



**Sway Parish Council Meeting
Thursday 22nd February 2018
Jubilee Field Pavilion, Sway**

Present:

Cllr Barry Rickman, Chairman (part of meeting)	Cllr David Golby, Vice Chairman
Cllr Kevin Cripps	Cllr Peter Dance
Cllr Hugh Marchant	Cllr Len Thomas
Cllr Melanie Seacombe	Cllr Stephen Tarling
Cllr Graham Turner	Cllr John Warden
Cllr Ted Fleat	
Katie Walding, Clerk & RFO	

In attendance:

Lymington Times & New Milton Advertiser, Sway News and 26 members of the public (MotP)

The meeting started at 7:30pm with a welcome from the Vice Chairman.

PC18/023. Apologies

Received from Cllr Pepper and Cllr Rickman who would arrive during the meeting.

PC18/024. Declaration of Interests

Cllr Marchant is a member of the New Forest Dog Owners Group.

PC18/025. Minutes of Meeting held on 25th January 2018 and Matters Arising

The Minutes were approved as an accurate record and signed by the Vice Chairman.

PC18/026. Chairman's Report

No report was made.

PC18/027. Clerk's Report and Correspondence

The Clerk reviewed each letter that had been previously circulated and the Council resolved:

- **HCC Town & Parish Council's Event:** no representative scheduled to attend
- **Hampshire Police & Crime Panel – questionnaire on hate crime:** no response to be sent
- **Hampshire Police & Crime Panel – thanks for traffic crime response:** noted
- **HALC – Local government ethical standards:** acknowledge, but no response from Sway
- **HALC – Waste sector crime and poor performance:** respond in regard to supporting the continuation of all local Household Waste Recycling Centres
- **Sway Lawn Tennis Club – position statement:** noted
- **NFDC Economic Development Team – film:New Forest screening:** noted
- **St Luke's Church – Flower Festival 25-28 May:** Council will sponsor an arrangement;

ACTION: Clerk to obtain approximate cost, then add to the agenda for approval at the next (22nd March) Parish Council meeting

PC18/028. County Council Report

Cllr Keith Mans sent apologies.

PC18/029. Cricket Club Premises License

There was some discussion about the requirement and if it might affect the existing License at the main Pavilion for the Football Club. Councillors questioned the criteria and regulations that would be permitted by such a license and felt that it might be preferable to extend the existing license. They would like to see the full terms and conditions before making any decision.

ACTION: The Clerk to ask the Cricket Club to submit full details of the criteria and rules for a Premises Certificate including any restrictions on times, storage of alcohol, authorised persons etc. Also, to provide comparison with extending the existing licence.

PC18/030. Dog 'parking' pole

A lively debate between Councillors considered the pros and cons, with members of the public also invited to speak both in favour and against. Many points were raised, including some concern that families may be put off walking to the playground if they could not bring their dog, and that dogs are already being brought on site, so perhaps it would be better to make provision for them. It was pointed out that it would be hard to 'police' the exclusion of dogs on the rest of the site and that they would be placed directly where other site users would be passing. After some further discussion, the motion was proposed by Cllr Marchant, but there was no seconder and so the matter was closed.

PC18/031. GDPR

The Clerk noted that in relation to the creation of official email addresses for all members, HCC were unable to confirm that they would provide these at this time but would revert when a policy decision had been made.

She went on to note the letter (circulated previously) from Lord Ashton of Hyde regarding the likelihood and appropriateness of Parish Clerks fulfilling the role of Data Protection Officer as well as Data Controller. She explained that this was generally deemed inappropriate (for the main reason that it should be independent scrutiny and monitoring). HALC and NFALC were currently reviewing the possibility of providing a central DPO that could be – in effect – subscribed to by Parish Councils.

PC18/032. Grants and Funding

(a) SCARF New Forest

The Council resolved that SCARF New Forest should be invited to complete a grant application in line with the Grants Policy.

