



Minutes of the Meeting of the Parish Council held on Thursday 28th May 2020

Present:

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

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

Also present: Katie Walding, Parish Clerk & RFO

In attendance: 1 member 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.

20/066. Public Participation

None offered.

20/067. Apologies

Received from LT, KM and AP.

20/068. Declarations of Interest

None offered.

20/069. Co-option of Councillors

ST briefly explained the co-option process and introduced both candidates, who gave a brief summary of their reasons for standing. Councillors asked questions of both candidates in an informal chat.

DECISION: ST proposed and DB seconded that Chris Davis be co-opted to the Parish Council and this was approved unanimously

DECISION: ST proposed and PD seconded that Simon Barnes be co-opted to the Parish Council and this was approved unanimously

Chris Davis and Simon Barnes signed their Acceptance of Office forms and were invited to join the meeting as members.

[CD and SB joined the meeting as members]

20/070. Minutes of the previous Meeting

The Minutes from the meeting on 23rd April 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.



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20/071. District Council (NFDC)

Cllr Rickman was unable to attend.

20/072. County Council (HCC)

Cllr Mans was unable to attend.

20/073. Chairman's Report

The Chairman had previously circulated a draft annual report which covered some of the achievements and progress of the Council through the previous session of the Parish Council. This would be finalized and submitted to the June meeting.

He then noted some highlights of activity since the April meeting, including:

- a meeting of the Village Consultation group;
- excellent work from PaTC both in their meeting (minutes available at <http://www.sway-pc.gov.uk/16329>) and at the NFNPA Planning Committee – the recording is available to watch and listen online.
- The preparation and printing of the Covid-19 information leaflet to every residence in Sway, envelope stuffing and either hand delivering or stamped and posted. ST noted particular thanks to those who both volunteered and felt safe making deliveries by hand;
- Updates to the Covid-19 information website – thanks to the Clerk;
- The Clerk had created a new website and had passed on a beta version to be reviewed.

Finally, ST noted that positive feedback had already been received in response to the leaflet.

20/074. Clerk's Report and Correspondence

Pavilion matters

- The Jubilee Field Pavilion remained closed until further notice along with the children's playground. The Parish Council continued to have the grass cut fortnightly and the wider grounds remained fully accessible as they had been right through.
- The Tennis Club had opened its courts under strict conditions, but members are not authorised to use the pavilion facilities.
- The Cricket Club had started allowing use of the nets, again under managed circumstances, for its members.
- Deep cleaning the Pavilion continued and included jet washing of the shower areas.
- Re-plastering of the 'away' changing room shower ceiling will hopefully be carried out in June.
- Earliest indications were that opening probably won't be considered now until July, but guidance continued to be provided by all regulatory bodies: NALC, SLCC and of course NFDC.

Correspondence:

- The Volunteer Coordinator for VERA had written to ask whether the Council would support the redeployment of the unit to locations where just two volunteers are



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needed, and can therefore maintain social distancing guidelines. Councillors agreed it should be used and the Clerk would set this up with the Volunteer Coordinator.

- Developers at the site of Hatch Motors had been able to progress the Junior PC posters for the hoardings, and proofs are now being finalised.

The Clerk noted that over the past month a lot of time had been spent on Allotments management, with a full inspection carried out and distribution of the first newsletter. She noted that the site was looking pretty impressive overall, and the few plots needing some attention had been reminded of the 75% cultivation standard. A further inspection in August would hopefully reveal those plots improved at that time.

ACTION: **Following positive feedback on the first newsletter, the Clerk would publish online.**

The Clerk noted that she would be on leave the following week (Monday 1st – Friday 5th June) and that urgent matters should be directed to the Chairman in her absence.

20/075. Planning & Transport Committee (PaTC)

- JW gave a brief summary of the PaTC meeting on 14th May.
- ST noted that there was a considerable amount of work involved for members of the Planning Committee and there had been some suggestions for alternative ways to arrange the Parish Council process which might be less onerous for the members of that Committee. He urged members to consider those already raised and suggest any other ideas to help with the work load.

