

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 11th JULY 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
6/07/17

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. 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 Jonathan Sant – it was **NOTED** that Mr. Sant stepped down as councillor on 22nd June 2017 and that a Notice of a Vacancy has been displayed.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 13th June 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. Wheelwright

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 4no. self-contained residential apartments plus external alterations to the fenestration. Revised ground and first floor plans.

6.1.2 171702 Onich Basingstoke Road Riseley RG7 1QD
Householder application for the proposed erection of a part single storey, part two storey rear extensions to dwelling. Amendment to approved application number 170597. Change of roof configuration from flat to pitched roof with flat top section. Council did not comment on previous application.

6.1.3 171714 Southview, Norton Road, Riseley RG7 1SH
Application to vary condition of planning consent 152353 for the erection of 2no dwellings following the removal of existing dwelling. Condition 2 relates to the approved plan numbers; the new plan proposes to change side roof to flat roof dormers to create habitable room.

6.1.4 171758 Partridge House Basingstoke Road Riseley RG7 1QS
Householder application for proposed erection of single storey rear extension to dwelling following demolition of existing conservatory and utility room.

6.2 Results

6.2.1 170801 Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL
Listed Building consent for the proposed erection of a new dormer to front elevation to dwelling. **Approved**

The council did not comment on this application.

6.2.2 170258 Little Chesters Sandpit Lane Farley Hill RG7 1XJ
Application for a certificate of lawful existing use for the use of land as residential garden. **Approved**

The Parish Council questioned the evidence submitted.

6.2.3 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. **Approved**

The Parish Council did not object but wanted to see conditions which ensure removal of the container, this condition does not appear to have been applied.

6.2.4 171273 - Brambles Church Road Swallowfield RG7 1TH
Householder application for the proposed erection of a single storey rear extension to dwelling. **Approved**

The Parish Council did not comment on this application.

6.3 Enforcements

6.3.1 Open Enforcements Investigations – to **NOTE** that there are nine open Enforcement

Investigations in the parish.

- 6.4 Central & Eastern Berkshire Authorities – Joint Minerals and Waste Plan – Issues and Options Consultation – to **CONSIDER** the council's response to this consultation.
- 6.5 Stratfield Mortimer Neighbourhood Development Plan (NDP) – to **NOTE** that West Berkshire Council has adopted the Stratfield Mortimer NDP.
- 6.6 Planning Comment Drop-in Sessions – to **NOTE** that the council will be trialling Planning Comment Drop-in Sessions on the 4th Tuesday of each month starting on Tuesday 25th July, 7:30pm in the Rose Room. This is an opportunity to informally discuss submitted planning applications, give views and get advice on how to respond.

7 **FINANCE**

(Budgets/investments/sinking fund/grants/risk assessments/insurance)
Lead Councillor: Cllr. P. Sampson

- 7.1 Accounts
 - 7.1.1 Monthly Accounts – to **NOTE** that the accounts have been circulated.
 - 7.1.2 Bank Reconciliation Statement – to **APPROVE** the Bank Reconciliation Statements. Circulated.
 - 7.1.3 CCLA Savings Account – to **NOTE** that this account has been closed and £360,112.66 transferred to the Unity Trust Current Account. This sum has been transferred to the Fieldfayre account at Unity Trust.
- 7.2 Finance Working Group
 - 7.2.1 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.
 - 7.2.2 Effectiveness of the Internal Audit – to **NOTE** that the Finance Working Group met on Tuesday 4th July to review Internal Audit report. The report has been circulated.
- 7.3 Internal Auditor – it is **PROPOSED** that Mrs. C. Connell be appointed as Internal Auditor for 2017/2018 at a cost of £600.
- 7.4 CCB - it is **PROPOSED** that membership of CBAS is renewed at a cost of £65.83 plus VAT.

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 Building works – to **NOTE** that regular updates are being distributed via email, the website and facebook.

9.1.2 Neighbour Briefing Sessions – to **NOTE** that the council will be holding briefing sessions on the fourth Tuesday of each month, the first meeting will be held on Tuesday 25th July 2017, 6pm in the Rose Room.

