

SWAY PARISH COUNCIL

Parish Council Meeting

Minutes of the Parish Council Meeting held on Thursday 30th October 2014 at the Jubilee Field Pavilion, Station Road, Sway.

Present: Chairman: Cllr Barry Rickman; Vice Chairman: Cllr Ted Fleat; Cllrs Kevin Cripps, Peter Dance, Carole Gates, David Golby and Stephen Tarling.

Also in attendance: Parish Clerk – Susan Brayley; PC Transport Representative - John Warden; County Cllr Ken Thornber and 12 members of the public.

102/14 Apologies – Cllr Kevin Langford

103/14 Minutes of the Meeting held on the 25th September 2014 and Matters Arising

- (1) **Minutes** - The minutes of the meeting held on the 25th September 2014 were approved and signed by the Chairman.
- (2) **Matters Arising –** None

103/14 Report by County Councillor Ken Thornber

Councillor Thornber began his report by explaining for the benefit of the Public, that he would only attend if he had items of business to report. Went on to advise Council of three highways items with potential impact to the Sway area, all of which were associated with railway bridges and requested by network rail:-

1. Arnewood Bridge Road/ Crabbswood Lane Railway Bridge – work to improve safety fencing to start Spring 2015.
2. Traffic Light control on bridge into Brockenhurst – would remain as single lane traffic control, with the lights Brockenhurst side relocated closer to Golf Course and provision of proper pavements for pedestrians and cyclists.
3. Latchmoor Bridge – NWR had advised a change of contractor to complete the work. No contact established at present, HCC looking for single lane traffic control (safety permitting) to allow access whilst work completed.

Advised had been in correspondence with Sway Youth Centre re grant funding, explaining that there were three grant streams available to County Cllrs, Cllr Thornber outlined interest in “worthwhile” projects eg youth projects, community building, improving disabled access and voluntary organisations. Conditions attached were had to be for building / renovations etc. and not to cover salaries or rents.

104/14 Clerk’s Report -

1. Remembrance Sunday

Invitation received from Rev. John Pawson for Clerk, Cllrs and their families to attend the Remembrance Service on Sunday 9th November. The service starts at St. Luke’s at 9.30am and is followed by a procession to the War Memorial for the Wreath Laying at 11.00am.

2. Poppy Wreath

I have received the wreath from the Royal British Legion. I would like to suggest that as the Wreath is laid by the Chairman of the P.C. on the behalf of the community, the purchase of the wreath be formalised by being purchased under the sect.137 budget. - **Agreed**

3. Heritage Lottery Bid – Conserving the Forest Fringe

Letter and leaflet received from the Forestry Commission re the above (copies attached). Please let me know your thoughts on Sway’s participation and which option you would favour if we do. Please note – I have to respond to the Forestry Commission by the 7th November if we wish to be included.

Agreed – Clerk to advise Forestry Commission Sway PC Council keen to participate

4. Hampshire County Council “Quiet Lanes” Project –

Attached were details of the Quiet Lanes project, which Hampshire County Council and the New Forest National Park Authority are keen to progress. Please let me know your thoughts on Sway’s participation in piloting the scheme as I have to respond by Friday 21st November 2014 if we do.

Cllr Tarling to review as Chair of Planning & Transport Committee.

5. Changes to NFDC Policy re Sandbags

Information received from the Land Drainage department re the new NFDC policy on the delivery of sandbags. Please use this link to the updated Flooding web page -

<http://www.newforest.gov.uk/index.cfm?articleid=4688> for the new Sandbags Policy and flooding information for your information. Copy available in the Council office.

6. Speed Limit Signs – Brighton Road Cattle Grid

The lengthsman has done an excellent job clearing and cleaning the speed limit signs at the Brighton Road cattle grid. They are now clearly visible and can no longer be offered as excuses to our speedwatch volunteers.

7. MUGA

Clerk was pleased to report that David Gibbons, Ron Loveless and Graham Levers had completed and submitted the application to Sport England for a grant for the balance of the funds for the project. And received an acknowledgement and number.

8. Cycle Racks at Jubilee Fields

As discussed at the AMG meeting a number of requests have been received re provision of cycle racks at Jubilee Field. Cllr Rickman advised funding had been available from the NFNPA for cycling associated items and offered to follow this up with the authority.

Action Cllr Rickman.

9. Navitus Bay

Notice received of hearings under section 91 & 93 2003 Planning Act. Dates:-

Specific Issue Hearings -18th – 21st Nov; 25th – 28th Nov.

Open Floor Hearing – 2nd Dec.

