

# SWAY PARISH COUNCIL

## Parish Council Meeting

**Minutes of the Parish Council Meeting held on Thursday 29<sup>th</sup> January 2015 at the Jubilee Field Pavilion, Station Road, Sway.**

**Present:** Chairman: Cllr Barry Rickman; Cllrs Carole Gates, Kevin Cripps, Peter Dance and Stephen Tarling.

**Also in attendance:** Parish Clerk – Susan Brayley, PC Transport Representative - John Warden. 2 Members of the Press and 11 members of the public.

**139/14 Apologies** – Cllrs David Golby, Kevin Langford, Ted Fleat and County Cllr Ken Thornber.

### **140/14 Minutes of the Meeting held on the 18<sup>th</sup> December 2014 and Matters Arising**

- (1) **Minutes** - The minutes of the meeting held on the 18<sup>th</sup> December 2014 were approved and signed by the Chairman.
- (2) **Matters Arising** – None

### **141/14 Report by County Councillor Ken Thornber**

The Chairman advised that Cllr Thornber had sent a report on the status of the Latchmoor Bridge closure as he was unable to attend the meeting, however there was no change to the information reported earlier and the road closure was necessary to ensure Public Safety. Cllr Dance advised that there was a temporary single lane closure in place for a short period prior to full closure.

### **142/14 Clerk's Report –**

#### **1. Change to Pavilion Licensed Opening Hours**

Application approved – licensed hours are now 12.00 – 20.00 Saturday; 13.00 – 16.00 Sunday.

#### **2. Grant Award to New Forest DIS**

Letter of thanks received from New Forest DIS for grant award of £100.00

#### **3. Request from SFC to name football stand**

Have received a request from SFC for agreement to name the football stand after the late Dennis Blackwell whose bequest enabled its building. ***Request unanimously approved.***

#### **4. Request received to site a memorial bench by JF Football Pitch**

Request received from Mrs Kathy Sirl to place a bench, similar to those already in situ, as a memorial to her late husband. As a direct quote from the request “to commemorate Chris in a place he lived to be, watching the football.” ***Request unanimously approved.***

#### **5. Cricket Pavilion – Visit from the Valuation Office Agency**

Andy Lee (Cricket Club representative) had advised Clerk he had been contacted by a Valuation Agency Officer requesting a site visit to carry out a rating valuation of the Cricket Pavilion on behalf of the NFDC. He had then received an email on 21<sup>st</sup> Jan advising valuation of £1250 backdated to April 2010, suggesting Cricket Club contact NFDC re the possibility of small business rates relief. Clerk advised was not sure if SBRR applies would apply to the Cricket Pavilion, but as presumably they will be showing interest in JF Pavilion next, would certainly be applying for SBRR if applicable.

#### **6. Road Closure – “Latchmoor Bridge”**

Advice received second hand from HCC Highways Engineer contact re closure of the bridge as advised by CCllr Thornber. One way closure was requested from 26<sup>th</sup> Jan, which was then brought forward with 3 days (inc weekend) notice to 19<sup>th</sup> Jan. Full closure to start wef 9<sup>th</sup> Feb. With a 6 month restriction in place from HCC.

### 7. Visit from HCC Highways Engineer

Am arranging a parish tour of hot spots, wet spots and other highways issues with Richard Bastoe for early February. Have already got Church Lane and Mead End Road on the list, Please advise Clerk of any other significant problem areas to make the most of the visit please.

### 8. Interim Internal Audit Visit

The interim visit from the Internal Auditor took place Jan 14<sup>th</sup> / 20<sup>th</sup>. It was a successful and productive visit, no problems identified and a lot of useful information gained.

### 9. Pavilion Hall Bookings

As reported in Amenities Working Group, Two further funeral wake bookings this month. Caterer for second was highly complimentary about our facilities and stated would be recommending the hall as a venue for similar sorts of events. They made excellent use of hall layout for smaller (30 people events), and will also be to providing advice re Kitchen improvements.

