

RECORD OF THE LITTLETON & HARESTOCK PARISH COUNCIL MEETING

**held on Monday 13th November 2023 at 7:00 pm
at Henry Beaufort School, Media Suite**

Present: Cllr J Biddlecombe (Chair), Cllr D Tozer, Cllr P Cunningham and Cllr J Musselwhite (from 8 pm).

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

Members of the public: Five.

23-134: Apologies for Absence.

Apologies were received from Cllr L Winn, Cllr T Jackson and City Cllr J Batho.

23-135: Disclosure of Interest

Cllr J Biddlecombe declared a personal interest regarding the decision to select the contractors to paint the Pavilion (See 23-149b).

23-136: Public Participation.

a. Planning Application for Electric Vehicle Charging Hub at Three Maids Hill

Two members of the public summarised the application for an electrical vehicle charging hub which had recently been submitted to Winchester City Council. A decision is expected in February 2024.

b. Planning Application for Dog Walking Paddock in Littleton

A member of the public presented his proposal for a dog-walking paddock in Littleton and was advised to consider the Littleton Village Design Statement (LVDS).

23-137: Agenda Order.

Cllr J Biddlecombe proposed, and it was agreed that the order of the agenda items would be modified given that the council would not be quorate and not able to make decisions until Cllr J Musselwhite was able to attend at 8 pm.

23-138: County Councillor's Report – County Cllr J Warwick.

County Cllr J Warwick provided a report (pre-circulated to the Parish Councillors) which included the following topics:-

- Thermal Patching Trials for road surface repairs
- Meals on Wheels
- School Crossing Patrols
- Reporting Highway Problems.

County Cllr Warwick also noted a concern regarding groundwater levels which are high at the moment, and should we continue to get heavy rain it would be likely that flooding would occur in the January to February 2024 timeframe.

Cllr Biddlecombe noted that he had met with HCC officers regarding the proposed scoping project to improve pedestrian safety near the Running Horse and asked for Cllr J Warwick's support.

23-139: City Councillors' Report – Wonston and Micheldever Ward

City Cllr C Horrill reported that Winchester City Council were working towards the Reg 19 version of the Local Plan and that they were waiting for the required housing number figures. The finalised plan is due to be adopted in 2025. The council's constitution is being reviewed, the Park and Ride bus contract is due for renewal, and they are continuing to participate in the Sir John Moore Barracks development consultation.

23-140: City Councillors' Report – St Barnabas Ward

City Cllr K Learney reported that there had been a good response to the recent Waste and Recycling survey with approximately 7,500 responses. The Government has announced new rules which include the requirements for food waste recycling to be compulsory from 2026. A revised code of conduct is due to be agreed upon in January, and the City Council will ask for Parish councils to move to the same code.

Winchester City Council are considering Sports and Play facilities in the St Barnabas ward and they are currently considering St Matthews' Field in Weeke.

Cllr D Tozer asked about the status of the Winchester movement strategy, and City Cllr K Learney agreed to share a recent presentation that she had produced.

23-141: Military Report: Sir John Moore Barracks.

The ATR representative RSM WO1 Bould was unable to attend and it was noted that Cllr J Musselwhite had attended the Remembrance Parade at the Sir John Moore Barracks.

23-142: Police Report.

PCSO Warn was unable to attend, and no issues were raised.

23-143: King's Barton Forum.

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

23-144: Littleton and Harestock Sports Club.

It was noted that the Sports Club would be reviewing the draft management agreement between the Sports Club and the Parish Council at their next meeting on 21st November 2023.

23-145: Littleton Memorial Hall.

Cllr T Jackson summarised a written report (see Appendix B), pre-circulated to the Parish Councillors.

The Clerk reported that following a request from the Chair of the Trustees she would forward any future concerns regarding safeguarding to the Hall Manager.

Cllr J Musselwhite then joined the meeting which then became quorate. This allowed formal council decisions to be made.

23-146: Minutes of previous meetings

The minutes of the meeting of 9th October were presented, and it was **proposed by Cllr P Cunningham, seconded by Cllr J Biddlecombe, and RESOLVED that the minutes of the meeting held on 9th October 2023 be approved.**

23-147: 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.

23-148: Planning.

The Planning Schedules for November 2023 were discussed.

