

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

Present: Cllr L Winn (Chair), Cllr D Tozer, Cllr C Morton, Cllr P Cunningham, Cllr T Jackson and Cllr D Killeen.

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

Members of the public: One.

26/27-049: Apologies for Absence.

Apologies were received from Cllr S Borthwick.

25/27-050: Co-option of a new Parish Councillor.

Mr D Killeen addressed the Parish Council and summarised his application to join the Parish Council. It was then **proposed by Cllr L Winn, seconded by Cllr P Cunningham, and RESOLVED to co-opt Mr D Killeen to the Parish Council.**

The declaration of Acceptance of Office was then signed by Cllr D Killeen and was witnessed by the Clerk.

26/27-051: Disclosure of Interest.

None.

26/27-052: Public Participation.

None.

It was agreed to bring forward consideration of the County and City Council reports.

26/27-053: County Councillor's Report – County Cllr J Batho.

County Cllr J Batho referred to his report, which had been circulated to Parish Councillors.

Of particular relevance to Littleton and Harestock Parish Council was his meeting with the HCC Team Leader for Traffic Management to discuss Community Funded Initiative (CFI) projects across the Division, including the Parish Council's request for additional Speed Indicator Device (SID) locations. He also met with the Area Transport Strategy Manager and the wider team to receive a presentation on highways projects within the Division, including schemes relating to reducing the speed limit on Harestock Road and Stockbridge Road.

In addition, County Cllr Batho had met with the Chair of the Parish Council and Cllr Morton to discuss road safety concerns on Main Road. He has also reported the overgrown hedge on Kennel Lane, and is investigating concerns about problem ash trees with dieback on Harestock Rd.

County Cllr J Batho referred to the Parish Council's concerns about the Acorn Biodigester traffic and noted that Winchester City Council were responsible for monitoring and enforcing breaches of the traffic management plan. He suggested that the Parish Council should resume meetings with the Acorn team to establish if any breaches had occurred.

County Cllr J Batho also noted that he had arranged for a regular residents' drop-in session on the fourth Thursday of each month at 2.00 pm at the Gurkha Café in Harestock.

Cllr L Winn thanked Cllr J Batho for meeting with her and Cllr C Morton to discuss options for pedestrian safety on Main Road, Littleton, and noted the discussion paper that would be reviewed later in the meeting.

26/27-054: City Councillors' Report – Wonston and Micheldever Ward

City Cllr C Horrill reported that, as part of the Local Government Reorganisation, Test Valley, New Forest, East Hants, and Winchester districts had met informally and elected Cllr Phil North, the leader of Test Valley, as their Chair. She noted that the Judicial Review being pursued by Hampshire County Council may delay the reorganisation. She also noted that the inaugural meeting of the Hampshire & the Solent Combined County Authority had taken place that day, and will be chaired by Cllr Nick Adams King until the Mayor is elected in 2028.

Cllr C Horrill reported that the Winchester City Council had published the notice of intention to start plan making for the Winchester District Local Plan 2044. The call for development sites had been completed; however, the area to be covered is not clear, and advice from the Government is being sought.

The Waste services team have changed their operation times due to the hot weather, and some services such as garden waste have been delayed for one cycle. Cllr D Killeen thanked the team on behalf of the Parish Council for their dedication in difficult conditions.

Cllr D Tozer asked if Winchester City Council had an asset transfer policy to support the Local Government Reorganisation, and it was noted that the City Council are currently in the process of identifying all the assets that could be transferred and that this needs to be completed by 20th August. It was suggested that the Parish Council identify any assets that they would like to take over.

26/27-055: City Councillors' Report – St Barnabas Ward

City Cllr C. Batho noted the information on the Local Plan and the Community Governance Review as highlighted in the St Barnabas Ward report. The proposal for the continued use of Winchester's parks, public toilets and other facilities after the new town council is in place is due to be brought before the Town Forum on the 5th of August 2026, then to be scrutinised by the Licensing and Regulation Committee before going to Cabinet.

The recent Kings Barton Forum confirmed that the timescale for developments on Andover Road/Winchester Avenue will be:

- Jan 27 to Sept 27 – reworking the Northern Junction, i.e. Andover Road/Wellhouse Lane/Harestock Road
- Nov 27 to June 28 – completing the Southern Junction, i.e. linking the roundabout to Stoney Lane.

The closure of Andover Road to through traffic with traffic diverted through Kings Barton is planned for late 2027.

