

NOTICE IS HEREBY GIVEN THE ANNUAL MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 8<sup>th</sup> MAY 2018 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk  
3/05/18

Members: Cllr. P. Sampson (Chairman), Cllr. J. Anderson, Cllr. W. Dance, Cllr C. Drew,  
Cllr. G.E. Collender, Cllr. A. King, Cllr. M. McDonald, Cllr. J. Wheelwright

Note: This meeting is open to the public and press who are welcome to attend.

## **A G E N D A**

### **1 CHAIRMAN**

1.1 Chairman - to elect Parish Chairman and sign Declaration of Office.

### **2 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **3 DECLARATIONS OF INTEREST**

To receive any declarations of interest in any matters to be discussed by the Council at this meeting.

### **4 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.

### **5 COUNCIL BUSINESS**

5.1 Vice-Chairman - to elect the Vice-Chairman and sign Declaration of Acceptance of Office.

5.2 Members – to receive from all Councillors their Declaration of Acceptance of Office.

5.3 Planning Committee – to elect a Chairman of the Planning Committee.

5.4 Working Groups and Lead Councillors – to **AGREE** Working Groups and Lead Councillors and representatives on external bodies.

5.5 Parish Council Meetings - to **AGREE** that Parish Council meetings will take place in the Rose Room on the 2nd Tuesday of every month and Planning Committee Meetings on

the 4<sup>th</sup> Tuesday of every month if required. Councillors are reminded that notification of these meetings represents a summons and attendance is one of the few legal requirements of a councillor.

- 5.6 General Power of Competence – to **CONFIRM** that the Council does meet the eligibility criteria (a qualified clerk and two thirds elected members at the last election) and could therefore proceed to use this power from now and until the next election in 2022, as provided through the Localism Act 2011 [sections 1-8 and specifically by s(1)0].
- 5.7 Internal Auditor – to **AGREE** to appoint Claire Connell as Internal Auditor for Year Ending March 2019.
- 5.8 Adoption of documents – it is **PROPOSED** that the council re-adopt the following documents for the year April 2018/2019.
- Standing Orders – without change
  - Financial Regulations – revised document circulated.
  - Risk Management Policy – without change
- 5.9 Councillor Vacancy – to **NOTE** to that there is a vacancy for a Parish Councillor, this 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.
- 5.10 Councillor Training – to **AGREE** attendance at the following training courses; Chairmanship Skills, Tuesday 3<sup>rd</sup> July, 6:30-9:30pm, Fundamental Councillor Training, Tuesday 17<sup>th</sup> July, 6:30-9:30pm. Cost is £43 + VAT for each course.

## 6 CHAIRMAN'S ANNOUCEMENTS

- 6.1 Annual Parish Meeting - to **NOTE** that this will take place on Tuesday 22<sup>nd</sup> May 2018. The council is pleased to welcome speakers on the following topics, Fieldfare Development, Swallowfield Parish Allotments and The Marshes Local Nature Reserve. Light refreshments will be served by Riseley Village Tea Room.

## 7 MINUTES OF LAST MEETING

- 7.1 To **APPROVE** the minutes of the Parish Council meeting held on 10<sup>th</sup> April 2018.
- 7.2 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 173564 - Ivy Cottage, Bunces Shaw, Farley Hill, Wokingham, RG7 1UU  
Householder application for the proposed erection of 1.83m high fence (Retrospective).

8.1.2 181130 - Land to the West of Trowes Lane, Swallowfield  
Application to vary condition 3, 17, 20, 23 following the grant of planning consent 162498 (PINS appeal reference APP/X0360/W/17/3175817 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.

## 8.2 Results

8.2.1 171789 – St John's Church, Church Road, Farley Hill, Wokingham, 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.

**Approved**

The council felt that the design was not in keeping with the area.

