



# Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

(v2) 10<sup>th</sup> May 2019

All members of Sway Parish Council are hereby summoned to attend a meeting **at the Jubilee Field Pavilion, Station Road, Sway, SO41 6BE on Thursday 16<sup>th</sup> May 2019** commencing at **7.30pm** for the transaction of the business below.

*KWalding*

Katie Walding  
Clerk & RFO

## Public participation

The Chairman may at his discretion, and at a convenient time in the transaction of business, invite members of the public to speak in relation to the business to be transacted at the meeting. Anyone wishing to speak is invited to contact the Clerk prior to the start of the meeting (preferably by 12.00 noon on the day of the meeting) and advise the subject on which they wish to speak.

## AGENDA

(SO = Standing Order reference)

### 1. Election of the Chair of the Parish Council

(SO5i) If the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

### 2. Election of the Vice Chair of the Parish Council

### 3. Apologies

### 4. County Council – receive an update of County matters

### 5. District Council – receive an update of District matters

### 6. Acceptance of Office (SO5j(i)) – receipt of forms from all Councillors. Forms presented to and signed by the newly elected Chairman and Vice Chairman.

### 7. Minutes of the previous Meeting and matters arising – to approve the Minutes from the ordinary meeting on 25<sup>th</sup> April 2018 (SO5j(ii),(iii),(iv)) and the Parish Assembly on 4<sup>th</sup> April 2018

### 8. Standing Orders and Financial Regulations (SO5j(ix)) – review and adopt

### 9. New committees and working groups (SO5j(v),(vi),(viii)) – consider any to be created (in accordance with SO4) and members to be appointed and a suggested date for their first meetings, which should include election of chair and vice chair and a review of Terms of Reference



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10. **Arrangements with, and contributions to, other local authorities (SO5j(x))** – review and approve
11. **Work with external bodies (SO5j(xi))** – review representation on and arrangements for reporting back
12. **General Power of Competence (SO5j(xii))** – confirm eligibility to exercise the General Power of Competence
13. **Asset Register (SO5j(xiii))** – review and approve
14. **Insurance cover (SO5j(xiv))** – confirmation of arrangements in respect of all insured risks
15. **Subscriptions (SO5j(xv))** – review subscriptions
16. **Policies (incorporating SO5j(xvi),(xvii),(xviii),(xix))** – review and adopt policies and procedures
17. **Future Meeting Dates (SO5j(xxi))** – consider and approve dates for all ordinary Council meetings up to and also including the next Annual Parish Assembly and the next Annual Meeting
18. **Clerk's Report and Correspondence**
19. **Finance:**
  - a. **Payment Schedule** – receive and approve for May 2019
  - b. **Bank Reconciliation** – receive and approve for April 2019
  - c. **Cricket Club ground maintenance** – consider quotes for ground works
  - d. **Football Club ground maintenance** – consider quotes for ground works
  - e. **Appointment of Internal Auditor for 2019/20** – to approve the re-appointment of Tim Light, FMAAT, trading as Lightatouch
20. **Other matters for discussion** – from Councillors and/or the public
21. **Items for the Next Agenda** – from Councillors and/or the Clerk
22. **Date of the next meeting**

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK



# Sway Parish Council

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## CLERK'S REPORT

Annual Meeting, 16<sup>th</sup> May 2019

### 10. Arrangements with, and contributions to, other local authorities (SO5j(x))

These are currently:

- Allotment Lease – Forestry Commission and The Verderers
- Pitmore Lane Recreation Ground Lease – Forestry Commission and The Verderers
- Stanford Rise Green – New Forest District Council
- Sway Youth Centre – Diocese
- Cango Booking Service – New Milton Town Council and Hordle Parish Council

### 12. General Power of Competence (SO5j(xii))

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. The scope – and some limitations – of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible parish and town councils.

**An eligible parish council is one which has a CiLCA qualified Clerk and with at least two thirds of its members declared elected.**

**The parish council must resolve to adopt the GPC.**

In summary, the GPC enables councils to do things:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

There are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act.

