



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

Present:

Cllr Stephen Tarling, Chairman
Cllr Barry Rickman
Cllr Graham Turner
Cllr Len Thomas
Cllr Hugh Marchant
Katie Walding, Clerk & RFO

Cllr Kevin Cripps, Vice Chairman
Cllr David Golby
Cllr Melanie Seacombe
Cllr John Warden
Cllr Peter Dance

In attendance:

Sway News and 4 members of the public (MotPs)

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

18/170. Apologies

Received and accepted from Cllr Pepper.

18/171. Declarations of Interest

None specific to the agenda.

18/172. Minutes of the previous Meeting and matters arising

Draft minutes of the meeting held on 23rd August had been previously circulated and published. Members who had been present at that meeting unanimously approved the minutes as an accurate record – with one typographical correction - and they were signed by the Chairman.

18/173. Chairman's Report

The Chairman noted that the Caretaker was retiring after working in the role for a number of years, and wished him well. He reported that interim arrangements had been made to cover the Pavilion cleaning, a rota set up for the bins and items of maintenance works to be carried out by local tradespeople and the HR Working Group would report further on this later on.

Sean Marsh (who had recently presented the Forest Fringe conservation project to Council) had offered to lead a walk along the forest fringe at Sway. This had now been arranged and would take place on Saturday 13th October, starting at 10am from the Boundway carpark and ending approximately 3 miles later at Shirley Holms carpark. Those wishing to register should contact the Clerk.

Cllr Tarling went on to report that he had received plentiful feedback from residents over the lack of any police response to various matters of vandalism, theft etc. He noted that the residents of Sway (through their Council Tax) pay more than £300,000 a year towards the Police and many are asking what we get for that money.

The Chair of the Village Hall had drafted a letter to the Police and Crime Commissioner



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

which would be sent by the Clerk; it would be copied to Cllr. Rickman as our District Councillor and the leader of the NFDC, who would take this up with the PCC. He went on to confirm that the Parish Council intended inviting a local Police Officer to come to a future meeting to discuss the issues.

Finally, he reminded members that the Junior Parish Council would be meeting on Saturday 29th September at 11:30am in the Pavilion and that all were welcome.

18/174. Clerk's Report and Correspondence

The Clerk confirmed that the annual tree survey had just been completed by the Corporate Tree Officer at NFDC and a report would be circulated once it had been written up and sent. As last year, it would quantify the work into high, medium and low priority.

In regard to the playground surfacing, discussions continued as to how best to proceed with remedial work or alternative solutions to try and mitigate the problems with the safety surface edging.

Royal Mail had confirmed that they would assess the need to replace the stolen post box by the Sway Allotments, based on their requirement to provide a box within ½ a mile of 99% of residences. It could take up to 12 weeks to let us know the outcome of that assessment. The Clerk had reiterated the importance of this location for residents on that side of the parish.

Network Rail had closed the case regarding the condition of the bridge between platforms 1 and 2. Following a site visit, and despite its aesthetic appearance, their engineers had reported that the bridge was structurally sound and so no further action would be taken.

18/175. District Council Report

Cllr Rickman noted that he had recently met with the Police Commissioner and mentioned the concerns of the parish in general terms, with an intention to return to this matter later. NFDC had been focused on smarter working; reviewing and streamlining IT, hotdesking and more. The Tax and Benefits section would be relocating to Appletree Court.

With Remembrance Day in next month's calendar, Cllr Rickman reported that NFDC were planning a large commemorative event which would take place on Monday 12th November as they were aware that many events would take place locally on Sunday 11th. He stated that the NFDC website already included a map of the location of Silent Soldiers in the District.

The Cabinet were busy undertaking reviews of the various Service Level Agreements with NFNPA.

Finally, Cllr Rickman noted that a consultation was currently open to look at the proposed creation of a new Combined Fire Authority for Hampshire, Isle of Wight, Portsmouth and Southampton. He recommended reviewing the proposal and its benefits and submitting comments. The details were all available at: <https://www.hantsfire.gov.uk/about-us/who-we-are/hampshire-fire-and-rescue-authority/consultation/>



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

18/176. County Council Report

Cllr Mans started by endorsing the comments made in regard to calculating and reporting the contribution made by Sway towards the Police budget; he also noted that they also received a direct grant from Government. He planned to suggest the same idea to his other parishes.

