

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 13th JUNE 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
8/06/17

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 Swallowfield Community Responders – to **NOTE** that the Swallowfield Community Responders have been awarded The Queen's Award for Voluntary Service.

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

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 9th May 2017.

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 170947 Riseley Business Park, Basingstoke Road, Riseley
Full planning application for proposed raising of roof height of Apsley House to create a new floor extension for the erection of 4 no. self-contained residential apartments plus external alterations to the fenestration.
- 6.1.2 171273 Brambles, Church Road, Swallowfield RG7 1TH
Householder application for the proposed erection of a single storey rear extension to dwelling.
- 6.1.3 171248 Brookside Nursery, Church Road, Swallowfield RG7 1TH
Full planning application for the erection of two single storey extensions to existing buildings following demolition of existing greenhouse and removal of shipping container.
- 6.1.4 171084 Land North of Part Lane, Riseley RG7 1NW
Outline Planning Application for up to 28 dwellings with ancillary works and access from Part Lane, all matters to be reserved with the exception of the site access.
- 6.1.5 171479 1 Tudor Cottages, Church Road, Farley Hill, RG7 1TY
Householder application for proposed erection of first floor rear extension to dwelling.
- 6.1.6 171423 West Gate, Farley Castle, Castle Hill, Farley Hill, Wokingham, RG7 1XD
Householder application for the proposed erection of a single storey rear extension following demolition and removal of existing single storey extension and erection of boundary wall.

6.2 Results

- 6.2.1 163583 – 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. **Withdrawn**
- 6.2.2 170745 - The Birches, Castle Road, Farley Hill
Householder application for the proposed erection of first floor side extension above approved side extension and erection of first floor extension above garage. **Approved**
- 6.2.3 171012 – Moorside, Part Lane, Riseley RG& 1RU
Householder application for the demolition of existing front lean-to, existing rear lean-to and erection of part two storey, part single storey rear extensions, two storey front, single storey front extensions plus raising of roof on the old chapel to create first floor accommodation and installation of new oil storage tank. **Withdrawn**

6.3 Enforcements

- 6.3.1 Open Enforcements Investigations – to **NOTE** that there are eleven open Enforcement Investigations in the parish.
- 6.3.2 Closed Enforcements Investigations – to **NOTE** that one Enforcement Investigations has been closed with No Breach found.

- 6.4 Appeals
- 6.4.1 163570 - Holly Lodge, Castle Hill, Farley Hill RG7 1XA
Householder application for the proposed two storey front extension to existing dwelling.

To **CONSIDER** the Council's response to this appeal. The council did not comment on the original application.
- 6.5 Neighbouring Authority Consultation
- 6.5.1 171426 - Land at, Mill Lane, Riseley, Reading, Berkshire
Change of use of land to Suitable Alternative Natural Greenspace (SANG) with associated landscaping scheme (including informal open space, semi-natural greenspace, circular walk, tree planting, hedge planting and shrub planting, benches and fencing), vehicular access works, cycle and car parking and interpretation boards

To **NOTE** that the comments made by Swallowfield Parish Council to Hart District Council were forwarded to Wokingham Borough Council.
- 6.6 West Berkshire Local Plan – to **NOTE** that West Berkshire has adopted its Housing Site Allocations Development Plan Document.
- 7 FINANCE**
(Budgets/investments/sinking fund/grants/risk assessments/insurance)
Lead Councillor: Cllr. P. Sampson
- 7.1 Accounts
- 7.1.1 Year End Accounts – to **NOTE** that the Year End Accounts have been circulated. It is **PROPOSED** that these are accepted.
- 7.1.2 Bank Reconciliation Statement – to **APPROVE** the Bank Reconciliation Statements. Circulated.
- 7.1.3 Reserves (Sinking Fund) – to **APPROVE** the sum of £22,091 to be transferred from the CCLA Account into the Unity Trust current account following expenditure this year.
- 7.1.4 CCLA Savings Account – to **APPROVE** the sum of £359,913.20 and any additional interest paid be transferred from this account into Unity Trust Fieldfayre account and that this account be closed.
- 7.2 Audit
- 7.2.1 Internal Audit – to **NOTE** that the Auditor has issued the draft Internal Audit Report. Circulated.
- 7.3 Annual Return
- 7.3.1 Annual Governance Statement – to **NOTE** that this has been circulated and all councillors have been asked to confirm their understanding of the document. It is **PROPOSED** that the Annual Governance Statement is **APPROVED**. Circulated.
- 7.3.2 Accounting Statements – to **NOTE** that this has been circulated. It is **PROPOSED** that the Accounting Statements are **APPROVED**. Circulated.