- a. New Applications.
The Parish Council resolved to not raise any objection to 23/02403/HOU (17 North Drive, Littleton) and for the application, 23/02286/HOU (The Twitten, 4 Lovett Walk, Harestock) to be covered under the Clerk's delegated responsibility.
- b. Existing Applications.
It was noted that 23/01685/HOU had now been approved by Winchester City Council, however, 23/01939/HOU was refused.
- c. Enforcement Matters.
The council noted that there were two open enforcement cases currently being pursued.
- d. To consider a response to Winchester City Council's Statement of Community Involvement Consultation.
The council reviewed a proposed response to the consultation on Community Involvement and it was agreed that the Clerk should submit the response.

Action: The Clerk to submit the Council's response to WCC's Statement of Community Involvement Consultation.

23-149: Estates Matters

- a. To receive an update on Playground improvements
The Clerk reported on the work that had been completed at the Bradley Rd playground, including some additional Health and Safety Repairs that had been authorised under the Clerk's delegated responsibility.

It was expected that maintenance work for the Littleton playground would be proposed at the December Parish Council meeting.

- b. To receive updates on Estates' work in progress.

It was noted that the WI's coronation tree in the conservation field has been replaced as it had died and that the drainage work in the Recreation Ground Overflow Car Park was due to start that day.

Cllr J Biddlecombe then presented two quotes for the refurbishment of the ground floor of the Pavilion and the wooden store outside. Another contractor had been approached but they didn't provide a quote. He then noted a personal interest in that he had previously been a director for one of the companies but had no business interest in it at this time.

After some discussion, there was a unanimous vote to select Bradec at a cost of £5,995 plus VAT.

23-150: Parish Council Finance.

- a. To endorse the latest payments list.

The payment list for October 2023 (see 0Appendix C) containing payments already made was presented for consideration and, after discussion, **it was proposed by Cllr P Cunningham, seconded by Cllr D Tozer, and RESOLVED that payments on the October 2023 payments schedule should be endorsed.**

- b. To approve payments of new invoices

Table 1: Payments for Approval

Payee	Details of payment	Total	VAT	Net
Ava Recreation	Repairs and resurfacing at Bradley Rd playground	5,692.69	948.78	4,743.91
Ava Recreation	Urgent Health and Safety Repairs at Bradley Rd playground	964.96	160.83	804.13
Test Valley Paving	Install drainage, lay an area of tarmac and install a speed bump	38,688.00	6,448.00	32,240.00
Totals		45,345.65	7,557.61	37,788.04

The Clerk presented the list of payments for approval (see above) and it **was proposed by Cllr D Tozer, seconded by Cllr J Musselwhite, and RESOLVED that payments totalling £45,345.65 should be paid.**

- c. To confirm the continued instruction to the Council's planning consultant.

A quote for further planning consultancy work to support the next phases of the Sir John Moore Barracks development consultation was discussed and it was **proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham, and RESOLVED that the quote of £3,000 should be approved.**

- d. Local Government Services Pay Agreement 2022-23.

The Clerk noted that the Local Government Association had agreed on pay scales which would be backdated to April 2023 and she reported that she would implement this in the November 2023 payroll.

- e. To note the signed lease for the Harestock Rd Football Field

The Clerk noted that the DIO Solicitors had reported that the lease for the Harestock Rd Football Field had now been signed by all parties.

- f. To review the process for setting the 2024-25 budget and precept.

The Clerk explained the process for setting the 2024-25 budget and precept which included a first review at the Finance and General Purposes Committee on 22nd November 2023, prior to formal approval at the December Parish Council meeting. She had already received input for the PACE and playground budgets for next year but asked councillors if they had any other input for other budget lines.

23-151: To exclude the public from the Flowerdown Redevelopment discussion

It was proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham and RESOLVED to exclude the public for the council to consider and act on professional advice regarding the Flowerdown redevelopment to be discussed later in the meeting. This is in accordance with the council's standing orders, section 3d and the Public Bodies (Admission to Meetings) Act 1960 section 1, sub-sections 2 and 3.

Cllr J Musselwhite then left the meeting, which then became inquorate and therefore no further formal decisions could be made.

23-152: Parish Action on the Climate Emergency (PACE) Working Group

Cllr D Tozer reported that the lead volunteer looking after the Buriton Rd mini-meadows had scarified the area, scattered it with some wildflower seeds and updated the signage. He had also received lots of positive comments from local residents.

