> Information from residents and the police received, a draft letter has been produced and is currently being reviewed.  | Open   |
| May.5   | Clerk   | The Clerk to inform the Show Society and the Sports Club that a council representative will no longer attend their meetings, but instead invite them to attend and report at future Full Council meetings.<br><b>12 June 23:</b> Show Society informed, and some members of Sports Club, but an official letter has not been sent yet.                      | Open   |
| May.6   | Clerk   | The Clerk to arrange for the change in bank signatories.<br><b>12 June 23:</b> Bank mandate forms have been received.   | Open   |
| May.8   | Clerk   | The Clerk to submit the required AGAR documentation to the external auditor.<br><b>12 June 23:</b> Documents are on the website, Public rights period starts 12 <sup>th</sup> June 2023. Documents will be sent to the external auditor now that the May meeting minutes are approved.  | Open   |
| Jan.2   | Clerk   | The Clerk is to contact Hampshire Records Office to arrange to view old Parish Council minutes.<br><b>13 Feb 23:</b> Reviewed records over 2 days, need further investigation.<br><b>13 Mar 23:</b> No update.<br><b>11 Apr 23:</b> The Clerk will follow up after the end of the financial year work is completed.<br><b>15 May 23/12Jun23:</b> No change. | Open   |
| Oct.6   | Clerk   | The Clerk to further investigate the requirement for a separate Cyber insurance policy<br><b>12 Dec 22:</b> Low priority at the moment.   | Hold   |
| Oct.9   | Cllr EM | Cllr E Maun to investigate costs to extend the existing car park speed bumps.<br><b>14 Nov 22:</b> On hold until separate car parking spaces are defined.   | Hold   |

Table 3: Closed Action Points

| ID    | Owner          | Action Points (Closed)  | Status |
|-------|----------------|---|--------|
| May.2 | Clerk          | The Clerk to ask the council's planning consultation for advice on potential enforcement action and other planning regulations that might help to support a response to the anti-social behaviour near Harestock Rd.<br><b>12 June 23:</b> Advice received. Local plan reference received, additionally, the Town and Country Planning (General Permitted Development) (England) Order 2015, schedule 2, part 4 allows for 14 days of motorbike usage on the field in any calendar year | Closed |
| May.3 | Clerk          | The Clerk to confirm that residents would be happy for their names to be put forward to Winchester City Council's environmental health department.<br><b>12 Jun 23:</b> Three residents originally agreed, but one changed her mind after seeing the proposed letter.   | Closed |
| May.7 | Cllr JBi/Clerk | Cllr J Biddlecombe and the Clerk to sign the relevant AGAR sections.<br><b>12 Jun 23:</b> Done.   | Closed |

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

**Rural verge cutting** Hampshire Highways have now begun their seasonal grass cutting programme. This can be an emotive subject to many, especially during the nesting season. The department works closely with the conservation charity, Plantlife UK, to ensure that their work promotes biodiversity; in particular, they try to avoid cutting grass at ecologically important times, and particularly at sensitive sites. For safety reasons, however, there are some locations where roadside grass still needs to be mown to maintain adequate visibility and sight lines, for example on the approaches to roundabouts or at junctions. More information can be found at [www.hants.gov.uk/transport/roadmaintenance/grasscutting](http://www.hants.gov.uk/transport/roadmaintenance/grasscutting)

**Hampshire Forest Partnership:** Please see the attached update about tree planting projects across the county from the Hampshire Forest Partnership. If your parish would like to support a project, or have questions or suggestions for the HFP please do get in touch with Emily and her team by emailing [treeplanting@hants.gov.uk](mailto:treeplanting@hants.gov.uk)

**Fostering:** There are increasing numbers of unaccompanied asylum-seeking children and young people in need of a home. We have seen an increase in the number of very vulnerable, unaccompanied asylum-seeking children. The County Council is duty bound to bring these children into care through the national transfer scheme.

Fostering an unaccompanied asylum-seeking child can be extremely rewarding – by being a positive and enabling presence to support them to access education, stability in everyday life and to become settled into a new culture and country.

More information about UASC fostering can also be found on the Fostering Hampshire Children website: [www.hants.gov.uk/uasc](http://www.hants.gov.uk/uasc)

**Bus Service Investment of £3.5m:** Hampshire County Council has announced an additional £3.5m investment in nine local bus services including the Winchester area. Nationally bus passenger numbers are well below the levels seen before the pandemic making it challenging for operators to deliver viable services. Despite the additional funding, some services will see adjustments to frequencies and routes. However, our government has also extended the £2 bus fare cap to October 2023 rising to £2.50 until November 2024, so please use your local service.

**Help with School Transport:** For some children in the county, there are exceptional reasons why they are unable to get to school, even with the help of families or friends. For these situations, Hampshire County Council may be able to help. For further information visit [www.hants.gov.uk/educationandlearning/schooltransport](http://www.hants.gov.uk/educationandlearning/schooltransport).

**Cost of living support** Hampshire County Council has announced plans for £ 14.2 million of additional funding to help local households struggling with the cost of food and energy prices. The funding is an extension of the Government's Household Support Fund (HSF) until the end of March 2024. HCC work closely with other local organisations including district and borough councils, schools, charities and community groups to ensure eligible households receive support with food, energy and water bills and assistance with essential household items.

