

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 14<sup>TH</sup> APRIL 2020, 7:30PM AS  
A REMOTE MEETING  
FOR DETAILS OF HOW TO JOIN SEE PAGE 5



Mrs. E. Halson, Clerk  
9/4/20

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.

It would be helpful if you could let the Clerk know if you wish to speak at the meeting.

**4 CHAIRMAN'S ANNOUNCEMENTS**

**4.1 Meetings**

**4.1.1** Full Parish Council Meetings – to **NOTE** that as of April 4<sup>th</sup> 2020 new legislation has been passed by Parliament to allow Town & Parish Councils flexibility in holding meetings. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, allows for meetings to be held virtually. This applies to meetings to be held before 7<sup>th</sup> May 2021. The date could be brought forward if Government rules are relaxed. See page 5 for details.

To **NOTE** that Swallowfield Parish Council will make use of these flexibilities and will use BT Cloud Phone Meetings to facilitate its meetings which will be recorded for administrative purposes. See page 5 for details of how to join the meeting.

To **NOTE** that the regulations have been amended so that public notice of the time and place of the meeting is deemed to be given if published on the council's website. Background papers can also be made available for inspection by publishing them on the website.

- 4.1.2 Annual Parish Meeting – to **NOTE** that Annual Parish Meetings are not included in the definition of meetings which can be held remotely, therefore, there will be no Annual Parish Meeting this year.
- 4.1.3 Annual Meeting of the Parish Council – to **NOTE** that although legislation does allow for the council to hold an annual meeting remotely there is no requirement for a parish council to do so. Appointments which would otherwise be made at the annual meeting will continue until the next annual meeting of the council or until the council decides to make such appointments.

It is **PROPOSED** that Swallowfield Parish Council does not hold its annual meeting and that all current appointments continue.

- 4.2 Councillor Vacancy – it is **PROPOSED** that the current vacancy for a Parish Councillor will not be filled until such time that the council can meet in person.
- 4.3 Parish Office – to **NOTE** that the Parish Office is closed. The Clerk and Finance Officer are working remotely and can be contacted on the usual numbers. The Caretaker and Parish Warden are continuing their duties as they can work in isolation.
- 4.4 Parish Facilities – to **NOTE** that in response to guidance published by the government the Parish Council closed the following facilities to users until further notice:
- Swallowfield Parish Hall – 19<sup>th</sup> March 2020
  - Playgrounds/Play Equipment in Swallowfield, Riseley and Farley Hill - 24<sup>th</sup> March 2020
  - Car Parks at Swallowfield and Riseley - 27<sup>th</sup> March 2020

To **NOTE** that the Tea Room closed on 20<sup>th</sup> March 2020 and that Riseley Tennis Club has closed the pavilion to its members. The courts are being used for exercise and the Tennis Club are following guidelines issued by the government.

## 5 MINUTES OF LAST MEETING

- 5.1 To **APPROVE** the minutes of the Parish Council meeting held on 10<sup>th</sup> March 2020. To **NOTE** that these minutes will be signed retrospectively.
- 5.2 To **APPROVE** the minutes of the Extraordinary Parish Council meeting held on 23<sup>rd</sup> March 2020. To **NOTE** that these minutes will be signed retrospectively.

## 6 CLERKS REPORT

- 6.1 Clerks report on matters arising and outstanding actions from last meeting.

## 7 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

- 7.1 Current applications - for details see page 7.
- 7.1.1 200690 - Farley Hill Farm, Church Lane, Farley Hill RG7 1UP
- 7.1.2 200711 - Swallowfield Road, Arborfield RG2 9JX
- 7.2 Application for Lawful Development Certificate - For information, for details see page 7.
- 7.2.1 200637 - Walnut Tree Farm, Part Lane, Riseley RG7 1RY

- 7.3 Results - for details see page 8.
- 7.3.1 200239 - Hill Farm, Jouldings Lane, Farley Hill RG7 1UR Approved  
7.3.2 200322 - 6 Church Road, Farley Hill RG7 1TX Refused
- 7.4 Tree Preservation Order
- 7.4.1 TPO-1719-2020 - Relating to trees at Westwood Copse, Jouldings Lane, Farley Hill RG7  
Includes trees of all species at the above site in response to works that involve the removal and damage to trees in the Copse. Westwood Copse is classified as an ancient woodland and local wildlife site.
- 7.4.2 TPO-1722-2020 - relating to 6 oak trees on the verge of Swallowfield Road, East of Nutters Lane, RG2  
WBC considers it expedient to include these 6 mature oak trees at the site above in a TPO as the removal of the trees would be detrimental to the visual amenity of the road.
- 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
- 8.1.3 Investment – to **NOTE** receipt of an Investment Report Dec 2019 – March 2020. Circulated.
- 8.1.4 Annual Governance and Accountability Return (AGAR) – to **NOTE** that NALC is calling for an extension of the current statutory deadlines by a minimum of three months, this would comprise approval of accounts by full council by 30<sup>th</sup> September, instead of 29<sup>th</sup> June, publication by 1<sup>st</sup> October, instead of 1<sup>st</sup> July and to publish the audited AGAR by 31 December, instead of 30<sup>th</sup> September.
- 9 BILLS FOR PAYMENT**
- 9.1 Bills List – to **APPROVE** the bills for payment. The list will be circulated via email prior to the meeting and made available on the parish website. As specified in resolution 2081.2.4 cross-checking of payments against invoices would be carried by councillors once restrictions are lifted.
- 10 PROPERTY**  
(Fieldfare, Halls, Land)  
Lead Councillor: Cllr. J. Anderson
- 10.1 Swallowfield Parish Hall Upgrade – to **NOTE** that revised outline plans/proposals have been received.

