

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 14<sup>th</sup> AUGUST 2018  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk  
9/08/18

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. Anyone interested should contact the Clerk or any member of the Parish Council.

### 5        **MINUTES OF LAST MEETING**

5.1        To **APPROVE** the minutes of the Parish Council meeting held on 10<sup>th</sup> July 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 181952 – Farley Castle, South Lodge, Castle Hill, Farley Hill RG7 1XD  
Householder application for the proposed erection of max. 2m high close-boarded timber fence to south boundary (Retrospective).

- 7.1.2 181939 – Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ  
Full application for the proposed erection of replacement stable block for private use.

To **NOTE** that the previous application, 180629, was refused.

- 7.1.3 182015 – Parkside, Lambs Lane, Swallowfield RG7 1JE  
Householder application for the proposed erection of a two storey side and rear extension to dwelling, garage conversion to create habitable accommodation, plus changes to fenestration and proposed new entrance gates.

- 7.1.4 182048/182049 – 3 Farley Court, Church Road, Farley Hill RG7 1TT  
Householder building consent for the proposed internal alteration to first floor fenestration/Listed building consent for the proposed internal alteration to first floor fenestration.

- 7.1.5 16/02989/OUT – Land at Odiham Road, Riseley RG7 1SH  
Details of appearance, landscaping, layout and scale (Reserved Matters) pursuant to outline planning permission ref: 16/02989/OUT for the development of up to 83 residential dwellings, vehicular access from Odiham Road, public open space, ancillary works and associated infrastructure.

To **NOTE** that Hart District planning committee considered this application at a meeting on 8<sup>th</sup> August 2018 and declined to make a determination. The application has been referred to their major site planning sub-committee.

- 7.1.6 182174 - Land at Lambs Lane and Beech Hill Road, Spencers Wood, Berkshire  
Full application for the change of use of agricultural land to Suitable Alternative Natural Greenspace (SANG) and associated development comprising proposed new access road.

- 7.1.7 172495 – Land bound by Lambs Lane and Beech Hill Road  
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 a number of mature trees have been felled in the hedge along the Beech Hill Road. This application was refused by WBC, the developer has raised an appeal and it is expected that the inquiry will take place in November 2018.

7.2 Results

7.2.1 181385 – 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 the storage of wood and machinery. **Approved**  
Conditions have been specified stating that the structure must remain open sided and can only be used to store wood produced on site.

7.2.2 181163 – 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. **Refused**

Swallowfield Parish Council objected to the application. The reason for refusal was that the proposal was uncharacteristic and urbanising in open countryside beyond settlement confines which would detract from the rural character and appearance of the area.

7.3 Appeals

7.3.1 APP/X0360/W/17/3172736 – Land at Cow City, Church Lane, Farley Hill RG7 1UP  
**Appeal dismissed**  
The appeal is dismissed with the main issues listed as; effect on the character and appearance of the locality, location with regard to public transport, affect on the working farm, the location being outside development limits.

7.4 Minerals & Waste Draft Plan Consultation – to **NOTE** that a consultation meeting will be held on Wednesday 19<sup>th</sup> September, 4pm to 8pm at Arborfield Green Community Centre, Sheerlands Road, Arborfield RG2 9ND. Comments on the plan must be received by 12<sup>th</sup> October 2018.

## 8 OUTSIDE ORGANISATIONS

8.1 Berkshire/National Association of Local Councils (BALC/NALC) – it is **PROPOSED** that the council renews its subscription of BALC/NALC at a cost of £462.15 per annum. To **NOTE** that the Berkshire County Support Officer has retired, member support services are being provided by HALC (Hampshire Association) on a three month trial basis.

8.2 Berks, Bucks and Oxon Wildlife Trust (BBOWT) – it is **PROPOSED** that the council renews its subscription to BBOWT at a cost of £46 per annum.

8.3 AWE – to **NOTE** that John Steele, a representative from AWE will meet with the Parish Council at 6:45pm on Tuesday 11<sup>th</sup> September prior to the Parish Council meeting.

8.4 Foresight Group – to **NOTE** that the Foresight Group have offered to send a representative to meet with the Parish Council and answer any questions regarding the solar panel installation at Sheepbridge Farm.

Their representative has reported that the landscaping is doing very well but is being monitored during the hot weather. Foresight received no official request to reroute the footpath but new signs have been installed for the existing one.

