

SWAY PARISH COUNCIL

Parish Council Meeting

Minutes of the Parish Council Meeting held on Thursday 26th February 2015 at the Jubilee Field Pavilion, Station Road, Sway.

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

Also in attendance: Parish Clerk – Susan Brayley, County Cllr Ken Thornber, PC Transport Representative - John Warden, two Members of the Press and eleven Members of the Public.

155/14 Apologies – Cllr Kevin Langford,

156/14 Minutes of the Meeting held on the 29th January 2015 and Matters Arising

- (1) **Minutes** - The minutes of the meeting held on the 29th January 2015 were approved and signed by the Chairman.
- (2) **Matters Arising** – Cllr Tarling reminded Council of the agreed Parish Council open day dates:- Saturday 14th March: 10am to 12noon and Thursday 26th March 6pm to 7pm – both will be held at the Jubilee Field Pavilion.

157/14 Report by County Councillor Ken Thornber

CCllr Thornber reported the following to Council:-

1. HCC transport officers would be contacting users of the CANGO bus to complete survey information that could be used to make informed changes to the service.
2. Brockenhurst Road Bridge Closure (Latchmoor Bridge) – Cllr Thornber had, with the local Senior HCC Highways Engineer, been working on improved communications from Network Rail and their contractors AMCO. A monthly progress report would now be produced. Cllr Thornber circulated copies of the first (February) at the meeting, drawing attention to the structural details and key dates section, he advised that had requested completion in time for the Spring Bank Holiday, however, due to discovery of more repairs than previously envisaged, this date was now in doubt. Both NWR and the Contractors were fully aware of the impact to local businesses of this.
3. Advised of the close working relationship being developed between the Verderers, HCC Highways and the Highways Contractors to establish better working practices for New Forest roads. Also a workshop between the Verderers, Natural England, Forestry Commission, HCC Highways and the Highways contractors was to take place to follow up on this. Key areas were maintenance of cattle grids and fencing and issues in the north of the forest.
4. Gave a brief report on Hampshire schools exam results, which continued to be above the National Average.
5. Was pleased to report that HCC, NFDC and Hants Fire & Rescue had all managed to continue the freeze on Council Tax, whilst there would be an increase for Police Services. Advising that HCC also intended to freeze Council tax for the year 2016/17, he was able to reassure that whilst the County had to make further savings, this would be achieved by staffing cuts and not by reducing “Point of Delivery” services.

Cllr Tarling asked about the CANGO survey and Clerk advised had also received contact and would circulate. Cllr Tarling also enquired about the proposed single road opening whilst bridge repairs were carried out. Cllr Thornber reported was a lost battle due to HSE requirements.

Cllr Fleat asked if the route for horse riders, pedestrians and cyclists was clearly marked, Cllr Thornber advised he had discussed with the Contract Manager, who would be looking in to it. The PC Transport Representative advised the HCC Transport Officer had already been in contact with him re CANGO and arranged a visit.

158/14 Correspondence and Clerk's Report – Correspondence

1. Email received from New Forest Marathon Team requesting a meeting to discuss concerns of both Cllrs and Sway Residents re the possible inconveniences of the event. – *Council were pleased by contact and asked Clerk to contact and arrange meeting date.* **Action Clerk**
2. Letter received from Catherine Kirkham, HARAHA, offering to attend a PC meeting to discuss rural housing crisis – *Was acknowledged that Sway PC already working with HARAHA*
3. Email received from HALC gauging interest in the provision of Payroll Services for member councils – *Council stated interest and requested Clerk register this with HALC.* **Action Clerk**

