

RECORD OF THE LITTLETON & HARESTOCK PARISH COUNCIL MEETING

**held on Monday, 12th January at 7:00 pm
at Henry Beaufort School Media Suite.**

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

In attendance: Mrs L Fielding (Clerk & RFO), City Cllr J Batho, City Cllr C Horrill, and the Sports Club Management Committee Secretary.

Members of the public: None.

25-142: Apologies for Absence.

Apologies were received from Cllr S Borthwick, City Cllr J Morris and County Cllr J Warwick.

25-143: Disclosure of Interest.

Cllr P Cunningham raised a personal and non-prejudicial interest in any planning matters, as he is a Winchester City Council planning committee member

25-144: Public Participation.

None

25-145: Minutes of previous meetings

The minutes of the meeting of 8th December 2025 were presented, and it was **proposed by Cllr J Musselwhite, seconded by Cllr D Tozer, and RESOLVED that the minutes of the meeting held on 8th December 2025 be approved.**

It was noted that some councillors did not appear to have received all meeting documents for the Parish Council meeting, despite all councillors being included on the email distribution list. The Clerk agreed to investigate the matter.

Action: The Clerk to investigate why some councillors do not appear to be receiving some meeting documentation and, if appropriate, pursue the issue with the council's IT support team.

25-146: 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 Dec.13, it was noted that the Harestock Road/Stockbridge Road junction continues to present significant difficulties for large vehicles when turning, and that this issue is not limited to Wernick Hire transport. It was agreed that the council should continue to monitor the situation.

25-147: County Councillor's Report – County Cllr J Warwick.

County Cllr J. Warwick was unable to attend and submitted a written report, which was received and noted by councillors.

25-148: City Councillors' Report – St Barnabas Ward

Cllr J Batho reported that both the government's Local Government Reorganisation and Winchester's Community Governance Consultation had closed, and that consultants are expected to report back on the Community Governance Review in the March–April timeframe.

A consultation on the Main Modifications to the Winchester District Local Plan closes on 16 January 2026, after which the planning Inspector will consider responses and issue a final report. Work has begun on a new local plan, due for completion in 2028, and a call for landowners to submit development sites is currently underway.

Cllr Batho reported that he had responded to a Traffic Order proposing speed reductions to 30mph on Andover Road and short sections of Harestock Road, asking if the 30mph proposals could be extended along Harestock Road to Stockbridge Road. The Parish Council were concerned that they had not been aware of the Traffic Order proposals, and it was agreed that Cllr L Winn should contact Cllr J Warwick regarding the lack of notice, and also the missed opportunity to extend the speed limit to all of Harestock Rd and Kennel Lane.

Action: Cllr L Winn to contact Cllr J Warwick regarding notice of traffic orders, and extending 30mph speed limits to all of Harestock Rd and Kennel Lane.

25-149: City Councillors' Report – Wonston and Micheldever Ward

City Cllr C Horrill reported that the government has proposed postponing the May 2026 Hampshire and Solent mayoral elections until May 2028, which she and Cllr S Godfrey have concerns about, and they have raised a motion at the next Winchester City Council meeting to object to the delays.

A consultation on the Reg 18 draft Basingstoke & Deane Local Plan is open until 23rd January. City Cllr C Horrill raised concerns about the impact on the road network, including the A303 and A34, and she urged the Parish Council to consider a response. She also noted the first Hampshire and Isle of Wight Road Safety Summit on 3rd March 2026, being hosted by the Police and Crime Commissioner.

25-150: External Reports.

Agenda items 7a-e (External Reports) were brought forward to enable all planning related agenda items to be dealt with consecutively.

- 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
The next meeting of the forum is not until March 2026.
- d. To receive a report from the Littleton and Harestock Sports Club.

