

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 14<sup>TH</sup> JANUARY 2020  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk  
9/1/20

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 ANNOUNCEMENTS**

4.1          Borough Parish Liaison Forum – to **NOTE** that Michael Firmager, Chairman of the Borough Parish Liaison Forum will meet with the Parish Council on Wednesday 22<sup>nd</sup> January at 7pm in the Rose Room.

4.2          Strategy Meeting - to **NOTE** that there will be a Strategy Meeting on Wednesday 22<sup>nd</sup> January at 7:30pm in the Rose Room.

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

5.1          To **APPROVE** the minutes of the Parish Council meeting held on 10<sup>th</sup> December 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 5.

7.1.1 193305 - Farley Hall, Castle Road, Farley Hill RG7 1UL

7.1.2 193356 - Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY

7.1.3 193385 – Glasspool Farm, Part Lane, Riseley RG7 1RU

7.1.4 193386 – Glasspool Farm, Part Lane, Riseley RG7 1RU

- 7.2 Results – for details see page 5.

7.2.1 192788 - Wheelers Farm Bungalow, Wheelers Farm, Swallowfield, RG7 1XL Approved

7.2.2 192909 - Three Gables, The Devils Highway, Riseley, RG7 1XR Refused

7.2.3 193009 – Conifers, Church Road, Farley Hill RG7 1TU Approved

7.2.4 193286 - Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY Did not proceed

## 8 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 8.1 Accounts

8.1.1 Month End Accounts – to **NOTE** that the Month 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 Budget

8.2.1 2019/2020 Budget – to **NOTE** that the 2019/20 budget has been updated to reflect additional income received from investments and the change in timings of the car park project. The excess income identified is reflected in the Reserves spreadsheet for the 2020/21 Reserves. To **NOTE** no additional spend has been reflected in this budget document.

8.2.2 2020/2021 Budget – to **NOTE** that the proposed 2020/21 budget has been circulated. It is **PROPOSED** that this be **APPROVED**.

8.3 Precept – it is **PROPOSED** that a precept of £20,620 be set and submitted to Wokingham Borough Council. This figure should result in individual households seeing no increase in the precept paid.

8.4 Internal Audit – to **NOTE** that the auditor has issued her interim report, this will be reviewed by the Finance Working Group. Circulated.

9 **BILLS FOR PAYMENT**

- 9.1 Bills List – to **APPROVE** the bills for payment, list to be provided at the meeting.

10 **PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

- 10.1 Car Park – to **NOTE** that the survey of the ditch at the rear of the car park could not take place on 16<sup>th</sup> December due to the high water levels. To **NOTE** that Cllr. Anderson and the Clerk met with David Brooks and a representative from re3 to review access for the bottle bank lorry. This was followed by a meeting to review the initial design. Notes circulated.
- 10.2 Fieldfare, Annual Services – to **NOTE** that the following annual services have taken place:
- Airconditioning units – shop
  - Waste water pump – whole site
- 10.3 Hall Improvements – to **NOTE** that the appointed architect is planning to present a draft proposal on Tuesday 18<sup>th</sup> February.
- 10.4 Parish Shop – it is **PROPOSED** that due to commercial sensitivities the press and public are excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

11 **ENVIRONMENT**

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

Lead Councillor: Cllr. A. King

- 11.1 Community Litter Pick – to **NOTE** that this event will take place on 28<sup>th</sup> and 29<sup>th</sup> March 2020.
- 11.2 Rural Crime – to **NOTE** that a drop in session/workshop will be held on 30<sup>th</sup> January between 1900 and 2100 at Loddon Valley Police Station. There will be an update on rural crime and information about dealing with unauthorised encampments under the current law.

12 **RESILIENCE**

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

Lead Councillor: Cllr. A. King

- 12.1 Spillway Project – to **NOTE** the update received from Graham Stanley. Circulated. To **NOTE** that the Environment Agency (EA) wants the project to be completed this financial year. The EA and the Hampshire and Isle of Wight Wildlife Trust (HIWWT) and have agreed that the contractor who requoted in response to the second round of tendering be appointed. The EA has agreed to cover the additional cost. The work will start on 17<sup>th</sup> February 2020/

It is **PROPOSED** that the council should engage the contractor at a cost of £30,200 plus VAT.

