


NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 12th JUNE 2018 IN THE ROSE ROOM, SWALLOWFIELD
PARISH HALL, SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM


Mrs. E. Halson, Clerk
7/06/18

Members: Cllr. J. Anderson (Chairman), Cllr. G.E. Collender, Cllr. W. Dance, Cllr C. Drew,
Cllr. A. King, Cllr. M. McDonald, Cllr. P. Sampson 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 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** 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.
- 4.2 Strategy Meeting – to **NOTE** that this meeting will be held on Tuesday 19th June, 7:30-9:30pm, it is important that all councillors attend.
- 4.3 Swallowfield Horticultural Society – to **NOTE** that the council is delighted to learn that the Swallowfield Horticultural Society has been awarded The Queen's Award for Voluntary Service.

5 COUNCIL BUSINESS

- 5.1 Working Groups – to **AGREE** Lead Councillors for GDPR and Environment.

6 MINUTES OF LAST MEETING

- 6.1 To **APPROVE** the minutes of the Parish Council meeting held on 8th May 2018.
- 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 173726 – Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY
Full application for the proposed erection of 5no dwellings with detached garages and a balancing pond.

This application will be considered by the Planning Committee of Wokingham Borough Council on Wednesday 13th June. To **AGREE** if the council will attend the meeting and make a representation.

- 7.1.2 181205/181206 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1PY
Listed building consent for the proposed erection of an ancillary outbuilding following demolition of existing barns and shed. / Householder application for the proposed erection of an ancillary outbuilding following demolition of existing barns and shed.
- 7.1.3 181308 – Moorside, Part Lane, Riseley, RG7 1RU
Householder application for the proposed erection of two storey side extension, single storey, two storey rear extension plus single storey front/side extension to dwelling following the demolition of existing store.
- 7.1.4 181365 – Land Adjacent to Oakleigh House, Part Lane, Swallowfield RG7 1TB
Forestry prior approval application for the erection of an open sided building with a corrugated steel roof for wood storage.

7.2 Results

- 7.2.1 173623 – Mistletoe Cottage, The Devils Highway, Riseley RG7 1XR
Full application for proposed erection of 1no. four bedroom dwelling following demolition of existing dwelling. **Refused**
- 7.2.2 173564 – Ivy Cottage, Bunces Shaw, Farley Hill, RG7 1UU
Householder application for the proposed erection of 1.83m high fence (Retrospective). **Refused**

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

- 7.2.3 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. **Approved**

The council objected.

- 7.2.4 180629 – Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ
Full application for the proposed erection of replacement stable block. **Refused**
The council objected.

- 7.2.5 180993 – Little Chesters, Sandpit Lane, Farley Hill RG7 1XJ
Application for a Certificate of Lawfulness for the proposed erection of two single storey outbuildings. **Approved**

7.3 Notifications

- 7.3.1 181456 – Girdlers, Basingstoke Road, Swallowfield RG7 1PT
Application for submission of details to comply with the following condition of Listed Building consent 173321 (05/04/2018). 2. Further details of replacement door.

7.4 Appeals

- 7.4.1 APP/X0360/D/18/3197311 (WBC Ref: 173671) – Gate Cottage, Church Road, Farley Hill RG7 1TR
Householder application for the proposed erection of single storey side extension to dwelling, front porch extension, internal alterations and changes to fenestration. **Appeal dismissed**

The council did not comment on this application. The main reason for the appeal dismissal was the effect of the proposal on the character and appearance of the area.

- 7.5 Wokingham Borough Council Housing Need Survey – to **AGREE** a response to this survey.

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

8.1 Accounts

- 8.1.1 Year End Accounts – to **NOTE** that the Year End Accounts have been circulated. It is **PROPOSED** that these are accepted.

- 8.1.2 Bank Reconciliation Statements – to **APPROVE** the Bank Reconciliation Statements. Circulated.

