



Minutes of the Meeting of the Parish Council held on Thursday 25th June 2020

Present:

Dawn Bampton (DB)	NP	Karen Marshall (KM)	NP	Stephen Tarling (ST)	P
Nicky Bowler (NB)	P	Peter Dance (PD)	P	Alex Pepper (AP)	P
Lisa Thomas (LT)	P	Adam Marshall (AM)	NP	Vicky Ryce (VR)	P
James Willis (JW)	P	Chris Davis (CD)	P	Simon Barnes (SB)	P

Present (P) Not Present (NP) Part Present (PP)

Also present: Katie Walding, Parish Clerk & RFO
Cllr Barry Rickman, New Forest District Council
Cllr Keith Mans, Hampshire County Council

In attendance: 0 members of the public (MotPs)

The meeting started at 7:00pm with a welcome from the Chairman and a reminder that the meeting would be recorded and additionally streamed live to the Council Facebook page.

20/085. Public Participation

None offered.

20/086. Apologies

Received and accepted from DB, KM and AM.

20/087. Declarations of Interest

LT in reference to agenda item 12 – allotment holder.

20/088. Minutes of the previous Meeting

The Minutes of the meeting on 28th May had been previously circulated and [published online](#). Those who were present unanimously approved the minutes as an accurate record, and a printed copy would be provided by the Clerk to the Chairman for signature after the meeting.

20/089. New Forest District Council (NFDC)

Cllr Barry Rickman gave a short update. He said that the issues for NFDC going forwards would of course be financial; focus for the Cabinet would be health, local economy, council services and community stakeholder engagement including the voluntary sector. NFDC would adjust its plan going forwards for its budget and the impact on all services. He noted that funds had been set aside for Town and Parish Councils that needed assistance due to their own significant loss of income. It was a finite amount however, and would of course run short. Sway was safe from this due to its financial position; and lucky to have some fantastic assets.

20/090. Hampshire County Council (HCC)

Cllr Keith Mans offered his congratulations to ST on his election as representative of the SW Quadrant at the NFNPA. He noted that he himself, and Barry Rickman were both long serving members.



Cllr Mans reported that the extra costs of the pandemic to HCC between the start of its impact and the end of the financial year were estimated at £172M. Even with £53M to come from Govt, it would leave a significant deficit. Alongside reduced income streams and collection rate of precepts and a drop in income generated from operational activities, car parks, parks, etc. and including other savings and funds to be re-allocated, unfunded costs and losses to HCC would still stand at just under £110M.

Care homes generally had suffered at the start of lockdown due to the elderly being discharged from hospitals, without adequate alternative provision. This was the case in Hampshire more than many other counties. 40% of Covid-19 deaths in Hampshire had been in care homes. The good news was that there were no deaths in care homes in Hampshire in the previous week, and new cases were reducing dramatically. This was a striking indication of how important track and trace and testing would be, to get through the crisis.

In terms of approaching recovery, everything was being done to support businesses at HCC and also at NFDC. Guidelines were now being eased to 'more than 1m distancing', which would hopefully enable the recovery and saving of local businesses.

The impact of the pandemic would last a long time and undoubtedly be difficult, but HCC and all Districts were working hard together – and Hampshire should be in a better place than it could have been. It was hoped that the Government would provide more funds to help balance their books.

LT asked whether there had been discussion on the role of HCC if there was a second spike or requirement for local lockdowns? Cllr Mans confirmed that there had already been a lot of discussion, particularly on outbreak control. HCC had created a new subcommittee of Cabinet who would be responsible for relevant services; they were waiting to find out what powers, if any, would be available and how to go about using them if needed. The Director of Public Health has powers, and was working with the Police and Armed Forces to model how local lockdowns could be dealt with. It was most likely to be at quite focused locations such as a school or care home, and HCC was ready for that. There had already been an outbreak at a primary school in Pennington and it had been a very smooth operation. Hampshire was advanced in its preparations but further answers were awaited from Whitehall.

20/091. Chairman's Report

- Covid-19 continues to dominate life. ST was pleased to get a lot of positive feedback for the Council's leaflet – thanks again to the Parish Clerk and all those Councillors who were able to help.
- Cllr. John Wingham from Brockenhurst and ST wrote a paper "*Covid-19 issues in the New Forest National Park*" particularly covering the increased visitor pressures. That paper was sent out with the NFNPA South West Quadrant papers so Councillors would have seen it; anyone else was welcome to contact ST if they would like a copy.
- The NFNPA South West Quadrant met on Tuesday 23rd June. The Parish Clerk also attended. ST had sent a report round to Councillors. It was a good meeting covering a lot of responses to the Covid-19 impacts – particularly around increasing visitor numbers. A summit would be held across all quadrants; lots of actions had been proposed but many were limited by cash, so volunteers were sought for things like litter picking. ST's favourite statistic of the day was that the combined public money going to all ten English National Parks was less than the public money going to opera in England. There were concerns that in the efforts to restart the economy, planning rules would be relaxed even further – perhaps including inside National Parks. The NFNPA was compiling a list of non-designated heritage assets and was also updating the Design Guide SPD. The next meeting of the South West Quadrant was planned for Tuesday 13th October from 7-9pm.
- ST had circulated his annual report – attached – and that was noted.

