

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday, 8th December 2025 at 7:00 pm
at Littleton Memorial Hall.**

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

In attendance: Mrs L Fielding (Clerk & RFO), County Cllr J Warwick, City Cllr K Learney, the Sports Club Management Committee Secretary and two members of the Croquet Club.

Members of the public: Two.

25-121: Apologies for Absence.

Apologies were received from City Cllr J Batho and City Cllr C Horrill.

25-122: Disclosure of Interest.

Cllr P Cunningham raised a personal and non-prejudicial interest for minute item 25-132 as he is a Winchester City Council planning committee member, and Cllr J Biddlecombe raised a personal interest regarding planning application 25/02289/HOU

25-123: Public Participation.

None

25-124: Minutes of previous meetings

The minutes of the meeting of 10th November 2025 were presented, and it was **proposed by Cllr D Tozer Biddlecombe, seconded by Cllr T Jackson, and RESOLVED that the minutes of the meeting held on 10th November 2025 be approved.**

25-125: 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.

25-126: County Councillor's Report – County Cllr J Warwick.

County Cllr J Warwick summarised a report (pre-circulated to the Parish Councillors). In particular, County Cllr J Warwick referred to the government announcement that the Mayoral election originally scheduled for May 2026 is now highly likely to be postponed by two years, until May 2028. The rationale given is to allow the Local Government Reorganisation (LGR) process to be completed first, with the new councils expected to launch in May 2028, before any Mayors take office.

County Cllr J Warwick also noted that the M27 between Junctions 9 and 11 would be closed over the Christmas and New Year period, which could lead to severe traffic delays, and that parents and carers with children due to start Reception Year (Year R) or move to Year 3 at a junior school in September 2026 can now apply for school places.

25-127: City Councillors' Report – St Barnabas Ward

Cllr K Learney reported that the rollout of the new food waste service is proceeding smoothly, with reports indicating an average of 1 kilo per household per week being picked up. She also noted that the Local Nature Recovery Strategy for Hampshire was published on 8 December 2025.

25-128: City Councillors' Report – Wonston and Micheldever Ward

City Cllr C. Horrill was unable to attend, but provided a report that Cllr L Winn summarised during the meeting. In addition to the information already reported, Cllr Horrill included information on the Winchester District Local Plan Consultation and the first ever Hampshire and Isle of Wight Road Safety Summit on 3rd March 2026, being hosted by the Police and Crime Commissioner.

25-129: Consultations.

a. To consider a response to the Local Government Reorganisation (LGR) public consultation

The Local Government Reorganisation (LGR) public consultation was discussed, and it **was resolved, unanimously, to submit the same remarks that had been sent in a letter to Hampshire County Council in July 2025.**

Action: The Clerk to submit the Parish Council's response to the Local Government Reorganisation (LGR) public consultation

- b. To consider a response to Winchester Community Governance Review (CGR) Consultation

The Winchester Community Governance Review (CGR) Consultation was discussed. It was noted that individual Parish Councillors may submit their own responses, and that the Parish Council may also provide a separate written submission.

It was **unanimously resolved that the Clerk will collate the existing material and, in consultation with councillors, submit a response to the CGR consultation.**

Action: The Clerk to submit the Parish Council's response to the Winchester Community Governance Review (CGR) Consultation

- c. To consider progress on raising awareness of the CGR Consultation within the Parish

Cllr L Winn reported that a lot of work had been done in raising awareness among Parish residents about the CGR consultation. This included:-

- Delivery of a paper newsletter to all residents in Littleton and Harestock
- Updating the website to include a special page on the Community Governance Review (CGR), plus a modified home page.
- Attendance at Winchester City Council arranged communication events for residents.
- A letter from Cllr D. Tozer was published in the Hampshire Chronicle; however, the more comprehensive article that was submitted was not used.
- Articles on social media.
- Communication with other local parishes, including Headbourne Worthy, Olivers Battery and Badger Farm.
- Articles in the Parish Council's monthly e-newsletter.

