



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE
01590 718116
clerk@sway-pc.gov.uk

(v1) 16 July 2020

All members of Sway Parish Council are hereby summoned to attend a meeting on **Thursday 23rd July 2020** commencing at **7.00pm**, to be hosted via Zoom (meeting ID: [816 0550 3662](#)) for the transaction of the business below.

KWalding
Katie Walding, Parish Clerk & RFO

AGENDA

1) Public Participation

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Sway Parish Council's Standing Orders 3(a) – 3(k), with no individual speaker exceeding a maximum of three minutes. All public participation, and the duration of this item, will be at the discretion of the Chairman.

If you would like [to join this virtual meeting](#) you will need a computer or device that is internet enabled or a standard telephone line (please dial 203 481 5240, meeting ID 816 0550 3662 and password 877019).

2) Apologies

3) Declarations of Interest

4) Minutes of the previous Meeting

To approve the Minutes of the meeting on 25th June available online at: <http://www.sway-pc.gov.uk/meetings>

5) District Council

To receive an update of New Forest District matters from Cllr Barry Rickman

6) County Council

To receive an update of Hampshire County matters from Cllr Keith Mans

7) Chairman's Report

8) Clerk's Report

9) Planning & Transport Committee (PaTC) (Cllr Willis)

- a) To receive an update from the public meeting held on 9th July
- b) To consider PaTC recommendation to support the cessation of verge cutting in Pauls, Kings and Coombe Lanes ([PaTC Minutes ref: PT20/101](#))
- c) To consider PaTC recommendation ([PaTC Minutes ref: PT20/101](#)) to support the application of funding from Cllr Mans to purchase '20's plenty' signs for Pauls Lane and to consider the purchase of additional signage for other locations – for example on Station Road where children are walking to and from school

10) Amenities (Cllr Thomas/Clerk)

- a) To receive an update on facilities management in light of Covid-19 (see attached Clerk's report)

11) Finance

- a) To receive and approve the Bank Reconciliation for June 2020 (Cllr Pepper)
- b) To receive and approve the Payment Schedule for July 2020 (Cllr Pepper)
- c) To receive and note the Quarterly Review (Clerk)

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK



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12) New Parish Council Website

To receive an update on the new website and timetable for publication

13) Council Objectives

- a) Village Consultation (Cllr Ryce / Cllr Pepper)
- b) Sway Parish Design Statement (Cllr Willis)
- c) Church Lane Development Group (Cllr Tarling)
- d) Jubilee Field Facilities (Cllr Bowler)
- e) Environment and Climate Charter (Cllr K Marshall)
- f) Welcome Pack (Cllr Bampton/Parish Clerk)
- g) Parking Issues (awaiting a councillor to champion this project)
- h) Quality Council Award (Clerk)
- i) Village Hall/Scouts/Little Flyers Scheme (Cllr Thomas)
 - (1) To approve the grant of not more than £1000 to the Trustees of the Village Hall to cover the cost of early contractor involvement services by Andrew Elliott

14) Youth Centre (Clerk)

To receive an update

15) Village Hall (Cllr Bampton)

To receive an update

16) Other items for discussion

From Councillors

17) Items for the Next Agenda

From Councillors or the Clerk

18) Date of the next meeting

Thursday 27th August 2020 at 7:00pm



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Re-opening of Sports Pavilions

Report to Council – Item 10(a), July 2020

Introduction

Government guidelines have still not eased to allow the opening of sports facilities and changing rooms as yet. I have been working towards being ready for an opening at some point in August; but of course, it could be later.

In this report I have covered the various considerations and actions taken or to be taken, in order to comply with guidance and best practice as much as is possible.

Usage

Having corresponded with all our regular hall hirers, it is apparent that there is no urgency on their part for early opening.

- Both Pilates instructors (who usually run classes on Tuesday, Wednesday and Thursday mornings) have indicated that September will be the earliest they will commence classes again.
- The Tai Chi instructor has confirmed that they will not make any decisions until we have confirmed an opening date.
- The NHS have no plans to return in 2020.

