



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

(v1) 20th September 2019

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 26th September 2019** commencing at **7.00pm** 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 – to approve the Minutes from the meeting on 22nd August
4. District Council – receive an update of District matters
5. County Council – receive an update of County matters
6. Chairman's Report
7. Clerk's Report and Correspondence
8. Planning & Transport Committee (PaTC) – receive update from 12th September meeting
 - a. **19/00661** - PaTC to consider the following application (deferred from 12th Sept meeting)
[MARLEY MOUNT FARM, MARLEY MOUNT, SWAY, LYMINGTON, SO41 6EP](#)
Ref. No: 19/00661
Replacement dwelling and outbuilding; demolition of existing dwelling and outbuilding
 - b. **Substitute Members** – to approve the recommendation of the PaTC to appoint substitute members in order to maintain a quorate meeting schedule wherever possible, in accordance with Standing Order 4d(v) and if approved, to appoint substitute members:

"...to appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;"



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9. Amenities

- a. **Pavilion repairs and maintenance** – receive an update from the Clerk
- b. **JFUG representation** – to approve the proposed change of representative from NB to LAT
- c. **Preferred Suppliers** – to approve the recommendations of AWG
- d. **Accessibility Policy** – to approve the draft Planning Applications Accessibility Policy

10. Finance:

- a. **Payment Schedule** – receive and approve for September 2019
- b. **Bank Reconciliation** – receive and approve for August 2019

11. **Youth Centre** – receive an update from the meeting on 16th September

12. **Village Hall** – receive an update

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

14. **Items for the Next Agenda** – from Councillors and/or the Clerk

15. **Date of the next meeting** – Thursday 24th October at 7:00pm

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK



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9.3 Amenities Working Group – preferred suppliers

Financial Regulation 11.1(h) (approved by the Council at minute 19/081) states:

When [the Council] is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates.

The majority of the unplanned, required works/services/purchases are under £3000 where the requirement is to 'strive to obtain' three quotations. For routine matters and purchases this is straightforward but for time sensitive, emergency or specialist matters it can be cumbersome and lengthy.

Whilst local businesses are always the preferred option, it can be impractical and time consuming (and unfair) for them to be asked repeatedly to quote, meaning that they often refuse.

The Amenities Working Group therefore recommends that the Council approves a list of contractors that the Clerk is able to call on in the event of emergency works/services need. This would include, for example electricians, plumbers, handyman services, builders, tree surgeons.

On this basis, the pre-selection having been made by the Council (based on hourly rates, previous works carried out, reliability), the Clerk can take reasonable steps to ensure value for money and expediency.

RECOMMENDATION: The Council to approve the creation of an approved suppliers list from which the Clerk can instruct works, with the approval of the Chairman, Chair of Finance and Chair of Amenities Working Group, and subsequent ratification of the Council.



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Provision of planning application documents by Sway Parish Council at Public Meetings Draft Policy, September 2019

In April 2019 the New Forest National Park Authority Planning Authority withdrew the provision of paper copies of planning applications, plans, drawings and other supporting documents.

All documentation for registered and historic applications is still available to view:

- IN PERSON at the NFNPA offices at: Lymington Town Hall, Avenue Road, Lymington, SO41 9ZG
- ONLINE at https://www.newforestnpa.gov.uk/planning_category/view-or-comment-on-applications/

In the interests of inclusivity and access for residents, Sway Parish Council has approved the following guidelines:

- Members of the Public that wish to attend the meeting and have neither internet access or the ability to visit the town hall and view plans directly, could - with advance notice - request the Clerk to print A4 copies of a specific application (with acceptance of the limitations that the small sized plans would provide).

- If a larger/more complex application is on the agenda for consideration (for example, with 2 or more dwellings in the scheme) the Committee may choose to project digital images during the meeting.

- If a larger/more complex application is on the agenda for consideration (typically with 2 or more dwellings in the scheme) the Committee may choose to obtain full size paper copies of planning applications at the expense of the Council, using their delegated powers.