A number of the items originally proposed have not yet been followed up on, including the door-to-door visits in Harestock. However, the proposed CGR-specific e-newsletter will be sent to the webmaster this week, and it was agreed that pairs of councillors will hold several pop-up information sessions at locations around the Parish, including the Littleton Recreation Ground. It was also agreed that the CGR paper newsletter should be displayed on the Parish Council notice boards.

- d. To consider a response to the Winchester District Local Plan Main Modifications Consultation

The Winchester District Local Plan Main Modifications Consultation was discussed, and it was agreed that Cllr D Tozer would provide a draft response which could be reviewed at the January Parish Council meeting.

Action: Cllr D Tozer to provide a draft response to the Winchester District Local Plan Main Modifications.

25-130: External Reports.

- a. Military Report: Sir John Moore Barracks
No report was received for this item.
- b. Police Report
No report was received for this item.
- c. King's Barton Forum
No report was received for this item.

25-131: Littleton and Harestock Sports Club

- a. To receive a report from the Littleton and Harestock Sports Club.

The Sports Club Secretary reported that the Sports Club committee had met on 2nd December and that all was proceeding according to plan. The committee had unanimously approved the Croquet Club irrigation scheme. He also noted that the Sports Club defibrillator is being monitored, and mentioned that both the Tennis Club and the Bowls Club are planning maintenance or improvement projects, although these will be longer-term initiatives.

b. To consider and approve the project plan for the Littleton Croquet Club Irrigation Scheme.

Cllr C Morton reported that he and Cllr J Biddlecombe had reviewed the Croquet Club Irrigation Scheme and met with members of the Croquet Club for detailed discussions. Their main focus had been:-

- To ensure the health and safety of the public and the croquet club, both during construction and the ongoing operation of the new installation.
- To ensure that the installation fits aesthetically within the Littleton Recreation Ground and that all construction work will be made good

In addition, the Croquet Club team confirmed to the Parish Council that planning permission was not required for the tank and that the football pitches would not be affected by the work. Some concerns were raised regarding public liability insurance for contractors and Croquet Club volunteers carrying out the work, the routing of power, and fencing requirements; however, it was understood that these issues could be resolved during the detailed planning stages.

It was therefore proposed by Cllr C. Morton, seconded by Cllr J. Biddlecombe, and **RESOLVED** to approve the Croquet Club Irrigation Project, subject to written information being provided prior to the start of the project regarding insurance, required fencing, and the making good of any affected areas.

The Croquet Club agreed they would inform the Parish Council before any work takes place.

25-132: Planning.

a. New Applications – to agree on the Parish Council's response.

Cllr P Cunningham left the room due to his personal and non-prejudicial interest in planning matters, as he is a member of the Winchester City Council planning committee. Cllr J Biddlecombe raised a personal interest for application 25/02289/HOU, and it was agreed he may remain in the room, but not speak or vote on the application whilst it was being discussed and decided.

Concerns were raised regarding planning application 25/02289/HOU (Lantern Cottage, Fairclose Drive, Littleton) due to issues of overlooking and the proximity to nearby housing, and it was therefore **RESOLVED** to object to the application.

After some discussion of the remaining applications, it was proposed by Cllr D Tozer, seconded by Cllr J Musselwhite and **RESOLVED** to respond to the planning authority as specified in table 1 "Planning application responses".

Table 1: Planning application responses

Reference	Address	Application Detail	Response
25/02365/TPO	Honeymead South Drive, Littleton	T1 pine tree, prune back the lowest limbs over the garden by 1-2m to reduce encroachment over the garden.	No objection
25/02213/PNHOU	42 Buriton Road, Harestock	Single-storey rear extension	Neutral response noting Harestock does not have permitted development rights
25/02256/PNC4	Lower Farm Stud Lane, Crawley, Hampshire	Change of use of four agricultural buildings to B8 Storage.	Neutral response asking for information on tracking of commercial vehicles and employee parking, and querying potential residential use in the future.

b. Existing Applications.

It was noted that one recent application, previously reviewed by the Parish Council, has now been approved by Winchester City Council.

The planning inspector had dismissed the appeal for "Land Adjacent to The Down House", and the appeal for "Land West of Lanham Lane" was currently in progress.

c. Enforcement Matters.

The council noted that there were no enforcement cases open within the Parish.

