

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 13th January at 7:00 pm
at Littleton Memorial Hall.**

Present: Cllr L Winn (Chair), Cllr S Borthwick, Cllr C Morton, Cllr J Biddlecombe, Cllr T Jackson.

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

Members of the public: None.

24-185: Apologies for Absence.

Apologies were received from Cllr P Cunningham, Cllr D Tozer and the Sports Club Management Committee Chair.

The Parish Council noted the reason for Cllr P Cunningham's absence and approved his apologies.

24-186: Disclosure of Interest.

Cllr J Biddlecombe raised a personal interest in planning application 24/02700/HOU.

24-187: Public Participation.

None

24-188: Minutes of previous meetings

The minutes of the meeting of 9th December 2024 were presented, and it was noted there was a typing error in Cllr S Borthwick's name. It was **proposed by Cllr S Borthwick, seconded by Cllr C Morton, and RESOLVED that with the correction to the typing error, the minutes of the meeting held on 9th December be approved.**

24-189: 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.

24-190: County Councillor's Report – County Cllr J Warwick.

County Cllr J Warwick reported on the following topics:-

- Winter Salting routes and Salt bins
- Devolution and Local Government Reorganisation
- The Southern Water outage in December
- Hampshire County Council outsource arrangements for School Meal Provision from March 2025
- Expanding Special Educational Needs provision in Hampshire
- Hampshire County Council Climate Change initiatives

24-191: City Councillors' Report – St Barnabas Ward

City Cllr K Learney reported that a government inspector had now been assigned to review the Reg 19 Local plan, however, the government devolution proposals mean that the City Council will need to work on a new Local plan. It is expected that much of the existing local plan will be carried forward, however, the impact on housing numbers will need to be considered, there are currently no plans to increase the number of houses on the Sir John Moore Barracks development.

Cllr J Biddlecombe asked why there had been no comment from Winchester City Council regarding the Site of Importance for Nature Conservation (SINC) designation on the Sir John Moore Barrack's northern fields. City Cllr K Learney reported that it would not be appropriate to comment on this until the Sir John Moore Barracks masterplan had been resolved. Cllr T Jackson then noted that a decision on the designation of a SINC should be led by wildlife profiles and not planning matters.

24-192: City Councillors' Report – Wonston and Micheldever Ward

City Cllr H Horrill reported on the following topics: -

- The Covid 19 Day of Reflection
- Highlights from the City Council's residents survey
- The Local Plan
- The UK Shared Prosperity Fund.

- The recent residents survey which shows an 87% satisfaction rating of the district as a place to live.

24-193: Military Report: Sir John Moore Barracks

No report.

24-194: Police Report

No report.

24-195: King's Barton Forum

The next meeting is planned for February 2025.

24-196: Littleton and Harestock Sports Club

The Chair of the Sports Club Management Committee was unable to attend but had reported to the Clerk that she would arrange for a proposal from the Tennis Club to be presented at the next meeting.

24-197: Planning.

a. New Applications.

The latest Planning Schedule was reviewed and after some discussion, the Parish Council resolved to object to 24/02560/FUL (Three Maids Field Andover Road, Littleton) and not to raise any objections on 24/02708/HOU (25 Ashley Close, Harestock), 24/02748/HOU (Glendale, 3 Main Road Littleton) and 25/00020/HOU (4 Dale Close, Littleton).

Application 24/02700/HOU (Elcarim, 49 Main Road Littleton) was discussed and it was agreed that this application needed further investigation and that it would be dealt with under the Clerk's delegated responsibility.

b. Existing Applications.

It was noted that two recent applications, previously reviewed by the Parish Council, have been approved by Winchester City Council.

c. Enforcement Matters.

The council noted that there was only one enforcement case currently open in the Parish, and one that had been recently closed.

d. To consider the Anaerobic Digester Traffic Management Plan for application 22/02037/FUL

The Traffic Management Plan for application 22/02037/FUL had not been received. However, Cllr L Winn had been assured by Acorn that the matters that had been agreed with the Parish Council were included in the document, and they were currently finalising other operational points.