The Clerk reported (with thanks to all parties) that the following grants/donations had been awarded to the Council in response to applications:

- Sway Welfare Aid Group: £1250 towards the accessibility ramp
- Sway Relief in Sickness Fund: £1250 towards the accessibility ramp
- Cllr Mans Community Fund: £500 towards the Phone Box adoption project

- War Memorials Trust: up to £2910 towards memorial renovations
ACTION: The Clerk to confirm the additional names to be added to the War Memorial and to obtain a separate quote for this prior to awarding the contract for the renovation work

PC18/033. Parish Council Annual Meeting

It was resolved that the Annual Meeting be scheduled for Thursday 24th May.

PC18/034. Annual Parish Assembly

It was resolved that the Annual Parish Assembly be scheduled for Thursday 3rd May. The Vice Chair invited Councillors to submit their suggestions on possible speakers to the Clerk.

PC18/035. Junior Parish Council

The Clerk briefly reported that there were now 4 children who had confirmed their interest. The closing date had not yet passed and so there would be a further update next month.

PC18/036. Finance:

(a) Payment Schedule

The Schedule of payments for February had previously been circulated.

DECISION: Cllr Turner proposed that the Payment Schedule for February should be approved. This was seconded by Cllr Dance and unanimously agreed.

(b) Accounts

The Accounts to 31st January had previously been circulated.

DECISION: Cllr Turner proposed that the Accounts to 31st January be approved. This was seconded by Cllr Cripps and unanimously agreed.

(c) Electricity Contract Renewal

The Clerk had obtained multiple quotes via LSI Energy Brokers (who successfully negotiated the Gas contract renewal in January) and had previously circulated them. She recommended making the decision now, despite the renewal not being due until July, so that the Council could secure preferential rates before they increased further.

DECISION: For the Jubilee Field Main Pavilion electricity supply, Cllr Dance proposed accepting the quote (#52218) from Total Gas and Power on a 36-month contract. This was seconded by Cllr Marchant and approved unanimously.

DECISION: For the Cricket Pavilion electricity supply, Cllr Thomas proposed accepting the quote (#52219) from Scottish and Southern on a 36-month contract. This was seconded by Cllr Warden and approved unanimously.

ACTION: Clerk to progress both contracts with the broker and ensure proper notice was provided to the existing supplier.

(d) Council insurance

The Clerk had previously circulated full details of the proposed renewal which had been sought by the approved broker, Came & Company. Their recommendation was to move the Council policy to Inspire, as set out on page 3 of their letter.

The Clerk drew attention to the opportunity to reduce the annual premium by 5% if the Council wish to enter a 3-year Long Term Agreement.

DECISION: Cllr Turner proposed that the Council accept the quote from Inspire and further accept the Long Term Agreement to guarantee the premium for 3 years. This was seconded by Cllr Cripps and approved unanimously.

ACTION: Clerk to progress the insurance premium renewal with Came & Company, including the 3-year Long Term Agreement.

(e) Internal Audit

The Clerk had previously circulated the report from Tim Light and briefly summarised the key points, which were duly noted by the members.

(Cllr Rickman arrived)

PC18/037. Planning and Transport Committee Report

(a) Committee Meeting 8th January

Draft minutes had been previously circulated and made available on the website. Cllr Tarling delivered a brief verbal summary of the meeting and further reported on subsequent items:

- The recent NFNPA planning committee had not seen any Sway applications; however, it was noted that where Sway opts to recommend a refusal on a standard householder application, then full reasons must always be included, because in the case of a fast-track appeal, there is no opportunity for further comments to be added;
- Four recent decisions were summarised;
- Two appeals (both on Laurel Cottage) have been submitted and will be discussed at the next PaTC meeting on Thursday 8th March;
- At the recent SW Quadrant meeting (notes from which Cllr Tarling had previously circulated to members) it was noted that NFNPA has £36K for grants of up to £2K each in their Sustainable Communities Fund which has a wide remit to “strengthen the well-being and sustainability of communities within the National Park.” Cllr Tarling urged any interested parties to search for ‘sustainable communities fund’ on the NFNPA web site for details.

(b) Set Thorns Road verges

Cllr Tarling explained that this had been carried over from the PaTC meeting due to the number and strength of feeling from residents about the problems particularly in the entrance to the circle at Set Thorns Road. It was noted that previously, parking bays had been added by NFDC to help alleviate the issues at the other side of the circle, but now some attention was needed at the entrance.

