

## SWAY PARISH COUNCIL

**A Meeting of the Parish Council was held at the Jubilee Field Pavilion, Station Road, Sway on Thursday 24<sup>th</sup> July 2014.**

**Present :** Councillors Barry Rickman (Chairman), Ted Fleat (Vice Chairman), Kevin Cripps, Peter Dance, Carole Gates, David Golby, Kevin Langford and Stephen Tarling.

**In attendance:** Neil Gulliver (Parish Clerk), County Councillor Ken Thornber and John Warden (Parish Council's Transport Representative) plus 10 members of the public.

Before the start of business, the Chairman referred to the various discussions which had been taking place outside the meeting regarding the new FOSS leaflet and map. The Parish Council had not had time to consider the proposed leaflet and as time was getting short to get it published, he suggested and it was agreed that any reference to the Parish Council should be removed from the leaflet. Stephen Tarling would then work with Alan Cracknell on getting the map produced at a later date.

### **069/14 Apologies**

None.

### **070/14 Minutes of the Meeting held on the 26 June 2014 and Matters Arising (1) Minutes**

The minutes of the meeting held on the 26 June 2014 were approved and signed by the Chairman.

There were no matters arising.

### **071/14 Report by County Councillor Ken Thornber**

At the invitation of the Chairman, Councillor Thornber commented on the following issues:-

**Sway Football Club** - Councillor Thornber reported despite some confusion on the part of the football club, he had agreed to fund the cost of 2 new strips at a cost of £1,000 from his Members Budget. He had also given a grant of £1,000 each to both Sway Youth Centre and St Luke's Church respectively.

**Road Verges/RVEI** – Councillor Thornber explained that the County Council's Biodiversity Information Unit were responsible the majority of the RVEI projects in the county and they made sure that verges were cut at the right time of the year. The establishments of sites were constricted by national guidelines and were very limited in what species etc could be included within such a sight. There were currently 200 sites in the county but these were reducing over time. In addition the budget of the Information Unit had been cut considerably. He went on to explain that there would need to strong support for such a project in Sway before it could be considered.

David Golby then raised the issue of residents modifying the verge outside their property to prevent other people parking. It was becoming common practice for residents to put wooden stakes or concrete bollards on the verges to stop parking which he understood was against highways policy. He referred to a particular incident in Brighton Road on which the County Council's Highways Officers had been consulted. He was dismayed that the Highways

Officers had suggested inserting concrete bollards to resolve the particular problem in Brighton Road. Councillor Thornber agreed to take the matter up with the Highways Officers.

### 072/14 Clerk's Report

**External Audit Report** – The Clerk confirmed he had received the report from BDO, the Parish Council's External Auditors in which they had stated that the information in the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The Annual Return was made available at the meeting.

The Parish Council unanimously agreed to approve and accept the document.

**Sway Summer Playscheme 2014** – The Clerk reported that the Parish Council had received a grant of £1000 from New Forest District Council to support this year's Playscheme.

**Temporary Road Closures** – The Clerk reported that temporary road closures were proposed for Kings Lane and Pauls Lane – both between their junction with Coombe Lane and Pitmore Lane. Both roads would be subject to closure for 2 days on a date after 4 August 2014.

**Licensing Act 2003 – Variation Premises Licence – Central Stores, Station Road, Sway** - The Parish Council had been notified by New Forest District Council that Central Stores had applied for a revised licence to extend the hours for the sale of alcohol between, 05:30hrs to 23:00hrs, Monday to Sunday with opening hours 00:00hrs to 00:00hrs, Monday to Sunday. They were also requesting the removal of conditions inherent of the Licensing Act 1964 and changes to the layout of the site.

The Parish Council considered this matter in some detail and, although they were strongly in favour of supporting all businesses in Sway and had been very encouraged to see how this particular store had been revamped and open longer hours for local residents, they did have strong reservations about the proposed extension of hours for the sale of alcohol from 05.30am to 23.00pm – Monday to Sunday. They felt that this was excessive particularly on Sundays.

### 073/14 Finance - Accounts to be paid in July 2014

It was unanimously agreed that the following payments should be authorised:

	<b>Cost £</b>	<b>Cheque Value £</b>
Talk Talk Business – Office Broadband & Telephone	48.79	-
E-on – electricity and gas at Jubilee Field	100.09	-
Payroll Solutions Ltd – Clerks Pay Arrangements	21.60	-
The Gardeners Ltd – Grounds Maintenance for June 2014	509.04	509.04
Loaders Garage Ltd – Red Diesel for Tractor	67.00	67.00
Addspace Construction Ltd – New Doors at Jubilee Pavilion	1590.00	1590.00
BDO – External Audit Fee 2013/14	360.00	360.00

Dlec – Essential work re replacement/repair of lighting at Jubilee Field Pavilion	378.00	378.00
Maintain – Emergency work at Cricket Pavilion and at Jubilee Field Pavilion	610.00	610.00
Sembcorp Bournemouth Water – Water charges for Memorial Field, Pitmore Lane (£11.75) and Allotments (£182.52)	194.27	194.27
Advertiser & Times – Advert for post of Parish Clerk	122.10	122.10
Southern Water – Waste water from Jubilee Field	69.79	69.79
Cleansing Service Group – Disposal of effluent from cricket field	140.00	140.00
NFDC – Jubilee Field Sundries	18.20	18.20
Brian Batchelor – Facilities Management for July 2014	201.67	201.67
Clerk's net salary for July 2014 plus expenses/costs	899.33	899.33
HM Revenue & Customs – Tax/NI on Clerk's salary for July 2014	286.29	-
HM Revenue & Customs – Employers NI for July 2014	66.34	352.63
New Forest District Council – Application for Premises Licence	100.00	100.00
Atech UK Ltd – Annual Inspection of Intruder Alarm	90.00	90.00
Lloyds TSB – Bank charges	23.64	-
<b>Total</b>	<b>5896.15</b>	<b>5702.03</b>

Current Financial Position - Current Account as at 23/07/14 - £47,431.87

### **074/14 Report from the Finance Working Group**

Kevin Cripps reported the main issues which had been dealt with by the Working Group at their meeting on the 23 July 2014:-

Kevin Cripps stated that the Parish Council's expenditure was in line with the budget and the Working Group would continue to monitor the position on a quarterly basis.

