

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday, 13th April 2026 at 7:00 pm
at Littleton Memorial Hall.**

Present: Cllr L Winn (Chair), Cllr D Tozer, Cllr J Biddlecombe and Cllr S Borthwick.

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

Members of the public: None.

25-200 Apologies for Absence.

Apologies were received from Cllr C Morton, Cllr T Jackson, Cllr P Cunningham, County Cllr J Warwick and the Chair of the Sports Club Management Committee.

25-201: Disclosure of Interest.

None

25-202: Public Participation.

None.

25-203: Minutes of previous meetings

The minutes of the meeting of 9th March 2026 were presented, and it was **proposed by Cllr D Tozer, seconded by Cllr L Winn, and RESOLVED that the minutes of the meeting held on 9th March 2026 be approved.**

25-204: 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.

25-205: County Councillor's Report – County Cllr J Warwick.

Cllr J Warwick was unable to attend but submitted a report in advance. Cllr S Borthwick noted some negative reactions to the government's local government reorganisation decision, and City Cllr K Learney reported that some authorities may seek a judicial review. The new unitary councils are expected to be fully in place by 2028, with a mayoral election at that time, while a shadow unitary council will be elected in 2027. District and county council elections are not expected in 2027.

25-206: City Councillors' Report – St Barnabas Ward

Cllrs J Batho and K Learney provided an update on the approved local plan and the tight timetable for the next plan. When asked why the plan could not be delayed until after the mayoral election, it was emphasised that a long-term land supply plan is required and that the transition to a unitary authority could impact progress. They noted that adopting a more standardised approach, as identified in the National Planning Policy Framework (NPPF), will allow better comparisons with existing local plans across the areas forming the unitary. City Cllr K Learney noted that the call for development sites had been submitted, and the Parish Council would receive information on local parish proposals in the near future.

Cllr Batho also reported that a North Winchester traffic monitoring report was available, which showed speeding on Bradley Rd and Priors Dean Rd. The report also included baseline traffic data in Kings Barton, which can be used for comparison purposes when Andover Rd is closed.

25-207: City Councillors' Report – Wonston and Micheldever Ward

City Cllr C. Horrill confirmed that elections for city councillors would be cancelled in 2027 to be replaced by elections for the shadow unitary councillors, who would be in place for 5 years. There will be elections on 7th May 2026 for all Hampshire County Councillors and one third of City Councillors, including Cllr P Cunningham in the Wonston and Micheldever Ward.

The Winchester Sports Facility Assessment and Playing Pitch Strategy 2025–2040 has now formally been adopted. The strategy sets out current and future needs across a wide range of sports and will support planning, funding bids and the delivery of facility improvements in the years ahead.

25-208: External Reports.

- a. Military Report: Sir John Moore Barracks
No report was received for this item.

b. Police Report

The local PCSO was unable to attend but submitted a report in advance. The report highlighted that very little crime had been reported in the parish since January 2026, apart from some burglaries that were under investigation. He has been holding monthly beat surgery sessions since January, which have been advertised on Facebook, and residents are encouraged to attend.

Speeding remains a frequent concern, with enforcement operations conducted, most recently on Main Road, Littleton, where no offences were recorded. Cllr J. Biddlecombe queried the timing of the Main Road speed checks, noting that speeding is more likely in the early morning.

Action: The Clerk to ask the PCSO what time of day the Main Rd, Littleton speed enforcement operation occurred.

c. King's Barton Forum

No report was received for this item; however, it was noted that the Park and Ride facility would not be available until Winchester Avenue is open.

d. Littleton and Harestock Sports Club.

No report was received for this item.

e. Littleton and Harestock Show Society

The Clerk, in her capacity as Chair of the Littleton and Harestock Show Society, reported that planning for the next show is going well and noted that the Show Society were considering becoming a charity and needed to provide an address to the Charity Commission website.

After some discussion, it was agreed that the show society could use Littleton Recreation Ground as its address for the charity commission website.

f. Littleton Memorial Hall Report

No report was received for this item.

25-209: Planning.

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

Planning application 26/00634/HOU (56 Buriton Road, Harestock) was discussed. It was noted that the garage extension will result in a significant structure extending beyond the general building lines of adjacent properties, which would adversely affect the street view. Concerns were also raised about the addition of a basement room. It was therefore **proposed by Cllr D Tozer, seconded by Cllr S Borthwick, and RESOLVED to object to the application.**

The Parish Council discussed planning application 26/00619/HOU (Marne Villa, 36 Main Road, Littleton). Whilst there were no concerns with the proposed additions to the house, the annex is effectively a two-bedroom bungalow comprising en suite bedrooms, a kitchen, and a combined dining and living room. Information about services such as sewerage was not available on the planning portal, and it was noted that the 5 parking spaces did not allow for cars to leave the property in a forward motion. Concerns were also raised about the impact on the trees at the property. It was therefore **proposed by Cllr S Borthwick, seconded by Cllr J. Biddlecombe, and RESOLVED to object to the application.**

b. Existing Applications.