- 10.2 Car Park Update – to **NOTE** that the survey previously postponed because of high water levels will be carried out on 15<sup>th</sup> April. To **NOTE** that detailed plans and costings for the entrance have been received. Cllr. Anderson and Clerk will review these with the consultant on 15<sup>th</sup> April.

## 11 ENVIRONMENT

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

- 11.1 Parish Clean Up Day – to **NOTE** that the Parish Clean Up Day has been postponed until September.

## 12 RESILIENCE

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

- 12.1 Spillway Project Update – to **NOTE** that construction of the spillway has been completed, the Certificate of Practical Completion has been received and contractors (Morton Pattison & Nigel Jeffries) have been paid. The final payments to these contractors were approved on-line prior to this meeting by Cllrs. Anderson and Wheelwright to enable an application to be made to Hampshire and Isle of Wight Wildlife Trust to call down the EA grant to pay for the work.

The council would like to express its gratitude to the Co-chair of FRG, Graham Stanley, for coordinating and managing this project and to ex-FRG members, Geoff Stephens and Andy Keith for their input in the early stages and for securing the EA funding, all have dedicated many hours to ensure that this project could be completed.

- 12.2 FRG – to **NOTE** that the next meeting of FRG is scheduled for 28<sup>th</sup> May 2020. A decision on how or whether this meeting will be held will be made nearer the date.

## 13 RECREATION

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

- 13.1 Playground Inspections
- 13.1.1 Annual Playground Inspection – to **NOTE** that the annual playground inspection will take place on 15<sup>th</sup> April 2020.

## 14 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 12<sup>th</sup> May 2020, 7.30 p.m. To join the May meeting click on the link below.

<https://meetings.btcloudphone.bt.com/j/1410025025> or  
Telephone: +441613027309 or +442031981617 or +441215120135

Meeting ID: 141 002 5025 (May Meeting only)

## NOTES

### Details of how to join the meeting on 14<sup>th</sup> April 2020

Join from PC, Mac, iOS or Android: <https://meetings.btcloudphone.bt.com/j/1415512673>

Or iPhone one-tap :

GB: +441613027309,,1415512673#  
+442031981617,,1415512673#  
+441215120135,,1415512673#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

GB: +441613027309  
+442031981617  
+441215120135

Meeting ID: 141 551 2673 (April Meeting only)

International numbers available: <https://meetings.btcloudphone.bt.com/teleconference>

### Regulations regarding remote meetings

Regulations provide that a member in remote attends the meeting at any time if the member is able at that time:

- a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

All of the above conditions must be satisfied. These conditions allow members to join via a video link system or by telephone so long as every member can be heard by every other member and the public. All members, clerk and other staff, and any members of the public will be in attendance for the purposes of the 2020 Regulations if they are in remote attendance. The provisions in Regulation 5 will apply notwithstanding any standing orders or rules to the contrary.

**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	200690	Listed Building Consent	Farley Hill Farm, Church Lane, Farley Hill RG7 1UP	Application for Listed Building consent for the Proposed replacement of 7 no. windows.
7.1.2	200711	Adjoining Parish Consultation	Swallowfield Road, Arborfield RG2 9JX	Full planning application for installation of a solar park to include 40000 solar photovoltaic panels, 11 inverter/transformer cabins , a single control building and associated works to include vehicle access and fencing with Environmental Statement

7.2 Applications for Lawful Development Certificate – for information

<b>Agenda Ref</b>	<b>App No</b>	<b>Type</b>	<b>Address</b>	<b>Application</b>
7.2.1	200637	Lawful Development Certificate	Walnut Tree Farm, Part Lane, Riseley RG7 1RY	Application for a lawful development certificate for the proposed stationing of 4 additional caravans for residential purposes.

7.3 Results

Agenda Ref	App No	Address	Application	Result
7.3.1	200239	Hill Farm, Jouldings Lane, Farley Hill RG7 1UR	<p>Full application for an earth security bund, fencing and landscaping.</p> <p>Wokingham Borough Council have requested that further details be submitted for approval before commencement of the work. Details required are Landscaping Details, Landscape Management, Earth mounding and contouring details.</p> <p>Swallowfield Parish Council asked that conditions were applied to ensure that the bunds were formed from soil which did not contain any contaminating materials or chemicals, landfill, hardcore or other contaminants.</p>	Approved
7.3.2	200322	6 Church Road, Farley Hill, RG7 1TX	<p>Householder application for the proposed erection of a single storey rear extension with 1no roof light after demolition of existing conservatory, erection of a two storey double garage including 3no roof lights and first floor habitable accommodation following demolition of existing single storey double garage.</p> <p>Reasons for refusal in summary; excessive, inappropriate design, doesn't maintain or enhance the Area of Special Character, bat survey too old.</p> <p>The council did not comment on this application.</p>	Refused