

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 13TH FEBRUARY 2018 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
8/02/18

Members: Mr. P. Sampson (Chairman), Mr. J. Anderson, Mr. W. Dance, Mrs. C. Drew,
Mr. G.E. Collender, Mrs. M. McDonald, Mr. C. Morrissey, 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 Annual Parish Clean Up Day – to **NOTE** that this event will take place on Saturday 24th March, organised on behalf of the Parish Council by Nigel and Celia Adams. It is **PROPOSED** that the Parish Council provide refreshments for those taking part at a cost of approximately £100.

5 COUNCILLORS AND MEETINGS

- 5.1 Resignation – to **NOTE** that Cllr. Norris stepped down from his position as Parish Councillor on 13th January 2018.
- 5.2 Vacancy – to **NOTE** that notification has been received from Wokingham Borough Council stating that a written request has 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.

- 5.3 New Member
- 5.3.1 Co-option – it is **PROPOSED** that Mrs. A. King be co-opted onto Swallowfield Parish Council.
- 5.3.2 Signing of the Acceptance of Office
- 5.3.3 Declarations of Interest - to receive any declarations of interest in any matters to be discussed by the Council at this meeting.
- 5.4 Council Elections – to **NOTE** that term of office for all Swallowfield Parish councillors finishes this May. All current councillors, elected and co-opted, wishing to continuing their service will have to stand for re-election alongside anyone else wishing to become a councillor. Should more than nine people stand there will be a contested election, if not those standing will be elected unopposed.

Anyone interested in becoming a councillor and representing their community should contact the Parish Clerk or speak to a member of the Parish Council. See page 8.

- 5.5 Annual Parish Meeting – it is **PROPOSED** that this meeting takes place on Tuesday 22nd May. See notes on page 9.

6 MINUTES OF LAST MEETING

- 6.1 To **APPROVE** the minutes of the Parish Council meeting held on 9th January 2018.

7 CLERKS UPDATE

- 7.1 Clerks report on matters arising and outstanding actions from last meeting (available at the meeting).

8 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

- 8.1 Current applications
 - 8.1.1 173143 – 20 Trowes Lane, Swallowfield, RG7 1RJ
Householder application for the proposed erection of two storey side and rear extensions including internal alterations, following the demolition of existing ground floor bathroom, plus single storey front extension to form porch.
 - 8.1.2 173684 – Lambs Farm Business Park, Basingstoke Road, Swallowfield
Full application for the proposed erection of new business unit for Use Classes B1(b) and (c) (Light Industrial and Research and Development) and B8 (Storage and Distribution) use with ancillary office space as well as car and commercial vehicle parking with ancillary works within existing Business Park.
 - 8.1.3 173575 – Ampress Cottage, Charlton Lane, Swallowfield RG7 1RT
Householder application of the proposed erection first floor to create habitable accommodation.
 - 8.1.4 173671 – Gate Cottage, Church Road, Farley Hill RG7 1TR
Householder application for the proposed erection of single storey side extension to

- 8.1.5 dwelling, front porch extension, internal alterations and changes to fenestration.
173723 – 2 Church Road, Farley Hill RG7 1TX
Householder application for the proposed erection of a single storey conservatory to the rear of the dwelling.
- 8.1.6 173726 – Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY
Full application for the proposed erection of 5no dwellings with detached garages and a balancing pond.
- 8.1.7 180114 – Barossa Farm Stables, The Devils Highway, Riseley RG7 1XR
Householder application for the erection of single storey side extension to dwelling following the demolition of the existing workshop.

8.2 Results

- 8.2.1 172209 – Arborfield Cross Relief Road, Swallowfield Road, Arborfield
Full application for the construction of a 2.3 KM Arborfield Cross Relief Road (including shared use pathway) linking A327 Reading Road in the north and A327 Eversley Road in the south east. The proposal includes two new roundabout junctions link to the existing road network along the A327, a new staggered priority junction at Swallowfield Road and a new shared-use (non-motorised user) bridge where Arborfield Footpath 17 intersects the proposed relief road. **Approved**

8.3 Notifications

- 8.3.1 173694 – The Rosery, Odiham Road, Riseley RG7 1SD
Proposal: Tree Works Application TPO 1400/2011 Single 1 T1 Oak- To remove all major deadwood over 30mm in diameter and to tip reduce the lowest lateral limbs growing towards the clients and neighbouring property to give a minimum 2 metre clearance. This action will result in a lateral tip reduction of up to 1.5 meters resulting in a pruning cut no greater than 30mm in diameter. To raise the canopy over the footpath to 2.5 meters from ground level. This action will result in the removal of the epicormic growth back to source, the resulting pruning cuts will be no greater than 30mm in diameter. All works will be carried out in accordance with BS3998.
- 8.3.2 180036 – Building next to 14, Loddon Court Farm, Beech Hill Road, RG7 1HT
Notification for prior approval for proposed change of use from General Store to dwelling.
- 8.3.3 180237 – 31 The Pippins, Swallowfield, Berkshire RG7 1LW
TREE WORKS APPLICATION- TPO1485/2016 - T1 ash- Crown lift by removing low branch overhanging rear garden of 31 back to source.

