



# Sway Parish Council: Parish Council Meeting

Minutes of the Parish Council Meeting held on Thursday 24th March 2016 at the Jubilee Field Pavilion, Station Road, Sway starting at 7:30pm.

## Present:

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

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

P = Present

**Also in attendance:** PC Transport Representative - John Warden, Sway News, and six members of the public.

**Introduction:** The Chair's delight in welcoming back Cllr. Golby as our Vice Chair was echoed by all present. Everyone wished Cllr. Golby both a continuing sure recovery and condolences on the death of his wife. Cllr. Golby responded with thanks for the support he had received in such difficult times.

**PC 16/024 Apologies.** - Received from Cllr. Dance

**PC 16/025 Minutes of the Meeting held on the 25th February 2016 and Matters Arising.** The minutes of the 25th February 2016 meeting, having been previously circulated and long been available on the web, were unanimously agreed and signed.

In response to PC16/015 f): The chair reported that NFDC Housing had viewed the issues of Set Thorns Road verges and we await their suggested options.

In response to PC16/018 h): We have received an offer from a neighbour to move the old bus shelter at their expense (for use as a wood store) and to also make a donation to Sway Village Hall in thanks. This was seen as a generous offer and a motion to support this and invite a formal request was proposed Cllr. Gresham-Hale, seconded by Cllr. Marchant and unanimously agreed.

## **PC 16/026 Chairman's Report**

The Chair was sorry to report that Kevin Cripps had resigned as a Parish Councillor with effect from 23 March 2016.

Following a meeting with St. Luke's School a congestion working party has been set up and surveys have been issued – concentrating mainly on the parking and congestion issues around the school.

At the Village Hall AGM the Chair had outlined the history of Sway community facilities and his suggestions for the future. Since then the Chair of the Village Hall Committee had written to say

they would like to extend at the side of the hall (onto the green). Sway PC await details and will co-ordinate with the NFDC and the S106 project.

#### **PC 16/027 Correspondence**

- a) Oakhaven Hospice asked for a poster of their forthcoming fund-raising events to be displayed and this was agreed.
- b) Noted: the Chair of Sway Village Hall Committee wrote to suggest that if there is less space available on Jubilee Field in the future (for instance due to S106 developments), the Sway Fete might be held on Stanford Rise, provided that after the S106 work there is a large free area available there. Lack of car parking adjacent to Stanford Rise was also noted, as was the greatest number of votes for a wildflower area and orchard at Stanford Rise. The Chair and Cllr. Seacombe will take this forward.
- c) Noted: NFNPA wrote asking whether Sway would wish to be involved in a Local Distinctiveness project.

#### **PC 16/028 Parish Clerk – Progress of appointment**

- a) The work that Kevin Cripps had carried out towards this was gratefully acknowledged.
- b) Cllr. Tarling noted that availability dates from a vast majority of councillors and candidates were now available.
- c) The panel should be drawn from the Chair, Vice-Chair, Proper Officer and Chairs of the committee and working parties. A panel of three and an additional councillor to meet and greet and show candidates the Jubilee Field facilities would be appropriate. The same panel should consider all candidates called for interview.
- d) Cllrs. Rickman, Thomas, Pepper and Tarling were all available on the afternoon and evening of Wednesday 30<sup>th</sup> March – a date also suiting all the candidates who have detailed their availability.
- e) Although this is not a lot of notice for candidates, since firstly the candidates had had to wait for our Parish Council meeting, and secondly since all those who had detailed their availability had indicated that they would be available it was felt that this was not too rushed.
- f) The Proper Officer would telephone those candidates called for interview to invite them and agree a mutually convenient time.
- g) The tennis club kindly offered up their regular booking of Jubilee Field on the Wednesday evening, so that candidates would have every opportunity to look around the facilities.

#### **PC 16/029 The Queen's 90<sup>th</sup>. Birthday mementos**

Cllr. Turner's research was most helpful and councillors examined example books, mugs and medals and considered all the options and costs. After extensive considerations from all present including local residents, and given the funds available the preferred option was the medal in an appropriate box with a Sway imprimatur. Cllr. Seacombe proposed and Cllr. Golby seconded and it was unanimously agreed that Cllr Turner would price up the medal with a box with the Sway logo and ask St. Luke's Church if they wish to contribute.

#### **PC 16/030 H.R. Group**

There was extensive discussion of a range of possibilities, and the outcome was that a proposal by Cllr. Tarling, seconded by Cllr. Golby that we postpone consideration of an H.R. Group and HALC's HR service until at least after May (2016) was approved: 8 votes for, 1 vote against and 1 abstention.

### **PC 16/031 Finance**

- a) The RFO had recently added an additional item to the payment schedule: £1512 to John Shutler Tree Services for the necessary work required on our trees following the NFDC survey. The payments schedule with that addition was proposed by Cllr. Turner, seconded by Cllr. Seacombe and agreed unanimously.
- b) The refund of rent to Sway Junior Football Club was discussed, particularly with regard to the lack of clarity in the lease over the denominator for the proportion of the refund. In previous years the proportion of the use by the Sway Junior Football Club, rather than the proportion of the entire year, has been used as the basis. The Chair reported that that was the advice of the RFO; and that was what was proposed by Cllr. Marchant, seconded by Cllr. Fleat and agreed with one abstention.
- c) Referring to the Finance Report that had been circulated:
  - i. It was agreed that the Standing Order to PW Payroll Solutions be amended to note the increased fee of £38.40 per month.
  - ii. It was agreed that the NFDC proposal letter be signed; agreeing an annual charge for weekly waste collection and disposal of £241.02 plus VAT from 01 April 2016
  - iii. It was noted that the Lengthsman Scheme is now confirmed for 2016/17. Priority should go to Parish Council property and lands – especially hedges and ditches, and to trimming the brambles and other vegetation encroaching on the gateway adjacent to the war memorial.
  - iv. Smaller Authorities Audit Appointments. Cllr. Tarling proposed and Cllr. Thomas seconded that we follow the HALC advice and do not opt out, and this was approved with one abstention.

