

SWAY PARISH COUNCIL

Parish Council Meeting

Minutes of the Parish Council Meeting held on Thursday 26th March 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, Kevin Langford and Stephen Tarling.

Also in attendance: Parish Clerk – Susan Brayley, PC Transport Representative - John Warden, one member of the press and ten members of the public.

The Chair opened the meeting by personally thanking all who took part in the Community Clear Up day on Saturday 21st March. He observed that although not many people had taken part, it had still been a very successful morning's work.

170/14 Apologies – None

171/14 Minutes of the Meeting held on the 26th February 2015 and Matters Arising

- (1) **Minutes** - The minutes of the meeting held on the 26th February 2015 were approved and signed by the Chairman.
- (2) **Matters Arising – None**

172/14 Report by County Councillor Ken Thornber

Chair advised that CCllr Thornber was unable to attend the meeting and had not provided a report to be given by the Chair on his behalf.

**173/14 Correspondence and Clerk's Report –
Correspondence**

1. Email received from two of our litter picking volunteers from Saturday 21st March of a number of issues at Stanford Rise open space:- brambles are encroaching onto the open space, most of the green and along the verge facing Middle Road. Also rubbish — a tyre & cold water tank which have been dumped in the brambles they couldn't remove and garden rubbish which has been put over the fence from neighbouring properties.
2. Email received from Hampshire Police to a presentation on PC responsibilities re unauthorised Traveller Encampments, 6.00pm 15th April at Lyndhurst Police Station. This has been circulated electronically, can you please let me know if attending so that I can book places. Cllr Dance advised he would attend on Sway's behalf.

Clerks Report

1. Notification of Temporary Road Closure, Coombe Lane Sway, between its junction with Pauls Lane and its junction with Kings Lane. For 5 days wef 7th April 2015.
2. Quote received from Graffiti Removals South re removal of emulsion paint on football stand of £300-350 + VAT, with the recommendation to paint over the benches rather than incur further costs.
3. Offer received from SFC that in order to save SPC more expense they are prepared to re-paint the inside of the stand during the summer, to cover the graffiti that has been sprayed over it. If the PC would cover the cost of the paint.
4. Suggestion received from President SFC, to utilise some of the s.106 funding on introducing rustic keep fit equipment for adults at JF. *Cllrs agreed that was an idea that should be given consideration, the Chair requested that be raised at the next JFUG meeting to get views of the Sports Clubs.*

Action JFUG Representatives

5. Invoices for Red Diesel costs September to February have been sent to both JFC & SFC and paid.
6. Elections – The Clerk has copies of nomination papers available and is also able to provide Sway Resident Elector Numbers to save a trip to Lymington Library.
7. Have received notification from ROSPA that our play park inspection is due in May, I have asked them to advise cost involved (no response!), but have been more successful in obtaining quotes from 2 more local inspection companies.
8. There have been a number of incidents of equipment being stolen in the New Forest Area (including our own allotments), advice from NFDC safer New Forest team is security mark your tools and equipment.
9. Latchmoor Railway Bridge – following advice received from HCC Highways - work is progressing well and have not been advised of any 'showstoppers'. The padstone has been replaced and the temporary props removed and this will allow for the remaining repairs, shot-blasting and painting to proceed un-hindered.
Issues with signage should have been addressed and the cycle diversion via the Forestry Commission track implemented.
10. As discussed in AWG notification received from JFC that have managed to play all games this season so will not be claiming rebate under clause 7.5 of their lease, also happy to pay contribution to annual back field ground maintenance.
11. Letter received from a Sway resident deploring the vandalism to the bus shelter and requesting CCTV be placed at the Newsagents to enable the Police to "apprehend and prosecute the offenders. Also complained about the litter along the footpath Westbeams Rd to Station Rd (was also advised when came into the office last week that there was a litter pick organised for that coming Saturday – didn't however take up the offer to join in.) and also litter in the School Field. Finally, due to the increased traffic in the centre of the village has asked for a pelican crossing to be installed on Station Rd opposite the aforementioned footpath.
12. Contact this morning from our local safer neighbourhood team PC Leon Simon, following up on vandalism reports and how was dealt with by Southampton Investigations Team. He has repeated the request that when reporting a local crime on 101, request that a copy be sent to PC 2929, Leon Simon, New Milton safer neighbourhood team.
13. Latest update from the proposed New Cricket / JFC Pavilion team is that they are currently seeking funding, before committing any further expenditure on development.
14. Notification received that as part of HCC Highways Operation Resilience, Station Road will be closed for one day on 7th April 2015 between jnct with Mead End Road & jnct with B3055, Birchy hill.
15. Parish Assembly – we are by law required to have a general meeting for the Civil Parish residents between the 1st March and 31st May each year. The Clerk did suggest a date in March, however was considered would be more appropriate once new Councillors in place. That leaves us May. The Clerk suggested that we deal with the Annual meeting requirements first by starting that meeting at 7.00pm and then follow with a Parish Assembly to start at 7.45. The Clerk had already had interest from several organisations in Sway, our local Neighbourhood Policeman and the Marathon team. The Clerk suggested that a good key speaker to be followed by short updates from the others and the opportunity to meet the new Council. It would be an excellent PR and communication exercise. *Cllr Tarling advised that although he was partly responsible for the delay in the timing of a Parish Assembly and fully supported the proposal from the Clerk, he was concerned that three quarters of an hour would allow insufficient time to get through all the necessary work for the Annual Meeting. It*

