



Minutes of the Meeting of the Council held on Thursday 28th June 2018, at the Jubilee Field Pavilion

Present:

Cllr Stephen Tarling, Chairman
Cllr Barry Rickman
Cllr Graham Turner
Cllr John Warden
Cllr Ted Fleat
Katie Walding, Clerk & RFO

Cllr Kevin Cripps, Vice Chairman
Cllr Peter Dance
Cllr Alex Pepper
Cllr Len Thomas
Cllr Hugh Marchant

In attendance:

Lymington Times & New Milton Advertiser, Sway News and 4 members of the public (MotP)

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

18/116. Apologies

Received and accepted from Cllr Golby and Cllr Seacombe.

18/117. Declarations of Interest

Cllr Turner is Village Hall Committee Chairman in relation to agenda item 13a. Cllr Rickman is Leader of New Forest District Council and a member of NFNPA.

18/118. Minutes of the previous Meeting and matters arising

Draft minutes of the Annual Meeting held on 24th May had been previously circulated and published. Members unanimously approved the minutes as an accurate record of the meeting and they were signed by the Chairman.

Draft minutes of the minutes of the Ordinary Meeting held on 11th June had been previously circulated and published. Members unanimously approved the minutes as an accurate record of the meeting and they were signed by the Chairman.

18/119. Chairman's Report

The Chairman noted that as part of the NFNPA 'Our Past, Our Future' campaign, a Forestry Commission Officer, Sean Marsh, had presented at a previous SW Quadrant meeting in relation to the project 'Conserving the Forest Fringe'. He is working with parishes that have boundaries with the open forest. At the recent PaTC meeting, the Clerk was actioned to invite Mr Marsh to come to Sway and speak at a council meeting. This had now been agreed for the July meeting (to take place on Thursday 2nd August – one week later than usual due to the New Forest Show).

18/120. Clerk's Report and Correspondence

a) War Memorial

The Clerk confirmed that the memorial had now been confirmed as Grade II listed. The renovation work (75% of which is covered by the grant funding from War



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Memorials Trust) had commenced that day and did not need consent from the planning authority as there are no material changes and all methods are pre-approved. The stonemason had raised the question of whether we want to keep the planting squares in the concrete base and it was agreed that no changes should be made.

b) Accessibility Ramp

This was now installed. Funds were received from SWAG and SRISF to cover the cost and had already cleared into the bank account. The Clerk would recover the VAT on the payment for the ramp, so there would be no expenditure by the Council. She also noted thanks to Steve Drayton of Maintain, who had relocated the bench to the opposite side of the door over a weekend to enable the installation. Appropriate fixings would need to be provided to enable the doors to stay open.

c) Junior Parish Council

The first meeting was scheduled to take place on Saturday 30th June at 10am. Eleven children are signed up with 9 able to attend the meeting, ranging from 6-11yo. Sway News will also be in attendance. Anyone else is welcome to come along. A new website page (managed by the Clerk) will hold appropriate documentation and news. It is anticipated that they will want to report back to the main council meeting in due course.

18/121. District Council Report

Cllr Rickman spoke to confirm that he would use this agenda item to focus specifically on issues related to Sway from the NFDC perspective. He was happy to receive questions from the public and councillors. He could also provide some of the 'bigger picture' items currently in focus. These include: resources planning; littering enforcement for litter thrown from vehicles; the acquisition of new council homes; budget performance. New strategies under consideration include: economic development; structure development; HR; ICT (the move to a paperless environment); procurement and contaminated land strategies.

Cllr Turner proffered thanks to the NFDC for their recent grant funding towards the Village Hall Cinema project.

18/122. County Council Report

Cllr Mans reported that the County Council would spend £3M on road maintenance with specific new equipment for the repair of potholes. As part of a new contract Highways will use two vehicles nicknamed 'dragon patchers' that can fix potholes in just two minutes. They are so named because they use flames to de-ice or dry out potholes in cold or wet weather and then clean the road surface with compressed air and seal the pothole with a stone mix and hot bitumen emulsion. He went on to say that Highways were trialling new robotic grass cutters this Spring, enabling the cutting of verges on busier highways with a lot less cones and traffic management because they are remote, with the controllers positioned safely away from moving traffic.



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The new Lepe facilities are now open – with a smart new coffee shop/restaurant known as The Lookout.

He said that he was looking forward to attending the RAF100 centenary flypast over London with 100 aircraft, which would take place on Tuesday 10th July. Details can be found at: <https://www.raf.mod.uk/raf100/whats-on/raf100-parade-and-flypast/>

Finally, Cllr Mans confirmed that the County Councillors' Devolved Budgets were allocated and that the application process was now open for local projects, initiatives or organisations.

Cllr Marchant asked for a comment in respect of the 20mph report which had now been received, reviewed and a decision made. Cllr Mans said that the proposals had been dismissed due to the results of the most recent evaluation on statistics. He said that he personally believes there are areas worth persevering, and asked members and residents not to give up.

Cllr Dance asked about the bridge on the A35 at Holmsley where a speed limit had been applied at 40mph. Cllr Mans confirmed that this was to keep the bridge safe whilst the repairs were carried out.

18/123. Finance:

(a) Payment Schedule for June

This had been published and circulated previously; the Clerk noted two amendments: the postage amount was reduced to £36.91; and the NALC invoice would be paid direct and not as an expense.

DECISION: Cllr Cripps proposed the Payment Schedule be approved and Cllr Marchant seconded. This was approved unanimously.

(b) Bank Reconciliation

This had been published and circulated previously.

DECISION: Cllr Cripps proposed the Bank Reconciliation be approved and Cllr Turner seconded. This was approved unanimously.

(c) Banking matters

The Clerk noted the addition of Cllrs Tarling and Cripps as authorised signatories. She also noted that due to issues in process with the Bank she had written a letter of complaint. The bank had since made a compensation payment of £110 for the inconvenience and to cover the time and cost of calls to resolve the issues.



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18/124. Finance Working Group (FWG)

Cllr Cripps reported that the first meeting of the new FWG had taken place on 28th May. Cllr Cripps was elected the Chair, with Cllr Golby as Vice Chair. It was noted that Cllr Turner had stood down due to his involvement with the Village Hall Committee (VHC) and to avoid any perceived conflict. Cllr Cripps thanked him for all his work as Chair of the FWG.

The main agenda item for the meeting had been to consider the grant and loan applications made by the VHC – this would be covered under agenda 13(a). The FWG had also debated whether the council might now consider a proposal to develop the MUGA and playground which had been on hold for some time. Cllr Cripps reported that now the Council finances are in a good state, it would be feasible to take the project forward with the inclusion of other funding of course.

The Clerk noted that a residents' group had already expressed interest in being involved in any project and this was welcomed by the members. It was noted that in the village consultation this had been the 2nd place choice of residents.

DECISION: Cllr Cripps, on behalf of the FWG, asked the members to approve of the idea of taking the MUGA forward, and to enable the Open Spaces and Facilities Working Group to investigate the possibilities of the project, possible funding and who else might be involved. This was unanimously approved.

18/125. Planning and Transport Committee Report

(a) Committee Meeting 14th June

At the meeting on 14th June Cllr Marchant was elected Chair and so he gave the report. Draft minutes had been circulated and published on line. Cllr Marchant summarised the key points from the meeting and then gave an update on items since.

At an NFNPA extraordinary meeting on 11th June, there were 3 items considered and resolved:

- The Closer Joint working partnership between NFNPA and NFDC planning departments was rejected.
- The latest Recreation Management Strategy document was approved to enter consultation phase which ends on 12th August.
- The Western Escarpment Conservation Area Action Plan was approved.

Southern Gas Network (SGN) managers and 3 Sway Parish Councillors met on Monday to discuss plans for replacement of the gas main along Pitmore Lane between Pauls Lane and Shirley Holms. Work is due to commence imminently. It was a useful meeting where diversions were suggested and the best plans were discussed. SGN will attend the next PaTC meeting on Thursday 12th July with information boards and information for residents.



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ACTION: The Clerk to publicise the meeting and encourage residents to attend.

The Hatch Motors appeal against 17/00876 is due to be considered by written representations which must be submitted by July 23rd. The next PaTC meeting on 12th July would consider the response from Sway. Cllr Marchant noted that contrary to the notice sent out by the NFNPA, documentation submitted by the applicant is ONLY on the NFNPA website under the planning application case file 17/00876 and NOT on the planning inspectorate website.

