



## Minutes of the Annual Meeting of the Parish Council held on Thursday 24<sup>th</sup> May 2018, at the Jubilee Field Pavilion

### Present:

Cllr Barry Rickman  
Cllr Kevin Cripps  
Cllr Melanie Seacombe  
Cllr Graham Turner  
Cllr Ted Fleat  
Cllr Len Thomas  
Katie Walding, Clerk & RFO

Cllr David Golby  
Cllr Peter Dance  
Cllr Stephen Tarling  
Cllr John Warden  
Cllr Alex Pepper  
Cllr Hugh Marchant

### 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.

### **18/089. Election of the Chair of the Parish Council**

Cllr Rickman confirmed that he would not be standing again and nominated Cllr Tarling for the role of Chairman. This was seconded by Cllr Marchant. No other nominations were received, a vote was taken and Cllr Tarling unanimously approved as the new Chairman.

Cllr Rickman congratulated Cllr Tarling, who responded with thanks to Cllr Rickman for his many years of service as Chairman and made a presentation of a gift on behalf of all the Members.

### **18/090. Election of the Vice Chair of the Parish Council**

Cllr Tarling nominated Cllr Cripps and this was seconded by Cllr Fleat. No other nominations were received. The members unanimously approved Cllr Cripps as Vice Chairman.

### **18/091. Acceptance of Office**

The Clerk passed the Acceptance of Office forms to the new Chairman and Vice Chairman and these were signed by Cllrs Tarling and Cripps respectively, and witnessed by the Clerk.

### **18/092. Apologies**

Apologies had been received from County Cllr Keith Mans.

### **18/093. Minutes of the previous Meeting and matters arising**

The Minutes from the ordinary meeting on 26<sup>th</sup> April 2018 had previously been circulated and published online. They were approved by members who had attended and signed by the Chairman as a true record of the meeting.

The Minutes from the Parish Assembly on 3<sup>rd</sup> May 2018 had previously been circulated and published online. They were approved by the members who had attended and signed by the Chairman as a true record of the meeting.



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It was noted that the minutes from the Annual Meeting in May 2017 were previously approved and signed in June 2017 and were still available on the website.

### **18/094. Review of delegation arrangements**

Councillors suggested that arrangements continue as they were; with one Standing Committee – the Planning and Transport Committee – and the day-to-day line management of the Caretaker delegated to the Parish Clerk. This was unanimously agreed.

### **18/095. Terms of Reference**

- No changes had been offered for the Planning and Transport Committee Terms of Reference, and Cllr Fleat proposed re-adoption. This was seconded by Cllr Warden and approved unanimously.
- The Finance Working Group does not hold separate Terms of Reference but is governed by the Financial Regulations
- The Chairman noted that draft Terms of Reference had been circulated for the Open Spaces and Facilities Working Group, but these would need further amendment to incorporate the work of the s106 Task and Finish Group (see below).
- The new HR Working Group will produce Terms of Reference at its first meeting (see below).

### **18/096. Existing committees and working groups**

- It was proposed that the Information Working Group be disbanded. With the new GDPR regulations, it was recognised that there needed to be a more centralised approach, and the Clerk was comfortable managing web content and driving social media activity with the input of Councillors as appropriate. This was unanimously approved.
- It was proposed that – with the near completion of the project at Stanford Rise – the role of the s106 Task and Finish Group be absorbed into the new Open Spaces and Facilities (OS&F) Working Group, with amendments to the Terms of Reference drafted at their first meeting. This was unanimously approved. A Chair would also be elected and this would be reported back to the Council in June.
  - Members of the OS&F Working Group would be: Cllrs Golby, Cripps, Pepper, Seacombe and Thomas
- The Planning and Transport Committee (PaTC) had scheduled its next meeting for Thursday 14<sup>th</sup> June and would elect a new Chairman and Vice Chairman.
  - Members of the PaTC would remain: Cllrs Tarling, Marchant, Seacombe, Warden, Pepper, Dance and Fleat.
- The Finance Working Group (FWG) would meet at least quarterly for the budget review with the Clerk, and additionally as required. They should elect a Chairman and review signatories accordingly.
  - Members of the FWG would be: Cllrs Rickman, Golby, Cripps, Pepper and Cllr Tarling ex officio as Parish Council Chairman.

