

**RECORD OF THE LITTLETON & HARESTOCK
ANNUAL PARISH COUNCIL MEETING
held on Monday 12th October 2020
via Zoom Conference Call**

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

In attendance: Mrs L Fielding (Clerk & RFO), City Cllr S Godfrey (part-time), City Cllr C Horrill (part-time), and City Cllr A Weir (part-time).

Members of the public: None

20-054: Election of Chair

Cllr S Burgess stated that he would be pleased to continue in the role as Chair until May 2021, and as there were no other nominations or volunteers then it was proposed by Cllr P Cunningham, seconded by Cllr G Sallis and RESOLVED that Cllr S Burgess be elected as Chair of the Parish Council until the next Annual Parish Meeting in May 2021.

20-055: Election of Vice-Chairman

Cllr J Biddlecombe stated that he would be pleased to continue in the role as Vice-Chair until May 2021, and as there were no other nominations or volunteers then it was proposed by Cllr P Highfield, seconded by Cllr D Tozer and RESOLVED that Cllr J Biddlecombe be elected as Vice-Chair of the Parish Council until the next Annual Parish Meeting in May 2021.

20-056: Declaration of Acceptance of Office from Chair and Vice-Chair

Cllr S Burgess and Cllr J Biddlecombe signed the declarations of Acceptance of Office and presented them to the Zoom screen for the Clerk to witness. The Clerk agreed to countersign the documents as soon as possible.

20-057: Apologies for Absence

Cllr J Burgess (injury).

20-058: Declarations of Interest

None.

20-059: Public Participation

None.

20-060: Minutes of the meeting held 14th September 2020

The minutes of the meeting of 14th September 2020 were presented, and it was noted that two typographical errors should be corrected. It was **proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that with two corrections the minutes of the meeting held on 14th September 2020 be approved.**

20-061: Matters Arising

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

20-062: County Councillor's Report – County Cllr S Warwick

County Cllr J Warwick provided a written report (see Appendix A) in advance of the meeting which had been distributed to the Parish Councillors.

County Cllr J Warwick updated the Parish Council on the two recent Hampshire County Council waste recycling applications, both of which now require further information from the applicants before a re-consultation process is instigated. The application for Three Maids Hill, off A272, Winchester (Reference: 20/01765/HCS) is planned to be reviewed at a regulatory committee on 18th November 2020, however, it has not yet decided if the application for Down Farm (Reference: 20/01188/HCS) will be submitted to a regulatory committee.

20-063: City Councillor's Report – City Cllr C Horrill

As this was the Annual Parish Council Meeting City Cllr C Horrill reviewed the annual position of Winchester City Council (WCC), particularly regarding the continuing work to support the local community during the

lockdown and through to the current situation after a period of changing Covid-19 regulations. WCC has been working very closely with its staff, other authorities, and local businesses, and has also supported the re-opening of the River Park and Meadowside Leisure Centres.

City Cllr C Horrill referred to the Government's planning white papers which had implications for the district local plan. The City Council have raised concerns about the large increase in required housing numbers identified in the white papers, and the problem that 40% of the district is in the South Downs National Park which restricts the council to only 60% of the district from which to meet the required housing numbers. As part of the local plan, process WCC has issued the Strategic Housing and Economic Land Availability Assessment (SHELAA) document which is the list of available development sites in the area which could be used to support the required new housing numbers. However, the publication of the WCC Strategic Options paper, which describes options for development across the district, has been delayed due to the Government's planning white papers.

City Cllr C Horrill noted that a budget revision had been put forward to counter the losses experienced due to the Covid-19 epidemic, and with the support of funding from the Government, WCC aims to break even by the end of the year.

20-064: City Councillor's Report – City Cllr K Learney

City Cllr K Learney supported Cllr C Horrill's statements on the government white paper particular about the concerns about the housing numbers. She reported that WCC is considered the response to the "Planning for the Future" consultation where they have concerns about details such as the requirement to produce full neighbourhood plans.

City Cllr K Learney stated that whilst the Guildhall will remain closed for the next 12 months, WCC is in final negotiations with the Government to use the Guildhall as a temporary "Nightingale Court" to deal with court cases delayed by the Covid-19 epidemic.

In Central Winchester, WCC is working with a property Guardian company to use a vacant building to create affordable housing for key workers and young people. A lease has been signed for a property in town to provide safe winter accommodation for homeless people, and King's Walk is being developed as a creative hub. City Cllr K Learney then identified concerns that the planned walking and cycling routes around the King's Barton development are not being implemented as expected.

20-065: City Councillor's Report – City Cllr P Cunningham

City Cllr P Cunningham noted that as Mayor he attended a ground breaking ceremony at Trinity House with the Lord Lieutenant of Hampshire, our local MP Steve Brine, and Cllr K Learney where a ten-bedroom extension will provide accommodation and other facilities for the homeless. He has been able to visit several places such as Newlands, Central Winchester, New Alresford, and Wickham to thank groups and businesses for all their hard work during the Covid-19 restrictions.

20-066: City Councillor's Report – City Cllr A Weir

Cllr A Weir re-iterated the comments from Cllr K Learney where CALA homes and the County Council have not fulfilled the S106 agreements to put in a pathway to the Barton Farm Academy. City Cllr A Weir reported that she is actively pursuing this topic, as it is particularly troublesome for students from Harestock who need to negotiate a muddy path and cross Andover Rd at the identified crossing point where there is a fifty mile an hour speed limit.

20-067: Parish Councillors' Responsibilities

Cllr S Burgess presented the LHPC Councillors' Responsibilities Matrix, which had been circulated to Parish Councillors before the meeting. After some discussion, it was **resolved with all in favour that the Councillor roles and responsibilities as set out in the LHPC Councillors' Responsibility Matrix dated 9th October 2020 be approved.**

Cllr D Tozer noted that this version of the Responsibility Matrix no longer contained information on volunteer roles and it was agreed to re-instate this section of the matrix.

Action: Cllr S Burgess to re-instate volunteer roles in the LHPC Councillors' Responsibility Matrix.

20-068: Terms of Reference (TOR) for LHPC Committee and Working Groups

The proposed Terms of Reference for the LHPC Finance and General Purpose Committee and the three Working Groups had been distributed to members before the meeting.

Signed: _____ Date: _____

It was proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that the Terms of Reference for the Finance and General Purposes Committee, dated 8th July 2020 be approved.

It was proposed by Cllr S Burgess, seconded by Cllr G Sallis and RESOLVED that the Terms of Reference for the Estates Working Group, dated 8th October 2020 be approved.

It was proposed by Cllr D Tozer, seconded by Cllr K Learney and RESOLVED that the Terms of Reference for the Climate Change Working Group, dated 8th October 2020 be approved.

Cllr D Tozer noted that the Communications Working Group Terms of Reference did not clarify activities for website content modifications. This was noted and it was agreed to resolve this in a future version of the document.

It was therefore proposed by Cllr S Burgess, seconded by Cllr G Sallis and RESOLVED that the current Terms of Reference for the Communications Working Group, dated 8th October be approved.

Action: The Clerk to ensure that the Communications Working Group Terms of Reference is revised to include content responsibility and to distribute the updated document for review.

20-069: LHPC Standing Orders

The proposed LHPC Standing Orders document had been distributed to members before the meeting and it was noted by Cllr D Tozer that Working Groups were not mentioned in the document. It was agreed to resolve this in a future version of the document such that Working Groups would have similar regulations to Advisory Committees.

It was therefore proposed by Cllr P Cunningham, seconded by Cllr G Sallis and RESOLVED that the current version of the LHPC Standing Orders dated 1st October 2020 be adopted.

Action: The Clerk to modify the LHPC Standing Orders document to align Working Groups with Advisory Committees and to distribute the document for review.