The Sports Club Secretary reported on a proposed project by the Bowls Club to reset the existing sloped slab wall to address health and safety concerns and to install a bench seat along its length. The proposal was well received by the Parish Council and, following discussion, it was proposed by Cllr T Jackson, seconded by Cllr P Cunningham, and **RESOLVED that the project be approved in principle, with authority delegated to the Parish Clerk to approve in consultation with the Estates Group following their detailed review of the proposed works, construction approach, and health and safety considerations.**

The Sports Club Secretary also reported on the Croquet Club's proposed irrigation project. The Parish Council requested that further details be provided in writing, including clarification of the insurance cover. This was due to be discussed in more detail during the Estates report.

- e. Littleton Memorial Hall Report.
No report.

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.

25-151: Consultations.

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

The Parish Council's draft response to the Winchester District Local Plan Main Modifications Consultation was discussed and approved, and it was **unanimously RESOLVED that Cllr D Tozer should submit the Parish Council's response to the consultation.**

Action: Cllr D Tozer to submit the Parish Council's response to the Winchester District Local Plan Main Modifications.

- b. To approve a response to the Stage 4 Sir John Moore Barracks Consultation.

The draft response to the Stage 4 Sir John Moore Barracks Consultation was discussed. Several modifications were approved, including comments on the total number of dwellings and the reduced percentage of affordable housing in light of the increased dwelling numbers; a proposal that dwellings in the Northern Fields be set back from the public right of way for biodiversity reasons; and a request for clarification on the number of access points onto Harestock Road.

With these modifications, it was **proposed by Cllr L Winn, seconded by Cllr J Biddlecombe, and RESOLVED** that the Clerk submit the Parish Council's response to the Stage 4 Sir John Moore Barracks Consultation.

Action: The Clerk to submit the Parish Council's response to the Stage 4 Sir John Moore Barracks Consultation.

It was also agreed to set up an informal working group meeting and invite the Parish Council's planning consultant to consider ways to influence the shape of the Sir John Moore Barracks development in the future, and to identify what infrastructure might be needed in the parish to support the development. Any recommendations arising from the meeting will be taken to the Parish Council for approval.

25-152: Planning.

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

After some discussion, it was proposed by Cllr D Tozer, seconded by Cllr J Biddlecombe 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
25/02458/PNC10	43 Priors Dean Road, Harestock	Prior Notification for the change of use from Class E to a mixed use Class E and Sui-Generis to add a Hot Food Takeaway	No objection
25/02452/PNHOU	5 Hollands Close, Littleton	Proposed single-storey rear extension with facing brick walls to match the existing property and flat roof construction.	No comment needed.

- b. Existing Applications.

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

Additionally, the planning inspector had dismissed the appeal for "Land West of Lanham Lane".

- c. Enforcement Matters.

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

Cllr P Cunningham then returned to the meeting.

25-153: Estates Working Group

- a. To consider quotations for tree works in Littleton Recreation Ground

The Parish Council considered three quotations for tree surgery work at Littleton Recreation Ground, as detailed in the recent Arboricultural Tree Survey.

Following discussion, it was **proposed by Cllr C Morton, seconded by Cllr T Jackson, and RESOLVED that H-W Tree Surgeons Ltd be selected to carry out the work for £3,090 plus VAT.**

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

Croquet Club Irrigation Project

Cllr C Morton reported that meetings had been held with the Croquet Club to review risk matters and to receive advice on safety fencing and related issues. Concerns were raised regarding public liability insurance cover in relation to the operation of trenching machinery, chainsaws, and similar equipment, as well as the use of private vehicles to transport goods, machinery, and waste between the overflow car park and the Croquet Club. Following discussion, it was unanimously **RESOLVED** that the public liability insurance cover should be set at £10 million.