7.3.3 Exercise of electors' rights – to **NOTE** that the inspection period commences on 26th June 2017 and ends on 4th Aug 2016 and that the date appointed by the council for the exercise of elector's rights has been set as 10th August 2017.

7.4 Finance Working Group

7.4.1 Meeting - to **NOTE** that notes from the last meeting held on 16th May 2017 have been circulated and that the next meeting will be held on 23rd August 2017.

7.4.2 Effectiveness of the Internal Audit – to **NOTE** that the Finance Working Group will meet to review Internal Audit report and report back to the council.

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

9 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

9.1 Fieldfayre Redevelopment Update

9.1.1 Commencement of work – to **NOTE** that work will start on the site the week commencing 19th June 2017.

9.1.2 Post Box – to **NOTE** that the Royal Mail have been commissioned to re-site the Post Box at a cost of £416.67 plus VAT.

9.1.3 Asbestos Surveys – to **NOTE** that Demolition and Refurbishment Surveys have been commissioned for Flats 1 & 2 and the Post Office at a cost of £350 plus VAT and £250 plus VAT respectively. The report for the flats has been received and no asbestos has been found. The survey on the shop will take place once the shop has been relocated.

9.1.4 Bat Survey – to **NOTE** that bad weather has delayed the bat survey required to make an application to Natural England for a licence to demolish the rear of the building. A quote for the following has been received and agreed:

- Bat Dusk and Dawn Survey, reporting, analysis and graphs £1,193.75 plus VAT
- Liaison with Natural England and Site Registration £375 plus VAT
- Bat Box – supply and erection £65 plus VAT
- Day rate for supervision of roof strip £375 plus VAT

10 ENVIRONMENT & RURAL AFFAIRS

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/Biodiversity/
Footpaths/Waste/NAG/RCAG)

Lead Councillor: Cllr. P. Sampson

10.1 Orchard – it is **PROPOSED** that the council agrees to the purchase of 12 trees for the orchard as detailed in the proposal circulated by Cllr. Morrissey.

10.2 RCAG – to **NOTE** that the meeting scheduled for 25th May 2017 was postponed and has been rescheduled for Thursday 22nd **June**, 10am in the Rose Room.

10.3 Cleaner and Greener – to **NOTE** that the next meeting will be held on Thursday 15th June at Smallmead Recycling Centre.

10.4 NAG – to **NOTE** that the minutes of the last meeting held on 3rd May have been received and that the next meeting will be held on Wednesday 5th July, 8pm in Shinfield Parish Hall.

11 OPERATIONS BRIDGE

11.1 It is **PROPOSED** that the council agrees the plans to mark the occasion as detailed in the document prepared by Cllr. Sampson and agrees expenditure of £128 plus VAT on the items listed. Circulated.

12 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald

12.1 Hall Hire Fees – it is **PROPOSED** that the fees for hiring the rooms at Swallowfield Parish Hall are set as detailed in the document circulated by Cllr. Collender. Notes on page 8.

12.2 Swallowfield Horticulture Society – to **CONSIDER** a request from Swallowfield Horticulture Society to borrow 130 plastic chairs for the weekend of the Swallowfield Show. It is **PROPOSED** that the council agree to this request.

