



Minutes of the Meeting of the Council held on Thursday 23rd April 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)	NP	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 Keith Mans, Hampshire County Council
Katie Walding, Parish Clerk & RFO

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 and some housekeeping tips specific to the online meeting tool. Each councillor introduced themselves.

20/049. Public Participation

None offered.

20/050. Apologies

Received from PD and KM.

20/051. Declarations of Interest

None offered.

20/052. Minutes of the previous Meeting

The Minutes from the meeting on 20th March had been previously circulated and published online. Those who were present unanimously approved the minutes as an accurate record, and minutes would be provided by the Clerk to the Chairman for signature after the meeting.

20/053. District Council (NFDC)

Cllr Rickman had sent apologies.

20/054. County Council (HCC)

Cllr Mans noted that Sway was one of the first Parish Councils in the area to meet virtually. He gave a brief update on various HCC matters.

There were currently sufficient funds to meet expenditure – but funds were depleting quite quickly. He anticipated that HCC might be some £65M adrift by the end of the year but reassured that there was a lot to happen between now and then.

In respect of the Covid-19 crisis – the objective was to slow the rate of infection and to work as a team with all the other public bodies, and this was going really well so far. Cllr Mans said that HCC was conscious of the fact that it was responsible for individuals.



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HCC had written to over half a million Hampshire households and had also written to other organisations and to all staff to thank them for their efforts.

The provision of PPE was satisfactory currently but of course the need could change rapidly. The HCC procurement system was working better than the national one, in terms of getting what was needed to those in need.

Re: Covid-19 testing. The Govt had caught up with demand, and now mobile testing was due to start. There was a testing centre north of Portsmouth at Tipner, but Cllr Mans was glad to see that the mobile testing would soon be available for those in critical roles, either at home or by mail.

On education – Cllr Mans was really impressed by the Schools and Education team who were working to make sure HCC was ahead of the game, already providing facilities for remote teaching via Zoom.

There were certainly issues around mental health and watching for domestic abuse.

Four weeks ago, Cllr Mans had arranged for the County Councillors' devolved budgets to be brought forward and these were now available, and had been topped up to £10,000 per Councillor. There would be a specific focus on spending in the local commercial and charitable sector, and social enterprises affected by lockdown and needing help.

Cllr Mans noted that he was in conference with Local Enterprise Partnerships (LEPs) about the future economic recovery. HCC was part of the Local Resilience Forum, and had dedicated staff focused on business recovery during the forthcoming weeks and months. HCC were communicating regularly with the three unitaries: Southampton and Portsmouth City Councils and the Isle of Wight Council to understand what is available, which budgets could be drawn from and who is responsible, to get a full picture. HCC would coordinate the overall resources, and ensure that it was spent effectively. The aim would be to reduce insolvency and speed up business recovery. The New Forest held so many hospitality and related businesses which was a real concern, but all the bodies will do what they can to support them.

HCC's relationship with NFDC is very strong and they were also partnering with key organisations to coordinate efforts and promote the recovery when it happens. Cllr Mans commended the excellent input from all parties communicating with central Govt to ensure they were kept abreast of the latest information.

There had been some pressure to re-open household waste/recycling sites – but HCC needed clearer guidelines from Central Govt as to when a visit to a recycling site would be acceptable as an essential journey. HCC would plan to open such sites in tandem with neighbouring counties, and of course they would need to ensure access by members of the public would be in a managed way, to facilitate physical distancing.



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VR noted – on behalf of the New Forest Business Partnership (NFBP) on which she also sits – that she had been impressed with communications through the LEPs and their signposting to relevant information. NFBP had held a very well attended virtual meeting which would be published on their website. She explained that one major concern being fed back from local businesses was that of insurance. Already the insurance companies were proving difficult to deal with, and indications were that help was needed for local businesses to navigate what is typically a complex and often quite aggressive negotiation.

Cllr Mans requested that VR contact David Fletcher at HCC (with a portfolio for economic development and recovery coordination) and provide that feedback to him directly.

[Cllr Mans was thanked for his input, and left the meeting]

20/055. Chairman's Report

- The SWAG grant scheme is going well but SWAG is still not sure they are reaching all the appropriate people. It was important to reiterate that funds were not just for the elderly but for anyone living in Sway civil parish.
- ST had circulated a Chairman's Report for the record (attached as Appendix 1). He noted specifically the generous donation from a Sway resident of an A3 printer, scanner and other stationery items, to which he would write a letter of thanks from the Council.
- Sway Parish Council was one of only six Hampshire based local councils featured by NALC (National Association of Local Councils) in a recent publication showcasing responses to the Covid-19 crisis.

