



Minutes of the Meeting of the Council held on Thursday 16th May 2019, at the Jubilee Field Pavilion

Present:

Dawn Bampton (DB)	P	Karen Marshall (KM)	P	Stephen Tarling (ST)	P
Nicky Bowler (NB)	P	Anthea Merchant (AAM)	P	Len Thomas (LJT)	P
Peter Dance (PD)	P	Alex Pepper (AP)	P	Lisa Thomas (LAT)	P
Adam Marshall (ADM)	P	Vicky Ryce (VR)	P	James Willis (JW)	P

Present (P) Not Present (NP)

Also present: Katie Walding, Clerk & RFO

In attendance: 9 members of the public (MotPs)

The meeting started at 7:30pm with a welcome from the current Chairman and a reminder from the Clerk that the meeting would be recorded.

19/074. Election of the Chairman

ST asked for nominations. AP proposed ST who confirmed he was willing to stand. DB seconded. There were no other nominations.

DECISION: Cllr Stephen Tarling was elected as Chairman nem con (with 1 abstention).

19/075. Election of the Vice Chairman

ST asked for nominations. ST proposed DB who confirmed she was willing to stand. LAT seconded.

DECISION: Cllr Dawn Bampton was elected as Vice Chairman nem con (with 1 abstention).

19/076. Apologies

Received from County Councillor Keith Mans and District Councillor Barry Rickman.

19/077. County Council

Cllr Mans had sent his apologies.

19/078. District Council

Cllr Rickman had sent his apologies.

It was noted that with two elected District Councillors hopefully there would be an opportunity to meet Cllr. Jan Duke in the future.

19/079. Acceptance of Office

The Clerk reported that all Acceptance of Office declarations had been received, signed and witnessed by her, therefore confirming that all councillors were eligible to take their seats. The newly elected Chairman and Vice Chairman signed their Acceptances and these were presented to, and witnessed by, the Clerk as Proper Officer.

19/080. Minutes of the previous Meeting and matters arising



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The Minutes from the ordinary meeting on 25th April 2019 and the Parish Assembly on 4th April 2019 had been previously circulated and published online. Those who had been present at those meetings approved the minutes as an accurate record, and they were signed by the Chairman.

19/081. Standing Orders and Financial Regulations

The Chairman noted that the Standing Orders and Financial Regulations had been updated and adopted by the previous Council in 2018. It was possible to recommend updates at any point during the year.

DECISION: PD proposed and LAT seconded that the Standing Orders and Financial Regulations be adopted and this was unanimously approved.

19/082. New committees and working groups

The Chairman explained that the Council could choose any Committees and Working Groups as it saw fit. He summarised the previous Council's arrangements, and the distinction between committees and working groups was summarised.

DECISION: To create a Planning and Transport Committee (PaTC), HR Working Group (HRWG), Finance Working Group (FWG) and Amenities Working Group (AWG). Proposed by VR, seconded by LJT and approved unanimously.

DECISION: Cllr Lisa Thomas, Cllr Alex Pepper, Cllr Karen Marshall, Cllr James Willis, Cllr Anthea Merchant and Cllr Dawn Bampton to be appointed as members of the Planning and Transport Committee. Proposed by ST, seconded by VR and approved unanimously.

DECISION: Cllr Alex Pepper, Cllr Lisa Thomas, Cllr Adam Marshall, Cllr Vicky Ryce and Cllr Tarling (ex officio as Chairman) to be appointed as members of the Finance Working Group. Proposed by KM, seconded by PD and approved unanimously.

DECISION: Cllr Nicky Bowler, Cllr Adam Marshall, Cllr Len Thomas and Cllr Tarling (ex officio as Chairman) to be appointed as members of the HR Working Group. Proposed by PD, seconded by JW and approved unanimously.

