

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 9th March 2020
at the Millennium Memorial Hall, Littleton**

Present: Cllr S Burgess (Chair), Cllr J Biddlecombe, Cllr R Warren, Cllr K Learney, Cllr L Martin, Cllr P Highfield, Cllr D Tozer.

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

Members of the public: None.

19-184: Apologies for Absence

Cllr J Burgess, Cllr P Cunningham, County Cllr J Warwick, City Cllr S Godfrey

19-185: Declarations of Interest

Cllr D Tozer noted an interest in the planning application for 12 Andover Rd North as his house backs onto it.

19-186: Minutes of the meeting held 10th February 2020

The minutes of the meeting of 10th February 2020 were presented, and it was **proposed by Cllr L Martin, seconded by Cllr P Highfield and RESOLVED that the minutes of the meeting held on 10th February 2020 be approved.**

19-187: Matters Arising

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes. There were no other matters arising.

19-188: Public Participation

Nil.

19-189: County Councillor Report

County Cllr J Warwick was not able to be present but sent a report (see Appendix A) in advance of the meeting which had been distributed to the parish councillors. No matters were raised in respect of this report.

19-190: City Councillors' Report

City Cllr C Horrill reported that there had been a members' briefing on the Local Plan and that a session for Parish Councils is planned for 23rd March. The city council will increase council tax by 3%, and there are plans to increase charges for some car parks and include some Sunday charging. City Cllr C Horrill and City Cllr S Godfrey have reviewed the licensing application for the Wonderland festival and have some concerns. Cllr C Horrill noted that WCC had received a briefing from consultants at the Winchester Central Regeneration Forum and a decision meeting on next steps will be held imminently. There will be an election on 7th May where a third of the city councillors will be due for re-election including City Cllr S Godfrey. Purdur will start at the end of March, which will impact some WCC activities.

Cllr J Biddlecombe asked if the proposals from the Winchester Trust on a North Winchester Bypass will be taken into consideration during the Local Plan Process. Cllr C Horrill noted that WCC had commissioned a separate "Vision for Winchester" report which will feed into the Local Plan process. However, the Winchester Trust will also be able to put their views forward.

Cllr J Biddlecombe asked if there had been any updates on the nitrate situation where planning applications are being held up. The only legal option open to WCC currently is associated with offsetting, and WCC is working with Hampshire Wildlife Trust to set up a scheme where individuals pay a fee to compensate for the nitrates which will work in a similar to the Community Infrastructure Levy (CIL) scheme.

Cllr K Learney reported on the proposed scheme to charge for garden waste. An improved scheme with garden waste wheelie bins will be introduced where £400,000 has been reserved in the capital budget to purchase the bins. WCC will not charge more for the service than the cost of collecting the garden waste; however, parishioners can opt-in or out of the flat rate charge for the service. It will also be possible to collect from hard to reach narrow roads, both for garden waste and for bottle collection where in the future smaller collection vehicles have been commissioned. It was noted that garden waste bags will still be an option, and garden waste will still be accepted at the recycling centre.

Cllr J Biddlecombe raised the concern that the electric charging points in Harestock shop car parks are not the rapid model and will mean that cars need to take 3 hours and above to charge. He was concerned that this would tie up two more car parking spaces. He asked if a parking limit could be considered for the car park. Cllr K Learney reported that the electrical supply at the Harestock shops was not reliable enough to suit the "rapid" charging points. Additionally, parking limits would mean that the car park would become chargeable and potentially move the parking problem on to Priors Dean Rd.

Cllr S Burgess thanked the city councillors for the delivery of 200 sandbags from WCC during the recent flood preparation however he reported that this was only 10% of the parish requirements and raised the concern that a more streamlined process would be needed in the future. Cllr C Horrill noted that the discussions with HCC on flood alleviation methods need to be continued to achieve an effective plan locally. The permanent flood measures in the city centre were installed in a matter of hours allowing the WCC resources to focus on high priority flooding issues. It was agreed that there is an opportunity with the new Local Plan to include flood considerations as part of the planning process.