24-198: Parish Council Finance.

a. Payments for endorsement.

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

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

b. To approve payments of new invoices

Table 1: Payments for Approval

Ref	Payee	Details of payment	Total (£)	VAT (£)	Net (£)
1	Infinity	Supply and installation of turf over new bike track mound	1,598.44	266.41	1,332.03
2	SLCC	Annual Membership	240.00	0.00	240.00
3	Green Smile	Planting of 3 trees, Bark spreading around the rec ground, additional weed killing, and an additional cut of the football pitches.	911.88	151.98	759.90
Totals			2,750.32	418.39	2,331.93

The Clerk presented the list of payments for approval (see above), and it was **proposed by Cllr T Jackson, seconded by Cllr S Borthwick and RESOLVED that payments totalling £2,750.32 should be paid.**

- c. To consider a grant request from Winchester Citizen's Advice.

Following discussion, it **was proposed by Cllr T Jackson, seconded by Cllr S Borthwick and RESOLVED to donate £250 under the Local Government Act 1972, s137 legislation to Winchester Citizen's Advice in support of the advice that had been given to residents in the Parish**

24-199: Parish Action on the Climate Emergency (PACE) Working Group

Cllr L Winn summarised the results of the Repair Café survey which had been very successful. The responses included 18 potential repairers, approximately a dozen people who have offered help with governance, administration and the committee as well as over 20 people who are keen to help on the day with non-repair jobs and 4 who are keen on advertising/social media.

The next steps are to build an organisation of volunteers who can be responsible in the longer term for the administration and governance of the Repair Café, and in the short term connecting with an existing established Repair Café would help to get that in place.

Cllr L Winn presented two options, and after some discussion, it was agreed that we should approach Winchester Repair Café so that we can benefit from their expertise and their existing setup for insurance, booking systems, and publicity.

It was hoped that the Memorial Hall could be used for the Repair Café, but the council noted that the Memorial Hall trustees might be concerned about potential damage to the hall flooring. It was agreed that the council should approach the trustees to resolve any concerns.

Action: Cllr L Winn to arrange a planning meeting with volunteers and the Winchester Repair Café.

Action: Cllrs C Morton and T Jackson to discuss the use of Memorial Hall for the Repair Café at the next Memorial Hall Trustees meeting, and identify any special consideration regarding the flooring

Cllr L Winn noted that the RSPB Big Garden Birdwatch was being held between the 24th and 26th of January, and after some discussion, it was agreed that the Clerk would put an article in the upcoming newsletter and would ask that anyone taking part could also forward birdwatch data to the Parish Council.

24-200: Estates Working Group

- a. To review feedback from the Cricket club regarding the use of the Cricket pitch.

Cllr J Biddlecombe and Cllr D Tozer met with the Chair and Secretary of the Cricket Club to discuss a recent request from Sparsholt Cricket Club to hire the cricket pitch. The councillors expressed a concern that the pitch is being underutilised. They learnt that the club had 15 regular squad members and 11 occasional members, and that there is only currently one side that would play 18 games this year (9 home and 9 away).

The cricket club acknowledged that the pitch is being under-used, and has plans to increase the usage by setting up a junior section, which includes outsourcing a coach and promoting the club more to potential junior players. Cllr J Biddlecombe and Cllr D Tozer anticipate they will review the progress in April.

Action: The Clerk to respond to Sparsholt Cricket Club that the Cricket pitch is not currently available.

- b. To consider a report from the Estates Working Group.

Cllr J Biddlecombe reported that the cycle track is now completed, and thanked Cllr C Morton who has done an excellent job overseeing the work. Cllr J Biddlecombe noted that he had received an email from the resident who originally made the request who said it was "absolutely brilliant".

The two new pieces of adult gym equipment have now been installed, and work on the climbing ramp and basket swing at Littleton playground is in progress but the wetpour surfacing has been delayed due to the weather.

