

## **SWAY PARISH COUNCIL**

**A Meeting of the Parish Council was held at the Jubilee Field Pavilion, Station Road, Sway on Thursday 25<sup>th</sup> September 2014.**

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

**In attendance:** Neil Gulliver (Parish Clerk) and John Warden (Parish Council's Transport Representative) plus 12 members of the public.

Before the commencement of the meeting, the Chairman welcomed Susan Brayley who would be taking over as Parish Clerk. He added that all the candidates interviewed had been of very high quality and it had been a difficult decision for the Finance Working Group but he was confident that they had made the right choice.

The Chairman then informed the meeting that The Estate Office in Station Road had now been sold and that the planning application to convert the property to a take away had been withdrawn.

### **090/14 Apologies**

An apology was received from Kevin Langford.

### **091/14 Minutes of the Meeting held on the 28 August 2014 and Matters Arising**

#### **(1) Minutes**

The minutes of the meeting held on the 28 August 2014 were approved and signed by the Chairman.

#### **(2) Matters Arising**

##### **Minute 083/14 – Clerk's Report – Licensing Act 2003 – Variation Premises Licence – Passford House Hotel, Mount Pleasant Lane, Sway**

The Chairman reported that he would be attending a meeting of local residents and the hotel management the following evening to discuss their concerns about the application.

The Clerk added that he had been notified by NFDC that the application would be heard by the Licensing Sub-Committee on the 7<sup>th</sup> October and the Parish Council had been asked to confirm that the hearing should still go ahead and that they would be represented. The Chairman suggested and it was agreed to await the outcome of the local meeting and then he would take a view on whether to continue with the Council's objections. He would seek the views of other Councillors if required.

### **092/14 Report by County Councillor Ken Thornber**

In the absence of Councillor Thornber, it was agreed to defer this item to the next meeting.

### **093/14 Clerk's Report**

**Post of Parish Clerk** – As mentioned earlier by the Chairman, the Clerk confirmed the appointment of Susan Brayley as the new Parish Clerk for Sway. She would be taking up her duties on Monday 6 October 2014. Initially the Parish Office would be open from the Parish Office from Monday to Thursday each week between the hours of 9am and 12 noon.

**Disciplinary and Grievance Procedures** – The Parish Council unanimously agreed to adopt the new Disciplinary and Grievance Procedures.

**Freedom of Information Policy** – The Parish Council unanimously agreed to adopt the new Freedom of Information Policy. It was noted that the new Clerk would draw up the detailed scheme to support the policy.

All of the above documents would be posted on the Parish Council's website.

**Jubilee Field Pavilion – Premises Licence** – The Clerk confirmed that NFDC had issued the premises licence for the Pavilion for the sale of alcohol on Tuesdays between the hours of 6pm and 8pm and on Saturdays between the hours of 12 noon and 8pm. He added that so far the new arrangement appeared to be working well and reminded Councillors that they had agreed to review the situation at the end of the current 2014/15 football season.

**Licensing Act 2003 – Variation Premises Licence – Passford House Hotel, Mount Pleasant Lane, Sway** – It was noted that this item had been dealt with earlier in the meeting.

**Road Works 2014/15** – The Clerk reported that NFDC had given notice that they proposed to close Manchester Road between the junction with the B3055 Durnstow to its junction with Middle Road from the 12 November 2014 for a period of 6 months or until the completion of the works whichever is the sooner to enable bridge inspection work to be carried out.

#### **094/14 Finance - Accounts to be paid in September 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	30.44	-
E-on – electricity and gas at Jubilee Field	184.74	-
Payroll Solutions Ltd – Clerks Pay Arrangements	21.60	-
Information Commissioner – data protection registration	35.00	35.00
The Gardeners Ltd – Grounds Maintenance for August 2014	509.04	509.04
Loaders Garage Ltd – Red Diesel for Tractor	32.00	32.00
Sway Village Hall – Rom Rent for Summer Playscheme	997.00	997.00
Action Computing – Website Updates	25.00	25.00
Brian Batchelor – Facilities Management for September 2014	201.67	201.67
Bromsgrove Printing Co – A4 Headed paper	40.00	40.00
Clerk's net salary for September 2014 plus expenses/costs	942.32	942.32
HM Revenue & Customs – Tax/NI on Clerk's salary for September 2014	282.38	-
HM Revenue & Customs – Employers NI for September 2014	64.61	346.99
Lloyds TSB – Bank charges	20.61	-

<b>Total</b>	3386.41	3129.02
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The balance of the Council's bank account as at 25/09/14 was £37,024.83. It was noted that the second instalment of the 2014/15 precept amounting to £25,617.50 would be paid into the account on the 29 September bringing the balance to £62,642.33.

### **095/14 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 18 September 2014:-

The Committee had recommended approval of the planning applications in respect of Lower Mead, South Sway Lane, (2 Applications) and Rose Cottage, Pitmore Lane, Sway and also Kings lane Nursery, Kings Lane, Sway but would accept the decision reached by the NPA's Officers under their delegated powers. In addition they recommended refusal of the planning application in respect of The Estate Office, Station Road, Sway and Flechlea, Westbeams Road, Sway although they would accept the decision reached by the NPA's Officers under their delegated powers in the latter case.

### **096/14 Report from the Amenities Working Group**

Carole Gates briefly reported that the alterations to the kitchen were progressing well and were due to be completed in early October.

### **097/14 Allotments – Rent Review 2014/15**

Kevin Cripps declared a personal interest as an allotment holder.

After the Clerk had introduced the report, a brief discussion ensued during which some Councillors expressed the view that the anomaly in the rent charged for a full plot should be rectified. Stephen Tarling, seconded by Ted Fleat then moved and it was unanimously agreed that the rent for a full plot in 2014/15 should be increased by £4 to £30 and for a half plot by £1 to £15.

The Chairman of the Allotment Association commented that he felt that the increase was reasonable and he would present it to the Association's AGM the following week. The Chairman of the Council confirmed that he would also be attending that meeting.

### **098/14 Summer Playscheme 2014**

The Council welcomed the Clerk's report on this year's playscheme which had again been very successful. It was also noted that the level of subsidy by the Council had been less than anticipated.

Stephen Tarling did point out that the fees charged were very competitive compared with other providers and Kevin Cripps suggested that it would be helpful to have a breakdown of the number of individual children and families from Sway attending the scheme compared with the numbers from outside the village. The Clerk agreed to provide the requested information.

### **099/14 Grant Applications**

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

## **100/14 Correspondence and Any Other Business**

### **(1) St Lukes Church, Sway**

The Clerk reported that all Parish Councillors had been invited to attend the church service to celebrate the re-dedication of St Luke's Church on Sunday 26<sup>th</sup> October 2014.

### **(2) South West Quadrant Meeting**

Stephen Tarling briefly reported on the meeting held on the 23 September. The issues discussed at the meeting included the NFNPA Management Plan update, wetlands restoration, planning issues in general and a cycling update – the Boris Bikes and the Brockenhurst plan were not going ahead.

## **101/14 Dates of Future Meetings**

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

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
Thursday	26 <sup>th</sup> February 2015	Jubilee Field Pavilion
Thursday	26 <sup>th</sup> March 2015	Jubilee Field Pavilion

There being no further business, the Chairman closed the meeting at 8.10pm.

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Chairman