AP – noted that there is a new litter picking group across the Forest: [Litter Pickers of the New Forest](#).



20/092. Clerk's Report

Pavilion Matters

Following the most recent update to Covid-19 guidelines, the Pavilion remained closed since it is categorised as a sports venue/facility. However, the Clerk was starting to progress plans for its eventual opening – with the aim of being ready for the beginning of August unless Government guidelines require closure for longer.

Further down this agenda the Clerk would be recommending the purchase of hand sanitisers for installation in the Pavilion; along with those she would need to prepare a new and specific risk assessment; ensure appropriate legionella management; make provision of further cleaning and sanitisation materials; arrange an amended cleaning regime; and consider and provide any additional signage.

In the meantime, all the sports clubs and our regular hall hirers had been asked to give an indication of their likely plans and requirements from the Pavilion – in an ideal world – and the Clerk awaited their responses. The NHS had already indicated that it seemed unlikely that they would make any bookings possibly for as long as the next 12-18 months.

The Clerk would work with the FWG on budget implications; an initial review suggested a significant proportion of the budgeted £5000 hall hire for the current financial year would not be received; and at the same time, consumables and cleaning costs may go over budget.

The children's playground could potentially open from 4th July "if it is safe to do so" but guidance currently states "Cleaning protocols should be put in place to limit coronavirus transmission in public places. It is advised that touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning." This would be difficult for the Jubilee Field playground which is not part of any cleaning regime. The Govt website does clearly state "it will be for each organisation to determine whether it is right for them to re-open at this time" and the Clerk warned that the Council must take this under advisement.

In light of the various considerations, the Clerk had contacted our cleaning contractor to understand their capacity and would draft some cost implications to review with the AWG, ultimately for the Council to consider.

20/093. Planning & Transport Committee (PaTC) (Cllr Willis)

- a) Update on last meeting
JW gave an update from the public meeting held on 11th June, where he noted the disappointing result on the Former Arnewood Turkey Farm application. He also reminded that the Hazelhurst Farm application would be formally considered at the next meeting;
- b) Appointment of Cllr Davis as a committee member

DECISION: JW proposed and ST seconded the appointment of Cllr Davis to the Planning and Transport Committee and this was unanimously approved.

- c) The Committee re-considered its recommendation on [20/00220 Bramble Cottage, Arnewood Bridge Road](#) in light of amended plans, as requested by NFNPA Case Officer.

DECISION: 4. We recommend REFUSAL for the reasons listed below (unanimous)

This matter was reconsidered at the full council meeting On Thursday 25th June. The Chairman of the PaTC reminded members that they should consider the revised application De Novo.



The members of the PaTC considered the comments made by the case officer to the Parish Clerk in her email of the 12th June.

Bramble Cottage is outside the defined village of Sway. The size of the proposal is not an issue. The area of flat roof is contrary to the Sway Village Design Statement but the members of the PaTC noted that the area had been reduced and in any event much of what remains is existing. The use of a green flat roof is not directly contrary to the Sway Village Design Statement.

The amended design retains two large roof lanterns, albeit now within a green flat roof, and one roof window within a pitched roof.

This upward facing glazing is in direct conflict with the NFNPA's Dark Skies policy and with the Sway Village Design Statement. The design of the proposal overall is not of a sufficiently high quality to merit any departure from these policy requirements which remain material considerations of considerable weight.

The members of the PaTC felt that the roof window could be beneficially replaced by a well-designed dormer window, but that the two roof lanterns are wholly unacceptable.

It was noted that the case officer considers the amendments made to the original application are such that officers feel that the case can now be supported. Sway Parish Council continues to take a contrary view because the amended proposal is in direct conflict with the Dark Skies policy contained within the Local Plan adopted just a year ago.

- d) ST gave a summary of the NFNPA Planning Committee on 16th June where one application from Sway was considered. 20/00230 Arnewood Manor Farm was called in due to local interest; however, the applicant had modified the application and so a decision was deferred. Other decisions went as predicted including the flexing of some NFNPA muscle over an application for a house that had been extended and re-worked without permission to be replaced by something less suitable. The NFNPA Planning Committee refused permission, so the applicant now has an unauthorised dwelling which is the subject of enforcement, and no retrospective or other permission. A disappointing month for appeals including one for two shepherd's huts joined together, which would be allowed because they do not provide a separate dwelling.