was unanimously agreed to start the Annual Meeting at 6.30pm, with the Parish Assembly starting at 7.45pm.

174/14 Finance:-

1. Receive and agree Payment Schedule for March 2015

The payment schedule was circulated to Council. Cllr Cripps proposed agreement (seconded Cllr Gates), subsequent vote was unanimous in favour.

175/14

1. 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 March 2015:-

Trees – Confirmation of TPO - TPO/0038/14 – Land at Sway Manor, Station Road received.

Tree Work Applications - TPO/15/0196 - Toby Cottage, Back Lane, Sway - Oak - Crown lift by the removal of 2 x primary limbs circa 8-10 inches in dia.- Agreed.

TPO/15/0230 - Amberway, Westbeams Road, Sway - Prune 3 x Oak trees. – Was observed that the application lacked information and there appeared there were no good reasons to prune, so it was unanimously agreed to recommend refusal.

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

Recommend approval with comments, in respect of:-

15/00128 - 2 Laurel Bank, Middle Road, Sway - Two storey front extension; single storey side extension; Demolition of single storey front extension; 15/00112 - The Hunters, Middle Road, Tiptoe

- Replacement Outbuilding; 15/00132 - St Luke's Church, Church Lane, Sway - Garden store; 1.8 metre high fence and 15/00136 - Silver Birches, Westbeams Rd., Sway - Single storey extension

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 16th

April 2015

2. Report from the Amenities Working Group

As Chair of the Amenities Working Group, Cllr Carole Gates reported the following items from the meeting earlier:-

The trip hazard caused by the tarmac sinking on the footpath outside JF Pavilion has been repaired; the cycle racks were in the process of being installed and the Clerk was waiting endorsement from the SCAS contact for defibrillator purchase.

Cllr Gates advised Cllrs that a request had been received from Sway Cricket Club concerning maintenance of the CC/JFC back fields. The Cricket Groundsman had obtained three quotes for treatment supply and had recommended the cheapest one for £1,200.00. As the CC Groundsman was supplying the labour to apply the treatments, JFC had offered to contribute up to 50% of the purchase cost. Cllr Gates asked for full Council approval of the offers. All Cllrs voiced their approval, observing that both clubs had taken on board the Council's financial concerns. Cllr Gates proposed agreement (seconded Cllr Cripps), the subsequent vote was unanimous in favour of proposal.

Cllr Gates also advised that in order to save the Council the £350.00 cost of having the vandalism to the football stand, professionally removed, the SFC had offered the labour to paint over the damage if the Council would pay for the specialist concrete paint. This again met with approval and thanks from the Cllrs, acceptance was proposed by Cllr Gates, (seconded Cllr Tarling) the subsequent vote was unanimous in favour of proposal.

Clerk to contact SCC; SJFC and SSFC to advise Council's acceptance of their offers. **Action Clerk**

176/14 Receive update on MUGA Status and Finance from Working Group.

The MWG (MUGA Working Group) representative gave a brief summary of the report of the meeting held on the 16th March to review the letter received from Sport England and their response to it, as circulated earlier to Cllrs. Essentially due to the impending change of Parish Cllrs post the elections, their recommendations were as follows:-

- That the Parish Council delay a decision on whether or not to proceed with the project until after the council elections in May. Then, if the new Council accept the decision to go ahead, a working group should be formed, the group to include two newly elected Councillors.
- If the decision is taken to go ahead with the project, would then accept the offer made by Sport England to meet with their representative and obtain a more detailed explanation for their decision.

Observing that this was a sound conclusion, the Chair asked for a proposal to accept the MWG's recommendations; this was proposed by Cllr Cripps (seconded Cllr Golby) the subsequent vote was unanimous in favour of the proposal.

The Chair thanked the members of the MWG for all their hard work on the project.