DECISION: Cllr James Willis, Cllr Dawn Bampton, Cllr Vicky Ryce, Cllr Len Thomas, Cllr Lisa Thomas and Cllr Nicky Bowler to be appointed as members of the Amenities Working Group. Proposed by ST, seconded by AP and approved unanimously.

The Chairman then asked the Committee and Working Groups to arrange their own first meeting, to elect Chairman and Vice Chairman and to review Terms of Reference for each, and report all this back to the full Council at future meetings.

The Chairman noted that due to the changes in dates for May meetings of the Council,



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following elections, the next PaTC meeting had been tentatively scheduled for Thursday 23rd May and the members agreed that this meeting should be confirmed and published in the usual way.

19/083. Arrangements with, and contributions to, other local authorities

The Clerk had reported the arrangements in place in her report previously circulated. Financial contributions were noted and approved.

19/084. Work with external bodies

The following external representations were appointed and all carried unanimously:

Jubilee Field User Group – Cllr Adam Marshall (proposed by AP, seconded by LAT)
Jubilee Field User Group – Cllr Nicky Bowler (proposed by JW, seconded by VR)
Sway Village Hall Committee – Cllr Dawn Bampton (proposed by LJT, seconded by VR)
Sway Village Hall Committee (Reserve) – Cllr Len Thomas (proposed by ST, seconded by DB)
Sway Youth Centre – Cllr Len Thomas (proposed by ST, seconded by DB)
Sway Youth Centre – Cllr Anthea Merchant (proposed by KM, seconded by ST)
Sway Youth Centre – Cllr Karen Marshall (proposed by AAM, seconded by VR)
New Forest Association of Local Councils – Cllr Peter Dance (proposed by AP, seconded by LAT)
Hampshire Association of Local Councils – Cllr Lisa Thomas (proposed by ST, seconded by ADM)
NFNPA SW Quadrant – Cllr Karen Marshall (proposed by ST, seconded by VR)
Sway Welfare Aid Group – Cllr Nicky Bowler (proposed by ST, seconded by LJT)
Cango Governance – Cllr Peter Dance (proposed by ST, seconded by VR)
Cango Governance – Cllr Karen Marshall (proposed by LAT, seconded by VR)
NF Consultative Panel – Cllr Vicky Ryce (proposed by DB, seconded by ST)
Sway Allotments Committee – Cllr Dawn Bampton (proposed by LAT, seconded by NB)

ACTION: The Clerk to request a date is set for a meeting of the Cango Governance Committee as this was long overdue.

19/085. General Power of Competence

The Clerk briefly explained the benefits of GPC and how it might operate during a session of the Council and clarified the arrangements in the event that the Council subsequently became ineligible.

DECISION: ST proposed formal adoption of the General Power of Competence. This was seconded by LAT and unanimously approved.

19/086. Asset Register

The Chairman asked for any comments or questions on the Asset Register and some questions were raised. The Clerk responded on the following points:

- a summary of the new Memorial Bench Policy;
- confirmation that no depreciation is shown in assets for a Local Council;
- clarification that the insurance inventory showed reinstatement values;
- that the SID is listed by New Milton Town Council and insured by them; and
- that the new all-weather table tennis table would be added once it had been paid



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for.

DECISION: Adoption of the Asset Register was proposed by ST, seconded by AP and unanimously approved.

19/087. Insurance cover

The Clerk confirmed that the premium of approx. £2700 for the year March 2019-20 had already been paid. There would be some consideration to be made over the natural surfaces in due course. She confirmed that the Council was currently in the second year of the three-year commitment, including a 5% discount on the premium.

DECISION: Approval of the current insurance arrangements was proposed by ST, seconded by JW and voted unanimously in favour.

19/088. Subscriptions

The Clerk had previously circulated a report which listed the bodies and amounts of the current subscriptions.

DECISION: Approval of the subscriptions listed was proposed by PD, seconded by DB and voted unanimously in favour.

19/089. Policies

The Clerk summarised the current list and explained that all policies and procedures had been adopted by the previous Council and could be reviewed and updated by the Council at any point during the session, as appropriate.

