



## Minutes of the Meeting of the Council held on Thursday 22<sup>nd</sup> August 2019, at the Jubilee Field Pavilion

### Present:

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

*Present (P) Not Present (NP)*

Also present: District Cllr, Barry Rickman; Katie Walding, Clerk & RFO

In attendance: 5 members of the public (MotPs)

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The meeting started at 7:00pm with a welcome from the Chairman and a reminder that the meeting would be recorded.

### **19/126. Apologies**

Received from County Councillor Keith Mans and Councillors Karen Marshall, Nicky Bowler, Adam Marshall and apologies for the late arrival of James Willis.

### **19/127. Declarations of Interest**

None were received.

### **19/128. Minutes of the previous Meeting and matters arising**

The Minutes from the Meeting on 25<sup>th</sup> July 2019 had been previously circulated and published online. Those who were present unanimously approved the minutes as an accurate record, and they were signed by the Chairman.

### **19/129. District Council**

Cllr Rickman briefly mentioned a few key topics:

- The NFDC Local Plan was now being finalised; as the housing authority there was a real focus on finding homes for people.
- Scout Hut/Village Hall. There had been over two years work at trying to progress this project, and BR was pleased that discussions were positive so far. He had been working closely with the Village Hall Trustees, specifically on grant funding, including from Great Western Railways where an application had recently been submitted. Land at both sites is owned by NFDC which makes it feasible to progress an ambitious project that would provide the Scouts with a new home and improve facilities for Little Flyers, whilst also adding storage for operational use at the Village Hall. BR noted that currently, access to the existing site of the Scout Hut is challenging and some changes would need to be made there. A number of ideas were being considered.
- BR noted that GWR also produce children's activity packs related to rail safety. He would obtain a number of packs and provide them for the Junior Parish Council.



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- He confirmed that the NFDC monthly bulletin which was currently distributed to all District Councillors would be extended to Parish and Town Clerks and eventually to all Parish and Town Councillors in the District.
- Finally, BR commented that the ceremony for the new Vicar was excellent and he was confident that she was going to be a great asset to Sway.

PD raised the question of begging in local towns, which he noted appeared to be increasing. BR confirmed that NFDC was working hard on homelessness which was the root cause of most begging. The focus had been on Ringwood recently and the number of beggars was already reducing there.

[JW joined the meeting.]

### **19/130. County Council**

Cllr Mans sent his apologies.

### **19/131. Chairman's Report**

ST noted a relatively quiet month due to holidays and the New Forest Show. He was pleased to see many Sway Parish Councillors and residents at the show, both on stands and as visitors. 2020 would be the centenary show.

Thanks to the Parish Clerk, there was excellent progress to report on a number of important items at the Pavilion, including: essential Legionella plumbing works to be followed by concomitant ventilation works; and then finalisation of the female changing facilities; also in hand were electrical enabling works including the alarm in the disabled toilet, and works paving the way for new storage space in the lobby, and an updated CCTV recording system; a new intruder and fire alarm contract had been secured, and shed security further improved with the addition of an alarm system. ST noted that the Pavilion building was now some 18 years old and the Parish Council would need to increase provision in the next budget for its continued maintenance.

In related matters, ST noted that the Standing Orders allowed for the Chair and Parish Clerk to authorise expenditure between meetings where it was urgent and essential. He reported on two such items:

1. **Re-plumbing the urinals in the gents.** The floor of the gents was being flooded because firstly the urinals were not draining away and secondly the cisternmiser (that controls the frequency of flushing) was leaking. Local plumbers had quoted to replace the cisternmiser (approx. £150 wholesale) and to replace all the waste pipework between the urinals and the 4inch soil stack. Estimates were around £300 or more including all materials and labour, and a local plumber was chosen who would be able to fit the work in fairly promptly and whose estimate was low, and who had completed the work and invoiced a total of £289.