The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so



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- override existing legislation in place before the Localism act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

Where using the GPC for charging or trading purposes, the recipient should agree to the service being provided, the income from charges should not exceed the cost of provision and, where things are done for commercial purposes, this must be done through a specified type of company. Notwithstanding the limitations outlined above, the GPC remains a broad power.

Further discussion of the legal implications of the GPC can be found in the Local Government Association (LGA) essay 'Power to make a difference', October 2011:

<https://www.local.gov.uk/general-power-competence-empowering-councils-make-difference>

## 15. Subscriptions (SO5j(xv))

Currently these are:

- |  |                                       |
|--|---------------------------------------|
| • Hampshire Playing Fields Association | £40 for 2019/20 (on Payment Schedule) |
| • NALC & HALC                          | £786 for 2019/20 (Paid)               |
| • GIS Parish Mapping                   | £100 per year                         |
| • SLCC (Clerk's membership)            | £156 for 2019/20                      |
| • Information Commissioner's Office    | £35 per year                          |

## 17. Future Meeting Dates (SO5j(xxi))

Parish Assembly must be held between 1<sup>st</sup> March and 1<sup>st</sup> June and start after 6pm.

Annual Meeting must be held (on a non-election year) any day in May.

## 19. Finance

### c. Cricket Club ground maintenance

Three quotes have been received by the Clerk:

Contractor A = £1400

Contractor B = £1775

Contractor C = £1900

### d. Football Club ground maintenance

Three quotes have been received by the Clerk:

