

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 10<sup>TH</sup> MARCH 2020  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk  
5/3/20

Members: Cllr. J. Anderson (Chairman)      Cllr. M. Binns      Cllr. G. Collender  
            Cllr. W. Dance                              Cllr C. Drew      Cllr. A. King  
            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          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 11<sup>th</sup> February 2020.

## 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 200371 - Glasspool Farm, Part Lane, Riseley RG7 1RU

7.1.2 200469 - Fairlands, Church Road, Farley Hill RG7 1TU

- 7.2 Results – for details see page 5.

7.2.1 200243 - Glasspool Farm Part Lane Riseley RG7 1RU

Approved

7.2.2 200254 – Twitchen, Odiham Road, Riseley RG7 1SD

Approved

- 7.3 Consultations

7.3.1 Local Plan Update – to **AGREE** a response to this consultation.

7.3.2 The Central and East Berkshire Joint Minerals and Waste Plan – to **AGREE** a response to this consultation.

## 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.

## 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 Parish Stores – to **NOTE** that the solicitor has updated the side letters with the information agreed at the last meeting ready for issue.

It is **PROPOSED** that these are sealed by the Clerk once received.

10.2 Car Park Update.

- 10.3 Swallowfield Parish Hall Upgrade Update.
- 10.4 Riseley Sports Pavilion – to **NOTE** that following the report of leaks in several parts of the building work is required to repair the roof.
- 10.5 Swallowfield Recreation Ground – to **NOTE** that for health and safety branches had to be removed from one of the tall pine trees in the Natural Play area at a cost of £200 plus VAT.

## 11 ENVIRONMENT

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

- 11.1 Riseley Green – it is **PROPOSED** that the council allow a bench to be installed on Riseley Green in memorial of Mr. P. Oram. Notes circulated.

## 12 RESILIENCE

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

- 12.1 Spillway Project Update - in spite of the recent poor weather, the spillway contractor has progressed the work on site as far as possible. Topsoil has been stripped and the base of the channel has been excavated and graded along its whole length. Excavation of the side slopes has progressed where possible, but the ground remains saturated after all of the recent rainfall and it is not sensible at present to continue further with this work. The weather forecast for the rest of this week shows rain on every day. The contractor has therefore advised that, following completion of the inlet pipework and edge beam, which will be completed today, the contractor will not be able to progress the work further until we have some better weather and the ground dries out.

## 13 HALLS

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

- 13.1 Swallowfield Parish Hall – to **NOTE** that hall users have been sent a letter reminding them not to touch the thermostats on the radiators as the heating system cannot work to its optimum if these are removed

## 14 RECREATION

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

- 14.1 Playground Inspections
  - 14.1.1 January 2020 Quarterly Report – to **NOTE** that this report has been reviewed work on items identified has started. See pages 6 & 7.

Surfacing in the Natural Play area – it is **PROPOSED** that bark chippings are purchased at a cost of £645 plus VAT.

- 14.1.2 Renewal of Contractor – it is **PROPOSED** that Reading Borough Council be engaged to carry out quarterly playground inspections on the play equipment owned by Swallowfield Parish Council at Swallowfield , Riseley and Farley Hill a cost of £348.92 plus VAT
- 14.1.3 Annual Playground Inspection – it is **PROPOSED** that The Play Inspection Company be engaged to carry out an Annual Playground Inspection on all play equipment owned by Swallowfield Parish Council at Swallowfield, Riseley and Farley Hill at a cost of £258.50 plus VAT.

**15 DATE OF NEXT MEETING**

The next meeting of Swallowfield Parish Council will be held on Tuesday 14<sup>th</sup> April 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	200371	PN Class R Agri to Flex COU	Glasspool Farm Part Lane Riseley Wokingham RG7 1RU	Prior approval submission for the proposed change of use of 1no. agricultural building to office use (Class B1) and demolition of existing cattle shed.
7.1.2	200469	Existing Lawful Certificate	Fairlands, Church Road, Farley Hill RG7 1TU	Application for a certificate of existing lawful development for use of cabin as independent dwelling

### 7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	200243	Glasspool Farm Part Lane Riseley RG7 1RU	<p>Prior approval submission for the conversion of 2 no agricultural buildings to provide 5 no. dwelling houses.</p> <p>This Prior Approval Notice does NOT constitute approval under Habitats Regulations. It is also necessary for the owners of the land to enter into s106/s111 agreement with the council. The applicant is also advised to investigate whether consents or permissions under any other regulatory regimes including building control are required.</p> <p>The council objected to this application but felt that the applicant was trying to find a way forward for this dilapidated site.</p>	Prior approval is required & given.
7.2.2	200254	Twitchen, Odiham Road, Riseley, RG7 1SD	<p>Householder application for proposed erection of single storey rear extension to form a conservatory.</p> <p>The council did not comment on this application.</p>	Approved

