

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 12TH FEBRUARY 2019
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
7/2/19

Members: Cllr. J. Anderson (Chairman) Cllr. M. Binns Cllr. G. Collender
 Cllr. W. Dance Cllr C. Drew Cllr. A. King
 Cllr. S. Lonorgan 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 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 ANNOUNCEMENT

4.1 Annual Parish Meeting – to **AGREE** the date of the Annual Parish Meeting, usually held on the third Tuesday of April, 16th April 2019. To discuss options for speakers.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 8th January 2019.

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 – for details see page 7.

- 7.1.1 183559 South Lodge, Farley Castle, Farley Hill RG7 1XD
- 7.1.2 190094 Yaffles, Beech Hill Road, Spencers Wood, RG7 1HT
- 7.1.3 190051 Brandywell, Spring Land, Swallowfield RG7 1SU

7.2 Results (For information only) – to **NOTE** the following results, for details see page 8.

- | | | | |
|--------|--------|--|-----------|
| 7.2.1 | 182360 | Lambs Farm Business Park, Basingstoke Road, RG7 1PQ | Approved |
| 7.2.2 | 182542 | Land at Swallowfield Street, Swallowfield | Refused |
| 7.2.3 | 182699 | Springalls Farm Trowes Lane Swallowfield RG7 1RN | Approved |
| 7.2.4 | 182823 | Meadow View Day Nursery, Loddon Court Farm RG7 1HT | Approved |
| 7.2.5 | 182824 | Loddon Court Farm, Meadow View Day Nursery RG7 1HT | Withdrawn |
| 7.2.6 | 182991 | Fairlands Caravan Site, Church Road, Farley Hill | Refused |
| 7.2.7 | 182994 | Ivy Cottage Bunces Shaw Road Farley Hill Wokingham RG7 1UU | Approved |
| 7.2.8 | 183100 | Yaffles, Beech Hill Road, Spencers Wood, RG7 1HT | Withdrawn |
| 7.2.9 | 183140 | Kingsbridge Farm Lambs Lane Swallowfield Wokingham RG7 1JE | Approved |
| 7.2.10 | 183238 | The Old Post House The Street Swallowfield Wokingham RG7 1QY | Approved |
| 7.2.11 | 183239 | The Old Post House The Street Swallowfield Wokingham RG7 1QY | Approved |

7.3 Appeals

7.3.1 APP/X0360/D/18/3215332 (WBC Ref: 182015) – Parkside, Lambs Lane, Swallowfield
To **NOTE** that this appeal has been allowed and permission granted.

The council did not have any objections to this application but did comment that the proposal was significantly larger than the existing house.

7.3.2 APP/X0360/W/19/3219682 (WBC Ref: 182399) – Lenette, Church Road, Swallowfield RG7 1TH

To **NOTE** that an appeal has been lodged and will be determined on the basis of written representations.

The council did not object to this application but asked that all the same conditions be applied, particularly the time limit and restriction that there is no vehicular access. The site is outside the settlement boundary and the council would not like to see permanent development here.

7.4 Local Plan Update: Homes for the future consultation – to **AGREE** the council's response to this consultation.

7.5 GVOL Applications - for details see page 11

7.5.1 OH0213408SN – Lister Wilder Ltd, Kingsbridge Business Park, Wyvols Court, RG7 1PY

7.6 Planning Register/Portal – to **NOTE** that the Clerk met with WBC planning officers to discuss issues experienced by all borough clerks. The meeting was productive, and many questions were answered, however, it is acknowledged that the system does have constraints which we will need to work around.

To **NOTE** that the consultation period for applications will shortly be reduced from 28 to 21 days. Where at all possible WBC will grant extensions but they have asked that councils consider meeting more regularly to consider planning applications.

8 FINANCE

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

Lead Councillor: Cllr. J. Anderson

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.

8.2 Internal Audit – to **NOTE** receipt of the interim internal audit report. Circulated

8.3 Investment Portfolio

8.3.1 Investment Income – to **AGREE** that the Charles Stanley be informed that because of the uncertainties caused by Brexit the council has approved a budget which states a lower investment income than in previous years. This information will enable Charles Stanley to make the appropriate investment decisions.