- 12.2 Swallowfield Flood Resilience (FRG) – to **NOTE** that the last meeting was held on Thursday 5<sup>th</sup> December 2019. Notes circulated. The next meeting will be held on Thursday 27<sup>th</sup> February, 7:30pm in the Rose Room.

### 13 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)  
Lead Councillor: Cllr. M. McDonald

- 13.1 Legionnaires Testing, Swallowfield Parish Hall – to **NOTE** that Legionnaires testing took place on 2<sup>nd</sup> January 2020.

#### 13.2 Electrical Work

- 13.2.1 Emergency Lighting/Smoke Detect Testing – to **NOTE** that two quotes have been received for the work identified in the testing report. It is **PROPOSED** that Contractor B is asked to carry out the work at a cost of £165 plus VAT. See notes on page 9

- 13.2.2 Remedial Work – to **NOTE** that the following electrical work needs to be carried out.

- Replacement of the Ceiling lights in the Rose Room kitchen
- Installation of an additional PIR at the back of the hall to ensure that the outside lights come on as soon as a pedestrian turns the corner from the Rose Room.

It is **PROPOSED** that this carried out by Contractor B at a cost of £385 plus VAT. See notes on page 9.

#### 13.3 Plumbing Work

- 13.3.1 Handwashing sink, Riseley Memorial Hall – to **NOTE** that this sink does not drain properly due to the fall of the pipes, remedial work will take place before the Tea Room reopens in February.

- 13.3.2 Blockage, Swallowfield Parish Hall – to **NOTE** that there is a blockage in the pipework between the Gents Toilets and the office sink. The caretaker is working on the problem, but if he is unable to clear the blockage the plumber will be asked to carry out the work.

### 14 RECREATION

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

- 14.1 Swallowfield Parish Allotment Association (SPAA) – to **NOTE** receipt of the minutes of the last meeting held on 5<sup>th</sup> December. Circulated. To **NOTE** receipt of SPAA Risk Assessments.

It is **PROPOSED** that the council accepts the Risk Assessments.

### 15 COMMUNICATION

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

- 15.1 Newsletter – to **NOTE** that the copy date for the Spring Newsletter, which will be distributed in early March, is 22<sup>nd</sup> February 2020.

## 16 TRANSPORT

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

Lead Councillor: Cllr. J. Wheelwright

- 16.1 Buses – to **NOTE** that the council has received many complaints about Reading Buses making changes to the timetable for the No7 bus. The cuts are due to commercial viability, one of the buses will be taken out of operation due to its age/condition and will not be replaced. The council has consulted with its borough councillor confirmed that Wokingham Borough Council (WBC) are investigating what possible options there are for restoring at least part of the service. WBC currently subsidise evening and weekend buses on this route. It is understood that WBC are also in discussions with Hampshire County Council.
- 16.2 Potholes – to **NOTE** that the council is working with its borough councillor to expediate repairs to the significant number of potholes across the parish. Residents are encouraged to continue to report incidents, at the link below, as the volume of reports may help raise the priority of work. <https://wokinghamalliance.highway-iams.uk/Live/PBLC/PIP/?cg=POT>
- 16.3 Road Closures, Gigaclear – to **NOTE** that Gigaclear have permits for addition work will result in the following road closures:
- 15<sup>th</sup> to 17 January - Basingstoke Road, working under multi-Way lights
  - 23<sup>rd</sup> to 24<sup>th</sup> January - Barge Lane

## 17 EVENTS

- 17.1 Max Bowker Legacy – to **NOTE** that the first meeting of this working group will be held on Thursday 16<sup>th</sup> January 2020. Cllrs. Binns and Lonorgan will attend.

