

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



Mrs. E. Halson, Clerk  
7/3/19

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 **NOTE** that the Annual Parish Meeting, will be held on the 2<sup>nd</sup> April 2019. Confirmed speakers are Jude Whyte, Wokingham Borough Council, Localities Team.

4.2      Parish Clean Up Day – to **NOTE** that this will take place on Saturday 23<sup>rd</sup> March, 10am – 4pm, volunteers should register in the Davies Room, refreshments will be provided.

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

5.1      To **APPROVE** the minutes of the Parish Council meeting held on 12<sup>th</sup> February 2019.

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## 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 5.

- 7.1.1 190275 Applegarth Basingstoke Road Riseley RG7 1QD  
7.1.2 190449 Land between 14 & 15 Yeosfield, Riseley, Swallowfield RG7 1SG  
190476 Woodside, Castle Road, Farley Hill, Wokingham, RG7 1UL

- 7.2 Results (For information only) – to **NOTE** the following results, for details see page 6.

- |       |        |                                                      |          |
|-------|--------|------------------------------------------------------|----------|
| 7.2.1 | 183184 | Blanke Villa Lambs Lane Spencers Wood RG7 1JB        | Approved |
| 7.2.2 | 183370 | Mistletoe Cottage The Devils Highway Riseley RG7 1XR | Approved |
| 7.2.3 | 190051 | Brandywell, Spring Land, Swallowfield RG7 1SU        | Approved |
| 7.2.4 | 190094 | Yaffles, Beech Hill Road, Spencers Wood, RG7 1HT     | Refused  |

## 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.

## 9 BILLS FOR PAYMENT – to **APPROVE** [list to be provided at meeting]

## 10 PROPERTY

(Fieldfare, Halls, Land)

- 10.1 Storage – to **NOTE** that Wokingham Borough Council will no longer give informal advice on planning matters. It is **PROPOSED** that the council submit a pre-planning application for the erection of a shed/garage to replace the containers at a cost of approximately £400.

- 10.2 Sports Pavilion – to **NOTE** that Cllrs. Anderson, Dance, Drew and King and the Clerk met with representatives of the RSF Tennis Club on 27<sup>th</sup> February. RSF Tennis Club have not yet agreed to sign the licence agreement for use of the pavilion. It is **PROPOSED** that due to commercial sensitivities press and members of the public be excluded whilst this item is discussed.

- 10.3 Parish Store Lease – it is **PROPOSED** that due to commercial sensitivities press and members of the public are excluded whilst this item is discussed.

**11 RESILIENCE**

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

Lead Councillor: Cllr. A. King

11.1 FRG – to **NOTE** that the last meeting was held on Wednesday 13<sup>th</sup> February, the notes have been circulated.

11.2 Projects – to **NOTE** that the council's insurers have confirmed that the council is covered for work on the spillway so long as appropriate professionals with their own professional indemnity and public liability insurance are engaged to carry out the work.

It is **PROPOSED** that, subject to receipt of the appropriate funds, the council undertakes the project to build the proposed spillway at the end of the recreation ground and asks Mr. G. Stanley, Co-chair FRG, to prepare a tender to be sent out to design companies. The project will be funded by monies received from the EA grant and if necessary the flood attenuation fund held by Wokingham Borough Council

11.3 WBC Flood Attenuation Fund – it **NOTE** that the clerk has asked Wokingham to release the remaining funds to the parish council so that it can initiate work on projects.

11.4 Emergency Plan – it is **PROPOSED** that copies of the 'Are you ready' booklet and an A5 flyer should be delivered with the summer newsletter at a cost of £375 plus VAT. The flyer will explain the role of FRG and the work already done but highlight how each person can protect themselves.

**12 ENVIRONMENT**

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

Lead Councillor: Cllr. A. King

12.1 Orchard – it is **PROPOSED** that each tree in the orchard is surrounded by a stock fence. Chris Morrissey and Tom Blomley have offered to carry out the work if the council provides the materials. The fences will prevent deer from damaging the trees. The cost of the materials and equipment is £560 plus VAT.

12.2 Swallowfield Footpath 7– it is **PROPOSED** that the council donate £480 to the Loddon Valley Ramblers towards the conversion of a stile to a gate on this footpath adjacent to Sandpit Farm. The gate will be installed by the Loddon Valley Ramblers who have obtained the landowners permission. This will create a stile-free footpath from Sandpit Lane to Bunglers Hill.

