

**RECORD OF THE LITTLETON & HARESTOCK
ANNUAL PARISH COUNCIL MEETING
held on Monday, 11th May 2026 at 8:00 pm
at Littleton Memorial Hall.**

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

In attendance: Mrs L Fielding (Clerk & RFO).

Members of the public: One.

26/27-001 Election of Chair

It was proposed by Cllr D Tozer, seconded by Cllr S Borthwick, and **RESOLVED** that Cllr L Winn be elected as Chair of the Parish Council for a third year.

26/27-002: Election of Vice-Chair.

It was proposed by Cllr L Winn, seconded by Cllr S Borthwick, and **RESOLVED** that Cllr D Tozer be elected as Vice-Chair of the Parish Council for a fourth year.

At this point, Cllr J Biddlecombe addressed the meeting and said that, after 15 enjoyable years on the Parish Council, he felt the time had come for him to resign and focus on other matters. He wished the Parish Council every success in the future and said that he would still be happy to be approached for advice or questions.

Many of the councillors expressed their thanks to Cllr J Biddlecombe for his support and dedication over the years, and Cllr L Winn stated that he had been an invaluable source of guidance, encouragement, and positive leadership within the Parish Council. Over the course of 15 years, he had served two terms as Parish Chair, and his contribution to the work and development of the Parish Council had been both substantial and deeply valued. It was noted that his presence and experience would be greatly missed.

Cllr J Biddlecombe then left the meeting.

26/27-003: Declaration of Acceptance of Office

It was agreed by the Parish Council that Cllr L Winn and Cllr D Tozer should sign the declarations of Acceptance of Office for Chair and Vice-Chair, respectively, at a later date and be witnessed by the Clerk.

Action: The Clerk to arrange for the declaration of Acceptance of Office for the Chair and Vice-Chair to be signed.

26/27-004: Apologies for Absence.

Apologies were received from Cllr T Jackson.

26/27-005: Disclosure of Interest.

Cllr P Cunningham raised a personal and prejudicial interest in planning application 26/00619/HOU and left the meeting.

26/27-006: Public Participation.

The architect for planning application 26/00619/HOU raised concerns about the Parish Council's response to the application. In particular, he raised a concern regarding the council's request to Winchester City Council for the application to be reviewed by the planning committee, as this would delay its consideration and be detrimental to the applicants. The architect raised further concerns and noted that it was unnecessary to refer to power and drainage in planning applications, as this is normally done via building regulations. The council reiterated the points from their original objection and suggested that if missing information, including the planning statement, were included in an amended application, they would be able to review it at the June Parish Council meeting.

26/27-007: Minutes of previous meetings

a. To approve and sign the minutes of the meeting held on 13th April 2026.

The minutes of the meeting of 13th April 2026 were presented, and it was **proposed by Cllr L Winn, seconded by Cllr D Tozer, and RESOLVED that the minutes of the meeting held on 13th April 2026 be approved.**

26/27-008: Review of Open Actions.

The actions from the last meeting were reviewed. The status of the actions is shown at the end of these minutes.

26/27-009: Policies and Other Documentation.

- a. To consider and approve the LHPC Standing Orders.

The LHPC Standing Orders dated 8th April 2025 were considered, and it **was proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED that the document be readopted with no changes.**

- b. To consider and approve the LHPC Financial Regulations.

The LHPC Financial Regulations dated 4th May 2026 were considered, and the additional delegation for unauthorised encampments was agreed. It **was proposed by Cllr S Borthwick, seconded by Cllr D Tozer and RESOLVED that the document be adopted.**

- c. To consider and approve the LHPC Delegation Schedule.

The LHPC Delegation Schedule dated 8th December 2025 was considered, and the additional item for the delegation for unauthorised encampments was agreed. It **was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED that the document be adopted.**

- d. To consider and approve the LHPC Investment Strategy.

The LHPC Investment Strategy dated 6th May 2026 was considered, and it **was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED that the document be adopted.**

- e. To consider and approve the LHPC Statement of Internal Control.