- 9 FINANCE**  
(Budgets/investments/sinking fund/grants/risk assessments/insurance)  
Lead Councillor: Cllr. P. Sampson
- 9.1 Accounts
- 9.1.1 Accounts – to **NOTE** that the monthly accounts have been circulated. It is **PROPOSED** that these are accepted.
- 9.1.2 Bank Reconciliation Statements – to **APPROVE** the Bank Reconciliation Statements. Circulated.
- 9.2 Finance Working Group – to **NOTE** that the last meeting was held on Wednesday 18<sup>th</sup> July, 10am. Notes have been circulated.
- 9.3 Internal Audit
- 9.3.1 Effectiveness of the Internal Audit – to **NOTE** that the Internal Audit Report was reviewed by the Finance Working Group. A report of the findings has been circulated.
- 9.3.2 Auditor – it is **PROPOSED** that the council appoints Claire Connell as its internal auditor for 2018/19 at a cost of £620.
- 9.4 Budget – to **NOTE** that there will be a budget review shortly, councillors are asked to start the process of costing items which they would like to be consider in the 2019/20.
- 9.5 Insurance – to **NOTE** that the council’s insurance policy expires on 30<sup>th</sup> September 2018. The council’s existing brokers, Came & Co have been asked to source quotes and BHIB have also been approached. A proposal will be brought to the next meeting.
- 9.6 Licence Fees
- 9.6.1 Memorial Hall, Riseley– it is **PROPOSED** that the licence fee charged to Riseley Village Tea Room for use of the Memorial hall is £600 including VAT.
- 9.6.2 Sports Pavilion, Riseley – to **NOTE** that the licence fee charged for Riseley & Swallowfield and Farley Hill Tennis Club for the Sports Pavilion at Riseley will be reviewed and agreed at the next 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

11.1.1 Shutters/Signage – to **NOTE** that the shutters will be installed on 12th August 2018.

11.1.2 Road sign – to **NOTE** that the road sign has been moved forward by 9 inches and bollards installed to prevent the sign being damaged. Boundary studs are being installed and the architect will issue a plan and photographs which clearly document the boundary line.

11.2 Official Opening – it is **PROPOSED** that a metal plaque is erected on the wall of Fieldfare to record the official opening at a cost of up to £200 plus VAT.

11.3 Finance

11.3.1 Accounts – to **NOTE** although final accounts are being prepared it can be reported that the project has been delivered under budget.

11.3.2 Payments - this payment has been included on the August Bills List.

Edwards Irish Partnership	Project Management	£10,147.67
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11.4 Commercial Premise

11.4.1 Current lease and rent – to **NOTE** that the council has responded to the tenants questions regarding invoices for rent and utilities.

11.4.2 New Lease - to **NOTE** the new lease agreement has not been signed, it is hoped that this will be resolved by the 31<sup>st</sup> August. If this is not possible the tenant will occupy the premises as a tenancy at will until the agreement is signed.

11.5 Residential Properties

11.5.1 Occupation – to **NOTE** that all of the residential properties have been let, five properties are now occupied and tenants move into the sixth later in August.

11.5.2 Snagging – to **NOTE** that most of the items on the snagging list have been resolved. Any remaining items will be dealt with as quickly as possible.

11.5.3 Utilities – to **NOTE** that there are on-going issues with the utilities, it is hoped that these will be resolved shortly.

11.5.4 Tenants – it is **PROPOSED** that this matter is discussed in Part II due to the personal nature of the issue.

**12 ENVIRONMENT**

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

12.1 Fox's Run – Cllr. McDonald has prepared a paper detailing the problems with Fox's Run and a plan to resolve the issues . See notes. The council has also received a proposal from Swallowfield Scouts regarding the upkeep of Fox's Run.

12.1.1 Short Term - the work outlined in Cllr. McDonald's proposal has not yet been costed and would in any case not take place until later in 2019. The area needs significant work immediately.

It is **PROPOSED** that the council accepts the offer made by Swallowfield Scouts to clear and maintain this area for up to 12 months at a cost of up to £500 as a one-off project. Cllr. McDonald would monitor the work carried out and approve payments in stages.

12.1.2 Long-term - It is **PROPOSED** that the council obtains quotes for professional tree and shrub removal and pruning with the objective of simplifying the maintenance required for this area.

12.2 The Fields NAG – to **NOTE** receipt of the minutes of the last meeting held on 18<sup>th</sup> July 2018 which Cllr. McDonald attended. The next meeting will be held on Wednesday 28<sup>th</sup> September 2018, 7:30pm, Shinfield Parish Hall.

12.3 WBC Grass Cutting Service – to **NOTE** that the Overview and Scrutiny Management Committee is undertaking a review of the Council's grass cutting service. The council would like to hear the views of residents, Town and Parish Council and Community Groups about the frequency and quality of grass occurring across the Borough. This could include the timeliness and frequency of cuts, the quality of the work, disposal of grass cuttings, impact of wildflower areas, information on the Council's website, complaints handling or any other issues.

Details of how to submit evidence is available at:

<http://news.wokingham.gov.uk/news/overview-and-scrutiny-review-of-grass-cutting/>

**13 RESILIENCE**

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

13.1 Flood Resilience Group (FRG) – to **NOTE** that Cllr. King and members of FRG met with WBC to discuss the proposed flood alleviation projects. Discussions with the Environment Agency are on-going. Notes circulated.

13.2 SSE Grant – to **NOTE** that Cllr. King has completed the Project Evaluation Report for SSE. A training session is being organised.

**14 TRANSPORT**

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

Lead Councillor: Cllr. J. Wheelwright

- 14.1 Farley Hill – to **NOTE** that Cllr. Wheelwright met with WBC to discuss speeding issues around the parish and particularly potential changes to the speed limit in Farley Hill. Notes circulated.
- 14.2 Norton Road – to **NOTE** that following a review of the notes from the meeting with residents and WBC in 2015 Cllr. Wheelwright visited the site. He will raise the issue with the WBC Traffic Management team when he next meets them but believes that there isn't much the council can do in the short term.

**15 HALLS**

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

Lead Councillor: Cllr. M. McDonald

- 15.1 Riseley Memorial Hall/Sports Pavilion – to it **PROPOSED** that the 5 Year Electrical Condition Testing is carried out at a cost of £750 plus VAT.
- 15.2 Leak in ladies toilet – to **NOTE** that it has been established that the leak causing significant damp in the Ladies and the corridor was the result of a piece of pipework under the tiles on the floor which had never been capped off. This has been replaced but the area needs a significant period of drying out.
- 15.3 Swallowfield Parish Hall Car Park
  - 15.3.1 Survey – to **NOTE** that the survey has been completed and the report received.
  - 15.3.2 Design of drainage and car park layout – to **NOTE** that requirements for the layout and design of the car park are being collated, once complete a quotes for the design will be obtained. See notes.

**16 WW1 CENTENARY COMMEMORATION**

- 16.1 Permanent Memorial – it is **PROPOSED** that the Parish Council purchases a “There but not there” life silhouette from the British Legion to be erected by the Parish War Memorial at a cost of £750 including VAT.
- 16.2 Other activities – to **AGREE** that the Parish Council investigates other ways in which it can help the community mark the occasion, for example teas parties in each village, 34 large lamp post poppies, one for each name on the war memorial.

**17 OFFICE**

- 17.1 Filing Cabinet – it is **PROPOSED** that a new filing cabinet is purchased at a cost of £284 plus VAT. See notes.
- 17.2 Photocopier – to **NOTE** that the new photocopier has been installed. The old one has been removed and a certificate received confirming that the hard disk has been data cleansed at a cost of £180 plus VAT.

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

- 18.1 First Aid Training – to **NOTE** that the caretaker will attend a First Aid Training course being organised by Wokingham Town Council on 13<sup>th</sup> Nov 2018 at a cost of £25 plus VAT.
- 18.2 Councillor Fundamentals – to **NOTE** that Cllr. Drew attended this course
- 18.3 COSHH Awareness – to **NOTE** that the caretaker completed this course on 25<sup>th</sup> July 2018.

**19 CORRESPONDENCE**

- 19.1 Hand Rail at the Parish Shop – a resident had requested that a handrail is installed on the pathway up to the parish shop.
- 19.2 Noise at the Parish Hall – a resident has made a complaint about noise from parties at the parish hall and about youngsters using the car park in the evenings.

**20 DATE OF NEXT MEETING**

Tuesday 11<sup>th</sup> September 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.



