

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 12th SEPTEMBER 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
30/08/17

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 – to **NOTE** that there is a vacancy for a Parish Councillor, anyone interested should contact the Clerk or any member of the Parish Council. See attached advert.

4.2 Swallowfield Horticultural Show – to **NOTE** that the council would like to congratulate the Horticultural Society and all the many volunteers who help make the show such a success.

4.3 Swallowfield Russell Players – to **NOTE** that the council would like to congratulate the Russell Players on their 40th anniversary. The next production will be a Music Hall with performances on 13th, 14th and 15th October.

5 MINUTES OF LAST MEETING

- 5.1 To **APPROVE** the minutes of the Parish Council meeting held on 8th August 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 172285 – 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 **NOTE** that although this is very similar to application 162498, which is now subject of an appeal, it is a complete new application and residents are encouraged to send their comments to Wokingham.

- 6.1.2 172291 – Lambs Farm Business Park
Full application for the proposed change of use including Engineering works to provide HGV parking area (Retrospective).

- 6.1.3 172495 – Land at Lambs Lane and Beech Hill Road
Hybrid Application – Outline application for a residential development of 120 dwellings (Access to be considered).
Full application for Change of Use of part of land to form a Suitable Alternative Natural Greenspace (SANG).

- 6.1.4 172551 – Blanchards Cottage, Basingstoke Road, Riseley RG7 1QS
Householder application for the partial conversion of existing garage to form a study.

6.2 Appeals

- 6.2.1 2177797 (WBC Ref: 170058) - Island House, Basingstoke Road, Swallowfield
Householder application for the erection of a 1.8m close board fence enclosing land at the existing dwelling (Retrospective)

To **AGREE** a response to this appeal. The council objection to the original application.

- 6.2.2 2177797 (WBC Ref: 162169) – Land at Cow City, Church Lane, Farley Hill RG7 1UP
Full application for the proposed erection of 2no detached dwellings following the demolition of existing agricultural barn.

To **AGREE** a response to this appeal. The council objection to the original application.

6.3 Notifications

- 6.3.1 172296 – Stratfield & Apsley Houses, Riseley Business Park, Basingstoke Road, Riseley
Prior approval submission for the conversion of Apsely House and Stratfield House (Class B1(a) Offices) to 11no residential apartments (Use Class C3).

6.3.2 172494 – Sheepbridge Court Farm, Basingstoke Road, Swallowfield RG7 1PT
Notification of prior approval for the change of use of existing agricultural building to a flexible use (Retail).

6.4 Results

6.4.1 171479 – 1 Tudor Cottages, Church Road, Farley Hill RG7 1TY
Householder application for proposed erection of first floor rear extension to dwelling.
Permission Granted

The council objected to this application.

6.5 Enforcements – to **NOTE** that there are eight open Enforcement Investigations in the parish. To **NOTE** that two investigations have been closed due to planning applications being submitted.

6.6 Minerals and Waste - to **NOTE** that WBC are holding a training session on 19th October 2017, at Shute End. Cllrs. Sampson and Wheelwright will attend.

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.

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

9 **PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

9.1 Fieldfayre Redevelopment

9.1.1 Update

9.1.2 Finance

9.1.2.1 Payments – to **NOTE** that the second 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 2	£103,697.42
Mactra Shop Equipment & Fittings Ltd	Shop Fit Out – Deposit	£2,760.00

9.1.2.2 Unforeseen costs – as expected work on the site at the rear has identified some unforeseen work totalling £14,134.88, primarily due to the discovery of a septic tank at the rear of the site. This will be off-set against the contingency.

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

10 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: TBA

10.1 Swallowfield Recreation Ground – it is **PROPOSED** that s106 funding which has been allocated to the parish is used to replace the metal tractor climbing frame in the children’s play area. The item is over 25 years and the metalwork has deteriorated. To **AGREED** the item and supplier replace the tractor. Details circulated.

11 RESILIENCE

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

11.1 Spillway – to **NOTE** that following the last PC meeting a working group has been formed, consisting of representatives of the Parish Council, Swallowfield Flood Resilience Group (FRG) and Farley Estate. The group met to discuss the feasibility of building a spillway across the recreation ground. The view of the group was that the spillway was a logical solution to alleviate potential flooding which may occur in extreme circumstances. Notes circulated by Cllr. Wheelwright.

It is **PROPOSED** that the PC support the working group as they move to the planning stage of the project. A detailed costed proposal will be brought to council for permission and approval before any work on site proceeds.