The Tennis and Football Clubs are therefore the only user groups who would benefit from use of the hall; however, the limitations on group gatherings (and especially indoors) prevent that currently. The main beneficiary would be the Tennis Club's ability to use the toilet facilities particularly during school holidays when they plan to offer (guideline compliant) summer classes for juniors.

The Council are legally able to meet remotely under temporary legislation until May 2021 and guidance recommends continuing to do so. This seems to be working very well for our Council and means there is no expected usage for the hall.

Risk Assessment

Providing a '[Covid-19 secure](#)' facility is not something that can realistically be achieved at the Pavilion, since it requires management of access and movement (e.g. one-way systems and stickered signage, as well as monitoring, management and more) and so we cannot claim that level of preparedness.

The preparations we are putting in place, however, will meet the standard guidelines and include:

- Provision of hand sanitiser units at access points including inside the front door, outside the hall and kitchen, inside the fob door and one unit inside the cricket pavilion door.



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- Provision (to user groups) of alcohol-based wipes for use on furniture and door handles/touch points, for their use before and after activities.
- Deep cleaning of the entire building carried out during lockdown, including: all skirting and windowsills; doors and windows; all changing rooms and shower areas; all toilets; kitchen, including inside cupboards and drawers, washing of all kitchen equipment; descaling kettles and defrost and clean of fridge/freezer; windows inside and out; light fittings (including removal and cleaning where possible).
- Additional signage covering face coverings, hand washing, social distancing.

Beyond these measures any club that uses the hall will be obliged to keep temporary records of any participant for track and trace purposes; this involves recording names and contact numbers for every person present, no matter how briefly, for 21 days. They must also provide us with a copy of their own risk assessment, which should cover how they will manage their groups and ensure compliance with their own governing body's guidance on social distancing, face covering etc.

Our cleaning contractor has confirmed that they are happy to recommence three cleans per week, days to be agreed but could be one weekend day, at our currently agreed price. They would charge £30 per visit for a daily supplementary clean of high touch areas in between.

The Council also has responsibilities for staff as an employer, with the Parish Office as a workplace. Guidance remains to work from home when possible.

Legionella Management

As you will appreciate, the building has been locked down and some areas will have been left with stagnant water in the pipework.

I have had a useful online meeting with Aqua Safe (our contracted Legionella management company) and agreed a pathway to get us back to open-ready; this includes an initial flushing of all system outlets in both pavilions (the cleaner and I will do this following Aqua Safe's instructions), and then Aqua Safe will come and take 8 samples from across the system (scheduled for week beginning 3rd August and at a cost of £348). If the samples return positive then a full chlorination of the system will be required, but of course we hope that they will be negligible and we can then reinstate the management plan as originally set out, with monthly site visits to ensure compliance and a legionella-free system.

Cricket Pavilion

The Cricket Club will start running a summer camp for juniors under their own governing body guidelines and following a risk assessment which has been extremely well put together by them. They will only be using a toilet which has its own external access.



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Recommendations

Based on the projected usage, I see a very limited requirement for August, even assuming the Govt easing enables us to open at all. My recommendations would therefore be that to commence from Saturday 8th August:

- Opening of the building, for use of the toilet facilities only, to the Tennis Club;
- Opening of the Parish Office for the Clerk to work onsite as per 'open office hours' (Mon 10-1pm, Tue 11-2pm, Thu 3-6pm) but to encourage continued remote contact from members of the public;
- 3x weekly cleaning regime to include high touch areas; also to include cleaning the Cricket Pavilion toilet (cost as per budget);
- Legionella sampling as per attached quote of £348.