20-070: LHPC Financial Regulations

The proposed LHPC Financial Regulations document had been distributed to members before the meeting and after some discussion, it was **proposed by Cllr J Biddlecombe, seconded by Cllr K Learney and RESOLVED that the LHPC Financial Regulations dated 8th October 2020 be adopted.**

20-071: LHPC Delegation Schedule

The proposed LHPC Delegation Schedule had been distributed to members before the meeting and after some discussion, it was **proposed by Cllr K Learney, seconded by Cllr P Cunningham and RESOLVED that the LHPC Delegation Schedule dated 1st October 2020 be adopted.**

20-072: Police Report

PCSO Bidle was unable to attend but provided a written report (see **Error! Reference source not found.**) in advance of the meeting which had been distributed to the parish councillors.

Cllr S Burgess noted that the report hi-lighted the anti-social behaviour in the Recreation Ground and that the Parish Council had been closing the car park from 7 pm to help combat the problem. It was agreed that the closure signs could now be removed and the car park left open, however, the Parish Council should continue to pursue the Estates action point to install removable bollards at the main entrance.

Cllr K Learney stated that the Parish Council should encourage the residents to continue to report problems when they occur as this will support the Police to identify hot spots.

20-073: King's Barton Forum

It was agreed that Cllr P Cunningham and Cllr K Learney would attend the next forum meeting and report relevant issues to the Parish Council.

20-074: Planning

a. New Applications.

The planning schedule for September was circulated and discussed. The Parish Council resolved not to raise any objections for 20/01757/HOU (33 Andover Road), 20/01782/HOU (Rosedene 4 Bramshaw Close Harestock), 20/01922/HOU (3 Grayshott Close Harestock), and 20/01518/FUL (Valetta Deane Down Drove Littleton). It was also agreed not to raise an objection for 20/01945/HOU (2 Priors Dean Road Harestock), however Cllr R Warren would discuss this with the house owner prior to the Clerk

submitting the response on the planning portal. The Parish Council resolved to object to 20/01855/HOU (The Haven 41 Main Road, Littleton).

b. Existing Applications.

It was noted that applications 20/01453/HOU, 20/01587/HOU, 20/01441/HOU previously reviewed by the Parish Council have now been approved by WCC, and 20/01774/PNHOU was listed as "Prior Approval NOT REQUIRED".

c. Enforcement Matters.

Cllr S Burgess noted that there have not been any updates on enforcement matters for quite some time, and the Clerk was asked to investigate.

Action: The Clerk to contact the WCC enforcement office to get up to date information on enforcements.

It was also noted that there was no evidence that the owner of Barclays had been making any changes as specified in the enforcement notice appeal decision, however, Cllr S Cunningham reported that the compliance period may not have ended yet.

d. Solar Farm at Three Maids Hill.

The Parish Council had been approached by Enviromena Asset Management UK Limited with preliminary information regarding a proposed solar farm at Three Maids Hill. The Parish Council agreed to consider the details when an actual planning application is published.

20-075: Parish Council Finance and Legal Matters

a. September Payments Lists.

The latest payments list for September (see Appendix C) was presented for consideration and, after some discussion, was accepted. **It was therefore proposed by Cllr R Warren, seconded by Cllr P Cunningham and RESOLVED that payments on the September payment schedules should be endorsed.**

b. Transfer of funds to the Nationwide Building Society account.

The Clerk presented the September bank reconciliation and noted that with the addition of the half-yearly Precept payment, the money held in the Lloyds Bank was above the Financial Services Compensation Scheme (FSCS) protection of £85k.

It was proposed by Cllr S Burgess, seconded by Cllr P Cunningham and RESOLVED that £30k should be transferred to the Nationwide Building Society account.

Action: The Clerk to transfer £30k from the Lloyds Bank account to the Nationwide Building Society account.

c. WCC Covid-19 £10,000 Grant.

Cllr S Burgess presented a proposal for the dispersal of the WCC £10,000 Covid-19 which had recently been returned to LHPC. After some discussion, it was agreed that the LHPC internal auditor should be approached for his advice.

