



**Sway Parish Council Meeting  
Thursday 25<sup>th</sup> January 2018  
Jubilee Field Pavilion, Sway**

Present:

Cllr Barry Rickman, Chairman	Cllr Melanie Seacombe
Cllr David Golby, Vice Chairman	Cllr Stephen Tarling
Cllr Kevin Cripps	Cllr Graham Turner
Cllr Peter Dance	Cllr John Warden
Cllr Alex Pepper	Cllr Ted Fleat
Cllr Hugh Marchant	
Cllr Len Thomas	Katie Walding, Clerk & RFO

In attendance:

Lymington Times & New Milton Advertiser, Sway News and 25 members of the public (MotP)

---

The meeting started at 7:30pm with a welcome and brief introduction from the Chairman.

**PC18/001 Apologies**

None

**PC18/002 Declaration of Interests**

Cllr Marchant is a member of the New Forest Dog Owners Group and New Forest Association Planning Committee, in reference to agenda item 7.

**PC18/003 Minutes of Meeting held 14<sup>th</sup> December 2017**

The Minutes were approved as an accurate record. With one minor correction on page 1, changing the word "ambient" to "warmer" they were signed by the Chairman.

**PC18/004 Chairman's Report**

The Chairman noted that the Sway Village Congestion Working Party would be reconvened and invited anyone wishing to be involved to contact him.

He gave a reminder of the memorial service for Cllr Ken Thornber, which will take place on Friday 2<sup>nd</sup> March at Winchester Cathedral, from 2pm. He requested that anyone wishing to attend should contact the Clerk.

**PC18/005 Clerk's Report and Correspondence**

**(a) Junior Parish Council**

The Clerk explained that she had been contacted by a young Sway resident who wanted to try and create a Junior Parish Council. She read out his initial email and then the Chairman invited him to address the meeting and explain his idea. He

suggested that the Junior Parish Council could be made up of up to 12 children between 7-14 years old. Perhaps meeting once every two months, with 2 representatives to come to Parish Council meetings and ideally 2 Councillors to attend the Junior meetings. The Clerk would act as Clerk for these meetings. A poster had been created to publicise locally and social media would also be used.

**ACTION:** The Clerk to publish the poster on the Council website and via social media. A report would be made back to the Council in due course, when and if a group of children had applied to become Councillors.

The Clerk went on to report that after the recent spate of vandalism, some changes had been made to further ensure the security of the building and grounds. CCTV footage had been obtained and the Police had been involved, along with a Crime Incident Report being issued. No further incidences had so far been reported.

The tree works had all been carried out as per the tree survey from last Autumn.

The Clerk had attended the first of 4 training days in regard to the CiLCA qualification and hoped to complete this over the next 12 months.

#### **PC18/006 County Council Report**

Cllr Keith Mans attended. He noted that the County Council would make its decision on council tax for the year 2018/2019 at a meeting in February. It was likely that this would be increased to the maximum possible (before referendum) due to the increasing pressure on resources and steady reduction of the Central Government grant.

In regard to specific issues from Sway:

- a complaint had been received about the Highways Department in relation to its conduct in the recent Hatch Motors planning application. Cllr Mans confirmed that he has passed the complaint on to be formally reviewed. He went on to note that the HCC Highways Dept is not a planning authority in any way, they are purely an advisory body providing technical information on their views of particular traffic and highways issues.
- Cllr Mans had received comments about the school parking issue and related congestion. HCC Highways will do what they can – but of course Sway is not on its own in this regard, as a semi-rural area where car use is a high, then it is always an issue to be addressed.

Cllr Mans noted that his County Councillor Grant fund still had monies available and that small community projects could apply for grants before the end of February.

The Chairman asked for any questions from the members:

- Cllr Marchant explained that 5 years ago there had been a campaign to get a 20mph speed limit along lanes in South Sway. At the same time, HCC had begun their “Residential 20” pilot scheme in 10 locations across Hampshire. The review of these pilots is long overdue and Cllr Marchant wondered when a report could be expected. He also wanted to ensure that Sway’s request was still in the pipeline. Cllr Mans suggested that Cllr Marchant make a formal request via him, to the Director of Highways.