Cllr Tozer also noted that he was working on the draft Bio-diversity policy which he hoped to have ready for approval at the December Parish Council meeting

23-153: To consider how to recognise the contributions of Parish Council Volunteers.

It was noted that the Council normally recognise volunteers in December with a thank-you voucher for all their contributions during the year. This year there has been a big increase in the number of volunteers due to the support of the PACE volunteers. In principle, it was agreed that the PACE volunteers should also receive a voucher however the decision would be delayed until the December Parish Council meeting.

23-154: Parish Council Reports.

a. Flood Alleviation.

Cllr P Cunningham reported that there would be a Flood Alleviation meeting however progress on the Littleton Flood Alleviation Scheme is being hampered due to the delays in the approval of the license agreement between Hampshire County Council and the landowners.

b. Transport and Traffic

As part of the work for the scoping project to improve pedestrian safety near the Running Horse, Cllr J Biddlecombe met with Hampshire County Council officers on 6th Nov 2023 where it was agreed that the scoping project would go forward. Currently, three options have been put forward that need to be further investigated.

23-155: Confidential item: Flowerdown Redevelopment

Cllr J Biddlecombe summarised the progress on actions taken based on the advice from the Council's planning consultant.

It was suggested that the Flowerdown history research book written by a resident should be very useful for the coming consultations.

23-156: Items for noting, AOB, or for inclusion on next month's agenda.

Cllr J Biddlecombe noted that he had received an invitation for the Wesley Carole Service if any of the councillors wanted to go to represent the Parish Council.

23-157: Date of Next Meetings:

- a. Parish Council meeting: 11th December 2023, 7 p.m., Littleton Memorial Hall.
- b. Finance and General Purposes Committee Meeting: 22nd November 2023, Parish Office at 9:30 am

23-158: Summary of Actions

Table 2: Open Action Points.

ID	Owner	Action Points (Open)	Status
Nov.1	Clerk	The Clerk to submit the Council's response to WCC's Statement of Community Involvement Consultation	NEW
Oct.3	Clerk	The Clerk to contact Hampshire County Council to renew the license to cultivate and plant on Main Rd. 13 Nov 23: In progress, concern that the application form mentions trees are not included.	Open
Oct.7	Cllr DT	PACE to check with Winchester City Council as owners of the Buriton Rd Meadow if a new tree could be planted on site. 13 Nov 23: Cllr D Tozer agreed to contact WCC.	Open
Sep.7	Clerk	The Clerk to contact Winchester City Council to renew the Parish's Assets of Community Value. 9 Oct 23: Done, waiting for information on the next steps. 13 Nov 23: Draft documents available, concerns that Running Horse won't meet the criteria. Tim going to contact the March Hare for more information.	Open

ID	Owner	Action Points (Open)	Status
Nov.1	Clerk	The Clerk to submit the Council's response to WCC's Statement of Community Involvement Consultation	NEW
Jul.8	Cllr LW & Clerk	Cllr L Winn and the Clerk to investigate options for streamlining booking and picking up the Thermal Imaging Camera for Winter 2023. 11 Sep 23: In progress. 9 Oct 23: Sourced lock box, need to investigate booking system. 13 Nov 23: No progress, trying to set up a meeting with Tamzin.	Open
Jul.10	Cllr TJ	The Clerk to contact the March Hare in Harestock to offer the same defibrillator purchase scheme as the Running Horse. 11 Sep 23: Cllr D Tozer will pursue this during the Eco event. 9 Oct 23: Cllr T Jackson spoke to the March Hare owner who was very positive, and said she would contact the March Hare owners. 13 Nov 23: No progress, the manager was away when Tim went to the March Hare.	Open
Oct.22-6	Clerk	The Clerk to further investigate the requirement for a separate Cyber insurance policy 12 Dec 22: Low priority at the moment. Put on hold. 11 Sep 23: Asked for quotes as part of this year's insurance renewal. 9 Oct 23: The Clerk attended a presentation, but is not yet in a position to make a recommendation. 13 Nov 23: No further progress, however, our new auditor believes this would be useful.	Open