## 8.3 Enforcements

8.3.1 Open Enforcements – to **NOTE** that there are sixteen open Enforcement Investigations on the parish.

## 8.4 Appeals

8.4.1 APP/X0360/W/18/3199728 (WBC Appn No: 172495) - Land at Lambs Lane and Beech Hill Road, Spencers Wood, Berkshire

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).

To **NOTE** that an appeal has been made to the Secretary of State against the decision of Wokingham Borough Council failure to give notice of its decision within the appropriate period. The appeal will be determined on the basis of inquiry. The start date will be 12<sup>th</sup> April 2018. All previous representations have been forwarded.

The council objected to this application.

8.4.2 APP/X0360/D/18/3197311 (WBC Appn No: 173671) – Gate Cottage, Church Road, Farley Hill RG7 1TR

Householder application for proposed erection of single storey side extension to dwelling, front porch extension, internal alterations and changes to fenestration.

To **NOTE** that a written appeal will start on 23<sup>rd</sup> April 2018. The council cannot submit comments, but any previous comments have been passed on to the inspector.

The council did not comment on this application.

## 9 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance)

Lead Councillor: Cllr. P. Sampson

9.1 Accounts Update – to **NOTE** that the monthly accounts have been circulated.

9.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.

9.3 Unity Trust – it is **PROPOSED** that the following councillors are added as signatories to the Unity Trust account; Cllrs. Anderson, Collender, Dance, Drew, King, McDonald, Sampson and Wheelwright.

9.4 Finance Working Group – to **NOTE** that the last meeting was held on Wednesday 2<sup>nd</sup> May 2018.

9.5 Internal Auditor – to **NOTE** that the internal auditor will visit on Friday 18<sup>th</sup> May.

## 10 **GDPR**

10.1 Data Processing Officer (DPO) – it is **PROPOSED** that Wokingham Borough Council be appointed as DPO for Swallowfield Parish Council. See notes.

10.2 Data Audit – to **NOTE** that the data audit is on-going and actions taken as documented in the circulated document.

10.3 Suppliers – to **NOTE** that the council's payroll and pension provider's have been asked to confirm that they are compliant with GDPR. To **NOTE** receipt of a Memorandum of Understanding from Berkshire Pension.

10.4 Policies – to **NOTE** that these documents have been created using templates produced by NALC and SLCC. It is **PROPOSED** that the following documents are adopted by the council:

- Information & Data Protection Policy
- General Privacy Statement
- Privacy Notice for Email contact
- Privacy Notice for Staff
- Privacy Notice for Councillors
- Privacy Notice for Hirers
- Data Retention Policy
- Consent Forms
- Subject Access Policy
- Data Security Breach Reporting Form

## 11 **PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

11.1 Fieldfayre Redevelopment

11.1.1 Update – to **NOTE** that the regular monthly meeting took place on Thursday 19<sup>nd</sup> April 2018 followed by the eleventh valuation inspection.

11.1.2 Finance

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

Merson	PO Signage	£321.60
DHF Products Ltd	Road Sign	£67.20

DHF Products Ltd	Road Sign	£133.20
Edwards Irish	Project Administration	£8,018.22
Mactra	Shop Shelving	£16,854.80
Mactra	Shop Fittings	£330.00
Sustainability Building Assessments	Calculations	31,458.00
Lindum	Progress Payment 11	£74,430.04
Capitol Commercial	Moving shop	£2,542.80
GemTec	CCTV (2 <sup>nd</sup> 50%)	£1,488.00

11.1.2.2 Post Office Community Fund – to **NOTE** that request to the Post Office Community Grant Fund for the allocated grant of £11,300 has been made by the Post Master.

11.1.3 Residential Properties – to **NOTE** that the managing agent has started viewings and rentals have been agreed on three properties.

11.1.4 Post Office/Shop – to **NOTE** that Cllr. Anderson and the Clerk met with Clifton Ingram to discuss the new lease. To **NOTE** that Cllr. Anderson and the Clerk met with the tenant on 2<sup>nd</sup> May 2018. it is **PROPOSED** that this item is discussed in PART II due to commercial sensitivities.

