



# Sway Parish Council

## Parish Council Meeting

**Minutes of the Meeting of the Sway Parish Council held on Thursday 28th September 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:** The Parish Clerk and Responsible Finance Officer David Edwards, Sway News and nine members of the public.

### **PC 17/106 Apologies**

Apologies were received from Councillor Pepper and County Councillor Mans.

### **PC 17/107 Minutes of the Meeting held on 24th<sup>th</sup> August and Matters Arising**

The minutes of the Meeting held on 24th August 2017 were reviewed. Councillor Rickman proposed that they be approved. This was seconded by Councillor Golby and unanimously agreed. The approved minutes were signed by the Chairman.

### **Matters Arising:**

#### **a) Playground maintenance work**

The Clerk had previously advised that a quote of £2,880.48 (excluding VAT) had been received from Company 'A' who have previously undertaken maintenance work on the play park. Two other companies had also been invited to quote. A second quote for £6,751.80 has now been received from Company 'B'. Company 'C' had not quoted. The main reason for the difference in cost between the two quotations was that Company 'B' did not recommend timber edging and were suggesting that the timber edging be replaced by concrete edging.

Councillor Seacombe (who has some experience in dealing with the installation and maintenance of playparks) advised that when dealing with safety surfaces, wet pour will always shrink from timber edging after a few

years as the glue used fails and the safety surface shrinks from the porous timber. That is why it is recommended that most new installations would have a pre cast concrete edging when laying new wet pour as its life span is far longer, however this comes at a greater cost.

Councillor Seacombe expressed the view that when considering these quotes the Parish Council should be thinking of how long they expect the playpark equipment to last. Councillor Seacombe felt, therefore, that it would be unwise to commit to significant expenditure at this stage without a clear idea of what was going to be required in future years. Councillor Seacombe proposed, therefore, that the timber edging should be repaired and further consideration be given to future playground requirements. This was agreed and accordingly, it was decided not to proceed with either of the quotations received from Company 'A' or Company 'B' but to seek estimates for the cost of repairing the timber surrounds.

#### **b) Tree Survey Update**

The Clerk advised that Bernice McGrail from New Forest District Council had confirmed that she would undertake a tree survey on behalf of the Parish Council and advise the results within the next month.

#### **PC 17/108 Chairman's Report**

The Chairman advised that during the month the allotment gate had needed to be replaced as a matter of urgency. He had, therefore, given approval for the work to be undertaken and the invoice for the work (totalling £504) was included on this month's payment schedule.

Four applications had been received for the position of Clerk and Responsible Financial Officer. Each of the candidates were to be interviewed on Monday October 2<sup>nd</sup> by a panel comprising the Chairman, Councillor Golby and Councillor Turner. All of the other councillors present confirmed that they had seen the CV's of the applicants and were happy to delegate to the interview panel the decision on whether or not to offer the position to one of the candidates to be interviewed without the need for an extraordinary meeting of the Parish Council.

The Chairman advised that if an appointment is were on Monday the transition could be quite speedy and there would be no need for interim arrangements to be made to appoint a temporary proper officer. If no appointment is made the matter will be raised again at the next meeting.

#### **PC 17/109 County Council Report**

County Councillor Mans was unable to be present but the Chairman drew the Council's attention to the letter received from County Councillor Mans dated 27<sup>th</sup> September providing details of proposed cuts to the County Council transport budget with effect from 2019.

## **PC 17/110 Clerk's Report and Correspondence**

- a) The Clerk advised that he had received notification that the second instalment of the precept amounting to £29,974.50 has been paid.
- b) Sway W.I. are celebrating their centenary next year and have asked if they can plant a tree on Stanford Rise with a memory capsule beneath it. The Parish Council confirmed that they were willing to support this request, provided that the tree is to be planted in the area identified within the MoU, and that it is of a native species. The Clerk was asked to write formally to new Forest District Council (the Parish Council's landlord for Stanford Rise) and advise that them of the request.
- c) BDO have sent in their Notice of Conclusion of Audit. The Annual return together with BDO's Certificate of Audit were approved.

## **PC17/111 Finance:**

### **a) Payment Schedule for September 2017**

The Schedule of payments for September had previously been circulated. The Clerk drew the meeting's attention to two items on the schedule. One was a payment of £2,000 payable to New Milton Town Council in relation to the Cango. This was a replacement for an earlier payment for which New Milton Town Council have no record. The Clerk confirmed that the original cheque had been cancelled. The other matter was the Keffen invoice for Stanford Rise. Councillor Seacombe confirmed that the works described in the invoice had all been undertaken. Councillor Golby proposed that the Schedule should be approved. This was seconded by Councillor Turner and unanimously approved.

