

Minutes of the Annual Meeting of the Sway Parish Council held on Thursday 25th May 2017 at the Jubilee Field Pavilion, Station Road, Sway at 7:30pm

Attendance:

Barry Rickman (Chair)
David Golby (Vice Chair)
Kevin Cripps
Peter Dance
Ted Fleat
Hugh Marchant
Alex Pepper
Melanie Seacombe
Stephen Tarling
Len Thomas
Graham Turner
John Warden

Italics indicates not present.

Also in attendance: Parish Clerk and Responsible Finance Officer David Edwards, representatives from Sway News and the Lymington Times and thirteen members of the public.

PC17/056 Election of Chair

Councillor Rickman was proposed by Councillor Tarling and seconded by Councillor Fleat. There were no other nominations and Councillor Rickman was unanimously elected as Chair of Sway Parish Council.

PC17/057 Election of Vice Chair

Councillor Golby was proposed by Councillor Rickman and seconded by Councillor Fleat. There were no other nominations and Councillor Golby was unanimously elected as Vice Chair of Sway Parish Council.

PC 17/058 Apologies

The Clerk advised that he had received apologies from Councillor Pepper and County Councillor Mans.

Before proceeding further the Chairman reflected upon the sad news that Graham Levers had recently passed away. Graham Levers had been very active in the community and will be sadly missed. As well as being Chairman of the Sway Lawn Tennis Club he was also secretary of the Jubilee Field Users Group. For a time, Graham Levers had also been a councillor on Sway Parish Council

where he had made a valuable contribution. The Chairman expressed both his and Parish Council's condolences to Graham Levers' family.

PC 17/059 Minutes of the Meeting held on 27th April and Matters Arising

The minutes of the Meeting held on 27th April 2017 were reviewed. Councillor Tarling proposed that they be approved. This was seconded by Councillor Turner and they were signed by the Chairman.

There was one matter arising. Councillor Cripps had previously circulated a draft co-option policy for consideration. Councillor Golby made one suggested addition which was agreed. Subject to that it was unanimously agreed that the co-option policy would be adopted by the Parish Council.

PC17/060 Finance:

- **Payment Schedule for May 2017**

The Schedule of payments for May had previously been circulated. Councillor Turner proposed that the Schedule should be approved. This was seconded by Councillor Dance and unanimously approved.

- **Audit Update**

The Parish Clerk reminded the Meeting that the Annual Return Section 1 had been approved for signature at the previous meeting. Since then the accounts for the year ending 31st March 2017 had been reviewed by the Internal Auditor who had not raised any issues and had signed his section of the Annual Return. The Clerk also took the opportunity of reviewing the Council's finances for the year ending 31st March, 2017. Total income had exceeded budget by £38,636.07 although this included £31,733.02 in relation to Stanford Rise. Excluding this, income was £6,903.05 ahead of budget. Total expenditure was £76,347.82 which was £6,932.92 worse than budget. This did, however, include expenditure of £9,950 for new tractor which had not been budgeted for.

- **Approval of Section 2 Accounting Statement of the Annual Return**

A draft of Section 2 of the Annual Return had previously been circulated. Councillor Cripps proposed that the Chairman and the Clerk be authorised to sign Section 2 of the Annual Return on behalf of the Council. This was seconded by Councillor Golby and unanimously agreed.

PC 17/061 Standing Orders 5j – annual approvals and reviews:

- a) **Code of Conduct**

Sway Parish Council's Code of Conduct was reviewed and approved without change.

b) Acceptance of Office Forms

The Chair and Vice-Chair delivered their acceptance of office forms.

c) Minutes of the Previous Annual Meeting

The minutes of the previous Parish Council Annual Meeting, held on 26th May 2106, were unanimously approved and signed by the Chaiman.

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.

e) Appointments to committees and working groups:

- i. **Planning & Transport Committee:** The Clerk advised that the current members of the Planning & Transport Committee were as follows:

Chair: Councillor Tarling
Vice Chair: Councillor Marchant
Councillor Dance
Councillor Fleat
Councillor Pepper
Councillor Seacombe
Councillor Warden

All of the current members indicated their willingness to continue as members of the Planning & Transport Committee and there were no proposals for additional members to be appointed. It was, therefore, unanimously agreed that the current membership of the Planning & Transport Committee should remain unchanged.