Work on the springers and the all-inclusive seat at Bradley Rd playground has not yet started.

Action: The Clerk to ask the playground contractors when the rest of the playground work will start.

24-201: Parish Council Reports.

- a. Update on the charity known as the "Old Recreation Ground Foundation"

The Clerk presented an estimate from the solicitors for the next phase of the work which included drafting letters to the Charity Commission regarding the Old Recreation Ground Foundation. After some discussion, **it was proposed by Cllr J Biddlecombe, seconded by Cllr L Winn and RESOLVED that the**

solicitors be instructed to begin the next phase of work at an estimated fee range of £2,950 - £3,800 plus VAT.

b. Littleton Memorial Hall Report.

Cllr C Morton reported that the Memorial Hall was doing well financially with booking up, and costs going down. The hire rates for local residents were being increased slightly, and the treasurer was looking into an investment opportunity which could lead to additional solar panels being installed. The name of the trust has now changed to "The Memorial Hall Trust".

c. Outer Winchester Flood Alleviation Scheme.

No report.

d. Transport and Traffic

It was noted that there were notably more heavy goods lorries driving through the Parish and that Harestock Road had been closed recently without any prior notice from Hampshire County Council. The Parish Council are aware of residents' traffic and road concerns on many fronts and it was agreed that traffic concerns would be covered in the forthcoming e-newsletter.

It was also agreed that the police would be contacted again to see if they could monitor the speed on Kennel Lane before considering whether to approach the Highways department relating to the inclusion of a new site for the mobile SID.

Action: The Clerk to contact PC T Harries regarding speed checks in the Parish.

24-202: Items for noting only, or for inclusion on next month's agenda.

No items were raised.

24-203: Date of Next Meetings:

a. Parish Council meeting: 10th February 2025, Littleton Memorial Hall at 7 pm.

b. Finance and General Purposes Committee Meeting: 5th March 2025, Sports Pavilion at 9:30 pm

24-204: Summary of Actions

Table 2: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Jan.1	Cllr LW	Cllr L Winn to arrange a planning meeting with volunteers and the Winchester Repair Café.	NEW
Jan.2	Cllrs CM & TJ	Cllrs C Morton and T Jackson to discuss the use of Memorial Hall for the Repair Café at the next Memorial Hall Trustees meeting, and identify any special consideration regarding the flooring	NEW
Jan.3	Clerk	The Clerk to respond to Sparsholt Cricket Club that the Cricket pitch is not currently available.	NEW
Jan.4	Clerk	The Clerk to ask the playground contractors when the rest of the playground work will start.	NEW
Jan.5	Clerk	The Clerk to contact PC T Harries regarding speed checks in the Parish	NEW
Dec.1	Clerk	The Parish Clerk to submit the Parish Council's response to planning application 24/02359/OUT. 13 Jan 24: Done.	Closed
Dec.2	Clerk	The Clerk to forward information on Main Rd hedge cutting to City Cllrs Horrill and Batho. 13 Jan 24: Done.	Closed
Dec.3	Clerk	The Clerk to notify Winchester City Council that £133,660 has been set as the Parish Council precept. 13 Jan 24: Done.	Closed
Oct.1	Clerk & Cllr LW	The Clerk and Cllr L Winn to review the Flooding Community toolkit, and revise the Council's Emergency Plan as necessary. 11 Nov 24: Reviewed, see item 12. 9 Dec 24: No progress. 13 Jan 24: Done. Cllr L Winn has updated the document and will circulate it for comments.	Open

