



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

### Present:

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

*Present (P) Not Present (NP)*

Also present: Cllr Barry Rickman, New Forest District Council  
Cllr Keith Mans, Hampshire County Council  
Mary Pattison, Clerk (MP)

In attendance: 5 members of the public (MotPs) and Sway News

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The meeting started at 7:00pm with a welcome from the Chairman and a reminder that the meeting would be recorded. He noted the absence of the Sway Parish Clerk who was away attending the SLCC Practitioners' Conference, and explained that the meeting would be clerked by the Brockenhurst Clerk who had kindly agreed to cover.

### 20/020. Public Participation

- Cango figures for 2019 had been previously mentioned; there was a minor amendment to the cost per passenger which was now reported as £6.44. Back in 2006, a cost of £5 had been deemed acceptable; since then there had been approx. 38% increase in costs and so this appeared to be well inside that percentage. Passenger numbers are up for 2020 so far and an inspector who had travelled on Cango commented on what a happy family bus it was.
- There would be a meeting to update on the Village Hall redevelopment plans and the AGM would take place on 13<sup>th</sup> March, upstairs in the WI room. The cinema continued to be very popular.

### 20/021. Apologies

Received from LJT and DB.

### 20/022. Declarations of Interest

With reference to agenda item 20/030(a) LAT was an allotment holder.

### 20/023. Minutes of the previous Meeting

The Minutes from the meeting on 23<sup>rd</sup> January 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.

### 20/024. District Council (NFDC)

Cllr Rickman noted that the NFDC budget setting has now completed, with generally fairly complimentary comments received. The general fund budget was finalised at £19,194,000, equating to £178.36 per Band D property per annum.



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

This would include:

- £1.2M for open space and transportation;
- £773K from central government for homeless support, all of which would be spent on an increase in temporary accommodation (another four units would open soon);
- £2.2M would be spent on disabled facilities grants to allow people to stay and live independently in their own homes;
- £11M for maintenance and improving council housing stock;
- £214K in community grants; and
- £30M in housing benefit.

The budget would support the continued maintenance, protection and replacement of NFDC's incredible 28,000 trees.

Cllr Rickman went on to report:

- Over 4,000 responses to the waste and recycling consultation, which covered the full range of 'everything is wrong' to 'doing very well'. The CEO and Cllr Rickman had visited every NFDC depot and spoken to all 250 staff, for whom the primary concerns were climate change and pay.
- The national pay award was still in negotiation following an offer of 2% which had been rejected. NFDC would pay the 2% rise from April 2020 until the final award amount was agreed, probably in the summer, when they would back-pay any additional amount owing.
- Changes made to the HCC tips have already had a negative effect of increasing fly tipping in the New Forest area.
- ST noted that extensive dumping and fly-tipping in Mead End Road had been cleared quickly by NFDC staff.
- Petitions had been raised against the "privatisation" of leisure centres but Cllr Rickman confirmed that this was not planned, and that NFDC could not do that, even if they wanted to, which they don't. The management review continues. Not long ago each centre was costing £1m a year to run and this amount of financial loss could not continue.
- Two electric vehicles had joined the NFDC fleet this week and there would be more to follow.

Finally, AP asked whether the Shared Ownership scheme would apply at Church Lane and Cllr Rickman said that it was the intention.

### **20/025. County Council (HCC)**

Cllr Mans said that HCC had also been finalising its budget – of £2.1Billion – over half of which was spent on schools. Social care costs had increased, and were now over 40% of the budget. Overall there would be a 3.99% increase, of which 2% was directly ring fenced for social care. HCC receive the second lowest county precept in the country.

Cllr Mans felt that a national solution to social care was needed; each year there were an additional 2000 people over 85 in Hampshire. There was huge inequality in spending per capita, for example conditions such as Autism and Asperger's received more funding in the



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

northeast than they did in Hampshire. It should be the same amount for the same conditions across the country. From HCC £750M was budgeted for capital expenditure; over 90,000 more school and student places were needed. New schools have opened (at a cost of £25M for a single secondary school, and £5-6M for a primary school).