- ii. **Finance Working Party.** The Clerk advised that the current membership of the Finance Working Party is as follows:

Chair: Councillor Turner
Councillor Rickman
Councillor Golby
Councillor Pepper
Councillor Cripps

All of the current members indicated their willingness to continue as members of the Finance Working Party and there were no proposals for additional members to be appointed. It was, therefore, unanimously agreed that the current membership of the Finance Working Party Committee should remain unchanged.

- iii. **Information Working Party.** The current membership of the Information Working Group is as follows:

Chair: Councillor Marchant Cllr.
Councillor Pepper
Councillor Thomas

Councillor Marchant proposed that Councillor Tarling should be appointed as an additional member. This was seconded by Councillor Thomas and unanimously agreed. There being no further proposals these members were duly elected to the Working Party.

iv. **Jubilee Field Working Group.** The current membership was as follows:

Chair: Councillor Cripps

Councillor Golby

Councillor Turner

Councillor Pepper

It was agreed that notwithstanding the recent letter received from the trustees of the Sway Social Club there was no reason to disband the Jubilee Field Working group and the current membership should remain unchanged.

v. **Stanford Rise Task & Finish Group.** The current membership was as follows:

Chair: Councillor Seacombe

Councillor Golby

Councillor Turner

Councillor Turner advised that he wished to stand down as a member. Councillor Seacombe proposed that Councillor Cripps be appointed in place of Councillor Turner. This was seconded by Councillor Golby and unanimously approved.

f) Review and adoption of appropriate standing orders and financial regulations.

Both Financial Regulations and Standing Orders had been recently reviewed and no changes were necessary. The current versions were, therefore, 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. Tree Representative: Cllr. Seacombe indicated her willingness to continue as Tree Representative. There were no further nominations so Cllr. Seacombe was confirmed.
- iii. Rights of Way Co-ordinator Cllr. Dance confirmed that he would be happy to continue as co-ordinator, but with assistance from other members of the Planning and Transport Committee. There were no further nominations so Councillor Dance was confirmed.
- iv. Transport Representative: Councillor Warden advised that he was happy to continue in this role. There were no further appointments so his appointment was confirmed.
- v. Sway Allotments Association: Councillor Rickman agreed to continue as the Council's representative.

- vi. Jubilee Field User Group (two representatives): Councillors Thomas and Fleat agreed to continue as the Council's representatives.
- vii. Sway Village Hall Committee: It was agreed that Councillor Thomas should replace Councillor Turner as the Sway Village Hall representative. (Councillor Turner is a Trustee of Sway Village Hall and it would therefore not be appropriate for him to also represent the Parish Council.)
- viii. Sway Youth Centre (two representatives): Councillors Thomas and Fleat agreed to continue as the Council's representatives.
- ix. New Forest Association of Local Councils: The Chair attends in his role as Leader of NFDC. Councillor Dance agreed to continue as a representative with Councillor Fleat as a reserve.
- x. Hampshire Association of Local Councils: Councillors Dance and Tarling agreed to continue as representative and reserve (respectively).
- xi. NFNPA SW Quadrant: Councillors Tarling and Marchant agreed to continue as representatives.
- xii. SWAG: Councillor Rickman agreed to continue as representative. (Councillor 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.)
- xiii. CANGO Governance: Councillor Warden is an ex-officio member as Chair of the CANGO Users Forum. Cllr. Marchant will also continue as Sway's representative.
- xiv. New Forest Consultative Panel: Cllr. Fleat will continue as representative.
- xv. It was agreed that the work of the Jubilee Field and MUGA Project Group would henceforth come under the full Parish Council.
- xvi. 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 2018) would be held on the fourth Thursday of the month EXCEPT that the July 2017 meeting would be held on Thursday 20th July; and the December 2017 meeting would be held on Thursday 14th December 2017. These dates have already been posted on the web. Parish Council Meetings would continue to start at 7:30pm and be held in the Jubilee Field Pavilion. The dates of the 2018 Annual Parish Assembly and the 2018 Parish Council Annual Meeting would be announced in due course.

i) Arrangements with other local authorities

There are no arrangements with other local authorities.

j) Inventory of Land and Assets

The inventory of land and assets, having been posted on the web, and being consistent with the accounting procedures mandated for local government, was noted. The Clerk advised that adjustments needed to be made for the new tractor, the new goal posts and the bench at Adlam's

Lane. Additionally, and the bus shelter is no longer in the ownership of the Parish Council. Councillor Cripps proposed that the Finance Working Group should undertake a general review and this was agreed.

k) Insurance Cover

Insurance cover was confirmed – and the certificate displayed on the Pavilion noticeboard.

l) Complaints Procedure

The Council's existing complaints procedure is robust, need not be changed and was agreed.

m) Freedom of Information and Data Protection Act procedures

The Council did not believe that its existing FoI and DPA procedures required any updating but the Clerk was asked to undertake a review.

