

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 14TH NOVEMBER 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
9/11/17

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 COUNCIL MEMBERS

4.1 Co-option of a new member – it is **PROPOSED** that Mrs. C. Drew be co-opted onto the Council.

4.2 Signing of the Acceptance of Office & Declarations of Interest.

5 CHAIRMAN'S ANNOUNCEMENTS

5.1 Working Groups – to **NOTE** that lead councillors for each working group would be as follows:

Communications	Cllr. G. Collender
Environment	Cllr. C. Morrissey
Finance	Cllr. P. Sampson
Halls	Cllr. M. McDonald
Health & Wellbeing	Cllr. J. Anderson
Human Resources	Cllr. G. Collender
Property	Cllr. J. Anderson

Recreation	Cllr. P. Sampson (Interim)
Resilience	Cllr. R. Norris
Transport	Cllr. R. Norris

- 5.2 Parish Christmas Carols – to **NOTE** that Parish Christmas Carols will take place around the War Memorial on Tuesday 19th December starting at 7.30pm.

6 MINUTES OF LAST MEETING

- 6.1 To **APPROVE** the minutes of the Parish Council meeting held on 10th October 2017.
- 6.2 Clerks report on matters arising and outstanding actions from last meeting (available at the meeting).

7 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

7.1 Current applications

- 7.1.1 172907 – Little Chesters, Sandpit Lane, Farley Hill RG7 1XJ
Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to form a conservatory and erection of a detached outbuilding.
- 7.1.2 172902 – The Marshes, School Lane, Riseley RG7 1XT
Householder application for the proposed erection of a detached timber clad garage cum cycle and log store.
- 7.1.3 173079 – 1 Portway, Riseley RG7 1SQ
Householder application for the single storey rear extension to existing dwelling.

7.2 Results

- 7.2.1 170947 – Riseley Business Park, Basingstoke, 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. **Approved**

The council objected to this application.

- 7.2.2 172176 – Walkers Rise Lambs Lane, Swallowfield, RG7 1JE
Householder application for proposed erection of a Timber Barn carport with ancillary storage. **Approved**

The council did not comment on this application.

7.3 Appeals

- 7.3.1 APP/X0360/W/17/3175817 (WBC Ref: 162498) – Land West of Trowes Lane, Swallowfield
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 the Government Inspector will hold a public inquiry into this appeal at The

Council Offices, Shute End, Wokingham commencing at 10am on 5th December 2017 which is scheduled to run for 4 days.

- 7.4 Enforcement Investigations
 - 7.4.1 Open Investigation – to **NOTE** that there are 13 open enforcement investigations.
 - 7.4.2 Closed Investigations – to **NOTE** that 4 investigations have been closed, three as *No Breach*, one as *Planning Application submitted*.
- 7.5 Tree Preservation Orders
 - 7.5.1 1593/2017 – In response to planning application 172291 (see details below) Wokingham Borough Council made this order relating to trees at and adjacent to Parkside, Lambs Lane, Swallowfield RG7 1JE and Lambs Farm Business Park, Swallowfield RG7 1PH.

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

Swallowfield Parish Council objected to this application.
- 7.6 Local Plan Update - to **NOTE** that Cllr. Anderson will meet with representatives of Wokingham Borough Council (WBC) on Wednesday 29th November at 10am so WBC can talk through the assessments for land promoted in the parish and surrounding area.
- 7.7 Housing Policy – to **CONSIDER** the request from Barkham Parish Council that Swallowfield Parish Council lend its support to a paper asking for the government to put in place measures to address issues regarding housing supply due to the exploitation of land by developers. Circulated.
- 7.8 Arborfield Community Forum – to **NOTE** that the new format for these meetings is 'marketplace drop in' and the last forum was held on 31st October.
- 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 Interim Internal Audit – to **NOTE** that the internal auditor visit started the interim audit on 3rd November and will complete the process on Friday 10th November.
 - 8.3 Budget Process – to **NOTE** that the RFO and Cllr. Sampson are working on the budget and will circulate to the Finance Working Group with a view to further discussion at the December meeting.
 - 8.4 Investments
 - 8.4.1 Quarterly Statement – to **NOTE** that the quarterly statement of account has been received

from Charles Stanley. Circulated.

- 8.4.2 Annual Review - to **NOTE** that the account manager will meet with the council prior to the council meeting at 6:45pm on Tuesday 12th December.

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 – to **NOTE** that the regular monthly meeting took place on Thursday 2nd November followed by the fifth valuation inspection. To **NOTE** that Thames Water have now made the necessary connections in The Street which unfortunately took significantly longer than the 1-2 days they had allowed. A temporary bus stop was positioned a short distance away for the duration of the works.

