

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

Present: Cllr J Biddlecombe (Chair), Cllr D Tozer, Cllr P Cunningham, Cllr J Musselwhite, Cllr L Winn, Cllr T Jackson and Cllr S Borthwick (following his co-option).

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

Members of the public: Two.

23-159: Apologies for Absence.

Apologies were received from RSM WO1 Bould, City Cllr K Learney and City Cllr J Morris.

23-160: Disclosure of Interest

None.

21-161: Co-option of new Councillor.

Mr S Borthwick summarised his application to join the Parish Council and after a short discussion, it was **proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham, and RESOLVED to co-opt Mr S Borthwick to the Parish Council.**

The declaration of Acceptance of Office was then signed by Cllr S Borthwick and was witnessed by the Clerk.

23-162: Public Participation.

None

23-163: Minutes of previous meetings

The minutes of the meeting of 13th November 2023 were presented, and it was **proposed by Cllr D Tozer, seconded by Cllr P Cunningham, and RESOLVED that the minutes of the meeting held on 13th November 2023 be approved.**

23-163: 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.

23-164: 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:-

- Budget reduction to support its £132m budget gap forecast by 2025/26
- Schools
- Welly and Coat Exchanges in Libraries
- Winter Weather Plans
- Roads
- Mini Forests
- The new HCC app
- Speed reduction review for 40mph to 30mph including Harestock Rd, and parts of Stockbridge Rd.

Cllr J Biddlecombe then expressed the Parish Council's disappointment following the formal response from the Hampshire Highways team regarding the scoping project to improve pedestrian safety near the Running Horse. Of the two options specified, the first would require the landowners' consent who had previously been approached by the Parish Council unsuccessfully, and the second would be very unlikely to be acceptable to Littleton residents. However, the Highways team had agreed to cut back the hedges in the area.

Cllr J Warwick proposed that she would approach the landowner.

23-165: City Councillors' Report – Wonston and Micheldever Ward

City Cllr C Horrill reported that the public consultation for the new hospital site is now open, and that the Local plan interation (Reg 19) and selection of sites are progressing with the number of houses for the Sir John Moore Barracks set at 900. She emphasised how important it will be for local people to comment on

the master plan for the barracks which is likely to go to the cabinet after May 2024, and she has asked the DIO to make sure it is shared with the Parish Council before it goes to the cabinet.

The Winchester City Council constitution has now been approved and a revised code of conduct is due in the New Year.

23-167: City Councillors' Report – St Barnabas Ward

City Cllr J Batho reported that there had been a good response to the recent Waste and Recycling survey with approximately 8,500 responses and that it will be discussed by the Health and Environment Policy Committee in January which will also discuss the NHS new hospital consultation.

Cllr D Tozer then suggested that the Parish Council make a formal response to the consultation for the new hospital.

23-168: To appoint a new Trustee to the Winchester Villages Trust

Following an application from a resident to become a trustee of the Winchester Villages Trust and after a review of the trust documentation and references, **the council unanimously voted to approve the resident's application to join the Winchester Villages Trust.**

Cllr L Winn noted the definition of the village as Littleton and Harestock in the Winchester Villages Trust documentation and asked for clarification on who could apply for the funding. She also raised the importance of publicising the grant to ensure equal access.

Action: The Clerk to check with the Winchester Villages Trust if the fund is applicable for the whole Parish.

Action: The Clerk to investigate improving the visibility of the trust on the Parish Council website and notice boards.

Action: The Clerk to ask the Parish appointed Winchester Village Trust trustee to provide progress reports.

23-169: Military Report: Sir John Moore Barracks.

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

23-170: Police Report.

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

23-171: King's Barton Forum.

The next forum meeting is in March.

23-172: Littleton and Harestock Sports Club.#

The Sports Club chair reported that the draft management agreement is currently being reviewed and she would like to request a meeting to discuss this further in January. It was noted that most of the clubs were now closed down for the Winter and that the Croquet club are still using one lawn but they would be doing maintenance in January. The football pitches are looking much improved, however, the paths that the public use are suffering from the high use and weather conditions.

The Sports Club chair asked if there had been any progress on the solution for the bowls club grass bin, and Cllr J Biddlecombe reported that a proposal document had been sent to a contractor for a quote which unfortunately proved to be too expensive, and more quotes were being sought.

Action: The Clerk to arrange a meeting to discuss the draft management agreement with Sports Club representatives.

23-173: Planning.

The Planning Schedules for December 2023 were discussed.

a. New Applications.

