

**RECORD OF THE LITTLETON & HARESTOCK  
ANNUAL PARISH COUNCIL MEETING  
held on Monday 12<sup>th</sup> May 2025 at 8:00 pm  
at Littleton Memorial Hall.**

**Present:** Cllr L Winn (Chair), Cllr D Tozer, Cllr P Cunningham, Cllr S Borthwick, Cllr C Morton, Cllr J Biddlecombe, Cllr T Jackson.

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

**Members of the public:** None.

**25-001 Election of Chair**

It was proposed by Cllr D Tozer, seconded by Cllr J Biddlecombe, and **RESOLVED** that Cllr L Winn be elected as Chair of the Parish Council for a second term

**25-002: Election of Vice-Chair.**

It was proposed by P Cunningham, seconded by Cllr L Winn, and **RESOLVED** that Cllr D Tozer be elected as Vice-Chair of the Parish Council for a third term.

**25-003: Declaration of Acceptance of Office**

Cllr L Winn and Cllr D Tozer signed the declarations of Acceptance of Office for Chair and Vice-Chair, respectively, and both forms were witnessed by the Clerk.

**25-004: Apologies for Absence.**

Apologies were received from City Cllr J Morris and City Cllr J Batho.

**25-005: Disclosure of Interest.**

None.

**25-006: Public Participation.**

None.

**25-007: Minutes of previous meetings**

- a. To approve and sign the minutes of the meeting held on 14<sup>th</sup> April 2025.

The minutes of the meeting of 14<sup>th</sup> April 2025 were presented, and it was **proposed by Cllr S Borthwick, seconded by Cllr T Jackson, and RESOLVED that the minutes of the meeting held on 14<sup>th</sup> April 2025 be approved.**

- b. To approve and sign the minutes of the extraordinary meeting held on 1<sup>st</sup> May 2025.

The minutes of the extraordinary meeting of 1<sup>st</sup> May 2025 were presented, and it was **proposed by Cllr D Tozer, seconded by Cllr J Biddlecombe, and RESOLVED that the minutes of the extraordinary meeting held on 1<sup>st</sup> May 2025 be approved.**

**25-008: 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.

During the discussion of Action Apr.4, the Clerk noted that she had now approached seven ecology specialists for a quote for reports on maximising biodiversity in the Conservation Field, and only one from the Hampshire and Isle of Wight Wildlife Trust subsidiary "Arcadian Ecology and Consulting Ltd" had been received. Following some discussion, it was **proposed by Cllr L Winn, seconded by Cllr P Cunningham and RESOLVED to approve the quote of £1,470.70 for an ecological assessment and long term management plan.**

**Action:** The Clerk to contact Arcadian Ecology and Consulting Ltd to accept the quote for ecological advice for the Conservation Field.

**25-009: Policies and Other Documentation.**

The Clerk had distributed proposed versions of the LHPC Standing Orders, the LHPC Financial Regulations, the LHPC Delegation Schedule, the LHPC Investment Strategy, the LHPC Statement of Internal Control and the new LHPC Code of Conduct prior to the Parish Council Meeting.

Following some discussion, it was proposed by Cllr L Winn, seconded by Cllr J Biddlecombe and **RESOLVED** that the LHPC Standing Orders dated 8<sup>th</sup> April 2025, the LHPC Financial Regulations dated 24<sup>th</sup> April 2025, the LHPC Delegation Schedule dated 8<sup>th</sup> April 2025, the LHPC Investment Strategy dated 12<sup>th</sup> May 2025, the LHPC Statement of Internal Control dated 12<sup>th</sup> May 2025 and the LHPC Code of Conduct dated 6<sup>th</sup> May 2025 be approved with no changes, and adopted.

It was agreed that the councillors' new registration of interest forms, complying with the new LHPC Code of Conduct, would be completed as soon as possible.

#### **25-010: Committees and Parish Council Responsibilities**

a. LHPC Finance and General Purposes Committee Terms of Reference.

The proposed Terms of Reference document for the LHPC Finance and General Purposes Committee was presented, and it was **proposed by Cllr T Jackson, seconded by Cllr D Tozer, and RESOLVED that the Terms of Reference for the Finance and General Purposes Committee version 1.6, dated 24<sup>th</sup> April 2025, be adopted.**

It was noted that the members of the committee would be as described in the LHPC Roles and Responsibilities Matrix.

b. LHPC Roles and Responsibilities Matrix.

The proposed LHPC Roles and Responsibilities Matrix was reviewed, and it was agreed that:

- Cllr L Winn will step down as Chair but continue as a member of the PACE Working Group. Cllr D Tozer and Cllr T Jackson will take over the Chair role, alternating the position during working group meetings.
- Cllr J Biddlecombe will step down as Chair but continue as a member of the Estates Working Group, and Cllr C Morton will take over the Chair role.