- Cllr Warden asked for any update on HCC considering funding for fare passes on buses. Cllr Mans confirmed that negotiations with central Government were still ongoing, but he did not feel hugely optimistic.
- Cllr Warden went on to discuss the Cango bus, and explained that the Users' Forum had to work hard every time the franchise came up for renewal and fought hard for Cango to continue. Knowing that there is minimal funding available, Cllr Warden wondered about turning to sponsorship, but since the bus is owned by HCC it would require their agreement. Cllr Mans could not give immediate answers but encouraged Cllr Warden to contact him with the details, as he felt that voluntary contributions and/or sponsorship could certainly be possibilities.
- Cllr Dance was concerned about the impact of impending further budget cuts to Hampshire Constabulary. Cllr Mans reminded the meeting that this was directly managed by the Police and Crime Commissioner.

### **PC18/007. Enclosed Dog Space**

The Chairman drew attention to the purpose of this item, which was simply to re-confirm the minute PC17/162 from the December meeting:

*"...An email had been received by the Chair and the Clerk, from a resident, and the Chair read the email which asked the Council to consider the request that an enclosed dog space at Jubilee Fields be considered for placement on the SPC agenda for January 2018. It was noted that the Council has previously minuted (Ref: PC17/085) the intention of the Jubilee Field Project Group to consult the village in regard to plans for Jubilee Fields and the Pavilion, if and when a formal proposal is received from the Trustees of Sway Social Club. At that time, it was agreed that the Clerk will add the item to the agenda and Sway residents would be encouraged to inform the Council of their wishes..."*

He went on to note that a supporting document had been received from a MotP who was present and he invited them to address the meeting.

There was some lively discussion between Councillors and other MotPs in the audience around the pros and cons of a dog enclosure. It was noted that no specific size of land had been proposed.

Cllr Tarling proposed against adding the item to any future village consultation. As an amendment, Cllr Marchant then proposed that the item should be added to any future village consultation, and this was seconded by Cllr Fleat.

**DECISION:** By a majority vote (6 for, 2 against, 3 abstentions) it was agreed that the Jubilee Field Project Group would include the proposed dog enclosure during consultation with the village in regard to plans for Jubilee Fields and the Pavilion, if and when a formal proposal is received from the Trustees of Sway Social Club.

Seven MotPs left the meeting.

## **PC18/008. Sway Football Club**

### **(a) Quote for installation of floodlights**

The Clerk explained that the quotation had been circulated to all members and reminded them that the plan was to acquire funding for the project from a grant which the SFC would apply for. The key here was that planning applications had to be submitted in order for the grant application to take place.

There was some discussion between Councillors and representatives of the SFC around the type of lighting being suggested – particularly over the desirability of LED lighting; some clarification should be sought.

### **(b) Planning Application submissions**

Consideration at this time was for the Council to resolve which body should apply for the planning permission: the Council itself (as land owner) or the SFC (as tenant). There were merits to both and these were discussed.

It was reiterated that applying for planning permission did not, at this stage, commit the Council to any carte blanche approval and that any decisions on lease revisions or other agreements would only be worth having if the permission was granted.

Cllr Cripps noted that it had been minuted in November 2017 that the SFC should apply themselves. Cllr Tarling proposed that, as per the November minutes, the SFC should apply for both advertising boards and floodlights, and Cllr Seacombe seconded.

**DECISION:** By a majority vote the Council resolved that Sway Football Club should submit planning applications directly to NFNPA for both advertising boards and the floodlights.

## **PC18/009. Memorial Recreation Ground Lease**

The Clerk summarised the draft lease which had been received from the Forestry Commission's Land Agent and previously circulated to members. After some debate around the importance and benefits of the land to the parish, Cllr Turner proposed that the lease is accepted in principle, subject to minor amendments made by the Clerk, and Cllr Warden seconded. An amendment was made by Cllr Pepper who proposed that the Council waits to re-negotiate the lease prior to giving approval, and this was seconded by Cllr Cripps. The Council voted against that amendment, and the original proposal was then voted and approved.

**DECISION:** By a majority, the Council resolved that the lease should be accepted in principle, with minor amendments noted previously by the Clerk.

**ACTION:** The Clerk to respond to the draft lease with minor amendments.

**ACTION:** The Clerk to draft a letter of agreement with Sway Junior Football Club to gain their agreement to the terms stipulated.