ID	Owner	Action Points (Open)	Status
Oct.3	Cllrs JB & DT	Cllr D Tozer and Cllr J Biddlecombe to discuss a request from Sparsholt Cricket Club with the Littleton and Harestock Sports Club and the Littleton and West Hill Cricket Club. 11 Nov 24: In progress. 9 Dec 24: A meeting was arranged for the 19 th December. 13 Jan 24: Done. See item 24-200a.	Closed
Oct.8	Clerk	The Clerk to follow up with the PACE working group to define the design for the Conservation Field information panels. 11 Nov 24: This is a longer-term action, with the information panels expected to be in place by Spring 2025. 9 Dec 24: No progress 13 Jan 24: Proposals for a low-level information panel/notice board that is weatherproof and lockable were discussed, and the Clerk will arrange to get some quotes.	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 11 Nov 24: In progress. 9 Dec 24: Some options were discussed, including using volunteers, the probation service or paying a contractor to do the work. 13 Jan 24: To be discussed by the Estates WG and the contractors that were used last year.	Open
Oct.14	Clerk	The Clerk to arrange a Recreation Ground Charity Trustees meeting. 11 Nov 24: New trustees and annual account information added to the charity commission website, meeting to be arranged. 9 Dec 24: Agenda and documents ready. A meeting date is to be arranged. 13 Jan 24: Delayed due to the availability of councillors.	Open
Sept.1	Clerk	The Clerk to obtain recent Speed Camera information for Harestock Rd. 14 Oct 24: In the period from 19 th Sept to 3 rd October – 46,130 vehicles travelled along Harestock Rd from Andover Rd towards Stockbridge Rd. 99% travelled under 40 mph, 336 travelled between 40 and 45 mph, 27 vehicles travelled between 45 and 50mph, and 2 travelled between 50 and 55 mph. The Clerk was asked to record the information for traffic travelling in the other direction and send both sets of data to County Cllr J Warwick. 11 Nov 24: The camera is back at Harestock Rd and results will be downloaded presently. 9 Dec 24: No progress, however, the results of the traffic survey that the council had commissioned Hampshire Highways to complete were discussed and it was agreed that this should be sent to Cllr Warwick and Winchester ward councillors. 13 Jan 24: The Harestock Rd traffic survey has been distributed, and new data has been downloaded from the Speed Camera which the Clerk will distribute together with a revision of the summary data from the Harestock Rd traffic survey.	Open
Jun.1	Clerk	Cllr J Musselwhite to follow up on the suggestion of having a defibrillator at Harestock Garage and would speak with the Garage owners. 8 Jul 24: The garage owners have agreed in principle, the Clerk has provided some information on unit types and prices, plus an outline price for the electrical installation and Cllr Musselwhite intends to follow up with the Garage when possible. 9 Sep 24: In progress, note new owners at the March Hare. 14 Oct 24: Cllr T Jackson to follow up with the new owners at the March Hare. 11 Nov 24: Cllrs Jackson and Tozer met with a March Hare employee and gained agreement in principle, the Cler to pursue a more formal agreement before finalising the grant application. The action owner changed to Clerk. 9 Dec 24: The location for the defibrillator has been identified, and a quote has been received from the electricians however the March Hare manager has concerns about the proximity to the pub boiler and wants to meet with the electrician before confirming the project can go ahead. 13 Jan 24: Done. The March Hare management team has approved the defibrillator, and the Clerk has ordered it.	Closed
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. 8 July 24: In progress, Cllr T Jackson is organising a site visit in the next few weeks.	Hold