### **b) Accounts for the period to 31<sup>st</sup> August 2017**

The monthly accounts for the period to 31<sup>st</sup> August had previously been circulated. Councillor Cripps proposed that the accounts should be approved. This was seconded by Councillor Turner and unanimously approved.

### **c) Earmarking reserves.**

The Chairman proposed that prior to the next Parish Council Meeting there should be a meeting of the Finance Working Group. The purpose of the meeting would be to start preparations for next year's budget and precept. Subject to what was agreed at this evening's meeting, the Finance Working Group would then ensure that any proposals to earmark reserves were reflected in the budget for next year.

### **d) £5,000 for flashing speed limit reminder equipment**

Councillor Marchant referred Councillors to the paper he had circulated setting out the case for incurring this expenditure which had been reviewed and approved by the Planning & Transport Committee. Councillor Marchant explained that a number of alternative proposals had been considered

including sharing the cost with other parishes but none of them had been feasible. Councillors Golby and Fleat expressed reservations regarding the effectiveness of flashing speed limit reminders. Councillor Cripps supported the idea in principle but suggested that before making any commitment contact should be made with other parishes who use this equipment to see if they had any evidence which supported its effectiveness in reducing accidents.

The proposal was to put to a vote and by a majority the proposal to earmark £5,000 for a flashing speed limit reminder in next year's budget was agreed. Two councillors voted against the proposal.

#### **e) Jubilee Field Pavilion Maintenance and Sway Village Hall support**

It was agreed that an additional £4,000 would be included in the budget for next year for Jubilee Field Pavilion maintenance and £2,000 to support the Village Hall project.

#### **f) Emergency Treeworks**

It was also agreed that £2,000 would be included in next year's budget to cover the cost of emergency treeworks.

#### **g) Playpark**

There was considerable discussion about how to deal with the playpark in next year's budget. It was recognised that the cost of replacing the equipment would be considerable but the timing was unpredictable. It was agreed that an appropriate figure for reserves would be £10,000 next year and the provision would be reviewed each year.

#### **h) Proposed amendment to Regulation 4.5 of Sway Parish Council's financial regulations**

Councillor Cripps explained that the purpose of the proposed amendment was to give the Parish Council greater flexibility when it needed to deal with emergencies such as tree clearance works etc. The proposal was to amend the regulations to cover situations when either the Clerk or Chairman were not available. Councillor Cripps proposed that the wording of Regulation 4.5 should be amended to read as follows:

*In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. In an emergency, the Clerk together with the Chairman, may authorise expenditure up to £1,000 which must be reported to the council as soon as possible. In the absence of either one of the Clerk or Chairman, the Chair of the Finance Working Group may act as a substitute.*

This was seconded by Councillor Turner and unanimously agreed.

#### **i) Responsible Financial Officer**

Councillor Turner advised that Sandie Cripps had kindly volunteered to act as Responsible Financial Officer pending the appointment of a replacement for the Clerk. Subject to the outcome of the interviews on Monday Councillor Turner proposed that Sandie Cripps be appointed Responsible Financial Officer. This was seconded by Cllr. Fleat and unanimously agreed. The Chairman thanked Sandie Cripps for volunteering.

### **PC 17/112 Allotments Rent Review**

The rents for the allotments are due to be reviewed with effect from 1<sup>st</sup> October 2017. A paper setting out some options regarding this had been circulated by the Clerk. At the invitation of the Chair; Roger Dew – Chair of the Allotment Association gave his views. Roger Dew advised that the Allotment Society had recently held its AGM and at the meeting had indicated that the Association would support a modest increase in rent in line with previous years.

Councillor Tarling proposed that the allotment rents be increased by £1 a year for half plots and £2 a year for full plots. This was seconded by Councillor Golby and unanimously approved.

### **PC17/113 Stanford Rise**

Councillor Seacombe reported the following in relation to Stanford Rise:

#### **1. Drainage works**

- a) As part of the initial contract Farwells will be returning to the site to sand and seed those drainage channels that have settled and since work was completed. A date to carry out this work is still to be confirmed.