It was noted that four recent applications, previously reviewed by the Parish Council, have been permitted.

c. Enforcement Matters.

The council noted that the only enforcement case in the Parish had been recently closed.

d. To review implementation of the parish council strategy in relation to the planning of the Sir John Moore Barracks (SJMB) "Flowerdown" development.

The council discussed its strategy regarding the SJMB "Flowerdown" development, emphasising the importance of positively engaging with the development team. It was agreed that the Clerk would contact the Defence Infrastructure Organisation (DIO) and their consultants to request an update meeting, with draft content to be provided by Cllr L. Winn.

It was also noted that Chestnut Avenue had been put up for sale, and it was thought that it had been offered to residents.

Action: The Clerk to request a meeting with the DIO and their consultants to follow up on the “Flowerdown” development.

Action: The Clerk to contact the owner of Chestnut Avenue to obtain further information regarding the sale of the road.

25-210: Parish Action on the Climate Emergency (PACE) Working Group

- a. To consider feedback from the recent Repair Café and proposals for equipment storage.

Cllr L Winn reported that the Littleton and Harestock Repair Café will celebrate its first year of operation in May. The initiative, which originated from the Parish Council PACE group, is volunteer-led and supported by both Repair Café Winchester and the Parish Council. Funding from Hampshire County Council has enabled the purchase of essential equipment and tools, and additional grant applications have been submitted.

While the Repair Café will soon be able to store equipment in the Green Shed behind the Sports Pavilion, this is not considered a suitable long-term solution due to the volume of equipment that must be transported across the Recreation Ground to the Littleton Memorial Hall over multiple trips.

On behalf of the Littleton and Harestock Repair Café, Cllr L Winn asked whether the Parish Council would consider permitting the installation of a secure metal shed on the site of the former playgroup shed. She presented several options and associated costings, and requested that the Parish Council consider contributing towards the project.

Following discussion, it **was proposed by Cllr J Biddlecombe, seconded by Cllr S Borthwick and resolved that £5,000 be allocated for the installation of a secure metal shed and new base, to replace the old playground shed, and for this to be a Parish Council asset which will be made available for use by the Littleton and Harestock Repair Café for as long as required.**

- b. To consider feedback from the recent Parish Litter Pick.

Cllr L Winn reported that a dedicated group of over 20 volunteers carried out a litter pick across Littleton and Harestock on Sunday, 29th March 2026, despite challenging weather conditions. Of particular note was the car debris on Littleton Lane, and two cases of fly tipping, one on Littleton Lane and another in Harestock, both of which have been reported, and action has been taken.

Thanks were expressed to all volunteers who took part and joined together afterwards for a welcome and warming afternoon tea in the cricket pavilion.

- c. To consider a report from the PACE Working Group

The minutes from the recent PACE Working Group were noted, and it was reported that the next meetings will be on 26th April 2026 and 7th June 2026.

25-211: Estates Working Group

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

The Estates report was noted, including the information that 40 of the original 61 projects are now complete and of those, 20 of the 21 Priority 1 projects are finished. The remaining Priority 1 project, the Tennis Club footpath and associated works, was severely delayed by the very wet weather earlier this year. This should now be completed in May, together with work to tidy up the old Playschool garden area, including removal of the fencing, shed and most of the tyres.

Good progress has been made with lower priority projects, particularly improvements to entrance gate safety and general repairs in both playgrounds.

Five local (15-mile radius) contractors have attended site visits to enable them to submit costed proposals for solar panels at the Pavilion and Parish Office. All are MCS ([Microgeneration Certification Scheme](#)) registered, as recommended by WINACC. Options are being explored to link both buildings to a single solar installation for efficiency and cost savings. It is anticipated that the council should be able to make applications for grant funding from SSSEN and WCC CIL funds in June.

The priority work specified in the arboriculture report, including the removal of the dead ash tree at the top of the Conservation Field, is now complete. The Parish Clerk has thanked Littleton Stud for their support in allowing access from their fields and temporary removal of a section of fencing’

The Sports Clubs have made good progress on their own projects. The new retaining wall with bench seating in the Bowls area is now installed and looking smart. The trenching, electrical and water pipe installation is complete for the Croquet Club Irrigation project, with the next phase including the water tank installation. Work is being monitored for safety.