The Parish Council resolved to not raise any objection to 23/02421/HOU (Flowerdown Nursing Home 50 Harestock Road) and 23/02823/TPO (16 Dale Close Littleton).

b. Existing Applications.

It was noted that 23/02286/HOU had now been approved by Winchester City Council, however, the application for an Electric Vehicle Charging Station (23/02286/HOU) was going to be discussed at a Planning Committee meeting on 12th December 2023.

c. Enforcement Matters.

The council noted that there was one open enforcement case currently being pursued.

23-174: Estates Matters

a. To receive an update on Playground improvements

The Clerk reported that the area around the multiplay at Littleton playground had been reseeded with low-temperature germinating seeds.

The Clerk presented three quotes for work at Littleton playground to improve surfaces and complete other maintenance work and after some discussion, **it was proposed by Cllr J Musselwhite, seconded by Cllr L Winn and RESOLVED to accept the quote from Infinity Playgrounds at £4,871 plus VAT.**

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

Cllr J Biddlecombe reported that the decoration on the ground floor of the Pavilion, and the groundworks in the overflow car park were now complete. Quotes had been received to replace the Pavilion facias, and for a speed bump and bollard in the Recreation Ground car park but further quotes were being sought.

Cllr J Biddlecombe and Cllr T Jackson had reviewed the extent of the wild cherry trees growing in the Conservation Field and after taking the advice of a local expert were proposing to cut back individual saplings and treat them with Glyphosate plugs.

Action: Cllr T Jackson to provide a specification to deal with the wild cherry overgrowth in the conservation field.

23-175: Parish Action on the Climate Emergency (PACE) Working Group

a. To approve the proposed LHPC Bio-diversity Policy.

Cllr D Tozer presented his work on the proposed bio-diversity policy together with the input from residents. He noted that it was amazing how much was being done on biodiversity improvements within our Parish, and even though it is not required by the biodiversity legislation for Parish Councils to report back on implementation plans, he proposed that the objectives referred to in the document should be reviewed in November 2024.

After some further discussion, it was **proposed by Cllr D Tozer, seconded by Cllr J Musslewhite and RESOLVED to adopt the proposed biodiversity policy.**

The Parish Council then unanimously voted to thank David for his work on the document, and it was agreed that the document should be circulated more widely.

Action: The Clerk to forward the biodiversity policy to local people interested in biodiversity, including City Cllr K Learney (the Cabinet member for the Climate Emergency).

Cllr S Borthwick then suggested that where the council are supporting biodiversity in the Parish we should put up signs to explain what is being done, and it was noted that this is already happening at the mini meadow. He also referred to the planning part of the biodiversity policy and suggested that the council should consider registering locally important trees as TPOs so that they can be protected.

b. To receive a report from the PACE Working Group

Cllr L Winn reported that the PACE group had not met since the last Parish Council meeting however there is a plan to meet in the new year where they hope to review the draft action plan.

23-176: Parish Council Finance.

a. To endorse the latest payments list.

The payment list for November 2023 (see OAppendix A) containing payments already made was presented for consideration and, after discussion, **it was proposed by Cllr T Jackson, seconded by Cllr P Cunningham, and RESOLVED that payments on the November 2023 payments schedule should be endorsed.**

b. To approve payments of new invoices

The Clerk presented the invoice for £5,995 plus VAT from Bradec Ltd for the decoration work on the ground floor of the Pavilion, and it **was proposed by Cllr J Musselwhite, seconded by Cllr P Cunningham, and RESOLVED that the invoice from Bradec Ltd should be paid.**

c. To note the minutes of the recent Finance and General Purposes Committee meeting.

The minutes of the recent Finance and General Purposes Committee were noted, and Cllr J Biddlecombe re-iterated the section regarding the Clerk's appraisal and that due to the current workload for the Clerk, he proposed that Councillors aim not to ask the Clerk to do work that is not part of her job description.

d. To consider the Old Recreation Ground Charity.

The Clerk reported that she had contacted the Council's solicitors for support to understand the position of the "Old Recreation Ground Charity" and had not yet received a quote. She also revised the short document on the history of the charity and the Flowerdown Barrows for them to use as a starting point.

After some discussion, and in order to start the investigation as soon as possible, it was **proposed by Cllr P Cunningham, seconded by Cllr T Jackson and RESOLVED that the Clerk be delegated to authorise the work up to a cost of £5,000.**

e. To note the interim report from the Council's internal auditor.