Clerks Report

1. Information received re new project to have bicycles checked and repaired for free.
2. TEN received for Wedding Reception, Setters Farm Workshop, 16th May 2015
3. Full and detailed information received from Hampshire Fire & Rescue re Fire Safety Legislation
4. Information received on the Hampshire and IOW Village of the Year Competition
5. New value of Section 137 (grants) Expenditure Limit for 2015/16
6. Request for Table Name Plates for Cllrs received – have researched and costed at pack of 25 at £55.99 (less £20.00 Voucher if used before 31/03/15) – *Was queried by some Cllrs, Member of Press advised was useful to visitors to be able to identify Cllr speaking. Clerk advised were reusable acrylic holders and was then agreed should be purchased.*
7. Notification received from NFDC advising that would like to assist all Town and Parish Council initiatives to support the community clear up day on Saturday 21st March 2015. They will be able to provide a supply of refuse sacks and arrange for the collection of the filled sacks from nominated collection points. The council also has a small supply of litter picking sticks which will be made available on a first come first served basis. The Clerk had already registered an interest so as to secure the litter pickers and also asked questions about safety equipment in the form of Hi Vis vests and gloves. – *Council in full agreement that they would support this and asked that the press publicise this:- Volunteers to assemble for a 10.00am start at the Jubilee Field Pavilion.*
8. Information received from New Forest Advice Network on rural outreach project requesting information on venues and groups that would be best to visit to engage with local people to promote availability of advice services in the area.
9. Report received from CPRE Hampshire on concerns circulated to Hants MPs on the effect of the National Planning Policy Framework to the Hampshire Countryside.
10. Office will be closed for a week WEF Monday 9th March and reopen on Monday 16th March. Cllr Rickman will provide cover during this time for emergency PC matters and the Caretaker will cover the Pavilion and grounds.
11. Cheque for £300 received from NFDC – as grant funding towards JF Pavilion kitchen improvements awarded by our District Cllr. – *The Chair advised Council that had applied for the full grant allocation of £600 for facilities upgrades. This had been divided equally between the Village Hall and JF Pavilion Kitchen improvements*

159/14 To agree amendment to Standing Orders section 15b(i)

Clerk advised that as per previously circulated briefing note, legislation amending the 1972 Local Government Act to permit electronic delivery had come into force on the 30th January 2015. The Clerk recommended the following amendment to Standing Order 15b(i) to sanction this.

The Proper Officer shall

At least three clear days before a meeting of the council or a committee serve on councillors, by delivery, post or electronic form to a members specified mail address their residences, a summons confirming the time, place, and the agenda for the meeting.

Clerk had circulated a form to be signed by each Council member that formally gave consent to delivery by email and to specify the email address to be used, but advised that delivery of paper copies can continue for member Councillors who do not want to receive information in electronic form.

160/14 Finance:-

i. Receive and agree Payment Schedule for February 2015

The payment schedule was circulated to Council and unanimously agreed.

ii. Receive report from Financial Working Group on Budget Status as at 31st Jan 2015

Cllr Cripps, Chair of the FWG stated the group had met on the 16th January to discuss the Clerk's report on the Council's finances as at the end of January. Advising that while there were reductions in the predicted expenditure compared to November report, due to a grant award to cover the costs of the cycle racks at JF and in the trees budget, these were tempered by increases in utilities and grounds maintenance costs, both of which were being challenged by the Clerk. The overall message was positive in that the finances were still predicted to come in under budget.

Cllr Cripps also reported to Council that the terms of NJC pay award agreement (2014/16), recommended an increase to the Clerk's current salary. Stating the FWG's support of the increase, Cllr Cripps proposed that the NJC pay award be accepted. The proposal was seconded by Cllr Dance and the subsequent vote was unanimously in favour.

Cllr Cripps also reported that the Chair had undertaken negotiations for replacement litter bins with the NFDC and that the Clerk had confirmed completion of Phase one of the website development in the current financial year.

Cllr Cripps congratulated the Clerk for all her good work on the budget and also thanked Cllr Golby, the third member of the FWG.

iii. Receive and discuss proposal that the Floodlights are billed separately to Pavilion.

Clerk advised this would need further investigation and was agreed to hold over to next meeting.

161/14

i. 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 19th February 2015:-

Trees – New TPO raised - TPO/0003/15 - Land at Willerton, Westbeams Road and St Luke's Church, Church Lane, Sway.

Tree Work Applications - TPO/15/0074 OAK CROFT, THE CLOSE T1 - Oak - Fell to ground level. Committee could find no acceptable reason for felling the tree and were unanimous in recommending refusal.

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

Recommend approval with comments, in respect of:-

15/00012 - 12 Setthorns Road - 1 and 2 storey extensions; 1 no rooflight.

15/00107 Flexford Mill, South Sway Lane, Sway - Detached 3 bay Garage/Log Store.

Recommend refusal with comments in respect of 15/00057 Green Croft, Manchester Road, Sway - Replacement dwelling and garage; demolition of existing dwelling and outbuildings.

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 19th

March 2015

ii. Report from the Amenities Working Group

Cllr Gates reported that the application for Grant Funding to the NFNPA for the cycle racks had been approved, the racks had been ordered and installation of the concrete pad and racks would (weather permitting) take place in March.