12 HUMAN RESOURCES

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

12.1 Training – to **NOTE** that BALC are running a number of training courses. It is **PROPOSED** that bookings are made for:

Course Title	Date	Cost	Attendees
Setting Your Council’s Budget for the Financial Year 2018/2019 - RFO	12 th September	£40	RFO
Planning Framework	17 th October	£40	Clerk
‘Meet the New Auditors’ (PKF Littlejohn LLP) and Local Council Finance Update Session	14 th November	£40*3 = £120	Clerk RFO Cllr. Anderson
Preparing for General Data Protection Regulation (GDPR) Session 1	24 th November	£40*2 = £80	Clerk Cllr. Sampson

13 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. P. Sampson

- 13.1 Tree Survey – to **NOTE** that the report has been reviewed and a list of actions summarised. It is **PROPOSED** that the council accept the recommendations and get quotes for the work. Summary circulated.
- 13.2 Pitt Bridge – to **AGREE** a statement of support for the restoration of Pitt Bridge. See notes on page 7.
- 13.3 Rural Crime Action Group (RCAG) – to **AGREE** that the RCAG can use the hall for an Equestrian Security Event to be held on Friday 24th November, 7pm at Swallowfield Parish Hall.
- 13.4 Loddon Fisheries and Conservation Consultative – to **NOTE** that the next meeting will be held on Thursday 19th October 2017, 7:30-9:30pm at Swallowfield Parish Hall. Agenda circulated.

14 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 14.1 Office Ceiling – to **NOTE** that the council has received a report carried out by Edwards Irish Partnership regarding the water run off which has caused the office ceiling to collapse on several occasions. It is **PROPOSED** that the council accept the recommendations and get costings for the work. Report circulated.
- 14.2 Boiler Room – to **NOTE** that during the course of the above investigations it has been reported that the ventilation for the boiler room has not been correctly fireproofed. It is **PROPOSED** that the recommendations are accepted and the work required carried out as soon as possible. Email circulated.
- 14.3 Swallowfield Parish Hall – to **NOTE** the council's gratitude to Mrs. Claire Sampson who has adopted the tubs at the front of the hall and outside the Rose Room.

15 COMMUNICATION

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

- 15.1 Rose Room Advert – it is **PROPOSED** that the council continues to place an advert in the Loddon Reach Magazine to advertise the Rose Room or any other item the council agrees is appropriate. The cost will be £483.75.

16 TRANSPORT

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

Lead Councillor: Cllr. R. Norris

- 16.1 Arborfield Cross Relief Road – to **AGREE** a response to this consultation.

- 16.2 Civil Parking Enforcement – to **NOTE** that there will be a briefing on Civil Parking Enforcement at Tuesday 25th September at Shute End, Cllr. Norris will attend.

17 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

- 17.1 Woodbury House – to **NOTE** that Cllr. Anderson attended an open day at the care home on 15th August.
- 17.2 CAB – to **NOTE** that the AGM will be held on 22nd September 2017.

18 OUTSIDE ORGANISATIONS

- 18.1 Wokingham Borough Council – to **NOTE** that WBC have appointed Gill Manjeet as interim Chief Executive.
- 18.2 Borough Parish Liaison Forum – to **NOTE** that the next meeting has been rescheduled from Monday 9th October to Tuesday 10th October, as this clashes with the Parish Council Meeting Swallowfield Parish Council will be unable to send a representative.
- 18.3 BALC - to **NOTE** that the AGM will take place on Tuesday 28th November 2017, 7:45pm at The Oakwood Centre, Woodley Town Council. Refreshments and light buffet from 7pm. Following the AGM there will be presentations on Local Authority Investment Funds and How to encourage good working relationships between Members and Officers.

19 ITEMS FOR FUTURE MEETINGS

- 19.1 Security gates at Swallowfield and Riseley
- 19.2 Road Safety Week

20 DATE OF NEXT MEETING

Tuesday 10th October 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

NOTES

4.1



SWALLOWFIELD PARISH COUNCIL



Please come and help shape your village

BECOME A PARISH COUNCILLOR



Are you interested in the life of your village, your parish, your local environment, recreational facilities, local transport, planning and housing issues, just a few of the areas where we get involved to help make a difference to our community.

The Parish Council is nine members of the public.

We have a vacancy - will **YOU come and join us?**

If yes, or you would like more details, please contact the Parish Clerk - contact details below.

Liz Halson, Parish Clerk
Email: clerk@swallowfieldpc.gov.uk
Telephone: 01189 887265
Website: www.swallowfieldpc.gov.uk



11.1 Pitt Bridge

Farley Estate are preparing grant applications for work on the Pitt Bridge. There is a big emphasis on how the project will be of use to the community. The estate has asked that the Parish Council offer a few words of how the Bridge is synonymous with the history of Swallowfield and its continued use in present day aspects of village life.