All proposals were nominated by Cllr Tarling, seconded by Cllr Rickman and unanimously approved.



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### **18/097. New committees**

At the request of the Clerk, and in order to comply with employer's legislation, a new HR Working Group was proposed. It would draft its Terms of Reference and meet as required, reporting back to Council as appropriate. Proposed by Cllr Tarling and seconded by Cllr Cripps, the proposal was unanimously approved.

- Members of the HR Working Group would be: Cllrs Pepper, Golby, Turner, Thomas and Tarling (ex officio as Chairman of the Parish Council).

### **18/098. Standing Orders and Financial Regulations**

Following the proposal by Cllr Golby that the Council adopt the model Standing Orders recently updated by NALC, with an addendum for the specific amendments by the Parish Council, the Clerk had produced and circulated a draft, to which amendments had already been made and annotated. The Financial Regulations had only received some minor formatting and grammatical amendments. The adoption of both documents was proposed by Cllr Tarling, seconded by Cllr Marchant and unanimously approved.

### **18/099. Arrangements with, and contributions to, other local authorities**

It was noted that the only such arrangement existed in regard to the Congo service, where the Parish Council would contribute £2000 during the year 2018/19, in conjunction with Hampshire County Council, New Milton Town Council and Hordle Parish Council. This had previously been approved and appeared in the budget accordingly.

### **18/100. Work with external bodies**

Councillors were asked to volunteer to represent the Council in a number of different groups and meetings. The following roles were agreed:

- Rights of Way – Cllr Dance (it was noted that some help would be needed to walk all the footpaths)
- Transport – Cllr Warden
- Community SpeedWatch – Cllr Marchant
- Sway Allotments Association – Cllr Rickman
- Jubilee Field User Group – Cllr Fleat and Cllr Thomas
- Village Hall Committee – Cllr Fleat and Cllr Thomas (Cllr Turner noted as Chairman of the Village Hall Committee)
- Sway Youth Centre – Cllr Fleat and Cllr Thomas
- NFALC – Cllr Dance and Cllr Thomas (Cllr Rickman ex officio as Leader of NFDC)
- HALC – Cllr Dance and Cllr Tarling
- NFNPA SW Quadrant – Cllr Warden and Cllr Fleat
- SWAG – Cllr Rickman (Cllr Golby noted as a Trustee)
- Congo Governance – Cllr Marchant (Cllr Warden ex officio as Chair of Congo Users' Forum)
- New Forest Consultative Panel – Cllr Fleat

This leaves the Trees Representative which would be resolved at the next PaTC meeting on 14<sup>th</sup> June. It was noted that this role could be filled from outside the members.



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### **18/101. Asset Register**

There was a brief discussion in regard to the removal of the old wooden bus shelter from the register, and this was agreed. It was confirmed that the two lawn mowers listed (for the Allotments) were correct. The addition of the Stanford Rise wild play equipment was also requested and the Clerk confirmed that she would add the value of £15,000 replacement value.

**ACTION:** Revisions to be made and presented to the Council for adoption at the June meeting.

### **18/102. Insurance cover**

The Clerk confirmed that since the commencement of the installation of the wild play equipment at Stanford Rise, the insurer had been informed and the equipment underwritten – with no addition to the premium for the current year. All other aspects of the insurance were noted, having previously been approved when the policy was renewed in March 2018.

### **18/103. Complaints**

The current procedure had been slightly amended and re formatted, prior to circulation. Cllr Tarling proposed the adoption of this revised version. This was seconded by Cllr Turner and unanimously approved.