8.3.2 Investment Report – to **NOTE** receipt of the half year report from Charles Stanley. Circulated.

9 OFFICE

9.1 Accounting Package – to **NOTE** that in order to comply with changes to reporting to HMRC it will be necessary to upgrade the software at a cost of £250 plus VAT.

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

11 PROPERTY

(Fieldfare, Halls, Land)

11.1 Fire Risk Assessment – to **CONSIDER** quotes for fire risk assessments to be carried out at Swallowfield Parish Hall, Riseley Memorial Hall and Sports Pavilion, the Parish Store and the communal area in Fieldfare House. See notes on page 12.

11.2 Storage – to **NOTE** that the working group met on 17th January. Notes have been circulated. To **NOTE** that following that meeting Cllr. Anderson and the Clerk met with Natalie Gaibani, Farley Farms Estate. Notes of that meeting have been circulated.

11.3 Sports Pavilion – to **NOTE** that Cllrs. Anderson, Dance, Drew and King met with representatives of the RSF Tennis Club on 9th January. Notes have been circulated.

11.4 Grounds Maintenance – to **APPROVE** the tree safety work identified in the Health and Safety inspection at a cost of £1,850. See notes on page 13.

11.5 Riseley Car Park – to **NOTE** that Cllr. Anderson and the Clerk met with the Estate Manager for the Wellington Estate on Wednesday 6th February.

- 11.6 Parish Store
- 11.6.1 Lease – to **NOTE** that the engrossments of the lease are with the tenant’s solicitor awaiting signature by the tenant.
- 11.6.2 Rent/Utilities – it is **PROPOSED** that due to commercial sensitivities press and members of the public are excluded whilst this item is discussed.
- 12 RESILIENCE**
(Flooding/ditches/rivers/Flood Resilience Group (FRG))
Lead Councillor: Cllr. A. King
- 12.1 FRG – to **NOTE** that the next meeting will be held on Wednesday 13th February, 7:30pm, Bird in Hand House.
- 12.2 Projects - Update.
- 12.3 Emergency Plan – to **NOTE** that Cllr. King, Graham Stanley and the Clerk met with Brett Dyson. To **NOTE** that 1,000 copies of the ‘Are you ready’ booklet have been delivered to the office.
- 12.4 Emergency Training – it is **PROPOSED** that up to £500 is set aside to enable members of the Emergency Response Team to undertake Level 1 Flood Training using WBC’s on-line training system.
- 13 ENVIRONMENT**
(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)
Lead Councillor: Cllr. A. King
- 13.1 The Marshes – to **NOTE** that a working party was held on 2nd February. All the brambles were cleared from the common.
- 13.2 Orchard – to **NOTE** that Chris Morrissey and Tom Blomley have been working hard at the orchard. A number of trees have failed so some replacements may be required. Cllr. King would like to the council to investigate whether there are grants available to enable large trees to be purchased. Chris has suggested that the fence along the Devil’s Highway should be replaced to prevent deer accessing the area. See report on page 13.
- 13.3 Waste
- 13.3.1 Campaign for Cleaner and Greener – to **NOTE** that this meeting took place on 15th January. Cllr. Lonorgan and the Clerk attended. Notes taken by Cllr. Lonorgan circulated.
- 13.3.2 Community Litter Pick – to **NOTE** that this will take place on Saturday 23rd March, 10am to 4pm. Nigel Adams has agreed to run the event. It is **PROPOSED** that refreshments are provided at a cost of up to £100.

14 RECREATION

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

Lead Councillor: Cllr. W. Dance

- 14.1 Quarterly Playground Inspection – to **NOTE** that the quarterly inspection took place on 17th January and the report has been received. One Medium risk item was reported and has been addressed. See notes on page 14. Low and Very Low risk items are being dealt with as appropriate. Report circulated.
- 14.2 Masons Funfair – it is **PROPOSED** that the council allow Masons Funfair to set up on the Recreation Ground w/c 1st July 2019 for a fee of £400 including VAT and a deposit of £200. The fair would start setting up on Tuesday 2nd July, be open to the public on Saturday and Sunday 6th/7th July, 2pm to 9pm and leave on Tuesday 9th July.

15 HR

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

- 15.1 Staff Matters

It is **PROPOSED** that as this relates to personal employee data members of the press and public are excluded whilst this item is discussed.