**13 HALLS**

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

Lead Councillor: Cllr. M. McDonald

13.1 Swallowfield Parish Hall Boiler– to **CONSIDER** the quotes for a replacement boiler. Details circulated.

**14 RECREATION**

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

Lead Councillor: Cllr. W. Dance

- 14.1 Annual Playground Inspection – to **NOTE** that the annual inspection has taken place, the official report has not yet been received but the inspector has reported that an item at Farley Hill was unsafe. The item was removed immediately.
- 14.2 Riseley, Swallowfield and Farley Hill (RSF) Tennis Club
  - 14.2.1 AGM – to **NOTE** that the AGM will take place on Wednesday 13<sup>th</sup> March, Cllrs. Dance and King will attend.
  - 14.2.2 Name change – to **NOTE** that the tennis club are changing their marketing name to Riseley Tennis Club as they believe that the current name is confusing and does not give potential members an indication of where the tennis club is.

**15 HR**

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

- 15.1 Training – to **NOTE** that the Clerk attended a training course run by CCB on 7<sup>th</sup> March on Social Media for Community Buildings.

**16 BOROUGH MEETINGS**

- 16.1 Borough/Council Plan Key Partner Engagement Event – to **NOTE** that the clerk attended this event on 27<sup>th</sup> February. The draft report will be produced prior to the Borough Parish Liaison Forum on 1<sup>st</sup> April where all parish and town councils will be able to input. Cllrs. Anderson and King will attend.
- 16.2 Borough Parish Liaison Forum – to **NOTE** that this meeting took place on 4<sup>th</sup> February. Cllr. Anderson attended on behalf of the council, the Clerk attended on behalf of the Wokingham Clerks Forum. Minutes have been circulated.

**17 DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> April 2019 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

**7 PLANNING**

7.1 Current Applications

<b>Agenda Ref</b>	<b>App No</b>	<b>Type</b>	<b>Address</b>	<b>Application</b>
7.1.1	190275	Housholder	Applegarth Basingstoke Road Riseley RG7 1QD	Householder application for the proposed conversion of existing disused stable building to create habitable accommodation annex.
7.1.2	190449	Householder	Land between 14 & 15 Yeosfield, Riseley, Swallowfield RG7 1SG	Full planning application for the proposed erection of 1no. dwelling.
7.1.3	190476	Householder	Woodside, Castle Road, Farley Hill, Wokingham, RG7 1UL	Full application for the proposed erection of a replacement dwelling with new access, following demolition of existing dwelling, garage and outbuildings.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	183184	Blanke Villa Lambs Lane Spencers Wood RG7 1JB	Full application for the proposed relocation of existing shelving racks.  <i>The council did not comment on this application.</i>	Approved
7.2.2	183370	Mistletoe Cottage The Devils Highway Riseley RG7 1XR	Full application for the proposed erection of 1no dwelling and outbuilding following demolition of existing dwelling and garage.  <i>Swallowfield Parish Council objected to this application, but asked that if WBC were to approved conditions should be applied which ensure: that the old timber salvaged from the demolition is used to construct the proposed ancillary building within a reasonable timeframe and does not get ignored, that use of the additional building is ancillary to occupation of the main house.</i>  <i>Various conditions have been set regarding the dismantling and reassembly of the timbers. Archaeological works must be implemented. Occupation can only be ancillary to occupation of the main house.</i>	Approved
7.2.3	190051	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.  <i>The council did not object to the design for the garage, but did object to the gates and walls which the application states more or less replace the existing walls and gates as they are completely out of keeping with Spring Lane.</i>  The approval does not make any mention of this.	Approved

Agenda Ref	App No	Address	Application	Result
7.2.4	190094	Yaffles, Beech Hill Road, Spencers Wood, Wokingham, RG7 1HT	<p>Householder application for the proposed two storey annexe with four roof lights and 3 dormers following demolition of existing garage and existing annexe.</p> <p><i>The council did not objected to this application but asked that WBC set conditions to ensure that use of the building was only ancillary to the occupation of the main building.</i></p> <p><i>WBC have refused this application as ecological information has not taken into account the possibility of bats.</i></p>	Refused