### **18/104. Freedom of Information procedures**

The Clerk had made minor amendments which had previously been circulated. Adoption of the policy was proposed by Cllr Golby, seconded by Cllr Cripps and unanimously approved.

### **18/105. GDPR**

The Clerk had produced a full set of papers including guidance for Councillors, an action plan, data audit, risk assessment, policies, consent forms and privacy notices. These had been previously circulated and some feedback from members incorporated. With GDPR coming into force on 25<sup>th</sup> May 2018, it was noted that all appropriate documentation would be published online, with copies available from the Parish Office if requested. Cllr Tarling proposed that the action plan and risk assessment be adopted, with all other documentation duly noted. This was seconded by Cllr Seacombe and unanimously approved.

The Chairman also noted that an informal session should be held for members where the Clerk could provide an outline of the regulations in real terms, with a Q&A session.

**ACTION:** The Clerk to schedule a GDPR Q&A session for members

### **18/106. Future Meeting Dates**

The Clerk had prepared a suggested list of dates for all ordinary meetings, PaTC meetings, and the 2019 Annual Parish Assembly and Parish Council Annual Meeting. These needed to take into account the fact that 2019 will be an election year.



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It was noted that the Parish Council would continue to meet on the 4<sup>th</sup> Thursday of each month (except in July when it would be moved to accommodate the New Forest Show, and in December when it would be moved to accommodate the festive season) and the PaTC would continue to meet on the 2<sup>nd</sup> Thursday of each month.

### Meeting dates for 2018/19

PaTC 14 <sup>th</sup> June	Full Council 28 <sup>th</sup> June
PaTC 12 <sup>th</sup> July	Full Council 2 <sup>nd</sup> August (moved for NF Show)
PaTC 9 <sup>th</sup> August	Full Council 23 <sup>rd</sup> August
PaTC 13 <sup>th</sup> September	Full Council 27 <sup>th</sup> September
PaTC 11 <sup>th</sup> October	Full Council 25 <sup>th</sup> October
PaTC 8 <sup>th</sup> November	Full Council 22 <sup>nd</sup> November
PaTC 13 <sup>th</sup> December	Full Council 20 <sup>th</sup> December (moved for Christmas)
PaTC 10 <sup>th</sup> January	Full Council 24 <sup>th</sup> January
PaTC 14 <sup>th</sup> February	Full Council 28 <sup>th</sup> February
PaTC 14 <sup>th</sup> March	Full Council 28 <sup>th</sup> March
PaTC 11 <sup>th</sup> April	Full Council 25 <sup>th</sup> April
Annual Parish Assembly	4 <sup>th</sup> April 2019
PC Annual Meeting	9 <sup>th</sup> May 2019 (elections take place 2 <sup>nd</sup> May 2019)

**DECISION:** Cllr Tarling proposed approval of all the dates and this was seconded by Cllr Pepper, with unanimous approval from all members.

### 18/107. Clerk's Report and Correspondence

The Clerk noted 3 licences across the parish in relation to the Carnival week.

A request had been received earlier the same afternoon from Little Flyers Nursery, which the Clerk read to the members. Due to the likely repairs to the Village Hall roof which (it was hoped) would take place in August, the Nursery would be unable to use the building. They would be closed from 20<sup>th</sup> August but for the period 6<sup>th</sup> to 17<sup>th</sup> August they needed to re-locate. The suggestion was for a bell tent to be erected on Stanford Rise Green, if the Parish Council would grant permission. Members expressed some concern that the toilets would also be unusable and as an alternative, they suggested that Jubilee Field could be a better location. The Clerk suggested that the grass area in front of the football pitch could be used, with free access to the toilets and kitchen as required. She might also be able to find some storage space for a small amount of equipment if that was needed.

**ACTION:** The Council agreed that the Clerk should respond with the suggestion of hosting at Jubilee Field, to enable Little Flyers to investigate and plan. The Clerk should bring the final proposal back to Council at the June meeting, for formal approval.