It was noted that the PaTC needed to re-adopt the existing Terms of Reference in order that the forthcoming meeting on Thursday 23rd May could be held under those rules.

DECISION: AP proposed and KM seconded that all previously adopted policies and procedures (as listed in the Document Register) should be re-adopted and this was unanimously approved.

19/090. Future Meeting Dates

After some discussion in regard to the merits and disadvantages of alternative meeting patterns, the Council set the following dates for meetings across 2019/20 up to, and including, the Annual Parish Assembly and Annual Meeting of the Parish Council:

Planning and Transport Committee – every 2nd Thursday monthly

13 th June	10 th October	13 th February
11 th July	14 th November	12 th March
8 th August	12 th December	9 th April
12 th September	9 th January 2020	14 th May



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Full Parish Council – every 4th Thursday monthly

27 th June	28 th November	27 th February
25 th July	19 th December (3 rd)	26 th March
22 nd August	Thursday to avoid	23 rd April
26 th September	Christmas)	
24 th October	23 rd January 2020	

Annual Parish Assembly 30th April 2020 starting at 6:30pm

Annual Meeting of the Parish Council 28th May 2020

It was agreed that an earlier start time of 7:00pm would be set for all ordinary and committee meetings starting with Thursday 23rd May.

19/091. Clerk's Report and Correspondence

The Clerk summarised recent correspondence received:

- The Higher Level Stewardship Scheme Celebration evening at Minstead Village Hall from 6pm on Wednesday 22nd May would be hosted by the Verderers. An RSVP was requested if members would like to attend.
- Adrian Gray, Head of Highways at HCC responded to the request to look at the junction of Mead End, Station and Brighton Roads. No accidents had been reported (as far back as Jan 1990) and therefore provided no priority for any changes at that junction. Mr Gray had offered to request an update the white lines at the junction, which the Clerk had already agreed would be beneficial.
- The next NFNPA SW Quadrant meeting was to be moved from 11th to 18th June, still at 7pm, at Brockenhurst Village Hall.
- A Temporary Road Closure Notice had been issued by NFDC:
 - o C75 Station Road, Sway between its junction with B3055 Arnewood Bridge Road/Birchy Hill and its junction with C75 Brighton Road/Mead End Road
 - o Middle Road, Sway between its junction with C75 Station Road and its junction with Stanford Rise
 - o Both on Saturday 6th July, 17h00 – 18h30
- A Temporary Events Notice had been issued by the Licensing Office at NFDC, for the Official Opening of SpudWORKS, for the sale of alcohol on 17.05.2019 from 17h00-22h00 for up to 200 persons
- The NFNPA Planning Committee meeting would take place on Tuesday 21st May from 9:30am at Lymington Town Hall. No Sway applications would be considered on that agenda.
- Timetable & Nomination Forms had been sent from HALC for the New Forest National Park Authority Parish Representative Elections 2019
- The NFNPA Communities Officer Holger Schiller had invited Sway to take part in their National Park Parish Survey which Sway had previously contributed to in 2004, 2009, and 2015. The questionnaire asked few very basic questions about the amenities and facilities within Sway and their increase or decrease over the past five years. A response was required by 30th May; the Clerk proposed to draft the response with the Chairman and then circulate for comments.
- It was noted that the pothole on Station Road just before the junction with Mead



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End Road had finally, and after many reports and complaints to Hampshire Highways, been repaired.

19/092. Finance

a) Payment Schedule for May 2019

This had been circulated and published prior to the meeting. The Clerk explained that the two entries at the bottom of the list were eligible under Financial Regulations 5.5(b) and 5.6.

DECISION: LAT proposed and AP seconded that the Payment Schedule for May be approved, and members unanimously agreed.

b) Bank Reconciliation

This had been circulated and published prior to the meeting. There was a brief explanation from the Chairman and the Clerk, in respect of the earmarked and general reserves.