Cllr L Winn noted a resident's concerns about parking on Bradley Rd and Cllr Batho agreed to raise this concern once again.

26/27-056: Minutes of previous meetings

The minutes of the meeting of 8th June 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 8th June 2026 be approved.**

26/27-057: 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.

26/27-058: External Reports.

a. Military Report: Sir John Moore Barracks

No report was received for this item; however, Cllr D Tozer noted that he and Cllr L Winn had been invited to the last sundowner event at the barracks.

b. Police Report

The Parish Police Community Support Officer (PCSO) reported that he had reviewed all incidents in the Littleton and Harestock area over the previous month. Other than the previously reported thefts from vehicles, there were no incidents of note.

c. King's Barton Forum

Cllr D Tozer was not able to attend the recent meeting; however, he noted points raised in the meeting which included the late delivery of the community centre, responsibilities for various assets and the creation of the new Parish Council. He understood that the Community Governance Review report was expected to be available at the end of July.

d. Littleton and Harestock Sports Club.

No report was received for this item; however, it was noted that the Parish Council had received a further request from the Sparsholt cricket club to use the cricket pitch, and they had asked for more details.

e. Littleton and Harestock Show Society.

The Clerk, as Chair of the Show Society, reported that volunteer recruitment was progressing well, although additional volunteers were still needed for some game stalls and Tombola prize collection. Food stalls, entertainment, parking, and the free bus service were all in hand. She also asked whether the PACE group or the Parish Council would like to have a stall at the show. It was agreed that a Parish

Council stall to promote councillor recruitment would be a good idea, and a task/finish group was established with membership including Cllr D Tozer, Cllr T Jackson, Cllr D Killeen and Cllr C Morton.

f. Littleton Memorial Hall Report

It was noted that the next Memorial Hall Trustees meeting would be on 27th July 2026.

26/27-059: Planning.

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

Following a review of the new and revised applications, **it was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED to submit responses as shown in the table below:**

Table 1: Planning Application responses agreed by the Parish Council

Reference	Address	Application Detail	Response
26/00905/HOU	13 Chestnut Avenue, Littleton	Single-storey rear extension	No objection
26/01366/TPO	14 The Hall Way, Littleton	T1- Lime - Repollard back to previous points. Works form part of the ongoing maintenance to the tree.	No objection
26/00634/HOU	56 Buriton Road, Harestock	AMENDED PLANS New garage to the front of the property and new study extension to the rear.	Objection

b. Existing Applications.

It was noted that two recent applications, previously reviewed by the Parish Council, have been permitted, and that the planning officer for application 25/02579/OUT had requested a delay in the decision date.

c. Enforcement Matters.

The council noted that there was one open enforcement case in the Parish.

Action: The Clerk to contact the enforcement officer regarding 26/00139/WKS to understand if the outdoor screen is a temporary fixture.

26/27-060: Estates Working Group

a. To consider the renewal of the lease for the Harestock Football field

It was noted that the lease renewal for the Harestock Football field was not due until May 2027, and that it was unknown whether the plans for the Flowerdown development at the Sir John Moore Barracks would preclude an additional lease.

Action: The Clerk to add the Harestock Football Field lease as an agenda item to the next Sir John Moore Barracks meeting with the DIO.

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

Cllr C Morton reported that there were currently 32 projects on the maintenance schedule: 19 green, 11 amber, and 2 red. The two red projects, relating to the gap in the fence at Littleton Playground and the replacement of the zip line, were both health and safety priorities and were progressing. Most of the amber projects were lower-priority items carried over from the previous year. Five projects had been completed during the month, which included:-

- Removal of a fallen tree at the tennis courts
- Repair to the Littleton playground top gate
- Replacement of a rotten sleeper wall at Tennis Court 1
- Introduction of a retaining wall to protect the new shed behind the Parish Office
- Replacement of a broken post at overflow car park in Littleton Recreation Ground

This brings the total completed projects this financial year to 10.

Cllr C Morton reported that the line of hedges adjacent to the tennis cabin and bordering the lower football field had become overgrown and contained a significant amount of dead wood, requiring substantial maintenance. Tree surgeons would be consulted to determine the most appropriate course of action, with the work to be undertaken after the bird nesting season.

He also noted that analysis of the proposals for solar panels at the Pavilion and Parish Office was underway and expected to be completed during the month.

No further complaints had been received regarding dog fouling at Littleton Recreation Ground, although an increase was anticipated during the school summer holidays. Hampshire Highways had inspected the gullies at the Littleton pond and found no evidence of mosquito larvae.

