

# Sway Parish Council

# Parish Council Meeting

Minutes of the Parish Council Meeting held on Thursday 28th January 2016 at the Jubilee Field Pavilion, Station Road, Sway.

## Present

<i>Councillor Name</i>	
Barry Rickman (Chair)	P
David Golby (Vice Chair)	
Kevin Cripps	P
Peter Dance	P
Ted Fleat	P
Anita Gresham-Hale	

<i>Councillor Name</i>	
Hugh Marchant	P
Alex Pepper	P
Melanie Seacombe	P
Stephen Tarling	P
Len Thomas	P
Graham Turner	P

P = Present

**Also in attendance:** County Cllr. Ken Thornber, PC Transport Representative - John Warden, members of the press from both Sway News and Lymington Times, and 6 members of the public.

**Preamble:** best wishes from the Parish Council were conveyed to Cllr. Golby.

**PC 16/001 Apologies.** - Received from Cllrs. Golby and Gresham-Hale

**PC 16/002 Minutes of the Meeting held on the 17<sup>th</sup> December 2015 and Matters Arising.** The minutes of the 17<sup>th</sup> December 2015 meeting were unanimously agreed and signed.

In reference to an item in minute PC 15/98 the chairman confirmed that the NFDC grant for play schemes can be payable to a body other than a Parish Council.

## **PC 16/003 Report by County Councillor Ken Thornber CBE.**

Cllr. Thornber reported:

- i. Hampshire County Council's revenue support grant from the government is to be reduced by some £48M (37.4%), and there is little sign of business rates income to offset this in the near future. There will now be no limit on Council tax rises. Hampshire Council Tax is therefore probably set to rise by 3.99%, of which 2% will be earmarked for social care (equating to about £10M). £50M of HCC reserves will be used to support services. A 3.99% increase is equivalent to an increase of £41 per annum per Band D household [further details are available on the Hampshire County Council website see for instance <http://tinyurl.com/grloans> ].
- ii. There is no progress on St. Luke's School Parking matters – the survey from the school is awaited. A footpath across private land is unlikely.
- iii. Animal deaths and injuries. In 2015 a total of 76 animals were killed or injured on New Forest roads [full details are available of the Verderers' website see for instance <http://www.verderers.org.uk/roadaccs.pdf> ]. The numbers are slowly improving over the years.
- iv. A further Hampshire Library Service consultation will take place. Mobile libraries are expensive and not widely used, but they do provide a valuable social service for some elderly residents, and the outcomes of the review may threaten mobile libraries [further details are available on the Hampshire County Council website see for instance <http://www3.hants.gov.uk/library-strategy> ].

- v. Hampshire Superfast Broadband continues to be rolled out – BT Openreach have completed some 370 boxes across Hampshire, and should reach 90% of premises; with wave two set to reach 96% by 2018; [further details are available on the Hampshire Superfast Broadband website, see for instance <http://www.hampshiresuperfastbroadband.com/> ]. Residents more than 1.2km from a cabinet and receiving speeds of less than 2Mbps may qualify for a voucher for a subsidy towards the capital costs of a satellite dish and router [see for instance <http://www.hampshiresuperfastbroadband.com/residents/usc/> ]. Cllr. Thornber would like to hear from any such residents.

#### **PC 16/004 Chair's update, NFDC items etc.**

All councillors and the RFO were thanked for their help and extra work over the previous month. The Sway Scout Hut's current lease from NFDC ends in 2 years and the Chair will field any and all enquiries and comments.

#### **PC 16/005 Correspondence**

The New Forest Marathon organisers are coming to discuss the 2016 event.

#### **PC 16/006 Finance**

Finance Working Party: Cllr. Cripps as Chair reported:

- i. The 2014/5 audit return is now on the web (linked from <http://www.sway-pc.gov.uk/16155> )
- ii. The assets list has been updated and checked – please keep it up to date.
- iii. A purchase order template has been introduced – and order numbers for use when ordering over the phone are available from the RFO.
- iv. An invoice template and sales invoice register has been introduced.
- v. Stationery and cleaning supplies can be ordered through a pad in the office.
- vi. Our insurance runs out in March – options to be reviewed. Bouncy castles and hoverboards are not covered by our insurance.
- vii. V.A.T. is to be reviewed – with help from HALC

It was **resolved** that:

Proposed by Cllr. Cripps, seconded by Cllr. Marchant and unanimously agreed:

- a. Sway PC would stay with our current gas supplier for another year.

Three items proposed by Cllr. Tarling, seconded by Cllr. Fleat and unanimously agreed:

- b. The RFO will have on-line view-only access to our bank account.
- c. The draft key-holder agreement is adopted and a register will be kept
- d. A receipts book for cash and cheques will be added in the office.

Two items proposed by Cllr. Seacombe, seconded by Cllr. Pepper and unanimously agreed:

- e. The minor amendment to the December 2015 payment schedule was approved.
- f. The January 2016 payment schedule was approved.

#### **PC 16/007 Reports from Committee and Working Groups:**

##### **A. Planning and Transport Committee**

Cllr. Tarling, as chair, drew attention to the draft minutes of the January meeting which had been posted on the web, linked from <http://www.sway-pc.gov.uk/16156> The Tree Representative, Cllr. Seacombe, had checked carefully and confirmed that the tree works proposed at The Manor at Sway were for sound arboricultural reasons.

