



Minutes of the Meeting of the Council held on Friday 20th March 2020, at the Jubilee Field Pavilion

Present:

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

Present (P) Not Present (NP)

Also present: Cllr Barry Rickman, New Forest District Council
Katie Walding, Parish Clerk & RFO (KW)

In attendance: 0 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.

20/038. Public Participation

- Cllr Rickman, New Forest District Council attended to give a short update on NFDC activities – conference calls for the Cabinet and all Heads of Service, twice daily. He noted that refuse collection would continue as usual. Staff numbers were of course already impacted, but staff were being redeployed and trained. Like many local councils, there were democratic issues – NFDC has 60 councillors with 19 in the high-risk category. The Government had not yet changed the law on public meetings so it had been necessary to meet but the whole cabinet was now ‘virtually’ connected and over the following week all members would be. The Leisure Centres had all been closed. He noted that Efford Tip was currently still open.
- There was a discussion about the issues around the Surgery not taking prescriptions by paper; it was all online, and this presented problems for those not online – who are often the elderly and therefore the more vulnerable.

20/039. Apologies

Received from KM, VR, LAT and ADM.

20/040. Declarations of Interest

PD – member of Sway Social Club

20/041. Minutes of the previous Meeting

The Minutes from the meeting on 27th February 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.

20/042. Clerk’s Report and Correspondence

a. Hall hirers / cancellations

The Clerk noted that all classes and groups had now cancelled their sessions until further notice. A notice was on the front door to inform MotPs accordingly. Only two refunds were necessary for one-off hires and these would be in the Payment Schedule



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at the end of the month. All regular hall users were invoiced in arrears and so invoices would be brought up to date. The NHS was the only special case: an invoice had been raised for Jan-Jun and approved by the NHS but not paid as yet. A credit would be issued accordingly. A new invoice for further dates could then be issued as and when bookings commenced again. Income for the year was already above expectation and so this would not negatively affect the Council's finances.

b. Cleaning regime

In light of low/no usage of the building, the Clerk had agreed with the cleaners to redeploy their time on site into one block per week, when one area at a time could be deep cleaned: the main hall, the kitchen, each toilet block, the changing rooms and corridors, each in turn. After these were all complete, a further review would be undertaken.

Football and Junior Football Clubs had ceased all training and matches with immediate effect. There would be no onsite presence from either club until further notice (including there being no Saturday bar).

The **Cricket Club** had been advised by the ECB (English Cricket Board) and HCB (Hampshire) that all cricket activity, for all ages, including coaching, training, games etc., is cancelled for the foreseeable future.

The Clerk was in close consultation with the **Tennis Club**. She recommended that the Council supported keeping the courts and toilet facilities open to members and coaching staff as normal, subject to the Government guidance on self-isolation and gatherings. (Access to toilets only via the fob door). All other aspects of the club calendar would be either cancelled or postponed. Club Officers and the Clerk would continue to review decisions in line with ongoing advice and guidance from the LTA, and Government.

She would be placing a notice on the children's playground to remind them of the need to behave responsibly and adhere to Government guidelines about self-cleanliness and social distancing, and to warn that the playground was not cleaned.

Correspondence

- MotPs had contacted the Clerk in light of the pothole under the bridge at Latchmoor and copied her on correspondence to Hampshire County Council.
- SWAG was in touch with the Clerk who had offered help and support as required.
- The Clerk had been in touch with the Transport Team at HCC re: Cango and asked them to keep her updated with any planned changes to the service.
- NALC/HALC were issuing weekly updates and offering a skeleton advice service from home-working staff.
- The SLCC was updating all Clerks at least daily.



Minutes of the Meeting of the Council held on Friday 20th March 2020, at the Jubilee Field Pavilion

20/043. Amenities Working Group

a. Sway Social Club Proposition

NB represented the AWG to report on the meeting which had taken place the previous evening, and read the draft recommendation which the AWG had prepared for the Council to consider. After a brief discussion and amendment, the following wording was proposed by NB, seconded by JW and approved nem con (with one abstention: PD):

It has been confirmed that the plans to move the Scouts from their current hut to a new facility developed at the Village Hall can no longer be underpinned by funding from NFDC. However, the Scouts have also been told they cannot remain in their current location indefinitely. As a result, the AWG recommends that supporting a development at the Village Hall to accommodate the scouts and extend the Little Flyers nursery becomes a high priority for the Parish Council. The uncertainty of the level of NFDC funding leaves a potential shortfall in sums needed to accomplish the plans already outlined and the village will need to come together to deliver the funding required.

Separately, we have been approached again by Sway Social Club who would like to discuss using the money they have (c. £450,000) to build a facility they can use at Jubilee Field. They have indicated that they would not be able to meet their requirements in a wider development at the village hall.

