

Sway Parish Council

Parish Council Meeting

Minutes of the Parish Council Meeting held on Thursday 17th December 2015 at the Jubilee Field Pavilion, Station Road, Sway.

Present

<i>Councillor Name</i>	
Barry Rickman (Chair)	P
David Golby (Vice Chair)	
Kevin Cripps	P
Peter Dance	P
Ted Fleat	
Anita Gresham-Hale	P

<i>Councillor Name</i>	
Hugh Marchant	P
Alex Pepper	P
Melanie Seacombe	P
Stephen Tarling	P
Len Thomas	P
Graham Turner	

P = Present

Also in attendance: County Cllr. Ken Thornber, PC Transport Representative - John Warden, 1 member of the press and 9 members of the public.

Preamble: The Chair announced the clerk is signed off by the doctor until 31st Dec which is beyond the notice period of resignation. However, as poorly as the Clerk is, the Chair is grateful for the effort she has put in to help get the budget together. Also thanks to the councillors, and caretaker, and all who have helped keep things going at this difficult time.

PC 15/94 Apologies. - Received from Cllrs. Fleat, Golby and Turner

PC 15/95 Minutes of the Meeting held on the 26th November 2015 and Matters Arising. The minutes of the 26th November meeting were unanimously agreed and signed. There were no matters arising not covered in the agenda.

The minutes of the 22nd October 2015 meeting (previously circulated after minor agreed amendments and posted on the web), were unanimously confirmed and signed.

PC 15/96 Report by County Councillor Ken Thornber.

Cllr. Thornber reported:

- i. The Speed Indicator Device previously purchased from Cllr. Thornber's budget has been destroyed (by a hit and run driver).
- ii. HGVs on Kings Lane: These are legitimate deliveries and would be allowed under any restriction. HCC have no powers to prevent such movements. HCC's action would be limited to asking the end customer to make their suppliers aware of the location constraints such as narrow local roads and it's then up to the supplier to make sure the haulier has this information in order for them to make an informed choice on size of delivery vehicle. Action: Cllr. Marchant to provide the details of the end customer on King's Lane to Cllr. Thornber.
- iii. Quiet Lanes are more aspirational than strategy. There was no real consensus of opinion about quiet lanes around Kings Lane etc. (*January 2014*) and the county council rather dropped them. This

subsequently came up again when he was talking to other councils about Highways strategy, but he does not believe it is on the cards.

- iv. In response to a Westbeams Road resident's request to ban school traffic, Cllr. Thornber had observed the problems and called a meeting on site, and has suggested to the Headteacher that the "Walking Bus" would be the best solution. It is proposed to survey parents and residents in the New Year.
- v. Cllr Thornber has nominated a local resident to fill the vacancy on the board of governors at St Luke's School. There were no other volunteers. The person appointed has 10yrs experience as a governor of a school, 7 as its chairman, and lives in Sway. The Chair noted that the person would be welcome to introduce themselves to the council.
- vi. In the local government boundary reviews, the New Forest may lose one county councillor and the boundaries will not be at all logical. Cllr. Thornber, with support from the independent councillor for Lymington, is proposing a better solution.

PC 15/97 Chair's update, NFDC items, correspondence and Clerk's report.

Cllr. Rickman reported that unfortunately the Clerk is on sick leave. As the Clerk has the mail there are no correspondence items to report, other than those items reported elsewhere in the meeting, and no Clerk's report.

PC 15/98 Finance Working Group (FWG)

The Payment Schedule (with one added minor handwritten annotation, countersigned by the Chair) was proposed by Cllr. Marchant, seconded by Cllr. Dance and agreed unanimously.

Finance Working Party: Cllr. Cripps as Chair reported that the FWG have not formally met, but assisted by the Clerk, they have been concentrating on the 2016/17 budget and hence precept. The Clerk had also worked towards this whilst on sick leave.

The updated budget – being the 2016/17 final budget was circulated and detailed by Cllr. Cripps – particularly highlighting the differences compared to 2015/16. These included the halving of the additional government grant, a fall in pavilion hire income, the plan to transfer the summer playscheme externally to the Parish Council, additional expenditure on the CANGO flexible booking, an increase in Pavilion maintenance, anticipated increased pitch maintenance, allotment fencing, training for a new Clerk, project seedcorn funding, saving for a replacement tractor and transfer to bolster our depleted reserves. Extensive descriptions of the budget and precept processes and methodologies are now on the Parish Council website linked from <http://www.sway-pc.gov.uk/16605>

The Parish Council Chair will check whether the NFDC grant for the playscheme could be payable to a body other than the Parish Council. The Chair strongly supported the budget and highlighted how thrifty Sway Parish Council is in comparison to other Parish Councils. Cllr Marchant observed that with just £1,500 budgeted for "projects" this give little leeway for such things as Speed Indicator Device. The Chair suggested we have other priorities. Cllr Tarling noted that speeding was the second highest priority on residents' minds, but that it does not have to be line item, and if a modest amount, could come from reserves. The 2016/17 budget was proposed by Cllr. Tarling, seconded by Cllr. Gresham-Hale and unanimously agreed. Cllr Cripps was particularly thanked for this professional work.