- d. To consider feedback from the Sir John Moore Barracks development team regarding phase four of their consultation and the planned public meetings.

It was noted that the phase four consultation for the Sir John Moore Barracks (SJMB) would be held on 9th and 10th December, and that several councillors would attend.

It was resolved that the Chair would prepare a draft response to the SJMB consultation in consultation with councillors who attend the public meetings.

Action: The Chair to provide a draft response based on councillor feedback for the Sir John Moore Barracks Stage 4 consultation.

Cllr P Cunningham then returned to the meeting.

25-133: Estates Working Group

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

Cllr C Morton reported that he and Cllr J Biddlecombe had met with a WINACC representative, who carried out site surveys at the Pavilion and the Parish Office, and confirmed that the installation of solar panels would be technically feasible and beneficial. Electricity usage data was used to model potential benefits, and an installation outline could be provided to enable quotations to be sought. Grant funding is currently limited, but any work will support future funding applications.

Following discussion, it was proposed by Cllr L Winn, seconded by Cllr T Jackson and **RESOLVED** to ask the WINACC representative to provide the required information for the maximum amount of solar panels on the two roofs, and to pursue quotes on this basis.

Cllr C Morton noted the progress on planned work as follows:-

- The Littleton pond platform installation is complete, non-slip oil will be applied to the deck when there is dry weather, and planting will be done in the Spring to fill any bare spaces.
- Orders have been placed for the safety improvements, repairs and maintenance approved in the November council meeting.
- The WI will plant a Field Maple, Acer Campestre, which is a native tree to Great Britain and non-poisonous. This will be an attractive addition to the Conservation Field
- The Clerk has pursued the SJMB maintenance team to clear the tree and repair the fence at the Harestock Football field, and also raised concerns about the Ash trees with ash dieback along Harestock Road. Although the trees needing work have been identified, the team are waiting for funding to do the necessary treatment.
- The cricket net surfacing work has started and is due to be completed on Tuesday, 9th December 2025.
- Autumn leaves have been cleared away in the Littleton Recreation Ground.

- b. To consider quotes for a project to introduce a new path, extended hard surfacing and a soak away near the Tennis Cabin

Cllr C Morton presented three quotes to introduce a new path up to the Tennis Cabin to resolve Health and Safety issues, which occur when it gets muddy in the Winter. The quotes also included work to introduce extended hard surfacing, a soak away near the Tennis Cabin, and to tidy up the pre-school play area.

Following discussion, it was **proposed by Cllr C Morton, seconded by Cllr J Biddlecombe, and RESOLVED that the quote from Test Valley Paving for £16,900 plus VAT be accepted, with a total budget of £19,000 plus VAT approved to include a contingency for any unforeseen circumstances.**

- c. To consider a draft process for managing unlawful encampments at the Recreation Ground

Cllr C Morton presented a draft process for managing unlawful encampments at Littleton Recreation Ground. This included the establishment of a steering group comprising the Estates Working Group together with the Chair and Vice Chair, enabling the Council to investigate and respond promptly to any

unlawful encampments. The process would include undertaking welfare checks and, as a last resort, instructing specialist private bailiffs.

Following discussion, **it was proposed by Cllr L Winn, seconded by Cllr S Borthwick, and RESOLVED to create a new reserve of £10,000, to be transferred from the Flood Alleviation Reserve, and to delegate authority to the Clerk, in consultation with the steering group, to authorise expenditure of up to £10,000 on actions relating to unlawful encampments.**

Action: The Clerk to revise the Delegation Schedule and Reserves Statement to include the details for the new Unlawful Encampment Reserve of £10,000.

25-134: Parish Action on the Climate Emergency (PACE) Working Group

- a. To consider a report from the Parish Action on the Climate Emergency (PACE) Working Group.

Cllr L. Winn reported that County Councillor Jan Warwick had awarded the Parish Council £500 to support the Littleton and Harestock Repair Café, and in particular to purchase necessary equipment and publicity/signage materials.

She also advised that a draft memorandum of understanding has been prepared between the Littleton and Harestock Repair Café and the Winchester Repair Café, enabling the former to operate under the Winchester Repair Café umbrella for the foreseeable future, including continued use of the Winchester Repair Café website for bookings.

25-135: Parish Council Finance.

- a. Payments for endorsement.

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

After some discussion, **it was proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED that payments listed on the November payment schedules should be endorsed.**

- b. To approve payments of new invoices

Table 2: Payments for Approval.

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
Green Smile	Leaf Clearance at Recreation Ground	840.00	140.00	700.00
Littleton Landscapes	Replace Pond Viewing Platform	3,240.00	540.00	2,700.00
Totals		4,080.00	680.00	3,400.00

It was **proposed by Cllr D Tozer, seconded by Cllr J Biddlecombe and RESOLVED that payments totalling £4,080.00 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 meeting were noted.

- d. To reconsider the quotes for hedge cutting in the Recreation Ground, based on new information received

The Finance and GP Committee requested that the hedge-cutting quotes be reconsidered, in accordance with Standing Order 7a, which allows an item to be reconsidered following a committee resolution.

At the October Parish Council meeting, it was resolved to award the hedge-cutting contract to the current contractor at £810 for labour plus £350 to meet the required public liability insurance, totalling £1,160 plus VAT. An alternative quote of £1,200 plus VAT was also received.

At that time, it was anticipated that the council's grounds maintenance team would be able to subcontract the work to the existing contractor under their insurance. Although initial discussions with the insurer were not positive, confirmation has since been received that this would be acceptable.

A revised quote has therefore been obtained from Green Smile as follows: labour estimated at 18 hours at £828, plus £100 for contractor management, giving a total of £928 plus VAT.

Following discussion, **it was proposed by Cllr L Winn, seconded by Cllr S Borthwick, and RESOLVED to accept the quote from Green Smile of £928 plus VAT to carry out the annual hedge cutting, with the work to be sub-contracted to the Council's existing hedge-cutting contractor.**

- e. To consider feedback from the internal audit held on 3rd December 2025

The Clerk reported that the internal audit had been completed on 3rd December, and the auditor reported that overall, the systems and procedures in place are fit for purpose and made some recommendations which were not indicative of any significant failings, but pointers to an already well-ordered system. These included:-

- A recommendation to modify the Acceptance of Office forms to include formal acceptance to receive information by electronic means
- To publish the Register of Members' Interests link to the Winchester City Council website on the councillor page rather than the policies page
- To create a link for supporting meeting documentation next to the agendas on the website meeting page.
- To consider the addition of a '*de minimis*' limit below which smaller items would not be added to the asset register in future to keep it manageable.

Following some discussion, it was agreed to consider all the changes, and the Clerk was actioned as follows:-

Action: The Clerk to work with the webmaster to move the Register of Members' Interests link to the councillor page, and add links to supporting meeting documentation on the meetings page.

Action: The Clerk to modify the Acceptance of Office forms to include formal acceptance to receive information by electronic means

Action: The Clerk to include the consideration of an Asset Register '*de minimis*' limit at the next Finance and General Purposes meeting.

It was also agreed that it would be good to improve access to the back end of the website to allow easy inclusion of documents.

Action: The Clerk to work with the webmaster to find a solution that allows for simple modifications to the website by the Clerk.

- f. To approve voucher gifts to Council volunteers (using the Chairman's allowance)

Following some discussion, it was agreed to continue to recognise the volunteers who have provided significant support to the council over the past year.

It was therefore proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED to use the Chair's Expense Allowance to buy £50 Waitrose/John Lewis gift vouchers for nine volunteers.

- g. To approve donations on behalf of Council volunteers to Charities (using LGA 1972, s137)

It was proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED to donate £50 to Winchester Basics Bank on behalf of a tenth volunteer under the Local Government Act 1972, s137 legislation.

25-136: To consider confidential staffing matters.

Cllr L Winn reported that the Finance and General Purposes Committee discussed the need to develop a succession plan for the Parish Clerk at its meeting on 25th November 2025. Although the Clerk does not have plans to retire or resign in the short or medium term, it seems prudent and responsible to plan for a time when a successor might be needed. At the same time, an analysis of the work priorities and workload would be sensible, given the amount of time off in lieu (TOIL) and untaken leave that has accrued.