Coronavirus: WCC are operating with business as usual, and business continuity plans have been revised. They are currently anticipating that staff will work from home in the near future and are expecting disruptions as we move to the "delay" mode. HCC is the lead agency and will provide ongoing advice to both WCC and parish councils. Cllr S Burgess was concerned about the demographics in Littleton and Harestock, and ensuring that vulnerable people could be fed. Cllr C Horrill advised a measured approach and noted that HCC keeps a register of vulnerable people which could be updated based on local knowledge.

Cllr K Learney noted that several Neighbourhood and Village Design Statements are being finalised and they might be a useful resource for the Parish Council.

19-191: Environment (Climate Change)

Cllr S Burgess presented Version 0.2A of the LHPC Climate Change Working Group Terms of Reference (TOR) for approval by the Parish Councillor. Cllr R Warren raised some concerns that water conservation should not be part of the TOR and that insulation was a topic that was missing. Cllr S Burgess noted that water conservation was part of the broader Greening Campaign and the CCWG Action Plan will refine the TOR. It was therefore proposed by Cllr S Burgess, seconded by Cllr L Martin and RESOLVED that Version 0.2A of the CCWG TOR be approved. (Afternote: The TOR document is now held in the LHPC Document Library as approved Version 1.0.)

Cllr S Burgess then reported on progress on improving communications specifically with updating the website with an environment page, and introducing a Contact/Registration of interest page for residents. Cllr P Highfield was concerned that communication via the website and mailing lists would not reach all our parishioners. Cllr S Burgess stated that the LHPC may revert to annual to twice yearly newsletters until we can establish more extensive use of the LHPC Website.

Action: Cllr S Burgess to provide further details on the LHPC Communications Strategy and LHPC Website development.

19-200: Military Report: Sir John Moore Barracks/Worthy Down

ATR W RSM Jan Scott was not able to be present and no matters were raised concerning the military.

19-201: Police Report

PCSO Bidle was unable to attend but provided a written report (see Appendix B) in advance of the meeting which had been distributed to the parish councillors. There were some concerns that the drug issues reported may have occurred in the Recreation Ground.

Action: The Clerk to investigate the location of the drug issues reported by PCSO Bidle.

19-202: Barton Farm Development

It was noted that the first phase of the development is now sold, and 20 houses in the second phase have been sold. The school is due to open in autumn.

The next meeting is 17th March 2020, Cllr S Burgess and Cllr K Learney will represent the Parish Council.

19-203: Littleton and Harestock Show

Cllr R Warren reported that the Show Society was making good progress and asked if the Parish Council wanted to run a stall in September. He also noted that the Parish Council needs to inform the Show Society how they would spend the anticipated donation. It was agreed that the previous proposal of installing climbing walls in the playgrounds was suitable.

Action: Cllr R Warren to obtain a list of the stalls from the Show Society.

Action: Cllr R Warren to inform the Show Society of the proposal to put the anticipated show donation towards climbing walls at Bradley Rd and Littleton playgrounds.

19-204: Planning

a. New Applications

The planning schedule for February was circulated and discussed. The Parish Council raised an objection for the amended application 19/02132/HOU (16 Appleshaw Close Harestock), no objections were raised for 20/00147/HOU (75 Harestock Rd), and the Parish Council supported 20/00316/HOU (Oakleigh, 12 Andover Road North). The Parish tree warden had reviewed 29/00181/TPC (Chalecroft, Littleton Lane) and did not feel qualified to decide how the tree fungus would affect the life of the tree. It was agreed that the Parish Council would not make any comments on this application and rely on the Winchester City Council tree experts.

b. Existing Applications

It was noted that applications 19/02632/HOU, 19/02623/HOU and 19/02805/TPO previously reviewed by the Parish Council have now been approved by WCC. However, 19/02711/TPO was refused. Cllr R Warren noted that a revised site layout had been provided for 19/01707/FUL (20 Priors Dean Rd) and that the parking bays had been removed. Cllr R Warren reported that the planning appeal for 5 Rockbourne Rd had been dismissed by The Planning Inspectorate on the grounds that Harestock has a distinguishing character, and it was noted that this point could be taken into account when responding to future planning applications.

c. Enforcement Matters

The Parish Council submitted a further objection comment to The Planning Inspectorate in respect of the Enforcement appeal for 17/00271/USE (Barclays Main Rd Littleton).