10. Contact from “new” Sway / Hordle safer neighbourhood team PC

Have received email contact from new PC – Leon Simon was agreed Clerk to invite PC Simon to next Council Meeting on the 27th November.

Action Clerk.

11. Uneven Surfaces at Jubilee Field

Letter received from Tennis Club – coach had reported to Clerk who has asked a local contractor to look at and cost repairs. Caretaker has coned and taped off the area in the short term.

Action Clerk.

12. War Memorial

The Lengthsman has done an excellent job at the War Memorial, railings have been rubbed back and painted, the bench has had some refurbishment and the area was weeded and carefully sprayed. Is concerned due to weather weeds might regrow – so will endeavour to check just before Remembrance Day.

105/14 Finance - Accounts to be paid in October 2014

It was unanimously agreed that the following payments should be authorised:

	Cost	Cheque Value
	£	£
Talk Talk Business – Office Broadband & Telephone	35.59	dd
E-on – electricity and gas at Jubilee Field	265.71	dd
Payroll Solutions Ltd – Clerks Pay Arrangements	18.00	dd
The Gardeners Ltd – Grounds Maintenance for August 2014	509.04	509.04
Loaders Garage Ltd – Red Diesel for Tractor	17.00	17.00
Brian Batchelor – Facilities Management for September 2014	201.67	201.67
Forestry Commission – Annual Rent, Sway Allotment Site	240.00	240.00
Stationery Purchases - NFDC	21.85	21.85
Stephen Harris Plumbing & Heating – Repairs to toilets JFP	60.00	60.00

Previous Clerk's net salary for October 2014	208.85	208.85
HMRC – Tax/NI on Previous Clerk's salary for October 2014	52.20	-
HMRC – Tax/NI on Clerk's salary for October 2014	79.10	
HMRC – Employers NI for October 2014	48.87	180.17
Clerk's Net Salary / Purchase Laptop & Software; Cleaning items for caretaker	1593.96	1593.96
Total	3351.84	3351.84

The following was noted:-

Balance Carried Forward (Bank Statement) as per 29/09/2014 = £62,621.72

Outstanding Commitments as at end September 2014 = £3,129.02, Corrected Balance as at 30/09/2014 = £59,492.70

Precept received 29/09/2014 (£25,617.50), October Allotment Rent cheques received and paid in to date = £ 790.00

106/14 – To agree amendment to Standing Orders sections 3k and 15b(i).

Clerk advised that section 3k which currently states “photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s prior written consent”, was in breach of legislation enacted on the 31st July 2014 and recommended the following alteration – “Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted by reference to the Chairman and under the Sway Parish Council protocol for the recording and use of social media at Council and Committee meetings”. In answer to Cllr Rickman’s concerns that attending members of the Public should not wish to be recorded and Sway PC should not be expected to provide a WI Fi suite similar to that provided by the NFDC, Clerk advised Protocol required that anyone wishing to make use of the above should make this known to the Clerk so that Public could be advised and that no WI FI facilities would be available via the PC, the user would have to rely on the roaming facilities personally available to them.

Clerk reported section 15b(i) currently stated “(The Proper Officer shall:) At least three clear days before a meeting of the Council or a committee serve on Councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.”

Advising that this did not allow delivery of the summons, agenda and other documentation electronically to those who would prefer this, recommend the following minor amendment to this – “(The Proper Officer shall:) At least three clear days before a meeting of the Council or a committee, serve on Councillors a summons and give public notice confirming the time, date, venue and the agenda of the meeting.”

Both amendments were unanimously agreed.

Agreed

107/14 Report from the Planning and Transport Committee

Cllr Stephen Tarling reported the main issues which had been dealt with by the Committee at their meeting on the 16th October 2014:-

Trees:- New TPO (0035/14) - 1 Rose Cottage, Pitmore Lane. – Chair advised NFNPA Tree Officer enacted immediately post site visit.

Sway Manor – Chair advised that the NFNPA Tree Officer had attended immediately and had had a blanket preservation order put in place, however this was too late for the trees at the front of the site.

Planning Applications:- The Committee had recommended approval with conditions of the planning applications in respect of **Dennet House, Brighton Road, Sway & Shallfleet, Mount Pleasant Lane, Sway** but would accept the decision reached by the NPA’s Officers under their delegated powers. Recommended approval with conditions of the planning applications in respect of **Downlands Farm, Linnies Lane, Sway; Land Rear Silver Street Farm, Silver Street, Sway & Flexford Farm,**

Flexford Lane, Sway. Recommended approval of the planning application in respect of **Hazel Bank, Kings Lane, Sway.** Recommended refusal of the planning application in respect of **Moorlands, Middle Road, Sway,** and advised **Meadow Way, Mill Lane, Sway,** had been withdrawn.