Contractor A = £3280

Contractor B = £3505

Contractor C = £2880

Asset Number	Description	Location	Serial Number or Tag Number	Asset Checked	Date of Add/Disposal	Asset Value 2017/18	Add/ Disposals 2018/19	Asset Value 2018/19	Current Replacement Cost
<b>Land</b>									
1	Land known as Jubilee Field	Jubilee Field		1/Apr/18		£1.00		£1.00	-
2	Centenary Close Open Space	Centenary Close		1/Apr/18		£1.00		£1.00	-
3	Land known as Memorial Recreation Ground	Pitmore Lane		1/Apr/18		£1.00		£1.00	-
4	Land known as Stanford Rise Green	Stanford Rise Green		1/Apr/18		£1.00		£1.00	-
5	Lane and building known as Sway Youth Centre	Station Road							
<b>Buildings</b>									
5	Main Pavilion - Jubilee Field	Jubilee Field		1/Apr/18		£427,079.00		£427,079.00	£460,000.00
6	Cricket/Junior Football Pavilion - Jubilee Field	Back Field at Jubilee Field		1/Apr/18		£48,888.00		£48,888.00	£60,000.00
7	War Memorial	Pitmore Lane		1/Apr/18		£18,273.00		£18,273.00	£18,821.19
<b>Equipment</b>									
8	Tennis Courts Fencing	Adj to Main Pavilion		1/Apr/18		£43,495.00		£43,495.00	£44,799.85
9	Tennis Equipment	Main Pavilion		1/Apr/18		£3,000.00		£3,000.00	£3,090.00
10	Floodlighting at Tennis Courts	Adj to Main Pavilion		1/Apr/18		£24,853.00		£24,853.00	£25,598.59
11	Playground Equipment - Jubilee Field	Adj to Main Pavilion		1/Apr/18		£41,010.00		£41,010.00	£42,240.30
12	Football Pitch Fencing & Walkway	Adj Car Park at Jubilee Field		1/Apr/18		£43,495.00		£43,495.00	£44,799.85
13	Grandstand - Jubilee Field	Football Pitch at Jubilee Field		1/Apr/18		£13,111.00		£13,111.00	£13,504.33
14	Cricket Nets	Back Field at Jubilee Field		1/Apr/18		£14,911.00		£14,911.00	£15,358.33
15	Cricket Covers - Jubilee Field	Back Field at Jubilee Field		1/Apr/18		£6,365.00		£6,365.00	£6,555.95
16	Car Park Barrier	Jubilee Field/Station Road		1/Apr/18		£2,000.00		£2,000.00	£2,060.00
17	Cycle Racks	Adj to Playground		1/Apr/18		£241.00		£241.00	£500.00
18	5 Wooden Seats	Jubilee Field?		1/Apr/18		£2,130.00		£2,130.00	£2,193.90
19	C.Sirl Memorial Bench (Donated)	Adj Football Pitch JFP		1/Apr/18		£0.00		£0.00	£360.00
	Honda Rotary Petrol Mower	Allotments	HRX426 QX			£654.17	Disposed 01/11/2018	£0.00	£0.00
20	Tractor	Jubilee Field Pavilion Garage	GBB515034	1/Apr/18		£12,681.00		£12,681.00	Tractor Insurance
21	Roller Mower	Adj to Main Pavilion	N4840	1/Apr/18		£2,475.00		£2,475.00	Tractor Insurance
22	Spring Tine Harrow	Adj to Main Pavilion	101973	1/Apr/18		£1,275.00		£1,275.00	Tractor Insurance
23	Slitter & Tines for Mower	Adj to Main Pavilion	30999	1/Apr/18		£1,919.00		£1,919.00	Tractor Insurance
24	Roller	Adj to Main Pavilion		1/Apr/18		£650.00		£650.00	Tractor Insurance
25	Basket Ball Hoop	Youth Centre		1/Apr/18		£1,241.00		£1,241.00	£1,278.38
26	Office Equipment	Clerks Office J.F. Pavilion		1/Apr/18		£800.00		£800.00	£824.00
27	Lenovo ThinkPad B5400 Laptop	Clerks Office J.F. Pavilion	7917726	1/Apr/18		£375.00		£375.00	£375.00
28	Samsung CLX626 Laser Printer	Clerks Office J.F. Pavilion		1/Apr/18		£217.00		£217.00	£217.00
29	Defibrillator iPad Package	Adj Front Entrance JFP		1/Apr/18		£842.00		£842.00	£1,295.00
30	Heated Defibrillator Cabinet	Adj Front Entrance JFP		1/Apr/18		£540.00		£540.00	£590.00
31	7 Folding Tables	Jubilee Field Pavilion		1/Apr/18		£769.00		£769.00	£769.00
32	1 Folding Tables	Jubilee Field Pavilion		1/Apr/18		£131.00		£131.00	£131.00
33	2 6' Folding Tables	Jubilee Field Pavilion		1/Apr/18		£75.00		£75.00	£75.00
34	Stone Jubilee Seats	Junction of Church/Station Roads		1/Apr/18		£6,211.00		£6,211.00	£6,397.33
35	Village Bus Shelter	Station Road		1/Apr/18		£5,834.00		£5,834.00	£6,009.02
	Old Wooden Bus Shelter	Station Road		1/Apr/18		£1,076.00	Disposed 24/5/18		
36	Civic Regalia - Chain of Office	Chairman's Residence		1/Apr/18		£510.00		£510.00	£525.30
37	1 Wooden Seat outside Village Hall	Middle Road		1/Apr/18		£495.00		£495.00	£509.85
38	2 Wooden Seats at Manchester Road	Manchester Road		1/Apr/18		£364.00		£364.00	£600.00
39	1 Wooden Seat at Adlam's Lane	Adlams Lane		1/Apr/18		£364.00		£364.00	£600.00
40	1 Wooden Seat at War Memorial	Pitmore Lane		1/Apr/18		£364.00		£364.00	£600.00
41	1 Wooden Seat at Stanford Rise Open Space	Stanford Rise Green		1/Apr/18		£364.00		£364.00	£500.00
42	2 Picnic Benches	Stanford Rise Green		1/Apr/18					£700.00
43	9 Yellow Correx diversion signs 1000mm x 700mm	Jubilee Field Pavilion		1/Apr/18		£146.00		£146.00	£150.00
44	Harrier 41 VS Rotary Mower	Allotments	413H-316000790	1/Apr/18		£505.25		£505.25	£510.00
45	Telephone Box	Set Thorns Road		1/Apr/18		£1.00		£1.00	£2000
46	Accessibility Ramp	Jubilee Field Pavilion					Jun-18	£2,500.00	£2,500.00
47	2 'men at work' signs and 10 traffic cones	Jubilee Field Pavilion					Oct-18	£150.00	£150.00
48	Vehicle Activated Speed Limit Reminder	Parish locations	9820				Nov-18	£2,625.00	£2,625.00
49	Lawn Mower	Allotments	20170242				Nov-18	£265.00	£265.00
50	Wild Play Equipment	Stanford Rise Green					2018	£15,000.00	£15,000.00
						<b>£729,733.42</b>	<b>£0.00</b>	<b>£748,543.25</b>	<b>£783,078.17</b>

Reference	Adopted Date	Last Review Date	Next Review Date
<b>GOVERNANCE</b>			
Standing Orders	May-18	May-18	May-19
Code of Conduct	May-17	May-17	May-19
Publication Scheme	Apr-18	Apr-18	Apr-19
Document Register	Apr-18	May-18	Apr-19
<b>TERMS OF REFERENCE</b>			
Planning & Transport Committee		May-18	Jun-19
HR Working Group		Jun-18	Jun-19
Open Spaces and Facilities Working Group		May-18	Jun-19
<b>POLICIES &amp; PROCEDURES</b>			
Freedom of Information Policy	May-18	May-18	May-19
Data Protection and Information Policy	May-18	May-18	May-19
Subject Access Request Policy	May-18	May-18	May-19
GDPR Data Audit		May-18	May-19
GDPR Guidance and Action Plan		May-18	May-19
Reserves Policy	Nov-17	Mar-19	May-19
SPC Award Scheme Rules	May-17	Sep-17	May-19
Complaints Procedure	May-18	May-18	May-19
s137 Grant Applications Policy	Dec-15	Aug-18	May-19
Habitual and Vexatious Complainants Policy		Sep-18	May-19
Social Media Policy	Sep-18	Sep-18	May-19
Disciplinary Procedure	Apr-15	Jun-18	May-19
Co-option Policy	Mar-19	Mar-19	May-20
Audio-Visual Recording Policy	Mar-19	Mar-19	May-20
Memorial Bench Policy	Apr-19	Apr-19	May-20
<b>RISK</b>			
Risk Management Scheme	14-Mar-18	01-Dec-18	Mar-19
H&S risk assessment (Pavilion)	in progress		
<b>FINANCIAL</b>			
Financial Regulations	May-18	May-18	May-19
Budget Setting Process			May-19
Asset Register	May-18	May-18	May-19
<b>GDPR Consent and Privacy Notices</b>			
Allotment Tenants Consent	May-18	May-18	May-19
Allotment Tenants Privacy Notice	May-18	May-18	May-19
General Contacts Consent	May-18	May-18	May-19
General Privacy Notice	May-18	May-18	May-19
Hall Hirer Consent	May-18	May-18	May-19
Hall Hirer Privacy Notice	May-18	May-18	May-19
Junior Contacts Consent	May-18	May-18	May-19
Juniors Privacy Notice	May-18	May-18	May-19
<b>OTHER</b>			
Good Councillors Guide	NALC 2018 Edition		
Allotment agreement	unknown	Sep-18	Oct-19
Jubilee Field Pavilion Hire T&Cs	unknown	Apr-18	May-19

# Sway Parish Council

Bank Reconciliation to be presented to Council on

Thursday 16th May 2019

Bank account                      Stanford Rise Green

Balance per bank statement at 30/04/2019                      23,200.45

**TOTAL NET BANK BALANCES AT 30/04/2019**                      **23,200.45**

Opening\_balance                      23,200.45

Bank account                      Current Account

Balance per bank statement at 30/04/2019                      114,755.85

Uncleared Payments

Date                      Customer/Su Reference                      Amount

28/04/2019	NEST Pensio	April - online	-52.15
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TOTAL                      -52.15

**TOTAL NET BANK BALANCES AT 30/04/2019**                      **114,703.70**

Opening\_balance                      83,081.08

Total receipts                      36,610.18

Total payments                      -4,987.56

Total transfers                     

**Closing balance per cash book (must equal net bank balances above)**                      **114,703.70**

**TOTAL BALANCE ALL ACCOUNTS**                      **137,904.15**

Signed:

Date:

Signed:

Date:

## £58,350 TOTAL EARMARKED RESERVES

£23,200 PC18/014(d) Stanford Rise Green s106 funds

£5,000 PC17/008 MUGA

£500 PC18/219a VASLR maintenance

£5,500 PC19/032(e) Playground maintenance and improvements

£3,150 PC19/066(a) Table tennis table and surface

£20,000 PC19/066(a) Legionella compliance works

£1,000 PC19/066(a) Storage solution in Pavilion

## £71,357 TOTAL EXPENDITURE 2019-20

£76,345 Budgeted Expenditure 2019-20

£4,988 Less Expenditure ACTUAL to date

## £42,393 TOTAL INCOME 2019-20

£66,399 Precept 2019-20

£12,604 Other expected Income

£36,610 Less Income ACTUAL to date

## £50,589.53 ESTIMATED GENERAL RESERVES

Total Reserves less Earmarked Reserves and Budgeted Expenditure, plus Precept and Other Income

76% Percentage of Precept

Sway Parish Council  
Jubilee Field Pavilion  
Station Road  
Sway  
SO41 6BE

To whom it may concern.

As requested estimate for annual post football season restoration of the rear field at Jubilee Field:

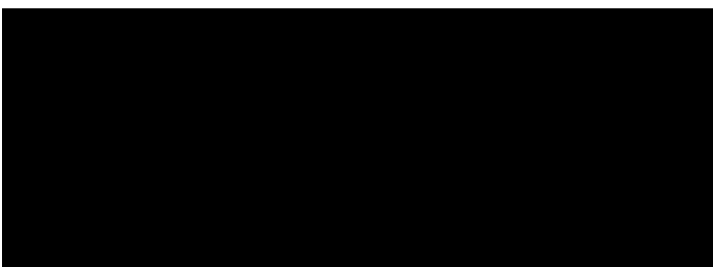
VERTIDRAIN whole area using 5/8  
tines going into soil..max depth of 8 inches .  
£425.00 (same as 2018 price)

SELECTIVE WEEDKILL..all of the area required £425.00 (Price increase  
of £25.00.)

FERTILISER application...  
£475.00(same)

GRASS SEED...1 bag bought too over seed weaker areas. Not purchased  
last year  
£75.00

TOTAL. £1400 (£100 increase from 2018)



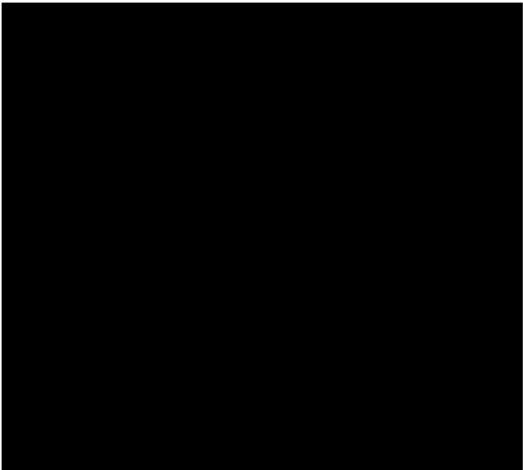




<b>CUSTOMER DETAILS:</b> <b>Sway Parish Council</b> Jubilee Field Pavilion Sway,Lymington SO41 6BE	DATE:4 <sup>th</sup> May 2018
<b>JOB DESCRIPTION</b>  Spring maintenance renovation quote.  1)To carry out aeration using a verti-drain to relieve compaction,at a depth of 10 to 12 inches, covering the entire cricket playing surface.  2)Apply a selective herbicide for the control of weeds.  3)Fertilise entire out field.  Cost £1,775.00	