(b) Transport Matters

Cllr Warden confirmed that he had attended the Parish Council Transport Representatives' Meeting on 16th June and had prepared copies of the presentation which he circulated to all members. He summarised the key points and urged members to respond with comments prior to the PaTC meeting on 12th July so that Sway could respond.

ACTION: Clerk to collate responses from members for the consideration of a response from Sway at the PaTC meeting on 12th July.

ACTION: The Clerk to email a copy of the presentation to Cllr Keith Mans.

The Chairman referred to a previous meeting when the need for a full summary of PaTC meetings (at the full council meeting) was discussed. He suggested that since the minutes were published and freely available, these should be taken as read and the Committee Chair should update only on those items arising since the meeting. Members agreed this way forward.

18/126. Open Spaces & Facilities Working Group (OS&FWG)

Cllr Cripps reported on the first meeting which took place on 1st June, when he was elected the Chair and Cllr Golby as Vice Chair. Discussion included the consideration of allowing dogs into Stanford Rise Green (SRG), perhaps with a dog parking pole. Some residents have suggested to various councillors and the Clerk that they would like such a feature. Cllr Cripps sought an opinion from the members. Some discussion on the merits and drawbacks was held with councillors raising a number of issues and benefits.

DECISION: It was agreed that the OS&FWG should come up with a specific proposal and bring back to council.

The Clerk reported that discussions were progressing with possible contractors to carry out various maintenance and repair jobs at SRG and in the playground. She had asked for pricing and would report back in due course.

The OS&FWG had noted the disappointing situation of the wild flowers being mowed by the contractor and the Clerk updated on her meeting to understand what had happened. It was a misunderstanding and the contractor had apologised. By way of compensation they would cover the £100 cost (previously approved by Council) of wild flower seeds, which would now



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be prepared in the autumn for coverage next spring.

a) Meeting with Sway Football Club

Cllrs Cripps, Golby and Tarling had met with representatives of the Sway FC informally, with the aim of agreeing a way forward in regard to the use of the hall, to which all parties could approve.

There was some considerable discussion around this matter. Points made in favour and against the proposed text. It was noted that the proposed text was a compilation of a number of agreements previously minuted over a number of years, concisely amalgamated into one position statement for the clarity of all parties. The only new addition was in reference to the ability for the Pavilion to be vacated (by prior notice from the Clerk to the FC) if the venue needed setting up for an event on the following day. This was to remove the risk of any difficulty for hall hirers as had recently been experienced.

DECISION: The OS&FWG recommended the approval of the following statement to create a baseline for future discussions. This was proposed by Cllr Cripps and seconded by Cllr Pepper. Approved by a majority (7 in favour, 2 against, 1 abstention)

“Sway Parish Council recognises that Sway Football Club uses Jubilee Field and the Pavilion as their base and home ground. Sway Parish Council approves the sale of alcohol by the Football Club at the Jubilee Pavilion, on home & away match days throughout the formal football season from 1pm until 9pm. Entry to the bar area of the Pavilion during these times will be strictly controlled with access limited to members of the Football Club and to visiting players, officials and supporters. Access would still be granted to members of all clubs that use Jubilee Field. Alcohol must be stored in a single securely locked cabinet. No spirits will be stored on site at any time. The Football Club will ensure that the sale of drinks will be managed by suitably trained volunteers and that Club members take responsibility to minimise any disturbance within the vicinity of Jubilee Field. Occasionally Sway Parish Council will require the Pavilion Hall to be vacated at earlier times but the Football Club will be notified of this in writing by the Clerk.”

18/127. Stanford Rise Green

The Clerk reported on her recent meeting with the NFNPA Wild Play Officer and a representative of the ‘Friends of’ group. Two installations are complete. One bug hotel is being constructed in July. Bench carvings are likely to take place 16th – 18th July and may require closure of the site whilst work is taking place. It could be a good opportunity to publicise the work and invite residents to come and watch – from the other side of the fence. Some investigation has uncovered the disappointing news that the snake is very delayed but the Clerk had spoken to both the volunteer carver and the FC Works Manager who needs to relocate the tree before work can start, and she hoped that this would soon happen and work could then commence.



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As already reported, the grounds contractor agreed to cover the cost of £100 of wild flower seed in light of the mistaken cutting of the designated area.

