


NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 10th JULY 2018 IN THE ROSE ROOM, SWALLOWFIELD
PARISH HALL, SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM


Mrs. E. Halson, Clerk
5/07/18

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 ANNOUCEMENTS

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.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 12th June 2018.

5.2 TO **APPROVE** the minutes of the Extraordinary Parish Council meeting held on 27th June 2018.

6 CLERKS REPORT

6.1 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 181209 & 181210 – The Poors House, Part Lane, Swallowfield RG7 1TB
Listed Building consent/Householder application for proposed erection of two storey side extension and single storey rear extension to dwelling following demolition of existing detached garage and store.

7.1.2 181163 – The Loft, Part Lane, Swallowfield RG7 1TB
The Loft, Flat, Part Lane, Swallowfield, Wokingham, RG7 1TB
Full planning application for change of use of ground floor of existing building from storage to residential; plus extensions to create 3no bedroom dwelling.

7.2 Results

7.2.1 181205 - Nutbean Farm, Nutbean Lane, Swallowfield, Wokingham, RG7 1XL
Householder application for the proposed erection of an ancillary outbuilding following demolition of existing barns and shed. **Refused**

The council objected to the scale of the proposal.

7.3 Appeals

7.3.1 APP/X0360/C/16/3153193 – Land to the south west of Ostlers and Lea Cottage, Kybes Lane, Grazeley RG7 1NG (The Paddocks). **Appeal allowed**

The enforcement notice is quashed and planning permission is granted for a temporary period of 3 years for named individual after which the land must be restored to the condition prior to development taking place.

7.4 Enforcements

7.4.1 Open Enforcements – to **NOTE** that are twelve open enforcements of which two were added this month.

7.4.2 Closed Enforcements - to **NOTE** that three enforcements have been closed; one *Not expedient*, one *Voluntary compliance*, one *No Breach*.

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

8.1 Accounts

8.1.1 Accounts – to **NOTE** that the monthly 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 Finance Working Group – to **NOTE** that the next meeting will be on Wednesday 18th July, 10am in the Rose Room.

9 OUTSIDE ORGANISATIONS

9.1 Community Council for Berkshire (CCB) – it is **PROPOSED** that the council renews its membership of the Community Buildings Advice Service at a cost of £65.83 plus VAT.

9.2 AWE Local Liaison Committee – to **NOTE** that Mr. J. Moss attended the last meeting of this group on 4th July 2018 and has produced notes. Circulated. To **NOTE** that the AWE representative would like to meet the council prior to the September meeting.

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

11 PROPERTY
(Fieldfare)
Lead Councillor: Cllr. J. Anderson
Fieldfare Redevelopment

11.1 Update – to **NOTE** that the Practical Completion Certificate has been received from the architect.

11.2 Shutters/Signage – to **NOTE** that the shutters have been ordered and will be installed shortly. The sign will be ordered following installation of the shutters.

11.3 Road sign – to **NOTE** that the road sign will be moved forward by 9 inches and bollards installed to prevent the sign being damaged.

11.4 Finance

11.4.1 Payments – to **NOTE** that the thirteenth valuation has been received from Edwards Irish Partnership. As the completion certificate has been received this figure also includes 2.5% of the 5% retention fee. The following payments have been authorised in accordance with resolution 526.4.1.

Lindum	Progress Payment 13	£80,473.85
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- 11.4.2 Post Office – it is **PROPOSED** that due to commercial sensitivities this item is discussed in Part II.
- 11.4.3 Residential Properties – to **NOTE** that tenants have signed agreements on four of the properties. It is **PROPOSED** that due to commercial sensitivities this item is discussed in Part II.
- 11.4.4 Insurance – to **NOTE** that insurance for the buildings is now the responsibility of the council. The insurance premium has increased by £305.84 per annum, pro rata £75.41 for the remaining months of the policy. This covers the buildings for £1,400,000 and provides the council with business interruption loss of revenue of up to £248,000 with a 24 month indemnity period.
- 11.4.5 Legal – to **NOTE** that the solicitor has been instructed to issue engrossments and serve the relevant Landlord and Tenant Act notice on the tenant. This will ensure that a new lease is in place once the current lease expires on 31st August 2018.

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

- 12.1 Flood Resilience Group (FRG) – to **NOTE** that the last meeting 20th June 2018, notes have been circulated.
- 12.2 Flood Alleviation – it is **PROPOSED** that the council submits the list of projects identified by FRG following the Herrington Report for consideration by Wokingham Borough Council as candidates for implementation using money awarded to the borough to be spent on flood alleviation in Swallowfield. Paper circulated by Cllr. King.
- 12.3 SSE Grant – to **NOTE** that all the items have been ordered. Training will be organised shortly.

13 HR
(Appraisals/recruitment/staff training)
Lead Councillor: Cllr. G. Collender

- 13.1 Chairmanship Skills – to **NOTE** that Cllr. Anderson attended the Chairmanship Skills Course.

14 DATE OF NEXT MEETING

Tuesday 14th August 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.