

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 8th AUGUST 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
3/08/17

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 Councillor Vacancy – it was **NOTED** that notification had been received from Wokingham Borough Council stating that a written request had not been received for an election to be held and the vacancy may now be filled in accordance with Rule 8 of the Local Elections (Parishes and Communities) Rules 1986 and eligible persons may now be co-opted.

Anyone interested in representing their community should contact the Parish Clerk or speak to a member of the Parish Council.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 11th July 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 171789 - St John's Church, Church Road, Farley Hill Rg7 1UB
Full application for the change of use of church to two dwellings with associated extensions, access, paving, bin store, surface water drainage and sewage treatment plant.

6.1.2 171942 - Langstone, Basingstoke Road Riseley RG7 1QL
Householder application for proposed erection of first floor front extension, single storey rear extension to dwelling plus relocation of porch to the side elevation.

6.1.3 172159 – 2 Lowlands, The Street, Swallowfield, RG7 1RB
Full planning applicatoin for the proposed erection of a detached dwelling with integral garage, associated access and parking following demolition and removal of existing double garage, outbuildings and single storey side aspect of existing dwelling.

6.2 Notifcations

6.2.1 172117 - 2 Curlys Way Swallowfield Wokingham RG7 1QZ
Application for certificate of lawfulness for the proposed installation of roof lights.

6.3 Results

6.3.1 163598 - Mill House Hotel, Basingstoke Road, Swallowfield, 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 31st December in any calendar year.

Permission Granted

The council were supportive of this application.

6.3.2 170687 – Angel Sprints, Part Lane, Swallowfield RG7 1TB
Full application for the change of use of land to equestrian and the installation of 20m x 40m manege.

Permission Granted

The council's response lighting, restriction of use and requirement for a flood risk assessment. The decision noticed has not yet been posted on the website so it is not known if conditions relating to these aspects have been applied.

6.3.3 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.

Permission Granted

The council did not comment on this application.

6.4 Appeals

6.4.1 Stanbury House, Spencers Wood – to **NOTE** that the High Court ruled in favour of Wokingham Borough Council and have quashed the Appeal Inspector's decision on this site.

6.4.2 162498 - Land West of Trowes Lane
Application for outline consent for the proposed erection of up to 20 dwellings with associated access, parking, open space and landscaping, access to be considered, all other matters reserved.

To **CONSIDER** the council's response to this appeal.

6.5 Enforcements – to **NOTE** that there are nine open Enforcement Investigations in the parish.

6.6 Community Forum – to **NOTE** that there will be community Forums held for all the major developments in the borough on the following dates;

- Shinfield Parish – 20th September, Three Mile Cross Church Centre
- South Wokingham – 4th October Wokingham Library, Denmark Street
- Arborfield – 31st October, Henry Street Garden Centre
- North Wokingham – 15th November, Emmbrook Senior School

The forums will be marketplace drop-in sessions so residents can drop in any time between 7-9pm.

To **NOTE** that progress maps can be found on the Wokingham Borough Council website.

7 **OUTSIDE ORGANISATIONS**

7.1 BALC – it is **PROPOSED** that Swallowfield Parish Council renews its membership of BALC at a cost of £436.77 plus VAT.

7.2 Swallowfield Horticultural Society – it is **PROPOSED** that this item is discussed in Part II.

8 **FINANCE**

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

8.1 Accounts

8.1.1 Monthly Accounts – to **NOTE** that the accounts have been circulated.

8.1.2 Bank Reconciliation Statement – to **APPROVE** the Bank Reconciliation Statements. Circulated.

8.2 Reserves – to **NOTE** that £38,285.30 will be moved from the Unit Trust Fieldfayre account to the reserves account at CCLA. This is in respect of money spent on the Fieldfayre project from the current account during the period Oct 2014 to July 2017. See page 6.

8.3 Investments

8.3.1 Quarterly Investment Review - to **NOTE** receipt of the Quarterly Investment Report. Circulated.

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

10 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

10.1 Fieldfayre Redevelopment

10.1.1 Update

10.1.2 Finance

- 10.1.2.1 Payments – to **NOTE** that the first valuation has been received from Edwards Irish Partnership and the following payments have been authorised in accordance with resolution 526.4.1.

Lindum Construction Services Ltd	Stage payment	£61,229.53
Pattern Associates	Solution for septic tank found at rear	£277.20
Wokingham Borough Council	S106	£2,065.25

- 10.1.2.2 Unforeseen costs – as expected work on the existing building has identified some unforeseen work totalling £3,073.94. This will be off-set against the contingency. See page 7.

- 10.1.2.3 Loan draw-down – to **NOTE** that an application for the first loan draw down amount has been submitted to the Public Loans Work Board in accordance with resolution 526.4.2.

- 10.2 Fieldfayre, Flat 2 – it is **PROPOSED** that due to commercial confidentialities this item will be discussed in Part II.

11 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)

Lead Councillor: Cllr. J. Sant

- 11.1 Spencers Wood Football Club (SWFC) – it is **PROPOSED** that the current arrangements regarding the use of football pitches at Swallowfield and Riseley continue. £100 plus VAT per month for 8 months beginning on 1st September. All line marking costs to be picked up by SWFC.

- 11.2 Football pitch maintenance – it is **PROPOSED** that worm treatment is applied to the football pitch at Swallowfield Recreation Ground at a cost of £214 plus VAT. To **NOTE** that some remedial work will be required on the goal mouth areas.

- 11.3 Swallowfield Parish Allotment Association (SPAA) – to **NOTE** that SPAA held a produce sale on 4th August 2017.

