

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 10TH OCTOBER 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

E. Halson

Mrs. E. Halson, Clerk
5/10/17

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 Remembrance Sunday Service – to **NOTE** that the Remembrance Sunday Service will be held at the War Memorial at 10:15 on Sunday 12th November.

4.3 Emergency Services Fun Day - to **NOTE** that this very popular event will be held at the Arborfield Garrison Community Centre on Thursday 26th October, 10am to 4pm.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 12th September 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 172176 – Walkers Rise, Lambs Lane, Swallowfield RG7 1JE
Householder application for proposed erection of a Timber Barn carport with ancillary storage.

6.1.2 172558 – Hollycrest Farm, Jouldings Lane, Farley Hill RG7 1UR
Householder application for proposed erection of single storey side/rear extension to dwelling.

6.1.3 172613 – Farley Hall Equestrian Centre, Rowes Farm, Church Road, Swallowfield RG7 1TJ
Full planning application for the proposed extensions to existing stable building to comprise of 3 additional stable bays.

6.1.4 1725719 – Kingsbridge Farm, Lambs Lane, Swallowfield RG7 1JE
Full planning application for the proposed erection of single storey storage barn for agricultural purpose.

6.1.5 172744 – 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 add rooflights to the external elevation, obscure glazed window to rear elevation and to add stone cills to windows to enhance the appearance of the new dwellings.

To **NOTE** that this application is similar to 172714 which was refused, this application replaces dormer windows with rooflights for the 2 additional bedrooms.

6.2 Adjoining Parish Consultations

6.2.1 172706 – Land West of Beech Hill Road, Spencers Wood
Application for advertisement consent for the erection of 17 flag poles and 1 sales sign. (Retrospective).

6.3 Appeals

6.3.1 APP/X360/W/17/3170340 (WBC Ref: 162360) – Wyvols Field, Swallowfield RG7 1RT
Outline planning permission for the erection of a residential development up to 65 dwellings to include open space, landscaping and associated infrastructure (access to be considered) (all other matters reserved).

To **NOTE** that the appeal will commence at 10.00 on 10th October 2017 at The Council Offices, Shute End, Wokingham. The appeal is scheduled to run for six days, 10-13th October and 18-19th October.

- 6.3.2 APP/X360/C/16/3153193 (WBC Ref: 161915) – Paddocks, Kybes Lane, RG7 1NG
Without planning permission the material change of use of the land for the stationing of caravans for human habitation.

To **NOTE** that this enquiry, adjourned on 9th May and scheduled to reconvene on 26th September has been postponed by The Planning Inspectorate.

- 6.4 Local Plan Update - to **NOTE** that WBC will hold a meeting in October and November with ward councillors and representatives from each parish council to talk through the assessments for land promoted in their area.

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.

- 7.2 External Audit – to **NOTE** that the report from the auditors has been received.

- 7.3 Budget Process – to **NOTE** that submissions for consideration have been received from some councillors. The RFO and Cllr. Sampson will collate and circulate to the Finance Working Group with a view to further discussion at the November meeting.

- 7.4 Investments – to **NOTE** that in order to comply with new European legislation and enable Charles Stanley to continue accepting investment instructions the council is required to obtain a Legal Entity Identifier (LEI).

It is **PROPOSED** that the council authorise Charles Stanley to apply for a LEI at a cost of £115 plus VAT. Letter 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 – to **NOTE** that the regular monthly meeting took place on Thursday 5th October followed by the fourth valuation inspection.

9.1.2 Finance

- 9.1.2.1 Payments – to **NOTE** that the third 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 3	£60,502.01
Edwards Irish	Project Administration	£9,558.84
Wokingham Borough Council	CIL (50%)	£25,929
SSE	Electricity Connections	£14,423.06
WBC	Inspection Fees	£1,370.00

- 9.1.2.2 Unforeseen costs – additional cost for cavity insulation due to a shortage of the original material proposed, £3,200. This will be off-set against the contingency.