ACTION: The Clerk to send Cllr Mans a copy of the letter to the Police Commissioner

Following the recent cabinet meeting, Cllr Mans was able to report that so far HCC were on track with the projected savings in budget needed. The two main statutory delegated services are elderly social care and social services for children. The funding came from central Government and was previously ringfenced, however now the total pot had reduced whilst the costs had increased. He went on to explain that as a result, parts of the discretionary spend from roads, buses, etc has to be diverted to make up the shortfall. He commented that he felt there was a need for a better arrangement to reduce the gap between free service of NHS and means tested services for the elderly, whilst continuing to cut community services. The Totton flyover issue recently reported in the news and causing the closing of the M27 required an additional spend of £25M. Cllr Mans suggested that Government must get the message that services are harder to provide, and either allow HCC to increase taxes or provide the funds to cover the actual cost of statutory services.

Cllr Mans noted that it was the time of year for grit bins to be replenished. It was noted that the bin on Manchester by the bridge frequently flooded and this caused seepage of salty water down the side of the road; it needs either re-siting or elevating.

ACTION: The Clerk to submit a list of grit bins with issues to HCC.

Cllr Mans noted that he has funds available in his devolved budget and would be happy to contribute up to £500 towards the Silent Soldier campaign which would be considered under a later agenda item.

Finally, Cllr Warden asked Cllr Mans could help to support the extension of the Cango bus service beyond 31st March 2019 and Cllr Mans said that he would do all he can.

ACTION: The Clerk to write to Cllr Mans to ask for his help in getting the Cango bus service extended beyond March 2019.

18/177. General Power of Competence

A paper had previously been circulated by the Clerk, following her completion of the CiLCA qualification, explaining that the Council was eligible to adopt the General Power of Competence and what benefits it could bring.

DECISION: To adopt the General Power of Competence. Proposed by Cllr Tarling, seconded by Cllr Marchant and voted unanimously in favour.



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

18/178. Finance

a) Payment Schedule for September

This had been published and circulated previously.

DECISION: Cllr Cripps proposed and Cllr Dance seconded that the Payment Schedule be approved and members unanimously agreed.

b) Bank Reconciliation to 31st August

This had been published and circulated previously.

DECISION: Cllr Cripps proposed and Cllr Turner seconded that the Bank Reconciliation be approved, and members unanimously agreed.

The Clerk also noted that the second 50% Precept payment had now been credited to the bank account.

18/179. Grant Applications

a) Citizen's Advice, New Forest

The Clerk had received and previously circulated an application for grant funding from the New Forest branch of Citizen's Advice.

DECISION: Cllr Turner proposed, and Cllr Marchant seconded the granting of £150 funds to Citizen's Advice, New Forest. This was approved unanimously.

b) New Forest Disability

The Clerk had received and previously circulated an application for grant funding from New Forest Disability, towards the installation of a lift at their New Milton office.

DECISION: Cllr Golby proposed and was seconded by Cllr Warden, the granting of funds to New Forest Disability. This was approved by a majority (9 in favour, 1 abstention).

NOTE: it should be noted that no specific award amount was requested and as a result this will return to the Agenda in October for an amount to be agreed by Council.

18/180. Finance Working Group (FWG)

No meeting had been held, so there was no report.

18/181. Planning and Transport Committee (PaTC)

a) Committee Meeting 13th September

Draft minutes had been circulated and published online. Cllr Marchant gave an update on items since.



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

Shirley Holms had reopened several days early, on Friday the previous week. Cllr Marchant explained that when the Council had originally written to the CEO of SGN with their concerns following the emergency works, SGN had opened a high-level enquiry. This had remained open throughout the planning and execution of the Pitmore Lane closure in the summer and they were now seeking an update from Sway.

ACTION: The Clerk to follow up to the CEO with confirmation of Sway's satisfaction with the project planning and delivery and congratulations to the team on a job well done.

Cllr Marchant went on to summarise the following outcomes:

- 18/00596 2 Red Cottages, Middle Road, Tiptoe – granted subject to conditions
- 18/00664 Switchells, Birchy Hill, Sway – Prior App not required
- 18/00548 Land to rear of 1&2 Shelleys Cottages, Manchester Road – refused
Sway PC, Cllr Rickman, and a resident had spoken in objection to this application at the NFNPA Planning Committee meeting.
- 18/00493 Beverley, Brighton Road – granted subject to conditions
Despite a comprehensive statement of objection from Sway PC and other residents, along with the strong support from Cllr Rickman, the NFNPA Planning Committee granted permission.

The Strategic Sites Master Plan Consultation document drafted by Cllr Warden had been shared with the Committee members. Cllr Marchant asked for any comments or amendments.

ACTION: The Clerk to submit the agreed draft in time for the 29th September deadline.

b) Transport Matters

Cllr Marchant gave a summary of July activities from the Community SpeedWatch team. August's report had not yet been received.

He also confirmed that plans for the flashing Speed Limit Reminder were progressing well, with the next actions being to organise the volunteers and order the unit.