There is a road improvement programme and £5M budgeted for highways maintenance. There is £2M set aside for the environment generally, including parish schemes. Fly-tipping across the county was down, though on the increase in the New Forest. There would be a public meeting soon about the charging for parking in Lymington. The free period would be shorter and then parking would be chargeable. There was currently a library consultation, with 15k responses received. The way people use libraries is changing, a quarter to a third fewer books borrowed each year now. There was a need to focus on the future, maybe including technical hubs and other activities.

ST noted that Sway is privileged to have both of the council leaders representing the parish. He had been at the NFNPA meeting and both leaders had spoken well on climate.

LAT noted that volunteers are being asked to maintain services and that support is needed for them. Cllr Mans noted that Councils are becoming dependent on volunteers, and that they need different management to employees. Cllr Rickman noted that many services start at parish level, for example Sway Welfare Aid Group. Volunteers make the place what it is.

### **20/026. Chairman's Report**

ST reported on a number of items since the previous meeting:

- The Church Lane development meeting which took place on 30<sup>th</sup> January would be covered under item 20/033(c).
- Junior Parish Council met on 6<sup>th</sup> February where a new Chair was elected; the first Chair was thanked for his work and for having the initiative to suggest the creation of the Junior PC originally.
- ST had circulated a report from the NFNPA south west quadrant meeting where items discussed included a request to report any caravan or camping sites which might not have the proper approval, as the numbers are increasing; and there was discussion of an Article 4 directive. Other major items included Climate Emergency – where Ringwood were leading the way; and roadside and open forest ditch maintenance – where it is the responsibility of the adjacent land-owner to maintain roadside ditches.
- He had already reported on the Rural Community Energy Fund meeting on 13<sup>th</sup> February, whose grants support the planning and project management of rural energy projects for public interest. The Environment and Climate Charter working group would hopefully consider how they might make use of this.
- The recent NFNPA Planning Committee did not include any applications from Sway; there was some encouraging discussion in adherence to the new NFNPA Local Plan on voting against an outbuilding that looks like an additional dwelling, and new dwellings over 100m<sup>2</sup> and outside a defined village, and limiting the continued siting of shipping containers. Also, updates would be coming on the NFNPA Design Guide SPD, the Conservation Area Character Appraisals and a new non-designated heritage asset register.



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

- Further maintenance work would be needed for the Pavilion changing rooms where some plaster was coming down from the ceiling.
- Finally, ST noted that the Council would need to appoint representatives for the NFNPA southwest Quadrant, and for Cango Governance, as well as a champion for parking issues (a Council objective). None of these were urgently needed as there were no imminent meetings; the Council could review again after the planned co-option process.
- A meeting of the non-native invasive species group would be held in Brockenhurst Village Hall on 4<sup>th</sup> March at 10am if anyone would like to go; Peter Dance volunteered to attend and report back.

### **20/027. Clerk's Report and Correspondence**

In her absence, the Clerk had provided the following notes:

- Hampshire Trust Bank (who hold the Council's savings) had written to confirm that the rate would drop from 1.35% to 1.15% on 20<sup>th</sup> March.
- Lloyds Bank had written to state that they are adding a new check to online banking when a new payee is added. Once sort code and account details are provided then they will ask the receiving bank to verify the account name and details. This would be good for the security of online transactions.
- Hampshire Highways had written to update that the proposed resurfacing of Mill Lane has been pushed back to 20<sup>th</sup> March due to the poor weather conditions.
- Sway Spring Clean had been scheduled for Sunday 29<sup>th</sup> March – the Clerk was not available that day but over half of Councillors had confirmed they are free, and so she would need a volunteer to manage the morning; she had already booked the equipment, and waste collection afterwards, and booked the hall. It needed someone to coordinate the volunteers and put out the tea and biscuits. ST noted that publicity for the Sway Spring Clean would be organised by the Clerk and that the Junior PC would hopefully be joining in.

### **20/028. Casual Vacancy**

The Council discussed the report from the Clerk, and reviewed the proposed recommendations. MP clarified that a paper ballot would not be secret, but would be confidential at the time it took place. Papers would be available to viewing after resolution if requested. MP also clarified that the Council must co-opt (unless 6 months or less to the next election) but as long as it is shown that the Council is taking reasonable steps to fill the vacancy, then NFDC would not act to appoint someone on their behalf. It was noted that not co-opting is not an option.