8.4 Appeals

- 8.4.1 Appeal Ref: APP/X0360/W/17/3175817 – (WBC Ref: 162498) - Land to the west of Trowes Lane, Swallowfield, Wokingham

To **NOTE** that the appeal has been allowed.

- 8.4.2 APP/X0360/C/16/3153193 (WBC Ref: 161915) – Kybes Lane, Reading RG7 1NG
Without planning permission the material change of use of the land for the stationing of caravans for human habitation.

To **NOTE** that a government appointed Inspector will hold a public inquiry into this appeal at The Council Offices, Shute End, 10am 13th March 2018, scheduled to run for 3 days.

8.5 To **NOTE** that this site is in a neighbouring parish.
Local Plan Update Master Planning Community Workshops- to **NOTE** that WBC are holding two workshops, one for Arborfield on the 2nd March 2018, 18:00-21:00 and the other for Grazeley on 24th March 2018, 09:30-16:30.

8.6 Local Plan Update - to **NOTE** that the parish council met with Cllr. David Lee, Deputy Leader of Wokingham Borough Council on Tuesday 23rd January 2018.

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

9.1 Accounts

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

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

9.1.3 Petty Cash – to **NOTE** that Cllr. Sampson signed the Petty Cash book on Tuesday 6th 2018.

9.2 Investments, Charles Stanley

9.2.1 Half Yearly Review – to **NOTE** receipt of the portfolio review. Circulated

9.2.2 Client Suitability Assessment – the Finance Working Group have reviewed the Client Suitability Assessment sent by Charles Stanley. It is **PROPOSED** that council confirms that the assessment is an accurate reflection of the council's position. Charles Stanley are aware of the DCLG loan taken out from DCLG to complete the Fieldfare Project.

9.3 Bank Signatories – it is **PROPOSED** that the following changes are made to the bank signatories for all transactions;

- remove Cllrs. Collender and Norris
- add Cllrs. Anderson, Dance, Drew, McDonald, Morrissey and Sampson

9.4 Insurance – to **NOTE** that Cllr. Sampson and the Clerk met with a representative from the council's insurance broker, Came and Co to discuss the obligations of the Parish Council.

9.5 Finance Working Group – to **NOTE** that the group met on 17th January, Cllr. Sampson circulated notes from the meeting. The dates of the next meetings are 18th April and 18th July 2018.

10 GENERAL DATA PROTECTION REGULATIONS (GDPR)

10.1 Preparation – it is **PROPOSED** that the council prepares for its responsibilities under the new GDPR by asking the Clerk to carry out a full data audit and prepare a data retention policy.

To **NOTE** that the council must take responsibility for ensuring that any suppliers handling data on behalf of the Parish Council have appropriate measures in place.

10.2 GDPR Training – it is **PROPOSED** that Cllr. Anderson and the RFO attend a training course on 22nd February being run by CCB at a cost of £70.

11 BILLS FOR PAYMENT – to APPROVE [list to be provided at the meeting]

12 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

12.1 Fieldfayre Redevelopment

12.1.1 Update – to **NOTE** that the regular monthly meeting took place on Thursday 28th January 2018 followed by the seventh valuation inspection.

12.1.2 Finance

12.1.2.1 Payments – to **NOTE** that the seventh 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 8	£57,867.48
GemTec Security	CCTV – temp shop	£528.00
Wokingham Borough Council	Postal Address Registration	£325.00

12.2 Shop

12.2.1 Move of the shop/PO back into its original space – to **NOTE** that the shop/PO will begin the move back to the refurbished space w/c 26th March. It is expected that the shop/PO will be shut during the move and will reopen on Tuesday 3rd April.

12.2.2 Shop/PO Fitout - it is **PROPOSED** that due to commercial sensitivities this item be discussed in Part II.

13 RECREATION

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

Lead Councillor: Cllr. P. Sampson (Interim)

13.1 Scout Hut – to **NOTE** that Cllr. Sampson and the Clerk met with representatives of the Swallowfield Scout Group. The group would like to invest funds raised by the group to erect a brick built garage to replace the metal container which is now not fit for purpose. The scout group would like to investigate the possibility of building a structure on land next to the multi-purpose games court (MUGA). It is **PROPOSED** that the council supports the scout group in these investigations.