The LHPC Statement of Internal Control dated 6th May 2026 was considered, and it **was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED that the document be adopted.**

26/27-010: Committees and Parish Council Responsibilities

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

The proposed Terms of Reference document for the LHPC Finance and General Purposes Committee was presented, and it was **proposed by Cllr D Tozer, seconded by Cllr S Borthwick, and RESOLVED that the Terms of Reference for the Finance and General Purposes Committee version 1.8, dated 6th May 2026, be adopted.**

- b. LHPC Roles and Responsibilities Matrix.

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

- Cllr C Morton would join the Finance and General Purposes Committee.
- Cllr C Morton and Cllr S Borthwick would remain as members for the Estates Working Group.
- Cllr C Morton would be the lead councillor for the Unlawful Encampments Working Group.
- Cllr D Tozer and Cllr S Borthwick would jointly be responsible for the initial review of all planning applications.
- Cllr C Morton and Cllr D Tozer would jointly be responsible for the initial review of public transport matters.

The Winchester Villages Trust was discussed, and the Clerk was asked to contact the trustee representative.

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

26/27-011: Planning.

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

There were no new applications to discuss.

- b. Existing Applications.

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

c. Enforcement Matters.

The council noted that there was a new enforcement case in Harestock and another that had been recently closed.

26/27-012: Parish Council Finance.

a. Payments for endorsement.

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

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

b. To approve payments of new invoices

Table 1: Payments for Approval.

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
Test Valley Paving	Tennis Cabin path and patio installation, including drainage works and a fix to the tennis court gate. Installation of a new shed base.	21,270.00	3,545.00	17,725.00
Arthur J. Gallagher Insurance Brokers Limited	Cyber Insurance Renewal	264.28	0.00	264.28
DIO	Harestock Road Recreation Field Lease	1,500.00	0.00	1,500.00
Totals		23,034.28	3,545.00	19,489.28

It was **proposed by Cllr S Borthwick, seconded by Cllr L Winn and RESOLVED that payments totalling £23,034.28 should be paid.**

c. To approve the regular payments schedule for 2026-2027.

After some discussion, it was **proposed by Cllr D Tozer, seconded by Cllr C Morton and RESOLVED to approve the regular payments schedule for 2026-2027.**

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

The Council reviewed the bank signatory information and noted that Cllr L Winn was not listed as a signatory. It was also agreed that J Biddlecombe should be removed from the list, and also as a signatory on all the bank accounts.

Action: The Clerk to update the bank signatories information document, to contact the banks to remove J Biddlecombe and to check if the remaining signatories would be adequate.

e. 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.

It was **proposed by Cllr L Winn, seconded by Cllr D Tozer and resolved to accept the recommendation from the committee, and transfer £30,000 from the NS&I account to the Redwood Bank account.**

Action: The Clerk to arrange for £30,000 to be transferred from the National Savings account to the Redwood Bank account.

f. To consider a recommendation from the Finance and General Purposes Committee to increase the Clerk's salary scale by one to 29.

It was **proposed by Cllr L Winn, seconded by Cllr D Tozer and resolved to accept the recommendation from the Finance and General Purposes Committee, to increase the Clerk's salary scale point by one to 29.**

g. To consider a recommendation from the Finance and General Purposes Committee to transfer £5,000 from the Parish Development Reserve to the Flooding Resilience Reserve

It was **proposed by Cllr L Winn, seconded by Cllr S Borthwick and resolved to accept the recommendation from the Finance and General Purposes Committee, to transfer £5,000 from the Parish Development Reserve to the Flooding Resilience.**

- h. To consider a recommendation from the Finance and General Purposes Committee not to pursue the internal auditors' advice to introduce a de minimis threshold for the asset register.

After discussion regarding the implications for the Parish Council's insurance cover, it was **proposed by Cllr L Winn, seconded by Cllr D Tozer and resolved to accept the recommendation from the Finance and General Purposes Committee to retain the current asset register recording arrangements and not introduce a de minimis threshold.**

- i. To receive an update from the Working Group on succession planning and workload management.