177/14 To Agree Fee Structure for the Sway Summer Play Scheme

The Chair reminded Cllrs that the Clerk had circulated the information re last year's figures prior to the meeting and observed that although not a commercial enterprise, certain costly requirements (e.g. staff to children ratio) were governed by Law. Cllr Cripps advised that having done some research, could confirm that several Parish Councils' run similar schemes and so whilst he was content with the principle, he did have concerns over the very large gap between the cost and the income received and did not believe Sway Parish Council should be subsidising the children of families living outside of Sway Civil Parish. Cllr Tarling stated he was uncomfortable with using Parish Council funds to support a scheme that was in competition with commercial schemes and would prefer a grant or agreed commitment value rather than an apparently open ended fund. The Chair advised that while the scheme was one the Council had been proud to support over the years, he agreed with Cllr Cripps comments, adding that the gap had increased over the years, at one time the scheme used to break even and he was concerned that this had recently got to be a very "loose" financial arrangement. Cllr Cripps advised that it did need to be brought back into line. Cllr Dance enquired if the NFDC Grant received in previous years was still available and was assured by the Chair it was. Cllr Fleat stated the scheme needed to have better book keeping in place. Cllr Golby agreed and suggested a meeting be called between Cllrs and the Play Scheme leaders to agree a "business" plan and reporting structure. The Chair agreed, adding there was still plenty of time available. Cllr Fleat suggested members of the FWG and Cllr Gates should represent the Council and fees agreed following the recommendations of this group. It was observed that whilst the current Council had already agreed to support the Play Scheme in August 2015, the fee structure should be agreed by the new Council following the election. Cllr Tarling proposed (seconded Cllr Dance) that the new FWG and (the newly retired) Cllr Gates should meet with the Play Scheme Organiser as soon as possible after the elections and appointments to Committees and Working Groups, to recommend fee structure to Council at the June meeting. The subsequent vote was unanimous in favour of the proposal.

Action Clerk to contact Play Scheme Organiser to set up meeting for late May.

Action Clerk

178/14 Receive Feedback from Meeting with New Forest Marathon Team

The Chair reported that he, the Clerk, Cllrs Cripps, Fleat and Golby had all met with the new New Forest Marathon promoters, Ora Events Ltd in March. The Chair observed that he had been very impressed with the engagement that Ora Events (comprised of two local "lads", Chris Farr and Andy Daish), had undertaken with all the relevant organisations, including not publishing the route until had been reviewed with the two local Parish Councils affected as well as their expressed commitment to engage with the Public by attending both the Parish Assembly and the Carnival Fete. Reporting that there would be a new starting venue at New Park, the Chair stated there would be four different race distance routes available and that the entire event was being developed more as a day out. Finally he observed that the new organisers were very professional in their approach and also firmly committed to encouraging all ages from the very young to the older generation to take more exercise.

179/14 Grant Applications

None received.

180/14 Any Other Business

Chair advised that the Caretaker role had been discussed by both the FWG and the AWG over the past months, however this had become a more urgent item due to the fact the Caretaker was retiring from the other job he currently had on the 31st March. This would mean wef 1st April he would become solely contracted to Sway PC and in order to address the legislation that would effectively treat him as an employee within twelve weeks of that date and also to confirm the role for the future, it was therefore proposed that the Caretaker be taken on as an employee of the Council wef 1st April 2015. The Clerk had rewritten the Caretaker’s job description and estimated that it added up to a fifteen hour week minimum and was suggesting a hourly rate of £6.75. Cllr Fleat endorsed the proposal, adding that the Council benefited from the enormous amount of goodwill and pride that the current Caretaker had in his work and that the new job specification agreed with him now included routine maintenance of the Pavilion and a weekly check of both open spaces as well as the other duties of cleaning, key holding, play park inspections etc. and he, Cllr Fleat considered it represented excellent value for money. Cllr Cripps advised that unlike the other members of the FWG, he had originally not been in favour of the proposal for different reasons, but was happy to agree the idea.

Cllr Fleat proposed (seconded Cllr Dance) that the Caretaker be employed on the proposed hours and hourly rate. The subsequent vote was unanimous in favour of the proposal.

Cllr Tarling suggested that in order to assist the Caretaker and Clerk, at least one additional Key Holder be appointed post the election. – Agreed.

A member of the public stated strong support for the idea of outdoor fitness equipment being provided at JF, advising that in their experience it would receive plenty of use. Chair agreed, reiterating the necessity of engaging with the Sports Clubs re positioning.

A member of the public asked for confirmation of the date of the Marathon and was advised was to take place on the 13th September.

181/14 Date of Next Meeting – Thursday 30th April 2015 - Confirmed

There being no further business, the Chairman closed the meeting at 8.40pm.

.....
Chairman

.....
Date