Action: The Clerk to forward an email from the planning team regarding Permitted Development Rights in Harestock to Cllr K Learney.

19-205: Finance

a. February Payments List

The latest payments list for February (see Appendix C) was presented for consideration and, after some discussion, was accepted. **It was therefore proposed by Cllr K Learney, seconded by Cllr J Biddlecombe and RESOLVED that payments on the February payments schedule should be endorsed.**

b. March Payments for approval

The proposed payments schedule (see Appendix D) was presented for consideration and, after some discussion was agreed. **It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that payments totalling £5,087.40 should be paid.**

The invoices for the MANT Parkour and Netball projects were discussed and the Parish Council had some concerns with the work completed. **It was proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that the invoices would not be paid until the issues have been resolved.**

Action: Cllr S Burgess to inform MANT that payment for the Parkour and netball facility will be put on hold.

Action: The Clerk to contact a ROSPA authorised inspector to perform a post installation inspection of the Parkour facility.

Action: The Clerk to arrange for temporary 'Heras' fencing around the netball facility.

c. Finance and Resources Committee Meeting

The minutes of the Finance and Resource Committee meeting were reviewed and the proposals on salaries and an updated budget for 2020-21 were noted.

It was therefore proposed by Cllr L Martin and seconded by Cllr D Tozer and RESOLVED that the cleaner's salary should be increased to £10.50 per hour from April. The Clerk then left the room, and the Parish Council discussed the Clerk's salary, in her absence. **It was proposed by Cllr J Biddlecombe, seconded by Cllr L Martin and RESOLVED that the Clerks salary would rise in April from Pay Scale Level 19 to 20 on the National Joint Council Local Government Pay Scales.**

The revised budget for 2020-21 put forward by the Finance and Resource Committee was discussed, and **it was proposed by Cllr L Martin, seconded by Cllr K Learney and RESOLVED that the revised budget would be adopted.**

19-206: Parish Council Reports

a. Emergency Planning

Cllr S Burgess reported on the rainfall figures and borehole data and despite experiencing the wettest February ever recorded he does not expect flooding in the near future as the borehole data shows the levels to be going down. Pitter Close sewage system is currently at risk, and this is being carefully monitored. The Nursery at the end of South Drive offered to store materials on our behalf. If the sandbags will not be recovered by WCC then the Parish Council will approach the Nursery to hold our sandbags covered by a tarp for at least until next year.

b. A proposal has been made to the Flood Alleviation Team at HCC to consider surface modifications rather than focusing on piping solutions. Cllr L Martin proposed that discharging water from garden water butts might help to prevent water from reaching the pond area, and after some discussion it was agreed to consider the topic outside of a Parish Council meeting.

c. Playgrounds

Cllr S Burgess reported Cllr J Burgess is still unwell but hopes to start looking at playground work in April. It was noted that there seems to be an increase in dog mess in the recreation ground, and that fencing around the playground equipment in the future may be an option. Cllr S Burgess together with the Clerk had reviewed the work to Bradley Rd playground and noted that some of the equipment needed cleaning.

Action: The Clerk to approach the cleaner with a proposal for cleaning Bradley Rd playground.

d. The Millennium Memorial Hall

Cllr J Biddlecombe reported that the heating in the hall was now much improved, the redecoration and deep cleaning is planned for August. It is anticipated that the floor will need to be replaced, and other major work will be required in two to three years' time, and a budget is being set aside to do this. The trustees discussed the hall's percentage contribution for water consumption and asked for evidence of the need to increase it to 33%. Cllr D Tozer suggested that antibacterial gel be placed in the hall entrance to combat coronavirus. The Clerk noted that the recycling bin trial had gone well, and it was agreed that one of the bins outside the hall could be used for recycling.