20/076. Amenities Working Group (AWG)

The Clerk provided the following report from LT: the AWG had offered dates to the Social Club for a virtual meeting to discuss the Council's outline proposal; the Social Club requested a face to face meeting which, given the current situation, the AWG were unable to commit to, so there was no further update at this time.

20/077. Finance

a. Bank Reconciliation for April

This had been circulated and published prior to the meeting.

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

The Clerk noted that due to the interruption of regular meetings the February Bank Reconciliation had been circulated to the Finance Working Group but not formally approved at the extra ordinary meeting in March. This needed ratification for the record and members approved unanimously.

[8:00pm The meeting adjourned for 5 mins for the #clapforkeyworkers]



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b. Payment Schedule for May

This had been circulated and published prior to the meeting. The Clerk explained some last-minute additions (lines 26-29). VR noted an error at item 23 where the SSE payment should read £251.14 and not £215.14. The Clerk would correct as version 3.

DECISION: ST proposed and PD seconded that the Payment Schedule for April (version 3) (containing 29 payments totalling £11,971.42) be approved, and this was unanimously agreed.

Lloyds Bank payment authorisations would be completed by ST and VR.

20/078. Council Objectives

a. Village Consultation (Cllr Ryce / Cllr Pepper)

The first meeting had been held between VR, AM and AP – AP had provided information about other consultations and how they had been conducted; VR would assimilate and distribute in due course.

b. Sway Parish Design Statement (Cllr Willis)

No update.

c. Church Lane Development Group (Cllr Tarling)

No update.

d. Jubilee Field Facilities (Cllr Bowler)

No update.

e. Environment and Climate Charter (Cllr K Marshall)

No update.

f. Welcome Pack (Cllr Bampton/Parish Clerk)

No update.

g. Parking Issues (NEEDS A CHAMPION)

No update.

h. Quality Council Awards (Parish Clerk)

No update.

i. Village Hall / Scouts / Little Flyers scheme (AWG)

From LT: the AWG had a very positive meeting with the Village Hall and Scouts. Discussion centred around the latest outline timing (given the current situation), the design of the scheme, the planning process and funding. The AWG will revert with recommendations on how the Council can best support the project going forwards.

20/079. Youth Centre

No update.

20/080. Village Hall

No update.

20/081. Future Meeting Dates (from Standing Orders 5j(xxi))

The Clerk noted that the Annual Meeting usually held in May should set dates for ordinary Council meetings and Planning and Transport Committee meetings until May 2021. This was, of course, still required and on the current pattern, she had suggested dates as set out in the agenda, with the same start time of 7pm for all.



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The Clerk noted that they did not include the Annual Parish Assembly and Annual Meeting which, as set out in temporary legislation, are not mandatory for the current session 2020/21; she reminded members that they could request items for the agenda at any time prior to its publication by the third Friday, monthly.

Ordinary Meetings 2020

25th June
23rd July
27th August
24th September
22nd October
26th November
17th December

2021

28th January
25th February
25th March
22nd April
27th May

Planning Meetings 2020

11th June
9th July
13th August
10th September
8th October
12th November
10th December

2021

14th January
11th February
11th March
8th April
13th May

DECISION: All listed dates were unanimously approved.

20/082. Other matters for discussion

- JW – asked for clarification about non-Sway residents applying for allotments which the Clerk explained did happen, but that Sway residents were always given priority. He also enquired on the average length of a tenancy and the Clerk confirmed that it was usually many years.
- PD – wondered whether there were any figures on Covid-19 deaths in Sway? ST had seen the figure of 4 deaths in Sway and Brockenhurst but there were no more specific details.

20/083. Items for the next agenda

- Clerk – would consider Annual Meeting items which needed attention.

20/084. Date of the next meeting – Thursday 25th June at 7:00pm.

With no further business, the meeting closed at 8:29pm.

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