And then from September, or whenever our regular hall hirers return to timetabled use (and all still subject to social distancing and other guidelines):

- Full opening of the building;
- Full opening of the Parish Office;
- Consider adding one additional interim clean per week (to total x4 weekly); continue to include the Cricket Pavilion toilets. (increment of weekly costs by £30)

Playground

I have continued to monitor the situation with regard to the children's playground, which – under our current risk assessment – remains closed. There has been no further easing of the guidelines, and insurers reiterate that "installing signage does not absolve you of responsibility".

We have had to chain and padlock the gates to the playground after repeated removal of cable ties despite clear 'closed' signage and anecdotal comments stating that people 'didn't see the signs' (installed right next to the gates).

RPII (Register of Play Inspectors International – the body responsible for our playground inspections and ROSPA compliance) state that "if Managers are not confident enough in satisfying current prevailing Coronavirus safety guidelines, Risk Assessment, preparation and continued management for their particular facility, then they should remain closed."

I have since had the playground annual safety inspection carried out and am awaiting the Inspector's final report, but am not anticipating any major structural issues.

Recommendation

I will review and update the risk assessment (attached) when I receive the safety inspection report, and whilst continuing to monitor Government guidance.

[Govt Guidance](#)Latest Govt Guidance published **26 June 2020**

Playgrounds and outdoor gyms are currently closed under the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020. As announced by the Prime Minister on 23 June, playgrounds and outdoor gyms will be able to reopen from 4 July. The guidance provides the owners and operators responsible for playgrounds and outdoor gyms with practical advice on how these can be reopened and managed effectively to enable their use while minimising the transmission risk of COVID-19. Owners and operators responsible for playgrounds and outdoor gyms will have discretion over when they consider it safe to open for activity permitted by legislation, and may decide to keep these areas closed should they feel they are not able to facilitate their safe usage. It is recognised that owners and operators will require time to prepare for the safe reopening of playgrounds/outdoor gyms.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.

Item	Details	Comments/Action to be taken	RISK LEVEL
Authority to re-open	As at 26 June, only granted where owners/operators can guarantee adherence to the guidance	Continue to review this risk assessment alongside updated Govt guidance	HIGH
Maintenance checks	Owners/operators must ensure playground and/or exercise equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.	To be carried out by the Parish Clerk prior to re-opening; then to reinstate weekly visual checks and monthly recorded checks. Playground Safety Inspection was carried out on 15th July and full report is awaited.	MEDIUM
Insurance	The policy we hold requires reasonable steps to be taken to prevent or protect against injury, illness, loss or damage arising. Provided such steps are in place and subject to all other policy terms and conditions being met the policy will respond should a claim arise and the Council/Organisation is found legally liable. The insurers have not issued any specific guidance on managing the risk of Covid-19.	Maintain this Risk Assessment and continue to update in light of changes to Govt guidelines. Report to Council prior to publicising re-opening. Inform the insurer when the playground is scheduled for re-opening. Re-commence weekly inspections.	MEDIUM
Social Distancing	Following a review of social distancing guidance, 2 metres or 1 metre with risk mitigations (where 2 metres is not viable) are acceptable. Owners/operators should consider and set out the mitigations they will introduce in their risk assessment.	Suggestions include limiting access beyond a certain number of users, limiting access to play equipment e.g. seating/swings to remain cordoned off, creating queuing areas, setting a time limit, instigating a one-way system, moving equipment to create space. None of these are possible due to lack of resources, funds, enforcement capability and monitoring.	HIGH
Sanitisation of equipment	Scientific advice suggests that the virus can survive for up to several days on some hard surfaces, particularly when indoors. These risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain. This guidance applies to outdoor playgrounds and outdoor gyms but the virus could survive long enough on frequently used/touched outdoor surfaces to facilitate transmission.	Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. Owners and operators should encourage effective sanitation by users, parents, guardians and carers. There is currently no cleaning of the playground undertaken; resources could not support regular enough cleaning to reduce risk (ie after each user). Any cleaning and sanitisation materials left unattended risk being misused or removed, with no guarantee of appropriate use.	HIGH
Personal sanitisation	When communicating safety messages owners/operators should ensure they are able to reach those with hearing or vision impairments.	Where practicable, providing hand sanitiser (automated where possible) or hand washing facilities at the entry and exit points, in addition to public toilets/washrooms. This wouldn't be possible in the playground and currently the Govt guidance on sports pavilions is that they must remain closed.	HIGH
Additional measures	Additional measures that can minimise the risk of COVID-19 transmission in playgrounds and outdoor gyms focused on promoting responsible behaviour by children, parents, carers and guardians.	Could include banning food and drink consumption; encouraging the use of masks and gloves, removal of personal litter, social distancing; limiting numbers of parents/guardians. Additional signage to instruct users of recommendations, but unenforceable. Insurers state that provision of signage does not absolve responsibility.	HIGH
Publication of revised procedures	Steps taken to reduce risk and guidelines to be followed should be communicated to the parents, guardians and carers, who should remain aware of the residual risk.	Posters can be created, laminated and mounted at entrances to the playground and on some equipment. Social media can help to relay the information to the public, and information posted on the website. Updates to Council will be publicly minuted.	MEDIUM