The focus for April will include progressing the tennis footpath works, monitoring the Croquet Club irrigation, and planning for the 2026-27 financial year.

On behalf of the Parish Council, Cllr L. Winn thanked the Estates Team for coordinating the extensive work carried out during the 2025–26 financial year, describing it as an outstanding achievement.

25-212: Preparation for the Annual Parish Council Meeting and the Annual Parish Meeting.

- a. To note documents for review and approval at the Annual Parish Council meeting.

The Clerk noted that several documents would need to be reviewed and approved at the Annual Parish Council meeting, which included the Standing Orders, the Financial Regulations, the Delegation Schedule, the terms of reference for the LHPC Finance and General Purposes Committee and the Responsibility Matrix. These documents will be distributed in good time before the meeting.

The Finance and General Purposes Committee will review the Investment Strategy and the Statement of Internal Control prior to their presentation at the Annual Parish Council meeting.

- b. To review the organisation of the Annual Parish Meeting (Annual Assembly).

The Parish Council agreed that, unlike last year, a paper newsletter would not be distributed to promote the Annual Parish Meeting, and that electronic communication methods would be used instead.

Country and District Councillors will be invited to provide a report and should focus on issues relevant to Littleton and Harestock Parish, such as local traffic. The district report should be submitted as a single document rather than split by ward.

25-213: Parish Council Finance and Staffing.

- a. Payments for endorsement.

The payment list for March 2026 (see Appendix A) containing payments already made were presented for consideration.

The Clerk noted that she had inadvertently paid an extra 60p to X2 Connect for item 251, and she has asked for a refund. Additionally, the amount approved at the last meeting for payment to Biffa (item 238) was incorrect: it should have been £1,486.37 rather than £1,092.00, and the correct figure has been paid in accordance with Financial Regulation 6.7iii.

Cllr D Tozer noted the payments for the telephone box refurbishment and suggested that it would be a good idea to take a photograph of an official opening for inclusion in an article for the local newspaper.

After some discussion, **it was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED that payments listed on the March 2026 payment schedules should be endorsed.**

Action: The Clerk to arrange for an official photograph of the Harestock Telephone Box Library opening.

- b. To approve payments of new invoices

Table 1: Payments for Approval.

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
Factotum Vintage	Harestock Telephone Box Library Renovation	1,398.59	0.00	1,398.59
Ava Recreation	Harestock Telephone box Library - Shelf installation	439.48	0.00	439.48
Hw Trees	Tree Work at Littleton Recreation Ground (removal of dead ash tree and additional failed tree branch near tennis cabin)	2,292.00	382.00	1,910.00
HALC	HALC Affiliation Fees (including NALC levy)	905.00	229.00	676.00
St Catherine's Church	Churchyard Donation	1,500.00	0.00	1,500.00
Totals		6,535.07	611.00	5,924.07

It was **proposed by Cllr D Tozer, seconded by Cllr J Biddlecombe and RESOLVED that payments totalling £6,535.07 should be paid.**

- c. To consider next steps in the appointment of a Deputy Clerk, including financial implications.

Cllr L Winn reported that the Working Group on succession planning and workload management had made good progress on the job descriptions, and they had received grading and salary information from the Hampshire Association of Local Councils (HALC) advisor. The Clerk is producing timesheet information to support a decision on the required weekly work hours needed for the Deputy Clerk. The next meeting of the working group is on 29th April 2026.

- d. To approve the asset register.

The council reviewed the proposed Fixed Asset Register dated 31st March 2026, and the additional assets and disposal of some existing assets were considered.

Following discussion, it **was proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED that with the corrections to two typographical errors, the Fixed Asset Register dated 31st March 2026 should be approved.**

- e. To review the draft accounts for 2025-2026.

The Clerk presented the draft accounts for 2025-2026 and noted that these would be put forward for approval at the May Parish Council meeting.

- f. To approve the finalised budget for 2026-2027.

The Clerk presented the final version of the 2026-2027 budget and highlighted the budget areas that had been revised following the production of the draft accounts for 2025-26. Following discussion, **it was proposed by Cllr S Borthwick, seconded by Cllr J Biddlecombe and RESOLVED to approve the 2026-27 budget.**

25-214: Transport and Traffic.

- a. To consider the proposed Acorn Biodigester traffic movements for the 2026 harvest period.