20/094. Amenities Working Group (AWG) (Cllr Thomas)

- a) Update on the Village Hall / Scouts scheme

The AWG had met the previous Friday to discuss how to support the Village Hall scheme; talk focused around the support of possible professional services, which could help give a clear idea of the costs and thus enable an estimated figure for the gap in funding needed. The 'early contractor involvement' process has not been progressed. LT had asked how much the professional services might be, and John Bullen had suggested approximately £1000. This seemed light and LT felt that £1000-£2000 might be more realistic.

The Clerk and LT had attended the NFDC meeting earlier that day, and both felt it was very positive and that all organisations would work in partnership to try and make the project happen. Everyone agreed that both the Village Hall and the Scouts are key community assets.



LT hoped that the AWG would recommend the support of professional services (£1000-£2000) and bring forward to the Council in July for approval. This would help to identify the funding gap, and would enable the FWG to start planning a strategy accordingly, with a business case to support it.

b) Update on the Sway Social Club proposal

LT noted that a representative of the Social Club had attended NFDC meeting which was welcomed by all. He confirmed that they are working on a proposal, have had initial pre-application advice from the Local Planning Authority and would undertake a site visit with the NFNPA Senior Tree Officer on 30th June. The AWG awaited the Social Club's request to present their ideas.

20/095. Parish Trees (Clerk)

Following the tree survey for 2020, the Clerk had circulated a report (attached) and after a brief discussion her recommendations were approved.

20/096. Allotments Gates (Clerk)

The Clerk had obtained quotes for the purchase of new access gates and circulated a report. Members considered the quotes and the Clerk summarised the work needed.

DECISION: JW proposed, and CD seconded, that Contractor B should be selected to supply and fit new allotment gates (as set out in their quote) at a cost of £3904+VAT and this was approved nem con (one abstention).

20/097. Finance

a) The Bank Reconciliation for May had been circulated and published prior to the meeting.

DECISION: AP proposed, and LT seconded that the Bank Reconciliation for May be approved, and members agreed unanimously.

b) The Payment Schedule for June had been circulated and published prior to the meeting.

DECISION: AP proposed, and JW seconded that the Payment Schedule for June be approved, and this was agreed unanimously.

c) The Clerk recommended the purchase of [Canva online publisher tool](#).

DECISION: AP proposed, and VR seconded, that the Clerk purchase an annual subscription to Canva at £107.88 and this was unanimously approved.

d) The Clerk was starting to prepare for the future re-opening of the Pavilions at Jubilee Field and recommended the purchase of sanitisers and appropriate chemicals.

DECISION: JW proposed, and LT seconded, the purchase of 4x hand sanitiser units at £42.50 each and 2x refill liquid at £31.65 each for installation at Jubilee Field Pavilion (x3) and Cricket Pavilion (x1) and this was approved unanimously.

20/098. 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) – noted above.

There were no updates on the objectives.

20/099. Governance Matters (Clerk)

In the absence of the Annual Meeting of the Parish Council, the Clerk had recommended that Councillors consider any amendments to [current policies, Financial Regulations and Standing Orders](#). She had previously circulated a report (attached) on her recommended amendments to Standing Orders.

DECISION: ST proposed, and PD seconded, that all current policies (listed below) be re-adopted, along with Financial Regulations and Standing Orders (subject to the recommended amendments in the Clerk’s report) and this was unanimously approved.

- Standing Orders (see Clerk’s Report attached)
- Financial Regulations
- Audio-Visual Recording Policy
- Co-option Policy
- Complaints Procedure
- Data Protection and Information Policy
- Disciplinary Procedure
- Freedom of Information Policy
- Grant Policy
- Habitual or Vexatious Complaints Policy
- Memorial Bench Policy and Application form
- Planning Papers Policy
- Reserves Policy
- Social Media Policy
- Subject Access Request Policy
- Training and Development Policy
- Tree Management Policy

ACTION: The Clerk to add an item to review Councillors’ appointments to Committees and Working Groups, to the agenda for the October meeting.

20/100. Youth Centre

The Clerk noted a meeting was scheduled for 22nd September.

20/101. Village Hall

No updates beyond those covered above.

20/102. Other items for discussion

None offered.

20/103. Items for the Next Agenda

Clerk: Covid-19 related planning and expenditure in relation to proposed opening of Pavilions

LT: AWG recommendations in respect of the proposed Village Hall / Scouts / Little Flyers scheme

20/104. Date of the next meeting

Thursday 23rd July 2020 at 7:00pm

There being no further business, the Chairman announced the meeting closed at 8:24pm.

Signed:..... Date: