

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 10<sup>th</sup> January 2017 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk  
5/01/17

Members: Mr. P. Sampson (Chairman), Mr. J. Anderson, Mr. W. Dance, Mr. G.E. Collender,  
Mrs. M. McDonald, Mr. C. Morrissey, Mr. R. Norris, Mr. J. Sant, Mr. J. Wheelwright

Note: This meeting is open to the public and press who are welcome to attend.

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To receive any apologies for absence

### 2 DECLARATIONS OF INTEREST

To receive any declarations of interest in any matters to be discussed by the Council at this meeting.

### 3 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

To receive questions or comments from the public, including those on planning. Up to 20 minutes will be allocated for questions/comments from members of the public with a guideline of no more than 5 minutes per subject. If several members of the public wish to speak on the same subject, they are requested to nominate a spokesperson. Comments will be minuted. For more details please read the document *Guidelines for Public Participation at Parish Council Meetings* which is available on the Parish Council website or at the Parish Office.

### 4 CHAIRMAN'S ANNOUNCEMENTS

4.1 Medals Concert – to **NOTE** that Oliver Dunn-Hipp will be performing in a charity concert on Sunday 15<sup>th</sup> January 2017, 7:30pm in All Saint' Church, Swallowfield.

4.2 Strategy & Fieldfayre Meeting – to **NOTE** that Cllrs. Sampson and Anderson will be arranging a Strategy and Fieldfayre meeting towards the end of January, it is important that all councillors attend.

### 5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 13<sup>th</sup> December 2016.

5.2 Clerks report on matters arising and outstanding actions from last meeting (available at the meeting).

## 6 PLANNING

Chairman of Planning Committee: Cllr. J. Anderson

### 6.1 Current applications

- 6.1.1 163423 - Ivy Cottage, Bunces Shaw Road, Farley Hill, Wokingham, RG7 1UU  
Householder application for the proposed erection of a two bay, two storey detached garage with a dormer window extension on the first floor.
- 6.1.2 163505 – Bay Tree Cottage, Castle Road, Farley Hill RG7 1UN  
Householder application for the proposed first floor rear extension to dwelling, re-positioning of front porch, drive, vehicular access gates and alterations to garage.
- 6.1.3 163510 – The Marshes, School Lane, Riseley RG7 1XT  
Householder application for the proposed erection of a temporary mobile home accommodation on the site with container storage during construction of replacement dwelling.
- 6.1.4 163570 - Holly Lodge, Castle Hill, Farley Hill, Wokingham, RG7 1XA.  
Householder application for the proposed two storey front extension to existing dwelling.
- 6.1.5 163569 – Woodbury Cottage, Church Road, Farley Hill RG7 1UH  
Householder application for the proposed single storey rear extension to dwelling plus single storey front extension to form porch
- 6.1.6 83 – Gate Cottage, Church Road, Farley Hill, RG7 1TR  
Householder application for proposed erection of single storey side extension to dwelling, front porch extension, raising roof height plus conversion of existing loft space to habitable accommodation and erection of dormer extensions.
- 6.1.7 163598 - Mill House Hotel, Basingstoke Road, Swallowfield, Wokingham, RG7 1PY.  
Application to vary condition 2 of planning consent F/1999/69762 to allow the siting of the functions marquee from 1st January to 31<sup>st</sup> December in any calendar year.

### 6.2 Results

- 6.2.1 162594 - Lambs Farm Business Park, Basingstoke Road, Swallowfield, Reading.  
Full application for the proposed erection of a new business unit for use class B1(b) and (c) (Light, Industrial, Research and Development) and B8 (Storage and Distribution) use with ancillary office space as well as car and lorry parking with ancillary works adjoining existing Business Park. **Refused**

The parish council objected strongly as it did not believe that there was a case for making an exception to a policy designed to prevent encroachment into open countryside and so this development proposal did not comply with planning policy.

- 6.2.2 162697 – Tanners Grain Store, Swallowfield Road, Arborfield RG2 9JZ  
Full planning application for the proposed change of use from agricultural land to residential curtilage. **Refused**

The parish council did not object.

- 6.2.3 163027 – Springfields, Trowes Lane, Swallowfield RG7 1RN  
Householder application for the proposed erection of a replacement garage, following

demolition and removal of existing garage block.

**Permission granted**

The parish council did not object.

6.3 Notifications (for information only)

6.3.1 163265 – 13 Yeosfield, Riseley, RG7 1SG

Application for the prior approval of the erection of a single storey extension (following demolition of existing conservatory), which would extend beyond the rear wall of the original house by 4.0m for which the maximum height would be 3.0m and the height of the eaves 3.0m. **Confirmation that no prior approval is required**

No neighbour objections received.

6.4 Proposed Developments

6.4.1 Land East of Lambs Lane, Spencers Wood RG7 1JB – to **NOTE** that representatives of the council will meet with the land owner, Mr. Winkworth, to discuss this development on Thursday 12<sup>th</sup> January at 10am in the Rose Room

6.4.2 Sheepbridge Solar Farm - to **NOTE** that the Foresight Group, who have taken on ownership of the solar farm will be submitting a planning application requesting that planning permission for the solar panels is extended by 10/11 years to 2050/2051. To **NOTE** that Cllr. Anderson and the Clerk will meet with a representative from the Foresight Group on Thursday 12<sup>th</sup> January 2017 to discuss the application.