DECISION: JW proposed and AP seconded that the Bank Reconciliation for April 2019 be approved, and members unanimously agreed.

c) Cricket Club ground maintenance

The Council noted that there was no specification against which quotes could be compared. Members were reminded that there was some urgency to this work as the pitch repairs made good the use of the Junior Football Club over the winter, and the Cricket season had already started.

DECISION: AP proposed and LJT seconded that Contractor A is awarded the contract for the Cricket pitch ground maintenance at a cost of £1400, with the Chairman of the Cricket Club being asked to write to the Council to confirm his satisfaction at the completion of the works as expected, prior to any payment being made. This was approved unanimously.

d) Football Club ground maintenance

A very similar discussion to the previous item ensued; members noted that again no written specification was available. It was further noted that in some previous years the Football Club had contributed to the costs of the pitch maintenance, but that there had been no contribution offered this year, which was disappointing. The Clerk was asked to confirm that the question had been raised, which she did. Given the lower priority as it is the end of the season, the Council preferred to defer any decision until it was clear how much of the work the Football Club were asking the Council to cover.

DECISION: ST proposed and AP seconded that the Clerk should ask the Football Club to confirm whether any contribution will be forthcoming, and that the decision on any approval be deferred pending that response. This was approved nem con (with 1 abstention).



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ACTION: After some discussion, it was agreed that in future, the Council would reserve the right to ask an independent assessor to advise on what was needed for all such works. This would provide a clear specification for contractors to quote against and it would make sense to receive quotes for both Cricket and Football pitch maintenance combined, to encourage a lower price and reduce the number of visits.

The Clerk stated that an initial process document had previously been prepared and issued and that this could be built upon, perhaps by both the new Amenities and Finance Working Groups, for action in plenty of time for next year – she suggested perhaps January 2020.

e) Appointment of Internal Auditor for 2019/20

The Clerk reported that the previous Finance Working Group had appreciated the full and clear reports following interim and year-end audits by Tim Light. She also noted that he had been able to provide advice and support to her whilst she was improving standards and processes.

DECISION: ST proposed and VR seconded that Tim Light, FMAAT, trading as Lightatouch, be re-appointed as the Internal Auditor for the financial year 2019/20. This was approved unanimously.

19/093. Other matters for discussion

- Councillors discussed the teak furniture sale signage around the village which some felt was quite messy; it was agreed to note how quickly and carefully they were removed after the event.
- PD noted that there was evidence of moles on the verge outside the Jubilee Field site.
- LT noted that the refuse collection inside the village is compiled into piles, often some time before the vehicles arrive; in some places these piles were across the pavement meaning pedestrians must walk in the road. LT agreed to draft a request to review and correct this action, for the Clerk to send to the NFDC refuse collection team.
- An MotP noted that telephoning Highways to report issues can be quicker than reporting online.
- An MotP noted that the Cango bus had had an accident on 2nd May – nobody was hurt and it was fortuitous that it was prior to the maintenance and repainting work that the vehicle was due. Councillors were encouraged to use the Cango and to spread the word.
- ST asked councillors and MotPs to consider defining some objectives for the next session of the Parish Council. He asked that any suggestions be sent in to him or the Clerk, either for the next year or the entire 4-year session. A list would be compiled and then the Council could review.



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19/094. Items for the Next Agenda

- PaTC, FWG, HRWG and AWG to update on the election of Chairman and Vice Chairman for each, as well as Terms of Reference as appropriate.
- Consideration of if (and how) the Council should support the Junior PC going forwards
- The Clerk noted that a funding application for Mini-Court and Hard Court refurbishment had been received from the Tennis Club after the agenda for this meeting had been published, and she would therefore include this on the June agenda.

19/095. Date of Next Meeting

The next full Council meeting would be on Thursday 27th June, starting at the new time of 7:00pm.

With no further business, the meeting closed at 21:32 pm.

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

DRAFT