Action: The Clerk to contact the LHPC internal auditor for advice on the dispersal of the £10,000 Covid-19 Grant.

Additionally, it was agreed that the money overpaid by the Sports Club should be separated from the Grant disbursement decision, and **it was proposed by Cllr S Burgess, seconded by Cllr J Biddlecombe and RESOLVED that the Parish Council should return £2,025 (from reserves) to the Sports Club.**

d. LHPC Speed Indicator Licensing.

Cllr J Biddlecombe discussed the two licensing documents received by WCC which had been distributed to Councillors before the meeting. The first document relates to a license to allow LHPC to use a speed indicator device in specific locations in Littleton and Harestock according to section 72 of the Road Traffic Regulation Act 1984, and the second document allows LHPC to attach the speed indicator device to several specified lamp posts. It was therefore **proposed by Cllr G Sallis, seconded by Cllr J Biddlecombe and RESOLVED that the Parish Council agree to the requirements in both licenses and that Cllr S Burgess and Cllr J Biddlecombe could sign the license documents on behalf of LHPC.**

20-076: Estates Working Group

a. Cllr P Highfield reported on the progress of the Estates Working Group and hi-lighted some of the actions that are in progress including resolving trip hazards in the overflow car park, improvements to

the Parish Office, and a review of the Parish notice boards. The next meeting is planned for early November.

- b. Cllr J Biddlecombe presented a report explaining a proposal to pursue a new two-year contract for grounds maintenance with the current contractors without going to competitive tender. The report highlighted that according to 11.1.d of the LHPC Financial Regulations and section 135 of the Local Government Act 1972, the Parish Council may exempt any contract from the tender regulations when the exemption is justified by special circumstances, and this has been confirmed with NALC. After some discussion, the Parish Council agreed with the details of the report in that the present Covid-19 situation presents a special circumstance under which the Parish Council may negotiate a replacement contract, on the grounds that with so much uncertainty at present, it would not be possible to obtain competitive tenders from reliable contractors for the work. Additionally, it is unclear how long the present Covid-19 situation may continue.
- It was therefore proposed by Cllr G Sallis, seconded by Cllr J Biddlecombe and RESOLVED that in accordance with the provisions of the Local Government Act 1972 and our Finance Regulations, the Parish Council will enter into a replacement contract with Green Smile, at the same cost as at present, for a duration of 2 years, after which Competitive Tenders will be obtained in accordance with the Financial Regulations at that time.**
- c. Cllr S Burgess presented an extract of the playgrounds schedule which included proposals for Health and Safety repairs to both Littleton and Harestock playgrounds including fixes to the Crow's nest, the Rocking Rocket, the Aerial runway, and the large slide, and it was **proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED to approve a budget of £2,750 to resolve the Health and Safety issues in the playgrounds.**

20-077: Climate Change Working Group

Cllr D Tozer thanked Cllr G Sallis for joining the group and noted that as communications with residents would be very important to the working group, having a link to the Communications Working Group through Cllr G Sallis would be very helpful. He also reported that the Parish had now signed up to the Woodland Trust Tree Charter initiative.

Cllr S Burgess reported that he would pursue the ideas from the Open space audit, and liaise with Cllr D Tozer as needed.

20-078: Communications Working Group

Cllr S Burgess reported that the team has been developing the communication strategy which is split into a number of work packages including website accessibility legal requirements, and the introduction of newsletters. Cllr G Sallis noted that the first step would be to set up the required infrastructure on the website, including the use of the Mailchimp® Application and a mailing list to enable an electronic newsletter.