12 OFFICE

- 12.1 Swallowfield Parish Hall – to **NOTE** that the ceiling in the Parish Office had collapse on the evening of 18th July during the heavy rainfall. As this has happened a number of times over the last few years it is **PROPOSED** that investigative work is carried out to determine what work needs to be carried out on the roof to prevent such incidents re-occurring.

- 12.2 Sage – to **NOTE** that Sage 50 Accounts has been upgraded to the latest version at a cost of £100 plus VAT per annum for two years.

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

13 HALLS

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

13.1 Swallowfield Parish Hall – it is **NOTED** that the ceiling in the Parish Office had collapse on the evening of 18th July due to heavy rain. It is **PROPOSED** that investigative work is carried out to determine what work needs to be carried out on the roof to prevent such incidents re-occurring.

13.2 Swallowfield Parish Hall – it is **PROPOSED** that the Parish Council purchase folding tables at a cost of £422.80 plus VAT. See page 7.

14 TRANSPORT

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

14.1 Incident on Baskingstoke Road, Riseley - to **NOTE** that following a road traffic accident on the night of 25/26 July incident. Thames Valley Police had clarified that whilst Riseley remained on the patrol plan they only had the resources to focus on the priorities set at the NAG; anti social behaviour in Shinfield and Arborfield, speeding in Grazeley and rural crime/fly tipping.

15 HEALTH AND WELLBEING

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)
Lead Councillor: Cllr. J. Anderson

15.1 CAB – to **NOTE** receipt of a review of Citizens Advice Service 2016/2017 for Swallowfield Parish.

15.2 Woodbury House – to **NOTE** that Woodbury House will be holding a Garden Party and Art Exhibition on Tuesday 15th August at 4pm. Cllr. Anderson will attend.

16 ITEMS FOR FUTURE MEETINGS

16.1 Security gates at Swallowfield and Riseley

16.2 Road Safety Week

17 DATE OF NEXT MEETING

Tuesday 12th September 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

NOTES

8.2 Reserves

Contractor	Item	Cost excl VAT
4 Acre Ecology	Bat Survey	1,746.75
Blandys (Solicitor)	Legal Fees for registration of Marshes	1058.33
Edwards Irish Partnership	Architect Fees Stage 1 & 2	3,046.00
Pennicotts	Commercial rental valuation of Post Office	600.00
WBC	Pre-planning	450.00
Blandys (Solicitor)	Legal Fees Sale of Marshes	1,100.20
Sustainability Building Assessments	Sustainability Surveys	360.00
WBC	Planning application	1,252.00
ACD	Landscaping Surveys	1,250.00
Dermot McCaffery	Highways survey for Fieldfayre	621.60
Motion - Brian Ranson	Drains Survey	487.50
ACD	Tree Survey	750.00
Edwards Irish Partnership	Architect Fees to Stage 3a	5,286.00
OCS Group - Clearance	Clearance of Fieldfayre	350.00
Airsafe Surveys Ltd	Asbestos Survey	275.00
Julian Stokes, QS	Soft Budget Costing	350.00
WBC (Solicitor)	s106 agreement (WBC's costs)	450.00
WBC (Solicitor)	s106 agreement (SPC's costs)	278.45
Pattern Associates	Structural Engineer	400.00
4 Acre Ecology	Great Crested Newt Survey	250.00
GPE GeoTechnical	Soil Condition Surveys	1,620.00
WBC	Building Regs	433.33
The Parkinson Partnership	VAT Advice	800.00
Motion - Brian Ranson	Drainage Strategy	587.40
Pattern Associates	Structural Engineer	2,100.00
Edwards Irish Partnership	Discharge of conditions (WBC)	97.00
Julian Stokes, QS	Schedule of Works	1,000.00
Motion - Brian Ranson	Drainage Design	810.27
Julian Stokes, QS	Schedule of Works	750.00
Julian Stokes, QS	Quantified Elemental Cost Plan	400.00
GPE GeoTechnical	DCP Testing	375.00
Julian Stokes, QS	Tender Review	260.00
Motion - Brian Ranson	Drainage Design	877.50
Thames Water	Connection to drainage	398.00
Edwards Irish Partnership	Architect Fees to Stage 3b	6,322.00
Royal Mail	Post Box move	416.67
Airsafe Surveys Ltd	Asbestos Survey - Flats	350.00
Motion - Brian Ranson	Drainage Strategy	326.30
	TOTAL	38,285.30

10.1.2.2 Unforeseen Expenditure

Item	Cost excl VAT
Pre-fabricated arches	£922.34
1 st floor ceiling taken down	£1,851
Plots 5 & 6 registered for robust details	£72.60
Man power for soft strip (bat)	£158

These costs will be off-set against the contingency.



13.2 Swallowfield Parish Hall Tables

4 tables need to be replaced:

- two small tables used by pre-school and for children’s parties have been repaired many times over the last few years and are now not safe.
- two large tables have been missing for a while, these need to be replaced. A more robust system for checking tables in and out will be put in place.

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Item Description	Qty	Price	Subtotal
 <p>Premier Table 915x610mm Colour : GP39 Maple Height : 508mm</p>	2	£101.56 each	£203.12 ex VAT Remove ⊗
 <p>Contour Table 1830x685mm Colour : GP39 Maple Height : 698mm</p>	2	£109.84 each	£219.68 ex VAT Remove ⊗

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2 x Premier Table 915x610mm	£203.12
2 x Contour Table 1830x685mm	£219.68
Discount	£0.00
VAT	£84.56
Delivery	FREE (UK Mainland only)
Total	£507.36