- 15.1.1 Salary Reviews – to **AGREE** salary reviews for staff
- 15.1.2 Holiday Entitlement – to **AGREE** holiday entitlement for staff.
- 15.1.3 Pensions – to **NOTE** receipt of the employer newsletter from the Berkshire Pension Fund. Circulated.
- 15.2 Training – to **NOTE** that the training course run by CCB on Social Media for Community Buildings was postpone due to the bad weather, it has been rearranged to Thursday 7th March, the Clerk will attend.

16 TRANSPORT

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

Lead Councillor: Cllr. J. Wheelwright

- 16.1 Update – to **NOTE** receipt of an email from a resident who has concerns about the speed of traffic in and out of the village.

17 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 17.1 Swallowfield Parish Hall Boiler– to **NOTE** that the parts required for the repair to the thermostats are no long available. As there was no guarantee that this would fix the problems experienced as agreed at the last meeting quotes for a new boiler system are now being obtained.

18 COMMUNICATION

(Newsletter/Website/Annual Report/Media)
Lead Councillor: Cllr. G. Collender

- 18.1 Newsletter– to **NOTE** that the deadline for copy for the next newsletter is 28th February 2019.

19 BOROUGH MEETINGS

- 19.1 Borough/Council Plan Key Partner Engagement Event – to **NOTE** that WBC have rearranged this meeting for Wednesday 27th February. Cllrs. Anderson and King agreed to attend. However, WBC have requested that just three people represent all seventeen parishes in the borough. The consensus among the parishes is that this is not acceptable as one parish cannot represent the views of another. WBC have accepted these concerns and have proposed that three clerk representatives attend the conference, one from an urban parish, one from a semi-rural parish and one from a rural parish.

The plan will then be the main topic of the Borough Parish Liaison Forum Meeting on 1st April which will give councillors from all parishes an opportunity to feedback.

- 19.2 Borough Parish Liaison Forum – to **NOTE** that this meeting took place on 4th February. Cllr. Anderson attended on behalf of the council, the Clerk attended on behalf of the Wokingham Clerks Forum. Minutes have been circulated.
- 19.3 Clerks Forum – to **NOTE** that this meeting took place on 16th January, the Clerk attended. The key speaker was Liz Penn from the charity Involve talking about the Community Navigation Scheme which aims to direct people to appropriate information, services and activities with the objective of improving health and wellbeing. Parishes are encouraged to refer people and asked to advertise the service.
- 19.4 WBC Localities Service – to **NOTE** that the meeting scheduled with WBC for 1st February was postponed due to the bad weather. A new date will be agreed. Cllrs. Anderson and King and the Clerk will attend.

20 OUTSIDE ORGANISATIONS

- 20.1 Police and Crime Commissioner, Thames Valley – to **NOTE** receipt of the January Bulletin. Circulated.

21 DATE OF NEXT MEETING

Tuesday 12th March 2019 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

7 PLANNING

7.1 Current Applications

Agenda Ref	App No	Type	Address	Application
7.1.1	183559	Householder	South Lodge, Farley Castle, Farley Hill, RG7 1XD	Householder application for the proposed erection of a 2m high fence.
7.1.2	190094	Householder	Yaffles, Beech Hill Road, Spencers Wood, Wokingham, RG7 1HT	Householder application for the proposed two storey annexe with four roof lights and 3 dormers following demolition of existing garage and existing annexe
7.1.3	190051	Householder	Brandywell, Spring Land, Swallowfield RG7 1SU	Householder application for the proposed erection of a single storey two bay garage and store room with two dormers linked to the main dwelling, and erection of new entrance walls and gates.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	182360	Lambs Farm Business Park, Basingstoke Road, Swallowfield RG7 1PQ	<p>Full planning permission for the change of use of land including engineering works to provide HGV parking area for Lambs Farm Business Park. (Part retrospective).</p> <p><i>The council objected to this application.</i></p> <p><i>WBC have laid down a number of conditions relating to restoration of other land and landscaping. There is also an s106 agreement which states that a car park is designated for the exclusive use of Lambs Lane School for a period of not less than ten years .</i></p>	Approved
7.2.2	182542	Land at Swallowfield Street, Swallowfield	<p>Full application for the proposed erection of 2no. detached 5 bedroom dwellings and new access driveway.</p> <p><i>The council objected to this application.</i></p> <p><i>Refused because WBC can robustly demonstrate a sufficient housing land supply; urbanising effect; no provision for any affordable housing.</i></p>	Refused
7.2.3	182699	Springalls Farm Trowes Lane Swallowfield RG7 1RN	<p>Retrospective full planning application for the extension to existing agricultural building erected under planning consent 152413 (23/09/2015).</p> <p><i>The council did not comment on this application.</i></p>	Approved