Members were reminded that the summer months are the peak season for unlawful encampments and were encouraged to report any such activity promptly.

The priorities for the coming month were to complete the solar panel appraisal and develop strategies for managing unwanted growth in the Conservation Field and overgrown hedges.

Cllr T Jackson thanked Cllr C Morton for the significant progress that had been achieved, and the councillors expressed their appreciation and agreed that the improvements made were greatly valued.

26/27-061: Parish Action on the Climate Emergency (PACE) Working Group

Cllr T Jackson reported that, at the recent PACE meeting, the volunteer responsible for the Buriton Road meadow had noted very positive feedback on the project. The meadow was proving successful, with several plant species becoming established in what had previously been a heavily mown grass area with little biodiversity or ecological interest.

The volunteer also reported that Winchester City Council's mowing contractors appeared willing to leave designated areas uncut when requested by local residents, recognising the wildlife value of these areas and the importance of avoiding mowing at key times of the season.

Cllr T Jackson reported that the next Repair Café would be held on the 18th July 2026. He also advised that the Acorn Biodigester Community Fund had approved a grant of £640 towards the purchase of PAT testing equipment.

Cllr D Tozer noted that he had attended a WinACC event "Making Buses More Popular" and had spoken to a Stagecoach official who reported that there may be some improvements to the local bus service in September. It was also reported that use of the Kings Barton community bus was growing.

26/27-062: Parish Council Finance and Staffing.

a. Payments for endorsement.

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

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

b. To approve payments of new invoices

Table 2: Payments for Approval.

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
Test Valley Paving	Sleeper walls in front of tennis court 1, and behind the Parish Office	7,170.00	1,195.00	5,975.00
Asgard Secure Steel Storage	Metal Shed (including installation) behind Parish office	2,655.00	442.49	2,212.51
Totals		9,825.00	1,637.49	8,187.51

It was **proposed by Cllr T Jackson, seconded by Cllr C Morton and RESOLVED that payments totalling £9,825.00 should be paid.**

c. To confirm the signatories of the Parish Council's NS&I Investment Account.

The Clerk reported that in order to progress actions May.3 and May.4, the NS&I required reconfirmation of the signatories for the account.

It was therefore **unanimously resolved that the Clerk, Mrs Lisa Fielding, Cllr David Tozer and Cllr Tim Jackson would remain as signatories for the Council's NS&I account.**

The required paperwork was signed by the authorised signatories and would be submitted to NS&I by the Clerk.

- d. To consider re-appointing Mulberry Local Authority Services Ltd as the council's internal auditor and confirm their independence to the Parish Council.

The council considered the performance of the internal auditor over the last year and noted that they had not chosen to accept a long-term agreement last year. In assessing the independence of the proposed auditor, it was noted that the auditor did not live in the Parish, and there were no known connections between the councillors present and the auditor. However, confirmation regarding any potential conflicts of interest was still required from Cllr S Borthwick.

Given the positive feedback from the Clerk and the Council, it was **unanimously RESOLVED to select Mulberry Local Authority Services Ltd as the council's internal auditor for the next three years starting in the 2026/2027 financial year, on the condition that Cllr S Borthwick can also confirm that the auditor is independent.**

Action: The Clerk to contact Cllr S Borthwick regarding the independence of Mulberry Local Authority Services Ltd as the council's internal auditor.

Action: The Clerk to complete and sign the Mulberry Local Authority Services Ltd engagement letter.

- e. To receive an update on the recruitment for a Deputy Clerk, and to establish plans for a recruitment committee.

Cllr L Winn reported that the HALC HR Service had confirmed it would undertake the administrative aspects of the Deputy Clerk recruitment process and had advised that the vacancy should be advertised in September.

Following discussion, it was **unanimously resolved to delegate authority to the Finance and General Purposes Committee to establish a recruitment sub-committee at its August meeting in order to appoint the Deputy Clerk.**

Membership of the sub-committee would be open to any Parish Councillors. The sub-committee would consult with other councillors on the advertising timetable, closing date and interview dates before the recruitment process

26/27-063: Transport and Traffic.

- a. To receive an update on pedestrian and cyclist road safety matters.