### 18/108. Finance

a) **Payment Schedule** – this was received and approved for May 2018



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**b) Bank Reconciliation** – this was received and approved for April 2018

**c) Cricket Club ground maintenance** – in response to the quote reviewed at the April meeting, the members had requested a comparative second quote. This had been circulated and the original quote for £1320 accepted. The Clerk had confirmed back to the Cricket Club so that works could commence immediately due to the start of the season. Ratification of this decision was proposed by Cllr Pepper, seconded by Cllr Dance and unanimously approved.

**d) s106 drawdown for Stanford Rise** – it was noted by the Clerk that the £10,000 drawdown previously approved by the Council had now been received.

### 18/109. Planning and Transport Committee (PaTC) Report

#### **a) Committee Meeting 10<sup>th</sup> May**

Cllr Tarling (as Chairman of the PaTC) noted that the minutes of the meeting on 10<sup>th</sup> May had been drafted and published for some time. He proposed that an agenda item be added to the next meeting, which considered the removal of the update back to the full Parish Council meeting, and this was briefly discussed.

**ACTION:** The Clerk to add the proposal to remove the update from the PaTC to the full Council as an agenda item for consideration at the 14<sup>th</sup> June meeting.

He went on to briefly summarise some updates since the last meeting, including:

- 4-house development at Beverley – refused
- Menage at South Sway Orchard – refused
- Floodlights at Jubilee Field – refused
- Extension at 39 Stanford Rise – approved with conditions
- Extension at 4 Oxford Terrace – approved with conditions
- Replacement pool house at Flexford Mill – granted
- Development at 37/38 Set Thorns Road – refused

The NFNPA Planning Committee meeting for May had taken place on Tuesday 15<sup>th</sup> May but included no applications from Sway.

The NFNPA SW Quadrant meeting would take place on Tuesday 29<sup>th</sup> May and would be hosted by Sway at the Jubilee Field Pavilion. Members of the Planning Committee were encouraged to attend.

Finally Cllr Tarling noted that the NFNPA draft local plan had been submitted earlier in May and he was pleased to report that it included a new standard for parking provision in relation to retail space.

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

Cllr Marchant reported that due to some operational issues with SID, there had been reduced hours of activity during May. However, nearly 70 people had been observed speeding during approximately 5.5 hours of activity. A [full report](#) is published online.



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### **c) Flashing Speed Limit Reminder**

The Clerk had prepared a note which had been previously circulated (and is attached as appendix 1) to outline the proposed costs of the VASLR unit and fixings required. Cllr Marchant updated the members on the results of the village consultation survey which enabled participants to identify their favourite locations for the VASLR, or indeed to give indications of what they felt might be other priorities for the Council to consider.

It was noted that the figures quoted were all ex VAT because this would be reclaimed.

Cllr Marchant also explained that due to existing street furniture outside the Hare and Hounds at Durnstown, the costs associated with the installation of a pole might not be required at that location. He recommended that a fourth location be provisionally selected in light of this.

**DECISION:** Cllr Marchant proposed that the previously earmarked reserves be released to cover the costs of purchasing one VASLR unit, with fixings for 4 sites and sockets for 3 sites as per the quote. This was seconded by Cllr Thomas, and voted in favour by a majority of 10, with 1 against and 1 abstention.

Other matters were discussed:

- Lower Mead End Road – the extensive corrosion of the road and subsidence of the verge and ditches had recently resulted in another vehicle getting stuck. HCC confirmed that they are writing to the landowner of the ditches to request attention.
- It was also noted that ‘road closure’ notices had been placed for 30<sup>th</sup> May at Mead End Road and it was hoped that repairs would now take place there.
- The dangerous situation caused by the overgrown hedge opposite the junction between Church Lane and Birchy Hill was noted and Cllr Rickman promised to follow up with the Clerk on who owns the land there, so that a letter could be sent asking for urgent attention. For clarity, a map would be provided marking the location.
- Some complaints had been received about the potholes on Station Road where it meets Mead End Road and Brighton Road. The recent repair efforts seemed somewhat ridiculous as some were repaired whilst holes immediately adjacent were simply ignored.