Action: The Clerk to record water usage at the Recreation Ground on a monthly basis.

Action: The Clerk to request the Hall Manager to provide antibacterial gel.

Action: The Clerk to contact Biffa to arrange to replace the waste contract to a recycling contract for one of the existing bins.

e. Pavilion, Sports Club & Recreation Ground

Cllr S Burgess reported that he had attended the Sports Club meeting and discussed a process for them to submit ideas to the LHPC Recreation Ground Working Group. The first meeting of the working group is planned for Friday 20th March where they will review a list of proposals for the Recreation Ground. The Parish Council has received a lengthy legal document for the arrangement of the lease for the Harestock Road Football pitch. There were concerns that the requirements were more extensive than previous agreements and that a dilapidation schedule should be produced before signing the contract.

The contract also requires more security measures to be put in place which needs discussion with the football club.

Action: The Clerk to ask HALC legal services for support to review the lease.

Action: The Clerk to discuss security arrangements with the football club.

f. Transport, Traffic & Civil Engineering

A proposal for the retendering of the number 16 bus service is being submitted to Cllr R Humby. If approved this will allow for an additional two way trip on weekdays into Winchester and back again, and the existing 16a taxi share on Thursdays would be withdrawn, as it would no longer be needed. Cllr J Biddlecombe has the proposed timetable for the service.

g. Environment (Residents' Issues)

The Clerk noted that the Lengthsman is due on the 28th March and asked for any input on work on highways and verges needed in the parish. It was also noted that a tree had fallen down in the Tumulus field and the owners had been notified.

19-207: Items for noting, AOB or for inclusion on next month's agenda:

Nil

19-208: Date of Next Meetings:

Parish Council Meeting: 7pm, 15th April 2020 in the Henry Beaufort School, Harestock

Finance & Resources Meeting: 09:45am, 6th May 2020 at the Sports Pavilion, Littleton Recreation Ground.

19-209: Summary of Actions

ID	Owner	Action Points (Open)	Status
Mar.1	Cllr SB	Cllr S Burgess to provide further details on the LHPC Communications Strategy and LHPC Website development.	New
Mar.2	Clerk	The Clerk to investigate the location of the drug issues reported by PCSO Bidle.	New
Mar.3	Cllr RW	Cllr R Warren to obtain a list of the stalls from the Show Society.	New
Mar.4	Cllr RW	Cllr R Warren to inform the Show Society of the proposal to put the anticipated show donation towards climbing walls at Bradley Rd and Littleton playgrounds.	New
Mar.5	Clerk	The Clerk to forward an email from the planning team regarding Permitted Development Rights in Harestock to Cllr K Learney	New
Mar.6	Cllr SB	Cllr S Burgess to inform MANT that payment for the Parkour and netball facility will be put on hold.	New
Mar.7	Clerk	The Clerk to contact a ROSPA authorised inspector to perform a post-installation inspection of the Parkour facility.	New
Mar.8	Clerk	The Clerk to arrange for temporary 'Herras' fencing around the netball facility	New
Mar.9	Clerk	The Clerk to approach the cleaner with a proposal for cleaning Bradley Rd playground.	New
Mar.10	Clerk	The Clerk to record water usage at the recreation ground every month.	New
Mar.11	Clerk	The Clerk to request the Hall manager to provide antibacterial gel.	New
Mar.12	Clerk	The Clerk to contact Biffa to arrange to replace the waste contract to a recycling contract for one of the existing bins	New
Mar.13	Clerk	The Clerk to ask HALC legal services for support to review the lease	New
Mar.14	Clerk	The Clerk to discuss security arrangements with the football club.	New
Feb.3	Clerk	To send the finalised LHPC Greening Campaign Working Group TOR to County Cllr J Warwick 9Mar20: To be done as soon as the TOR is approved	Open

Feb.6	Clerk	The Clerk to replace the padlock on the Harestock football field gate. 9Mar20: The Parish Chair and Clerk reviewed the football field and are currently following up with the football team	Open
Feb.8	Cllr JBi	Cllr J Biddlecombe to contact Iris Wedge to ask if she would like the old Pavilion clock	Open
Feb.9	Cllr JBi	Cllr J Biddlecombe to contact HCC regarding licensing a new speed camera	Open

Closed Actions.