- a. Recommended timetable for co-option

**DECISION:**            **The Council resolved unanimously (proposed by ST, and seconded by AP) to co-opt a Councillor into the current vacancy, along the following timetable:**

- **Wednesday 4<sup>th</sup> March: opening date for applications**
- **Wednesday 18<sup>th</sup> March: closing date for applications**
- **Thursday 26<sup>th</sup> March: Full Council Meeting where co-option could take place.**



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

- b. Proposed amendment to Standing Order section 8

**DECISION:** The Council resolved unanimously (proposed by ST, seconded by LAT) to adopt the following amendment to the Standing Orders: to add a new point (a) to section 8. Voting on Appointments: *“(a) Voting for candidates standing for co-option will be by way of a paper ballot; papers to be supplied and collected by the Clerk. Clerk and Chair to count and Chair to announce if a clear majority vote is apparent.”* And that the existing point (a) becomes (b).

- c. Recommended revisions to the Co-option Policy

**DECISION:** The Council resolved unanimously (proposed by ST, seconded by AP) to adopt the revised Co-option Policy (see attached).

### 20/029. Planning & Transport Committee (PaTC)

LAT gave a summary of the recent PaTC meeting on 13<sup>th</sup> February.

- a. **20/00032: Lakeside**

The Committee re-considered this application following amendments to the plans.

**DECISION:** 1. We recommend PERMISSION, for the reasons listed below, but would accept the decision reached by the National Park Authority's Officers under their delegated powers (unanimous)

Sway recommends the inclusion of conditions as follows:

- that the gym would only be for personal use, and never for commercial use
- that the gym would not be used for holiday letting or as a separate dwelling

The Committee would ask that care is taken during any works, as there is local concern about damage to grass verges during construction as has been seen at other sites in the area.

- b. **Purchase of a replacement pole for the Automated Speed Limit Reminder**

The Clerk had confirmed that the cost of a replacement pole (installed by HCC) would be £116+VAT.

**DECISION:** The Council resolved unanimously (LAT proposed, PD seconded) to purchase the replacement pole from HCC for the Brighton Road location at a cost of £116+VAT.

- c. **Appointment of an additional PaTC Committee member**

Following the resignation of Cllr Merchant previously, there was a brief discussion about the need for an additional committee member.



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

**DECISION:** It was resolved unanimously (proposed by LAT and seconded by ST) that PD be appointed a PaTC committee member until May.

### 20/030. Amenities

#### a. Allotments

The Clerk had circulated a report concerning the rat infestation and this was noted. MP gave a brief update on her behalf: After further review of the site and following questions raised, it was decided by the pest controller to amend the programme and instead use snap traps in all secure locations, thus providing a non-toxic method to protect any non-target species (wood mice, owls etc).

### 20/031. Finance

#### a. Insurance Review

Following a meeting with the insurer, a report had been circulated by the Clerk which was discussed by the Council.

**DECISION:** The Council resolved unanimously (proposed by AP and seconded by LAT) to adopt the revised Asset Register and insurance inventory.

**DECISION:** The Council resolved unanimously (proposed by AP and seconded by KM) to approve the revised insurance premium of £2653.60.

#### b. Electricity Bills

The Council noted a report from the Clerk following the review of electricity consumption at the Pavilion by Scottish and Southern Energy. The work of the broker to secure a significant discount was also noted, with thanks. KM raised the question of the contractual arrangements for electricity.

**ACTION:** The Clerk to clarify the details of the current contract for power.

#### c. Payment Schedule for February

This had been circulated and published prior to the meeting.

**DECISION:** AP proposed and LAT seconded that the Payment Schedule for February (containing 22 payments totalling £14,226.12) be approved, and this was unanimously agreed.

Lloyds Bank payment authorisations would be completed by AP and VR.

#### d. Bank Reconciliation for January

This had been circulated and published prior to the meeting.

**DECISION:** AP proposed and JW seconded that the Bank Reconciliation for January be approved, and members unanimously agreed.



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

### 20/032. Governance

#### a. Training and Development Policy

The proposed new policy was considered and a minor amendment was agreed.

