



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE
01590 718116
clerk@sway-pc.gov.uk

All members of Sway Parish Council are hereby summoned to attend a meeting **at the Jubilee Field Pavilion, Station Road, Sway, SO41 6BE on Thursday 20th December 2018** commencing at **7.30pm** for the transaction of the business below.

KWalding

Katie Walding
Clerk & RFO

Public participation

The Chairman may at his discretion, and at a convenient time in the transaction of business, invite members of the public to speak in relation to the business to be transacted at the meeting. Anyone wishing to speak is invited to contact the Clerk prior to the start of the meeting (preferably by 12.00 noon on the day of the meeting) and advise the subject on which they wish to speak.

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the previous Meeting and matters arising** – to approve the Minutes from the meeting held on Thursday 22nd November 2018
4. **Chairman's Report**
5. **County Council Report** – Cllr Mans
6. **District Council Report** – Cllr Rickman
7. **Clerk's Report and Correspondence**
8. **Finance:**
 - a) **Payment Schedule** – to approve for December 2018
 - b) **Bank Reconciliation** – to approve for November 2018
 - c) **Final Draft Budget** – to consider and approve
 - d) **Precept Request for 2019/20** – to consider and approve
9. **Open Spaces and Facilities Working Group (OS&FWG)**
 - a) **Playground working party** – to receive an update
 - b) **Stanford Rise Green** – to consider points raised in the Clerk's report
10. **Planning and Transport Committee (PaTC)**
 - a) **Committee Meeting 13th December** – to receive report of the meeting and any updates
 - b) **Transport Matters** – to include a report from Community SpeedWatch

11. Sway Village Hall – to receive an update

12. Youth Centre – to receive an update

13. Other matters for discussion – from Councillors and/or the public

14. Items for the Next Agenda

15. Date of Next Meeting – Thursday 24th January 2018

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK

Sway Parish Council

Bank Reconciliation to be presented to Council on

Thursday 20th December

BALANCES AS AT: 30/11/2018

Balance Lloyds Treasurers Account 01244326	£102,291.48
Less unrepresented cheques / unprocessed payments	-£30.00
Balance Total	£102,261.48
Balance Lloyds s106 Funds Account 33264360	£23,200.45
Balance All Reserves	<u>£125,461.93</u> (A)

Available Funds

s106 Funds Acct Bank Statement balance b/f at 31/03/2018	£13,365.45
Treasurers Acct Bank Statement balance b/f at 31/03/2018	£77,066.06
Unpresented payments at 31/03/2018	-£1,448.62
Total Receipts 2018/19 (from Income Sheet)	£92,848.74
Total Payments 2018/19 (from Expenditure sheet)	-£56,369.70
Cashbook Total	<u>£125,461.93</u> (B)
Check for difference	£-00 (A-B)

Signed:

Date:

Signed:

Date:

Budget 18/19

AMENITY	CODE		
Council	20,287 Payroll	20,287	
Pavilion	1,236 Costs	1,236 Consumables	
Pavilion	5,176 Costs	5,176 Maintenance	
Pavilion	4,731 Utilities	2,000 Gas	
		2,331 Electric	
		400 Water	
Cricket Pavilion	970 Utilities	120 Electric	
		250 Water	
		600 Sewerage	
Memorial Grd	250 Utilities	250 Water	
Playground	1,725 Costs	325 Consumables	
		1,400 Maintenance	
Jubilee Field	5,000 Costs	5,000 Grounds	
Stanford Rise	150 Costs	150 Maintenance	
Cricket Pavilion	600 Costs	600 Maintenance	
Senior Football	3,502 Costs	3,502 Maintenance	
Junior Football	1,000 Costs	1,000 Maintenance	
Cricket	1,000 Costs	1,000 Maintenance	
Tennis	500 Costs	500 Maintenance	
Tractor	850 Costs	550 Maintenance	
		300 Consumables	
Memorial Ground	275 Other	275	
Allotments	2,800 Other	300	
		400 Water	
		2,100 Maintenance	
Council	745 Office	745 Audit	
Council	726 Office	726 Subscriptions	
Council	100 Office	100 Subscriptions	
Council	2,500 Office	1,000 Stationery	
		250 Postage	
		900 Office & Gen Admin	
		350 Telephone	
Council	500 Costs	500 Consumables	
Council	2,000 Awards	2,000 Cango	
Council	2,000 Awards	2,000 s137 Grants	
Council	2,000 Awards	2,000 s137 Grants	
Council	2,560 Office	2,560 Insurance	
Trees	1,950 Costs	1,950 Maintenance	
Council	650 Office	650 Training	
VAT	4,000 Other	4,000 VAT	
Council	2,500 Awards	2,500 Projects	
Council	3,090 Other	3,090	
		75,373	75,373