The Clerk presented the interim report from the internal auditor and the recommendations were noted.

Action: The Clerk to arrange for a Cyber course for herself.

f. To revise the current budget and reserve position based on expected payments until the end of the year.

The Clerk presented the current spending to the end of November against the budget, and the council reviewed the expected payments listed until the end of the year. This showed small reductions in the budget lines for Administration, Office Equipment, Insurance, Climate Change, Strategic Planning Responses, Grants and Subscriptions, Staff Costs and Communications. This was offset in part by increases in Estates Management, Speed Camera movements and other small items, however, the changes meant that there would be a shortfall of £22,700.38.

After some discussion, it was **proposed by Cllr J Biddlecombe, seconded by T Jackson and RESOLVED to:-**

- **accept the expected payments at £185,068.35 for the year as the Council's new budget for this financial year**
- **to transfer from reserves £9,000.38 from the Car Park and Engineering fund, £3,700 from the Community Infrastructure Levy (CIL) fund, £8000 from flooding Resilience and £2,000 from the Property Repair budget.**
- **and not to continue with the planned transfer into reserves of £5,000 for the Car Park and Engineering fund, and £2,000 into future Election Costs.**

g. Following a unanimous vote, it was resolved **to use the Chair's Expense Allowance to buy £50 Waitrose/John Lewis gift vouchers for eight volunteers who have provided significant support to the council over the past year, and to donate £50 to Winchester Basics Bank on behalf of a ninth volunteer under the Local Government Act 1972, s137 legislation.****22-178: Precept and Annual Budgeting**

The Parish Clerk presented the 2024/2025 Budget proposal based on input from Councillors. After some discussions, it was suggested that the 2024/2025 budgeted spend should be £155,665 with an expected income of £25,200 (including £11,000 from reserves). This would then require a precept of £130,465, using last year's tax base information would mean an increase for Band D properties of 8.8%.

It was noted that the Band D increase would change when Winchester City Council supplied the tax base information for the 2024/25 financial year.

It was therefore proposed by Cllr P Cunningham, seconded by Cllr S Borthwick, and RESOLVED to approve the proposed new 2024/25 budget and set the precept at £130,465.

23-179: Parish Council Reports.

a. Flood Alleviation.

Reports have been received that should we continue to get further heavy rain, the groundwater levels may result in flooding in quarter one of 2024. It was agreed that this should be communicated to residents carefully and that the council need to consider support measures which might include sandbags and Portaloos

Action: The Clerk to include the reference to our online emergency/flood information in the next newsletter.

Action: The Clerk to arrange for a leaflet drop on flooding to residents of South Drive, North Drive, Fyfield Way and Pitter Close.

b. Littleton Memorial Hall

The next trustees meeting is due to be held in early January 2024.

c. Transport and Traffic

Cllr J Biddlecombe re-iterated the points already made to County Cllr J Warwick regarding pedestrian safety near the Running Horse and it was agreed that contact with the landowner should be pursued.

Action: The Clerk to contact County Cllr J Warwick to arrange for her to pursue with the landowner the idea of a community path near the Running Horse

23-180: Flowerdown Redevelopment

A number of the Parish Councillors had attended the recent DIO workshops for the Sir John Moore Barracks Development and it was noted that not many of the Littleton and Harestock residents had taken part. The Council are looking forward to the next steps, and in particular a first review of the draft masterplan.

23-181: Items for noting only, or for inclusion on next month's agenda.

None

23-182: 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

23-183: Summary of Actions

Table 1: Open Action Points.

ID	Owner	Action Points (Open)	Status
Dec.1	Clerk	The Clerk to check with the Winchester Villages Trust if the fund is applicable for the whole Parish..	
Dec.2	Clerk	The Clerk to investigate improving the visibility of the trust on the Parish Council website and notice boards.	
Dec.3	Clerk	The Clerk to ask the Parish appointed Winchester Village Trust trustee to provide progress reports	
Dec.4	Clerk	The Clerk to arrange a meeting to discuss the draft management agreement with Sports Club representatives.	
Dec.5	Cllr TJ	Cllr T Jackson to provide a specification to deal with the wild cherry overgrowth in the conservation field	
Dec.6	Clerk	The Clerk to forward the biodiversity policy to local people interested in biodiversity, including City Cllr K Learney (the Cabinet member for the Climate Emergency).	
Dec.7	Clerk	The Clerk to arrange for a Cyber course for herself	
Dec.8	Clerk	The Clerk to include the reference to our online emergency/flood information in the next newsletter.	
Dec.9	Clerk	The Clerk to arrange for a leaflet drop on flooding to residents of South Drive, North Drive, Fyfield Way and Pitter Close.	
Dec.10	Clerk	The Clerk to contact County Cllr J Warwick to arrange for her to pursue with the landowner the idea of a community path near the Running Horse	

