



Minutes of the Meeting of the Council held on Thursday 28th November 2019, at the Jubilee Field Pavilion

Present:

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

Present (P) Not Present (NP)

Also present: Katie Walding, Clerk & RFO

In attendance: 6 members of the public (MotPs) and Sway News

The meeting started at 7:00pm with a welcome from the Chairman and a reminder that the meeting would be recorded. In a change to the usual format, public participation would be offered at the beginning of the meeting.

19/172. Public Participation

- The Congo booking service had failed earlier the same day due to a phone fault but was quickly resolved and all passengers were accommodated as usual. Passenger numbers remained solid.
- A reminder that on Saturday 30th November from 7:30pm Sing Sway would perform a memorial concert for Annie Baughan in the Church Halls.

19/173. Apologies

Received from NB, LAT and VR and also Cllr Keith Mans, Hampshire County Council and Cllr Barry Rickman, New Forest District Council.

19/174. Declarations of Interest

None declared.

19/175. Minutes of the previous Meeting

The Minutes from the meeting on 24th October 2019 had been previously circulated and published online. Those who were present unanimously approved the minutes as an accurate record, and they were signed by the Chairman.

19/176. District Council (NFDC)

Cllr Rickman sent his apologies.

19/177. County Council (HCC)

Cllr Mans sent his apologies.

19/178. Chairman's Report

Councillors noted that as the Vice-Chair might not be able to make all meetings in the next couple of months, Councillor Lisa Thomas would deputise should a vice-chair be needed.



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ST went on to report that Sway Parish Councillors had had two private meetings recently; to explore priorities and objectives, and to consider a Neighbourhood Plan or alternatives. Both meetings were most helpful and successful and in summary the Council aimed to take forward eight projects:

1. To consult the residents of Sway (previously carried out in 2013)
2. To update the Sway Village Design Statement – probably as a Parish Design Statement (perhaps along the lines of Hordle or Boldre)
3. To guide the Church Lane development – the largest housing project in Sway for 30 years or so
4. To maintain and improve the facilities at Jubilee Field; including the 19-year-old pavilion
5. To develop a Sway Environment & Climate Charter
6. To produce a welcome pack for new residents
7. To consider how to ease parking and congestion issues (in what is by far the largest New Forest settlement without a public car park).
8. To achieve a Quality Council Award

In addition, there had been meetings of the HR Working Group, Amenities Working Group, Finance Working Group, and the regular meeting of the Planning and Transport Committee. The Junior Parish Council was also moving ahead again, on a more formal footing for 2020. ST felt that this Sway Parish Council really had come together with purpose, objectives and determination and offered his thanks to all Parish Councillors and the Parish Clerk.

He went on to note:

- In the meeting on Neighbourhood Planning the senior NFNPA Planning Manager had reminded Councillors that it was Sway who first suggested limiting the size of new housing units and that this had now become the government planning-inspectorate approved policy for the whole of the National Park.
- There was the usual excellent attendance at the War Memorial on Remembrance Sunday, and also a small group there on the Monday 11th at 11am which was, of course, the actual armistice day.
- It had been encouraging to hear at the Sway Welfare Aid Group AGM that the merger of SWAG and the Sway Welfare in Sickness Fund had been so successful – and with just one significant local charity ST hoped that everyone would now focus local support on SWAG.
- ST suggested that in the new year Councillors would convene to have a short session on the implications of GDPR for email and web compliance, and then follow that with a small celebratory meal – at Councillors' own expense. ST would send round a doodle with some possible dates.

He closed his report with a couple of statistics:

- A recent call with the bank had raised the question of how long Sway Parish Council had banked with Lloyds – on checking their records apparently Sway Parish Council had started banking with Lloyds more than 100 years ago.
- Sway Parish Council's current precept – the part of Sway Civil Parish Residents' Council Tax that comes to Sway Parish Council was currently £38.85 per entire Band D household per year and was less than half of the average across the NFDC area.



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19/179. Clerk's Report and Correspondence

- An electrical systems assessment was carried out for the whole Pavilion the previous Monday and had identified an immediate supply issue which was dealt with by Scottish & Southern Electric the same day. Two other issues were identified as category 1 (high risk) and also resolved whilst the electrician was on site. The outcome of the assessment is 'unsatisfactory' and there are a number of works required to make good for which quotes would be obtained.
- The Clerk had attended the Clerks' Regional Training Seminar on 27th November in Bournemouth and a number of updates were provided in respect of website accessibility compliance and also GDPR. She proposed to run a session for Councillors in early 2020 to share these important legal points.

Correspondence:

- Thursday 9th January: Vision for Hampshire 2050, HCC event – two Parish Councillors would attend
- Temporary Events Notice: Saturday 14th December from 11am – 10pm at SpudWorks, Station Road, for a mobile bar at the Christmas Market
- Correspondence with a resident regarding flooding issues at the bottom of Church Lane, ongoing since 2017. Despite repeated issues, reports, evidence submission, still no conclusion or solution. The resident had asked the Clerk how she could possibly get help to try and solve this issue.