Cllr Rickman confirmed that he has raised the issue with NFDC and they are looking into it.

(c) Transport Matters

Cllr Marchant confirmed that the CSW team was out in Sway this week. A dramatic decrease in speeding vehicles was seen at one specific session due to the clear presence of two PCSOs and a police vehicle visibly part of the team.

Cllr Warden noted that HCC had confirmed the funding of the Congo bus service until 2019. He confirmed that the Users' Forum was now looking at sponsorship or other ways to contribute to the cost of the scheme going forwards. Cllr Warden had written to Cllr Mans and would report back on progress.

(d) NFNPA Local Plan consultation

Cllr Tarling confirmed that the response from Sway was still being finalised by the Committee members, and that it would be submitted before the closing date of 28th February. A draft had already been circulated and the final version would also be shared publically when it was signed off.

PC18/038. Stanford Rise

Cllr Seacombe had previously circulated the figures relating to the ongoing maintenance of the open space which would cover a 10-year period.

DECISION: Cllr Seacombe proposed that the Council approves the drawdown of £10,000 from s106 fund for the maintenance of the open space. Cllr Thomas seconded the proposal which was unanimously approved.

ACTION: The Clerk to confirm drawdown of the £10,000 with NFNPA and to transfer the monies to the new bank account when it was opened.

Cllr Seacombe went on to explain that there had been a delay in the installation of the wild play equipment due to long term sickness of the project manager at NFNPA. The project had now been handed over to another manager and Cllr Seacombe is hoping for installation before Easter, but this may not be possible.

PC18/039. Jubilee Field Pavilion

(a) Trustees of Sway Social Club

The Vice Chair summarised an emailed letter received from the Chairman of the Social Club, which confirmed that, at this time, the club would be investigating alternative premises and that no development proposals would be considered at Jubilee Field. This was noted by the Council.

(b) Jubilee Field Project Group

Some discussion about the reinstatement of the Group was held, with Councillors debating the remit of such a group. The Clerk recommended a Working Group to cover the management and development of the Jubilee site in particular, as this would help with the day-to-day management. There was some debate about whether an Amenities Working Group would be preferable.

The Vice Chair proposed deferring the decision until the March meeting, when full Terms of Reference, including remit, could be drafted for consideration.

(c) Grass cutting regime – consider leaving some grass areas unmown to encourage wildlife

Cllr Seacombe explained the consideration to leave some grass areas unmown at Jubilee Field, to encourage wild flowers and insects, in support of the recommendations to keep grass verges 'wild'. Some discussion was held on the merits and failing of such a consideration.

ACTION: It was resolved that Cllr Seacombe and the Clerk should produce a site plan and suggestions for unmown area(s) which would be taken to the next Jubilee Field User Group meeting (19th April) for consideration and then reported back to members at their next meeting.

PC18/040. Sway Village Hall

Barry Gough, the Chair of the Village Hall Management Committee gave a report. He noted that 21st July would see the first pre-screening of the new Cinema and encouraged all residents to attend, and to engage with the Committee in regard to what they might like to see being screened, including (hopefully) live and sporting events. He confirmed that he will be retiring after 11 years of service to the Committee.

PC18/041. Youth Centre

Nothing to report

PC18/042. Items for the Next Agenda

- St Luke's Church Flower Festival – approval of sponsorship costs
- Cricket Club advertising boards
- Cricket Club license to serve alcohol
- SCARF New Forest Grant Application
- Junior Parish Council update
- Grass cutting regime at Jubilee Field

PC18/043. Any Other Business

The Clerk noted that the playground repairs are progressing well, with routine maintenance carried out on all moving parts, adjustment to the gate, new cradle swing seats fitted and some missing caps and cups replaced. The outstanding items are the replacement of the flat seat swings, and the repair to the wet pour safer surfacing.

PC18/044. Date of Next Meeting

The Vice Chairman confirmed that, as advertised, the next meeting will be on Thursday 22nd March 2018, in Jubilee Field Pavilion starting at 19:30.

The Vice Chairman thanked everyone for attending, and the meeting closed at 20:59.

Signed Date.....