

**RECORD OF THE LITTLETON & HARESTOCK
EXTRAORDINARY PARISH COUNCIL MEETING
held on Thursday, 4th June 2026 at 02:30 pm
at the Sports Pavilion, Littleton Recreation Ground**

Present: Cllr L Winn, Cllr D Tozer, Cllr S Borthwick, Cllr C Morton, Cllr T Jackson.

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

Members of the public: None.

26/27-017: Apologies for Absence.

Cllr P Cunningham.

26/27-018: Disclosure of Interest.

None

26/27-019: Public Participation.

None.

26/27-020: To approve the exclusion of the public for the council to consider employment matters. This is in accordance with the council's standing orders, section 3d and the Public Bodies (Admission to Meetings) Act 1960 section 1, sub-section 2 and 3.

It was proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED to exclude the public to enable the council to consider confidential employment matters.

26/27-021: To consider a proposal from the Working Group on succession planning and workload management to appoint a Deputy Clerk.

Cllr L Winn presented the confidential report of the Working Group on Succession Planning and Workload Management and outlined the rationale for proposing the appointment of a Deputy Clerk to support the Council.

Following discussion regarding the budget implications and the proposed role, it was proposed by Cllr L Winn, seconded by Cllr S Borthwick, and RESOLVED that the Parish Council appoint a Deputy Clerk on a salary scale up to SCP 15 (£30,024 FTE), for between 15 and 17.5 hours per week, at an anticipated maximum annual cost of £16,524.71, inclusive of employer pension contributions (3%), employer National Insurance contributions, and an assumed salary increase of 4%.

The council also discussed a number of options for recruitment support from the Local Council People & Development (LCPD), the Human Resources arm of Hampshire Association of Local Councils (HALC), and it was unanimously resolved to select the Fully Managed Service at £1,000 plus VAT.

Cllr L Winn agreed to contact LCPD to ensure the elements of the service that will be provided would meet all of the council's needs.

26/27-022: Items for noting, or for inclusion on the next meeting's agenda:

None

26/27-023: Dates of Next Meeting:

The next meeting will be the Parish Council meeting on 8th June 2026, 7 pm at Henry Beaufort Media Suite, Harestock.