## 7 **FINANCE**

(Budgets/investments/sinking fund/grants/risk assessments/insurance)

Lead Councillor: Cllr. P. Sampson

7.1 Accounts Update – to **NOTE** that the accounts have been circulated.

7.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.

7.3 Internal Audit – to **NOTE** that the half yearly Internal Auditor report has been received. and will be considered at the Finance Working Group meeting on 18<sup>th</sup> January. Circulated.

7.4 Investments – to **NOTE** that Helen Merrington-Rust (Charles Stanley) will meet with the council before the council meeting at 6.45pm on Tuesday 10<sup>th</sup> January 2016.

7.5 Budget 2017/18 – it is **PROPOSED** that the 2017/18 budget is approved as circulated.

8 **BILLS FOR PAYMENT – to APPROVE** [list to be provided at meeting]

## 9 **PROPERTY**

(Fieldfayre, The Marshes House)

Lead Councillor: Cllr. J. Anderson

9.1 Fieldfayre Development – update.

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**10 HUMAN RESOURCES**

(Appraisals/recruitment/staff training)  
Lead Councillor: Cllr. G. Collender

- 10.1 Recruitment – to **AGREE** details for interviewing of candidates for the Bookings Clerk/Finance Officer role. See notes.

**11 RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)  
Lead Councillor: Cllr. J. Sant

- 11.1 Tennis Club

- 11.1.1 Rent Review – to **NOTE** that the meeting requested by the Tennis Club has been postpone due to unavailability of the Clerk. A new date will be agreed.

- 11.1.2 Committee Meeting Meeting – to **NOTE** that the next meeting will be held on 23<sup>rd</sup> January 2017 at the clubhouse. Cllr. Sant will attend.

- 11.1.3 Grounds Maintenance Contract – to **CONSIDER** the areas to be included in the tender for the grounds maintenance contract. Circulated.

**12 ENVIRONMENT & RURAL AFFAIRS**

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/Biodiversity/  
Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Cllr. P. Sampson

- 12.1 NAG – to **NOTE** that the next meeting will be held on Wednesday 11<sup>th</sup> January 2017, 8pm at Shinfield Parish Hall. Cllr. Norris will attend. To **NOTE** that the dates of meetings in May and July have changed, future dates are as follows; Wednesday 11<sup>th</sup> January, Wednesday 8<sup>th</sup> March, Wednesday **3<sup>rd</sup> May**, Wednesday **5<sup>th</sup> July**, Wednesday 13<sup>th</sup> September, Wednesday 8<sup>th</sup> November.

- 12.2 RCAG – to **NOTE** that the next meeting will be held on Thursday 26<sup>th</sup> January in the Rose Room at 10.00am. Cllr. Sampson will attend.

**13 TRANSPORT**

(Road issues/speeding/public transport/police liaison)  
Lead Councillor: Cllr. R. Norris

- 13.1 Local Transport Plan Consultation – it is **PROPOSED** that the council response to this consultation as in the document circulated.

**14 RESILIENCE**

(Flooding/ditches/rivers/Flood Resilience Group (FRG))  
Lead Councillor: Cllr. M. McDonald

- 14.2 Flood Resilience Group - to **NOTE** that the next meeting will be held on Thursday 12<sup>th</sup> January 2017, 7:30pm in the Rose Room.

**15 HALLS**

(Maintenance/liaison with users and entertainment groups)

Lead Councillor: Cllr. M. McDonald

15.1 Swallowfield Parish Hall

Soffits/Fascias – to **NOTE** that the soffits and fascias have been replaced. To **NOTE** that the doors and windows will be fitted at the end of January/beginning February.

**16 COMMUNICATION**

(Newsletter/Website/Annual Report/Media)

16.1 Spring Newsletter – to **NOTE** that the copy date for the Spring Newsletter is 28<sup>th</sup> February 2017.

**17 BOROUGH/PARISH MEETINGS**

17.1 Borough Parish Liaison Group – to **NOTE** that the next meeting will be held on Monday 23<sup>rd</sup> January 2017, 7pm, Cllr. Sampson and the Clerk will attend.

**18 OUTSIDE ORGANISATIONS**

18.1 Thames Valley Police – to **NOTE** that Inspector Lloyd will meet with the council prior to the parish council meeting on Tuesday 14<sup>th</sup> February.

18.2 Swallowfield Community Responders – to **NOTE** that the December Newsletter has been received.

**19 URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA**

19.1 Traffic barriers at Riseley and Swallowfield hall – update

20.3 Deed of Easement for Swallowfield Parish Hall car park

20.4 Local Plan Update – call for sites

**20 DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> February 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

## NOTES

### 10.1 Recruitment

Agreement on:

- the interview panel – we discussed it being Peter, Jonathan S and myself
- Dates for interviews – preferably last week in Jan or first week in Feb
- Delegation of authority to make a decision on appointment – to Clerk with recommendation from HR Working Group
- Backup plan if we can't find a suitable replacement in this round of advertising – options include increasing the Clerk's hours (will only be able to cover the essentials), employing a temp to do admin etc.