Budget 2019/20

AMENITY	CODE		
Council	16,680 Payroll	16,680	
Pavilion	750 Costs	750 Consumables	
Pavilion	12,000 Costs	5,000 Maintenance	
		7,000 Cleaning	
Pavilion	6,350 Utilities	2,500 Gas	
		3,000 Electric	
		400 Water	
		450 Waste Water	
Cricket Pavilion	1,280 Utilities	180 Electric	
		250 Water	
		600 Waste Water	
		250 Maintenance	
Memorial Grd	300 Utilities	50 Water	
		250 Rent	
Playground	2,075 Costs	250 Consumables	
		1,750 Maintenance	
		75 Inspection	
Jubilee Field	6,500 Costs	6,500 Grounds	
Stanford Rise	575 Costs	0 Grounds	
		75 Inspection	
		350 Consumables	
		150 Maintenance	
Senior Football	3,500 Costs	3,500 Maintenance	
Junior Football	750 Costs	750 Maintenance	
Cricket	750 Costs	750 Maintenance	
Tennis	250 Costs	250 Maintenance	
Tractor	1,200 Costs	550 Maintenance	
		300 Consumables	
		350 Insurance	
Allotments	3,700 Other	300 Rent	
		400 Water	
		3,000 Maintenance	
Trees	2,500 Costs	2,500 Maintenance	
Council	17,185 Office	725 Audit	
Council	Office	1,090 Subscriptions	
Council	Office	3,000 Elections	
Council	Office	1,000 Stationery	
		150 Postage	
		500 Office & Gen Admin	
Council	Office	3,500 Insurance	
Council	Office	1,300 Training	
		420 Telephone	
Council	Awards	2,000 Cango	
Council	Awards	2,000 s137 Grants	
Council	Awards	1,500 Projects	
		76,345	76,345

2019/20 Draft Budget (v5, 04/12/18)

BUDGET BREAKDOWN TYPE/CODE			
SPC	Council	33,865	
JF	Jubilee Field	6,500	
ALLOT	Allotments	3,700	
CPAV	Cricket Pavilion	1,280	
CRI	Cricket	750	
JFB	Junior Football	750	
MEM	Memorial Ground	300	
PAV	Pavilion	19,100	
PLAY	Playground	2,075	
SFB	Senior Football	3,500	
SRISE	Stanford Rise	575	
TEN	Tennis	250	
TRAC	Tractor	1,200	
TREE	Trees	2,500	
CIVIC	Civic Fund	250	
BOX	Phone Box	324	
JPC	Junior Parish Council	250	
WAR	War Memorial	0	
		76,345	
	PAYROLL		16,680
SAL	Salaries	15100	
PEN	Pension	272	
PAYE	PAYE	924	
PSEER	Payroll services	384	
	OFFICE		11615
STAT	Stationery	1,000	
POST	Postage	150	
GEN	Office & Gen Admin	500	
INS	Insurance	3,850	
AUD	Audit	725	
TRA	Training	1,300	
SUB	Subscriptions	1,090	
ELECT	Elections	3,000	
	UTILITIES		8,250
GAS	Gas	2,500	
ELEC	Electricity	3,180	
WAT	Water	1,100	
SEW	Waste Water	1,050	
TEL	Telephone	420	
	COSTS		33,750
CON	Consumables	1,650	
MAINT	Maintenance	25,450	
INSP	Inspections	150	
GRD	Grounds	6,500	
	AWARDS		5500
s137	s137 Grants	2,000	
CAN	Cango	2,000	
PRO	Projects	1,500	
OTH	OTHER	550	
		76,345	