There was a discussion about how the Parish Council could reach people that don't use the internet. Evidence showed this was still the case, and worryingly for some of the more vulnerable and those in need of help. It was suggested that perhaps a leaflet could be put in with prescriptions through the pharmacy. The Clerk would work on a PDF version of the www.swaycovid-19.info website which contained relevant information for Sway residents and was being regularly updated. Perhaps producing this in collaboration with Sway News as a recognised 'brand' would encourage residents to look at and read it?

ACTION: It was agreed that the Clerk would contact the Volunteers' Coordinator and the Sway News editor to gauge their thoughts on distributing printed information.

20/056. Clerk's Report and Correspondence

a. Pavilion matters

- The Jubilee Field Pavilion remained closed. The cleaner had been in weekly and was performing deep cleans throughout. Once completed the Clerk would consider how and/if he can be redeployed. There had been a plumbing leak the previous week but the emergency plumber came within a couple of hours and had immediately resolved the problem. The building needed airing but other than that seemed to have dried out again. The Parish Council continued to have the grass cut fortnightly.
- The Chairman had already mentioned the very generous donation of equipment including an A3 printer and laminator. The Clerk would spend some time at the



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Parish Office to accommodate everything between the cupboard and office space. The Clerk suggested that other Sway groups and organisations would be welcome to contact her and benefit from this resource.

b. Correspondence:

- FOI Request – this was duly completed inside the ICO timeline of 20 working days, and took approx. 3.5 hours to complete. It culminated in just under 100 documents which were provided digitally only due to the current distancing guidelines.
- The Clerk had received a number of reports of people walking dogs at Jubilee Field. She hoped that people would be responsible and clear up after them, and would reiterate that both Jubilee Field and Stanford Rise Green are dog-free sites with notices displayed at their entrances but there was no way to enforce this and she had no suggestions for what else could be done at this time.

20/057. Planning & Transport Committee (PaTC)

JW gave a summary of the PaTC meeting on 12th March and informal virtual meeting on 9th April. He noted that the virtual meeting had worked well and so public meetings would be reinstated as scheduled, the next being Thursday 14th May at the usual start time of 7pm.

ST offered congratulations on the recent appeal **APP/B9506/W/19/3231235** Cherries, Crabbswood Lane which had been dismissed as the PaTC had recommended.

20/058. Amenities Working Group

a. Social Club Proposition

LAT noted that the approved statement had been published and circulated by the Parish Clerk to all parties, and some positive feedback had been received by NFDC, the Village Hall Committee and the Scouts. A response from the Social Club was awaited.

b. Football pitch maintenance

The Clerk had circulated two quotes (of three invited) for weed treatment, aeration, overseed, fertiliser, top dressing and goal mouth maintenance, as follows:

Quote 1 £3920+VAT

Quote 2 £3295+VAT

Some discussion considered the amounts quoted and works listed.

[The Chairman adjourned the meeting at 7:59pm for 5 minutes to enable those present to join the #ClapForKeyWorkers]

DECISION: Following a proposal by ST, seconded by LAT, the Council resolved unanimously to award the value of Quote 2 (being £3295) less £500 (in line with the agreed contribution from the Football Club the previous year) giving a total of £2795. The Football Club should be invited to decide whether they would top up by £500 or alternatively they could trim the specification accordingly.



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ACTION: The Clerk to follow up on the promised £300 contribution from the Football Club towards last year's pitch maintenance, with the Council's apologies for not doing this sooner.

ACTION: It was agreed that the Clerk would enquire, through the JFUG group, about the well-being of the sports clubs. It was likely that their subscriptions would have been impacted by the current situation and there could be other matters causing concern.

20/059. Finance

a. Bank Reconciliation for March

This had been circulated and published prior to the meeting.

DECISION: AP proposed and VR seconded that the Bank Reconciliation for March be approved, and members unanimously agreed.

b. Payment Schedule for April 2020

This had been circulated and published prior to the meeting.

DECISION: AP proposed and VR seconded that the Payment Schedule for April (containing 16 payments totalling £6006.38) be approved, and this was unanimously agreed.

