

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 12TH APRIL 2020, 7:30PM AS
A REMOTE MEETING
FOR DETAILS OF HOW TO JOIN SEE PAGE 4

E. Halson

Mrs. E. Halson, Clerk
7/5/20

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.

If you wish to join the meeting please contact the Clerk on 0118 988 5929.

4 CHAIRMAN'ANNOUNCEMENTS

4.1 Annual Report – to **NOTE** that the Annual Report will be included as the centre pages for the Summer Newsletter is 23rd May 2020. Please can councillors submit input to the Clerk by Monday 18th May.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 14th April 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 5.
- 7.1.1 200779 - Woodcot Cottage, Bunces Shaw Road, Farley Hill RG7 1UU
- 7.1.2 200880 - Lenette , Church Road, Swallowfield RG7 1TH
- 7.1.3 200998 - Fir Tree Cottage, Bunces Shaw Road, Farley Hill RG7 1UU
- 7.2 Application for Certificate of Lawfulness - For information only, for details see page 5.
- 7.2.1 201033 - 6 Church Road, Farley Hill RG7 1TX
- 7.3 Results - for details see page 6.
- 7.3.1 192481 – Cow City, Church Lane RG7 1UP Refused
- 7.3.2 200637 - Walnut Tree Farm, Part Lane, Riseley RG7 1RY Would have been lawful
- 7.3.3 200690 – Farley Hill Farm, Church Lane, Farley Hill RG7 1UP Approved
- 7.4 Applications to be considered at WBC Planning Meeting on 13th May 2020
- 7.4.1 193356 - Balcombe Nurseries Basingstoke Road Swallowfield RG7 1PY
- 7.5 Enforcement Investigation
- 7.5.1 Current Investigations – to **NOTE** that there are 6 open investigations.
- 7.6 Tree Preservation Orders
- 7.6.1 TPO 1706/2019 – relating to 2 oaks on land between A33 and Beech Hill Road, RG7 1HR

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 Bank Account Balances – a review of the balances held in the three bank accounts (Current, Fieldfare and Reserves Account) used by the council has been undertaken and a paper has been circulated. It is **PROPOSED** that the following transfers are made:
- Main Account to Fieldfare Account - £10,034.39
 - Main Account to Reserves Account - £169,705 (includes £90,000 operating reserve)
- 8.2 Budget
- 8.2.1 Lose of income – to **NOTE** a review of the impact of Coronavirus on the council's finances has been completed and provisional information circulated. The review details actual lost income and provides an estimate of potential lost income from hall hire and investments. This will be updated as more information about the relaxation of lockdown is known.
- 8.2.2 Budget Review – to **NOTE** that a draft budget revision has been prepared considering potential savings on expenditure and the lost income mentioned above. This will not be finalised and circulated until the priced bill of quantities for the car park project has been received from Patrick Parsons.

- 8.3 Citizens Advice Wokingham – it is **PROPOSED** that the council make a donation of £800 to Citizens Advice Wokingham. This funding is covered in the approved FY20/21 budget.

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 Fieldfare Residential – to **NOTE** that letting contracts are due for renewal starting in July. It is **PROPOSED** that rents on all residential properties are not increased.
- 10.2 Swallowfield Parish Hall Upgrade – to **NOTE** that revised outline plans/proposals have been received.
- 10.3 Car Park Update – it is **PROPOSED** that the tender prepared by Patrick Parsons is issued to the identified contractors.
- 10.4 Grounds Maintenance – to **NOTE** that maintenance work which has been identified:
- 10.4.1 Foxborough Balancing Pond – a tree has fallen into the pond. It is too large for the Parish Warden and Caretaker to remove. It does not present any immediate issues.
- 10.4.2 Entrance to Swallowfield Meadow from Part Lane – a tree has fallen and damaged the chain link fence. The council needs to agree a course of action. It does not present any immediate issues.

11 **RESILIENCE**

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

Lead Councillor: Cllr. A. King

- 11.1 FRG – to **NOTE** that the next meeting of FRG is scheduled for 28th May 2020. This meeting will take place using BT Cloud Meetings, details will be circulated.

12 **ENVIRONMENT**

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

Lead Councillor: Cllr. A. King

- 12.1 Woodland Copse, Swallowfield Recreation Ground – to **NOTE** that a resident would like to plant primroses in the Woodland Copse near the spillway at Swallowfield Parish Hall.

It is **PROPOSED** that the council approve this planting.

- 12.2 Odiham Road, Riseley – to **NOTE** that a resident has purchased a tree which he would like to plant in place of the one at the junction of the Odiham Road and Basingstoke Road

destroyed in a road traffic incident at the end of 2017. The land belongs to Wokingham Borough Council but it has agreed that the tree can be planted there and that WBC would take responsibility once it is established in a year's time. See page 8 for details of the tree.