Cllr L Winn reported on a meeting that she and Cllr C. Morton attended on site with County Cllr James Batho to discuss options for improving road safety in the Parish. Cllr L Winn provided feedback from the meeting on

- Speed Limits in the parish
- various options for creating safe walking routes through Littleton along Main Road, both at the Stockbridge Road end and also between the pub and the church.
- recent road traffic accidents
- and dead and dying trees and overgrown hedgerows, particularly along the DIO land adjacent to Kennel Lane and Harestock Road.

Following discussion on parish speed limits, the Council resolved to write to the Head of Universal Services at Hampshire County Council expressing its support for reducing the speed limit to 30 mph on Harestock Road and other roads within the parish. It was also agreed to include an article in the next parish newsletter encouraging residents to also make their views known.

Action: Cllr L Winn to write to the Head of Universal Services at Hampshire County Council expressing the council's support for reducing the speed limit to 30 mph on Harestock Road and other roads within the parish.

Action: The Clerk to add an article on speed limit reductions to encourage residents to write to the Head of Universal Services.

The Parish Council also agreed to pursue the idea of a permissive pathway on the Winchester City Council land adjacent to Main Road by contacting Cllrs Martin Todd/Kelsie Learney in advance of decisions about asset transfer.

Action: The Clerk, in consultation with Cllr L Winn, to contact Cllr Martin Todd to arrange a discussion meeting to pursue a permissive pathway on WCC land funded via the Community Funded Initiative Programme.

The council noted a recent road traffic accident that may have involved one of the feedstock trucks transporting material to the Acorn Biodigester, and that traffic to the digester did not appear to display the required logo as defined in the Traffic Management Plan. It was suggested that a meeting should be arranged with the Acorn Biodigester Team.

Action: The Clerk, in consultation with Cllr L Winn, to contact the Acorn Biodigester team to arrange a meeting to discuss the traffic to and from the site.

- b. To receive an update on parking concerns at Bradley Rd.

As raised at the Annual Parish Meeting in May, Cllr L Winn met with a resident who had expressed concern about parking adjacent to the Bradley Rd playground. She had also received feedback from City Cllr L Winn that a scheme had been proposed approximately 12 years ago to extend yellow lines on the opposite side of the road, but that it had not been taken forward.

She noted that County Cllr J Batho had agreed to investigate, and she would respond to the resident to inform him.

- c. To consider other Transport and Traffic Matters.
No additional matters were raised.

26/27-064: To consider measures to raise awareness of the Parish Council and encourage applications from prospective parish councillors.

Councillors discussed ways of raising awareness of the Parish Council and encouraging residents to consider applying to become Parish Councillors. The possibility of revising the format, length and frequency of Parish Council meetings was also discussed, with a view to making the role more accessible and attractive to prospective Councillors.

In the first instance, Councillors resolved to establish a Task and Finish Group to raise awareness of and promote the Parish Council through a stall at the Littleton and Harestock Show on 5 September 2026. The Group will comprise Cllr T Jackson, Cllr C Morton, Cllr D Killeen and Cllr D Tozer.

26/27-065: Items for noting only, or inclusion on the next meeting's agenda.

Cllr D Tozer noted the HALC Local Governance Reorganisation Summit, and the workstreams on Local Neighbourhood Governance. He suggested that the topic of Neighbourhood Governance should be included on the Parish Council meeting agendas regularly.

26/27-066: Date of Next Meetings:

- a. Finance and General Purposes Committee Meeting: 26th August 2026, Parish Office at 9:30 am
b. Parish Council Meeting: 14th September 2026, Henry Beaufort Media Suite, Harestock at 7 pm.

26/27-067: Summary of Actions

Table 3: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Jul.1	Clerk	The Clerk to contact the enforcement officer regarding 26/00139/WKS to understand if the outdoor screen is a temporary fixture.	NEW
Jul.2	Clerk	The Clerk to add the Harestock Football Field lease as an agenda item to the next Sir John Moore Barracks meeting with the DIO.	NEW
Jul.3	Clerk	The Clerk to contact Cllr S Borthwick regarding the independence of Mulberry Local Authority Services Ltd as the council's internal auditor.	NEW
Jul.4	Clerk	The Clerk to complete and sign the Mulberry Local Authority Services Ltd engagement letter.	NEW