**DECISION:** It was resolved to adopt the Training and Development Policy with the following amendment to the third paragraph:

*“All new councillors should attend “The Knowledge” – a two-part introduction (delivered by HALC) to becoming a councillor – within the first year of taking up their post.*

*Further courses are also available to cover core skills, chairing meetings, planning, and more; councillors are encouraged to attend these. Although unpaid, a councillor is the holder of a public office and must be given access to knowledge to help them conduct business appropriately.”*

#### b. Tree Management Policy

The proposed new policy was considered and one minor amendment was agreed.

**DECISION:** It was resolved to adopt the Tree Management Policy with the following amendment to paragraph 3.7:

*“...at least ~~one~~ [two or more] replacement tree[s] should be planted...”*

#### c. Risk Management Scheme

The updated document was noted. MP stated that the Clerk had also reported that this was the first issue of the Risk Management Scheme where nothing had been identified as high risk.

### 20/033. Council Objectives

#### a. Village Consultation (Cllr Ryce / Cllr Pepper)

No update.

#### b. Sway Parish Design Statement (Cllr Willis)

The Parish Design Statement would need to be amended and re-issued in conjunction with the Climate Charter group. Planning applications should contain measures to improve carbon efficiency and take account of the latest Local Plan.

#### c. Church Lane Development Group (Cllr Tarling)

The public meeting on 30<sup>th</sup> January had been attended by 70+ people. Issues raised included: affordable housing for locals, green credentials, traffic and pedestrian access, infrastructure and drainage. Adherence to the Sway Village Design Statement was key.

The owner of the land was present at this 27<sup>th</sup> February Parish Council meeting and commented that she hadn't known about the 30<sup>th</sup> January meeting and would have liked to have been there to correct wrong statements made in Sway News; and



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

emphasised that the land was not yet sold. She asked whether Sway PC had contacted the potential developer, and ST confirmed that he had and had been told that they had not bought the land and that they would contact SPC if they had any news. ST stated that the Council did not publish or edit Sway News. The 30<sup>th</sup> January meeting was held specifically to determine residents' priorities. A question was raised at this 27<sup>th</sup> February meeting regarding the 400m zone of the lower land, would it be split or sold to a different purchaser? The land owner said they expected to keep it but couldn't guarantee that forever.

**d. Jubilee Field Facilities (Cllr Bowler)**

NB reported that many items for consideration were reliant on other objectives, such as solar power, electric car points, recycling and even a potential zip wire.

**e. Environment and Climate Charter (Cllr K Marshall)**

KM reported that the first meeting would be held from 6:30pm – 8:30pm on Friday 6<sup>th</sup> March at the Pavilion. It had been hard to get the people and hall available at the same time. She urged anyone interested to please come along.

**f. Welcome Pack (Cllr Bampton/Parish Clerk)**

No update.

**g. Parking Issues (NEEDS A CHAMPION)**

No update.

**h. Quality Council Awards (Parish Clerk)**

The Clerk had previously circulated a report detailing all the information that the Council needed to provide and publish, in order to meet the criteria for the Foundation Award (part of the Quality Award Scheme).

**DECISION:** It was resolved unanimously (proposed by ST and seconded by LAT) that the attached list of 15 items are published online, and that the attached list of 7 documents are in place accordingly. (See Appendix A)

**DECISION:** It was resolved unanimously (proposed by ST and seconded by AP) that the Council's application for Foundation Award should be submitted by the Clerk in March 2020.

### **20/034. Youth Centre**

The Clerk had circulated a report following a meeting with the Chair of Sway Youth Centre (SYC). This established the need for just one trustee from the Council to be added to the board of SYC which manages the facility. The Chair of SYC was present and expressed a wish for someone with a youth/safeguarding background if possible. The next meeting would take place on 9<sup>th</sup> March and the Clerk would attend; it was agreed that JW would attend as one of those that originally agreed to become a trustee. KM asked about the possibility of the Youth Club re-opening.

### **20/035. Village Hall**

The earlier update received and noted.

### **20/036. Other matters for discussion**

ADM – had been researching the possible installation of an electric vehicle charging point. There were significant costs involved and payment methods would need to be handled by



**Minutes of the Meeting of the Council  
held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion**

the Parish Council. Could possibly be funded as part of a wider scheme including PV panels. Would likely be more of a liability than an asset in commercial terms.