ID	Owner	Action Point (Closed)	Status
Feb.1	Cllr KL	Cllr K Learney to investigate if the Living History Project or any other Parish Council project would meet the criteria for WCC Crowd funding. 9Mar20: The living history project can apply during the next round of the WCC Crowd funding.	Closed
Feb.2	Cllr SB	Cllr S Burgess to distribute a draft terms of reference document for the LHPC Greening Campaign Working Group. 9Mar20: TOR distributed.	Closed
Feb.4	Cllr JBi	Cllr J Biddlecombe to check the status of the Drovers Way building work 9Mar20: The building was taken down as it became unstable.	Closed
Feb.5	Cllr JBi	Cllr J Biddlecombe to draft a comment for the Enforcement appeal for Barclays 9Mar20: Comments drafted by Cllr P Cunningham and submitted	Closed
Feb.7	Clerk	The Clerk to instruct Vitaplay to implement the health and safety fixes to the playgrounds 9Mar20: Vitaplay have now completed the work	Closed

Appendix A. County Councillor Report - Cllr Jan Warwick Winchester Downlands March 2020

Public Health -Coronavirus (Covid-19) Hampshire County Council continues to keep a close watch on the Coronavirus outbreak with processes in place to respond if and when required. A small number of cases have now been confirmed in Hampshire. Residents can stay up to date with the latest information and guidance on www.nhs.uk/coronavirus

Storms and Flooding Throughout the year, Hampshire Highways routinely maintains Hampshire's 60,000 gullies and 4,600 catch pits, as well as carrying out a continued programme of improvements to highway surface water drainage systems to make Hampshire more resilient to the effects of extreme weather. It is important landowners also maintain their ditches and watercourses to help prevent roads become flooded.

Urgent issues on the highway can be reported to the County Council by phoning 0300 555 1388 during office hours and 101 outside of office hours. Surface water flooding on the highway can also be reported direct to Hampshire County Council at www.hants.gov.uk/transport/roadmaintenance/roadproblems

Climate Change Hampshire County Council has been taking active steps to ensure Hampshire is resilient to climate change and in mitigating further changes through carbon reduction measures. HCC's own emissions have reduced by more than 43%, with more than a 50% reduction by 2025 and carbon neutrality by 2050. The **2050 Hampshire Commission of Enquiry** placed climate change and the environment as its top priority. In the budget HCC pledged £2m towards climate change measures in addition to the capital schemes outlined above. HCC is aware its greatest leadership and influence will be achieved by working in partnership with the District, City and Parish Councils, businesses and communities. At a household level HCC is supporting the county-wide Greening Campaign -this aims to find simple solutions around reducing and measuring power consumption, insulating housing stock, reducing water usage, sourcing local food, community travel and renewable energy schemes. Parish representatives will be invited to attend our regular climate change briefing events.

PS If you would like to adopt a tree at **Sir Harold Hillier Gardens**, then please call the team on 01794 369318

Appendix B. Crime Report for Littleton & Harestock - Prepared by PCSO 12660 Bidle

This report details incidents from 09/02/2020 – 08/03/2020

Anti-Social Behaviour

No reports of Anti-Social behaviour in Littleton and Harestock.

Burglary

19/02/2020 Burglary reported Three Maids Close. Access gained, items stolen, under investigation.

20/02/2020 Burglary reported Priors Dean Road. Access gained but no items stolen at this time. Under Investigation.

Between 29/02/20-01/03/2020 Burglary reported, access gained and items stolen. Under Investigation.