Unlawful Encampments

Cllr C Morton reported that he had been encouraged by a meeting with the local police team regarding the low risk of unlawful encampments at Littleton Recreation Ground, and that he would revise the council's process based on the advice received

Solar Panels for the Pavilion and Parish Office

The council reviewed the feasibility study prepared by a WINACC consultant, **and it was unanimously resolved to take the next step and request quotations for solar panels on both the Pavilion and the Parish Office.**

Progress on other Projects

- An order has been placed for the Littleton Recreation Ground Tennis Path and associated improvement works, and the start date for the works is yet to be confirmed, being weather-dependent.
- Resurfacing works at the Littleton Recreation Ground cricket nets were completed in December. The nets are currently closed to allow the new surface to fully cure, but will reopen this week.
- The Field Maple (*Acer campestre*) memorial tree has now been planted in the Conservation Field
- The new handrail at the Tumulus Field has been installed.
- Hedge trimming at Littleton Recreation Ground has also been completed to the usual exemplary standard.

It was noted that there had been reports of significant mosquito activity in Littleton, and that one resident had provided the Clerk with details of an investigation carried out by the Environmental Health Officer at Winchester City Council.

Action: The Clerk to contact the Winchester City Council Environmental Health Officer for further information regarding mosquitoes in Littleton.

25-154: 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 T Jackson reported that the PACE Working Group had considered three options for additional mini-meadows in the parish. The group concluded that the most practicable option to take forward next was the grass area between Froxfield Close and Rockbourne Road.

The next litter pick event is planned for the afternoon of Sunday 29th March 2026, and the next Repair Café will be held on Saturday 24th January 2026, at Henry Beaufort School. It was agreed that both events should be included in the next e-newsletter.

25-155: Parish Council Finance and Staffing.

- a. Payments for endorsement.

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

After some discussion, **it was proposed by Cllr L Winn, seconded by Cllr C Morton and RESOLVED with one abstention that payments listed on the December payment schedules should be endorsed.**

- b. To approve payments of new invoices

Table 2: Payments for Approval.

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
Slatter Cricket and Play	Replacement of Surfacing at the Cricket Nets in Littleton Recreation Ground	9,643.20	1,607.20	8,036.00
Totals		9,643.20	1,607.20	8,036.00

It was **proposed by Cllr D Tozer, seconded by Cllr J Musslewhite and RESOLVED that payments totalling £9,643.20 should be paid.**

- c. To note that a grant from Hampshire County Council of £500 towards equipment for the Repair Café has been received.

It was noted that a grant of £500 from Hampshire County Council towards equipment for the Repair Café has been received, and that additional equipment has already been donated.

It was agreed that the Clerk would add a new budget line in the financial records to track expenditure on Repair Café equipment.

- d. To consider a grant request from Winchester Citizens' Advice.

Following discussion, it was **proposed by Cllr D Tozer, seconded by Cllr J Musselwhite and RESOLVED to donate £250 under the Local Government Act 1972, s137 legislation to Winchester Citizens' Advice in support of the advice that had been given to residents in the Parish.**

Action: The Clerk to arrange for a donation of £250 to be given to Winchester Citizens' Advice.

- e. To approve joining the LCPD Hampshire Association of Local Councils HR Service.

After some discussion, it was **proposed by Cllr L Winn, seconded by Cllr J Musselwhite and RESOLVED for the council to join the LCPD Hampshire Association of Local Councils HR Service.**

Action: The Clerk to apply for membership of the LCPD Hampshire Association of Local Councils HR Service.

25-156: Audit Requirements.

- a. To review the implications of the new External Audit Assertion 10 requirements.

The Parish Clerk noted that the Parish Council website had been checked for accessibility against the 2.2AA guidelines and reminded councillors that they must not use their personal email address for Parish Council business.

- b. To note the planned online Digital and Data Compliance Course on 12th February, 10:00 am - 12:00 pm.

The online Digital and Data Compliance Course on 12th February 2026 was noted.

- c. To consider the draft IT Policy.

The Parish Council considered the draft IT Policy, and it was **proposed by Cllr L Winn, seconded by Cllr J Musselwhite, and RESOLVED that with a small amendment, the IT Policy should be approved.**

Action: The Clerk to arrange for the approved IT Policy to be added to the Parish Council website.

25-157: Transport and Traffic.