Defibrillator – Cllr Gates advised that Cllr Cripps had kindly taken on procurement responsibility for the purchase and had joined the meeting to report result of procurement investigations. He had recommended purchase through Ambulance Service and also advised that via informed discussion SRISF would almost certainly be prepared to fund a second unit for location in the village. Having thanked Cllr Cripps for all his hard work, Cllr Gates requested Council approval to go ahead with the purchase. Cllr Golby recommended the cabinet should be “hard wired” to avoid problems.

Agreement to purchase was proposed by Cllr Fleet, (seconded Cllr Tarling), Vote unanimous in favour.

And finally Cllr Fleet had advised the Youth Centre was still without a Chairperson.

162/14 Receive report on vandalism to Parish Council Assets

The Clerk reported had been three incidents of vandalism the week commencing 8th February. Picnic benches and seats at Stanford Rise, the seat of the bus shelter and finally the football stand at Jubilee Field. All three had been reported to the Police and had received very prompt action from them. Two boys had been identified as responsible for the Stanford Rise and part of the football stand vandalism. Both had been visited by the Police, the Parents had engaged fully with the Clerk and both incidents the boys were to make reparation by cleaning up the mess.

163/14 Receive update on MUGA Status and Finance from Working Group.

The MWG advised Council that the Clerk had received verbal advice from Sport England that the application for funding had been refused. The refusal raised the question, did the Council want to continue with the project or re-engage with the village and wider Sway Community to see if they wanted it to go ahead. If the project was continued it would be without an immediate tranche of the Section 106 funding.

Cllr Cripps recommended that as the urgency to start the project had been removed, the MWG take time to start again, checking all requirements, getting all the facts recorded and exploring all potential funding sources. The Chair advised he was comfortable that a MUGA had been part of the original planning package. Cllr Cripps advised that should project go forward appropriate project management expertise should be sought. Cllr Golby observed that reapplication to Sport England was perfectly possible and endorsed taking time to seek additional funding sources.

The Chair advised the MUGA report should continue as a regular agenda item and thanked the MWG and Cllr Cripps for their efforts.

164/14 To Discuss Summer Play Scheme

Cllr Gates reminded Council, Sway had run this for a number of years, was one of the few villages still doing so and with the demise of the NFDC “Forest Bus”, was even more important to the area.

- i. Agree Dates and Book Village Hall – Cllr Gates suggested two weeks with effect from 3rd August 2015. – Unanimously agreed
- ii. Agree Organiser – Cllr Gates recommended Mrs S. Rickman, who had successfully run the scheme for a number of years.
- iii. Agree Fee structure.

Cllr Cripps raised the issue of undercutting commercial bodies and wanted reassurance that families from outside Sway Civil Parish would pay more. Cllr Gates advised that Mrs Rickman knew the families and what they could afford, adding that making it too expensive would kill the scheme. Cllr Cripps observed this was a significant part of the budget and should not be subsidising non Sway residents.

Chair requested that the Clerk check last year’s figures and report at the next meeting.

165/14 To Confirm continued use of Pavilion Licensed Premises by Senior F.C.

The Chair advised the probation period had been very successful. Cllr Cripps proposed agreement (seconded Cllr Golby), subsequent vote was unanimous in favour.

166/14 Discuss request from St Luke’s School re new footpath.

- i. Proposed from Head Teacher
- ii. Alternative route proposed by Cllr Fleat.
- i. The Chair observed that the Council were being asked to sanction use of land they did not own and did not want to create something that would require further Council expenditure in the future. Cllr Tarling agreed adding would raise rights of way issues as well as giving open access to Jubilee Field.
- ii. Cllr Fleat advised the alternative was the simple answer as the verge already belonged to HCC, Cllr Gates observed would still impact independent landowner. Cllr Golby stated was straying outside of PC responsibility and did not want to get involved in disputes between the school and HCC. Cllr Tarling agreed and recommended school should go back to the County.

167/14 Grant Applications

- i. To confirm Sway PC Grants Policy
- ii. Consider adoption of a Formal Grant Application Form.

Cllr Cripps advised he had been disappointed that the Council had not followed the Sway PC Grants policy by awarding a grant to the CAB and that the information supplied had not been sufficient to assess properly. Cllr Cripps suggested that a formal application form be developed to enable the Clerk to assess future applications against the policy. Was agreed Clerk to develop a draft for Council approval.

168/14 Any Other Business

None

169/14 Date of Next Meeting – Thursday 26th March 2015 - Confirmed

There being no further business, the Chairman closed the meeting at 8.55pm.

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Chairman

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Date