13.2 Swallowfield

13.2.1 Masons Funfair – it is **PROPOSED** that the council allow Masons Funfair to set up on the Recreation Group w/c 2nd July 2018 for a fee of £400 including VAT and a deposit of £200. The fair would start setting up on Tuesday 3rd July, be open to the public on Saturday and Sunday, 7th/8th July, 2pm to 9pm and leave on Tuesday 13th July.

13.2.2 Fencing – to **NOTE** that posts in part of the fence surrounding the recreation ground have rotted and are loose. In addition one of the posts for the fence surrounding the pre-school garden is also rotten causing the fence to lean.

It is **PROPOSED** that the work is carried out at a cost of £1,200.

- 13.3 Riseley
- 13.3.1 Fencing – to **NOTE** that the gate and fence which lead into the orchard are in a poor state, the gate blew over during recent bad weather. In addition, two posts of the rail fence in front of the tennis courts have rotted.
- It is **PROPOSED** that the work is carried out at a cost of £800.
- 13.4 Quarterly Playground Inspection – to **NOTE** receipt of this report. Circulated
- 14 HALLS**
(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald
- 14.1 Swallowfield Parish Hall, Five Year Electrical Condition Test – it is **PROPOSED** that this testing be carried out at a cost of £1,200. See notes circulated.
- 15 COMMUNICATONS**
(Newsletter/Website/Annual Report/Media)
Lead Councillor: Cllr. G. Collender
- 15.1 Newsletter
- 15.1.1 Advertising – it is **PROPOSED** that the rate for advertising in the Parish Newsletter is increased to £84 (including VAT) for an A6 size advert.
- 15.1.2 Copy Date – to **NOTE** that contributions for the Spring News Letter should be sent to gordon.collender@btinternet.com by 28th February 2018.
- 15.2 Website – it is **PROPOSED** that due to commercial sensitivities this item be discussed in Part II.
- 16 ENVIRONMENT**
(The Marshes/Van Demans/Swallowfield Meadow/Community Orchard/Biodiversity/Footpaths/Waste/NAG/RCAG)
Lead Councillor: Cllr. C. Morrissey
- 16.1 Fields Forum (previously known as the NAG) – to **AGREE** a councillor to represent the Parish Council at the NAG.
- 17 RESILIENCE**
(Flooding/ditches/rivers/ Flood Resilience Group (FRG))
Lead Councillor: Cllr. R. Norris
- 17.1 FRG – to **NOTE** that the next meeting will be held on Wednesday 7th March 2018 in the Rose Room, Swallowfield Parish Hall.

18 TRANSPORT

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

Lead Councillor:

- 18.1 Road Closure, Basingstoke Road – to **NOTE** that the B3349, Basingstoke Road between the junctions of Swallowfield Street and Back Lane will be closed from 26th February to 19th March so that essential bridge strengthening works can commence.
- 18.2 Byways
- 18.2.1 Jouldings Ford Consultation – to **AGREE** the council's response to this consultation.
- 18.2.2 Byway 32, Sandpit Lane in a southerly direction via Wheelers Copse, then in a south-westerly direction to Ford Lane. To **NOTE** that no mechanically propelled or non-mechanically propelled vehicle, horse or pedal cycle will be permitted to enter or proceed along this part of the byway because of the likelihood of serious damage to the road during winter months.
- 18.2.3 Byway 8, Swallowfield, Raggets Lane running from Bunglers Hill in a westerly and southerly direction to Sandpit Lane at Sandpit Farm. To **NOTE** that no mechanically propelled or non-mechanically propelled vehicle, horse or pedal cycle will be permitted to enter or proceed along this part of the byway because of the likelihood of serious damage to the road during winter months.
- 18.2.4 Highways & Transport Communications Strategy Briefing – to **NOTE** that this meeting will take place on Monday 26th February 2018 at 7pm in the Council Chamber at Shute End.

19 BOROUGH MEETINGS

- 19.1 Clerk's Forum – to **NOTE** that the Clerk attended this meeting on 17th January 2018.
- 19.2 Borough Parish Liaison Forum – to **NOTE** that the Clerk attended this meeting on 5th February 2018.

20 OUTSIDE ORGANISATIONS

- 20.1 Citizen Advice Bureau (CAB) – to **NOTE** that CAB will not be holding any more outreach sessions at the Swallowfield Medical Centre from 1st April 2018.
- 20.2 Bohunt School – to **NOTE** that Cllr. Wheelwright attended an information meeting on 10th January 2018.

21 DATE OF NEXT MEETING

Tuesday 13th March 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

NOTES

5.4 Council Elections



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



- 5.5 Annual Parish Meeting – Swallowfield Parish Council usually holds the Annual Meeting of the Parish during April. In an election year it is good practise to hold this meeting after the elections to prevent it from being used as a hustings. The meeting must take place before the end of May.

The Annual Meeting of the Parish Council must take place within 14 days of the election so this can take place on the scheduled date of 8th May 2018.