### **PC18/010. GDPR**

The Clerk updated on some aspects of GDPR which were now being clarified. Specifically, around email communications, it has now been suggested that all councillors are provided with an official sway-pc.gov.uk email address, managed centrally by the Council (in Sway's case, by HCC via NFDC) and that this should be mandatory. Only council business should be conducted via this email address. Any Council related communications conducted via a personal email address would implicate that mailbox in the event of a data protection investigation and it could be sequestered in its entirety as part of such an investigation. The Council agreed that a dedicated sway-pc.gov.uk email address should be provided for all councillors.

**ACTION:** The Clerk to make arrangements for all councillors to be issued a formal email address and provide guidance and training as required.

### **PC18/011. Sway Phone Box**

Chairman reminded members that this had previously been considered and a minuted decision not to adopt the Phone Box had been made. Cllr Pepper made a presentation (with supporting documentation which had been circulated to the members). The previous concerns regarding liability were addressed. The Chairman invited an MotP to speak in support, and 3 other MotPs also confirmed their support. Cllr Pepper proposed to adopt the phone box and add to the insurance inventory as an asset and Cllr Turner seconded.

**DECISION:** By a majority (6 for, 1 against, 5 abstentions) it was resolved to adopt the Phone Box adjacent to the junction of Set Thorns Road and Church Lane.

**ACTION:** The Clerk to complete the application for adoption; and add to the asset register.

### **PC18/012. Commemorative Medals**

The Clerk confirmed that 57 medals remained, and after a brief discussion it was proposed by Cllr Turner that the Council donate 30 medals to St Lukes, retaining the remainder for other worthy causes that might present themselves. This was seconded by Cllr Fleet.

**DECISION:** By a majority the Council approved the donation of 30 medals to St Lukes.

### **PC18/013. Meeting Audio Recordings**

The Clerk briefly explained the need to put a policy in place which outlined the management of audio recordings and access by MotPs. The recording would be held securely by the Clerk. Once the draft minutes of any meeting have been published by the Clerk, then she can release access to that recording if requested by a MotP. Recordings will not be made public by default but will be kept on record for later access if requested. The Council approved unanimously.

**ACTION:** Clerk to write the policy and add to the Council Policies and Procedures.

### **PC18/014. Finance:**

#### **(a) Payment Schedule**

The Schedule of payments for January had previously been circulated. The Clerk noted a late addendum which was required to cover the electricity bills, as these

were to be settled prior to 5<sup>th</sup> February.

**DECISION:** Cllr Turner proposed that the Payment Schedule for December and addendum should be approved. This was seconded by Cllr Golby and unanimously agreed.

#### **(b) Accounts**

The Accounts to 31<sup>st</sup> December had previously been circulated.

**DECISION:** Cllr Turner proposed that the Accounts to 31<sup>st</sup> December be approved. This was seconded by Cllr Golby and unanimously agreed.

#### **(c) Gas Contract Renewal**

The Clerk had previously circulated a document with all the figures, including multiple quotes from different providers. After some discussion on the basis of the proposed contract, and the history of the broker providing it, Cllr Tarling proposed that the 4 year contract with Scottish and Southern, via LSI Energy Brokers, was accepted. This was seconded by Cllr Golby and unanimously agreed.

**DECISION:** To sign the contract with Scottish and Southern, via LSI Energy, for a 4 year term.

**ACTION:** Clerk to progress this contract with the broker and ensure proper notice was provided to the existing supplier.

#### **(d) Additional bank account**

Further to a previous recommendation by the Clerk and its support by the Finance Working Group, the creation of a second bank account (at no cost to the Council) for the management specifically of s106 funds, was proposed by Cllr Turner and seconded by Cllr Tarling, and unanimously approved.

**ACTION:** The Clerk to arrange this with the authorised bank signatories.

### **PC18/015. Planning and Transport Committee Report**

#### **(a) Committee Meeting 11<sup>th</sup> January 2018**

Draft minutes had been previously circulated and made available on the website. Cllr Tarling delivered a brief verbal summary of the meeting and further reported on subsequent items:

- The NFNPA Planning Committee met on 16th January but there were no Sway applications;
- The full New Forest National Park Authority met on 18th January and discussed a number of issues including Fawley redevelopment, animal accident reduction, the Solent Mitigation Strategy, and the Cycle Event Charter;
- 3 planning applications had been decided and all took account of, or were in alignment with, Sway's recommendations.