13 RECREATION

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

13.1 Quarterly Playground Inspection – to **NOTE** receipt of the quarterly inspection report. A review of items is underway. To **NOTE** that one item was highlighted as Medium priority and has been dealt with. See notes on page 8.

13.2 Allotments

13.2.1 Aborfield Green Development – to **NOTE** that Cllr. Anderson will attend a meeting with Wokingham Borough Council and neighbouring parishes to discuss the management of allotments at this site.

13.2.2 Swallowfield Parish Allotments Association (SPAA) – to **NOTE** that SPAA held a very successful “Fun Morning” on 13th May 2017.

14 RESILIENCE

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

14.1 Flood Resilience Group (FRG) – it is **PROPOSED** that the council endorse the advice leaflet which has been produced by the FRG following review of the Herrington Report and that the leaflet is distributed to residents. Circulated.

15 HUMAN RESOURCES

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

- 15.1 Caretaker - to **NOTE** that a significant number of applications have been received, four candidates have been shortlisted and interviews will take place on 14th June.

16 TRANSPORT

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

- 16.1 Arborfield Cross Relief Road – to **NOTE** that an exhibition detailing the proposed route will be held at Henry Street Garden Centre and will be manned on Tuesday 13th June (11am to 5:30pm), Wednesday 14th June (2 to 8:30pm) and Saturday 17th June (9am to 1pm).

17 CORRESPONDENCE

- 17.1 Resident of Part Lane – to **NOTE** receipt of a copy of a letter to the Highways department of Wokingham Borough Council complaining about vehicle traffic on Part Lane and Trowes Lane. Circulated.

18 OUTSIDE ORGANISATIONS

- 18.1 Shinfield Voluntary Car Service AGM – to **NOTE** that the AGM took place on 1st June 2017, Cllr. Norris attended.

19 ITEMS FOR FUTURE MEETINGS

- 19.1 Appointment of Internal Auditor for 2017/18.
19.2 Security gates at Swallowfield and Riseley
19.3 Effectiveness of the Internal Audit Meeting

20 DATE OF NEXT MEETING

Tuesday 11th July 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

NOTES

11.1 Quarterly Playground Inspection

Natural Trim Trail – a post has rotted and snapped off at ground level so that part of the trail has had to be dismantled. There are no health and safety issues, the trim trail is just not complete.

13.1 Hall Fees

Hall Fees from 1 September 2017 / 2018 Proposals

NB: Based on 3% increase over 1 September 2016, rounded to nearest 5p

	Local regular £ per hour	Local regular £ per hour	local users £ per hour	local users £ per hour	outside & commerc ial users £ per hour	outside & commerc ial users £ per hour
	1 Sep 2016 rate	1 Sep 2017 proposal	1 Sep 2016 rate	1 Sep 2017 proposal	1 Sep 2016 rate	2017 proposal
weekdays up to 6pm						
SPH	£8.90	£9.20	£13.40	£13.80	£23.70	£24.40
Davies room	£6.20	£6.40	£7.85	£8.10	£10.40	£10.70
* Rose Room	£17.30	£17.80	£17.30	£17.80	£17.30	£17.80
Sun to Thurs after 6pm and Sat, Sun up to 6pm						
SPH	£11.75	£12.10	£17.90	£18.45	£36.70	£37.80
Davies room	£7.60	£7.85	£8.90	£9.20	£12.70	£13.10
* Rose Room	£11.00	£11.35	£12.95	£13.35	£17.90	£18.45
Fri, Sat after 6pm						
SPH	£17.90	£18.45	£27.30	£28.10	£44.80	£46.15
Davies room	£10.00	£10.30	£11.80	£12.15	£18.45	£19.00
* Rose Room	£11.35	£11.70	£13.40	£13.80	£20.30	£20.90
Rose Room						
* half day all users	£59.75	£61.50				
* full day all users	£92.70	£95.50				

* The fees for the Rose Room are exclusive of VAT