PC17/062 Jubilee Field Project

The Chairman reminded the Meeting that the trustees of the Sway Social Club had written a letter to the Clerk advising that the offer made in a letter dated 1st February from Ian Gale had been withdrawn. Ian Gale was no longer a trustee and Keith Petty had been elected a trustee in place of Ian Gale. The Council noted the letter and agreed that in the circumstances the Jubilee Field Working group should not undertake any further work until the position was clarified.

PC17/063 Stanford Rise

A memorandum of understanding in relation to the Village Hall proposals for Stanford Rise had been circulated. The Council decided that they needed more time to consider this. Accordingly, it was agreed that a meeting of the Stanford Rise Task and Finish Group would be convened before the next meeting and Clerk was asked to circulate paper in relation to the matter.

PC17/064 Planning & Transport Committee Report

Councillor Tarling provided an update on the proceedings of the Planning & Transport Committee Meeting which had been held on 11th May. The minutes of the meeting were available on the website.

Thirteen applications had been decided. Of these, six were granted permission in accordance with the recommendations made by the Committee. These were: a first floor extension at Shallfleet, Mount Pleasant Lane; the retention of a single storey extension at Little Mead, Hollies Close; a single storey extension at 7 Buldowne Walk; a two storey extension at Flexford House; a two storey rear extension at 22 Set Thorns Road; a single storey extension at Bojangles, Mount Pleasant Lane. One application for rooflights on unit 2 at The Old School House) was granted by the officer. An application for the retention of a manege on land to the rear of Toby Cottage had been granted by the NFNPA's Planning Development Control Committee with conditions and an application for the retention of hardstanding on land to the north of Hunters Folly, Marley Mount had been granted contrary to the Planning & Transport Committee's recommendations.

Three applications were refused permission in accordance with the recommendations made by the Committee. These were: for a 2m high fence at Durnstown; for a replacement summerhouse at Boundway Gate; and for a new dwelling on land to the rear of 37 and 38 Set Thorns Road.

Finally, an application for a certificate of lawful development for a single storey rear extension at Fuschias, Station Road had been withdrawn.

Councillor Seacombe will be visiting the tree work application site of Big Sky in Manchester Road.

There were two new applications considered by the Committee. The Committee recommended permission for The Squirrels, Middle Road, Sway for a replacement single storey extension. The other application was for Everglade Farm, Mount Pleasant Lane for the continued siting of 4 no. agricultural buildings for a further period of 5 years; the committee did not have enough information to comment, but had concerns over pollution and lack of a business plan and suggested a 2 years extension.

In relation to enforcement investigations, three investigations were resolved in the month, and one new investigation was added. Nine investigations are, therefore, being carried forward.

Work on the Wootton Riverine Restoration is now re-starting and will later continue on the east side of Wootton Bridge – towards Mead End

Since the last Planning & Transport committee meeting an Application for a Certificate of Lawful development for a proposed single storey rear extension and a flue at Widden Edge, Pitmore Lane was granted because it is within Permitted Development. The Appeal against to the refusal of permission for a single storey extension to Unit 1 of the The Old School House had also been upheld.

PC 17/065 Correspondence and Clerk's Report

The Clerk advised that he had received reports of youths misbehaving near the football pitch. The Chairman advised that it was the responsibility of any Councillor who observed bad behaviour to speak to the individuals concerned.

PC 17/066 Items for the Next Agenda

The Memorandum of Understanding in relation to Stanford Rise will come to the next Meeting for a decision.

Proposals for a future awards scheme to individuals or groups who have made an outstanding contribution to the people of Sway.

PC16/067 Any Other Business

The Chairman asked members of the public if they had anything to raise. Terry Simpson spoke on behalf of the trustees of the Sway Social Club and explained

why they had felt it necessary to send the letter referred to in Item PC 17/062. The Chairman advised that the position was clear and if the trustees of the Sway Social Club wished to make a new proposal they should put that in writing and any new proposal would then be considered by the Parish Council. Mike Reynolds urged the Council to consult with Jubilee Field Users on any new proposal.

The next meeting of the Parish Council will be held on Thursday 22nd June at 7:30pm.

There being no further business the meeting closed at 8:20 pm.

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Chairman

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Date

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