9.1.3 Post Office/Shop – it is **PROPOSED** that due to commercial sensitivities this item is discussed in Part II.

10 OFFICE

10.1.1 Telephones and broadband – it is **PROPOSED** that the existing contract with BT is extended for 24 months at the current rates. See notes on page 7.

10.1.2 Website – it is **PROPOSED** that due to commercial sensitivities this item is discussed in Part II.

11 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. P. Sampson

11.1 RCAG – to **NOTE** that the last meeting took place on 25th May 2017.

11.2 Cleaner and Greener – to **NOTE** that the last meeting was held on 15th June 2017.

11.3 NAG – to **NOTE** that the last meeting was held on 5th July 2017. Wokingham Borough Council and Thames Valley Police made presentations.

12 RECREATION

12.1 Artificial Grass Surface – it is **PROPOSED** that the artificial surface in the children's playground and the matting under the zip wire are repaired at a cost of £630 plus VAT. This work was identified in the inspection reports.

12.2 Swings and 4no. division boards – it is **PROPOSED** that these items are repainted at a cost of £320 plus VAT.

12.3 Allotments

12.3.1 Arborfield Green Development – to **NOTE** that Cllr. Anderson attended a meeting with Wokingham Borough Council and neighbouring parishes to discuss the management of allotments at this site. Notes circulated.

13 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 13.1 Riseley Memorial Hall – it is **PROPOSED** that the emergency lighting repairs at Riseley Memorial Hall at a cost of £310 plus VAT. See notes on page 7.
- 13.2 Riseley Village Tea Room – it is **PROPOSED** that the rent is increased to £6,000 per annum paid in 10 monthly instalments of £600 plus VAT.

14 RESILIENCE

(Flooding/ditches/rivers/Flood Resilience Group (FRG))

Lead Councillor: Cllr. M. McDonald

- 14.1 Himalayan Balsam – to **NOTE** that a working party has been arranged for Wednesday 12th July to clear the balancing ponds of Himalayan Balsam. Everyone welcome to join in.

15 HUMAN RESOURCES

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

- 15.1 Caretaker - to **NOTE** that Mr Michael Hibbit has retired from his post as Caretaker and that Mr Derek Norris has been appointed to take over, starting on Monday 26th June 2017.

16 TRANSPORT

(Road issues/speeding/public transport/police liaison)

Lead Councillor: Cllr. R. Norris

- 16.1 Road Safety Week - to **NOTE** that the Royal Berkshire Fire & Rescue Service are holding a Road Safety Week 20th-26th November.
- 16.2 Stagecoach Buses through Riseley - to **NOTE** that Stagecoach have finally responded to a letter sent by residents in March 2016 agreeing to their request that buses are re-routed to the Basingstoke Road after 9am on weekdays and all day Saturdays. The change should take place from Sunday 23rd July 2017.

To **NOTE** that the council sent a similar letter to Stagecoach in February 2015 which was ignored despite numerous calls asking for a response. The residents thanked the council for its efforts to resolve the situation.

17 CORRESPONDENCE

- 17.1 Stagecoach – to **NOTE** receipt of a copy of a letter sent by residents to Stagecoach asking them to reinstate the buses along Basingstoke Road instead of Odiham Road after 9am. Stagecoach have agreed to the request and will re-route the buses from 23rd July 2017.

To **NOTE** that the council sent a similar letter to Stagecoach in February 2015 which was ignored despite numerous calls asking for a response.

- 17.2 Email re tractor – to **NOTE** receipt of an email expressing concern about the safety of the tractor in the toddlers play area at Swallowfield Recreation Ground.

18 ITEMS FOR FUTURE MEETINGS

18.1 Security gates at Swallowfield and Riseley

18.2 House numbering on The Street

19 DATE OF NEXT MEETING

Tuesday 8th August 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall,
Swallowfield Street, Swallowfield.

NOTES

11.1 BT Contract Renewal

- Line rentals £18.50 per month per line
- Call essentials on main number £10.00 per month unlimited outgoing calls to uk landlines mobiles 0800,03,05 up to 1 hour per call
- £29.00 Unlimited Infinity

24 month term

12.1 Riseley Memorial Hall, Emergency Lighting – two quotes have been received:

- Company A £687 plus VAT
- Company B £310 plus VAT

It is **PROPOSED** that the council accept the quote from Company B.