20-079: Parish Council Reports

- a. Emergency Planning (Groundwater report).
Cllr S Burgess presented the groundwater report which shows that the Harestock Corner Borehole is currently at a low point. LHPC will continue to monitor the Harestock Corner Borehole groundwater level during the winter period.
- b. The Millennium Memorial Hall.
No report.
- c. Transport, Traffic & Civil Engineering.
Cllr J Biddlecombe provided an update on the progress of implementing the Speed Indicator Device in Littleton and Harestock. The cost for Hampshire County Council to install sockets is greater than originally thought. However the Parish Council will be able to make a saving on the original budget of £8,155, as it will be possible to purchase a solar power unit to attach to the battery device rather than having two separate devices, and therefore the quotes are now reduced to £6,040.
- It is hoped that the Speed Indicator Device will be in use before the end of the year.
- d. Environment (Residents Issues).
No issues.

20-080: Items for noting, AOB, or for inclusion on next month's agenda:

Cllr P Cunningham noted that Winchester City Council is providing a free wifi service 'WinCityFree' to support Winchester's re-opened businesses. (<https://www.winchester.gov.uk/news/2020/sep/free-wi-fi-launched-in-winchester-city-center>)

Action: The Clerk to include the information for the Winchester City Council free wifi on the Parish Council website.

Cllr S Burgess mentioned that Winchester Villages Trust is distributing Christmas vouchers to the needy and asked the Councillors to put forward any names to Cllr J Burgess.

20-081: Date of Next Meetings:

Parish Council Meeting (AGM): 7 pm, 9th November 2020 via Zoom conference call.

The meeting closed at 21:59.

20-082: Summary of Actions

Table 1: Open Action Points.

ID	Owner	Action Points (Open)	Status
Oct.1	Cllr SB	Cllr S Burgess to re-instate volunteer roles in the LHPC Councillors' Responsibility Matrix.	New
Oct.2	Clerk	The Clerk to ensure that the Communications Working Group Terms of Reference is revised to include content responsibility and to distribute the updated document for review.	New
Oct.3	Clerk	The Clerk to modify the LHPC Standing Orders document to align Working Groups with Advisory Committees and to distribute the document for review.	New
Oct.4	Clerk	The Clerk to contact the WCC enforcement office to get up to date information on enforcements.	New
Oct.5	Clerk	The Clerk to transfer £30k from the Lloyds Bank account to the Nationwide Building Society account.	New
Oct.6	Clerk	The Clerk to contact the LHPC internal auditor for advice on the dispersal of the £10,000 Covid-19 Grant.	New
Oct.7	Clerk	The Clerk to include the information for the Winchester City Council free wifi on the Parish Council website.	New
Sep.1	Cllr SB	Cllr S Burgess to arrange an on-site meeting to follow up on a resident's concerns about local roads. (Linked to action Jul.2) 12Oct20: In progress.	Open
Sep.3	Clerk	Clerk to pursue with Cllr J Warwick any feedback from the Littleton Pavement survey. 12Oct20: Cllr J Warwick reported that she had followed up with the HCC officer and is expecting a response soon.	Open
Sep.4	Clerk	Clerk to ask PCSO Bidle whether the outstanding issues mentioned in the September police report are still under investigation. 12Oct20: In progress.	Open
Sep.5	Clerk & Cllr SB	Cllr S Burgess and the Clerk to review the risk register to check if new risks need to be added. 12Oct20: In progress.	Open
Sep.6	Cllr DT	Cllr D Tozer to submit more details for the proposed open space sites HE19, HE24, and L2. 12Oct20: In progress.	Open
Jul.2	Cllr SB	Cllr S Burgess to investigate safety at Deane Down Drove with the residents who raised the safety issue. (Linked to action Sep.1) 14Sep20: Discussions held with the resident. 12Oct20: In progress.	Open
Mar.9	Clerk	The Clerk to approach the cleaner with a proposal for cleaning Bradley Rd playground. 15Apr20: Awaits reopening of Bradley Road Playground. Note: The clerk has discussed the matter with the cleaner, and he is considering it, but his time is constrained, and he would only be able to do this during the weekend when the playgrounds are likely to be busy. We may need an alternative option.	On hold

		<p>13Jul20: The cleaner is currently cleaning both Bradley Road and Littleton playgrounds and the gym equipment once a week as part of Covid-19 support. He is unlikely to be able to continue this when cleaning of the main part of the Pavilion and office is resumed</p> <p>14Sep20: LHPC no longer carrying out Covid-19 cleaning based on WCC feedback. LHPC will keep this under review.</p>	
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Table 2: Closed Action Points.