The recent Wiggle cycling event had not complied with the guidelines as well as it could have. Poor marshalling at significant junctions is still a big issue. There were another two events the following weekend; one would clash with a drift on Sunday morning and members expressed surprise that the drift calendar was clearly not consulted when dates and locations were being considered.

Cllr Marchant noted that the NFNPA Draft Local Plan Hearings schedule had been published. As requested, Sway were invited to speak at 8 of 14 matters listed.



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

ACTION: The Clerk to add the NFNPA Draft Local Plan Hearings to the PaTC agenda for October.

Cllr Turner noted that at the junction between Mead End Road and Station Road / Brighton Road, vehicles turning left onto Brighton Road don't stop and check for walkers. He asked that the PaTC consider requesting a change from the current Give Way junction to a Stop junction.

Cllr Rickman reminded members that approximately 25 years ago an application had been made to add a pavement to Brighton Road. He questioned whether that possibility should be raised again. Discussion continued around the possibility of a pavement area just on the corner of Mead End Road so that pedestrians could cross safely and visibility would be vastly improved.

ACTION: The Clerk to add to the PaTC agenda for October.

18/182. Jubilee Field User Group

Cllr Fleat had attended but was not present to give an update.

18/183. Open Spaces and Facilities Working Group (OS&FWG)

a) Storage shed at Jubilee Field

A number of options had been circulated previously.

DECISION: Cllr Cripps proposed the Tiger Workman shed (20'x10') at £1454.99 with no windows. This was seconded by Cllr Golby and approved unanimously.

ACTION: The Clerk to request help in erecting the shed from the Jubilee Field User Group or otherwise to include the installation costs of £400 with the order.

b) Certificate of Lawful Development (CLD)

OS&FWG recommended that a CLD be applied for, in respect of the proposed shed.

DECISION: Cllr Tarling proposed that the Council approve the submission of an application for CLD. This was seconded by Cllr Golby and approved unanimously.

c) Blinds in the Pavilion Hall

The Clerk had previously circulated pricing for white, blackout blinds on all the windows in the hall (but not the emergency doors) and had included an estimate for installing them.

DECISION: Cllr Cripps proposed that blinds be ordered from Blinds Direct at an estimated total of £401.78. This was seconded by Cllr Rickman and approved unanimously.

d) Social Media Policy



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

The Clerk explained that the review of policies became the remit of the OS&FWG after the Information Working Group was ceased. She had previously circulated draft wording for both item d) Social Media Policy and item e) Vexatious Complainants Policy. Cllr Tarling suggested one amendment to paragraph 3.4 which was agreed by all.

DECISION: Cllr Cripps proposed, and was seconded by Cllr Tarling, that the Social Media Policy be adopted by the Council. This was approved unanimously.

e) Vexatious Complainants Policy

No changes were suggested.

DECISION: Cllr Cripps proposed, and was seconded by Cllr Seacombe, that the Vexatious Complainants Policy be adopted by the Council. This was approved unanimously.

18/184. HR Working Group

Cllr Golby reported back on the meeting of 6th September.

Appraisal / Performance review.

This process needed formalising and the HRWG had concluded – after some research – that the SLCC method should be adopted. Documentation was available to support members and officers. The HRWG recommended that the review be carried out by the line manager, but with input collated from other members. This should – as per contractual terms – be carried out annually.

This year, the appraisal would be led by Cllr Tarling (for the Clerk). Cllr Tarling confirmed that the Clerk's review had been set for 10th October; Cllr Golby would circulate a document based in the SLCC methodology for members to input feedback in advance of that date. A report would be made back to members *in camera*, at the meeting in November.

Salary Review

Cllr Golby noted that it was normal practice to separate any appraisal from a salary review. The HRWG recommended that salary reviews are awarded in April annually, and that they should review and recommend *in camera* to members at the December meeting. This would enable the FWG to include any calculations in budget/precept proposals. This was once again recommended to be carried out annually.

DECISION: Cllr Golby proposed that the above methods and timings for both performance and salary reviews be adopted and this was seconded by Cllr Cripps and approved unanimously.

Sickness and Sick Pay

A review of the Council's policies in this regard had been discussed. The current provision is full pay for 5 months, half pay for the following 5 months and then statutory sick pay. It was felt that this was a hefty price tag for such a small precept to support, given that temporary or contracted-out provisions would have to be made. The HRWG was not proposing to make



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

changes to existing contracts but rather to review the conditions for future employees.

The HRWG joined the Chairman in wishing the caretaker a long and happy retirement.

The HRWG had debated, and was not currently convinced that it would support, an employment role being advertised at this time. Rather, they recommended that they work with OS&FWG to jointly investigate contracting out duties such as cleaning and maintenance jobs.

Cllr Cripps noted that OS&FWG had independently come to the same conclusion and this would be progressed over the coming weeks, with some input from the Clerk. Cllr Rickman stated that he also felt that this was the right way to proceed.