The AWG recommends responding to the Sway Social Club and making it clear that a high priority is to see a long-term solution to accommodating the Scouts. If the Sway Social Club is able to assist with the relocation of the Scouts, perhaps through a significant donation to the village hall development, the Council would be open to exploring options for the Sway Social Club to build a new standalone pavilion, along similar lines to the type of structure as that of the Cricket Club, within the grounds of Jubilee Field.

The Council understands there is a strong desire by the Social Club to be located in close proximity to the Football Club. With this in mind, it is suggested that the new pavilion could be located near the football pitch (location to be agreed) and be shared with the Football Club, providing a self-contained facility for both clubs to call home. The pavilion, as a standalone structure, would need to be managed and maintained by those clubs, whilst remaining adherent to the site rules and regulations.

This solution would mean no building works would need to take place in the Jubilee Field Pavilion, providing the continuity of services for the users. It would also create an additional dedicated space for the Social and Football Clubs to flourish, whilst minimising the burdens to the Parish in the future. The added benefit would be Sway gaining an enhanced Village Hall and a purpose-built new home for the Scouts and Little Flyers.

Should the Sway Social Club be open to such an offer, the Sway Social Club would be invited to create a full and detailed proposal, at their own cost and in consultation with the Parish Council, to create the new pavilion within the terms outlined above. Any of the above developments would need to be subject to appropriate consultation with the wider village, and the Council commits to consulting the residents on the potential redevelopment of Jubilee Fields.



Minutes of the Meeting of the Council held on Friday 20th March 2020, at the Jubilee Field Pavilion

20/044. Finance

a. Authority to spend

DECISION: ST proposed and JW seconded that the Council approve an increased authority to spend under Financial Regulations 4.1 for the Clerk, from £200 (currently) to £500 – in line with approved spending limit on the Lloyds' Charge Card. This was unanimously approved.

20/045. Governance

a. Emergency Delegation of Authority

DECISION: It was proposed by ST, and seconded by JW, that:

- in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council, only where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline; or to cover emergency works;
- any decision to be made in consultation with appropriate Councillors by telephone or email;
- the Clerk will further consult with the Chairman for guidance as necessary;
- the delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations;
- any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations;
- this delegated authority ceases upon the first meeting of the Council after the Council meeting at which the delegation was put in place;
- the Clerk may – under the direction of the Planning and Transport Committee – submit planning application recommendations where majority agreement can be reached by Committee members using telephone or email.

All points were unanimously approved.

It was further noted that for the duration of this emergency delegation of authority, residents are invited to send comments on any Sway planning application in a timely manner to the Parish Clerk, who will distribute them to the Committee members for their information. Residents are reminded always to submit their comments directly to the NFNPA, the Local Planning Authority, during the consultation period

www.newforestnpa.gov.uk

The Clerk suggested that she would compile a weekly list of planning applications and issue to the PaTC, with a 'respond by' date that would enable her to make timely submissions back to the Local Planning Authority.



Minutes of the Meeting of the Council held on Friday 20th March 2020, at the Jubilee Field Pavilion

It was agreed that the Parish Council 'office hours' be changed to the 'core contact hours' or 'core duty hours' for the Parish Clerk - who at those times (Mon 10-1, Tue 11-2 and Thu 3-6) would be available to residents via phone or email – but not for face-to-face appointments.

20/046. Co-option of new Councillors

It was agreed that the Council should extend the deadline for candidates to put themselves forward, and only to issue a new closing date when a new date for the next public meeting had been identified.

20/047. Future meetings and events

a. Sway Spring Clean – currently scheduled for Sunday 29th March

The Parish Clerk noted that all Spring Clean events had been postponed until the autumn by Great British Spring Clean, and endorsed by NFDC. Residents should be encouraged to pick any litter they see on their own walks, in the meantime.

b. VE Day Event – currently scheduled for Saturday 9th May

It was agreed that the event would be cancelled. It could perhaps be deferred to VJ day on 15th August if current isolation/distance guidance had been lifted.

c. Annual Parish Assembly – currently scheduled for Thursday 30th April and legally required to be held before 1st June

In view of the current Covid-19 emergency and in line with current practice throughout the local council sector; the government guidance on gatherings and social distancing, introduced to minimise risks to life and health, should clearly supersede the 1972 legislation on the date range for this meeting and this meeting would therefore be postponed indefinitely.

d. Parish Council Annual Meeting

Currently this would normally be the fourth Thursday in May and is a legal requirement. However, the Parish Clerk advised that she would continue to monitor and advise the Council; but it was expected that either a short and perfunctory meeting would have to take place to meet legal requirements, or – more likely – there would be special dispensation granted to enable them to take place when the Covid-19 restrictions are relaxed.

The Clerk would notify interested parties for all events accordingly and publish on the website and social media.

20/048. Other items for discussion – from Councillors

Nothing offered.

With no further business, the meeting closed at 19:49 pm.

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