ID	Owner	Action Point (Closed)	Status
Sep.2	Cllr SB	Cllr S Burgess to revise the LHPC response to 20/01765/HCS and submit it to the HCC planning department. 12Oct20: Done.	Closed
Sep.7	Cllr SB	Cllr S Burgess to contact the HCC Flood Alleviation Scheme team for information on the latest status. 12Oct20: A report is currently being prepared and will be shared with LHPC when it is completed.	Closed
Jul.1	Estates WG	To consider water usage at the recreation ground, and investigate the possibility of separate meters. 14Sep20: In progress. 12Oct20: It is proving difficult to find a contractor prepared to install sub-meters. Action is now covered under the Estates team action list.	Closed
Jul.3	Cllr SB	Cllr S Burgess to review the responsibilities matrix with the new councillors to discuss specific roles. 14Sep20: In progress. 12Oct20: Done.	Closed
Jul.5	Cllr KL	Cllr K Learney to identify DIO contacts for Sir John Moore's Barracks site planning. 14Sep20: In progress. 12Oct20: Cllr K Learney stated that LHPC still needs to keep pressing for the Parish Council to be involved in any planning going forward, however, the current action is no longer needed.	Closed
Jul.7	Cllr SB	Cllr S Burgess to distribute the current issues being addressed in the Estates Working group action plan. 14Sep20: Meeting planned for 1 st October 2020. 12Oct20: Done, latest spreadsheet distributed to Estates team.	Closed
Mar.1	Cllr SB	Cllr S Burgess to provide further details on the LHPC Communications Strategy and LHPC Website development. 15Apr20: A meeting on 9 Mar 20 was held with Cllr's Burgess, Martin, Tozer, and Learney to discuss the communications approach. The requirements statement for LHPC Web and email development was sent to LHPC Webmaster for feasibility comments. The Covid-19 Pandemic stopped proposed newsletter delivery to Littleton & Harestock households advertising the Annual Meeting, the LHPC Web, Email Registration, and Climate Change activities. 22June20: Proposals for the web updates have been received and Cllr S Burgess will circulate them. 13Jul20: In progress. 14Sep20: Cllr G Sallis to take the lead of the Communications Working Group. 12Oct20: Done. Strategy distributed.	Closed

Appendix A. County Councillor Report - Cllr J Warwick Winchester Downlands October 2020

Weekly **COVID19 Updates**, as well as links to local and national data, can be found on the Hampshire County Council website link below:

<https://www.hants.gov.uk/socialcareandhealth/publichealth/jsna/covid19-data-and-intelligence#step-5>

Surface Water Drainage and Flooding -Useful Contacts:

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.

If you believe the flooding is from a main river contact the Environment Agency at:

<https://www.gov.uk/government/organisations/environment-agency> or phone 0800 80 70 60.

Urgent issues on the public highway can be reported to the County Council via

www.hants.gov.uk/transport/roadmaintenance/roadproblems during office hours and via 101 outside 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

For other incidents of flooding please report these at:

<https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/reportingflooding>

Flood prevention guidance on reducing the risks and impacts of flooding is available at:

<https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/floodprevention>

Advice from Hampshire County Council and the Environment Agency on managing the risk of flooding is available at:

<https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/sandbags>

Advice on how householders can be prepared:

<https://www.hants.gov.uk/community/emergencyplanning/whattoplanfor/floodingadvice>

To sign up for flood alerts visit: <https://flood-warning-information.service.gov.uk/warnings>

Great Waste Grants Open

Grant funding is now available to community groups, small businesses, schools, charities, and Parish Councils to fund projects to help reduce waste, reuse, or repair items. The fund has supported many projects in the past including repair cafes, cookery and upcycling classes in schools, a second-hand school uniform service, swap events, and a click and collect service for refillable containers.