### 10. St Luke's School Walking Bus

Correspondence received from Head Teacher requesting PC support for a walking bus initiative from Jubilee Fields car park. Cllrs in favour, however was pointed out that Council had endorsed the idea when approached some moths before.

### 143/14 Finance - Accounts to be paid in January 2015

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

	Cost £	Cheque Value £
TalkTalk Business - Office Broadband & Telephone	35.14	<i>dd</i>
E-On Gas & Electricity at Jubilee Field	402.50	<i>dd</i>
Payroll Solutions	21.60	<i>dd</i>
Lloyds Bank – Charges Dec	19.30	19.30
Sembcorp B'mth Water	12.98	12.98
Advertiser & Times	70.80	70.80
NFDC	144.61	144.61
Southern Water	124.52	124.52
Sembcorp B'mth Water	407.75	407.75
The Gardeners Ltd	509.04	509.04
Fair Account - Audit	130.00	130.00
Action Computing	50.00	50.00
B.Batchelor (Caretaker)	201.67	201.67
HMRC - Clerk's Tax/NI = Employers NI	90.52	90.52
Clerk's net Salary & Expenses	975.21	975.21
<b>Total</b>	<b>3,195.64</b>	<b>3,195.64</b>

The following were noted:-

Bank Account Balance as @ 31/12/2014 = 54,428.60 plus January Income (inc £75 Cashback on Printer) of 365.54 = 54,794.14

Less Outstanding December Payments (675.90) and January Payment Schedule (3,195.64), Total outgoing 4,591.54

Estimated Balance as @ 31/01/2015 = 50,202.60

Cllr Cripps asked if the Allotment water charge was a reduction against the previous year as there had been a concerted effort to cut back on water use. Clerk to check and report back.

### 144/14 Report from the Planning and Transport Committee

As Chair of the P&TC, Cllr Stephen Tarling reported the main issues which had been dealt with by the Committee at their meeting on the 22<sup>nd</sup> January 2015:-

**Trees** - New TPO for 1, Rose Cottage, Pitmore Lane had been confirmed as TPO/0035/141.

**Planning Applications:-** The P&T Committee had agreed the following:-

Recommend approval with comments, in respect of

14/00943 - The Surgery, Station Road - Single storey extension; creation of bay window; bin store enclosure; reposition of access ramp (demolition of existing garages); 15/00003 - Oak Lea, Church Lane. - Two storey and single storey rear extensions, and 15/00012 - 12 Setthorns Road - 1 and 2 storey extensions; 1no rooflight.

Recommend refusal with comments in respect of both 14/01029 - South Sway Farm House, South Sway Lane. - Change of use to equestrian holiday centre; conversion of barn 5 to incorporate 5 no. Holiday lets; Barn 4 to be used as staff accommodation, and 14/01006 - 21 Setthorns Road - Insertion of 1no rear dormer and 3no roof lights to facilitate loft conversion; single storey side extension.

And were happy to accept the decision reached by the National Park Authority's Officers under their delegated powers, in respect of 14/01035 - Sway Social Club, Westbeams Road - 4no. Semi-detached dwellings; 1 no detached dwelling; garages; access; associated landscaping (demolition of existing building).

Cllr Tarling also gave a summary of the remainder of the meeting including Planning Decisions, Enforcement, Transport and CSW and advised the next meeting would be held on the 19<sup>th</sup> February 2015

#### **145/14 Report from the Amenities Working Group**

Cllr Gates reported that the new taps and safe water temperature valves had been fitted in the pavilion kitchen. Other repairs (tarmac) would take place as soon as weather permitted.

Cllr Rickman had approached Sway Relief in Sickness Fund concerning funding for both the disabled access ramp and purchase of defibrillators.

The application for the alteration to the licensing hours had been granted.

Space was available for 15 cycle racks rather than the 12 originally thought and the Clerk would be submitting the application for Grant Funding to the NFNPA during the next week.

Pavilion Hire – see item 9, Clerk's Report.