Table 3: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Oct.1	Clerk	The Clerk to contact the RSM to ask for information on the Remembrance Service plans at the Sir John Moore Barracks. 13 Nov 23: Done.	Closed
Oct.2	Clerk	The Clerk to produce a revised Sports Club Agreement. 13 Nov 23: Done.	Closed
Oct.4	Cllr LW	Cllr L Winn to contact the Sparsholt Clerk for advice on Litter Picking events. 13 Nov 23: Done.	Closed
Oct.5	Clerk	The Clerk to check for any insurance limitation concerning a volunteer-led litter picking event. 13 Nov 23: Done. No issues.	Closed
Oct.6	Clerk	The Clerk to contact Hampshire County Council to check if a Litter Picking Permit is required. 13 Nov 23: Done, not needed. Checked with both WCC and HCC.	Closed
Sep.5	Clerk	The Clerk to contact the Larg Drive development contractors to raise concerns about the construction vehicle parking 9 Oct 23: The contractors agreed to put yellow traffic cones up to ensure there is room for at least 2 cars away from the junction, however, the council were still concerned about the number of cars parked and asked the clerk to raise this with the developers, and to copy Cllr Warwick, the Highways safety team, Julie Pinnock and Cllr Batho. 13 Nov 23: Done. The contractors added more yellow cones but there are still issues when there are large amount of cars, and contractors move the cones.	Closed
Sep.8	Clerk	The Clerk to report the contract assignment to Test Valley Paving on the Contracts Finder website.	Closed
Jul.1	Clerk	The Clerk to pursue a right-of-way application for the Running Horse wooded area. 11 Sep 23: In progress, See minute item 23-103b. 9 Oct 23: Reminders were sent to residents who had not sent in their response yet. 13 Nov 23: Done. Application sent with 21 responses, HCC agreed that further input can still be submitted.	Closed

Appendix A. Notes on King's Barton Forum meeting, held 12 October 2023 (Cllr D Tozer)

- Occupancy: Reported that 518 units were occupied with a further 3 unoccupied. (June 2023, 487 units occupied, 8 units unoccupied).
- No matters of direct relevance to LHPC.
- Responsibility for the playground and Manley Road open space have now been transferred from CALA to Headbourne Worthy PC
- The main topic of discussion was the proposed new bus service. Awareness of the current Taxi / Community Service within the development was poor.
- January will likely see HCC's in-house, not-for-profit minibus provider being approached to see if they would be willing to run the service. If not, then it will go out to tender with a potential starting date of May 2024. Could still be affected if the county bus budget gets scrapped or reduced.
- Various views on the route and need to link to train station, hospital, city centre and Leisure Centre
- Otherwise various issues around road surfacing, Andover Road diversion, and the neighbourhood centre design were mentioned, especially by the King's Barton Residents' Association (KBRA).

Appendix B. Report of the MMHT Trustees meeting held on 30th October 2023 (Cllr T Jackson).**Grant Applications/ Solar Power Battery**

After a delay, SH confirmed that a grant of £10,950 had been agreed by HCC on 25th September. The Battery has now been installed. A smart meter has been installed but is only connecting intermittently with EON via the 4G network and is subject to some queries. It is very good to see Trustees are making full use of the availability of grant funding both to reduce running costs and at the same time reduce the overall carbon emitted.

CCTV

The trustees had been previously informed about possible plans by the PC to install CCTV on the side of the building. I informed the Trustees, that should the PC decide to move ahead with this, we would of course consult Katie and the Chair of Trustees, prior to doing anything.

Website

The new website was up and running [Littleton Memorial Hall \(littletonvillagehall.co.uk\)](http://Littleton Memorial Hall (littletonvillagehall.co.uk)) and the link with Hallmaster was being used for bookings which makes the booking process far easier than previously, since enquirers can see the availability or otherwise directly on the website.

Summer Refurbishment

This has taken place in a timely way and in accordance with the plan and budget.

Name of the Hall

Largely because the current name of the Hall did not include 'Littleton' apparently causing confusion for some hirers, it was re-confirmed that the name of the Hall be changed to Littleton Memorial Hall to enhance its marketing and promotion. Consideration was given to concerns raised by the PC concerning the proposed name change. However, Trustees noted that other buildings funded by Millennium Commission Grants had ceased to use the title "Millennium", without difficulty, e.g. the O2 Arena and The Principality Stadium. Trustees also considered that the continuing inclusion of the "Memorial", in the Title of 'Littleton Memorial Hall' would continue to honour the war dead, to whom the original Littleton Memorial Hall had been dedicated.