ID	Owner	Action Points (Open)	Status
		<p>9 Sep 24: In progress, proposed dates unsuitable.</p> <p>14 Oct 24: Delayed until after the separate meeting about the Travel Management Plan on 22nd October.</p> <p>11 Nov 24: A further meeting is planned for 19th October.</p> <p>9 Dec 24: Action placed on hold until the Spring</p> <p>13 Jan 24: 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.</p>	
Jun.5	EDI WG	<p>The EDI Working Group to pursue the data collection and collation of the Equality and Diversity Objectives.</p> <p>8 Jul 24: In progress, the census data is being reviewed.</p> <p>9 Sep 24 / 14 Oct 24: In progress.</p> <p>11 Nov 24 / 9 Dec 24: No update.</p> <p>13 Jan 24: An EDI working group meeting will be arranged to pursue this action.</p>	Open
Jun.6	EDI WG	<p>The EDI Working Group to work with the Parish Clerk to propose a reporting system to meet the Public Sector Equality Duty to report on Equality annually.</p> <p>8 Jul 24: In progress.</p> <p>9 Sep 24 / 14 Oct 24: No update.</p> <p>11 Nov 24: Cllr L Winn and the Clerk prepared a draft report which will be distributed to the EDI Working Group.</p> <p>9 Dec 24: Draft report distributed.</p> <p>13 Jan 24: An EDI working group meeting will be arranged to pursue this action</p>	Open
Jun.9	Cllr JB	<p>Cllr J Biddlecombe to update and simplify the Use of Recreation Ground Policy.</p> <p>8 Jul 24: Planned for discussion at the Estates Working Group meeting.</p> <p>9 Sep 24: In progress.</p> <p>14 Oct 24/11 Nov 24: Cllr Biddlecome is currently following up.</p> <p>9 Dec 24/13 Jan 24: Delayed until there is an outcome of the discussion on the use of the Cricket pitch.</p>	Open

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

Table 3: Payments in November 2024

Date	Ref	Details of payment	Details of payment	Total (£)	VAT (£)	Net (£)
02.12.24	173	British Gas	Sports Pavilion Electricity for 11/10/24 - 11/11/24	46.89	2.23	44.66
05.12.24	174	WCC	Council tax on Parish Office	66.00	0.00	66.00
05.12.24	175	True Potential	Pension Payment for October	191.77	0.00	191.77
05.12.24	176	British Gas	Office Electricity for 21/10/24 - 21/11/24	58.50	2.79	55.71
09.12.24	177	Green Smile Ltd	December Grounds Maintenance and Bin Emptying	<redacted>	<redacted>	<redacted>
09.12.24	178	Hampshire County Council	Harestock Rd Traffic Survey	391.20	65.20	326.00
11.12.24	179	Green Smile Ltd	Leaf Clearance at the Recreation Ground	960.00	160.00	800.00
11.12.24	180	Vitaplay Ltd	Maintenance of Equipment at Bradley Rd playground	2,046.00	341.00	1,705.00
11.12.24	181	Infinity Playgrounds Ltd	Supply & installation of weighted rope for the cricket and 5-a-side nets at the Recreation Ground	816.00	136.00	680.00
17.12.24	182	Mainstream Digital	December line rental and call charges	24.66	4.11	20.55
17.12.24	183	HMRC	Tax & NI on December salaries	419.19	0.00	419.19

17.12.24	184	KT Cleaning	Pavilion Cleaning for December	200.00	0.00	200.00
17.12.24	185	Geosphere Ltd	Parish Online Subscription Dec 14, 2024 – Dec 13, 2025	201.60	33.60	168.00
17.12.24	186	Steve Lees Planning	Planning Advice for Planning Application 24/02359/OUT	500.00	0.00	500.00
17.12.24	187	Winchester Basics Bank	Donation of £50 to the Basics Bank	50.00	0.00	50.00
18.12.24	188	Waitrose & Partners	Vouchers for Volunteer Donations	350.00	0.00	350.00
23.12.24	189	Go Live	December Website Updates & E-newsletter	300.00	0.00	300.00
23.12.24	190	Infinity Playgrounds	Cycle track and exercise equipment installation, jet wash of play and exercise equipment at Littleton Playground	24,617.65	4,102.94	20,514.71
27.12.24	191	Adobe	Adobe monthly subscription for December	35.39	5.90	29.49
27.12.24	192	Clerk	Clerk's salary December	1,603.46	0.00	1,603.46
27.12.24	193	McCafee	Annual Virus Protection	59.99	10.00	49.99
30.12.24	194	British Gas	Sports Pavilion Electricity for 11/11/24 - 11/12/24	80.65	3.84	76.81