Conclusion

The guidance is clear that we are not obligated to open the playground; it further stipulates a number of measures which would need to be in place, and monitored, in order to meet the guidance on safe opening. We can neither provide suitable measures (due to lack of resources and potentially lack of funding) nor can it be enforced/monitored/managed. Given the high risk and the potential for a perceived or actual breach of health and safety law, the Legal Officer of Sway Parish Council recommends that the Jubilee Field playground remain closed at this time. Govt guidance will continue to be monitored for updates and further easing of guidelines until such time as the Legal Officer considers it safe to re-consider opening the playground.

Created date	30th June 2020
Updated date	17th July 2020
Next REVIEW date	24th July 2020 or sooner if Govt Guidance is updated

Sway Parish Council

Bank Reconciliation to be presented to Council on

Thursday 23rd July

Bank account: Current Account

Balance per bank statement at 30/06/2020	43,206.30
Opening_balance	23,660.77
Total receipts	41,434.43
Total payments	(£22,889)
Total transfers	1,000.00
Closing balance per cash book (must equal net bank balance above)	43,206.30

Bank account: Stanford Rise Green

Balance per bank statement at 30/06/2020	20,142.10
Opening_balance	21,142.10
Total receipts	0.00
Total payments	0.00
Total transfers	(£1,000)
Closing balance per cash book (must equal bank balance above)	20,142.10

Bank account: Longterm Savings

Balance per bank statement at 30/06/2020	60,000.00
Opening_balance	60,000.00
Total receipts	0.00
Total payments	0.00
Total transfers	0.00
Closing balance per cash book (must equal net bank balance above)	60,000.00

TOTAL BALANCE ALL ACCOUNTS 123,348.40

Signed:

Date:

Signed:

Date:

£51,979 TOTAL EARMARKED RESERVES

Stanford Rise Green s106 funds	£20,142
Mrs Gale Legacy	£1,000
MUGA/Playground maint. and improv.	£10,500
VASLR maintenance	£16
JF Pavilion Maintenance	£9,571
Village consultation	£4,000
Environment/Climate Charter	£500
Parking Matters	£350
Welcome Pack	£300
Council Display Materials	£350
Community Transport Fund	£2,500
Civic Fund	£200
Maintenance - Cricket Pavilion	£250
Maintenance - Playground	£1,750
Maintenance - Tractor	£550

From Minute

PC18/014(d)
Donation
PC17/008 and PC19/032(e)
PC18/219a
PC19/066(a)
PC19/202(d)
PC19/184 (c)
PC19/184 (c)
PC19/184 (c)
PC19/184 (c)

59,601 TOTAL EXPENDITURE 2020-21

Budgeted Expenditure 2020-21	£81,420
Covid-19 specific expenditure	£1,070
Expenditure ACTUAL to date	(£22,889)

£44,986 TOTAL INCOME 2020-21

Precept 2020-21	£73,364
Other expected Income	£13,056
LESS ACTUAL Income to date	(£41,434)