Treasurer's Report and Accounts

The quarterly accounts show an improving situation. Bookings were healthy and it is expected the final outcome will be close to breaking even. As a result, it is suggested there would be no need for a fee increase in January 2024 and this was agreed.

Refurbishment/Replacement of the floor. A sum of £26,250 had been built up in the balance sheet to cover the anticipated cost of replacing the floor of the main hall. A quotation had been received to replace the floor at a cost of £20,733. However, it was anticipated that the existing floor would have a 50-year life if the current cycle of infrequent sanding and more frequent buffing was continued. Consequently, it was agreed that the contingency be held at £24,000 enabling £3,000 to be added to the current year's income. The

Trustees will review the contingency in 2025 with a view to adding an inflation index linked to the construction industry to be used to determine any necessary additional provision.

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

Table 4: Payments in October 2023

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.10.23	133	British Gas	Sports Pavilion Electricity for 11/08/23 - 11/09/23	66.24	3.15	63.09
03.10.23	134	British Gas	Office Electricity for 21/08/23 - 19/09/23	16.14	0.77	15.37
04.10.23	135	Go Live	Domain Renewal for www.littletonandharestock.org	40.00	0.00	40.00
04.10.23	136	K.Rosewell Welding	Site welding repair to goal post at Harestock Football Field	180.00	30.00	150.00
05.10.23	137	WCC	Council tax on Parish Office	66.00	0.00	66.00
05.10.23	138	True Potential	Pension Payment for September	135.55	0.00	135.55
10.10.23	139	John King Ltd	Printing - 25 LVDS 2023 Booklets	333.70	0.00	333.70
10.10.23	140	WCC	Playground inspections for July-September 23	748.80	124.80	624.00
10.10.23	141	WCC	Dog bin emptying July-September 2023	390.00	0.00	390.00
10.10.23	142	Green Smile Ltd	September Grounds Maintenance	<redacted>	<redacted>	<redacted>
10.10.23	143	Ava Recreation Ltd	Littleton Zip Wire and Double Rower inspections plus repairs	900.00	150.00	750.00
10.10.23	144	Amazon Services Europe SARL	Portable Safe Box for Thermal Imaging Camera	25.95	4.33	21.62
11.10.23	145	Boston Seeds Ltd	Wildflower and grass seeds for Bradley Rd Meadow	213.99	35.67	178.32
17.10.23	146	Screwfix	Vulcan 40mm padlock for Harestock cage gate	17.79	2.97	14.82
17.10.23	146-x	Screwfix	Refund of Vulcan 40mm padlock - too small	-17.79	-2.97	-14.82
17.10.23	147	Screwfix	Vulcan 50mm padlock for Harestock cage gate	24.99	4.17	20.82
18.10.23	148	Premier Grounds & Gardens	Speed indicator device moves x 22 (21/12/22 - 11/10/23)	924.00	154.00	770.00
20.10.23	149	Cartridge People	Cartridges for ip8750 printer and 2024 Pavilion booking diary	32.40	5.39	27.01
25.10.23	150	Go Live	October Website Updates & E-newsletter	300.00	0.00	300.00
25.10.23	151	Clerk	Clerk's salary October	1,403.00	0.00	1,403.00
26.10.23	152	HMRC	Tax & NI on October salaries	336.02	0.00	336.02
26.10.23	153	Mainstream Digital	September telephone usage & Quarterly Rental due to new contract	30.25	5.04	25.21
26.10.23	154	TLT LLP Solicitors	Legal services for the lease of Harestock Football Field	1807.20	301.20	1506.00
26.10.23	155	Councillor / Wickes	Refund for Sand and Hazard tape for Eco Event	11.10	1.85	9.25
26.10.23	156	Adobe	Adobe monthly subscription for October	35.39	5.90	29.49
27.10.23	157	BT	1 Oct - 31 Dec 23: Broadband	209.00	34.83	174.17
30.10.23	158	British Gas	Sports Pavilion Electricity for 11/09/23 - 11/10/23	34.59	1.65	32.94
30.10.23	159	KT Cleaning	Pavilion Cleaning for October	200.00	0.00	200.00