Sway Parish Council
Proposed 2019/20 Budget

v5, 5 December 2018

INCOME	Budget 17/18	Actual 17/18	Budget 18/19	YTD 18/19	Budget %
Precept Payment	59949	59949	61747	61747	100%
Allotment Rental	2080	2078	2180	2083	96%
Pavilion Hire	2600	8495	5000	2831	57%
Club Rents	4648	4622	4787	3626	76%
Clubs (Other)		302	0	0	0%
Red Diesel Reimbursement	400	367	320	242	76%
Electric Reimbursement	0	0	0	0	0%
Grant/Donation	0	4527	0	3710	0%
Other	2000	11	100	460	460%
s106 Drawdown	0	12160	0	10000	10000%
Total	71677	92510	74134	84699	

INCOME	Budget 2019/20
Precept Payment	
Allotment Rental	2,200
Pavilion Hire	5,000
Club Rents	4,954
Clubs (Other)	0
Red Diesel Reimbursement	350
Electric Reimbursement	0
Grant/Donation	0
Other	100
s106 Drawdown	0
Total	12,604

EXPENDITURE BY AMENITY	Budget 17/18	Actual 17/18	Budget 18/19	YTD 18/19	Budget %
AMENITIES TYPE					
Council			39658	16936	43%
Jubilee Field			5000	4214	84%
Allotments	1800	1060	2800	621	22%
Cricket Pavilion	600		1570	359	23%
Cricket	1000	638	1000	0	0%
Junior Football	1000	638	1000	0	0%
Memorial Ground	250		525	1264	241%
Pavilion			11143	8218	74%
Playground	2000	800	1725	2080	121%
Senior Football	3400	3270	3502	2850	81%
Stanford Rise		38634	150	165	110%
Tennis	500		500	35	7%
Tractor	850	1113	850	595	70%
Trees	1500	4104	1950	650	33%
War Memorial			0	4041	
Civic Fund			0		
Phone Box			500	76	15%
Junior Parish Council			0		
Total				42104	

EXPENDITURE BY AMENITY	Budget 19/20
AMENITIES TYPE	
Council	33,865
Jubilee Field	6,500
Allotments	3,700
Cricket Pavilion	1,280
Cricket	750
Junior Football	750
Memorial Ground	300
Pavilion	19,100
Playground	2,075
Senior Football	3,500
Stanford Rise	575
Tennis	250
Tractor	1,200
Trees	2,500
War Memorial	0
Civic Fund	250
Phone Box	324
Junior Parish Council	250
Total	76,345

EXPENDITURE BY CODE	Budget 17/18	Actual 17/18	Budget 18/19	YTD 18/19	Budget %
PAYROLL	18868	18447	20287	11193	55%
Salaries			18600	9522	51%
Pension			124	57	46%
PAYE			1119	1334	119%
Payroll services			444	280	63%
OFFICE			6931	3471	50%
Stationery			1000	672	67%
Postage			250	141	57%
Office & Gen Admin	2700	1580	900	363	40%
Bank Charges				0	
Insurance	3300	2520	2560	326	13%
Audit	745	968	745	588	79%
Training	500	340	650	325	50%
Subscriptions	875	805	826	1056	128%
Elections	0	0	0	0	
UTILITIES	4675	6352	6701	3667	55%
Gas		2317	2000	987	49%
Electricity		2416	2451	1691	69%
Water		686	1300	324	25%
Sewerage		629	600	480	80%
Telephone		303	350	184	53%
COSTS			25289	13122	
Consumables	1200	430	2361	744	31%
Maintenance	5025	6232	17928	7950	44%
Grounds	5000	5386	5000	4428	89%
AWARDS			8500	6631	
s137 Grants	2030	3117	4000	2040	51%
Cango	2000	2000	2000	0	0%
Projects	2500	1	2500	4591	184%
OTHER	3090	212	3665	4020	110%
Total	65408	98948	71373	42104	