MotP – regarding standing water in Pitmore Lane and Coombe Lane. Had received a letter from HCC instructing them to clear their ditches but they had already been done. MotP was signposted to Hampshire Highways as the authority, and advised to telephone and email as well as report online. VR would also report.

MotP – as a regular hall hirer, felt that the pavilion needed some updating. ST explained the amount of infrastructure work focused around health and safety and legal requirements which had recently been completed. It was noted that a hall hirer would like to see cosmetic improvements, and that a maintenance budget line which was now included in the Council’s financial forecast might enable this to happen in due course.

**20/037. Items for the next agenda**

Nothing offered.

**20/038. Date of the next meeting – Thursday 26<sup>th</sup> March at 7:00pm.**

With no further business, the meeting closed at 9:20pm.

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



# Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

## APPENDIX A

### 14. Council Objectives

#### h. Quality Council Award

It was resolved that the following list of information is published online:

- 1 Its standing orders and financial regulations**  
SOs: <http://www.sway-pc.gov.uk/CHttpHandler.ashx?id=29178&p=0>  
FRs: <http://www.sway-pc.gov.uk/CHttpHandler.ashx?id=32618&p=0>
- 2 Its Code of Conduct and a link to councillors' registers of interests**  
<http://www.sway-pc.gov.uk/CHttpHandler.ashx?id=29183&p=0>  
Each councillor's page has a link to their Register of Interests
- 3 Its publication scheme**  
<http://www.sway-pc.gov.uk/CHttpHandler.ashx?id=36299&p=0>
- 4 Its last annual return**  
<http://www.sway-pc.gov.uk/CHttpHandler.ashx?id=38859&p=0>
- 5 Transparent information about council payments**  
For payment schedules and bank recs, please see each monthly meeting:  
<http://www.sway-pc.gov.uk/meetings>
- 6 A calendar of all meetings including the annual meeting of electors**  
Please scroll down to see Google Calendar with all meetings, and Parish Office open days: <http://www.sway-pc.gov.uk/contact>
- 7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings**  
Agenda and Minutes for both Council and Planning & Transport Committee are presented here: <http://www.sway-pc.gov.uk/meetings>  
We have no other committees or sub committees
- 8 Current agendas**  
<http://www.sway-pc.gov.uk/meetings>
- 9 The budget and precept information for the current or next financial year**  
This page contains budgets for future, current and previous years, as well as Annual Return (now AGAR) and associated audit reports: <http://www.sway-pc.gov.uk/docs>
- 10 Its complaints procedure**  
<http://www.sway-pc.gov.uk/CHttpHandler.ashx?id=29877&p=0>



## Minutes of the Meeting of the Council held on Thursday 27<sup>th</sup> February 2020, at the Jubilee Field Pavilion

### 11 Council contact details and councillor information in line with the Transparency Code

This page contains links to each councillor: <http://www.sway-pc.gov.uk/councillors>  
Please click individual URLs for contact details and Register of Interests

### 12 Its action plan for the current year

Scroll past the councillor and Clerk links, to see the Council's current action plan:  
<http://www.sway-pc.gov.uk/councillors>

### 13 Evidence of consulting the community

Most recent: <http://www.sway-pc.gov.uk/churchlane>  
Previous informal consultation: <http://www.sway-pc.gov.uk/councillors>  
Previous major consultation: <http://www.sway-pc.gov.uk/16769>  
Please see 6 January news item: <http://www.sway-pc.gov.uk/news>

### 14 Publicity advertising council activities

Our events are noted and minuted at monthly meetings:  
<http://www.sway-pc.gov.uk/meetings>  
We create News items covering significant activities:  
<http://www.sway-pc.gov.uk/news>  
We also create Facebook Events for specific events:  
<https://www.facebook.com/pg/SwayCouncil/events/>

### 15 Evidence of participating in town and country planning

Please see our Planning Committee Agenda and Minutes where every application is considered and recommended responses submitted:  
<http://www.sway-pc.gov.uk/patcminutes>

The Council also resolved that the following documentation exists – although they may not necessarily be published:

- 1 A risk management scheme
- 2 A register of assets
- 3 Contracts for all members of staff
- 4 Disciplinary and grievance procedures
- 5 A policy for training new staff and councillors
- 6 A record of all training undertaken by staff and councillors in the last year
- 7 A clerk who has achieved 12 CPD points in the last year