Following discussion, it was **proposed by Cllr L Winn, seconded by Cllr D Tozer, and RESOLVED to pay the Clerk's accrued TOIL up to the end of November, and to include a budget line for additional staff hours in the 2026/2027 budget.**

It was also resolved that the Finance and General Purposes Committee should pursue a review of the Clerk's job description and required hours, in consultation with HALC and/or other relevant organisations as a first step to creating a succession plan, and that the Committee should be kept informed of the amount of time off in lieu (TOIL) being accrued.

Action: The Clerk to include TOIL information on future Finance and General Purposes Committee agendas.

25-137: Precept and Annual Budgeting

- a. To confirm that no councillor voting on the budget or precept has more than two months of unpaid council tax.

The Chair noted that any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them, and all the councillors reported that they were not in arrears.

- b. To review and approve a budget for the 2026/27 financial year.

The Parish Clerk presented the 2026/2027 Budget proposal based on input from Councillors and discussion at the recent Finance and General Purposes committee meeting. After including an additional £15,000 for additional staffing needs, **it was proposed by Cllr S Borthwick, seconded by Cllr D Tozer and RESOLVED that the 2026/27 budgeted spend should be £184,327 with an expected income of £46,400 (including £28,000 from reserves).**

During the discussion on reserves, **the Parish Council resolved to transfer £2,180 from the Flood Alleviation Reserve to the Office Equipment Reserve with immediate effect.** The Council further noted that the £28,000 required for the 2026/27 budget could be met by reducing the Car Park, Parish Development, Playground and Strategic Response reserves, subject to confirmation in April 2026

- c. To review and approve a precept figure for the 2026/27 financial year.

Based on the proposed budget and the tax base provided by Winchester City Council, the required precept was calculated at £137,927, equating to a 3.8% increase for Band D properties.

It was therefore unanimously RESOLVED to set the precept to £137,927.

Action: The Clerk to notify Winchester City Council that £137,927 has been set as the Parish Council precept.

25-138: Parish Council Reports.

- a. Littleton Memorial Hall Report.

The report from the Chair of the Memorial Hall trustees was noted.

- b. Transport and Traffic Report

Cllr J Biddlecombe reported that a Hampshire County Council officer had proposed new locations for the Parish Council's Speed Indicator Device (SID), but some sites were on the wrong side of the road and facing the wrong direction. He has raised this concern with the officer and is awaiting further feedback.

He also noted that there was a significant amount of mud on the verges around Stud Land, which he believed may have been caused by large agricultural vehicles transporting straw to the Three Maid Hill biodigester.

Action: The Clerk to raise the concern about muddy verges on Stud Lane with the Acorn biodigester team.

Cllr L Winn reported that she had contacted Wenrick Building Hire regarding the unsatisfactory safety advice that had been drafted following incidents at the Harestock Road/Stockbridge Road junction involving pedestrians and large container lorries and trailers. Wenrick Building Hire had responded promptly and taken on board the points raised by the Parish Council. It was agreed that Cllr L Winn should write to thank Wenrick Building Hire for their support and advise that the Council will continue to monitor the situation.

Action: Cllr L Winn to write to Wenrick Building Hire to thank them for their support and to advise that the Parish Council will continue to monitor the situation at the Harestock Road/Stockbridge Road junction.

25-139: Items for noting only, or for inclusion on next month's agenda.

Cllr S Borthwick submitted apologies for the January Parish Council meeting.

25-140: Date of Next Meetings:

a. Parish Council meeting: 12th January 2025, 7 pm, Henry Beaufort School.