EXPENDITURE BY CODE	Budget 19/20
PAYROLL	16,680
Salaries	15,100
Pension	272
PAYE	924
Payroll services	384
OFFICE	11,615
Stationery	1,000
Postage	150
Office & Gen Admin	500
Insurance	3,850
Audit	725
Training	1,300
Subscriptions	1,090
Elections	3,000
UTILITIES	8,250
Gas	2,500
Electricity	3,180
Water	1,100
Waste Water	1,050
Telephone	420
COSTS	33,750
Consumables	1,650
Maintenance	25,450
Inspections	150
Grounds	6,500
AWARDS	5,500
s137 Grants	2,000
Cango	2,000
Projects	1,500
RENTS	550
Total	76,345

Sway Parish Council 2019/20 Budgets

Recommendation of FWG to Council, 20 December 2018

1. That Sway Parish Council set an expenditure budget of £76,345 in 2019/20.
2. That Sway Parish Council set an income budget of £79,049 in 2019/20.
3. That Sway Parish Council set a Precept of £66,399 in 2019/20.
4. That Sway Parish Council ear-marks £5,000 of reserves for future maintenance & improvements to the Play Area.
5. That the General Reserve is capped at 100% of the Precept and that any future increase in overall reserves is a result of planned and therefore ear-marked projects.

Background

The Finance working group have spent the last two months with the help of the Clerk preparing the budgets and Precept for 2019/20. The 2018/19 Precept of £36.30 per annum (per Band D entire household) is half that on the entire NFDC area. Our best comparators are civil parishes of the same size with defined villages. In 2018/19 the figure for Brockenhurst was set at £42.29 and that of Lyndhurst, £55.46.

2019/20 is likely to bring increased expenditure with a lot of maintenance work on the pavilion, upgraded lighting, gutting work, legionella work, refurbishment of changing room 2, possible carpet replacement etc, etc. Plans are already being made to renew, replace or upgrade play area equipment and possibly to enlarge the area itself. Some of the additional expenditure will be necessary to ensure there is no risk of loss of income to the Council from user groups. In addition, the Council needs to continue to maintain Jubilee Field and Stanford Rise to meet its obligations to all users, wishes to continue to support the valuable service CANGO provides and to provide grants to local groups.

The Retail Price Index of inflation currently sits at 3.3% as 14 November 2018.

The Council should also consider the impact of any increase in Precept on the residents of Sway particularly the poorer members of our community. Any increase in taxation, however relatively small, will have a greater impact on these people than on the wealthier residents. The Council should be mindful of the cumulative effects of increases' that are likely from the other public sector bodies, e.g. District Council, County Council, Fire & Police Service etc.

The FWG considers that General Reserves are now on or about an adequate level and that there is now no longer a requirement to build them any higher. Any future increase in reserves is only required if there is a specific, identified project with a realistic chance of implementation. That increase in reserve should be clearly 'ear-marked' and should be re-evaluated annually as per the Councils Reserves Policy.

Taking these factors into account, it was the unanimous decision of the FWG to recommend an expenditure budget of £76,345 (2018/19 £71,373), part of the increase to be funded by an increase in the Precept to £66,399 (2018/19 £61,747) an increase of £2.55 per annum (per Band D entire household) or 7%.