The deadline for the first round of applications is Friday 4 December 2020. A second round of applications will be open in early 2021. For more information <https://www.hants.gov.uk/News/02102020Wastegrant>

Sir Harold Hillier Gardens has once again won gold in the annual South and South East in Bloom Awards. The autumn colours are wonderful at the moment so plan your trip, become a member, or a volunteer by visiting hants.gov.uk/thingstodo/hilliergardens

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

Anti-Social Behaviour

16/09/2020 reports of ASB in the Recreation ground, Littleton. 10 cars screeching around the car park.

17/09/2020 reports of ASB and drug use the Recreation ground, Littleton.

26/09/2020 report of children playing with a spud gun or similar, shooting each other and cars.

Burglary

22/09/2020 report of Dwelling Burglary Hickory Drive. Window smashed, access gained and items were stolen. Under Investigation.

09/10/2020 report of Dwelling Burglary, offenders located in address Main Road, Littleton. Offenders ran off, nothing taken. Under Investigation.

Criminal Damage

No reports of Criminal Damage in Littleton or Harestock.

Drugs

No reports of Drugs in Littleton or Harestock.

Theft from motor vehicle

No reports of Theft from Motor vehicle.

Theft of pedal cycle

07/10/2020 report of the theft of a bike from Ashurst Close. Male left bike outside garage and stolen.

Theft of vehicle

No reports of Theft of Vehicle.

Signed: _____ Date: _____

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

Table 3: LITTLETON & HARESTOCK PARISH COUNCIL – Payments in September 2020

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
07.09.20	110	WCC	Council tax on Parish Office	71.00	-	71.00
07.09.20	111	Zoom	Zoom Pro Monthly Charge 04/09/20 - 3/10/20	14.39	2.40	11.99
07.09.20	112	British Gas	Office Electricity for 18/06/20 -24/07/20 (Estimated)	7.08	0.34	6.74
10.09.20	113	Giant Olive	August Website Updates	216.74	-	216.74
10.09.20	114	Green Smile Ltd	September grounds maintenance	Redacted	Redacted	Redacted
10.09.20	115	Factotum Village	Re-painting car park barrier (Labour and materials)	263.22	-	263.22
10.09.20	116	Holmes Horticultural Fulfilment	Reclaimed railway sleepers x 20	660.00	110.00	550.00
14.09.20	117	Mainstream Digital	August telephone usage & Quarterly charges	43.43	7.24	36.19
14.09.20	118	Business Stream	Water Services (23 Jun 20 - 8 Sep 20) - Estimated	334.37	-	334.37
14.09.20	119	WCC	Dog bin emptying July 20	120.00	-	120.00
14.09.20	120	WCC	Dog bin emptying Aug/Sep/Oct 20	360.00	-	360.00
18.09.20	121	Came & Co Ltd	Annual insurance renewal	3,521.66	-	3,521.66
21.09.20	122	HMRC	Tax & NI on September salaries	Redacted	Redacted	Redacted
21.09.20	123	Business Stream	Water Services (Revised customer reading)	232.13	-	232.13
24.09.20	124	C&D Trees Ltd	Remove Ivy clad Hawthorne/Hazel trees in Recreation Ground	576.00	96.00	480.00
24.09.20	125	Factotum Village	Replace steps at Littleton Pond	1,328.67	-	1,328.67
25.09.20	126	S Covill	Cleaner's salary September	273.00	-	273.00
25.09.20	127	L Fielding	Clerk's salary September	1,204.01	-	1,204.01
28.09.20	128	IJT Direct	Widescreen Computer Monitor for office	86.93	14.49	72.44
28.09.20	129	Giant Olive	Sept Website Updates & Accessibility work	450.00	-	450.00
29.09.20	130	Offerwide Ltd (Amazon)	Chafer Grub Killer 100sqm	29.99	5.00	24.99
30.09.20	131	British Gas	Sports Pavilion Electricity for July 2020	28.20	1.34	26.86