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

AP noted that the **Payment Schedule for March** had not been formally approved by Council due to the Covid-19 crisis, although it had been circulated to the Finance Working Group (and published online). FWG had scrutinised and recommended it was retrospectively approved.

DECISION: AP proposed and VR seconded, that the Payment Schedule for March (containing 15 payments totalling £3664.77) be ratified, and this was unanimously agreed.

c. Business Stream account offer

DECISION: AP proposed and JW seconded that the proposal set out from Business Stream to consolidate water and waste water accounts and receive a £100 credit was accepted and this was unanimously approved.

d. Internal Audit Year End Report Received and duly noted.

e. Annual Governance and Accountability Return (AGAR)

The Clerk explained the process and each page of the draft AGAR.



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- i. Annual Governance Statement

DECISION: Following a proposal by AP which was seconded by ST, it was resolved that the Annual Governance Statement be approved (unanimous)

- ii. Accounting Statement

DECISION: Following a proposal by ST which was seconded by LAT, it was resolved that the Accounting Statement be approved (unanimous)

- iii. Submission to PKF Littlejohn

DECISION: Following a proposal by AP which was seconded by DB, it was resolved that following signature of the Chairman, the Clerk (as RFO) submit the full AGAR and supporting documentation (unanimous)

20/060. Council Objectives

- a. **Village Consultation (Cllr Ryce / Cllr Pepper)**

VR/AP would meet virtually the following Monday and report back.

- b. **Sway Parish Design Statement (Cllr Willis)**

No update.

- c. **Church Lane Development Group (Cllr Tarling)**

See Chairman's Report.

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

No update.

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

No update.

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

DB and the Clerk would meet virtually to consider a digital welcome web page as a temporary measure.

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

No update.

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

The submission for the Foundation Award was acknowledged on 9th March having been submitted the week prior. Unfortunately, as the Hampshire Association of Local Councils do not offer an accreditation panel, the central NALC administration would process it directly. The Clerk noted that this would, of course, be low down on their current priorities.

20/061. Youth Centre

No update.



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20/062. Village Hall

DB noted that the site is currently closed. Once open again, the Village Hall Committee would welcome any proposals for events to raise money for SWAG and Friends of Lymington Hospital and would provide the Village Hall free of charge for such an event.

20/063. Other matters for discussion

AP – VE Day celebrations had of course been cancelled. However, residents were keen to mark the event. Could the Parish Council get involved, perhaps with a poster/images and noting that a new event would be re-scheduled later in the year.

ACTION: VR would coordinate some graphics for a poster and social channels.

AP – had reported to the Clerk and AWG about the bench on Manchester Road which appeared to have been damaged.

ACTION: AWG would compile a condition report for all community benches. The Clerk would provide the list of known benches.

DB – had received a letter from the Enforcements Team at NFNPA regarding the woodland sites in Mount Pleasant Lane; the Clerk had forwarded this to the PaTC. It was noted that the requirements in the letter were that all the issues of access and ground damage must be restored to good order.

20/064. Items for the next agenda

The Clerk noted that the May meeting would need to schedule public meeting dates for the next session of the Parish Council. She would recommend a continuation of the current pattern of 7pm on the 4th Thursday each month. The Planning Committee and Working Groups frequency and dates also to be considered at the May meeting.

20/065. Date of the next meeting – Thursday 28th May at 7:00pm.

The Clerk noted that this would usually be the Annual Meeting of the Parish Council. However, she informed the Council that NALC had issued the following advice in respect of the Parish Council Annual Meeting:

“In recognition of the problem of holding and attending meetings, and further to the lobbying of NALC and others, the Government included s.78 in the Coronavirus Act 2020. This section gave the Secretary of State the power to make Regulations to make provisions for the holding of meetings. The 2020 Regulations set out those provisions.

Regulation 6 – confirms that being present at a local council meeting includes being present through remote attendance. The Regulation also disapplies paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a parish council to hold its annual meeting although a council may do so if they so choose. However paragraph 8 of Schedule 12 has not been disapplied. Paragraph 8 requires a local



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council to hold in a year not less than three meetings in addition to the annual meeting. We believe this should also have been disapplied. The equivalent paragraphs have been disapplied for principal authorities (paragraphs 1 and 2 of Schedule 12)."