# Quote

Sway Parish Council  
Jubilee Fields Pavilion  
Station Road  
Sway  
SO41 6BE

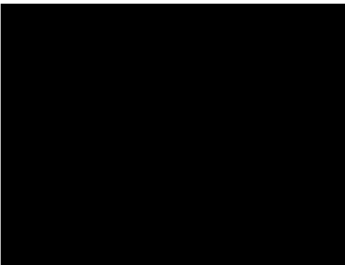


QUOTE DATE        24/04/2019

QUOTE NO.         1075

DESCRIPTION	QTY	RATE	TAX	AMOUNT
Aeration:Verti-Draining Verti-Drain Jubilee Fields Cricket outfield.	1	850.00	S	850.00
Spraying Supply and apply Selective Herbicide Greenor to cricket outfield.	1	690.00	S	690.00
Materials:Fertiliser Supply liquid fertiliser to apply with selective herbicide.	1	300.00	S	300.00
Materials:Seed 1 bag of grass seed 3 way rye.	1	60.00	S	60.00

Subtotal	1,900.00
VAT Total	380.00
Total	£2,280.00



## RE: Jubilee Field pitch maintenance

Wed, 08 May 2019 11:51:57 +0100

"Clerk Sway PC" <clerk@sway-pc.gov.uk>

Council

Thank you for asking us to price these end of season works.

Our quotation is as follows:-

To vertidrain pitch as discussed with Andrew Blackwell for the sum of £300 plus VAT

To overseed with agreed seed mixture for the sum of £630 plus VAT

And to fertilize with specialist sports fertilizer for the sum of £400 plus VAT.

To topdress pitch with 40 tonnes of washed sand for the sum of £1650 plus VAT

Allow £100 plus Vat transport per visits, allow 3 visits.

Regards

---

**From:** Clerk Sway PC [mailto:[clerk@sway-pc.gov.uk](mailto:clerk@sway-pc.gov.uk)]

**Sent:** 16 April 2019 09:15

**Subject:** Jubilee Field pitch maintenance

Dear

Further to your recent correspondence with Andrew Blackwell, please can you send your quote directly to me, addressed to Sway Parish Council? This is required by law before the Council could consider the request to agree the funding of this work.

Also, could you please specify the expected number of visits so that the Council has a definitive figure to consider?

If I could please have this by Thursday it would be great, as we have a meeting next Thursday 25th, which can make the consideration. Any issues, please contact me (details below). Many thanks.

Kind regards

Katie Walding  
Parish Clerk & RFO

[www.sway-pc.gov.uk](http://www.sway-pc.gov.uk)  
[www.facebook.com/swaycouncil/](https://www.facebook.com/swaycouncil/)  
[www.twitter.com/Sway\\_PC/](https://www.twitter.com/Sway_PC/)

Tel: 01590 718116 (Mon 10-1, Tues 11-2, Thur 3-6)  
Mobile: 07899 804083

## RE: Jubilee Field pitch maintenance

ST [REDACTED]  
Thu, 25 Apr 2019 07:15:15 +0100

"Clerk Sway PC" <clerk@sway-pc.gov.uk>

Council

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Dear Katie Walding at Sway PC.

Thank you for your request for prices for field works at Sway FC (end of season):

Deep tine aeration per pitch £325  
Overseed 6 bags £660  
Fertilise 10 bags £410  
Topdress 40 tons of washed sand £1750  
Transport £120.00 per visit  
All prices plus vat

The above prices are for one treatment only, which is all that should be required, however the work will be carried out over several days so please allow for up to three transport costs. The maximum cost would therefore be £3505 plus vat  
I hope these prices are of interest.

Regards

[REDACTED]

## Fwd: Committee Meeting and Maintenance

  
JO Tue, 16 Apr 2019 10:09:19 +0100

"Clerk Sway PC" <clerk@sway-pc.gov.uk>

Council


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Hi Katie

Please see below quotation as requested.

If all items of work are to be carried out then there would be just a single transport charge.

Regards

  
Sent from my iPhone

Begin forwarded message:

  
**Subject: Re: Committee Meeting and Maintenance**

Hi Andrew

Costs for this years end of season maintenance as follows

Vertidrain pitch £270.00

Overseed 6 bags £590.00

Fertilise 10 bags £360.00

Topdress 40tons of washed sand £1580.00

Transport £80.00 per visit

All plus vat

Cheers