#### **2. Path works**

- a) Keffen Contractors have now completed the majority of the work.
- b) Peter Cryer kindly marked out the position of the proposed corner of the scout hut with a five metre buffer zone to enable the correct siting of the path.
- c) Paths have been laid with a stone sub base and topped off with hoggin.
- d) There has been some trouble with foxes on site that have been leaving deposits around the site and digging holes in the path before the path had time to set. The contractor has returned to site to deal with this.
- e) In addition dog walkers have been seen on the site and dogs have left their deposits. A reminder sign saying No Dogs has been placed on the gate.
- f) The macadam at the entrance has been laid and the vehicular and pedestrian gates installed.
- g) Some damaged fencing along the boundary of Stanford Rise has been repaired.

#### **3. Wild Play NFNPA Grant**

- a) A meeting has taken place with Suzi Shilling NFNPA Play Officer Rachel Charlton, Cllrs Seacombe and Cripps, to finalise where play items are to be sited. Suzi Shilling in conjunction with Rachel Charlton will draw up a timetable of when work will commence.

**b) Inspection training**

Under the grant, NFNPA are offering to train someone to carry out weekly / quarterly inspections of the SR site. We have been informed that the other recipients of this grant are taking up this. The caretaker is to be asked if he would do this.

**4. Friends of Stanford Rise**

Following Toby Collyer's (Everton Nursery) generous offer to provide items at trade prices, an order has been placed by the Clerk.

**5. Tree works**

There is considerable dead wood within some of the trees along the boundary of Middle Road and SR. and overhanging branches from two oak trees that require some reduction. Councillor Seacombe has asked John Shutler Tree Services to quote. Provided their estimate was reasonable and did not exceed £500, then Cllr. Seacombe was authorised to get the work done without seeking further quotes.

**6. Stanford Rise Public Open Space boundary along Middle Road**

The Clerk confirmed that there is £1000 in the Lengthman's scheme budget. It was agreed that Cllr. Seacombe could use some of this budget to get the hedge cut back along Middle Road to ensure there are clear sight lines from Middle Road through to the Public Open Space.

**PC17/114 Jubilee Field Update**

The Chair advised that prior to the meeting Terry Simpson advised him that the trustees of the Sway Social Club were still in the process of discussing their proposals with members and did not want to present anything to the Parish Council until there is a consensus within the Sway Social Club. Accordingly, there was no update to be presented to the Parish Council this month.

**PC17/115 Village Hall Update**

Councillor Thomas provided an update in relation to activity at the Village Hall.

**PC17/116 Planning and Transport Committee Report**

**a) To receive the report of the Planning and Transport Committee Meeting held on 14<sup>th</sup> September 2017**

The draft minutes of the Planning & Transport Committee Meeting held on 14<sup>th</sup> September were available on the Parish Council website.

Councillor Tarling noted that both the applications for Fyre Stychen and The Silver Hind had been rejected in line with the Parish Council's recommendations. Additionally, the application for Hatch Motors had been rejected by the NFNPA in line with the Parish Council's recommendation, and against the recommendations of the planning officer.

Councillor Marchant provided an update in relation to Speedwatch activity, the New Forest marathon (which had gone well) and Wiggle. Members of the PaTC agreed that feedback on Wiggle could be sent to NFDC SAG and NFNPA Recreation Management with minor amendments. Councillor Marchant also advised that Sway CSW are one of just 6 organisations invited to provide oral evidence at next Friday's Hampshire Police and Crime Panel Scrutiny meeting.

**PC17/117 Youth Centre**

Councillor Thomas provided an update in relation to the Youth Centre. Colin Denman had also approached the Parish Council with concerns regarding a tree overhanging the children's outdoor space at the Youth Centre. Cllr. Seacombe confirmed that she asked John Shutler for a quote to carry out emergency works on the tree. Cllr. Rickman queried ownership of the tree and agreed to liaise with Colin Denman on this question.

**PC17/118 To receive a report on the JFUG Meeting held on 21<sup>st</sup> September 2017**

Councillor Thomas also provided an update on the recent JFUG Meeting. The Chairman commended the Jubilee Field users for their hard work and dedication in maintaining the facilities. Councillor Marchant suggested that they could be considered for an award under the Council's awards scheme.

**PC 17/119 Items for the Next Agenda**

It was likely that at the next meeting a proposal would be received in relation to the Jubilee Field Pavilion.

**PC17/120 Date of next meeting**

The next meeting of the Parish Council will be held on Thursday 26<sup>th</sup> October at 7:30pm.

There being no further business the meeting closed at 9:37pm.

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Chairman Date