ID	Owner	Action Points (Open)	Status
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. 11 Dec 23: Applied for the March Hare, however, WCC has requested lots of additional material so focusing on this first application to get an idea of what will be required for the Running Horse	Open
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. 11 Dec 23: Not a large uptake at the moment, and not proving too onerous. Delay this action until the New Year.	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 Cllr T Jackson went to the March Hare. 11 Dec 23: Cllr T Jackson contacted the manager again and it was agreed that she would approach the owners again.	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. 11 Dec 23: The Clerk will pursue Cyber courses.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	Status
Nov.1	Clerk	The Clerk to submit the Council's response to WCC's Statement of Community Involvement Consultation 11 Dec 23: Done	Closed
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. 11 Dec 23: Done. Application No: 21705938. Cost £196.	Closed
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. 11 Dec 23: Done, and approved by WCC.	Closed

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

Table 3: Payments in November 2023

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
01.11.23	160	George Becket Nurseries	Sorbus Tree to replace WI Coronation Tree	59.00	9.87	49.13
03.11.23	161	Green Smile Ltd	Filling holes, and reseeding due to animal damage near Littleton Fitness equipment	103.20	17.20	86.00
03.11.23	162	Green Smile Ltd	Laying Bark Chippings on muddy areas in Littleton Recreation Ground	300.00	50.00	250.00
03.11.23	163	Clerk	Clerk's expenses 4 August to 27th Oct 2023	83.17	0.00	83.17
06.11.23	164	Cartridge People	Ink Cartridge for Canon LBP151dw	42.90	7.15	35.75
06.11.23	165	British Gas	Office Electricity for 19/09/23 - 23/10/23	22.17	1.06	21.11
06.11.23	166	WCC	Rates on Parish Office	66.00	0.00	66.00
14.11.23	167	Green Smile Ltd	Bin Emptying 31/7 to 23/10	352.80	58.80	294.00
14.11.23	168	Green Smile Ltd	November Grounds Maintenance	<redacted>	<redacted>	<redacted>
14.11.23	169	Green Smile Ltd	Replacing a dead tree in the Recreation Ground Conservation Area	36.00	6.00	30.00
14.11.23	170	Ava Recreation	Repairs and resurfacing at Bradley Rd playground	5,692.69	948.78	4743.91
14.11.23	171	Ava Recreation	Urgent Health and Safety Repairs at Bradley Rd playground	964.96	160.83	804.13
15.11.23	172	ACE Liftaway	Portaloos Hire to cover Pavilion Refurbishment	96.00	16.00	80.00
20.11.23	173	Littleton Memorial Hall	Hall Booking for Sports Club Meeting	22.00	0.00	22.00
20.11.23	174	Littleton Memorial Hall	Hall Booking for DIO Meeting	22.00	0.00	22.00
22.11.23	175	Royal British Legion	Council's Donation to the Royal British Legion	45.00	0.00	45.00
22.11.23	176	DIO	Rent for Harestock Football Field	1,500.00	0.00	1,500.00
22.11.23	177	Business Stream	Water Services (5 January 2023 - 31 August 2023)	1,209.48	0.00	1,209.48
27.11.23	178	Adobe	Adobe monthly subscription for November	35.39	5.90	29.49
27.11.23	179	Go Live	November Website Updates & E-newsletter	300.00	0.00	300.00
27.11.23	180	Clerk	Clerk's salary November	1,916.17	0.00	1,916.17
28.11.23	181	True Potential	Pension Payment for November	135.55	0.00	135.55
28.11.23	182	HMRC	Tax & NI on November salaries	709.20	0.00	709.20
28.11.23	183	Fair Account	Internal Audit Services (First audit review)	260.00	0.00	260.00
28.11.23	184	Test Valley Paving	Drainage and Resurfacing at Littleton Recreation Ground Overflow Car Park	40,488.00	6,748.00	33,740.00
30.11.23	185	British Gas	Sports Pavilion Electricity for 11/10/23 - 11/11/23	36.90	1.76	35.14
30.11.23	186	KT Cleaning	Pavilion Cleaning for November	120.00	0.00	120.00