The previously circulated suggested precept for 2016/17, which aligns with the 2016/17 budget requirements, was discussed and it was **resolved** (proposed by Cllr. Tarling, seconded by Cllr. Pepper and unanimously agreed) that as per the circulated paper the Sway Parish Council part of the annual council tax of a Band D property for 2016/17 would be £34.65 – an increase of just £3.12 per annum per Band D household.

PC 15/99 Planning and Transport Committee (PaTC)

The draft minutes of the December meeting had been posted on the web (and sent round to all members of the committee for their amendments, which had all been incorporated), and were noted. There were no matters arising.

Cllr. Tarling summarised more recent updates. Application 15/00850 at Hillside, Mead End Road had been granted; 15/00767 Shirley Holms Farm was supported by the Landscape Officer; yet further amended plans for 15/00854 Gablemead, Manchester Road had been submitted; and the Planning and Transport Committee would consider the use of Lawful Development Certificates to circumvent Sway's recommendations and NFNPA policies.

PC 15/100 Amenities Working Group

The minutes had been posted on the web (and sent round to members) and were noted. Cllr. Pepper added three updates: a) quotations to remedy the possible trip hazards in the playpark are being sought; b) The overwhelming feedback on the "Trees for Life" event was positive, most people felt there had been plenty of advertising, and Cllr. Seacombe had written to thank the NFNPA; and c) quotations to remedy the Jubilee Pavilion rear emergency exit are being sought (it was emphasised that it is still functioning as an emergency exit).

The interest in setting up a "Friends of Stanford Rise" – which might be able to tap into funds not available to a Parish Council, would be assessed following results of the S106 phase 2 consultation survey.

The next Jubilee Field User's meeting will be in February.

Having been proposed by Cllr. Cripps, seconded by Cllr. Marchant and unanimous agreed it was **resolved** that henceforth Cllr. Len Thomas would be a full member of the Amenities Working Party.

On phase 2 of the S106 consultation Cllr. Seacombe added that a pétanque terrain for the Sway Boules Club had been added to the suggested list previously circulated to all Councillors of possible uses for the S106 funds. Both the proposed letter which will be delivered to residents who live close to the two areas of concern and the survey titled Revised Test version were noted and unanimously approved; and any further minor necessary amendments that the Amenities Working Group felt were necessary before these are released should also be made.

PC 15/101 Terms of Reference for the Information Working Group

The draft was noted and discussed. It was agreed that paragraph 9.a. would be deleted (and the other sub-sections of 9 re-lettered accordingly). With that change it was proposed by Cllr. Pepper, seconded by Cllr. Seacombe and unanimously agreed that these would form the initial Terms of Reference for the group.

PC 15/102 Temporary amendments to standing orders

It was agreed that 'as appropriate' should be appended. With this change it was proposed by Cllr. Tarling, seconded by Cllr. Dance and unanimously **resolved** that: In all standing orders which are not mandatory, reference to Parish Clerk shall, henceforth and temporarily until a new Parish Clerk starts work, be taken to include Parish Councillors and/or any other suitable person approved by the Parish Council, as appropriate.

PC 15/103 Items for the next agenda and any other business

- i) Photos of councillors for the web should be found on two CDs in the office, and if not the Chair has back-ups;
- ii) Cllr. Cripps kindly offered to remove the wreaths from the War Memorial;
- iii) The alarm on the Jubilee Pavilion had been set during the day, causing much consternation and aggravation. It is strongly recommended that the alarm is only set by the final users of the day at the end of the evening.

PC 15/104:

The date of the next meeting was confirmed as 28th January 2016.

It was then resolved that the public would be excluded in order for personal and personnel matters to be discussed. There being no further public business, the Chair wished everyone a happy Christmas and closed the public section of the meeting at 8:37pm.

PC 15/105: Closed session

In the closed session the Parish Council reconvened and **resolved:**

- i) That Sandie Williams, a Sway Resident whose impressive c.v. was circulated, who has extensive management accountancy qualifications and experience, and who kindly volunteered, pro bono, to act as Sway Parish Council's Responsible Financial Officer, is henceforth appointed as the Responsible Financial Officer for Sway Parish Council for 3 months. This was proposed by Cllr. Pepper, seconded by Cllr. Seacombe and unanimously agreed; and
- ii) That Cllr. Len Thomas (ably supported by the many Parish Councillors who have taken on additional work while the Clerk is on sick leave) is to henceforth act as Sway's Proper Officer. This was proposed by Cllr. Cripps, seconded by Cllr. Marchant and unanimously agreed; and
- iii) That an ad hoc 'task and finish' group to be chaired by Cllr. Cripps is to self-assemble to suggest job descriptions with priorities and estimates of the working hours needed for the posts of both Parish Clerk and Jubilee Field Caretaker. Furthermore this group is to bring forward a programme for the prompt and timely recruitment and selection of a new Parish Clerk. This was proposed by Cllr. Marchant, seconded by Cllr. Gresham-Hale and unanimously agreed.

It was further proposed that in the interregnum a schedule for Parish Councillors to man the Parish Office for some limited opening hours, be drawn up, and the signage and web altered accordingly. This could also be helpful to councillors in assessing workloads for iii) above.

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Chairman

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Date