



Sway Parish Council: Parish Council Annual Meeting 2016

Draft Minutes of the Parish Council Annual Meeting held on Thursday 26th May 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	Pp
Ted Fleat	P
Anita Gresham-Hale	
Hugh Marchant	P

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

P = Present Pp = Present for part of the meeting

Also in attendance: PC Transport Representative - John Warden, RFO – Sandie Williams, Sway News, Lymington Times and thirty members of the public.

PC 16/052 Election of Chair. Cllr. Rickman was proposed by Cllr. Marchant and seconded by Cllr. Golby. There were no further nominations, so Cllr. Rickman was duly elected as Chair of Sway Parish Council.

PC 16/053 Election of Vice-Chair. Cllr. Golby was proposed by Cllr. Seacombe and seconded by Cllr. Tarling. There were no further nominations, so Cllr. Golby was duly elected as Vice-Chair of Sway Parish Council.

PC 16/054 Apologies. Apologies were received from the Parish Clerk; and apologies for late arrival were received from Cllrs. Dance and Pepper. [Note added: apologies had also previously been received from Cllr. Gresham-Hale]

PC 16/055 Chair's annual report. Cllr. Rickman reflected on an eventful year. The Parish Council had seen the resignation and replacement of the Parish Clerk (by David Edwards who is the new Parish Clerk); the resignation of one Councillor and co-option of a replacement; and recently the resignation of another Councillor.

PC 16/056 Minutes of the Parish Council meeting on 28 April 2016. The minutes, having been published on the web were approved.

Matters arising: Minute PC 16/045 referred to the medal to commemorate the Queen's 90th birthday to be given to the children of Sway. Thanks to Cllr. Turner these were now ready and an example was circulated around the meeting.

PC 16/057 Thanks on behalf of the Parish Council. The Chair reflected on the period between Parish Clerks and thanked all Councillors who provided office cover; as well as Cllr. Thomas for taking on the official role and all the work of being the Proper Officer, and to Cllr. Marchant for the web and Cllr. Tarling for minutes and paperwork. Cllr. Golby had endured a difficult year, and still managed to support the Parish Council.

The Parish Council were most grateful for the hard work of Kevin Cripps while he was a Parish Councillor and hoped he would continue to support the work of the Parish Council. The Parish Council were also most grateful to Sandie Williams who had given her considerable professional expertise and generous time as our temporary Responsible Financial Officer. The Chair made a presentation to Sandie Williams, on behalf of herself and Kevin Cripps, and their support was warmly applauded by all present.

PC 16/058 Co-option of additional councillor. Due to the absence of the Clerk – and hence not knowing what postal and E-mail communications may have arrived – this item was postponed until the next Parish Council meeting.

[Cllr. Peter Dance arrived]

PC 16/059 Report by County Councillor Ken Thornber CBE
County Cllr. Thornber was not present.

PC 16/060 Finance. The payment schedule, as previously circulated, was proposed by Cllr. Turner, seconded by Cllr. Thomas and unanimously approved. The proposal to amend the Bank Mandate to remove Kevin Cripps and add David Edwards was proposed by Cllr. Turner, seconded by Cllr. Tarling and unanimously agreed. The audit had been completed with no issues outstanding, and Section 2: Accounting Statement of the Annual Return was approved for signature.

PC 16/061 Standing Orders 5j – annual approvals and reviews:

- a) Sway Parish Council's Code of Conduct was reviewed and approved without change.
- b) The Chair and Vice-Chair delivered their acceptance of office forms.
- c) The minutes of the previous Parish Council Annual Meeting, held on 21st May 2105, having long ago been posted on the web were unanimously agreed.
- d) **Review of delegation arrangements to committees, working groups or parties and the Clerk.** It was agreed that, as per standing orders and convention, committees and working parties would decide their own chairs and vice-chairs and meeting schedules, and would be invited to submit any suggestions for changes to their Terms of Reference. Given that major projects such as the s106 work at Stanford Rise and the possibility of a MUGA and/or major development of Jubilee Field Pavilion, it would be essential for the full Parish Council to discuss such items, as the Amenities Working Group may not make decision on behalf of the Parish Council. It was therefore unanimously agreed that the Amenities Working Group would be disbanded and the main projects would come before the full Parish Council. Subject to work priorities and working hours, minor items such as allotments and grass-cutting could be covered by the Parish Clerk.
- e) **Appointments to committees and working groups:**
 - i. Planning Committee: Cllr. Tarling was proposed by Cllr. Turner, and seconded by Cllr. Fleat; Cllr. Marchant was proposed by Cllr. Tarling and seconded by Cllr. Golby; Cllr. Seacombe was proposed by Cllr. Tarling and seconded by Cllr. Marchant; Cllr. Pepper

was proposed by Cllr. Marchant and seconded by Cllr. Tarling; Cllr Fleat was proposed by Cllr Golby and seconded by Cllr. Seacombe; Cllr. Dance was proposed by Cllr. Tarling and seconded by Cllr. Turner. There being no further proposals these members were duly elected to the committee. The newly elected members agreed that the next meeting would be, as previously suggested, on Thursday 9th June.