108/14 Report from the Amenities Working Group

Cllr Gates reported that the alterations to the kitchen were complete apart from some retiling. The disabled ramp was on hold until Clerk could get design advice from Tennis Club user. Cllr Cripps approach to CCllr Thornber for assistance with funding.

Had discussed provision cycle racks (see Clerks Report)

Recommended changes to No Dogs signage at Jubilee Fields entrances.

Recommended acceptance of £300.00 quote for allotment hedge cutting, from the three received.

Recommended agreement to FC request to change of hours. (109/14 below)

109/14 To consider a request from Sway FC to change the current selling of alcohol days and times. – Request was to change current agreed day and time from 6 to 8pm, Tuesday evenings (which was not being used) to 1 to 4pm Sunday afternoons. After hearing representation from the Chairman of Senior Football, who advised that the FC bar was proving to be steadily profitable and therefore the club would almost certainly be able to cover all its costs at Jubilee Field, Cllr Rickman stated this was a fairly minor change and that the whole process was new and a learning curve. Council were advised that the Amenities Working Group were in favour of the change, Cllr Cripps advised, supported by Cllr Golby of the Finance Working Group's similar support. Cllr Golby proposed agreement, was unanimously agreed by Council. **Agreed**

110/14 Dog Fouling – Sway Village and Jubilee Fields – Cllr Fleat reported having walked the village with the Clerk the previous week, there were large areas that had no bins provided at all, having to remove "poo bags" from some of the grit bins and the car park footpath at Jubilee Fields and the "No Dogs" signage at Jubilee Fields was inadequate. Observing that complaints were being received from all over the Sway area, he asked that Sway News raise the problem in their next edition. Cllrs Cripps and Golby stated their disgust that people could think it acceptable to use the grit bins as dog bins, Cllr Golby observed that the behaviour of some offenders challenged after not clearing up behind their dogs had been aggressive and threatening. Clerk advised had been in contact with the NFDC streetscene supervisor and would be meeting him next week to discuss provision and positioning of new bins, however had already been warned the NFDC had no money left in that particular budget. Cllr Rickman stated would be prepared to discuss funding issues with the NFDC, once more information available. Was agreed to carry the bins issue over to next meeting agenda, post Clerk's meeting with NFDC. And that as recommended by the AWG, the JF signage be addressed by a new large sign to be displayed on the Play Park fence at the entrance to the Car Park and current smaller signs to be relocated to the two entrances off the B3055.

111/14 Allotments – New Forestry Commission Annual Lease Agreement.

Clerk advised had received new three year lease agreement for allotment site. Proposed increase was from £240 to £250 per annum, representing an increase of 1.057%. Council unanimously agreed acceptance and the Chairman signed the new agreement.

112/14 Grant Applications

Three received post agenda publication – to be heard at the next meeting.

113/14 Correspondence and Any Other Business

Cllr Cripps reported the seat had now been installed in the new bus stop and was looking good.

Cllr Tarling reported the NFNPA Management Plan update (2015-20) was out for review and recommended that all Sway residents should engage with it. Advising that as well as being online, there were open discussion sessions and a hard copy available at the Village Hall.

... Had attended the New Forest Business Partnership meeting, there had been a number of attendees all involved in neighbourhood planning, reported Steve Avery's (NFNPA Exec Director for Strategy and Planning) concerns re exemptions to Affordable Housing. And finally mentioned attendance by the Head of NFDC Tourism, but lack of attendance by HCC Highways.

The Chairman of the Sway Allotments Association thanked Cllr Rickman for attending their AGM in his role as Chair of the Parish Council. Was also pleased to advise that the presentation by the Chairman of the Commoners Defence Association concerning the dangers posed to the grazing stock by throwing allotment "debris" over the hedge onto the open forest had resulted in no rubbish being found round the perimeter for a number of weeks.

The Senior Football Club Chairman reported a number of maintenance issues at the JF Pavilion which would save money if resolved, including problems with the taps gushing water, issues re the lighting sensors and also problems with the guttering during prolonged rainfall. Clerk to review with Caretaker.

Action Clerk / Caretaker

114/14 Dates of Future Meetings

The dates for future meetings of the Parish Council were noted:-

Thursday	27 th November 2014	Jubilee Field Pavilion
Thursday	18 th December 2014	Jubilee Field Pavilion
Thursday	29 th January 2015	Jubilee Field Pavilion
Thursday	26 th February 2015	Jubilee Field Pavilion
Thursday	26 th March 2015	Jubilee Field Pavilion

There being no further business, the Chairman closed the meeting at 8.30pm.

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Chairman