## 12 HUMAN RESOURCES

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

12.1 Salary Review – it is **PROPOSED** that due to personal data this is discussed in Part II.

## 13 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: TBA

13.1 RCAG – to **NOTE** that the last meeting took place on 30<sup>th</sup> April 2018, Cllr. Dance attended.

13.2 The Marshes LNR – to **NOTE** that a working party will take place on Saturday 12<sup>th</sup> May 2018.

## 14 TRANSPORT

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

Lead Councillor: TBA

14.1 Street Lights – Finchampstead Parish Council have been in discussion with Wokingham Borough Council regarding the possible adoption of street lights by the borough. To **AGREE** whether in principle Swallowfield Parish Council would like to pursue this proposal along with other interested councils.

## 15 RESILIENCE

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

Lead Councillor: Cllr. A. King

15.1 Flood Resilience Group (FRG) – to **NOTE** that the last meeting was held on Wednesday 25<sup>th</sup> April. Notes from the meeting have been received.

**16 COMMUNICATIONS**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

16.1 Newsletter – to **NOTE** that the copy deadline for the Summer issue is 31<sup>st</sup> May 2018.

16.2 Village Fete – to **NOTE** that the fete will take place on Saturday 9<sup>th</sup> June at the Mead House. To **AGREE** whether the council will man a gazebo at the event.

**17 CORRESPONDENCE**

17.1 Devils Highway – to **NOTE** receipt of an email from a resident regarding the state of Devils Highway.

**18 OUTSIDE ORGANISATION**

18.1 Wokingham Clerks Forum – to **NOTE** that the last meeting was held on 2<sup>nd</sup> May 2018, the Clerk attended.

18.2 Borough Parish Liaison Forum – to **NOTE** that the next meeting will be held on Monday 2<sup>nd</sup> July 2018 at Shute End.

**19 DATE OF NEXT MEETING**

Tuesday 12<sup>th</sup> June 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

## NOTES

### 5.4 Working Groups - Lead Councillors

Communication	-	Cllr. G. Collender
Environment	-	TBA
Finance	-	Cllr. P. Sampson
GDPR	-	TBA
Halls	-	Cllr. M. McDonald
Human Resources	-	Cllr. G. Collender
Property	-	Cllr. J. Anderson
Recreation	-	TBA
Resilience	-	Cllr. A. King
Transport	-	TBA
Health and Wellbeing	-	Cllr. J. Anderson

### External Body Representatives

Rural Crime Action Group (RCAG)	-	Cllr. W. Dance
NAG	-	Cllr. M. McDonald
BALC/WDALC	-	TBA
Borough Parish Liaison Forum	-	Cllr. P. Sampson
AWE	-	Mr. J. Moss

### 9.1 GDPR – Data Processing Office (DPO)

Andrew Moulton, Democratic Services, Wokingham Borough Council (WBC) has been appointed as DPO for WBC. WBC have agreed that he can act as DPO for any of the Wokingham Town or Parish Councils. It is understood that this will be at no cost. However, if a data breach occurs then WBC would charge for any work incurred.

BALC will also be offering a DPO service for a modest fee, details have not been received yet.

The Clerks Forum also approached a commercial company who would be prepared to offer a service for £2,500 per month. With additional time to deal with data breaches being charged at £400 per hour.

### 13.1 Street Lights

Swallowfield Parish Council (SPC) owns 5 street lamps, 3 on The Street and 2 on Trowes Lane. They are all heritage lamps and were upgraded to LEDs at the council's expense during the recent borough wide exercise.

SPC pays for the electricity to run these lamps, which will be reduced following the upgrade. It also has a maintenance contract with SSE, however, it debateable whether is still required as the lamps do not need changing so regularly.

Unanswered questions are:

- Who will pay the maintenance and electricity bills?
- What cost would there be to SPC? How does this compare to the current maintenance contract?
- Would we get a better service from an outside WBC contractor rather than our own? The record of timely repairs/replacing of lightbulbs?