25-141: Summary of Actions

Table 3: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Dec.1	Clerk	The Clerk to submit the Parish Council's response to the Winchester Community Governance Review (CGR) Consultation	NEW
Dec.2	Clerk	The Clerk to submit the Parish Council's response to the Local Government Reorganisation (LGR) public consultation	NEW
Dec.3	Cllr DT	Cllr D Tozer to provide a draft response to the Winchester District Local Plan Main Modifications	
Dec.4	Cllr LW	Cllr L Winn to provide a draft response based on councillor feedback for the Sir John Moore Barracks Stage 4 consultation.	NEW
Dec.5	Clerk	The Clerk to revise the Delegation Schedule, and Reserves Statement to include the details for the new Unlawful Encampment Reserve of £10,000.	NEW
Dec.6	Clerk	The Clerk to work with the webmaster to move the Register of Members' Interests link to the councillor page, and add links to supporting meeting documentation on the meetings page.	NEW
Dec.7	Clerk	The Clerk to modify the Acceptance of Office forms to include formal acceptance to receive information by electronic means	NEW
Dec.8	Clerk	The Clerk to include the consideration of an Asset Register 'de minimis' limit at the next Finance and General Purposes meeting.	NEW
Dec.9	Clerk	The Clerk to work with the webmaster to find a solution that allows for simple modifications to the website by the Clerk	
Dec.10	Clerk	The Clerk to include TOIL information on future Finance and General Purposes Committee agendas.	NEW
Dec.11	Clerk	The Clerk to notify Winchester City Council that £137,927 has been set as the Parish Council precept.	NEW
Dec.12	Clerk	The Clerk to raise the concern about muddy verges on Stud Lane with the Acorn biodigester team.	NEW
Dec.13	Cllr LW	Cllr L Winn to write to Wenrick Building Hire to thank them for their support and to advise that the Parish Council will continue to monitor the situation at the Harestock Road/Stockbridge Road junction.	NEW
Nov.1	Cllr LW	Cllr L. Winn to contact County Cllr J. Warwick to enquire whether the Repair Café is eligible to apply for a County Councillor grant 8 Dec 25: Done.	Closed
Nov.2	Clerk	The Clerk to arrange for a Conservation Field Maintenance discussion meeting with Cllr L Winn and Cllr C Morton. 8 Dec 25: No progress.	Open
Nov.3	Cllr CM	Cllr C. Morton to contact the WI to outline the council's concerns regarding the proposed memorial planting 8 Dec 25: Done.	Closed
Oct.4	Clerk	The Clerk to arrange for GDPR training for all councillors and herself.	Closed

ID	Owner	Action Points (Open)	Status
		10 Nov 25: Some options available, details to be distributed to councillors. 8 Dec 25: Done. The Clerk and Cllrs Winn, Tozer, Biddlecombe, Morton, and Musselwhite have all been booked on the online Digital and Data Compliance on 12th February between 10 am and 12 pm. Cllrs Cunningham and Jackson have previously been on a data protection course.	
Oct.5	Clerk	The Clerk to confirm that the website has been checked against Web Content Accessibility Guidelines 2.2 AA 10 Nov 25: No progress yet. 8 Dec 25: Done. The website has been checked against Web Content Accessibility Guidelines 2.2 AA.	Closed
Jul.5	Clerk	The Clerk to appoint and instruct playground contractors (in consultation with the Estates Working Group) for the urgent playground work. 8 Sept 25: In progress, not all information is available from the playground contractors yet. 13 Oct 25: Three playground contractors have been approached for a quote, but there is some delay in receiving complete information for an effective comparison of prices. 10 Nov 25: Quotes to be approved in the November meeting 8 Dec 25: Done. Playground contractors have been instructed.	Closed
Jul.7	Clerk	The Clerk to obtain one or more quotes for work to install a wooden handrail at the entrance to the Flowerdown Barrows (Tumulus Field). 8 Sept 25: No progress yet. 13 Oct 25: Contacted two contractors. 10 Nov 25: Quotes to be approved in the November meeting. 8 Dec 25: Done. The chosen contractor has been instructed	Closed
Jul.8	Clerk	The Clerk to contact the barrier gate installer and the Police to seek advice on the security of the Recreation Ground Height Restriction Gate and potential improvements. 8 Sept 25: The barrier gate installer thought that it was not possible to improve the security; Cllr C Morton is pursuing the issue with the Police. 13 Oct 25: Advice from the police has not been forthcoming yet. The Clerk has contacted the Kingsworthy Parish Clerk for advice. 10 Nov 25: Advice received from the Kingsworthy Parish Clerk. 8 Dec 25: Done. Cllr Morton has arranged a meeting on 8th December with the local community policeman.	Closed
Jul.10	Clerk	The Clerk to formally request that the DIO provide the latest Ecology report for the SJMB development. 8 Sept 25: No progress yet 13 Oct 25: This has been raised again with Meeting Place. 10 Nov 25: Propose to raise this at the meeting on 20th Nov 25 8 Dec 25: The concern was raised at the DIO meeting, and the council were told it would be provided with the planning application	Closed
Feb.3	Clerk	The Clerk to investigate quotes for ecology advice for the Sir John Moore Barracks development. 10 Mar 25: Cllr C Morton will provide advice on who to approach 14 Apr 25: Four consultants have been approached; however, quotes have not yet been received. More consultants will be approached. 12 May 25: More consultants have been approached, but no more quotes have been forthcoming. Cllr S Borthwick may have some additional leads. 9 June 25: Reminders and further requests sent out. 14 July 25: Only 1 consultant has agreed to quote, but that has not been forthcoming yet. The terms of reference for the work will be sent to Cllr S Borthwick so he can pursue it with a company he knows. 8 Sept 25: No progress yet 13 Oct 25: Cllr S Borthwick has approached another consultant. 10 Nov 25: Cllr S Borthwick has approached a second consultant. 8 Dec 25: Further consultants need to be approached for quotes.	Open