Cllr D Tozer asked about Winchester Villages Trust, and the Parish Council trustee representative on the board, and the Clerk agreed to investigate.

Action: The Clerk to contact the trustee representative for the Parish Council on the Winchester Villages Trust for an update on the charity and any grant awards made.

#### **25-011: Parish Council Finance.**

a. Payments for endorsement.

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

After some discussion, it was **proposed by Cllr D Tozer, seconded by Cllr P Cunningham and RESOLVED that payments listed on the April payments schedule should be endorsed.**

b. To approve payments of new invoices

Table 1: Payments for Approval.

Payee	Details of payment	Total	VAT	Net
HALC	HALC Affiliation Fee and NALC Levy 2025/26	933.00	0.00	933.00
Arthur J. Gallagher Insurance Brokers Limited	Cyber Insurance Renewal	239.28	0.00	239.28
<b>Totals</b>		<b>1,172.28</b>	<b>0.00</b>	<b>1,172.28</b>

It was **proposed by Cllr D Tozer, seconded by Cllr T Jackson and RESOLVED that payments totalling £1,172.28 should be paid.**

c. To approve the regular payments schedule for 2025-2026.

After some discussion, it was **proposed by Cllr P Cunningham, seconded by Cllr J Biddlecombe and RESOLVED to approve the regular payments schedule for 2025-2026.**

- d. To review the council's bank signatories and revise as necessary.

The Council reviewed the bank signatory information, and agreed that no changes were needed to signatories but that the document should mention that Cllr D Tozer has online viewing access to the Lloyds accounts.

**Action:** The Clerk to update the bank signatories information document to refer to Cllr D Tozer's online viewing access.

#### **25-012: Internal Audit and the Annual Governance and Accountability Return (AGAR).**

- a. To consider any conflicts of interest with BDO LLP (external auditors) and update the Conflict of Interest Form appropriately

The Clerk presented the Conflict of Interest Form from BDO LLP and asked councillors if they had any conflicts of interest and only one personal and non pecuniary interest was noted by Cllr T Jackson in that he was currently the interim Chair of Governors for Weston College in Weston Super Mare who were being investigate by BDO LLP for financial matters which occurred before he was a governor.

- b. To approve the Annual Accounts for 2024-2025

The Clerk presented the annual accounts, including the reserves statement, and **it was proposed by Cllr S Borthwick, seconded by Cllr C Morton and RESOLVED that the 2024-2025 accounts be adopted.**

Cllr L Winn then thanked the Clerk, on behalf of the Parish Council, for the detail and accuracy of the accounts.

- c. To receive the Internal Audit report.

The Clerk reported that the internal auditor had completed his assessment of the Parish Council's records and processes and provided a detailed report, which was formally noted. The internal auditor had also approved and signed the internal audit section of the Annual Governance and Accounts Return (AGAR), which was also noted.

- d. AGAR Section 1 - Annual Governance Statement for 2024-25.

The Clerk referred to the previously approved LHPC Statement of Internal Control, which lists in the Appendix the financial measures in place for each of the Annual Governance Assertions, and the internal auditor's report, which also identified the audit findings for meeting the assertions. After review of the individual statements in "Section 1 - Annual Governance Statement 2024/25", **it was proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED that the Annual Governance Statement for 2024-25 be approved.**

- e. AGAR Section 2 - Accounting Statement for 2024-25.

"Section 2- Accounting Statements 2024/25" of the AGAR was reviewed, and it was agreed that it reflected the figures in the annual accounts documentation. **It was therefore proposed by Cllr D Tozer, seconded by Cllr S Borthwick and RESOLVED that the annual accounting statement for 2024-25 be approved.**

**Action:** Cllr L Winn and the Clerk to sign the relevant AGAR sections.

**Action:** The Clerk to complete and submit the required AGAR documentation to the external auditor.

#### **25-013: Items for noting only, or for inclusion on next month's agenda.**

None.

#### **25-014: Date of Next Meetings:**

- a. Parish Council meeting: 9<sup>th</sup> June 2025, 7 pm. Henry Beaufort Media Suite, Harestock.

#### **25-015: Summary of Actions**

Table 2: Status of Action Points.