### **18/110. Stanford Rise**

Cllr Seacombe gave a detailed report on the project at Stanford Rise and showed some photos of the first elements of the wild play installation which was now part-completed by the NFNPA team. Volunteers had supported by shifting 300 barrows of bark safety surface into position by the wooden tunnel and the log circle. The next phase would include a snake which is currently being carved and a number of benches to be carved out of timber donated from The Manor at Sway. The drainage works were doing their job very well and residents had also reported positive benefit as a result. A number of fruit trees and over



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1000 bulbs had been planted and were establishing nicely. Finally, two bug hotels would be created and installed in conjunction with the two pre-school nurseries: Little Flyers and Robin Nursery.

**DECISION:** Cllr Seacombe proposed that the Council approved the release of £100 from the s106 bank account for the purchase of wild flower seeds to be planted alongside the bulbs. Her proposal was seconded by Cllr Tarling and unanimously approved.

Cllr Seacombe noted that the provision of signage was a requirement and some discussion had been held with NFNPA in this regard, and they would hopefully be covering the cost. One consideration was what the area should be called. As 'village green' is a specific classification in legal terms, it was suggested that the name 'Stanford Rise Green' be designated for the open space and this was supported by the members.

Cllr Thomas congratulated Cllr Seacombe and the s106 Task and Finish Group for the success of the project and this was echoed by all members. An official launch would be welcomed by the Council.

### **18/111. Open Spaces and Facilities Working Group**

Following the earlier discussion, it was noted that the OS&F Working Group would be meeting prior to the next meeting, electing a Chair and revising the draft Terms of Reference in order to incorporate the s106 Task and Finish Group. The new chair would report back to the Council in June.

### **18/112. Sway Village Hall**

The Clerk had previously circulated a grant application received from the Village Hall Committee in relation to the funds needed for the roof repairs, along with the legal position in regard to the possibility of the Parish Council providing a loan to the Committee to help it meet the cash flow requirements.

Cllr Turner (as Chair of the Village Hall Committee) confirmed that the cost was likely to be in the region of £30,000 (with some contingency) of which they would need to raise approximately half.

After a brief discussion it was agreed that the Finance Working Group would meet as a matter of urgency to explore the various options and would make a recommendation back to the Council at the June meeting.

### **18/113. Youth Centre**

There was no update.

### **18/114. Other matters for discussion**

Cllr Warden noted that CPRE have done a lot of work on the draft National Planning Policy Framework in regard to brownfield sites and affordable housing. He explained that CPRE



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want to help close the viability loophole against rural housing. Cllr Rickman updated the members on discussions at District level – where they were opening up the debate beyond (specifically) council housing and addressing the inclusion of affordable housing for youngsters and young families, as well as the requirement for small dwellings for those wishing to downsize

**ACTION:** The Clerk to add the CPRE links on the website

Cllr Dance noted that Reverend Pawson and his family will leave Sway and his last service would be at St Luke’s Church on 16<sup>th</sup> June. An invitation to attend was extended to all members and had previously been circulated by the Clerk. He asked whether the Council would be sending any official recognition, but it was felt that this was best accomplished by personal responses as appropriate.

The Clerk noted that the playground had recently been inspected and passed, with some minor repairs and improvements to be made. She hoped that the fencing and wooden structures would be pressure washed and treated with preservative in the coming weeks.

Two MotPs spoke in favour of continuing the report from the PaTC back to the full Council as they were keen to hear this information when they attended the Council meetings.

### **18/115. Items for the Next Agenda**

- The Clerk to bring forward a firm request/proposal from the Little Flyers Nursery.
- Cllr Golby asked for an update on the accessibility ramp.
- Cllrs Fleat and Thomas would follow up on the next Jubilee Field User Group meeting and report back

With all business concluded, the meeting closed at 8:56pm.

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