10.1.2 Finance

- 10.1.2.1 Payments – to **NOTE** that the fourth and fifth valuations have 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 4	£112,438.24
Lindum Construction Service Ltd	Stage payment 5	£42,430.58
Thames Valley Police	Alarm registration	£104.36
Wokingham Borough Council	CIL (50%)	£25,929.60
Eco-fridge	1 chillers	£2004.00

- 10.1.2.2 Additional costs of £9,340 – loft access for bungalows, asbestos removal, demolition and rebuild of flank wall (on account). This will be off-set against a provisional sum covering structural work and contingency.

10.1.3 Shop/Post Office

- 10.1.3.1 Temporary shop/Post Office – to **NOTE** that following structural surveys of the vacated shop the council now has a realistic estimation for the completion of the new shop. It is expected that the move back will be mid to end of March 2018.

11 RESILIENCE

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

Lead Councillor: Cllr. R. Norris

- 11.1 FRG – to **NOTE** that Cllr. Anderson represented the parish council at a meeting between the Co-chairs of FRG and the Estate Manager of the Stratfield Saye Estate to discuss the A33 drainage project.

12 ENVIRONMENT & RURAL AFFAIRS

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/Biodiversity/
Footpaths/Waste/NAG/RCAG)
Lead Councillor: Cllr. C. Morrissey

- 12.1 Rural Crime Action Group (RCAG) – to **NOTE** that the last meeting was held on 18th October. To **NOTE** that the group are holding an Equestrian Security Event at 7pm on Friday 24th November in Swallowfield Parish Hall.
- 12.2 Fields Community Forum – to **NOTE** that the last meeting was held on Wednesday 8th November from 8-9:30pm in Shinfield Parish Hall.

13 COMMUNICATION

(Newsletter/Website/Annual Report/Media)
Lead Councillor: Cllr. G. Collender

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

14 TRANSPORT

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

- 14.1 Goods Vehicle Operators Licence Applications
 - 14.1.1 OH2007026 SN – Operating Centre, Wolseley Cottage, Church Road, Swallowfield RG7 1TH
Authorisation for 1 vehicle.
 - 14.1.2 OH2007949 R – Operating Centre, Cheriton Farm, Jouldings Lane, Farley Hill RG7 1UR
Authorisation for 2 vehicles.
 - 14.1.3 OH1018617 SI – Operating Centre, Unit G, Lambs Farm Business Park, Basingstoke
Road, Swallowfield RG7 1PQ
Authorisation for 1 vehicle.
- 14.2 Road Safety Week – update on council's support for the event.
- 14.3 Speeding in the parish – to **NOTE** that following a discussion amongst councillors at the recent Strategy Meeting, Cllr. Norris has agreed to prepare a proposal for the purchase of a Speed Indicator Device (SID) for use in the Parish

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 Citizen's Advice Bureau (CAB)
- 15.2 Contribution 2017/2018 – to **NOTE** receipt of a letter thanking the Parish Council for its contribution to the cost of the service for 2017/2018.
- 15.3 Contribution 2018/2019 - to **NOTE** that CAB have made a grant request for 2018/2019 for £1,231 which includes £245 towards the outreach at the Medical Practice.

16 BOROUGH/COUNCIL ORGANISATIONS

- 16.1 Wokingham Borough Council (WBC) – to **NOTE** that WBC have launched two major public consultations, Budget Consultation and Transport and Highways Consultation. Members of the public are encouraged to take part online at the link below or by collecting a hard copy at the parish office.
<http://www.wokingham.gov.uk/news-and-consultation/consultation-and-having-your-say/current-consultations/>
- 16.2 Berkshire Association of Local Councils (BALC) – to **NOTE** that the 2017 BALC AGM will take place on Tuesday 28th November at 7:45pm at The Oakwood Centre, Woodley Town Council, Headley Road, Woodley RG5 4JZ. Light buffet served from 7pm.
- 16.3 Wokingham Borough Council (WBC) – to **NOTE** that WBC have launched two major public consultations, Budget Consultation and Transport and Highways Consultation. Members of the public are encouraged to take part online at the link below or by collecting a hard copy at the parish office. <http://www.wokingham.gov.uk/news-and-consultation/consultation-and-having-your-say/current-consultations/>.
- 16.4 Minerals and Waste Planning Meeting – to **NOTE** that Cllr. Sampson attended this meeting on 19th October 2017. The session organised by Wokingham Borough Council was delivered by Hampshire County Council.
- 16.5 Wokingham Clerks Forum – to **NOTE** that the Clerk attended this meeting on 8th November 2017.

17 OUTSIDE ORGANISATIONS

- 17.1 Swallowfield Community Responders – to **NOTE** receipt of the October Newsletter. Circulated.
- 17.2 Police and Crime Commissioner for the Thames Valley – to **NOTE** receipt of the Police and Crime Plan. Circulated.

18 DATE OF NEXT MEETING

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