



## Minutes of the Meeting of the Council held on Thursday 26<sup>th</sup> April 2018, at the Jubilee Field Pavilion

### Present:

Cllr Barry Rickman, Chairman  
Cllr Kevin Cripps  
Cllr Melanie Seacombe  
Cllr Graham Turner  
Cllr Ted Fleat  
Cllr Len Thomas

Cllr David Golby, Vice Chairman  
Cllr Peter Dance  
Cllr Stephen Tarling  
Cllr John Warden  
Cllr Alex Pepper  
Katie Walding, Clerk & RFO

### In attendance:

Lymington Times & New Milton Advertiser, Sway News and 6 members of the public (MotP)

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

### **18/066. Apologies**

Received from Cllr Marchant.

### **18/067. Declarations of Interest**

None declared.

### **18/068. Minutes of the previous Meeting and matters arising**

Two corrections were made to the Minutes from 22<sup>nd</sup> March meeting: to include the date of the meeting; to amend the word 'approve' to 'support' under item 18/0053(c) Football Club - Floodlights. The Minutes were then approved as a true record and signed by the Chairman.

### **18/069. Chairman's Report**

Cllr Rickman noted that this would be his last ordinary meeting in the chair as he would stand down as Chairman at the May Annual Meeting.

### **18/070. Clerk's Report and Correspondence**

The Clerk had previously circulated three pieces of correspondence:

- HCC Town and Parishes event on 16<sup>th</sup> May to which Councillors are invited
- Letter from a resident in support of enhanced dog facilities within the parish
- Request from the Junior Football Club to receive a rent rebate in line with lease terms for non-use of their pitch on the back field due to poor winter conditions

She noted that a remittance advice had been received for 50% payment of the Precept for 2018/19 which would be received on 30<sup>th</sup> April.

**ACTION:** To respond to the resident with thanks for the letter, and explaining why Stanford Rise was designated a dog-free area as per the village consultation

**ACTION:** To add the Junior Football Club to the agenda for next month with a recommendation that the rebate be discounted from their 2018/19 rent



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### 18/071. County Council Report

Cllr Mans spoke about the service for Cllr Thornber which had taken place at Winchester Cathedral that day. A moving service was well attended and very fitting. He had also attended an event at the Albert Hall earlier in the week, where 1700+ children from the Hampshire Music Service had taken part in a concert. He went on to report that some 98% of parents had now been awarded their 1<sup>st</sup> or 2<sup>nd</sup> preferred school choices.

He proffered sincere thanks to Cllr Rickman for all his work over the years.

Cllr Thomas mentioned the Pitmore Lane road works and the proposed replacement of the pipe. There was a lot of concern about the failure in terms of appropriate diversions and signage. Cllr Mans was aware and had passed on the info to the appropriate parties and will keep an eye on it. Cllr Rickman noted that District Council had also intervened to adjust the signage.

### 18/072. Parish Council Award Scheme

The Chair explained that this would be deferred to a closed session at the end of the public meeting. At this closed session, a vote was taken and two winners were selected. They will be announced at the Annual Parish Assembly.

### 18/073. Staff salaries and annual leave

A note had previously been circulated offering the national pay increases and statutory leave entitlements for the Clerk and Caretaker. Approval was proposed by Cllr Turner and seconded by Cllr Dance.

**DECISION:** To confirm the statutory pay increases and annual leave entitlements for the Clerk and Caretaker.

### 18/074. Finance:

#### (a) Payment Schedule

Previously circulated but now updated with the addition of a payment to Sue Rickman for £40 as previously approved and minuted.

**DECISION:** Approval of the March 2018 Schedule was proposed by Cllr Turner, seconded by Cllr Golby and agreed unanimously

#### (b) Bank Reconciliation

This had been previously circulated.

**DECISION:** Approval of the March 2018 Reconciliation was proposed by Cllr Turner, seconded by Cllr Cripps and agreed unanimously

#### (c) Local Govt Act 1972 Section 137 for 2018/19

The Clerk noted the new limit of £7.86 (equating to £13,368.29 for Sway).



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### **(d) Cricket Club ground maintenance**

Due to the value of the works, the Council would like to see at least one other quote for the grounds maintenance.

**ACTION:** The Clerk to request a second quote be received and bring forward to the May meeting

### **18/075. Annual Internal Audit**

Both the interim and final reports from the Internal Auditor had previously been circulated.

**DECISION:** Cllr Turner proposed that the internal audit be approved. This was seconded by Cllr Cripps and unanimously agreed.

### **18/076. Annual Governance and Accountability Statement – Section 1**

This had previously been circulated and the Finance Working Group had met to consider and recommended that the Council approved, and the Chairman and Clerk (as RFO) should sign Section 1.

**DECISION:** Cllr Turner proposed that Section 1 of the Annual Governance and Accountability Statement be approved and signed. This was seconded by Cllr Cripps and unanimously agreed.

### **18/077. Annual Governance and Accountability Statement – Section 2**

This had previously been circulated with supporting papers. The Finance Working Group had considered and recommended that the Council approve Section 2.

**DECISION:** Cllr Turner proposed that Section 2 of the Annual Governance and Accountability Statement be approved and signed by the Chairman and Clerk (as RFO). This was seconded by Cllr Golby and unanimously agreed.

### **18/078. Annual Accounts**

The year-end budget report had previously been circulated. The Finance Working Group had reviewed and recommended the Council approve the accounts for the year 2017/18.

