



## Minutes of the Meeting of the Council held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion

### Present:

Dawn Bampton (DB)	P	Karen Marshall (KM)	NP	Stephen Tarling (ST)	P
Nicky Bowler (NB)	P	Anthea Merchant (AAM)	P	Len Thomas (LJT)	P
Peter Dance (PD)	P	Alex Pepper (AP)	NP	Lisa Thomas (LAT)	P
Adam Marshall (ADM)	P	Vicky Ryce (VR)	P	James Willis (JW)	NP

*Present (P) Not Present (NP)*

Also present: Katie Walding, Clerk & RFO

In attendance: 5 members of the public (MotPs)

---

The meeting started at 7:00pm with a welcome from the Chairman and a reminder that the meeting would be recorded.

### 19/111. Apologies

Received from Cllrs James Willis, Alex Pepper, Karen Marshall, County Councillor Keith Mans and District Councillor Barry Rickman.

### 19/112. Declarations of Interest

LAT – allotment holder (19/119d). LJT and NB – members of the Tennis Club (19/120e).

### 19/113. Minutes of the previous Meeting and matters arising

The Minutes from the Meeting on 27<sup>th</sup> June 2019 had been previously circulated and published online. Those who were present approved the minutes as an accurate record, and they were signed by the Chairman.

### 19/114. District Council

Cllr Rickman sent his apologies.

### 19/115. County Council

Cllr Mans sent his apologies.

### 19/116. Chairman's Report

ST reviewed a number of community events over the past month which had all been well attended and successful, including the Carnival Fete and Quiz, the official opening of Stanford Rise Green and the Village Day at Bashley.

He went on to give brief summaries, following his attendance at the Southern Policy Think Tank, NFNPA full committee meeting and NFNPA Planning Committee meeting.

Following recent coverage of the night time verge cutting situation, he was pleased to note that a positive outcome had been achieved, thanks to the efforts of Cllr Len Thomas and ex Councillor Hugh Marchant, who had worked hard to ensure that such poor decision making in respect of the rural lanes would not be repeated.



## Minutes of the Meeting of the Council held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion

Following the recent first meeting of the HR Working Group, ST wished to remind members that training opportunities were available and recommended that they review sessions offered by HALC and other relevant bodies.

Following repeated issues with the plumbing in the gents' toilets at the Pavilion, ST reported that a plumber would now be required to fit new parts and pipes and that this work would be carried out under the 'emergency' caveat of the Financial Regulations, with a full report of the required expenditure (likely to be around £300) brought forward to Council at the next meeting.

The Wild flower meadow at Stanford Rise Green bloomed a week or so after the official opening and is looking good. Thanks to all who volunteered their time and effort to creating it – ST asked for the Council's agreement that he write to Simon Hemsley to officially thank him for all his advice, help and support. Members were keen to support this.

Finally, ST noted that the NFNPA Local Plan had been formally signed off earlier the same day. The main changes to the previous draft were the inclusion of the Ashurst hospital site; increased emphasis on development inside the defined villages; and – disappointingly for Sway – a change of wording in respect of affordable housing at Church Lane, effectively downgrading the proposed requirement that **"50% of the dwellings must be provided as affordable housing for local people in housing need;"** and instead, now reading **"The provision of on-site affordable housing for local people in housing need in accordance with the target of 50% affordable housing;"**. He noted that the 400m zone exclusion was maintained in the final version.

As the New Forest Show would take place the following week, ST reminded members that the parish office would be closed and that it would be business as usual from the following Monday, 5<sup>th</sup> August.

### **19/117. Clerk's Report and Correspondence**

**a. Cango Governance Meeting** – The Clerk confirmed that a date had now been secured with all parties and the meeting would take place on Tuesday 24<sup>th</sup> September at 7pm, at the Pavilion. Confirmed attendees included representatives from New Milton Town Council, Hordle Parish Council, the Cango Users' Forum and Sway Parish Council, with County Councillor Fran Carpenter, and hopefully County Councillor Keith Mans also attending.

#### Correspondence:

- A press release about the merger of SWAG and SRISF.
- What's On in Sway – Sway Cinema has been producing this very well received multi-page leaflet every quarter, but needs funding and volunteers if it is to continue in the current format.
- NFDC – notification of a statutory requirement to review the polling districts and polling places within their jurisdiction at least every five years. The last review concluded in 2014 and the current compulsory review needs to be completed by the end of 2019 in order to be in place for elections in 2020. Any changes to polling



## Minutes of the Meeting of the Council held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion

districts and polling places will take effect with the publication of the Electoral Register in December 2019. No changes are proposed for Boldre and Sway.