After some clarification on the legalities and a brief discussion, it was agreed that the May meeting would be an Ordinary meeting of the Parish Council and take place as scheduled, from 7pm on Thursday 28th May, meeting virtually again via Zoom. It was further noted that any changes to committee or working group compositions, or amendments to policies could be covered in an Ordinary meeting.

ACTION: The Clerk would contact Electoral Services at NFDC to enquire about the possibility of co-opting to fill the current casual vacancies at a virtual meeting.

With no further business, the meeting closed at 8.49 pm.

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



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Appendix 1

Chairman's Report

I'm confident that I'll be repeating what Keith Mans, our County Councillor and the Leader of Hampshire County Councillor; and also, what Barry Rickman, our District Councillor and also Leader of the New Forest District Council will say: that it is heart-warming and astonishing the way local volunteers have come together to do whatever they can to ease the Covid-19 crisis. In Sway we are extraordinarily fortunate to have, in SWAG, a substantial charity dedicated to cover only our civil parish. Speaking to the Organiser of SWAG the other day he was anxious to ensure that anyone and everyone in Sway civil parish that might benefit from the new SWAG Emergency Grant Scheme were aware of that scheme - modified specifically to cope with financial emergencies brought about by the Covid-19 lockdown. Please get the word out as appropriate.

On 20 Mar 2020 a majority of Sway Parish Council members met in person and observing social distancing, and with advice from the Clerk, to pass resolutions to enable them to meet remotely and better cope with the Covid-19 crisis.

...One month later...

On 21 Apr 2020 a very small number of members of the UK parliament met in person and observing social distancing, and with advice from the Speaker, to pass resolutions to enable them to meet remotely and better cope with the Covid-19 crisis.

We are all getting better at virtual meetings. I must thank the Planning and Transport Committee (PaTC) for leading the way and dealing so smoothly with their own agenda. The NFNPA Planning Committee followed and met virtually and I've circulated members of PaTC with some notes on the meeting, and I'd add my congratulations to PaTC on yet another planning appeal just having been decided in favour of Sway's position. By the way the NFNPA is no longer posting the green planning notices, but in some cases is sending them out to the applicant and asking them to post them.

The New Forest Marque met virtually and now have a couple of vans and some volunteers who are delivering for local New Forest Marque businesses - especially those small businesses who usual rely on retail outlets which are now closed.

NALC have just produced a 70-page Coronavirus case studies booklet. Thanks to Katie we are just one of six local councils in Hampshire featured.

I've scanned through the other 5 in Hampshire and calculated their annual expenditure per head of electorate, and my notes are:

Bishop's Waltham: electorate 6,000, £116. Support phone line weekdays 9-4, special newsheet, shopping, and prescriptions.

Goodworth Clatford: electorate 450, £79. Newsletter to all residents, volunteer group, Emergency Group, local businesses.



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Rowlands Castle: electorate 2,300, £44. Update date on Covid-19 web page, helpline, postcard to every property, prescriptions, details for local businesses, DRB checked volunteer group do shopping etc., scams warning.

Southwick & Widley: electorate 580, £29. No obvious Covid-19 web page on home page, CRB checked volunteers, prescriptions, closed Facebook group, Resilience Committee.

Upper Clatford: electorate 1,652, £23. Working group. Mail drop to every household. Community Support Committee, shopping, prescriptions etc.

By comparison Sway's electorate of 3,000 gives an annual expenditure on the same calculation basis of £27. As we know the larger electorate's can usually provide a better service - but at greater cost per head. On any comparison with the other selected Hampshire local councils we are doing well. I do wonder whether we should revisit the idea of a leaflet for every property (about 1600 or so)?

You will remember when the NFNPA recently decided to stop sending us printed copies of papers from planning applications that we had a discussion about whether we should purchase an A3 colour printer or upgrade our data projector and we decided an A3 printer would be good to have, but we found it difficult to justify given the small precept we work with.

Well I'm delighted to say that we have received a most generous gift of surplus office equipment from a Sway resident and now retiring business owner, which includes an A3 printer and paper, A3 laminator and pouches, as well various other stationery items. I would like to ask your agreement to write on behalf of the Parish Council to thank the kind benefactor. The Clerk has suggested offering the other Sway community buildings (Village Hall and Youth Centre) access to this equipment if they ever need it in the future.

**Stephen Tarling
Chairman**