Cllr L Winn summarised the progress of the working group and suggested that the council needed time to reflect on the proposals and understand their implications. She therefore proposed that a separate extraordinary meeting be arranged to focus solely on this matter. It was agreed that the meeting would be held on 4 June 2026 at 2:30 pm.

26/27-013: Internal Audit and the Annual Governance and Accountability Return (AGAR).

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

The Clerk presented the Conflict of Interest Form from BDO LLP and asked councillors whether they had any conflicts of interest, and none were noted.

Cllr T Jackson, who had sent apologies for the meeting, had already contacted the Clerk to say he did not have an interest in BDO. Cllr P Cunningham had left the meeting earlier, and it was agreed that the Clerk would confirm if he had any interests in BDO.

Action: The Clerk to contact Cllr P Cunningham regarding any conflict of interest with BDO.

- b. To approve the Annual Accounts for 2025-2026

The Clerk presented the annual accounts, including the reserves statement, and **it was proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED that the 2025-2026 accounts be adopted.**

- c. To receive the Internal Audit report.

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

Cllr L Winn then thanked the Clerk, on behalf of the Parish Council, for the detail and accuracy of the accounts and her support in enabling the Parish Council to meet the required governance criteria.

- d. AGAR Section 1 - Annual Governance Statement for 2025-26.

The Clerk referred to the previously approved LHPC Statement of Internal Control, which lists in the Appendix, the financial measures in place for each of the Annual Governance Assertions, and the internal auditor's report, which also identified the audit findings for meeting the assertions. After review of the individual statements in "Section 1 - Annual Governance Statement 2025/26", **it was proposed by Cllr S Borthwick, seconded by Cllr L Winn and RESOLVED that the Annual Governance Statements for 2025-26 be approved.**

- e. AGAR Section 2 - Accounting Statement for 2025-26.

"Section 2- Accounting Statements 2025/26" of the AGAR was reviewed, and it was agreed that it reflected the figures in the annual accounts documentation. **It was therefore proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED that the annual accounting statement for 2025-26 be approved.**

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

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

26/27-014: Items for noting only, or for inclusion on next month's agenda.

None.

26/27-015: Date of Next Meetings:

- a. Extraordinary Parish Council meeting: 4th June 2026, 2:30. Venue to be determined.
- b. Parish Council meeting: 8th June 2026, 7 pm. Henry Beaufort Media Suite, Harestock.

26/27-016: Summary of Actions

Table 2: Status of Action Points.

ID	Owner	Action Points (Open)	Status
May.1	Clerk	The Clerk to arrange for the declaration of Acceptance of Office for the Chair and Vice-Chair to be signed.	NEW
May.2	Clerk	The Clerk to contact the trustee representative for the Parish Council on the Winchester Villages Trust for an update on the charity and any grant awards made.	NEW
May.3	Clerk	The Clerk to update the bank signatories information document, to contact the banks to remove J Biddlecome and to check if the remaining signatories would be adequate.	NEW
May.4	Clerk	The Clerk to arrange for £30,000 to be transferred from the National Savings account to the Redwood Bank account.	NEW
May.5	Clerk	The Clerk to contact Cllr P Cunningham regarding any conflict of interest with BDO.	NEW
May.6	Clerk/ Cllr LW	Cllr L Winn and the Clerk to sign the relevant AGAR sections.	NEW
May.7	Clerk	The Clerk to complete and submit the required AGAR documentation to the external auditor.	NEW
Apr.1	Clerk	The Clerk to ask the PCSO what time of day the Main Rd, Littleton speed enforcement operation occurred. 11 May 26: Done, the speed checks were done between 11:00 am and midday	Closed
Apr.2	Clerk	The Clerk to request a meeting with the DIO and their consultants to follow up on the "Flowerdown" development. 11 May 26: Done, no response received yet.	Open
Apr.3	Clerk	The Clerk to contact the owner of Chestnut Avenue to obtain further information regarding the sale of the road. 11 May 26: Done, no response received yet.	Open
Apr.4	Clerk	The Clerk to arrange for an official photograph of the Harestock Telephone Box Library opening. 11 May 26: Not done yet.	Open
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. 11 May 26: Done.	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. 11 May 26: No response received, however, Winchester City Council are pursuing this issue separately.	Closed
Mar.5	Clerk	The Clerk to investigate options for road safety improvement projects with Hampshire County Council. 13 Apr 26: Not done yet. 11 May 26: County Cllr J Warwick was contacted; however, following the elections, the Clerk has discussed this briefly with County Cllr J Batho.	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. 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 (Confidential information not shown).