It is **PROPOSED** that the council approves the planting of this tree and investigates the cost of installing a guard to match that on the remaining tree.

- 12.3 Jubilee Tree – to **NOTE** that the Veteran Tree Association would like the Jubilee tree on Swallowfield Recreation Ground to be replaced. However, neither the association nor Wokingham Borough Council have money to fund this. Two trees have now died on this site so following consultation with Heartwood Trees and a representative of the Veteran Tree Association the recommendation is that the replacement is not planted on the Recreation Ground. Alternative sites are being considered and the most appropriate is Swallowfield Meadow. However, the council will need to consider whether it can fund the cost of a replacement at £300 plus VAT.

13 RECREATION

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

Lead Councillor: Cllr. W. Dance

13.1 Playground Inspections

- 13.1.1 Swallowfield Children's Play Area – to **NOTE** that the new springer, replacing the rotten bench has been installed. However, the playground remains closed.

- 13.1.2 Annual Playground Inspection – to **NOTE** that the annual playground inspection has taken place and the report received.
- Farley Hill – Site Assessment = Low Risk, all items Low or Very Low Risk
 - Riseley – Site Assessment = Low Risk, all items Low or Very Low Risk
 - Swallowfield Site Assessment = Moderate Risk, all items Low or Very Low Risk except three flagged as Moderate Risk, which relate to wood in the Activity Trail showing signs of decay. The Caretaker will be asked to address those issues he is able to, if the items are still deemed to be unsafe, they will be taped off pending further action.

A detailed review of the reports will be completed and an action plan prepared.

14 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

- 14.1 Summer Newsletter – to **NOTE** that the deadline for copy for the Summer Newsletter is 23rd May 2020.
- 14.2 Loddon Reach Magazine – to **NOTE** that starting with the May edition this magazine is being published on-line. The next edition will cover three months, June, July and August.

15 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 9th June 2020, 7.30 p.m.

If you wish to join the meeting please contact the Clerk on 0118 988 5929.

7 PLANNING

7.1 Current Applications

Agenda Ref	App No	Type	Address	Application
7.1.1	200779	Householder	Woodcot Cottage, Bunces Shaw Road, Farley Hill RG7 1UU	Householder application for the proposed erection of a single storey side extension and changes to cladding, plus erection of 2 no. detached outbuildings to form a workshop, garage and caravan store following the demolition of existing workshop, garage and shed.
7.1.2	200880	Permission of principle application	Lenette , Church Road, Swallowfield RG7 1TH	Permission of principle application for the proposed erection of up to 5 first time buyer homes.
7.1.3	200998	Householder	Fir Tree Cottage, Bunces Shaw Road, Farley Hill RG7 1UU	Householder application for the proposed erection of a single storey front extension, single storey side extension, single storey rear extension including the insertion of 1no. Roof light, plus part single storey , part two storey side extension, following demolition of existing garage.

7.2 For information

Agenda Ref	App No	Type	Address	Application
7.2.1	201033	Certificate of lawfulness	6 Church Road, Farley Hill RG7 1TX	Application for a certification of lawfulness for the proposed erection of a garage following demolition of existing garage.

7.3 Results

Agenda Ref	App No	Address	Application	Result
7.3.1	192481	Cow City, Church Lane, Farley Hill RG7 1UP	<p>Full application for the proposed use of land for the stationing of a mobile home to form an agricultural workers dwelling for a three year temporary period.</p> <p>Proposal fails to demonstrate that associated livestock business is a viable and sustainable rural enterprise that would support an essential need for a rural worker. LPA not satisfied that proposal includes adequate mitigation to prevent adverse effect on the integrity of the Thames Basin Heaths SPA.</p> <p>The council did not comment on this application.</p>	Refused
7.3.2	200637	Walnut Tree Farm, Part Lane, Riseley RG7 1RY	<p>Application for a lawful development certificate for the proposed stationing of 4 additional caravans for residential purposes.</p> <p>The site has a Caravan Site licence issued in 1987.</p> <p>The council could not comment on this application.</p>	Would have been lawful
7.3.3	200690	Farley Hill Farm, Church Lane, Farley Hill RG7 1UP	<p>Application for Listed Building consent for the proposed replacement of 7 no. windows.</p> <p>The council did not comment on this application.</p>	Approved

NOTES

- 11.2 Odiham Road, Riseley – the tree purchased is a multi-stemmed larch which are quite rare. It is the only deciduous fir tree and offers some great colours in the autumn.
<https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/british-trees/a-z-of-british-trees/european-larch/>