## NOTES

- 8.1 Filing Cabinet – the sliding doors on the large filing cabinet are broken and it is not possible to repair them. This will be replaced by a slightly smaller unit as the amount of paperwork held in the office is significantly reduced.
- 11.2 Fieldfare – Cllr. Sampson would like to propose that the council records the official opening for posterity with a discrete metal plaque erected on the wall of Fieldfare House. The wording to be agreed once the opening has taken place.
- 12.1 Fox's Run – proposal submitted by Cllr. McDonald

### **Proposal for Fox's Run**

#### Background

Fox's Run, the walkway built to link Foxborough with The Street and owned by SPC, has been an area of concern for some time.

For some reason it has slipped off the SPC maintenance schedule and residents of Foxborough have complained that it is dirty and unkempt and, in the winter, slippery underfoot and dark. The unpruned fruit trees obscure the street lighting.

There was a plan to cost a complete overhaul of the Run for the 2018 budget but the parish councillor who offered to do this, resigned from the council before this was done.

The parish warden prunes the shrubs when he has time, but he is neither a tree surgeon nor a qualified gardener.

Members of Foxborough used to spray Fox's Run for weeds in the past.

A young resident has offered to tidy and maintain the area.

#### Plan

Fox's Run needs to be overhauled into a new low maintenance area.

Professional work is needed to achieve this, and any major undertaking is beyond the scope of a young resident.

I have inspected the area and the 5/6 leylandii are dead and need removing.

The 4 lovely fruit trees need professional pruning.

Most of the shrubs are too close to the pathway and are old and covered in brambles.

Virtually all of these need removing.

The grass is full of weeds and needs removing or replacing with some kind of permeable landscaping- perhaps gravel. A few new shrubs or a bench could be installed.

The pathway needs cleaning and weeding.

The project can be tackled in simple stages: professional tree and shrub removal and weed and grass edging maintenance. Decision needed about green waste removal.

I am happy to oversee this project and to work with the clerk to obtain professional quotes and to oversee any labour

#### Proposal

I should like the council to agree to:

1: accept the offer of help from the scouts in cleaning, weeding and edging the grass and some tidying of small shrubs that edge the pathway, up to a cost of £500 (Councillor McDonald to oversee this work )

2: permission to obtain quotes for professional tree and shrub removal and pruning. (Once an idea of cost has been established a decision can be made whether the money can be found from existing budgets or whether a proposal has to be put forward for 2019 budget)

Margaret McDonald, July 2018

14.3.2 Car Park – the brief for the car park redesign will include:

- Installation of appropriate drainage using the survey completed, including discharge of water into the ditch at the back of the car park
- Redesign of the layout of the car parking spaces
- Provision of the appropriate number of disabled spaces
- Relocation of the cycle hoops
- Pedestrian path from the front of the hall to the recreation ground
- Installation of a ramp to the Davies Room
- Installation of a ramp to the office door
- Installation of gates to replace the bollards, bearing in mind appropriate security measures
- Replacement of the barrier/wall outside the atrium
- Replacement of barrier in front of the main doors
- Removal of one of the islands in the rear car park to enable bottle bank access

And possibly

- Replacement of fencing at the front of the hall – in a terrible state
- Closing of the gap in the fence at the front as it a H&S issue for pedestrians
- Relocation of the recycling units
- Removal of other islands in the rear car park
- Removal of shrubs in front of fence and new landscaping of whole front

16 WW1 Centenary Commemoration – proposal submitted by Cllr. King

The Riseley Tea room is organising a tea party. So far I have not heard of any other activity across the Parish.

Suggestions for involvement

- The PC could give a contribution to each village so that a tea parties could be organised
- The British Legion is selling life size silhouettes in metal called “There but not there”. These figures have to be concreted into the ground. One could be placed next to the Parish War Memorial
- Also on sale are transparent plastic figures of soldiers that can be attached to benches, pews. I have not spoken to the vicar about this.
- Peter has suggested a large poppy to be attached to lamp posts – one for each name on the war Memorial - and if possible in the village the soldier comes from.

I like the idea of the metal life size silhouette placed next to the Memorial. The War Memorial is for all the Parish and is central. Not many people go to Church regularly so there would have to be a special service or open day to display the figures. I have not sourced the large poppies yet

Costing: large silhouette - £750, Plastic figure - £29,99, contribution to each village - ?

Angela King  
7.8.2018