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- 2. New cooker in the kitchen.** The fan motor in the oven had burned out and was confirmed by local appropriate expertise as not repairable in such an old cooker. Since the Council hire out the Pavilion – including the kitchen and facilities – this had to be addressed promptly. In consultation with the Chair of both the Finance Working Group and the Amenities Working Group, a suitable specification for a replacement was agreed. The Parish Clerk was able to get the old cooker removed, the kitchen cleaned, and the new cooker delivered and installed, all within one week. The total cost was around £20 of the £60 for the clearance of unwanted items from changing room 2; the additional cleaning was kindly included in our usual contract; £300 for the cooker itself including delivery; and approx. half of the £65 for the two items of electrical work; a total of about £350.

ST apologised for the depth of detail on these matters, but was conscious that Sway council-tax-payers' money was funding these items and asked if these two urgent expenditures could be retrospectively approved by members.

**DECISION:** Approval of both toilet repairs and cooker replacement was proposed by PD and seconded by LAT, and unanimously approved.

ST noted that the Football Club had already thanked the Clerk for the speedy resolution to the kitchen issues and also that the Tennis Club had given further positive feedback on the cleanliness of the kitchen. He also suggested that both the dishwasher and fridge-freezer were showing signs of age and wear, and perhaps budgets for 2020 should allow for the replacement of these.

Some bad news was that Hugh Marchant, who had served Sway so diligently as a Parish Councillor until last May had stood down as the Community SpeedWatch (CSW) representative to the Planning and Transport Committee (PaTC). He would continue as Sway CSW co-ordinator, and the Parish Council website would link to the new CSW website and social media, where full reports would surely be available. ST confirmed that Mr Marchant would always be welcome at meetings and that he, or any other CSW volunteer was welcome to address Parish Council meetings.

ST had attended the NFNPA Planning Committee meeting the previous Tuesday and had circulated PaTC members a brief report.

The current contract cleaners had been working at the Pavilion for a full year now, and ST was impressed with the quality and quantity of work delivered by our regular cleaner. He asked for members' agreement to write to the manager of Busy Bea Ltd and express the Council's delight and thanks for all his hard work, and this was approved.

Finally, ST noted that Councillors continued to consider some longer-term objectives for the current session until April 2023; and asked if anyone had any suggestions to please send them in to him or the Parish Clerk.



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### 19/132. Clerk's Report and Correspondence

- New Forest Marathon on Sunday 8<sup>th</sup> September would include road closures in Sway from late morning to early afternoon.
- The Clerk would be publishing the new councillors' profiles on the website and asked all members to send their info to her before the end of the week. (ST, JW, DB and LAT already supplied). Profiles would include Registers of Interests which were now required to be published by Parish Councils.
- She gave a reminder that the parish office would be closed from 2-6 September.
- The cleaner would be absent on Wednesday 28<sup>th</sup> and Friday 30<sup>th</sup> August, and Monday 2<sup>nd</sup> September.

### 19/133. Planning & Transport Committee

JW gave a summary of the meeting held on 15<sup>th</sup> August; draft minutes are available [online](#).

### 19/134. Amenities

- **Request to plant an oak tree at Stanford Rise Green**

DECISION: ST proposed and AAM seconded that the Council approve the planting of an oak tree at SRG following a request from a MotP the previous month. This to be in a position approved by the NFDC Tree Officer. Unanimously approved.

- **JFUG meeting, 20<sup>th</sup> August**

All clubs were represented and during the meeting each explained their usage, results, and club progress to the new Councillors attending. The main two items discussed were the proposed revisions to procedures for funding applications, and how the clubs should work together when booking and using the facilities. The next meeting would take place in November.

- **Funding Applications from Sports Clubs**

The Clerk reminded the meeting of the full history of the draft document, and that the draft had been given to members of the JFUG. The AWG recommended that the Council followed the procedures when next considering a funding application from one of the clubs, and review and amend if needed

**DECISION:** LAT proposed and VR seconded that the draft procedures be adopted for use when considering grants/funding to the sports clubs and this was unanimously approved.