Cllr Kevin Cripps - Chair, Finance Working Group



Sway Parish Council

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December 2018

Stanford Rise Green – an update

1. Wild Play Installation

Following the resolution in October, I advised the Projects Officer at NFNPA that we would not wish to add any further items and it was agreed that the remaining wood could be cleared (does anyone want to help themselves to what is left?). Volunteers helped to disperse nearly half of the remaining mulch, topping up the existing mulch where needed. Some of the mulch remains but much of the ground is now clear and should start to recover.

2. Fencing

As instructed I obtained quotes for the front fence boundary to the site, and referred this back to the OS&F. It was not felt that this was a high priority but should remain a medium term objective due to the poor quality of the current fencing, with some posts rotten and the wire mesh very basically repaired where it has been cut/split open. Future plans concerning the village hall could impact the front boundary and this should be factored in to any planned updates. The damage appears to be caused by children climbing the boundary instead of using the pedestrian gate. An alternative and very low cost option would be to put a simple stile in, saving the need to damage the fence climbing over it.

3. Pedestrian Gate

This was reported a number of times as very stiff to open and was actually not fitted correctly (some missing bolts). The supplier who installed the gate originally made good the repairs at no cost to the Council.

4. Grounds Maintenance

Due to the ground installations, the grounds maintenance requires more time to complete. The grounds contractor has allowed for the additional time in the costs you approved for 2019 and a proportion those costs will be reimbursed to the Council bank account from the (previously drawn down) maintenance fund for SRG. This will be £800 for the year 2019/20.

5. Friends of...

The previously appointed chair of the group has now resigned due to lack of time. There is no formal committee and no one else has so far offered to take over the role. We will continue to manage centrally and ask the community for volunteers when there is a specific job to do. Recently a number of residents volunteered to help plant bulbs (which were donated) and disperse the mulch, which was much appreciated.

6. Play Inspection

The Inspector is coming to do a 'final' inspection on 17th December and will submit a report as previously. Most of the minor items on his list in May have already been resolved. The NFNPA have organised and paid for this inspection, but I am waiting for clarification on who will be responsible going forwards; I imagine it will be the Parish Council and therefore have budgeted for an inspection in the next financial year.



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December 2018

7. Opening Event

We have spoken before about the long awaited official opening. The Projects Officer and I have been unable to agree a suggested date so far; I felt it was important to get the timing right with Easter and the school holidays and also the Village Hall, with whom we hope to tie the event to enable refreshments, use of loo facilities and indoor space in the event of a downpour. Cllr Turner also mentioned the possibility of a spring fair which could perhaps be held simultaneously to provide a bigger attraction for our residents. I suggested some dates initially which the NFNPA Officer cannot attend, and her list of availability around Easter is pretty short. I'm really keen that of course this should happen whilst the current Council is still in situ. I believe it is important that as many Councillors are available and present as possible - and especially the members of the original Task & Finish group - since you all made it happen. If the best date for the Council does not suit the Projects Officer personally then hopefully she will be able to get another NFNPA officer to represent on the day. It would seem that the best options are: Sunday 31st March (British Summer Time begins and it is also Mother's Day so these could provide a theme), the weekend of 6/7 April to tie in with the start of the Easter school holidays, or Easter Saturday, 20th April. It would be good to settle on a date ASAP so that plans can start to be made.

8. Signage

Despite being promised the signage, I was recently informed that it will not be commissioned until after the completion of the next project/site. Given that Holbury opened in April this year and is still waiting for theirs, and our project overran nearly a year, this could be quite a long time! It may seem odd to have an official opening without a sign to declare it, or an official name on view. I would recommend that the Council considers the option of purchasing its own sign in order to provide an identity for SRG and to ensure that appropriate contact details are clearly available for all visitors. The NFNPA sign could be added later; I already have an idea of what would be included on it so that we could ensure no obvious duplication. We do have budget set aside for the care and maintenance of SRG that could perhaps contribute towards such a cost and can investigate some options if the Council agrees.