**DECISION:** Cllr Turner proposed that the Council approve the accounts for the year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. This was seconded by Cllr Cripps and unanimously agreed.

### **18/079. Standing Orders**

The Clerk explained that NALC had recently issued updated model Standing Orders which contained a number of amendments and additions, most noticeably around GDPR. She had circulated them with the significant changes marked up.



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Cllr Golby suggested that previously Sway Parish Council had adapted their version of the Standing Orders within the text but recognised that this made it difficult to maintain when updates were made by NALC or via legislation. He recommended that the Council consider adopting a new version of the Standing Orders in line with the NALC updated model and then add an addendum containing those exceptions which were specific to Sway.

**ACTION:** The Clerk to draft the new Standings Orders with addendum and circulate for review by the Council. These to be included on the May agenda with a view to adoption.

### **18/080. Publication Scheme**

The Clerk had prepared and previously circulated a draft in line with the NALC model template and recommended that the Council adopt the prepared Publication Scheme as per Freedom of Information Act 2000 S19.

**DECISION:** The Council approved the adoption of the Publication Scheme and asked the Clerk to publish it on the website.

### **18/081. Tiptoe Annual Fayre, 12noon – 4pm on Saturday 12<sup>th</sup> May**

Cllr Tarling noted that the Council had previously taken a stand at the Fayre (many Tiptoe residents actually reside in the Sway parish) and an invite had been extended for this year.

**ACTION:** Cllr Tarling to confirm that the Council would attend and Councillors to notify him of their involvement

The Chairman also suggested that the Council should have a stand at the Sway Carnival Fete and the Council agreed.

**ACTION:** The Clerk to arrange for a stand for the Council at the Sway Carnival Fete

### **18/082. Planning and Transport Committee Report**

#### **(a) Committee Meeting 12<sup>th</sup> April**

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:

- Outcomes since the meeting
- The NFNPA's draft response to the revised National Planning Policy Framework is agreed and contains some significant points regarding the NPPF:
  - o A proposed softening of the high standard of protection for National Parks;
  - o More permissive approaches to housing density, agricultural buildings, starter homes, pop-up campsites and developer contributions;
  - o The encouragement of a Community Infrastructure Levy although it is not appropriate in National Parks;



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- Modification to the threshold for major developments which would go directly to the Planning Inspectorate rather than being considered locally;
  - The sub-division of rural buildings (a contentious issue) which could provide more local dwellings but would not be controlled locally;
- Cllr. Warden and the Planning and Transport Committee are considering and drafting Sway's response, and this is likely to be in support of the NFNPA draft.
- Cllr Tarling noted the enormous backlog of Planning Inspectorate appeals and the likelihood that this would remain for some time

### **(b) Transport Matters**

In the absence of Cllr Marchant, Cllr Tarling gave a brief update on recent Community Speedwatch activity, noting that this month saw 106 instances of speeding, with two vehicles exceeding 50mph in a 30mph zone.

He then spoke in regard to the Pitmore Lane road closure and the significant problems. A map of the diversion was displayed and he explained that many drivers were using Pauls Lane, Kings Lane, Coombe Lane and South Sway Lane as short cuts which was causing huge problems in those single-track lanes. Now that SGN had stated the repaired pipe would have to be replaced in due course, Cllr Tarling confirmed that the Planning and Transport Committee would make suggestions for the signage and hopefully reduce the issues next time.

### **18/083. Stanford Rise**

Cllr Seacombe reported on her meeting with the Clerk and the Wild Play Officer from NFNPA. There was still no confirmed date but it was hoped that installation would happen in May. It was noted that the ground was in great condition and the drainage works were doing their job.

### **18/084. Open Spaces and Facilities Working Group**

Cllr Cripps noted that an informal discussion had taken place to consider the priorities. A further meeting was required to elect a Chair and a full report would be made at the May meeting.

### **18/085. Sway Village Hall**

Cllr Turner (as Chairman of the Village Hall Committee) explained that significant issues with the roof had been identified: extensive rot of batons and nails which have rusted through. In summary, the Hall needs a new roof. He explained that the Committee is now working on getting quotes and putting a financial plan together for how to pay for it. He noted that there is minimal insulation currently, so the project has to include a correction to that.

The Cinema funds are ringfenced and should continue as planned. Currently the tentative plan is to do the roof in early August and thus enable the cinema go-live in late September.



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The cost of the roof could be in the region of £20,000. It seems unlikely that the insurance would cover the cost. Cllr Turner confirmed that a number of funding routes were being identified and reviewed. Cllr Rickman promised to look at NFDC funding routes for any possibilities and the Clerk suggested the NFNPA Grants Officer would also be worth contacting.

**ACTION:** An agenda item to be added to the next meeting for the Council to debate how it might be able to help

**ACTION:** The Clerk to review and report back on whether the Council is legally entitled to offer a loan

**18/086. Youth Centre**

There was nothing to report.

**18/087. Items for the Next Agenda**

No additional items were noted.

**18/088. Date of Next Meeting – 24<sup>th</sup> May 2018**

The Chairman also noted that the Parish Assembly is next Thursday 3<sup>rd</sup> May and encouraged residents to attend.

With all public business concluded, the meeting closed at 8:26pm.

Cllr Fleat left. The closed session then took place (in regard to agenda item 18/072 above) and closed at 9:10pm.

SIGNED:.....DATE:.....