£56,754 ESTIMATED GENERAL RESERVES

Total Reserves less Earmarked Reserves and Budgeted Expenditure

77% (Percentage of Precept)

Sway Parish Council

Budget report from 1-Apr-2020 to 30-Jun-2020 (figures exclude VAT)

Payments

	Budget	Period Actual	Variance
Council			
Audit	725.00	112.50	612.50
Civic Fund	250.00	0.00	250.00
Elections	3,000.00	0.00	3,000.00
Insurance	3,000.00	0.00	3,000.00
Junior Parish Council	326.56	0.00	326.56
Projects	1,500.00	0.00	1,500.00
Subscriptions	1,150.00	664.06	485.94
Training	850.00	70.00	780.00
Covid-19 Specific	0.00	1,069.71	-1,069.71
Total Council	10,801.56	1,916.27	8,885.29
Allotments			
Maintenance - Allotments	5,443.52	546.00	4,897.52
Rent - Allotment	300.00	0.00	300.00
Water - Allotments	500.00	0.00	500.00
Total Allotments	6,243.52	546.00	5,697.52
Cricket Pavilion			
Electric - Cricket Pavilion	500.00	245.04	254.96
Maintenance - Cricket Pavilion	250.00	0.00	250.00
Waste Water - Cricket Pavilion	600.00	0.00	600.00
Total Cricket Pavilion	1,350.00	245.04	1,104.96
Grants			
Cango	2,500.00	0.00	2,500.00
Grant Award	2,000.00	0.00	2,000.00
Total Grants	4,500.00	0.00	4,500.00
JF Pavilion			
Consumables - JF Pavilion	1,500.00	44.52	1,455.48
Cleaning	7,000.00	1,755.00	5,245.00
Electric - JF Pavilion	3,000.00	740.98	2,259.02
Gas	2,500.00	823.48	1,676.52
Maintenance - JF Pavilion	5,000.00	1,227.17	3,772.83
Waste Water - JF Pavilion	1,000.00	832.65	167.35
Water - JF Pavilion	500.00	0.00	500.00
Total JF Pavilion	20,500.00	5,423.80	15,076.20
Jubilee Field			
Grounds Maintenance	7,000.00	1,966.50	5,033.50
Pitches Maintenance	5,000.00	3,035.00	1,965.00
Total Jubilee Field	12,000.00	5,001.50	6,998.50
Memorial Ground Football Pitch			
Rent - Mem Ground	300.00	0.00	300.00
Water - Memorial Ground	100.00	0.00	100.00
Total Memorial Ground Football Pitch	400.00	0.00	400.00
Office and Admin			
General Admin	500.00	179.99	320.01
Postage	170.60	0.00	170.60
Stationery	1,046.95	121.28	925.67
Telephone	424.72	106.50	318.22
Total Office and Admin	2,142.27	407.77	1,734.50

Other Payments

Miscellaneous Payments	0.00	52.50	-52.50
Total Other Payments	0.00	52.50	-52.50

Payroll

Salaries	16,828.00	3,664.41	13,163.59
Payroll Service	150.00	35.00	115.00
Pension	246.00	52.90	193.10
PAYE	1,131.00	277.26	853.74
WFH Allowance	62.04	15.51	46.53
Total Payroll	18,417.04	4,550.50	13,866.54

Phone Box

Maintenance - Phone Box	282.96	0.00	282.96
Total Phone Box	282.96	0.00	282.96

Playground

Consumables - Playground	250.00	0.00	250.00
Inspection - Playground	85.00	0.00	85.00
Maintenance - Playground	1,000.00	0.00	1,000.00
Total Playground	1,335.00	0.00	1,335.00

Tractor

Consumables - Tractor	300.00	131.95	168.05
Insurance - Tractor	360.00	0.00	360.00
Maintenance - Tractor	1,000.00	0.00	1,000.00
Total Tractor	1,660.00	131.95	1,528.05