ID	Owner	Action Points (Open)	Status
Jul.5	Cllr LW	Cllr L Winn to write to the Head of Universal Services at Hampshire County Council expressing the council's support for reducing the speed limit to 30 mph on Harestock Road and other roads within the parish.	NEW
Jul.6	Clerk	The Clerk to add an article on speed limit reductions to encourage residents to write to the Head of Universal Services.	NEW
Jul.7	Clerk	The Clerk, in consultation with Cllr L Winn, to contact Cllr Martin Todd to arrange a discussion meeting to pursue a permissive pathway on WCC land funded via the Community Funded Initiative Programme.	NEW
Jul.8	Clerk	The Clerk, in consultation with Cllr L Winn, to contact the Acorn Biodigester team to arrange a meeting to discuss the traffic to and from the site.	NEW
Jun.1	Cllr LW	Cllr L Winn to contact LCPD to ensure the elements of the service that will be provided will meet all of the council's needs. 13 July 26: Done.	Closed
Jun.2	Clerk	The Clerk to contact Hampshire County Council regarding the approval of additional Speed Indicator Device locations ahead of the licence renewal. 13 July 26: HCC have confirmed that the approval of new locations should be done before the licence is renewed, and the Clerk will contact them to confirm the preferred locations.	Open
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. 8 June 26: In progress, the Nationwide and Redwood bank mandate forms were signed at the extraordinary meeting on 4 th June. 13 July 26: Lloyds is completed; however, NS&I require that all the signatories are reconfirmed at a Parish Council meeting. See meeting reference 26/27-062c	Open
May.4	Clerk	The Clerk to arrange for £30,000 to be transferred from the National Savings account to the Redwood Bank account. 8 June 26: In progress 13 July 26: Requires all signatories to sign the NS&I withdrawal, which needs to wait until all signatories are reconfirmed. See meeting reference 26/27-062c.	Open
May.7	Clerk	The Clerk to complete and submit the required AGAR documentation to the external auditor. 8 June 26: In progress. They will be sent after the public rights announcement. 13 July 26: Done.	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. 8 June 26: The current proposed date is 25 th June. 13 July 26: The meeting was cancelled by the DIO and needs to be rearranged.	Open
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. 8 June 26: A meeting will be arranged with County Cllr J Batho, Cllr L Winn, and Cllr C Morton. 13 July 26: Meeting held, and the information was included on the July agenda.	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 4: Payments in June 2026

Date	Ref	To whom paid	Details of payment	Total (£)	VAT (£)	Net (£)
Various	43	Various	Staff Costs for June	1,847.54	0.00	1,847.54
02.06.26	44	Google	Google account subscription (change to Business Standard)	0.58	0.00	0.58
04.06.26	45	KT Cleaning	Pavilion Cleaning for May	200.00	0.00	200.00
04.06.26	46	St Catherine's Church	Churchyard Donation	1,500.00	0.00	1,500.00
04.06.26	47	Gallagher Insurance	Cyber Insurance 24/05/26 - 23/05/27	264.28	0.00	264.28
05.06.26	48	British Gas	Office Electricity for 21/04/26 - 21/05/26	35.94	1.71	34.23
05.06.26	49	WCC	Council tax on Parish Office	69.00	0.00	69.00
05.06.26	50	Go Live	Mailchimp monthly subscription fee (May)	17.58	0.00	17.58
05.06.26	51	Green Smile Ltd	May Grounds Maintenance and Bin Emptying	1,797.46	299.57	1,497.89
10.06.26	52	Playdale	Deposit for repair to Littleton toddler multiplay	255.23	42.54	212.69
10.06.26	53	JRH Plumbing	To repair a leak in the Pavilion eaves and fix the water heater	188.50	0.00	188.50
10.06.26	54	Green Smile Ltd	June Grounds Maintenance and Bin Emptying	1,797.46	299.57	1,497.89
10.06.26	55	Mainstream Digital	June line rental and May call charges	27.82	4.64	23.18
10.06.26	56	Weborchard Ltd	Website hosting, emails and security certificate	450.00	75.00	375.00
16.06.26	57	Ava Recreation	Replace closing mechanism for Littleton top playground gate	580.19	96.70	483.49
22.06.26	58	Asgard Secure Steel Storage	Metal Shed (including installation) behind Parish office	2,655.00	442.49	2,212.51
22.06.26	59	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
25.06.26	60	Go Live	May Website Updates & E-newsletter	300.00	0.00	300.00
25.06.26	61	Adobe	Adobe monthly subscription for May	35.39	5.90	29.49
27.06.26	62	Information Commissioner	Data Protection Registration fee	47.00	0.00	47.00
29.06.26	63	British Gas	Sports Pavilion Electricity for 15/05/26 - 15/06/26	101.26	4.82	96.44