



Minutes of the Parish Council Meeting held on Thursday 25th February 2016 at the Jubilee Field Pavilion, Station Road, Sway, starting at 7:30pm.

## Present

<i>Councillor Name</i>		<i>Councillor Name</i>	
Barry Rickman (Chair)	P	Hugh Marchant	P
David Golby (Vice Chair)		Alex Pepper	P
Kevin Cripps	P	Melanie Seacombe	P
Peter Dance	P	Stephen Tarling	P
Ted Fleat	P	Len Thomas	P
Anita Gresham-Hale	P	Graham Turner	P

P = Present

**Also in attendance:** PC Transport Representative - John Warden; Responsible Financial Officer – Sandie Williams; members of the press from both Sway News and Lymington Times; and 8 members of the public.

**PC 16/012 Apologies.** - Received from Cllr. Golby

**PC 16/013 Minutes of the Meeting held on the 28<sup>th</sup> January 2016 and Matters Arising.** The minutes of the 28<sup>th</sup> January 2016 meeting were unanimously agreed and signed.

In response to PC16/010 b.: Cllr. Dance reported that Hampshire Highways say this is the responsibility of the land owner(s).

In response to PC16/009 c.: It was noted that we have still not recently had a Police Officer or CPSO attend a Parish Council meeting.

### **PC 16/014 Chair's update, NFDC items etc.**

The Chair told the meeting that the NFNPA have confirmed that the changes planned for the Cricket Pavilion will not need planning permission. The Chair was also pleased to present a £600 cheque from the NFDC Community Fund to the Derek Seward of the Cricket Club, to go towards the project; and noted that further funding should be available from Sway Social Club.

### **PC 16/015 Correspondence**

- a) The Village Hall committee would like to celebrate the 90<sup>th</sup> birthday of the Queen on 15<sup>th</sup> May 2016, and asked permission to use Stanford Rise. This was proposed by Cllr. Seacombe, seconded by Cllr. Dance and carried unanimously.
- b) The Allotment Association have kindly paid to have their mower serviced, but asked the Parish Council if they would arrange for the main paths in the allotments to be cut in the spring by the contractors when they cut the other Parish Council grass areas. It was proposed by Cllr.

Pepper, seconded by Cllr. Dance and carried unanimously that up to £200 be allocated to cover the additional costs of the contractors giving a first spring cut to the main paths in the Allotments.

- c) Noted: The New Forest Marathon organisers would like to recruit local marshals for their 2016 event from the Jubilee Field Users' Group (JFUG: next meeting 04<sup>th</sup> April).
- d) Noted: Sway Post Office is to be updated to the benefit of Sway residents – with longer opening hours and better facilities.
- e) Noted: One early application has been received for the vacant post of Sway Parish Clerk.
- f) Noted: A resident has expressed concerns about the poor state of the verges of Set Thorns Road and was directed to the appropriate authorities; and the Chair has arranged for NFDC officers to examine the state of those verges and consider how to improve matters – perhaps by creating more parking spaces within the green.
- g) Noted: A resident asked about development in the fields off Church Lane and was told none of that land in owner by the Parish Council and there was no planning application registered there.

### **PC 16/016 Grant applications**

- a) Summer Play Scheme. A tabled paper outlined the estimated costs for the summer play scheme but did not detail the sum they were requesting as a grant. There was no budget line item allocated to this, so this was referred to the Finance Working Group; and the Summer Play Scheme are to be asked for the grant they are requesting from Sway Parish Council, in addition to any grant from the NFDC and/or elsewhere.
- b) Children's mementos for the Queen's 90<sup>th</sup> Birthday – request from St. Luke's Church. There are issues identifying which are Sway children, whether this could be combined with the Village Hall celebration, what form the mementos might take, how many mementos would be required, and the total cost. Cllr. Turner offered to look into the cost for about 200 items, and would approach St Luke's Church for possible supporting funds.
- c) Citizens Advice New Forest – the large grant that they receive from NFDC and the healthy state of their national reserves (compared to those of Sway Parish Council) were both noted. It was proposed by Cllr. Fleat, seconded by Cllr. Cripps and agreed by 6 votes to 3 (with 2 abstentions) that regrettably Sway Parish Council could not afford a grant this year.

### **PC 16/017 Finance**

Cllr. Cripps as Finance Working Party Chair reported:

- a) The payment schedule had been circulated, and since then there was one additional item of £33.89 for stationery. It was proposed by Cllr. Tarling, seconded by Cllr. Turner and carried unanimously that the schedule be approved;
- b) The updated budget had been circulated and the forecast now is that there may be a small surplus to add to our depleted reserves. There may be savings to be made on the insurance. The Council will need to consider pension auto-enrolment in due course; and the smaller authorities' audit appointments will need to be considered at the next meeting.
- c) The RFO was thanked for all her excellent work on the finances.