**(b) Submission to HALC regarding residual parking as a material planning consideration**

The Hampshire Association of Local Councils is to lobby to include parking provision as a material planning consideration, and requests support with examples of such issues. The Planning and Transport Committee had discussed this and Cllr Seacombe produced a paper which had been circulated to all councillors. Cllr Tarling proposed that the document be approved and submitted on behalf of Sway Parish Council to HALC. Cllr Marchant seconded this and it was unanimously approved.

**ACTION:** Clerk to forward the document to HALC to support their campaign.

**(c) Transport Matters**

Cllr Marchant briefly summarised the recent Community Speedwatch. He noted that the Police are investigating the suggested increase of repeat offenders, which they have indicated may be due to a database anomaly. He also reported 2 incidences with livestock on Pitmore Lane in January.

There would be road closures at Latchmoor bridge overnight on 6<sup>th</sup> and 8<sup>th</sup> February (9pm-5am) and Setley Plain overnight on 7<sup>th</sup> February (9pm-5am).

**(d) NFNPA Local Plan consultation**

The final version of the NFNPA Local Plan is now available for consultation, with an invitation to respond by 5pm on 28<sup>th</sup> February. The Clerk will include this on the agenda for the next Planning and Transport Committee meeting on Thursday 8<sup>th</sup> February to which residents are invited to both attend and give their views.

**PC18/016. Stanford Rise**

Cllr Seacombe presented a paper on expenditure to date, which had previously been circulated. The Wild Play equipment is scheduled to be installed during February, weather dependent. She explained that as part of the Wild Play grant application NFNPA would like to hold back some money from the S106 funds for match funding. NFNPA suggested £5000. The Stanford Rise Task and Finish Group thought this represented good value for money and recommended the Council approve this. Cllr Seacombe therefore proposed that £5000 be contributed from the s106 fund and Cllr Turner seconded. The Council unanimously approved.

**ACTION:** The Clerk to confirm to NFNPA that £5000 should be contributed to the Wild Play area from s106 funds.

Cllr Seacombe went on to explain that the Task and Finish Group are preparing details for a maintenance plan to cover 10 years, for which funds would be drawn down and held in the new bank account.

She noted that volunteers would be planting trees at Stanford Rise on Saturday 27<sup>th</sup> January at 2pm, and anyone was welcome to come along.

**PC18/017. Jubilee Field Pavilion**

No update was received.

**PC18/018. Sway Village Hall**

Cllr Thomas noted that the change to a charitable organisation was still in progress.

He mentioned a number of forthcoming events, including “Secret Sway” – a chance for Sway business owners without shop fronts to showcase their wares and advertise their businesses. He encouraged residents to attend on Saturday 3<sup>rd</sup> March between 11am-3pm.

The Cinema project is moving forwards now that fundraising has successfully reach target, with the first viewing planned for late summer / early autumn.

Next meeting of the Village Hall Committee would be Monday 19<sup>th</sup> February and the AGM would take place on Monday 12<sup>th</sup> March.

**PC18/019. Youth Centre**

No update was received.

**PC18/020. Items for the Next Agenda**

The Clerk suggested that the Junior Parish Council be added, to include progress to date and examples of other successes.

**PC18/021. Any Other Business**

- Cllr Marchant noted that the deadline for submission to the Parish Council Award Scheme was 19<sup>th</sup> April and that nominations should now start to be considered.
- It was noted that a parking ticket had been issued to a resident in Jubilee Court where double yellow lines were situated. A number of councillors had reviewed.
- A reminder was given that the Volunteers Fair would take place at Lyndhurst Community Centre on Sunday 28<sup>th</sup> January.
- Cllr Seacombe expressed concern at some flood water across the road at Church Lane and felt that this needed follow up with the resident that reported it.
- Cllr Golby confirmed that a donation had been made by SWAG, towards the accessibility ramps to be installed at Jubilee Pavilion.
- The Clerk had been sent an invitation for the Councillors to attend a free session at Testwood Lakes Education Centre in Totton on the morning of Thursday 1<sup>st</sup> March, concerning invasive, non-native plants. Any members wishing to attend should obtain details of registering from the Clerk before mid-February.

**PC18/022. Date of Next Meeting**

The Chairman confirmed that, as advertised, the next meeting will be on Thursday 22<sup>nd</sup> February 2018, in Jubilee Field Pavilion starting at 19:30.

The Chairman thanked everyone for attending, and the meeting closed at 21:35.

Signed ..... Date.....