Criminal Damage

22/02/2020 Criminal Damage reported, lock on back gate has been broken. No lines of enquiry.

Drugs

01/03/2020 Cannabis found on 2 x persons, The Hallway Littleton. Community Resolution issued to both.

Theft from motor vehicle

Between 14/02/20-18/02/2020 report of attempt to gain access to vehicle. Paddock View.

Theft of pedal cycle

No reports of Theft of Pedal Cycle.

Theft of vehicle

No reports of Theft of Vehicle.

If you have any information relating to the incidents above, please call us on 101. Alternatively, if you have any information you wish to pass to us then again call us on 101, email on address below or call Crimestoppers anonymously on 0800 555 111.

Also in the wider area recently, we have had a few reports of burglary, they have entered via insecure windows and doors. If everyone could please bear this in mind and make sure properties are secure.

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

LITTLETON & HARESTOCK PARISH COUNCIL						
Payments in February for March 2020 Meeting						
Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
05.02.20	175	WCC	Playground inspections and litter pick	1056.00	176.00	880.00
05.02.20	176	Stephen Burgess	Hard Disc Drive for backing up Office PC	47.98	0.00	47.98
05.02.20	177	True Potential	Backdated Pension Payment for May/June 2019	162.08	0.00	162.08
10.02.20	178	Green Smile Ltd	February grounds maintenance	██████	██████	██████
10.02.20	179	Giant Olive	January Website Updates	200.00	0.00	200.00
10.02.20	180	Littleton Landscapes	12 months movement of speed limiter sign	624.00	104.00	520.00
10.02.20	181	Stuart Scott	Hedge Cutting	673.20	112.20	561.00
10.02.20	182	Business Stream	Water Services (26 Jul 19 - 10 Oct 19)	487.19	0.00	487.19
11.02.20	183	HMRC	Tax & NI on February salaries	██████	██████	██████
11.02.20	184	Mainstream Digital	January telephone usage	2.45	0.41	2.04
11.02.20	185	Womble Bond Dickinson	Legal Fees for Harestock Field lease	1200.00	200.00	1000.00
13.02.20	186	Amazon	Panic Alarm x 2	9.22	0.00	9.22
14.02.20	187	Amazon	First Aid Kit for Parish Emergency Box	32.27	0.00	32.27
14.02.20	188	Amazon	Emergency Box items & Office First Aid	76.84	12.82	64.02
19.02.20	189	Stephen Burgess	Travel/Parking Expenses	27.20	0.00	27.20
24.02.20	190	Stephen Burgess	Travel Expenses to Winchester	2.70	0.00	2.70
24.02.20	191	UK Safety Store	Parkour signs	27.76	4.62	23.14
24.02.20	192	Homebase	Bark Chippings/Wood Preserver	23.00	3.83	19.17
25.02.20	193	S Covill	Cleaner's salary February	173.34	0.00	173.34
25.02.20	194	L Fielding	Clerk's salary February	1077.67	0.00	1077.67
26.02.20	195	Green Smile Ltd	Hedge Cutting/Planting in Overflow car park	200.40	33.40	167.00
26.02.20	196	MA Hinton Roofing Ltd	Maintenance on Pavilion roof/Fit weathervane	1080.00	180.00	900.00
26.02.20	197	L Fielding	Clerk's expenses February	23.96	0.00	23.96
26.02.20	198	John Wheadon	Plants for Harestock Shop Flowers	163.89	0.00	163.89
26.02.20	199	Cartridge People	Black Ink Cartridge	29.33	4.89	24.44

Appendix D. Payments for approval

LITTLETON & HARESTOCK PARISH COUNCIL				
Payments for Approval in March 2020 Meeting				
From Whom	Details of Request	Total (£)	VAT (£)	Net (£)
C&D Trees	Prune Beech trees behind Parish Office	1476.00	246.00	1230.00
MANT	Plastic Seat - Bradley Road	1824.00	304.00	1520.00
Vitaplay	Playground Health and Safety Repairs	1787.40	297.90	1489.50