- New Forest Marathon Sunday 8<sup>th</sup> September, a pre-warning to residents and a request for volunteers.
- A resident's request to plant an oak tree:  
*"We were wondering if we could get permission from the parish council to plant a tree on the green next to Stanford Rise. My daughter planted an acorn from the veteran oak tree by the village hall when she was 4 and has nurtured it ever since. Although it is 11 years old now it is only about 6 feet tall and needs room to grow properly. We would be happy to help her to plant it and to provide whatever protection is appropriate. Also to obviously liaise with the Council re the best planting spot. It would be wonderful if this tree could be planted especially as we have a lot of veteran oaks around the village but few young trees. We also wondered if there is anywhere else that we could plant new trees and hedges, as this is being promoted as helping to mitigate climate change. We might be able to source young trees and plants from the Woodland Trust."*

**ACTION:** The Clerk to add formal consideration to the August meeting agenda, including recommendations on possible locations for the proposed tree.

**ACTION:** The Clerk to notify the resident that the Council would look on the proposal to plant the oak tree at Stanford Rise Green favourably and that the request would go to the Amenities Working Group in the first instance.

**ACTION:** The Amenities Working Group to consider any additional planting opportunities on Council land, e.g. the 'Family Day' planting area at Jubilee Field where larger saplings could possibly be added.

### 19/118. Planning & Transport Committee

Vice Chair, LAT, gave a summary of the meeting held on 11<sup>th</sup> July; draft minutes are available [online](#).

- a. **Rural Lanes Verge Cutting** – LAT noted that this had been resolved positively for residents
- b. **August PaTC Meeting** – this had had to be rescheduled to from 8<sup>th</sup> to 15<sup>th</sup> August in order to be quorate – the Clerk would publicise and notify likely attendees.

### 19/119. Amenities

#### a. Table Tennis Table and Surface

The Clerk summarised the current position: the surface was now paid for and there seemed little redress to be had over the perceived poor quality of the installation. The table had arrived with damage to one half, and the supplier had been asked to replace it. In the meantime, payment had been withheld.



## Minutes of the Meeting of the Council held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion

Members raised the question of whether there was merit in considering moving the table to Jubilee Field as this appeared to be a much safer location (not on a slope and not right next to a busy car park and main road). It was noted that both the Brownies and the Youth Club (now dissolved) had donated towards the table. Discussion considered whether there would be greater footfall and therefore greater usage of the table tennis table, and there would be no need for additional safer surfacing if a location could be found on the hard standing. It was suggested that the manufacturer could be asked if they would deliver the replacement half table straight to a new location and – as a gesture of goodwill – to move the good half of the original table as well, and then take the faulty half away. Alternatively, if there was resistance to replacing the faulty half, then perhaps the entire table should be rejected as not fit for purpose, and a new table could be ordered.

**DECISION:** The Clerk to consult with the Brownies and Youth Centre in regard to moving the table.

### **b. Shed Security**

Following the fitting of an additional, far more robust lock on the shed door, the locksmith had recommended the inclusion of a stand-alone intruder alarm as a further deterrent. The Clerk had obtained a quote and asked that the Council consider the investment.

**DECISION:** LAT proposed and DB seconded that the quote be accepted and the alarm fitted, along with tamper proof screws on all the door hinges. This was unanimously approved.

**ACTION:** The Clerk was advised to seek a deposit from each sports club for a control fob, as each one cost £16.66.

### **c. Intruder and Fire Alarms**

Following a number of issues with the current service provider, the Clerk had obtained quotes from an alternative supplier and recommended that the Council instruct them to take over both alarm systems and provide proper back up and maintenance. There were a number of improvements that would be made to the systems, including full integration to the web-based notification app and upgrade to the CCTV recorder. It was noted that there was no contract to void or payment to be made to the current provider in order to cease the relationship.

**DECISION:** ST proposed and LJT seconded that the Council approve the quotes provided for the takeover of intruder alarm (and associated CCTV recorder) and fire alarm. This was unanimously approved.



## Minutes of the Meeting of the Council held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion

### d. Allotments

The Clerk updated members on recent thefts of tools and the newest mower from the site. She advised that due to the excess on the policy it was not worth claiming from the insurer, but she had reported the theft to the Police and had a crime reference number. She noted that the older mower had been repaired at small cost, and this would be used in the short term. She went on to explain that due to the large areas of grass on the main thoroughfares of the site, she felt that it would be wise to consider arranging to help out volunteers and the committee with the cutting in the short term, and had visited and reviewed the site with the grounds contractor. He had confirmed that it would be possible to do the cutting for between £50 and £80 per visit. It was suggested that the AWG be asked to consider this expense initially as a one-off but perhaps as an ongoing arrangement during the main growing season at the allotment.

**ACTION:** AWG to consider and make a recommendation to the August meeting, along with advice from the Allotments Committee.

Finally, it was noted that the Jubilee Field site bins would be emptied weekly by the cleaning contractor at an additional cost of just £12 per week. Everyone felt this was excellent value for money.

### 19/120. Finance

#### a. Finance Working Group

VR summarised the key points from the first meeting of the FWG who had met on Monday 8<sup>th</sup> July. AP had been elected as the Chair, with VR as Vice Chair. The FWG had reviewed the Q1 budget figures with the Clerk; considered the need for alternative savings/investment solutions in order to reduce funds held at Lloyds Bank to within the £85K protected limit and asked the Clerk to research options and report back; considered the Clerk's wish to use a basic accounts package for the book keeping, which at £60 per annum was felt to be excellent value; noted that the Junior PC fund of £300 would commence from the current financial year, and suggested that draft Terms of Reference be drawn up and put before the Council for its consideration, since the other Working Groups had done the same. The next meeting would take place in October 2019.