With regard to the appointment of a new Parish Clerk, 5 applications had been received to date and the Clerk had circulated copies of the applications to all Councillors who had been asked to return their comments to the Clerk by the 31 July after which a shortlist of candidates would be drawn up. He suggested that it would be appropriate for the interviews to be carried out by the Finance Working Group on a date to be agreed. The Parish Council endorsed this proposal.

Kevin Cripps then referred to another very positive meeting which had been held with all the sports clubs regarding the costs etc of maintain Jubilee Field. The Parish Council were also represented at the meeting by David Golby and the Clerk. All the clubs fully understood what the Parish Council was trying to achieve and were prepared to continue to work closely with the Parish Council. He added that they were not adverse to the idea of making additional financial contributions over and above the agreed lease figure subject to negotiation each year.

## **075/14 Report from the Planning and Transport Committee**

Stephen Tarling reported the main issues which had been dealt with by the Committee at their meeting on the 10 July 2014:-

The Committee had recommended approval of the planning applications in respect of Shirley Down, Shirley Holms; Westwards, Birchy Hill; Folds Farm, Mount Pleasant Lane and the replacement of the Gas Kiosk in Manchester Road, Sway. In addition they recommended refusal of the planning applications in respect of Land at Limolands Farm, Vaggs Lane Hordle and the Silver Hind, Station Road, Sway. The Committee also agreed to accept the decision reached by the NPA's Officers under their delegated powers in respect of the planning applications for Buckland House, Adlams Lane and 2 Dennett House, Brighton Road, Sway..

## **076/14 Report from the Amenities Working Group**

Carole Gates reported the main issues which had been dealt with at the Working Group's meeting early that evening:-

**Stanford Rise Open Space** – Carole Gates reported that the Village Hall Management Committee had agreed to install CCTV cameras following the recent incidents at the hall.

**Jubilee Field - Fire Risk Assessment** – It was noted that the Clerk had reported that, under the Regulatory Reform Fire Safety Order (2005), the Parish Council were legally required to carry out a fire risk assessment of the main Pavilion and he was looking into the cost of having this done.

**Jubilee Field - Lighting in Main Pavilion** – The Clerk reported that it had been necessary to carry out maintenance work on a number of the lights in the Pavilion. Whilst this work was being carried out it was reported that the remaining fluorescent tube fittings would need to be replaced at some time in the future and it would be more cost effective to replace them with LED tubes. The Clerk added that this was one of a number of maintenance issues which needed to be addressed in the near future. The Chairman suggested that it might be a good idea for all necessary maintenance to be listed and costed for consideration as part of next year's budget.

**Memorial Field, Pitmore Lane** – It was noted that the gate posts at the main entrance were rotting and would need replacing. The Clerk was asked to get this work costed.

**Allotments – General Maintenance** - The Parish Council endorsed the Working Group's decision to pay £20 for the strimming of a vacant allotment plot before it could be let to a new tenant. It was also agreed that an additional paragraph should be included in the tenancy agreement to the effect that any tenant vacating a plot should leave it in good condition.

**Allotments - Water Supply** – Carole Gates reported that the cost of supplying water at the allotments continued to rise and that the Parish Council needed to address the problem. The allotment users have used 138 cubic metres of water between the 16 December 2013 and 17 June 2014 compared with 98 cubic metres the previous year. It was suspected that the increase was largely due to the increased use of sprinklers etc particularly those which were left on unattended for long period of time contrary to the lease agreement.

It was agreed that a notice should be displayed on the Allotments Notice Board informing tenants that the use of sprinklers was prohibited. It was also suggested that a copy of the full terms of the tenancy agreement should also be displayed.

Roger Dew, on behalf of the Allotments Association, stated that he did not believe that there would be any strong objections to the banning of sprinklers and he would monitor the situation. He did remind that the Parish Council that the number of plots had greatly increased over the past year or two.

**Allotments – Maintenance –** Prior to its re-allocation, it had been necessary to have one of the allotment plots strimmed at a cost of £20 and the Working Group asked the Council to meet this cost on this occasion. The Clerk pointed out that, unfortunately, there was no clear commitment in the terms of the lease that a plot holder must leave it in a good condition when it was surrendered. That omission had now been corrected. The Parish Council agreed to meet the cost.

#### **077/14 Grant Applications**

The Clerk stated that there were no grant applications to be considered.

#### **078/14 Correspondence and Any Other Business**

The Clerk stated that there were no matters of correspondence.

There was no other business.

#### **079/14 Dates of Future Meetings**

The dates for future meetings of the Parish Council were noted:-

Thursday	28 <sup>th</sup> August 2014	Jubilee Field Pavilion
Thursday	25 <sup>th</sup> September 2014	Jubilee Field Pavilion
Thursday	30 <sup>th</sup> October 2014	Jubilee Field Pavilion
Thursday	27 <sup>th</sup> November 2014	Jubilee Field Pavilion
Thursday	18 <sup>th</sup> December 2014	Jubilee Field Pavilion
Thursday	29 <sup>th</sup> January 2015	Jubilee Field Pavilion

There being no further business, the Chairman closed the meeting at 8.30pm.

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Chairman