A request had been received from SFC re confirmation of the continued use of the hall as licensed premises and this would be raised as an agenda item for discussion at the full Council meeting on the 26<sup>th</sup> February 2015.

And finally all allotment rents had now been paid.

#### **146/14 Review and Approve Budget Adjustments for 2015/16 –**

Cllr Cripps advised that due to the complexities of calculating the effect of grant and Precept funding it had been necessary to make a slight adjustment to achieve the less than 5% increase. The new request (increase of 4.42%) had been submitted to NFDC, but was being held subject to Council approval. The reduction was unanimously agreed, Clerk to confirm request with NFDC.

#### **147/14 Review Parish Council Office Hours –**

Clerk advised difficulty of achieving work load in designated hours with Office open 4 mornings a week. Cllr Tarling reinforced this, observing that both he and Cllr Fleat were aware of particular problems with Tuesdays. Cllr Cripps advised that flexibility had specifically been built into the Clerk's contract to cover this and similar issues and supported a Tuesday close. Was unanimously agreed. New office opening hours as follows:- 9.00am – 12.00 noon Monday; Wednesday and Thursday.

#### **148/14 Agree Proposed PC Meeting Dates for 2015**

Cllr Cripps reminded Council that the Annual Meeting (the first meeting of the Council year), had to take place within a certain number of days after the election, Clerk reminded Council that this would be when Cllrs would be appointed to Committees and Working Groups and to comply with this it was agreed to swap the Council and P&TC Meetings that month. PC Annual meeting would be 21<sup>st</sup> May; P&TC on the 28<sup>th</sup> May. Was also agreed that a Parish Assembly date would be agreed when new Council in place."

Was also agreed to visit the idea of open days to encourage residents to understand what Council does and to consider standing particularly due to the increase in the number of Cllrs to 12 from 8. Clerk advised the proposed meeting dates were subject to confirmation post elections in May.

#### **149/14 Review and Approve proposed set up and funding of Council Web Site**

Cllr Cripps reported that following agreement that the current site did not meet requirements, Cllrs Cripps, Golby, Tarling and the Clerk had met to discuss moving to a HCC sponsored secure site. This had a number of advantages including secure servers, free support and training via the NFDC. As the Clerk already had experience of the web software HCC used, it was sensible that she take on the management and development of the new site, however was outside of the currently agreed scope of work and should be treated as such.

The requirements of Phase I of this work had been agreed in principle and was high priority, the Clerk had estimated this as 20 hours of work. This would be cost neutral as funding had been included in the budget to cover this. Phase II would be brought back to Council once the scope had been agreed.

Cllr Dance suggested that the Clerk should be paid an enhanced rate for the work – Cllr Cripps advised that the Clerk had suggested her current rate was acceptable.

A member of the Public asked if the current site could be captured and re-used. Cllr Tarling advised that the current site used a CMS and that most of the information was already held in house in standard formats.

Cllr Cripps reminded Council that Cllr Golby had funded the current website prior to becoming a Cllr and was fully behind the new proposals. Subsequent vote was unanimous in favour to proceed on the basis outlined.

#### **150/14 Receive update on MUGA status and finance from MUGA Working Group**

The previously circulated report was presented by the MWG. Additional information from recent visits to similar facilities was also reported, many using “pay to play” funding and had found new sports groups (i.e. Netball), had been attracted by the facility. The Chair observed would also be of benefit to the existing JF Clubs.

A member of the Public observed that the Jubilee Fields already received a lot of funding from the PC and that this was dominated by certain groups. Asking when other groups such as the elderly and the dog owners were going to see some benefits, for example would the MUGA be available for dog training and activities such as flyball and agility. The Chair reminded the meeting that Jubilee Field was a dog free site.

Cllr Tarling asked a number of questions concerning funding sources and plans for ongoing maintenance and management. The MWG explained funding sources (Hants Playing Fields, Developers Contributions and waiting on confirmation of a Sport England grant) and that saw this as a PC asset, that once built would be handed over to the PC to run.