ID	Owner	Action Points (Open)	Status
May.2	Clerk	The Clerk to contact Arcadian Ecology and Consulting Ltd to accept the quote for ecological advice for the Conservation Field.	NEW
May.3	Clerk	The Clerk to contact the trustee representative for the Parish Council on the Winchester Villages Trust for an update on the charity and any grant awards made.	NEW

ID	Owner	Action Points (Open)	Status
May.4	Clerk	The Clerk to update the bank signatories information document to refer to Cllr D Tozer's online viewing access.	NEW
May.1	Clerk	The Clerk to contact Cllr P Cunningham to ensure that he has no links with Mulberry Authority Services Ltd, before instructing them to perform the end of year audit. <b>12 May 25:</b> Done, Cllr P Cunningham confirmed he didn't have any links to Mulberry Authority Services Ltd.	Closed
Apr.1	Clerk	The Clerk to find out how to report strong smells emanating from the Acorn Biodigester. <b>12 May 25:</b> The Acorn team have been contacted, and they have asked for additional information.	Open
Apr.2	Clerk/Estates WG	The Clerk/Estates Working Group to investigate insulation in the Sports Pavilion. <b>12 May 25:</b> Not done yet.	Open
Apr.3	Clerk	The Clerk to find out more details about the open enforcement case. <b>12 May 25:</b> Done, the background information has been investigated, but the case has not been assigned to an officer yet. City Cllr C Horrill also mentioned that she might be able to speed up the allocation of an officer.	Closed
Apr.4	Clerk	The Clerk to approach additional ecology consultants for quotes for maximising biodiversity in the Conservation Field. <b>12 May 25:</b> More consultants have been approached, but no more quotes have been forthcoming. It was agreed that the Clerk should contact HIWCF since they were the only group that provided a quote. See minute reference 25-008.	Closed
Apr.5	Clerk	The Clerk to contact Harestock Primary School regarding a report on their use of the council's grant in 2024. <b>12 May 25:</b> A request for information has been sent.	Open
Feb.3	Clerk	The Clerk to investigate quotes for ecology advice for the Sir John Moore Barracks development. <b>10 Mar 25:</b> Cllr C Morton will provide advice on who to approach <b>14 Apr 25:</b> Four consultants have been approached, however, quotes have not yet been received. More consultants will be approached. <b>12 May 25:</b> More consultants have been approached, but no more quotes have been forthcoming. Cllr S Borthwick may have some additional leads.	Open
Oct.12	Estates WG	The Estates WG to investigate options for reducing the proliferation of Poplar and Cherry Trees in the Recreation Ground conservation field <b>11 Nov 24:</b> In progress. <b>9 Dec 24:</b> Some options were discussed, including using volunteers, the probation service or paying a contractor to do the work. <b>13 Jan 24:</b> To be discussed by the Estates WG and the contractors that were used last year. <b>10 Feb 25 / 10 Mar 25 / 14 Apr 25/ 12 May 25 :</b> Estates WG have not met yet.	Open
Jun.4	Cllr TJ	Cllr T Jackson agreed to pursue his contact and arrange a site visit at the anaerobic biodigester at Three Maids Hill when the plans for the landscaping become clearer. <b>8 July 24:</b> In progress, Cllr T Jackson is organising a site visit in the next few weeks. <b>9 Sep 24:</b> In progress, proposed dates unsuitable. <b>14 Oct 24:</b> Delayed until after the separate meeting about the Travel Management Plan on 22 <sup>nd</sup> October. <b>11 Nov 24:</b> A further meeting is planned for 19 <sup>th</sup> October. <b>9 Dec 24:</b> Action placed on hold until the Spring <b>13 Jan 25:</b> A site visit on 23/01/25 for the wider community has been arranged by "Meeting Place", and it was agreed that Cllr C Morton would attend to represent the Parish Council. <b>10 Feb 25:</b> Site visit report to be discussed under minute item 24.218e. <b>10 Mar 25 / 14 Apr 25 :</b> On hold.	Hold

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

Table 3: Payments in April 2025

Date	Ref	Details of payment	Details of payment	Total (£)	VAT (£)	Net (£)
Various	1	Various	Staff Costs for April	2,244.59	0.00	2,244.59
07.04.25	2	WCC	Council tax on Parish Office	67.18	0.00	67.18
07.04.25	3	British Gas	Office Electricity for 19/02/2025 - 24/03/25	68.65	3.27	65.38
14.04.25	4	WCC	Playground inspections for Jan25-Mar 25	748.80	124.80	624.00
15.04.25	5	WCC	Annual Play Inspection	203.76	33.96	169.80
15.04.25	6	Green Smile Ltd	April Grounds Maintenance and Bin Emptying	<redacted>	<redacted>	<redacted>
15.04.25	7	Mainstream Digital	April line rental and March call charges	24.40	4.07	20.33
15.04.25	8	Business Stream	Water Services (12 February - 28 March 25)	98.40	0.00	98.40
16.04.25	9	Smart Water Testing Ltd	Legionella Test Kit for Pavilion	54.00	9.00	45.00
17.04.25	10	John King Ltd	2025 Annual Flyer Printing	306.20	7.50	298.70
22.04.25	11	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
25.04.25	12	Go Live	May Website Updates & E-newsletter	300.00	0.00	300.00
28.04.25	13	Adobe	Adobe monthly subscription for April	35.39	5.90	29.49
28.04.25	14	BT	1 Apr - 30 June: Broadband	192.06	32.01	160.05