Agenda Ref	App No	Address	Application	Result
7.2.4	182823	Meadow View Day Nursery, Loddon Court Farm Beech Hill Road Spencers Wood Wokingham RG7 1HT	<p>Full application for the internal and external reconfiguration of existing main building, including roof terrace (re-enforced safety glass to provide outdoor area for Infant Class), plus extension to existing building and replacement of existing outbuilding with a Wooden Cladded Portacabin type structure.</p> <p><i>The council was concerned about parking provision and felt that the site was too small for the proposed expansion.</i></p> <p><i>WBC has set up conditions to ensure that adequate parking provision is in place before the nursery expands.</i></p>	Approved
7.2.5	182824	Loddon Court Farm, Meadow View Day Nursery, Beech Hill Road, Spencers Wood, RG7 1HT	<p>Application to remove condition 2 and 3 of planning consent F/1999/69401 for the proposed change of use of farmhouse to day Nursery (D1) for up to 38 children. Condition relates to not more than 38 children shall attend the day nursery and condition 3 relates to staff accommodation bed sitting room shall be retained as residential accommodation only and shall not be used for day nursery purposes</p> <p><i>The council was concerned about parking provision and felt that the site was too small for the proposed expansion.</i></p>	Withdrawn
7.2.6	182991	Fairlands Caravan Site, Church Road, Farley Hill	<p>Application to vary condition 1 to remove named occupants and remove condition 2 of appeal planning consent (F/211/2602).</p> <p><i>The council objected to this application as previous appeals concluded that the site is not suitable as a gypsy and traveller site.</i></p>	Refused

Agenda Ref	App No	Address	Application	Result
7.2.7	182994	Ivy Cottage Bunces Shaw Road Farley Hill Wokingham RG7 1UU	<p>Householder application for the proposed erection of 1.83m high fence (Retrospective).</p> <p><i>The council objected to this application as it did not believe that the proposed fencing was appropriate in a rural locality.</i></p> <p><i>Conditions have been set to ensure that the work is carried out as specified in the approved details, minor variations to be agreed in writing. Stain colour to be approved by 30th April 2019, existing palisade fence removed and soft landscaping in form of native hedgerow shall be planted between fence and highway and permanently retained</i></p>	Approved
7.2.8	183100	Yaffles, Beech Hill Road, Spencers Wood, Wokingham, RG7 1HT	<p>Householder application for the proposed raising of the roof to include six dormers plus two replacement chimneys. One storey side extension, two storey front extension, two one storey extensions to the rear and changes to fenestration. A separate building of two storeys to include three dormers and four roof lights following demolition of outbuildings.</p> <p><i>The council objected to this application as it felt that the proposal was not appropriate on the site.</i></p>	Withdrawn (see Application 190094)
7.2.9	183140	Kingsbridge Farm Lambs Lane Swallowfield Wokingham RG7 1JE	<p>Full application for the change of use of field from agriculture and animal grazing to the use for a safe and secure recreational area for dog walking or agriculture. (Retrospective)</p> <p><i>The council expressed reservations about parking facilities.</i></p> <p><i>WBC have set down conditions to ensure that adequate parking is made available.</i></p>	Approved

Agenda Ref	App No	Address	Application	Result
7.2.10	183238	The Old Post House The Street Swallowfield Wokingham RG7 1QY	Householder application for the proposed installation of a circular window at ground floor level. <i>The council made an observation that a larger rectangular window might be more in keeping.</i>	Approved
7.2.11	183239	The Old Post House The Street Swallowfield Wokingham RG7 1QY	Application for Listed Building consent for the proposed installation of a circular window at ground floor level. <i>The council did not comment.</i>	Approved

7.5 Goods Vehicle Operators Licences

Agenda Ref	App No	Applicant	Address	Application
7.5.1	OH0213408 SN	Lister Wilder	Unit 3, Kingsbridge Business Park, Wyvols Court, Basingstoke Road, Swallowfield RG7 1PY	New authorisation at this operating centre will be: 1 vehicle(s), 1 trailer(s)

NOTES

11.1 Fire Risk Assessment

Two quotes have been obtained, both contractors are on the Institute of Fire Engineer's register of Fire Risk Auditors and cover our area.