ACTION: The Clerk to send to our County Councillor, Keith Mans a full report and description along with perceived dangers, copied to Hampshire Highways, asking them to resolve.

It was also suggested that the Clerk try to find a contact at the Environment Agency since the water had been tested and proven to be natural water and not mains or foul water.

- Cllr Mans had written to all Clerks in his ward in regard to any potential VE Day events they may consider planning, and stated "I would want to support these activities using my devolved budget, wherever I can, and would be grateful if you could consider making these bids before the end of January 2020, so I can get them into this year's financial year's budget."
- The Council had been sent a notification to 'get ready' for the Great British Spring Clean 20 March - 13 April 2020.
- The Clerk gave an early warning that the Parish Office would close over the Christmas holiday, closing on Monday 23rd December and then re-opening on Thursday 2nd January. The December meeting would – as published – be brought forward to the third Thursday, being 19th December.

19/180. Planning & Transport Committee (PaTC)

JW gave a brief summary of the 14th November meeting; draft minutes were available [online](#).



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He noted specifically the Old Forge, Tiptoe application, which was not a typical application and which should be commended as a fine example of a considered design. JW felt that it set a great example and the Committee was delighted to support it.

a. Church Lane Development

ST led the discussion to summarise the paper prepared by KM, DB and ST, and the proposed next steps which had been supported by the PaTC:

1. An initial budget of £6500 should be allocated to the Church Lane project.
2. A working group including councillors, local residents, and others, should be formed to try to influence the development – including the provision of affordable housing, and infrastructure and amenity provision including the use of the lower part of the field, within the 400m zone, to ensure a balance between natural local ecology and access.
3. An independent external assessor should be employed to carry out an independent viability test and/or comment on what the developers and/or NFNPA produce.
4. A planning agent should be employed to help make Sway's case more effectively.
5. The work of the Parish Council and Working Group should be widely publicised on the web, in Sway News, A&T etc., if necessary paying for advertising space and/or a professional external publicity agent.

Councillors discussed trimming funds from £6500 to £4000. It was agreed that this would be further discussed under the draft budget, agenda item 19/184(c).

DECISION: Approval of items 2-5 of the recommendations was proposed by JW, seconded by DB, and voted unanimously in favour.

19/181. Neighbourhood Plan Review

Councillors had received a report from ST of the meeting with eight Councillors, the Parish Clerk, the original author of the Sway Village Design Statement, the NFNPA Policy Manager and an NFNPA Planning Officer who had experience in community engagement. It was a useful discussion which culminated in a recommendation to action a village consultation and an update to the Sway Village Design Statement but not to pursue a Neighbourhood Plan, as so many of the concerns which residents regularly expressed would not be resolved. Having examined the pros and cons of a Neighbourhood Plan as it would specifically relate to Sway, it was felt that there was not sufficient reward likely for the effort and cost involved.

ACTION: ST and the Clerk to draft a suitable web page explaining the findings

ACTION: ST and the Clerk to create a webpage listing the proposed objectives which could be updated as each progressed

19/182. Parish event to celebrate VE Day and 125year anniversary

DB proposed an event on Saturday 9th May in the afternoon; an informal village picnic to be held at Stanford Rise Green. The Village Hall was available as a back-up venue in case of bad weather, and would in any case provide facilities to support the event. A group playing



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music of that period could provide live entertainment and had been provisionally booked, subject to approval, for a cost of £120. Hiring the Village Hall would cost approx. £50. The event was pitched as an informal tea party where people could bring food (like a street party), and there could be some games on the green. DB felt that this would be a great way to celebrate the anniversary of VE Day with the village as well as recognising the 125th birthday of the Parish Council in 2020.

DECISION: DB proposed, and ST seconded, the approval in principle of an event to be held on Saturday 9th May 2020 at Stanford Rise Green, with a budget of £400; and this was unanimously approved.

ACTION: The Clerk to submit application to Cllr Mans for a grant towards the costs and invite his attendance

19/183. Amenities

a. Tree Survey

The Clerk summarised the survey results for 2019. She explained briefly about the impact of Ash Die Back and noted that there are 6 ash trees under the Council's care. These would be actively monitored and a plan for their management was already in hand with the Tree Officer from NFDC who carries out the annual survey. Some discussion considered whether it might be better to remove them before they were too depleted and it was agreed to consider this question again next year, when the rate of disease might be clearer.

ACTION: The Clerk to investigate the removal of stumps when trees are felled

ACTION: The Clerk and KM to create a tree policy for replanting new stock when a tree is felled

b. Plumbing works

- i. **DECISION:** AP proposed, and LJT seconded the replacement of old TMVs and associated pipework to conclude the Legionella remedial works at a cost of £1315+VAT, and this was unanimously approved.
- ii. **DECISION:** AP proposed, and JW seconded, that works to bring the pressurised hot water cylinders up to current regulations and safety standards is completed, at a cost of £581.37, and this was unanimously approved.

c. Carpet Cleaning

A professional and deep clean of the carpets in the hall, lobby and office was definitely due, and this could be carried out on 2nd and 3rd January as there were no hall bookings and the carpets could dry properly before use.