## 18 HEALTH & WELLBEING

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)

Lead Councillor: Cllr. A. King

- 18.1 Citizens Advice – to **NOTE** that Citizens Advice Wokingham had asked the council to nominate venues where pop up clinics could be held, ideally these should be where a good footfall could be guaranteed.

## 19 OUTSIDE ORGANISATIONS

- 19.1 Police & Crime Commissioner – to **NOTE** receipt of the December Bulletin. Circulated.

## 20 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 11<sup>th</sup> February 2020 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	193305	Full Application	Farley Hall, Castle Road, Farley Hill RG7 1UL	Full planning application for the demolition of a former dairy building; clearance of the site; and erection of a single storey replacement building for residential occupation by an essential rural worker in connection with Farley Hall and its rural estate.
7.1.2	193356	Full Application	Balcombe Nurseries Basingstoke Road Swallowfield RG7 1PY	<p>Full application for the erection of 5No detached dwellings, one with separate garage and four dwellings with internal garages. Associated landscaping works including one balancing pond. 2No entrance gates and 1.2m post and rail fencing.</p> <p>This applications seeks to make changes from the previously approved application, 173726, and is essential the same as application 182370, which was not determined due to now resolved issues with application 173726.</p> <p>The council's response to application 182370 was:</p> <p><i>The addition of a separate driveway for one of the houses will lead to more hard surfacing and increase surface water runoff. This seems unnecessary. Neighbouring Oak Cottage suffers from this runoff as well as the road and the balancing pond appears to be set further back in the site (on higher ground) and so cannot be used to control water runoff from lower down.</i></p> <p><i>Surface water flooding of this lower area has been an issue in the past, has proper consideration been given to suitable drainage of this area.</i></p> <p><i>The scale has increased from the two previous applications; O20141944 (3 detached) and 173726 (1 detached, 2x2 semidetached).</i></p> <p><i>The council would like assurance that the balancing pond will be</i></p>

				<p><i>maintained and would seek a binding legal commitment regarding responsibility for that maintenance.</i></p> <p><i>The council would like assurance that the Unilateral Undertaking dated 13th September 2016 has been carried forward to the new owner and registered on the title as this provides for the open meadow land at the back of the site to be retained.</i></p>
7.1.3	193385	Prior Approval	Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior approval submission for proposed part conversion of 2 no. barns to form 5 no. dwellings.
7.1.4	193386	Prior Approval	Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior approval submission for proposed part conversion of barn to flexible use.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	192788	Wheelers Farm Bungalow, Wheelers Farm, Swallowfield, RG7 1XL	Application for a certificate of existing lawful development for the use of building as an independent residential dwelling (C3) in breach of agricultural occupancy tie condition (condition 8) attached to planning permission ref. 13929	Approved
7.2.2	192909	Three Gables, The Devils Highway, Riseley, RG7 1XR	Householder application for the proposed erection of a first floor side extension plus alterations to existing roof. <i>The reason for refusal: no bat survey.</i>	Refused
7.2.3	193009	Conifers, Church Road, Farley Hill RG7 1TU	Householder application for the proposed erection of a single storey rear extension with the insertion of 5no roof lights, following demolition of existing conservatory and rear porch and changes to fenestration.	Approved
7.2.4	193286	Balcombe Nurseries Basingstoke Road Swallowfield RG7 1PY	Application to vary condition number 2 of planning consent 173726 for the Full application for the proposed erection of 5 no dwellings with detached garages and a balancing pond. Condition 2 refers to approved plans This permission is in respect of the submitted application plans and drawings numbered ref: 2396-15; 2396-16; 2396-17; 2396-18; 2396-19; 2396-20; 2396-21 and 2396-22.	Not proceeded with



11.2 Electrical Work

11.2.1 Emergency Light Replacement

Contractor A = £256 plus VAT

Contractor B = £165 plus VAT

11.2.2 Remedial Work

Contractor B = £385 plus VAT

Kitchen lights = £135 plus VAT

PIR = £250 plus VAT