Contractor A £1050 (no VAT)
Contractor B £585 plus VAT

11.1.1 Contractor A

Objectives

To prepare suitable and sufficient Fire Risk Assessments for the following locations:

- a) Swallowfield Parish Hall, Swallowfield, Street, Swallowfield RG7 1QX,
- b) Riseley Memorial Hall/Sports Pavilion, Odiham Road, Riseley RG7 1SD,
- c) Fieldfare House, The Street, Swallowfield RG7 1QX

to meet the requirements of 'The Regulatory Reform (Fire Safety) Order 2005'.

The assessment will include where appropriate, but not be limited to, the following:

- the risk of fire to persons in the building
- the potential sources of ignition in the building
- compartmentation
- means of escape
- smoke control
- equipment for fire fighting
- signage
- emergency lighting
- record keeping
- housekeeping, including waste storage
- electrical maintenance
- lightning protection
- contractor management
- arson risks.

11.1.2 Contractor B

The assessor will complete a walk around of the building looking at fire fighting equipment, detection, doors, means of escape etc.

The assessor will also need to see as much of the below information as possible -

- Copies of current Floor/Site Plans
- Copy of previous Fire Risk Assessment
- Current Log Book
- Current Fire Safety Policy
- Current Emergency Plans
- Gas Certificates – maintenance documents etc.
- Any fire safety documentation that is on the premises.

11.4 Trees

Location	Ref	Action Required	Cost £
Swallowfield Car Park	T1&2	Crown raise to 4.5 metres over the road	75
Swallowfield Rec	T7 &T9a	Crown raise to 3 metres	75
Swallowfield Rec	T10	Remove dead wood and epicormic growth	125
Swallowfield Rec	T13	Remove dead wood and epicormic growth	125
Swallowfield Rec	T14	Remove dead wood and epicormic growth	125
Swallowfield Rec	T15	Ensure adequate clearance of gate, bus stop, signs and road	200
Part Lane	T49	Sever ivy	50
Part Lane	T50-51	Remove only major and obvious dead wood to all trees. Remove poor form Horse Chestnut	375
Part Lane	T63	Inspect cavity and report findings	50
Riseley Rec	T99	Remove dead wood	150
Riseley Rec	T100	Remove dead wood	100
Riseley Rec	T101	Remove dead wood	275
Riseley Rec	T104	Remove dead wood	125

13.2 Orchard

Report from Chris Morrissey

After last summer's heat and the drenching through autumn, the recent break in the weather has been perfect for tree planting.

As the weather was ideal for planting, and I had 3 weeks for the Christmas break, I spent 3 days up there. Planted 11 trees from the 13 purchased last year (each noticeable by a green tag), plus I trimmed and bark mulched all of the trees. There are still a fair few trees that I have left in the ground and am giving the benefit of the doubt, but in all honesty, should be whipped out and replaced - probably another 1/2 dozen.

I have taken a further 1/2 dozen of the worst performing trees away which I have repotted in some good quality expensive shrub compost which I bought from a specialist nursery, and they are currently in glass cold frame waiting on the weather. There's no guarantee that any or all of them will come back, but I've given them the best chance. If they respond, these will then replace the other 1/2 dozen non performers once their root system is stronger to cope with the wet.

They are all on the wrong rootstock which should have been explained from the outset. The dwarfing rootstock cannot stand wet ground, and under about 10 inches of topsoil, they are straight into London clay.

I'll pop up there tomorrow to ensure it's not the new trees that have been nibbled, but with the funds available, it's about as good as it gets without the council spending any money on maintaining the grass and having money available for the tree protection.

A couple of the cherry's bought last year didn't make it through the heat of last summer, so I'm appealing to Bernwode who supplied them for replacements.

14.1 Quarterly Playground Inspection

Medium Risk Items

Swallowfield

Item	Issue	Action	Status
Gate	Trap point on closure	Repair	Complete