- ii. Tree Representative: Cllr. Tarling thanked Cllr. Seacombe for her excellent work in the role, and proposed her to continue as Tree Representative, this was seconded by Cllr. Thomas. There were no further nominations so Cllr. Seacombe was confirmed.
 - iii. Rights of Way Co-ordinator: Cllr. Dance would continue as co-ordinator, but with assistance from other members of the Planning and Transport Committee. He was proposed by Cllr. Fleat and seconded by Cllr. Turner. There were no further nominations so Cllr. Dance was confirmed.
 - iv. Transport Representative: The Chair proposed Mr. John Warden and thanked him for all that he is doing for Sway in this respect, this was seconded by Cllr. Tarling and confirmed with a round of applause.
 - v. Finance Working Party. The Chair is an ex-officio member, as is the Parish Clerk as our Responsible Financial Officer. Cllr. Golby was proposed by Cllr. Tarling and seconded by Cllr. Fleat; Cllr. Turner was proposed by Cllr. Golby and seconded by Cllr. Marchant; Cllr. Pepper was proposed by Cllr. Turner and seconded by Cllr. Golby. There being no further proposals these members were duly elected to the Working Party.
 - vi. Information Working Party. Cllr. Pepper was proposed by Cllr. Golby and seconded by Cllr. Turner; Cllr. Marchant who is doing such outstanding work as our Parish Council web editor, was proposed by Cllr. Tarling and seconded by Cllr. Seacombe; Cllr. Thomas was proposed by Cllr. Marchant and seconded by Cllr. Fleat. There being no further proposals these members were duly elected to the Working Party.
- f) Review and adoption of appropriate standing orders and financial regulations. Financial Regulations had been reviewed and no changes were necessary. Standing Orders had been reviewed and minor updates were suggested: to include the addition of an omission, the correction of typos, the removal of mark-up indicators, and the adjustment for sequential renumbering. These minor adjustments, having been detailed on the web, were unanimously agreed.
- g) Representation on, or work with, external bodies and arrangements for reporting back:
- i. It was agreed that reporting arrangements would not change.
 - ii. Sway Allotments Association: Cllr. Rickman was proposed by Cllr. Marchant and seconded by Cllr. Golby.
 - iii. Jubilee Field User Group (two representatives): Cllr. Thomas was proposed by Cllr. Seacombe and seconded by Cllr. Turner; and Cllr. Fleat was proposed by Cllr. Golby and seconded by Cllr. Marchant.
 - iv. Sway Village Hall Committee: Cllr. Turner was proposed as representative by Cllr. Fleat and seconded by Cllr. Thomas. Cllr. Fleat was proposed as reserve by Cllr. Marchant and seconded by Cllr. Tarling.
 - v. Sway Youth Centre (two representatives): Cllr. Fleat was proposed by Cllr. Turner and seconded by Cllr. Golby; and Cllr. Thomas was proposed by Cllr. Marchant and seconded by Cllr. Fleat.
 - vi. New Forest Association of Local Councils: The Chair attends in his role as Leader of NFDC. Cllr. Dance was proposed as representative by Cllr. Tarling and seconded by Cllr. Turner. Cllr. Fleat was proposed as reserve by Cllr. Golby and seconded by Cllr. Marchant.

- vii. Hampshire Association of Local Councils: Cllr. Dance was proposed as representative by Cllr. Tarling and seconded by Cllr. Fleat. Cllr. Tarling was proposed as reserve by Cllr. Turner and seconded by Cllr. Marchant.
 - viii. NFNPA SW Quadrant: Cllr. Tarling was proposed as representative by Cllr. Marchant and seconded by Cllr. Seacombe. Cllr. Marchant was proposed as reserve by Cllr. Tarling and seconded by Cllr. Thomas; and Cllr. Fleat was proposed as reserve Cllr. Turner and seconded by Cllr. Golby.
 - ix. SWAG: Cllr. Golby is the SWAG Organiser and a Trustee of SWAG and it would therefore not be appropriate for him to also represent the Parish Council. Cllr. Rickman was proposed as representative by Cllr. Tarling and seconded by Cllr. Seacombe.
 - x. CANGO Governance: John Warden is an ex-officio member as Chair of the CANGO Users Forum. Cllr. Marchant was proposed as representative by Cllr. Tarling and seconded by Cllr. Turner.
 - xi. New Forest Consultative Panel: Cllr. Fleat was proposed as representative by Cllr. Rickman and seconded by Cllr. Thomas.
 - xii. It was agreed that the work of the Jubilee Field and MUGA Project Group would henceforth come under the full Parish Council.
 - xiii. The S106 task and finish project group: Cllr. Seacombe was proposed by Cllr. Turner and seconded by Cllr. Golby; and Cllr. Turner was proposed by Cllr. Marchant and seconded by Cllr. Thomas; Cllr. Golby was proposed as an advisor by Cllr. Tarling and seconded by Cllr. Marchant.
 - xiv. There being no further nominations for any of the representatives, reserves or group members above the people named were duly appointed.
- h) Dates, times and place of ordinary Council Meetings. It was agreed that for the next year all ordinary council meeting (up to and including April 2017) would be held on the fourth Thursday of the month EXCEPT that the July 2016 meeting would be held on Thursday 21st July; and the December 2016 meeting would be held on Thursday 15th December 2016. Cllr. Marchant would add these to dates to the web. Meetings would continue to start at 7:30pm and be held in the Jubilee Field Pavilion. The dates of the 2017 Annual Parish Assembly and the 2017 Parish Council Annual Meeting would be announced in due course.
- i) There are no arrangements with other local authorities.
 - j) The inventory of land and assets, having been posted on the web, and being consistent with the accounting procedures mandated for local government, was approved.
 - k) Insurance cover was confirmed – and the certificate displayed on the Pavilion noticeboard.
 - l) The council's existing complaints procedure is robust, need not be changed and was agreed.
 - m) The council's existing FoI and DPA procedures require no updating.
 - n) Standing Orders require us to reiterate our procedures for recording and social media in council meetings, so this would need to be re-iterated and brought to a future meeting for approval.