The Clerk had raised the question of a dog-parking-pole inside the perimeter of SRG (as requested by the OS&FWG) and the 'Friends of' group are discussing this and will feed back their views to council in case they wish to consider the possibility.

The signage had still not progressed. It is being handled by NFNPA so we wait for their designs and content.

18/128. Sway Village Hall

a) Village Hall Committee request for grant and loan

Cllr Turner recused himself from this item. Cllr Cripps summarised the proposed recommendations from the FWG which are attached as Appendix A.

DECISION: As per the FWG recommendation, Cllr Cripps proposed that a grant is made of £1000 to the Village Hall Committee to help with repairing the village hall roof. This was seconded by Cllr Dance and approved unanimously by voting members (Cllr Turner abstained).

In respect of the application for a loan, there was some discussion between the members about the requirements, risk, basis for the offer and repayment terms and Cllr Turner answered some questions in regard to the proposed works. The question was raised as to whether any loan agreement would need to be drawn up by solicitors.

ACTION: The Clerk to review and report back on the preparation of the loan agreement.

DECISION: As per the FWG recommendation, Cllr Cripps proposed that an interest-free loan of £6500 is made available to the Village Hall Committee to help them with cashflow. To be repaid within 12 months. Cllr Dance offered an amendment to the proposal, suggested that 4% interest be charged. There was no seconder for this amendment and the original recommendation was proposed again by Cllr Cripps and seconded by Cllr Fleat. Approved unanimously by the voting members (Cllr Turner abstained).

b) Little Flyers Nursery

The Clerk confirmed that the item was added to the agenda whilst the nursery were still researching their options but since publication of the agenda, they had confirmed that they would host the two weeks of nursery at the Youth Centre and so there was no requirement for the Council to consider. Little Flyers expressed their thanks for the offer of assistance.



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18/129. Youth Centre

Cllr Fleat updated on the meeting of 18th June. He explained that the finances are down this year due to £3000 of decorating which had been carried out. The facility was looking smart. Robin nursery want to extend the play area a minor amount which would house a ball play area. Some additional parking spaces were to be marked out in the car park. A box hedge had been planted around the Mollie Mold memorial seat and was growing well. The Youth Club have £1000 to spend and some ideas included a pizza oven or an all-weather table tennis table. Cllr Fleat noted that Reverend Pawson had attended and there was a presentation and thanks were given for all his hard work.

18/130. Other matters for discussion

An MotP offered congratulations to the council for the Stanford Rise Green which they were delighted to see being used and enjoyed already by residents. The Chairman said he would pass on the thanks to Cllr Seacombe (who was absent) as she had led the project and put in a huge amount of work.

An MotP suggested that a path be added to Jubilee Field, right round the boundary of the site, in a similar way to the path at SRG. This would enable those with difficulty walking or pushing a pram or wheelchair to be able to view the entire site. It was suggested that perhaps the OS&FWG could review this suggestion at their next meeting.

18/131. Items for the Next Agenda

None were offered.

18/132. Date of Next Meeting

The July meeting of the council was confirmed as Thursday 2nd August 2018 - one week later than usual due to the clash with New Forest Show.

With all public business concluded, the meeting closed at 21:02 pm.

18/133. HR Working Group (HRWG)

Cllr Pepper reported back to the Council in regard to the first meeting of the HR Working Group on 4th June, where Cllr Golby had been elected the Chair and Cllr Pepper the Vice Chair. Terms of Reference had been discussed and amended and were recommended for adoption.

DECISION: Cllr Pepper proposed that the ToR be adopted (attached as Appendix B). This was seconded by Cllr Turner and approved unanimously.

Cllr Cripps reported back on behalf of the special panel. Discussion considered the next steps and appointed Cllrs Thomas and Marchant onto the new panel.

A further additional ordinary meeting would be required to enable the panel to feed back. The Clerk would find a suitable date and issue a summons and agenda, in the usual way, as per Standing Orders.



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There being no further business, the meeting closed at 21:45 pm.

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

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APPENDIX A

Recommendations of Sway Parish Council Finance Working Group (FWG) in relation to request for financial assistance from Sway Village Hall Committee (VHC)

1. Grant Application

Sway Parish Council received an application for a grant of £2,000 to help with repairing the village hall roof. The application meets the requirements of the Sway Parish Council Section 137 Grant Policy.