Cllr Cripps observed that Jubilee Fields was taking up a lot of funding at present and that there was no spare funding in the budget to cover anything else. He also raised his concerns re future maintenance issues for the MUGA and added that the Clerk had no spare time available to deal with bookings and payments.

Cllr Tarling stated his concern that the project may not be far enough advanced to secure the first tranche of Developers Contributions by the expiry date. Cllr Cripps assured the MWG that the Council were supportive, but constrained by what the PC could afford.

It was agreed that the WG should be allocated a regular monthly agenda slot to give a progress report to Council and that at least one Cllr join the MWG.

The Chair and Cllr Tarling picking up the question of dog training observed that the village hall was used for this. The member of the public pointed out there was no enclosed outside areas in the village to provide safe recall training. Adding that dogs were banned from the Stanford Rise Open Space, which was an underutilised area.

#### **151/14 Receive report on and consider request to support Planning Application for new Cricket/Junior Football Pavilion**

A representative of the Cricket and Junior Football Clubs (JFC Treasurer) presented the previously circulated report of the proposed new facilities. This included the background information, fully phased building schedule, demolition and removal of existing schedule and funding intentions.

Assuring the Council that the Clubs were only looking for the members support and approval for the project, the JFC Treasurer formally requested that as landowners, the Council submit the planning application to the NFNPA, adding that the costs of the application would be refunded in full to the Council. It was emphasised all costs of the building and its future maintenance would be covered by Cricket/JFC clubs who were not looking for any financial assistance from the PC whatsoever, but would be working closely with the Clerk to ensure compliance with Council requirements. The Chair (endorsed by Cllrs) congratulated the JFC Treasurer on an excellent and well executed report which he was pleased to be able to support. Cllr Cripps (seconded Cllr Dance), proposed full support of the application. The subsequent vote was unanimous in favour of the proposal.

**152/14 Grant Applications - Citizens Advice Bureau**

Clerk advised receiving request for grant funding of £120.00 from CAB, who had reported assistance to 275 residents of the Sway and Boldre areas in the period 2013/14. Cllr Cripps stated he was against awarding a grant as the CAB had substantially higher reserves than Sway PC and that this application did not fall within the previously agreed grants policy of the PC. Cllr Dance disagreed pointing out that the CAB did provide a lot of assistance too many people. The Chair reminded Council that it had been previously agreed to only provide funding to organisations that supported the residents of Sway, but that CAB had given reliable support in the past. Cllr Cripps observed that CAB enjoyed nationwide funding, Cllr Dance stated that support had been given to Sway villagers. Cllr Tarling echoed Cllr Crips concerns and the Chair advised that the NFDC were large funding supporters of CAB. Cllr Cripps (seconded Cllr Tarling) proposed making no grant award. The vote was again, two for, two against. Cllr Dance (seconded Cllr Gates) proposed awarding a grant of £100.00. The vote was two for, two against. Called upon for a casting vote, the Chair supported the award of a grant of £100.00 this year, but that any subsequent annual requests would be looked at very carefully.

**153/14 Correspondence and Any Other Business**

No further correspondence received. Cllr Cripps advised that he was currently looking after the panels and map from the Bus Shelter. It having been agreed to wait until spring to repair it. The damage had been reported to the Police and been allocated a crime number. Cllr Tarling reported attending and circulating notes on the SW Quadrant and NFALC meetings. And that planning papers were appearing more and more in pdf. As transferring this to Committee document format was time consuming would be beneficial to buy the Clerk pdf editing software. Cllr Dance reported concerns re the erosion of verges and that nearly every lane in Sway had blocked ditches. Cllr Cripps agreed adding School Buses worst offenders for verge damage.

**154/14 Dates of Future Meetings**

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

Thursday	26 <sup>th</sup> February 2015	Jubilee Field Pavilion
Thursday	26 <sup>th</sup> March 2015	Jubilee Field Pavilion

There being no further business, the Chairman closed the meeting at 9.15pm.

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Chairman

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Date