#### b. Quarterly Financial Report

This had been circulated by the Clerk and was duly noted.

#### c. Payment Schedule

This had been circulated and published prior to the meeting.

**DECISION:** PD proposed and DB seconded that the Payment Schedule for July be approved, and members unanimously agreed.



## Minutes of the Meeting of the Council held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion

### **d. Bank Reconciliation**

This had been circulated and published prior to the meeting.

**DECISION:** LAT proposed and PD seconded that the Bank Reconciliation for June 2019 be approved, and members unanimously agreed.

### **e. Tennis Club Grant**

The Clerk updated members on the progress since the resolution the previous month. The Tennis Club had obtained a further – and very competitive – quote which the preferred supplier had agreed to match. Full details on materials to be used, and method, had been supplied. Members felt this was an excellent outcome for both the Tennis Club and the Council's funds, and showed the process was not simply a bureaucratic exercise but enabled real value to be obtained on behalf of the public purse.

**ACTION:** The Clerk was asked to confirm the full support of the Council back to the Tennis Club and to thank them for their diligence.

### **f. Legionella Remedial Plumbing Works**

The quotes had been previously circulated and there was a brief discussion on the proposed works.

**DECISION:** PD proposed and LAT seconded that the quote from Contractor 2 be accepted and members unanimously approved.

### **g. Ventilation Works**

Quotes had been circulated and again a short discussion confirmed final details of the works.

**DECISION:** LJT proposed and PD seconded that the quote from Contractor 1 be accepted and this was unanimously approved.

### **h. Storage and Cleaning Cupboard Works**

Following the earmarking of £1000 reserves in the spring, for the building of storage cupboards in the foyer of the Pavilion, the Clerk had obtained quotes which had been circulated.

**DECISION:** ADM proposed and NB seconded that the quote from Contractor 1 be accepted and this was unanimously approved.

### **i. Changing Rooms Deep Clean**

Once the plumbing and ventilation works had been completed, the Council had already identified that a thorough and deep clean of the changing rooms would be required to bring them up to a reasonable standard. Quotes had been circulated.



## Minutes of the Meeting of the Council held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion

There was some discussion about the potential for more regular and professional cleaning of the changing rooms and this would be considered by the AWG and brought forwards, if appropriate, after monitoring cleanliness following the initial cleaning.

**DECISION:** VR proposed and ST seconded that Contractor 1 be commissioned to do the initial deep clean and this was unanimously approved.

Finally, there was some discussion in regard to the process around production of a specification and collection of quotes from contractors and suppliers. It was noted that asking local businesses to quote who didn't subsequently get the work, made them less keen to quote the next time, and this made it increasingly difficult to get quality quotes. The Chairman urged the AWG and FWG to consider whether there was some way to improve the process, without compromising the due diligence required on behalf of the electorate's monies.

### **19/121. Youth Centre**

No meeting had been held.

### **19/122. Village Hall**

The next meeting would take place on 29<sup>th</sup> July.

### **19/123. Other matters for discussion**

- LJ – noted that a summary of the verge cutting issue would be covered in Sway News.
- PD – noted that the new Vicar would be officially welcomed the following week.
- PD – had attended the NFALC AGM the previous week. District Councillor Barry Rickman had also attended. George Bisson was elected the Chair, with John Korbey as Vice Chair. Graham Flexman would continue as administrator, with Stephanie Bennett as Treasurer. The key points discussed included the NFDC Local Plan which was in final draft; a new information bulletin would be sent from NFDC to local Councils on a monthly basis; a new anti-littering campaign was underway and focused on littering from vehicles, where monitoring would be carried out. The NFNPA Local Plan would be published (and subsequently had been, as per the Chairman's report) and the next meeting would take place in September.
- PD – noted that there had been a caravan dumped at a layby on the Arnewood Bends. Police were aware.
- The Clerk – noted that the post on the front barrier had been damaged and as a result the barrier would not now close.
- NB – noted that the HR Working Group had met on 24<sup>th</sup> July where she had been elected the Chair, with ADM as Vice Chair. Some work was to be done and so she would report back, most likely to the September meeting. At that time, she would also make the request for one more councillor to join the Working Group to ensure that meetings could always be quorate.
- MotP – noted that NFDC would reduce the number of members from 60 to 45.



**Minutes of the Meeting of the Council  
held on Thursday 25<sup>th</sup> July 2019, at the Jubilee Field Pavilion**

- The Congo representative – John Warden reported that the bus was now painted but unfortunately it had been discovered that the Congo logo was copyrighted by the designer and so HCC can't now use it. Numbers were currently rather variable.

**19/124. Items for the next agenda**

None were offered by members or the public.

**19/125. Date of the next meeting – Thursday 22<sup>nd</sup> August at 7:00pm.**

With no further business, the meeting closed at 20:35pm.

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

DRAFT