- a. To authorise Hampshire County Council contractors to install three new sockets in grass verges within the Parish to enable new sites for the Parish Council's Speed Indicator Device.

Cllr J Biddlecombe reported that three new locations for the Parish Council's Speed Indicator Device (SID) had been approved by Hampshire County Council officers, and that the council would need to pay for the installation of sockets in grass verges in advance. The Hampshire County Council officer had provided two quotes: one from their regular contractor, who, due to the volume of planned work, would not be able to install the sockets for a considerable time; and a more expensive quote from an alternative contractor that would enable the work to be completed sooner.

After discussion, it was **proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham, and RESOLVED to accept the more expensive quote and authorise the Parish Clerk to pay £4,130.07 in order to install the SID sockets as soon as possible and get the Speed Indicator Device back in operation.**

- b. To consider other Transport and Traffic Matters.

Cllr J Biddlecombe noted that there was an increase in very large haulage lorries using Main Road as a through route to the Three Maids Hill junction, travelling both North and South, and that when meeting other large vehicles, one or both have to mount the pavement or grass verge in order to pass by. It was thought that these vehicles could either be travelling to the Concrete Crusher at Christmas Hill or the M3 junction 9 works. He noted that he was not aware of a transport management plan associated with the concrete crusher.

Action: Cllr J Biddlecombe to raise the concern of large haulage lorries using Main Rd with County Cllr J Warwick.

Cllr D Tozer raised concerns regarding the reduction in local bus services and the impact this is having on the community. It was noted that more people are walking to the shops and that there has been an increase in taxi usage in Littleton.

It was agreed that an article requesting input from residents regarding the impact of the reduced bus service should be added to the e-newsletter.

25-158: Items for noting only, or for inclusion on next month's agenda.

None

25-159: Date of Next Meetings:

a. Parish Council meeting: 9th February 2026, 7 pm, Littleton Memorial Hall.

25-160: Summary of Actions

Table 3: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Jan.1	Clerk	The Clerk to investigate why some councillors do not appear to be receiving some meeting documentation and, if appropriate, pursue the issue with the council's IT support team.	NEW
Jan.2	Cllr LW	Cllr L Winn to contact Cllr J Warwick regarding notice of traffic orders, and extending 30mph speed limits to all of Harestock Rd and Kennel Lane.	NEW
Jan.3	Cllr DT	Cllr D Tozer to submit the Parish Council's response to the Winchester District Local Plan Main Modifications.	NEW
Jan.4	Clerk	The Clerk to submit the Parish Council's response to the Stage 4 Sir John Moore Barracks Consultation.	NEW
Jan.5	Clerk	The Clerk to contact the Winchester City Council Environmental Health Officer for further information regarding mosquitoes in Littleton	NEW
Jan.6	Clerk	The Clerk to arrange for a donation of £250 to Winchester Citizens' Advice.	NEW
Jan.7	Clerk	The Clerk to apply for membership of the LCPD Hampshire Association of Local Councils HR Service.	NEW
Jan.8	Clerk	The Clerk to arrange for the approved IT Policy to be added to the Parish Council website.	NEW
Jan.9	Cllr JB	Cllr J Biddlecombe to raise the concern of large haulage lorries using Main Rd with County Cllr J Warwick.	NEW
Dec.1	Clerk	The Clerk to submit the Parish Council's response to the Winchester Community Governance Review (CGR) Consultation 12 Jan 26: Done.	Closed
Dec.2	Clerk	The Clerk to submit the Parish Council's response to the Local Government Reorganisation (LGR) public consultation 12 Jan 26: Done.	Closed
Dec.3	Cllr DT	Cllr D Tozer to provide a draft response to the Winchester District Local Plan Main Modifications 12 Jan 26: Done.	Closed
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. 12 Jan 26: Done.	Closed
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. 12 Jan 25: Not done yet..	Open
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. 12 Jan 25: In progress, finalising the location of the Register of Members link, and trialling a link to a Google Drive folder for the documents.	Open
Dec.7	Clerk	The Clerk to modify the Acceptance of Office forms to include formal acceptance to receive information by electronic means. 12 Jan 26: Done.	Closed