ACTION: HRWG and OS&FWG to consider longer term options and report back in October.

18/185. Remembrance Day Preparations

a) Silent Soldier Campaign

The Clerk had circulated the costs and designs for the silent soldiers. Discussion centred around which designs to choose and the location for each one. MotPs gave their opinions. Given the generous donation offered by Cllr Mans, it was noted that more than one could now be purchased.

DECISION: Cllr Golby proposed that: three silent soldiers be purchased; one Tommy to include an inscription plaque; one nurse; and one airman. The Tommy would be placed at Jubilee Field, the nurse by the Jubilee Oak (top of Church Lane) and airman by the cemetery on Brighton Road. This was seconded by Cllr Tarling and approved unanimously.

b) Knitted poppies

A group of Sway residents had written to ask the permission of the Council to place a string of handmade poppies around the trunk of the Jubilee Oak as part of the remembrance commemorations. They also planned to put others up around the village.

DECISION: Cllr Cripps propose that permission be granted. Cllr Turner seconded the proposal and it was approved unanimously.

c) Road closure

The Clerk sought approval to apply for a road closure to take place on the 11th November, between 10.30 and 12 noon to ensure no traffic disturbance during the service which would take place at the memorial. This had been done each year previously and was granted.

18/186. Sway Parish Council Awards

Cllr Marchant noted that the dates needed to be set for the 2019 awards. The Parish



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

Assembly (where presentations would be made) was scheduled for 4th April 2019, and so the Council needed to make its final selections at the 28th February meeting, leaving enough time for production of the awards. This meant that award nominations should have a deadline for submission of Thursday 21st February 2019 and this was approved unanimously.

18/187. Stanford Rise Green (SRG)

The Clerk confirmed that the hedge at the back of SRG was now confirmed to be cut back on Thursday 11th October and that some minor repairs and maintenance jobs around the site, including cleaning and treating the picnic benches, had been completed. Options were being considered for the boundary fencing which was being repeatedly damaged by children clambering over it rather than using the gate.

Following a site meeting with the NFNPA Projects Officer and Cllr Golby on 26th September there was mixed news. The carved wooden snake had still not been completed and the Officer was now looking at alternative arrangements. Cllr Golby and the Clerk expressed concern at this continued delay and relayed the disappointment of both the Council and Sway residents.

It was noted that the mulch needs topping up around the existing installations, there was still material onsite that could be used. Both bug hotels were now built and installed by the two pre-school groups. She reported no progress on the signage.

(Cllr Cripps left the meeting)

Cllr Seacombe reported that a fitness boot camp was running sessions regularly at SRG and the Clerk stated that this was without the Council's knowledge. It was agreed that this should be reviewed in order to ensure that the Council was not liable or exposed as a result.

ACTION: Cllr Rickman asked the Clerk to send details to him and that they would follow up and report back to Council.

18/188. Sway Village Hall

The cinema pre-launch would take place the following weekend with two free showings. Friday 5th October would see the official opening with a VIP. The Steering Group had worked incredibly hard and achieved great things and there were now 25 volunteers trained in the operation of the cinema. The schedule would be planned in conjunction with other local cinemas to try and remove the risk of clashes. Dates, film choices and booking options could all be accessed via the Sway Village Hall website.

Cllr Turner, as Chair of the Village Hall Committee noted that fundraising for the cinema project and the roof repairs had been very successful and he offered thanks to all residents that contributed time, effort and donations to make it possible. The Committee was now looking at a long-term maintenance plan to reduce risk in the future.

18/189. Youth Centre

Cllr Thomas reported that a meeting had recently taken place. Maintenance works were



Minutes of the Meeting of the Council held on Thursday 27th September 2018, at the Jubilee Field Pavilion

being carried out. It was likely that there may be a grant application in due course, towards the installation of an all-weather table tennis table.

18/190. Other Matters for Discussion

- It was noted that as the dark evenings were here again, some of the hall strip lights were out and needed replacing.
- The emergency exit door was also in need of attention as it difficult to open.
- It had been reported that during the recent rainfall the gutters were leaking and/or overflowing and needed attention.
- MotPs had reported a number of power cuts around the village and there had been a fire at the power transformer on lines at Setthorns Road opposite the phone box. The Fire Brigade had attended and the Clerk reported that there was no significant damage done other than to the transformer itself.

18/191. Items for the Next Agenda

ClIr Dance requested that the arrangements for the 11th November remembrance service be added to the agenda.

18/192. Date of Next Meeting

The next meeting of the council was confirmed as Thursday 25th October 2018.

With all business concluded, the meeting closed at 21:43 pm.

SIGNED:.....DATE:.....