The 2017/18 budget for grant applications is set at £2,000. The FWG believes it would not be financially prudent to use our full annual allocation in one grant but would recommend that a payment of £1,000 be made as the Council recognises the importance of supporting groups, organisations and charities that benefit the local community, and that making grants is a valuable method of support.

2. Loan Application

Sway Parish Council received an application for a loan of £7,500 to help proceed with planning and scheduling for the Village Hall roof work in August 2018.

The FWG requested and were provided with:

- An outline of the grants the VHC is applying to, with indications of the amounts, likely dates of award, status, (applied, granted or whatever) and any dependencies.
- Bank statement
- Statement of Accounts
- Cash Flow projection

Sway Village Hall is one of our major community facilities and provides, among other things, a meeting place for a wide variety of local organisations and is a valued asset to the village. Furthermore, the FWG recognise the importance and extraordinary circumstances of the failing roof and are satisfied that if taken up, in whole or in part, this loan could be regarded as essentially a bridging loan.

Under section 19. (3) of the 1976 Local Government (Miscellaneous Provisions) Act, a Parish Council may make loans to voluntary organisations in relation to running and maintenance of village halls. Such loans can be made interest free as they are considered as social and not financial.

Prudent financial management means that Sway Parish Council now has sufficient reserves to partially meet this request for a loan within acceptable levels of risk and security. We therefore recommend that the Council agree to make an interest free loan of up to £6,500, repayable within 12 months, the details of which will be drawn up by the Clerk, approved by the FWG and signed on behalf of the Council by the Chairperson and Clerk respectively.

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APPENDIX B

Sway Parish Council Human Resources Working Group (HRWG)

(as approved by the Parish Council at their meeting on 28 June 2018)

- 1) Sway Parish Council (SPC) Human Resources Working Group (HRWG) shall comprise a minimum of four Parish Councillor members. The Chair of SPC shall be an Ex-Officio member.
- 2) The quorum of the SPC HRWG shall be three members.
- 3) The HRWG to meet in private, annually shortly after the Annual Parish Council Meeting, and additionally as required.
- 4) The Parish Clerk to be in attendance at meetings as appropriate; except where matters concerning the Parish Clerk (for instance pay, performance, discipline, absence etc.) are to be discussed, and then after having heard from the Parish Clerk as appropriate, the Parish Clerk will be excluded.
- 5) The HRWG may invite anyone else to attend meetings as required (who shall not have a vote on any matter).
- 6) The HRWG shall elect a chair and vice-chair annually at their first meeting after the Annual Parish Council Meeting.
- 7) If neither the chair nor vice-chair is present at a quorate meeting then another member shall be elected as chair for that meeting.
- 8) The HRWG is to make recommendations to the full PC on all HR matters, including:
 - a) Staffing structure, in line with the budget.
 - b) Ensuring that all council staff have appropriate job descriptions.
 - c) Supervising the Clerk's work, including their leave and time off in lieu requests, record and monitor of absences and to handle grievance and disciplinary matters and pay disputes.
 - d) To draft, implement, review, monitor and revise policies relating to staff and conditions of employment.
 - e) To review comparable local pay-scales for each category of staff so as to agree applicable rates for all council staff.
 - f) To keep under review staff working conditions, and health and safety matters.
 - g) To manage the recruitment and appointment of staff.
 - h) To implement new employment contracts and changes in contracts.
 - i) To establish and review performance management including annual appraisal and staff training programmes for all staff and councillors, including the clerk.
 - j) To oversee any process leading to dismissal of staff including redundancy.
 - k) To monitor and address regular or sustained staff absence.
 - l) To consider any staff appeal against a decision in respect of pay.
 - m) To consider a grievance or disciplinary matter (and any appeal).



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9) The HRWG to recommend to the full Parish Council in a timely manner and their recommendations to be placed on the agenda and/or noted as reserved matters to be discussed *in camera*.

10) The HRWG recognises that matters relating to conduct and complaint in regard to members of the Parish Council are covered by the Code of Conduct. Any complaint is directed to the Monitoring Officer at NFDC. Details can be seen at:

<http://www.newforest.gov.uk/article/1649/Complaints-against-a-Councillor>

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