ID	Owner	Action Points (Open)	Status
Dec.8	Clerk	The Clerk to include the consideration of an Asset Register 'de minimis' limit at the next Finance and General Purposes meeting. 12 Jan 26: To be discussed at the 4 th March meeting.	Open
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. 12 Jan 26: No progress yet.	Open
Dec.10	Clerk	The Clerk to include TOIL information on future Finance and General Purposes Committee agendas. 12 Jan 26: To be covered at the 4 th March meeting.	Open
Dec.11	Clerk	The Clerk to notify Winchester City Council that £137,927 has been set as the Parish Council precept. 12 Jan 26: Done, and WCC has confirmed it has been received.	Closed
Dec.12	Clerk	The Clerk to raise the concern about muddy verges on Stud Lane with the Acorn biodigester team. 12 Jan 26: Done; however, they report that they don't believe it is the biodigester traffic that caused the problem.	Closed
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. 12 Jan 26: 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 12 Jan 26: Meeting set for 27 th January.	Open
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 / 12 Jan 26: Further consultants need to be approached for quotes.	Open
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 22 nd October. 11 Nov 24: A further meeting is planned for 19 th 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.	Open

ID	Owner	Action Points (Open)	Status
		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 / 12 Jan 26: Waiting for the Acorn team to propose dates.	

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

Table 4: Payments in December 2025

Date	Ref	To whom paid	Details of payment	Total (£)	VAT (£)	Net (£)
Various	159	Various	Staff Costs for December (includes back-pay for extra time)	4,064.23	0.00	4,064.23
01.12.25	160	British Gas	Sports Pavilion Electricity for 15/10/25 - 15/11/25	51.43	2.45	48.98
05.12.25	161	WCC	Council tax on Parish Office	66.00	0.00	66.00
08.12.25	162	British Gas	Office Electricity for 21/10/25-19/11/25	53.29	2.54	50.75
08.12.25	163	Barnsley Lock&Safe	Barrier Gate Padlock - Additional 3 keys	37.80	6.30	31.50
09.12.25	164	Mainstream Digital	Dec line rental and November call charges	29.10	4.85	24.25
09.12.25	165	Green Smile Ltd	Distribute bark chippings at tennis court 5 path, and near the Office.	420.00	70.00	350.00
09.12.25	166	Green Smile Ltd	Leaf clearance at Littleton Recreation Ground	840.00	140.00	700.00
09.12.25	167	Littleton Landscapes	Replace viewing platform at Littleton Pond	3,240.00	540.00	2,700.00
09.12.25	168	Mulberry Local Authority Services Ltd	2025/26 Interim Internal Audit & Travel Expenses	399.42	66.57	332.85
16.12.25	169	Waitrose & Partners	Vouchers for Volunteer Donations	450.00	0.00	450.00
19.12.25	170	Green Smile Ltd	September Grounds Maintenance and Bin Emptying	1,735.01	289.17	1,445.84
19.12.25	171	Littleton Landscapes	Flowerdown Barrows Handrail	480.00	80.00	400.00
19.12.25	172	Littleton Memorial Hall	Hall Booking - Repair Café planning meeting	37.50	0.00	37.50
19.12.25	173	Littleton Memorial Hall	Hall Booking - Repair Café meetings	168.75	0.00	168.75
22.12.25	174	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
23.12.25	175	Go Live	December Website Updates & E-newsletter	300.00	0.00	300.00
29.12.25	176	Adobe	Adobe monthly subscription for December	35.39	5.90	29.49
29.12.25	177	McCafee	Annual Virus Protection	59.99	10.00	49.99
30.12.25	178	British Gas	Sports Pavilion Electricity for 15/11/25 - 15/12/25	106.05	5.05	101.00