Since the January committee meeting: A manege at the rear of Toby Cottage, Back Lane and single storey extensions dormer window, roof alterations and creation of new access at Forest Way, Brighton Road were both granted subject to a number of conditions which would assuage the concerns of the committee. A replacement annex for ancillary use at Gablemead, Manchester Road was unanimously refused by the Planning and Development Control Committee – following Sway’s strong recommendation for refusal; and the application for a replacement dwelling and detached garage at Cheriton Cottage, Manchester Road was withdrawn after Sway’s strong recommendation for refusal. Hampshire highways are to work on the cattle grids. Following Sway’s approval of a replacement dwelling at Boundway Gate, Boundway Hill, but our disappointment with a proposed garage there; the garage has been withdrawn and members of the planning committee unanimously agreed to amend our recommendation as previously circulated.

The next NFNPA Southwest Quadrant meeting is on Tuesday 23<sup>rd</sup> February at 7pm in Sway Jubilee Pavilion. Sway’s representatives are Cllrs. Marchant, Seacombe and Tarling. Other councillors are welcome. The meeting is not open to the public but any Sway residents wanting to have items raised should please contact one of Sway’s representative councillors.

Based on 2015 planning application outcomes Cllr. Tarling noted that to vastly improve the chances of a successful outcome applicants should:

1. take the NFNPA’s free pre-application advice;
2. talk to their neighbours and ensure that their neighbours are supportive; and
3. fully dimension their plans.

## **B. Update on S.106 Consultation**

Following previously circulated details Cllr. Seacombe confirmed that the opening date for the phase 2 consultation was brought forward (whilst the end date remains the same at 18<sup>th</sup> February 2016) and that over 150 returns had been received within the first 5 days. The public open day for the consultation is on 6<sup>th</sup> February 2016 from 2.30-4.30pm at Sway Village Hall. See also <http://www.sway-pc.gov.uk/16692>

## **C. Amenities Working Party**

Cllr. Pepper as chair drew attention to the draft minutes of the January meeting which had been posted on the web, and the further details previously circulated.

It was proposed by Cllr. Pepper, seconded by Cllr. Dance and unanimously resolved that the proposed new methodology for booking Sway Jubilee Pavilion be adopted. Draft details including terms and conditions, booking form and user guide are to be posted on the web soon, and it was agreed that any amendments deemed necessary by the Amenities Working Party and approved by the RFO and Proper Officer may be made without reference back to the full Parish Council. The paper diary of bookings is to be maintained alongside the google calendar.

It was proposed by Cllr. Pepper, seconded by Cllr. Seacombe and unanimously **resolved** that the proposal for Sway Jubilee Pavilion maintenance and cleaning schedule, using funds allocated within the budget be adopted. Up to £3000 may be spent as detailed and a further £800 for deep cleaning changing rooms and showers after the football season has ended. Deviation from the estimates of more than plus or minus 20% for a specific item will be referred back to the full Parish Council, otherwise more minor price amendments to be confirmed by the RFO and Proper Officer.

Grateful thanks were passed on to the caretaker and all others who have helped in these processes.

## **PC 16/008 draft Job Description for the Clerk**

As chair of the task-and-finish group Cllr. Cripps drew attention to the draft circulated. In discussion we agreed the need to determine which tasks currently undertaken by councillors would revert to a new Clerk and which the councillors would continue to undertake. The possibility of separating the RFO and Proper Officer roles were discussed – this may depend on the qualifications and experience of applicants. Minor

amendments to the draft Job Description were unanimously agreed - including the need to note tree work (in section A) and all Sway Parish Council amenity sites. It was agreed that the Job Description would be amended and recirculated for agreement.

Given the financial constraints and having set up more streamlined processes, it was agreed that we advertise at the same hours and pay scale as those for the previous clerk.

The question of whether priorities should be indicated was raised and perhaps should be indicated; and the need to encourage the new Clerk to manage the work within the paid hours, log their activities and bring to the attention of the Parish Council where tasks are more onerous than indicated. A member of the public raised the issue of distractions in the Parish Office, and the Parish Council felt this could be eased by limiting consultation times: perhaps having a Clerk's Surgery hour and otherwise only by appointment; and there was also general approval for the suggestion that we continue to use councillors to staff the office for part of the time.

**PC 16/009: Items for the next agenda. Noted:**

- a. Outline programme and budget for the summer playscheme.
- b. Results of the S.106 consultation.
- c. A spate of burglaries – no Police Officer or CPSO has been able to attend a Sway Parish Council meeting for a while, and subject to more important live policing items taking precedence we look forward to hearing from the constabulary.
- d. A decision on our next period of insurance and insurer will be needed.

**PC 16/010: Any other business**

- a. Sway Right of Way 2 from Chapel Lane to Pitmore Lane has been blocked again at the Pitmore Lane end adjacent to Horseshoe Cottage – this has been reported.
- b. The perennial issue of the water across Middle Road, Sway (towards the Stanford Rise junction) freezing may be a danger – this should be reported to Hampshire Highways.
- c. The number of Temporary Events Notices increases from 12 to 15.
- d. The advert for a new Parish Clerk will be drafted by Cllr. Cripps – intended for Lymington Times, Sway News, HALC website etc.
- e. February is a good month to trim hedges, but please don't leave the cuttings in any ditch.
- f. There is a Dementia Friendly Sway briefing for councillors and residents before the next Parish Council meeting from 6.30pm to 7:15pm on Thursday 25 February 2016 – all welcome.
- g. There is a noticeable increase in traffic through Durnstow as a result of the closure of Silver Street.
- h. The crockery and equipment in the Pavilion kitchen should come under the Parish Council's insurance.
- i. The RFO was thanked for all their work on behalf of Sway Parish Council – in both day-to-day financial matters and the streamlining and improvement of processes.

**PC 16/011 The date of the next meeting was confirmed as 25<sup>th</sup> February 2016.**

There being no further business the meeting closed at 8.53pm

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Chairman

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Date