The funding allocation includes:

- £800,000 to support the community pantry network and £361,000 for organisations supporting unpaid carers.
- £800,000 in community grants for locally based organisations to support local residents.
- £4,442,870 to district and borough councils to provide food vouchers and support with exceptional housing costs.
- £2,845,622 to schools and other educational establishments to offer support at their own discretion to families most in need.
- £460,000 in direct fuel support to vulnerable adults
- £715,000 in food vouchers to foster carers and connected carers.

Details of how to seek support can be found at the connect4communities website: [www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities](http://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities)

**Greening campaigns** More communities across Hampshire can be empowered to take positive action on climate change over the next three years, thanks to almost £0.5 million of National Lottery funding awarded to the Greening Campaign, with support from Hampshire County Council. This could include improving the energy efficiency of people's homes, reducing CO2, reducing waste, reusing and repairing, being more sustainable through locally grown produce, and providing green spaces for wildlife to thrive.

The Greening Campaign is a structured process, guiding communities to act on climate change and biodiversity locally. Guidance, based on experience gained from working with over 200 other groups across the UK, provides a blueprint for success for each step of the way, starting with motivating people in the community to get involved, through to making it fun and rewarding.

Two events are being held for those wanting to know more - on 12th and 15th June. Information or booking at <https://greening-campaign.org/events/>

## **Appendix B. Crime Report (09/05/2023 - 09/06/2023)- PCSO 18348 Gary Leung**

### **Arson –**

29/05/2023 - Police received a report from Hampshire Fire & Rescue Service that they were attending to a report of multiple vehicles on fire.

### **Antisocial Behaviour –**

16/05/2023 - Informant reporting loud off-road motorbikes being driven by young men around the field.

16/05/2023 - Informant reporting very loud off-road motorbikes, driving around the field next to their house.

**Burglary** - No reports in Littleton & Harestock.

**Criminal Damage** – No reports in Littleton & Harestock.

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

### **Road Related Incident**

09/05/2023 - Informant reporting major flooding in Priors Dean Road where it meets Bradley Road.

14/05/2023 - Car vs car road traffic collision. Damage only and details not exchanged.

27/05/2023 - Car vs car road traffic collision. Damage only.

### **Suspicious**

01/06/2023 - Informant reporting witnessing someone taking copper piping from a neighbour's garden.

08/05/2023 - Informant reporting 3 different people have met up with the same person believed to be dealing drugs.

02/06/2023 - Informant reporting a suspicious male hanging around outside the garages.

### **Theft**

20/05/2023 - Informant reporting theft of cash at an ATM.

**Appendix C. Payments for endorsement (Confidential information not shown).**

Table 4: Payments in May 2023

| Date     | Ref | To Whom                      | Details of Payment                                  | Total (£)       | VAT (£)         | Net (£)         |
|----------|-----|------------------------------|---|-----------------|-----------------|-----------------|
| 02.05.23 | 23  | British Gas                  | Office Electricity for 20/03/23 - 18/04/23          | 30.44           | 1.45            | 28.99           |
| 02.05.23 | 24  | British Gas                  | Sports Pavilion Electricity for 11/03/23 - 11/04/23 | 117.86          | 5.61            | 112.25          |
| 05.05.23 | 25  | WCC                          | Council tax on Parish Office                        | 66.00           | 0.00            | 66.00           |
| 12.05.23 | 26  | Green Smile Ltd              | May Grounds Maintenance                             | <i>redacted</i> | <i>redacted</i> | <i>redacted</i> |
| 12.05.23 | 27  | HALC                         | HALC Affiliation Fees 23/24                         | 796.10          | 0.00            | 796.10          |
| 17.05.23 | 28  | Business Stream              | Water Services (5 January 2023 - 4 April 2023)      | 130.66          | 0.00            | 130.66          |
| 17.05.23 | 29  | Mainstream Digital           | April telephone usage                               | 1.93            | 0.32            | 1.61            |
| 17.05.23 | 30  | Colden Common Parish Council | Contribution to Lengthsman Scheme                   | 440.00          | 0.00            | 440.00          |
| 22.05.23 | 31  | Smart Water Testing Ltd      | Legionella Test Kit for Pavilion                    | 52.50           | 8.75            | 43.75           |
| 24.05.23 | 32  | Information Commissioner     | Data Protection Registration fee                    | 40.00           | 0.00            | 40.00           |
| 24.05.23 | 33  | <i>Clerk</i>                 | Clerk's expenses from November 2022 to May 2023     | 72.74           | 0.00            | 72.74           |
| 24.05.23 | 34  | HMRC                         | Tax & NI on May salaries                            | 336.02          | 0.00            | 336.02          |
| 25.05.23 | 35  | <i>Clerk</i>                 | Clerk's salary May                                  | 1,403.00        | 0.00            | 1,403.00        |
| 25.05.23 | 36  | Go Live                      | May Website Updates & E-newsletter                  | 300.00          | 0.00            | 300.00          |
| 25.05.23 | 37  | Adobe                        | Adobe monthly subscription for May                  | 35.39           | 5.90            | 29.49           |
| 30.05.23 | 38  | British Gas                  | Sports Pavilion Electricity for 11/04/23 - 11/05/23 | 103.97          | 4.95            | 99.02           |