### **PC 16/018 Planning and Transport Committee**

Cllr. Tarling, as Planning and Transport Committee Chair:

- a) Drew attention to the draft minutes of the February meeting which had been posted on the web, linked from <http://www.sway-pc.gov.uk/16156>;

- b) Noted that due to an error in the original Parish Briefing Note the address for application 14/01029 and subsequent appeals had been incorrectly noted, and should read “Land adjacent to South Sway Farm”;
- c) Outlined the outcomes of planning applications and appeals received since the February meeting; noting the poor outcome for applicants who had not even asked for the free pre-application advice from the NFNPA, and had subsequently withdrawn their applications;
- d) Announced that Mr. Steve Avery the NFNPA Executive Director (Strategy and Planning) would be talking at the 10 March 2016 Planning and Transport Committee meeting;
- e) Noted that a new suite of amended plans had been subsequently submitted on 16/00061 The Old School House – committee members were asked to peruse these;
- f) Noted the consultations on the Wootton Riverine Restoration and concerns over access, vehicle movements and the marooned Mead End footbridge;
- g) Outlined items from the Southwest Quadrant meeting including a call for notification of any grazed verges (inside the Perambulation) that are being damaged by vehicles or materials; development towards the new NFNPA Local Plan; and an overview of recreation management;
- h) Asked about the older bus shelter, and whether it could be removed. Parish Councillors were asked to identify where this might be relocated.

#### **PC 16/019 Amenities Working Party**

Cllr. Pepper as Amenities Working Party chair drew attention to the draft minutes of the February meeting which had been posted on the web, linked from <http://www.sway-pc.gov.uk/16156>; and the further details previously circulated.

- a) Cllr. Dance outlined two quotations for tractor maintenance, and that from Bashley Plant Hire was proposed for acceptance by Cllr. Marchant, seconded by Cllr. Cripps and carried unanimously, and the possibility of having the blades sharpened at the same time would be investigated.
- b) Cllr. Fleat was seeking quotations for the fencing work at the allotments.
- c) Cllr. Seacombe outlined the S106 voting results and proposals – the papers having been previously circulated and posted on the web at <http://www.sway-pc.gov.uk/16769> . The Council was grateful to see some 600 valid votes and wished to thank all residents who had responded. It was proposed by Cllr. Seacombe and seconded by Cllr. Pepper and unanimously agreed that Sway Parish Council resolve to “Draw up, cost and implement a scheme at Stanford Rise - Wildflower / sensory planting, orchard, natural play e.g. logs and mounds, picnic areas, improvements to paths and entrance and incorporating improved drainage. To recognise that Sway Residents are in favour of the installation of a Multi User Games Area (MUGA), to earmark remaining funds for this, and to actively support proposals to seek funding for its installation. A review of funding progress will take place in December 2017.”
- d) Cllr. Seacombe proposed, Cllr Gresham-Hale seconded and it was carried with one abstention that Sway Parish Council resolves “To give the Amenities Working Party authority to put together a strategy relating to forming a “Friends of Stanford Rise Group” to be presented to the full Council at a later date.”
- e) Cllr. Pepper proposed, Cllr. Turner seconded and it was unanimously agreed that the Sway Carnival could be held on Jubilee Fields.
- f) Jubilee Pavilion security would be discussed in the subsequent private session due to the need to not reveal all the full security measures.

**PC 16/020 Items for the next Agenda**

- a) To consider using the HALC HR service.
- b) Tree work for trees in Sway Parish Council’s ownership.
- c) Because it would have to be spent before the next meeting Cllr. Cripps proposed, Cllr. Turner seconded and it was unanimously agreed that up to a maximum of £250 could be spent should further advertising for the Parish Clerk vacancy be desirable.

**PC 16/021: Any other business**

- a) As our tree representative Cllr. Seacombe has investigated and can confirm that the tree work currently being carried out along the Station Road and Church Lane boundary of Gracewell of Sway (previously The Shelbourne) is emergency work being carried out for sound arboricultural reasons.
- b) When the play area is upgrade consideration should also be given to provision for adults with disabilities.
- c) The Amenities Working Party would review the MUGA progress.

**PC 16/022 The date of the next meeting was confirmed as 24<sup>th</sup> March 2016.**

There being no further public business the public part of the meeting closed at 9:06pm.

**PC 16/023 Private matters**

It was resolved that the public and press then be excluded so that security, insurance and personnel matters be discussed.

In the subsequent private session the Parish Council agreed:

- a) To accept the insurance quotation from Hiscox (through brokers Cane & Co.). This was proposed by Cllr. Cripps, seconded by Cllr. Gresham-Hale and carried with one abstention.
- b) To review the security of the Jubilee Pavilion building. To consider asking appropriate professionals for their advice and quotations.
- c) Through the Proper Officer to take the opportunity of a new Parish Clerk to also review the Job Description and workload of the Caretaker.
- d) The agenda of the next PC meeting to include discussion of whether an HR committee or a working, or task-and-finish, or ad hoc, group might be advantageous.

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Chairman

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Date