9.1.3 Shop/Post Office

- 9.1.3.1 Temporary shop/Post Office – to **NOTE** that the shop and Post Office will be closed from Thursday 12th October. It will reopen the temporary space on Monday 16th October.

- 9.1.3.2 Refit of shop/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 Recreation Grounds – to **NOTE** that there has been more anti-social behaviour and vandalism at both Swallowfield and Riseley Recreation Grounds.

10.2 Allotments

- 10.2.1 Head Lease (Calico Trust to Swallowfield Parish Council) – to **NOTE** that the head lease being prepared by the Calico Trust is almost complete. This will enable a 25 year back to back agreement.

- 10.2.2 Sub Lease (Swallowfield Parish Council to Swallowfield Parish Allotment Association (SPAA)) - to **NOTE** that a draft has been prepared and sent to the solicitor. Clauses have been added to give the PC the right to be represented on the SPAA management committee and to name SPAA as responsible for risk assessments.

The current SPAA agreement expires on 30th November. It is **PROPOSED** that the Parish Council allow SPAA to remain in occupation for the month of December 2017, prior to the new agreements starting on 1st January 2018.

11 RESILIENCE

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

- 11.1 FRG – to **NOTE** that the last meeting of FRG was held on Thursday 5th October.

12 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. P. Sampson

- 12.1 Rural Crime Action Group (RCAG) – to **NOTE** that the next meeting will be held on Wednesday 18th October in the Rose Room, Swallowfield Parish Hall.
- 12.2 Neighbourhood Action Group – to **NOTE** that the minutes of the last meeting held on 13th September have been received. To **NOTE** that the next meeting will be held on Wednesday 8th November from 8-9:30pm in Shinfield Parish Hall.

13 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 13.1 Repairs to the Boiler Room – to **NOTE** that the work to install fire dampers in the boiler room will cost £866.04 plus VAT. This work will be carried out immediately.
- 13.2 Hall Roof - to **NOTE** that two quotes have been received, one using lead at £4,375.88 plus VAT, the other using carbon fibre at £3,625 plus VAT. It is **PROPOSED** that the work is carried out using carbon fibre.

14 COMMUNICATION

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

- 14.1 Newsletter – to **NOTE** that the copy date for the next newsletter is 30th November 2017.

15 TRANSPORT

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

Lead Councillor: Cllr. R. Norris

- 15.1 Civil Parking Enforcement – to **NOTE** that a briefing on Civil Parking Enforcement took place on Tuesday 25th September at Shute End. A copy of the presentation has been circulated.
- 15.2 Road Safety Week – it is **PROPOSED** that the council support and engage with this campaign as outlined in the paper circulated by Cllr. Norris.
- 15.3 Bus Shelter – to **NOTE** that the bus shelter on The Street, Swallowfield has been damaged. It is likely that the damage was caused by a lorry. The incident has been reported to the police and the council's insurance company.

16 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

- 16.1 CAB – it is **PROPOSED** that CAB are award a grant of £477 as a contribution towards the core service. See notes on page 7.

17 CORRESPONDENCE

- 17.1.1 Fieldfayre – to **NOTE** receipt of a letter from Clifton Ingram Solicitors regarding boundary fences at Fieldfayre.
- 17.1.2 Fencing to note receipt of an email from a resident regarding fencing on the boundary of the Fieldfayre site.

It is **PROPOSED** that due to commercial sensitivities items 17.1.1 and 17.1.2 are discussed in Part II.

18 OUTSIDE ORGANISATIONS

- 18.1 Borough Parish Liaison Forum – to **NOTE** that the next meeting will be on Tuesday 10th October, Cllr. Anderson will attend.
- 18.2 CCB – to **NOTE** that CCB will hold its AGM on Thursday 19th October at 6pm at Shaw House, Newbury.
- 18.3 Wokingham District Veteran Tree Association – to **NOTE** that the WDVTA will launch their 10th Anniversary Report at an open meeting to be held on Tuesday 24th October at 7:30pm at St Paul's Parish Rooms, Reading Road, Wokingham RG41 1EH. Presentations, displays and refreshments.