- **Pavilion repairs and maintenance**

The Clerk reported the following schedule of works:

- 21-23 August: remedial plumbing works (for compliance with Legionella standards)
- 22 August: security upgrade to shed (the Clerk has fobs for key holders)
- 29 August: service and maintenance of intruder and fire alarms, update to CCTV recorder
- 10-11 September: installation of new ventilation units



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- TBC: deep clean
- TBC: installation of store cupboard

### 19/135. Finance

#### a. Payment Schedule

This had been circulated and published prior to the meeting.

**DECISION:** AP proposed and DB seconded that the Payment Schedule for August be approved, and members unanimously agreed.

#### b. Bank Reconciliation

This had been circulated and published prior to the meeting.

**DECISION:** AP proposed and LJT seconded that the Bank Reconciliation for July 2019 be approved, and members unanimously agreed.

#### c. External Audit

The successful completion of the external audit for financial year 2018-19 was noted, and the certificate would be published by the Clerk, having previously been circulated to members.

### 19/136. Youth Centre

LJT confirmed no meeting had been held. The next meeting was on 16<sup>th</sup> September.

### 19/137. Village Hall

DB attended. Lighting was being replaced and the main discussion was around the quotes – for around £27,500. It was proposed that work would be carried out in two stages, in order to split the cost. The Village Hall Committee would be considering the quotes. Maintenance on the gents' toilets continued. There would be a Craft fayre at the Village Hall on 21<sup>st</sup> September.

### 19/138. Other matters for discussion

- PD – noted some residents' roadside hedges need cutting. ST reminded the meeting that land owners are responsible. Persistent issues should be reported to Hampshire County Council. In the worst cases, the Clerk can send a letter to a resident (where known) to remind them of their responsibilities.
- John Warden – the Cango representative reported that the newly serviced Cango bus did just half a day before needing a further repair but was now back in service. In respect of the comments above re hedging, Mr Warden would ask Cango drivers to report on particular issues of visibility or overhang.
- DB – an email had been received from a resident representing residents from Chapel lane, Pitmore Lane and Durnstow, regarding the lost postbox from the post opposite the allotments. This box was well used and often full before collections. The residents asked the Council to support them in requesting its replacement. The Clerk reported that she had previously corresponded extensively with Royal Mail to try



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and get the box replaced, even offering ask the Council to cover the costs of the box itself, but Royal Mail had reviewed this and would not be taking any further action.

**ACTION:** The Clerk to send the Royal Mail’s responses back to DB to pass on to the resident.

- DB – also noted that frequently as many as 13 vehicles from Meadens Garage were parked on Church Lane and Set Thorns Road. This was becoming a real issue for the safe movement of other road users on a difficult junction.

**ACTION:** LAT to draft a letter to Meadens, raising that as an issue.

- Some general discussion followed regarding the issues of parking and vehicle access more generally connected to St Luke’s Primary School and Church Lane, particularly during the drop off and pick up times. ST noted that the proposal for the Church Lane housing development included a footpath from Westbeams Road across Church Lane to the new houses, which could help. Following a suggestion from JW, perhaps it was possible to designate a couple of locations as passing spaces on Church Lane.
- Some discussion then continued regarding Stanford Rise Green and its increased use. It was disappointing to note that dog walkers had been seen on the site despite the very clear notices reminding the public that dogs were not allowed. It was noted that this continued to be a problem at Jubilee Field, at times.
- There was still no acknowledgement or response from Phil Dominey at South Western Rail – the Clerk would continue to try and get some response.

**19/139. Items for the next agenda**

None were offered.

**19/140. Date of the next meeting – Thursday 26<sup>th</sup> September at 7:00pm.**

With no further business, the meeting closed at 20:07 pm.

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