PC 16/062 Jubilee Field Project

No proposed plans were yet available, so it could not be moved forward and should come to a subsequent meeting. A member of the Jubilee Field Working Group expressed disappointment that the Working Group representing the village had not met since first meeting the Jubilee Field Management Committee, nor had members been informed of any progress. Unfortunately no plans had been forthcoming. It was suggested that the User Group had now come forward with their proposal but nothing had been decided. The trustees (of the Sway Social Club) had allocated

a sum of money to the Cricket Club in support of their works on the Cricket Pavilion and a sum of £1000 towards generating plans (for a possible Pavilion development). The Parish Council made it perfectly clear that the funds being discussed were those of the Social Club – not funds of the Parish Council; and the Parish Council awaits suggested alternatives for the use of those funds in support of Sway residents. Once some proposals come forward there would be further public consultation.

[Cllr. Alex Pepper arrived]

PC 16/063 Planning and Transport Committee. The draft minutes have been on the web. Cllr. Tarling reported that the majority of applications recently decided by NFNPA had been decided along the lines recommended by Sway – including recent appeals to the Planning Inspectorate. However applications for certificates of lawful development are not subject to consultation and there are no inputs from neighbours or the Parish Council. The Wootton Riverine Restoration project will come to the June NFNPA planning meeting.

Members of the public raised the perennial issue of traffic congestion around St. Luke's School caused by school parking. A number of possibilities are under consideration by Hampshire County Council (as the highways authority) through our County Councillor Ken Thornber. The School have formed a group to look at solutions; the Parish Council have often offered the use of Jubilee Field car park. Local residents suggested a car park in the school grounds as being the best solution. The local police have been helpful in attending at the school, but the police said it was the school's problem.

PC 16/064 Amenities Working Party. The draft minutes have been on the web. Cllr. Seacombe highlighted items. The play park needs its annual inspection soon and new signage there should be put up in the next week or so. Fire exit signs have been renewed throughout Jubilee Pavilion, and fire doors checked. The perimeter fencing of Jubilee Field has been repaired where the oak tree fell across it following recent high winds, and a replacement (far smaller) oak tree has been planted. The Forestry Commission and the Police are investigating someone living in a car adjacent to the allotments. The annual survey of all trees coming under the Parish Council is being checked to ensure that the Parish Council meets all its responsibilities.

PC 16/065 Items for the next agenda. Co-option and major amenities projects will be on the next agenda.

PC 16/066: Any other business.

- a) **S106 project update.** Cllr. Seacombe reported that Ted Watts had offered to Chair, and Rachel Charlton had offered to act as Treasurer when the Friends of Stanford Rise is set up and will work on the project group along with Councillors noted above. The next priority would be to get the drainage scheme up and running.
- b) **Sway's Queen's 90th birthday medals:** Cllr. Turner reported that these would be distributed at the St. Lukes' School Street Party.
- c) **Possible Closure of HCC tips.** Cllr. Dance raised this issue of the consultation on closing or limited the hours or charging for the use of Hampshire's Household Waste Recycling Centres, including that at Efford, and the disastrous consequence in terms of fly-tipping and dumping on the open forest. The consultation had closed and many individuals in Sway had contributed.

d) **Parking in Sway.** A member of the public raised the perennial problem of inconsiderate parking in Sway. This even affects the CANGO, as well as Station Road and adjacent side roads. The meeting generally agreed that drivers' habits needed to improve.

PC 16/067 The date of the next meeting was confirmed as 23rd June 2016.

There being no further business the meeting closed at 8:32 pm.

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Chairman

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Date

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