To **NOTE** that WDVTA are still looking for volunteers to help catalogue veteran trees in the Swallowfield Parish.

- 18.4 Campaign to Protect Rural England – to **NOTE** that the next meeting will be held on Tuesday 7th November at 11:30am at Goring & Streatley Golf Club. There will be a talk on The History of the Waterways, The Rise, Fall & Rise again of the Kennet & Avon Canal. Tickets including a 2 course lunch are £30.

19 ITEMS FOR FUTURE MEETINGS

- 19.1 Security gates and car park at Swallowfield and Riseley.

20 DATE OF NEXT MEETING

Tuesday 14th November 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

NOTES

7.3 Investments – Summary of requirement for an LEI

New European legislation requires that for regulatory purposes all financial transaction must be monitored to help prevent market abuse and manipulation. A Legal Entity Identifier (LEI) is a 20-digit alphanumeric code that identifies each legal entity.

If Swallowfield Parish Council (SPC) does not have one then Charles Stanley will not be permitted to undertake or accept any investment instructions for SPC.

The cost of applying for a LEI are the same whether the council applies directly or Charles Stanley.

10.2.2 Swallowfield Parish Allotment Association

The current SPAA agreement expires on 30th November to allow 1 month to reinstate the site to a paddock were it to revert to the Calico Trust. The new sub lease will start at the same time as the Calico lease it reflects (1st January) and is for 24 years 11 months for the same reason. This leaves a gap of one month (December 2017) when SPAA won't have any legal entitlement of occupation. The intention is to cover this by a side letter from the PC allowing the SPAA to remain in occupation for this remaining month.

15.2 Road Safety Week Campaign 2017

Proposal from Cllr. Norris

Royal Berkshire Fire and Rescue Service approached us if we wish to become involved with, and support the Road Safety Week 2017 campaign run by BRAKE the Road Safety charity and RBFRS in our area.

Ideas we can implement are:

- publicising campaign on our website and Facebook page,
- publicising by way of email to our Agenda/Minutes public email circulation list,
- engage with Farley Hill School to explore if they could construct some posters or banners for our hamlets,
- work in partnership with TVP and WBC on displaying banners/posters.

Cllrs Norris and Wheelwright will liaise with Farley Hill School and TVP on initiatives outlined above.

TVP already indicated they will support our initiatives, and already liaised with WBC on possible locations for any materials we produce.

The proposal is SPC support and engage with this campaign.

16.1 Citizens Advice Bureau (CAB)

CAB have asked for a grant of £722, which includes £245 towards the outreach at Swallowfield Medical Practice. Last year the council agreed that it would not contribute to the outreach costs in the future. CAB were informed of this decision.

Notes from Cllr. Anderson

I still feel that the outreach service is unnecessary and includes people outside the parish although the number does vary. The detailed breakdown is missing. Also, our contribution would be significantly more per person helped (around £32.66 per person for outreach compared to £11.90 for core service by my reckoning). The CAB did respond to our decision last time but in my view, did not make the case for us to continue contributions to the outreach service. If we knew the actual number of Swallowfield parishioners helped last year through both the core service and outreach, I would advocate we contribute to all at the core service rate.

I do not think it reasonable for a small parish such as Swallowfield to be asked to pay a disproportionate share of the outreach cost just because we happen to be further away from where the CAB's happens to have its offices. I would argue that this should be treated just like any other office / venue and the cost rolled up into the overall cost of delivering the service. I also observe that there is no outreach for Remenham which I suggest is equally remote in another direction.

I would like to propose that we contribute to the core service as before but not the outreach in line with what we said last year. If we knew how many additional people from Swallowfield parish were helped through the outreach service, I would propose we include a contribution for them at the core rate.