Table 3: Payments in April 2026

Date	Ref	Details of payment	Details of payment	Total (£)	VAT (£)	Net (£)
Various	1	Various	Staff Costs for April	1,729.06	0.00	1,729.06
07.04.26	2	WCC	Council tax on Parish Office	73.23	0.00	73.23
07.04.26	3	British Gas	Office Electricity for 23/02/2026 - 21/03/26	80.22	3.82	76.40
13.04.26	4	Amazon	Fire Safety Equipment - Lift cover signs	15.00	2.50	12.50
14.04.26	5	H-W Tree Surgeons Ltd	Tree Work at Littleton Recreation Ground	2,292.00	382.00	1,910.00
14.04.26	6	WCC	Playground inspections for Jan 26-Mar 26	826.80	137.80	689.00
14.04.26	7	WCC	Dog bin emptying - Quarter 4	390.00	0.00	390.00
14.04.26	8	HALC	HALC Affiliation Fees 25/26 (including NALC levy)	905.00	0.00	905.00
14.04.26	9	Factotum Vintage	Harestock Phonebox shelving	439.48	0.00	439.48
14.04.26	10	Factotum Vintage	Recreation Ground Maintenance (Signpost & cigarette butt box)	45.00	0.00	45.00
14.04.26	11	Factotum Vintage	Harestock Phonebox renovation	1,398.59	0.00	1,398.59
16.04.26	12	Dell Technologies	Replacement of Dell computer fans	132.08	22.01	110.07
17.04.26	13	Business Stream	Water Services (29 December 2025 - 28 March 2026)	554.68	0.00	554.68
20.04.26	14	Mainstream Digital	April line rental and March call charges	28.16	4.69	23.47
22.04.26	15	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
22.04.26	16	Smart Water Testing Ltd	Legionella Test Kit for Pavilion	54.00	9.00	45.00
23.04.26	17	Robinson Ltd	Repair Café Equipment - Leeikoo Cordless Drill	37.83	0.00	37.83
23.04.26	18	Amazon	Repair Café Equipment - Bosch Drill bit set	10.95	1.83	9.12
23.04.26	19	Amazon	Repair Café Equipment - Soldering Iron Kit	14.44	2.41	12.03
23.04.26	20	Amazon	Repair Café Equipment - Nut and bolt set	22.79	3.80	18.99
23.04.26	21	Amazon	Repair Café Equipment - Wooden Dowel set	3.99	0.67	3.32
23.04.26	22	Amazon	Repair Café Equipment - Furniture Stain Repair Kit	6.69	1.12	5.57
27.04.26	23	Go Live	April Website Updates & E-newsletter	300.00	0.00	300.00
27.04.26	24	Adobe	Adobe monthly subscription for April	35.39	5.90	29.49
27.04.26	25	Green Smile Ltd	April Grounds Maintenance and Bin Emptying	1,797.46	299.57	1,497.89
27.04.26	26	Mulberry Local Authority Services Ltd	2025/26 Financial Year-end Internal Audit	202.50	33.75	168.75
29.04.26	27	British Gas	Sports Pavilion Electricity for 15/03/26 - 15/04/26	65.96	3.14	62.82