ID	Owner	Action Points (Open)	Status
Jun24.4	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. 9 Sep 24: In progress, proposed dates unsuitable. 14 Oct 24: Delayed until after the separate meeting about the Travel Management Plan on 22nd October. 11 Nov 24: A further meeting is planned for 19th October. 9 Dec 24: Action placed on hold until the Spring 13 Jan 25: 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. 10 Feb 25: Site visit report to be discussed under minute item 24.218e. 10 Mar 25 / 14 Apr 25: On hold. 9 June 25: The Clerk to ask if a new site visit can be arranged. 14 July 25: The Acorn team would prefer to delay the site visit until after the biodigester is fully commissioned at the end of the Summer; however, they would like to meet with the council separately. 8 Sept 25: Meeting held with the council in the Summer. The permissive route allowing HGVs and tractors with trailers to travel via Andover Road is still a concern. A launch event was held on 4th September. 13 Oct 25: The onsite visit with the Acorn team should be quite soon, given that the biodigester has now been commissioned. 10 Nov 25: No update. 8 Dec 25: Waiting for the Acord team to propose dates.	Open

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

Table 4: Payments in November 2025

Date	Ref	To whom paid	Details of payment	Total (£)	VAT (£)	Net (£)
Various	144	Various	Staff Costs for November	2,375.57	0.00	2,375.57
05.11.25	145	British Gas	Office Electricity for 24/09/25-21/10/25	25.84	1.23	24.61
05.11.25	146	WCC	Council tax on Parish Office	66.00	0.00	66.00
06.11.25	147	Tidal Current Electrical Ltd	Emergency Lighting and PAT Testing	1,284.00	214.00	1,070.00
10.11.25	148	Barnsley Lock&Safe	Barrier Gate Padlock and 12 keys	129.60	21.60	108.00
11.11.25	149	Green Smile Ltd	Conservation Field Cut (and collect and dispose of a week later)	1,800.00	300.00	1,500.00
11.11.25	150	Mainstream Digital	Nov line rental and October call charges	24.98	4.16	20.82
18.11.25	151	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
24.11.25	152	Mailboxes	Printing and design of 2,500 CGR Leaflets	278.00	10.00	268.00
25.11.25	153	Go Live	November Website Updates & E-newsletter	300.00	0.00	300.00
25.11.25	154	Adobe	Adobe monthly subscription for November	35.39	5.90	29.49
26.11.25	155	Green Smile Ltd	September Grounds Maintenance and Bin Emptying	1,735.01	289.17	1,445.84
25.11.25	156	Go Live	Webhosting and an SSL certificate for the community website	75.00	0.00	75.00
25.11.25	157	Go Live	Website modifications for the CGR campaign	150.00	0.00	150.00
28.11.25	158	KT Cleaning	Pavilion Cleaning for November	160.00	0.00	160.00

Signed: _____ Date: _____