The Parish Council reviewed the planned Acorn Biodigester traffic movements for the 2026 harvest period, and following discussion, it was agreed that Cllr L Winn should inform the Harestock Rd WhatsApp group.

Action: Cllr L Winn to inform the Harestock Rd WhatsApp group of the planned Acorn Biodigester traffic movements for the 2026 harvest period.

- b. To consider an update on local buses' communications with Stagecoach.

The response to the second letter sent to Stagecoach regarding changes to the local bus timetables was discussed. It was noted that Stagecoach had agreed to a meeting with Cllr D. Tozer and Cllr C. Morton on 1st May 2026.

- c. To consider other Transport and Traffic Matters.

The Council discussed residents' concerns about the safety of Main Rd in Littleton. Cllr L. Winn noted that she had approached County Cllr J. Warwick for information on previous proposals for safety improvements. Cllr J. Biddlecombe proposed that the Parish Council produce a requirements document outlining the desired measures, taking into account information from the resident-led safety survey.

25-215: Items for noting only, or inclusion on the next meeting's agenda.

Councillors noted that Cllr J. Musselwhite had recently resigned from the Parish Council and expressed their thanks for his valuable contributions and service, together with their best wishes for the future.

25-216: Date of Next Meetings:

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| a. Finance and General Purposes Committee Meeting: | 6 th May 2026, Parish Office at 9:30 am |
| b. Annual Parish Meeting / Assembly: | 11 th May 2026, Littleton Memorial Hall at 7:00 pm. |
| c. Annual Parish Council meeting: | 11 th May 2026, Littleton Memorial Hall at 8 pm. |

25-217: Summary of Actions

Table 2: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Apr.1	Clerk	The Clerk to ask the PCSO what time of day the Main Rd, Littleton speed enforcement operation occurred.	NEW
Apr.2	Clerk	The Clerk to request a meeting with the DIO and their consultants to follow up on the "Flowerdown" development.	NEW
Apr.3	Clerk	The Clerk to contact the owner of Chestnut Avenue to obtain further information regarding the sale of the road.	NEW
Apr.4	Clerk	The Clerk to arrange for an official photograph of the Harestock Telephone Box Library opening.	NEW
Apr.5	Cllr LW	Cllr L Winn to inform the Harestock Rd WhatsApp group of the planned Acorn Biodigester traffic movements for the 2026 harvest period.	NEW
Mar.1	Clerk	The Clerk to contact the community policing team to request that they resume attendance at Parish Council meetings and provide a regular report for councillors' consideration. 13 Apr 26: City Cllr J Batho contacted PCSO Gary Leung, who has responded positively to this suggestion and is investigating how to produce this.	Closed
Mar.2	Cllr CM	Cllr C. Morton to investigate whether anti-bird-nesting defences will be needed for the proposed Pavilion solar panels and report back to the Parish Council. 13 Apr 26: Potential contractors providing quotes for the Pavilion have said that bird-nesting defences are required.	Closed
Mar.3	Clerk	The Clerk to contact the manager of the March Hare to clarify whether planning permission was obtained for the installation of the play equipment. 13 Apr 26: Done, no response received yet.	Open
Mar.4	Clerk	The Clerk to confirm the ownership of the Parish Council website. 13 Apr 26: The council is the domain registrant; however, the registration currently refers to a single councillor and therefore the IT contractor will rename it to LHPC. The registration lists the IT contractor's contact details to allow them to manage the domain on our behalf.	Closed
Mar.5	Clerk	The Clerk to investigate options for road safety improvement projects with Hampshire County Council. 13 Apr 26: Not done yet.	Open
Mar.6	Clerk	The Clerk to forward the Parish Council's second letter to Stagecoach and relevant stakeholders, providing further details on concerns regarding the local bus timetables. 13 Apr 26: Done.	Closed
Feb.1	Clerk	The Clerk to arrange for the approved Data Protection Policy to be added to the Parish Council website. 9 Mar 26: To be completed following approval of a revised Data Protection Policy. 13 Apr 26: Done.	Closed
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. 9 Feb 26: Feedback received that the council need to consider the risks of multiple people accessing the website. 9 Mar 26: Placed on hold.	Hold