### **PC 16/032 Planning and Transport Committee**

Cllr. Tarling, as Planning and Transport Committee Chair:

- a) Drew attention to the draft minutes of the March meeting which had been posted on the web, linked from <http://www.sway-pc.gov.uk/16156>;
- b) Noted the extensive report in the A&T of the concerns of Steve Avery, the NFNPA Executive Director (Strategy and Planning), over the latest planning proposals. The article included a section reporting on the March Planning and Transport Committee meeting where Mr. Avery's section of the evening was full to overflowing. Regarding the new planning proposals, the lack of exemptions for National Parks is a matter of serious concern;
- c) Highlighted that of 15 planning decisions only one was not in accordance with Sway's recommendations; and that was an appeal to the Planning Inspector who decided to allow dormer windows etc. which would exceed the policies;
- d) Noted that a number of inappropriate applications where no free pre-application advice had been sought were withdrawn; and that enforcement have added one egregious case of overbuilding to their investigation list;
- e) Announced a call for notification to the NFNPA of any grazed verges (inside the Perambulation) that are being damaged by vehicles or materials, as there is a programme and funding to improve these;
- f) Since the Planning and Transport Committee meeting: applications at 11 Widden Close and the Old School House have been withdrawn; listed building consent at Drumduan Farm was granted; decking at Driftwood, Middle Road was granted subject to conditions and the TPO on trees at the back of Anderwood Drive was approved. Improved applications in Manchester Road at both Gablemead and Cheriton Cottage were anticipated.

### **PC 16/033 Amenities Working Party**

- a) Cllr. Fleat declared a non-pecuniary interest in agenda item 11.1. as a friend of one of the potential contractors.
- b) Cllr. Pepper as Amenities Working Party Chair drew attention to the draft minutes of the March meeting which had been posted on the web, linked from <http://www.sway-pc.gov.uk/16156>; and the further details previously circulated.
- c) The quotation of £2,400 from TL Fencing and Gates for the work at the allotments was proposed by Cllr. Pepper, seconded by Cllr. Gresham-Hale and unanimously agreed.
- d) A MUGA working party (to report to Amenities Working Party) was proposed by Cllr. Pepper, seconded by Cllr. Turner and agreed with one abstention. Cllrs. Turner and Seacombe (on behalf of Finance and Amenities respectively) were agreed as Parish Council representatives to the MUGA working party.
- e) Cllr. Seacombe drew attention to the paper on setting up a Friends of Stanford Rise group that had been circulated, and she would launch an inaugural meeting.
- f) Cllr. Fleat will continue as the Parish Council's representative on the Jubilee Field Users' Group and Cllr. Seacombe will also attend when appropriate.
- g) Minor amenities items:
  - a. The boiler servicing would go ahead using the same contractors as last year (provided their quotation was within 10% of last year's).
  - b. Pitch and grass maintenance and improvement issues will come to the Amenities Working Group.
  - c. The Play Park annual inspection will proceed using the same fully qualified person as we previously used. And the work there is to be carried out soon – before the inspections.
  - d. The Allotment Association have carried out the path mowing for which they previously requested financial support; and it was agreed that their new mower will be added to the Parish Council asset register (as was the previous one). They asked for support to improve the fencing and it was agreed to provide them with a grant of £100 plus VAT (previously earmarked for path mowing) be used to support the fence repairs.

[At this point Cllr. Pepper left the meeting]

### **PC 16/034 Items for the next Agenda**

- a) Summer play-scheme grant application
- b) Project ideas for the next year
- c) Annual Parish Assembly and Annual Meeting of the Parish Council – dates and speakers.

### **PC 16/035: Any other business**

- a) Cricket Club extension Building Regs. Invoice to be followed up by the Cricket Club.
- b) The insurance of/for the Cricket Club is to be confirmed.
- c) The annual survey of all trees that the Parish Council is responsible for is to be carried out shortly – the outcome to be added to the next Parish Council meeting agenda.
- d) Despite visiting to assess the matter no contractor has yet quoted for the alarm work at Jubilee Pavilion.

- e) A kindly local neighbour has volunteered to lock the barrier in the evening when possible. It was unanimously agreed that Cllr. Thomas, as the Proper Officer, convey our grateful thanks and provide that neighbour with a key, and outline to them the appropriate timing and conditions for locking the barrier.
- f) Cllrs. Fleat and Marchant kindly agreed to staff a Sway Parish Council stand at the Tiptoe Green May Fayre, and Cllr. Fleat kindly offered to find a source to provide a gazebo. Cllrs. Tarling and Gresham-Hale already had other roles at the Fayre.

**PC 16/037 The date of the next meeting** was confirmed as 28<sup>th</sup> April 2016.

There being no further business the meeting closed at 9:06 pm.

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Chairman

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Date