14.1.1 Quarterly Playground Inspection

14.1.1.1 Swallowfield Recreation Ground

Item	Location	Finding	Risk (Level)	Action	Who	Date
Gate	Field	Finger Trap	Medium (8)	Repair	Council	28/2/2020
Fence	Field	Slats worn	Low (6)	Replace	Council	28/2/2020
Bench	Field	Slat damaged	Low (3)	Replace	Council	
Paving	Path	Slab uneven	Very Low (3)	Adjust	Council	
Gate	Adjacent to ball court	Loose hinge	Very Low (2)	Repair	Council	28/2/2020
Surfacing	Children's Play Area	Surfacing lifting	Low (4)	Adjust	Council	
Surfacing	Children's Play Area	Surfacing uneven	Low (5)	Adjust	Council	
Climbing Frame	Children's Play Area	Wear on ramp	Low (5)	Replace	Council	28/2/2020
Climbing Frame	Children's Play Area	Wear on plastic insert	Low (3)	Replace	Third Party	
Train	Children's Play Area	Damage to wooden trim	Low (4)	Replace	Third Party	
Train	Children's Play Area	Damage to support brackets	Low (4)	Replace	Third Party	
Train	Children's Play Area	Soft timber	Very Low (3)	Repair/Replace	Third Party	
Train	Children's Play Area	Surface/edge wear	Low (4)	Replace	Third Party	
Carousel	Children's Play Area	Tiles uneven	Low (3)	Adjust	Council	
Carousel	Children's Play Area	Slippery (algae)	Low (4)	Clean	Council	28/2/2020
Sand Pit	Children's Play Area	Sand migration	Very Low (1)	Remove	Council	28/2/2010
Theme Bench	Children's Play Area	Soft timber	Medium (8)	Replace*	Council	Ordered
MUGA		Loose Fittings	Very Low (3)	Tighten bolt	Third Party	
Brick edging	Natural Play Area	Brick missing	Low (5)	Replace	Council	
Basket Swing	Natural Play Area	Chain twisted	Very Low (3)	Inspect	Third Party	
Basket Swing	Natural Play Area	Surfacing lifting	Very Low (3)	Secure	Council	
Cableway	Natural Play Area	Low seat	Low (4)	Adjust	Third Party	
Cableway	Natural Play Area	Check for general wear	Low (4)	Dismantle	Third Party	Next inspection
Carousel	Natural Play Area	Bark chips too low	Low (4)	Replace	Council	To order
Trim Trail	Natural Play Area	Protruding fitting	Very Low (2)	Investigate	Council	28/2/2020
Trim Trail	Natural Play Area	Rotten Logs	Low (6)	Remove	Council	
Trim Trail	Natural Play Area	Loose timber posts	Low (6)	Investigate	Council	
Tunnel	Natural Play Area	Debris	Low (3)	Clean	Council	
Stones	Natural Play Area	Algae	Low (5)		Clean	

14.1.1.2 Farley Hill, King George V Playing Field

Item	Location	Finding	Risk (Level)	Action	Who	Date
Bench	Field	Algae	Very Low (2)	Clean	FH School	
Tree	Field	Encroachment	Low (2)	Cut back	Council	
Tree	Field	Debris	Low (4)	Remove	Council	
See Saw	Field	Bio-corrosion	Low (6)	Replace?	Council	
See Saw	Field	Lichen Growth	Very Low (2)	Remove	Council	
See Saw	Field	Damaged beam	Low (4)	Replace	Council	
See Saw	Field	Missing cap	Very Low (2)	Replace	Third Party	
Climbing Frame	Field	Sharp edge	Low (3)	Smooth down	Council	

14.1.1.3 Riseley Recreation Ground

Item	Location	Finding	Risk (Level)	Action	Who	Date
Fencing	Children's Play Area	Loose	Low (4)	Secure	Council	
Signage Post	Children's Play Area	Loose	Low (4)	Secure	Council	
Fence	Children's Play Area	Loose Rail	Low (5)	Secure	Council	28/2/2020
Surface	Children's Play Area	Uneven	Low (6)	Adjust	Council	
Paving	Children's Play Area	Uneven	Low (4)	Adjust	Council	
Gate	Children's Play Area	Pinch point	Low (6)	Fit buffer stop	Council	
Gate	Children's Play Area	Finger trap	Medium (8)	Adjust	Council	
Gateway	Children's Play Area	Water retention	Low (6)	Fit wear pad	Third Party	
Surfacing	Children's Play Area	Algae	Low (4)	Clean	Council	
Bin	Skate Park	Damaged insert	Very Low (2)	Replace	Council	
Tractor	Children's Play Area	Bio-corrosion	Low (7)	Replace	Third Party	S106
Climbing Unit	Children's Play Area	Worn timber slats	Low (4)	Replace	Council	
Surfacing	Children's Play Area	Collapsed sub-base (next to ramp)	Very Low (3)	Repair	Council	
Rocker Car	Children's Play Area	Wear	Very Low (3)	Smooth down	Council	
See Saw	Children's Play Area	Bio-corrosion	Low (4)	Replace	Third Party	
See Saw	Children's Play Area	Crack on seat	Very Low (2)	Replace	Third Party	
Skate Ramp	Teen Area	Gaps	Low (4)	Infill	Council	
Skate Ramp	Teen Area	Missing/loose bolt	Low (7)	Replace/tighten	Council	28/2/2020
Skate Ramp	Teen Area	Opening, trap point	Low (6)	Infill	Council	
Skate Ramp	Teen Area	Protruding screws	Low (4)	Remove	Council	
Basketball	Teen Area	Missing clamp	Low (6)	Replace	Third Party	
Basketball	Teen Area	Missing cap cover	Low (1)	Replace	Third Party	