Appendix A. Payments for endorsement

Table 3: Payments in March 2026

Date	Ref	To whom paid	Details of payment	Total (£)	VAT (£)	Net (£)
Various	223	Various	Staff Costs for March, including late payment of Pension from the previous month.	3259.02	0.00	3259.02
03.03.26	224	British Gas	Sports Pavilion Electricity for 15/01/26 - 15/02/26	429.00	71.50	357.5
05.03.26	225	Green Smile Ltd	February Grounds Maintenance and Bin Emptying	1735.01	289.17	1,445.84
06.03.26	226	Universal Silk Screen Printers & Signmakers	Fire Safety Equipment - Push bar to open	24.95	4.15	20.80
06.03.26	227	X2 Connect	Telephone Box Refurbishment Equipment	914.47	152.41	762.06
09.03.26	228	Zimplicity Ltd	Fire Safety Equipment - Fire Action Notices	4.49	0.75	3.74
09.03.26	229	British Gas	Office Electricity for 21/12/25-24/01/26	114.19	5.44	108.75
09.03.26	230	Amazon	Fire Safety Equipment - Fire Blankets x 2, Fire Point Signs x 2, Log book	99.08	16.52	82.56
10.03.26	231	Infinity Playgrounds	Removal of the table tennis table and replacement with a picnic bench	1,068.00	178.00	890.00
10.03.26	232	Mainstream Digital	Mar line rental and February 26 call charges	30.13	5.02	25.11
10.03.26	233	Cartridge People	Printer ink for the IP8750 printer	51.9	8.65	43.25
12.03.26	234	Wel Medical	Memorial Hall Defibrillator Pad	75.18	12.53	62.65
17.03.26	235	HCC	Installation of sockets for the SID Device	4130.07	0.00	4,130.07
18.03.26	236	Refresh E-commerce	A4 laminating pouches	12.97	2.16	10.81
18.03.26	237a	Amazon	Cigarette Bin for Pavilion	21.48	3.59	17.89
18.03.26	237b	Amazon	Toilet door signs	8.99	1.5	7.49
20.03.26	238	Biffa	Waste & Recycling collection 28/03/26 to 25/09/26	1486.37	123.86	1362.51
20.03.26	239	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
24.03.26	240	HALC	LCPD Membership April 26- Mar27 (additional invoice due to miscalculation by HALC)	36.00	6.00	30.00
24.08.26	241	HALC	Digital and Data Training Course (additional invoice due to miscalculation by HALC)	74.90	12.48	62.42
24.03.26	242	Green Smile Ltd	Laying Bark chippings around the Recreation Ground, removing a fallen tree from the footpath	294.00	49.00	245.00
24.03.26	243	Peter Yeates Arboriculture Ltd	Remove Ivy Clad Cherry Tree at Bradley Rd Playground	480.00	80	400.00
24.03.26	244	Littleton Landscapes	Pond Maintenance (18 Feb 25 - 17 March 26) plus green waste disposal	1188	198.00	990.00
24.03.26	245	Littleton Landscapes	Planting around the new pond platform	300.00	50.00	250.00
24.03.26	246	X2 Connect	Telephone Box Door Frame	378.00	63.00	315.00
25.03.26	247	Go Live	March Website Updates & E-newsletter	300.00	0.00	300.00
25.03.26	248	Adobe	Adobe monthly subscription for March	35.39	5.90	29.49
26.03.26	249	Ava Recreation	Maintenance at Littleton and Bradley Rd Playgrounds	359.65	59.94	299.71

Signed: _____ Date: _____

26.03.26	250	Clerk	Clerk's expenses 25 July 2025 to 16 Mar 2026	94.43	0.00	94.43
26.03.26	251	X2 Connect	Telephone Box - Harestock Sign. Note: Includes 60p overpayment in error.	82.80	13.70	69.10
30.03.26	252	Green Smile Ltd	March Grounds Maintenance and Bin Emptying	1,735.01	289.17	1445.84
30.03.26	253	Hursley Parish Council	Lengthsman contribution for 2025/2026	440.00	0	440.00
30.03.26	254	Littleton and Harestock Show Society	Donation to the Show Society	500	0.00	500.00
30.03.26	255	H-W Tree Surgeons Ltd	Tree Work at Littleton Recreation Ground	1,488.00	248.00	1,240.00
30.03.26	256	Fire & Security Hampshire	Pavilion Fire Alarm Service	127.50	0.00	127.5
30.03.26	257	UK Safety Store	Custom Playground signs	99.87	16.64	83.23
30.03.26	258	Ava Recreation	Maintenance at Littleton and Bradley Rd Playgrounds, New Gate at Bradley Rd	4702.84	783.81	3,919.03
03.03.26	259	British Gas	Sports Pavilion Electricity for 15/02/26 - 15/03/26	135.87	6.47	129.40
31.03.26	260	Tidal Current Electrical Ltd	Replacement of the ceramic uplighter in the Sports Pavilion	150.44	25.07	125.37