- 8.2 Audit
- 8.2.1 Internal Audit - to **NOTE** that the Auditor has issued the draft Internal Audit Report. Circulated.
- 8.2.2 Effectiveness of the Internal Audit – to **NOTE** that the Finance Working Group will meet to review Internal Audit report and report back to the council.
- 8.3 Annual Return
- 8.3.1 Annual Governance Statement – to **NOTE** that this has been circulated and all councillors have been asked to confirm their understanding of the document. It is **PROPOSED** that the Annual Governance Statement is **APPROVED**. Circulated.
- 8.3.2 Accounting Statements – to **NOTE** that this has been circulated. It is **PROPOSED** that the Accounting Statements are **APPROVED**. Circulated.
- 8.3.3 Exercise of electors' rights – to **NOTE** that the inspection period commences on 22nd June 2018 and ends on 2nd August 2018.
- 8.4 Investments
- 8.4.1 Quarterly Investment Report – to **NOTE** that this report has been received from Charles Stanley. A copy is available in the Parish Office.
- 8.4.2 Investment Manager – to **NOTE** that the council's Investment Manager, Helen Merrington-Rust is to retire on 30th June 2018. Sara Anscombe, who has accompanied Helen to meetings in the past will take over as Investment Manager.
- 9 OUTSIDE ORGANISATIONS**
- 9.1 Community Council for Berkshire (CCB) – it is **PROPOSED** that the council renews its membership of CCB at a cost of £30.
- 10 BILLS FOR PAYMENT – to APPROVE [list to be provided at meeting]**
- 11 GDPR**
- 11.1 Data Processing Officer (DPO) – it now has been confirmed that Parish Councils are exempt from the requirement to appoint a DPO, however, it is good practise to appoint one so the agreement with Wokingham Borough Council will be confirmed.
- 12 OFFICE**
- 12.1 Photocopier/Printer – it is **PROPOSED** that the council contract with Ricoh for a 5-year rental for the MP C3004exSP machine at a cost of £107.71 per quarter. Paper circulated by Cllr. Sampson.
-

13 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

Fieldfare Redevelopment

13.1 Update – to **NOTE** that Cllr. Anderson and the Clerk will meet with a representative from Lindum and the Project Manager (Edwards Irish) on Wednesday 6th June 2018 to agree the snagging list.

13.2 Shutters/Signage – following the attempted break-in at the shop it is **PROPOSED** that the builder is asked to install security shutters at a cost of approx. £3,500. There is sufficient contingency to cover this cost.

13.3 Road sign – to **NOTE** that the road sign is not sited on land owned by the Parish Council. Written agreement has been received to allow the sign to be installed, but the owner is now trying to withdraw his consent. It is **PROPOSED** that due to commercial sensitivities this item is discussed in PART II.

13.4 Finance

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

Lindum	Progress Payment 12	£70,152.79
--------	---------------------	------------

13.4.2 Post Office Community Grant – to **NOTE** that payment for the work funded by the Post Office Community Grant has been received.

Post Office	Community Fund	£11,300.00
-------------	----------------	------------

13.4.3 Residential Properties – to **NOTE** that subject to the appropriate checks rentals have been agreed on four properties.

13.4.4 Site Maintenance – it is **PROPOSED** that the Parish Warden is asked to take on the routine maintenance of the gardens and exterior space on the site. It is expected that this would require an additional 8 hours work each month.

13.4.5 Legal – to **NOTE** that the new lease and deed of surrender have been prepared. To **NOTE** that conditions on the title documents for the land regarding s106 monies have been removed by Land Registry.

14 HALLS

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

Lead Councillor: Cllr. M. McDonald

14.1 Hall Hire Fees – it is **PROPOSED** that the fees for hiring rooms at Swallowfield Parish Hall were set as detailed in the document circulated by Cllr. Collender

14.2 Swallowfield Parish Hall Car Park – it is **PROPOSED** that the council commissions the appropriate experts to carry out a land level survey, prepare a design for the drainage, car park layout and entry gates and to prepare a specification and tender for the works for the Swallowfield Parish Hall car park area at a cost of up to £5,000 plus VAT.

- 14.3 Swallowfield Parish Hall – to **NOTE** that a damp survey will be carried out at Swallowfield Parish Hall at a cost of £120 plus VAT. See notes.

15 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. W. Dance

- 15.1 Quarterly Playground Inspection - to **NOTE** that this report has been received, there are no urgent issues, items which can be addressed by staff are being completed, however, there are some items which will need attention by a third party. Circulated.

It is **PROPOSED** that the council purchase 8m³ of Natural Cushion fall at a cost of £560 plus VAT.

16 ENVIRONMENT & RURAL AFFAIRS

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

- 16.1 The Marshes LNR – to **NOTE** that a working party took place on Saturday 2nd June 2018.

17 RESILIENCE

(Flooding/ditches/rivers/Flood Resilience Group (FRG))
Lead Councillor: Cllr. A. King

- 17.1 Flood Resilience Group (FRG) – to **NOTE** that the last meeting was held on Wednesday 25th April. Notes from the meeting have been received. To **NOTE** that the next meeting will be held on Wednesday 20th June 2018, 7:30pm in the Rose Room.

18 DATE OF NEXT MEETING

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

NOTES

- 14.4 Swallowfield Parish Hall – following the repair to a leaking pipe in the old boiler room in January 2017 the damp experience in corridor, ladies toilets and kitchen appeared to be drying out.

The last 2 months significant damp patches have appeared in the corridor, ladies toilets and the kitchen. There is no damp in the old boiler room.

It is impossible to tell where the water is coming from other than to report that it is coming up the wall.