Trees

Maintenance - Trees	3,500.00	2,111.49	1,388.51
Total Trees	3,500.00	2,111.49	1,388.51

Stanford Rise Green

Inspection - SRG	75.00	0.00	75.00
Consumables - SRG	0.00	0.00	0.00
Maintenance - SRG	0.00	0.00	0.00
Total Stanford Rise Green	75.00	0.00	75.00

War Memorial

Maintenance - War Memorial	100.00	0.00	100.00
Total War Memorial	100.00	0.00	100.00

Earmarked Reserves

Climate Charter	500.00	0.00	500.00
Community Transport Fund	2,500.00	0.00	2,500.00
Council Display Materials	350.00	0.00	350.00
JF Pavilion Maintenance	9,571.00	0.00	9,571.00
Mrs Gale Legacy	1,000.00	0.00	1,000.00
MUGA Playground Improvements	10,500.00	0.00	10,500.00
Parking Matters	350.00	0.00	350.00
VASLR Maintenance	16.00	0.00	16.00
Village Consultation	4,000.00	0.00	4,000.00
Welcome Pack	300.00	0.00	300.00
EMR Civic Fund	200.00	0.00	200.00
EMR Maintenance - Cricket Pavilion	250.00	0.00	250.00
EMR Maintenance - Playground	1,750.00	0.00	1,750.00
EMR Maintenance - Tractor	550.00	0.00	550.00
Total Earmarked Reserves	31,837.00	0.00	31,837.00

Total Payments

115,144.35	20,386.82	94,757.53
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Receipts

	Budget	Period Actual	Variance
Precept			
Parish Precept	73,364.00	36,682.00	36,682.00
Total Precept	<u>73,364.00</u>	<u>36,682.00</u>	<u>36,682.00</u>
Allotments			
Tenancy Payments	2,200.00	87.00	2,113.00
Total Allotments	<u>2,200.00</u>	<u>87.00</u>	<u>2,113.00</u>
Grants and Donations			
Grant	0.00	0.00	0.00
Donation	0.00	0.00	0.00
Total Grants and Donations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
JF Pavilion			
Hall Hire	5,000.00	25.00	4,975.00
Total JF Pavilion	<u>5,000.00</u>	<u>25.00</u>	<u>4,975.00</u>
Sports Clubs			
Red Diesel Reimbursement	300.00	0.00	300.00
Rent - Tennis Club	1,896.00	1,895.58	0.42
Rent - Senior Football Club	1,612.00	0.00	1,612.00
Rent - Junior Football Club	1,006.00	1,006.43	-0.43
Rent - Cricket Club	542.00	0.00	542.00
Club Contributions	0.00	385.00	-385.00
Total Sports Clubs	<u>5,356.00</u>	<u>3,287.01</u>	<u>2,068.99</u>
Other Receipts			
VAT Repayments	0.00	0.00	0.00
Miscellaneous Receipts	0.00	0.00	0.00
Training	0.00	0.00	0.00
Project Contributions	0.00	0.00	0.00
Floodlights electricity	500.00	0.00	500.00
Total Other Receipts	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
Total Receipts	<u><u>86,420.00</u></u>	<u><u>40,081.01</u></u>	<u><u>46,338.99</u></u>



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Quarterly Financial Review to Finance Working Group

July 2020

(to be reviewed alongside BUDGET report)

EXPENDITURE

I have added a line to the Budget Report called "Covid-19 Specific" to enable tracking of expenditure and so as not to distort our regular budget items.

I will be looking into the Waste Water charges at the Pavilion which seem to be way out of proportion. I will report back on this when I have any updates.

INCOME

Hall Hire is, of course, reduced due to the Covid-19 lockdown. I have adjusted the NHS invoice for Jan-Jun 2020 as they only used the hall until mid-March. There is approx. £1000 reduced income for them now.

We have typically received additional hall hire income of approximately £200 per month (average) which we are also now missing.