DECISION: ADM proposed, and AP seconded, that the carpets were professionally cleaned at a cost of £160 and this was unanimously approved.



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19/184. Finance

a. Payment Schedule for November

This had been circulated and published prior to the meeting. AP noted that there were two Gardeners South invoices, as one was for a payment for March which had not been invoiced previously and was in line with budget.

DECISION: AP proposed and ST seconded that the Payment Schedule for November be approved, and members unanimously agreed.

b. Bank Reconciliation for October

This had been circulated and published prior to the meeting.

DECISION: AP proposed and ST seconded that the Bank Reconciliation for October 2019 be approved, and members unanimously agreed.

c. Draft Budget for 2020/21

AP summarised the expenditure figures. She noted in particular that the budget line for Cango had been increased to allow the Council to support advertising and other costs that might be appropriate outside of the booking administration service.

In light of newly identified, potential expenditure, AP explained the difference between budget lines and earmarked reserves, and how they would impact the precept. There was a useful discussion about which of the new items should be added as budget lines and which as earmarked reserves.

It was recommended that there would be a new Community Transport Fund – a new earmarked reserve – to be set aside for other possible transport related schemes for Sway, or potentially to further support Cango if appropriate in the future.

DECISION: ST proposed, and AP seconded that:

- the draft budget be approved, including new and amended items as set out within (draft attached)
- the recommended new budget lines and earmarked reserves totalling £13,000 be approved
- the Village VE Day event be funded from the Projects budget line

These were all unanimously approved.

Lastly, AP noted that the stone and wooden bench at the Jubilee Oak was in dire need of refurbishment. The Clerk had already spoken to a stonemason to get an idea of how much it might cost and suggested that it might be the sort of project which Cllr Mans would be interested in helping to support.

ACTION: The Clerk to obtain quotes for restoration and to apply to Cllr Mans for a grant to help support the project.



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19/185. HR Working Group

The HRWG had met and elected NB as Chair. NB had asked ST to report on her behalf due to her absence from this meeting. They had reviewed the existing Terms of Reference and re-adopted them. ST had been nominated to carry out the appraisal of the Clerk and would report more fully on that at agenda item 19/190.

19/186. Youth Centre

LJT noted nothing to report.

a. Trustee for Sway Youth Centre Charity Company

The Clerk briefly explained the position in light of the retirement from Council of Ted Fleat, and the lease stipulation that a Trustee sit on the Board on behalf of the Council.

ACTION: The Clerk to establish the frequency and timing of meetings and the extent of the obligation. Council would defer a decision on appointing a Trustee until their 19th December public meeting.

19/187. Other matters for discussion

- AP: there would be a hustings in Sway on Friday 6th December at 7:30pm in the Church Rooms, with hopefully all 5 candidates attending.
- KM – asked if any recommendation had been made by the AWG in response to the request from the recycling lady. The Clerk noted that the AWG were keen to get specific details of the logistics involved so that a clear recommendation could be made.

19/188. Items for the next agenda

DB – there had been a Village Hall Committee meeting the previous Monday. There was a need for new curtains in the hall. The best quote was for £5257 of which £2000 was coming from Tesco tokens, and another £1000 from the Village Hall funds. The Village Hall and Sway Cinema were looking for a grant of £2000 from the Council, or possibly a loan to help them cover the costs. The Clerk explained the process of application via the Parish Council's grant policy and the group were asked to apply accordingly, for consideration at the next meeting.

19/189. Date of the next meeting – Thursday 19th December at 7:00pm when there would be some festive snacks and drinks for those attending.

Exclusion of public and press:

At this point, the Chairman moved the following resolution: That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting, in accordance with Standing Orders 3(d).

19/190. HR Working Group

- a. **Clerk's appraisal** – the summary report of the Clerk's appraisal was noted.



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b. Updated working arrangements

DECISION: The proposal to increase the Clerk’s hours by one hour a week to 21 hours per week (backdated to May 2019), to increase the pay scale by one point up the spine (from the date of the Clerk’s 2019 appraisal) and to pay the national inflationary pay award (from April 2020) was proposed by JW, seconded by LJT and agreed unanimously.

DECISION: The amended Job Description for the Clerk was proposed by AP, seconded by JW and agreed unanimously.

DECISION: The amended Employment Contract for the Clerk was proposed by DB, seconded by PD and agreed unanimously.

c. Approval of attendance at SLCC Practitioners’ Conference

The proposal that the Clerk should attend the February 2020 SLCC Practitioners Conference, and noting a cost of approximately £450 from the training budget, was proposed by DB, seconded by KM and agreed unanimously.

With no further business, the meeting closed at 9:17pm.

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