


TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED
TO ATTEND A MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 9TH JUNE 2019, 7:30PM
AS A VIRTUAL MEETING


Mrs. E. Halson, Clerk
4/6/20

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 MINUTES OF LAST MEETING

4.1 To **APPROVE** the minutes of the Parish Council meeting held on 12th May 2020.

4.2 To **APPROVE** the minutes of the Planning Committee meeting held on 26th May 2020.

5 CLERKS REPORT

5.1 Clerks report on matters arising and outstanding actions from last meeting (available at the meeting).

6 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

- 6.1 Current applications – for details see page 4.
 - 6.1.1 201044 - The Poors House, Part Lane, Swallowfield RG7 1TB
 - 6.1.2 201045 – The Poors House, Part Lane, Swallowfield RG7 1TB (For information only)
- 6.2 Enforcement Investigations
 - 6.2.1 Open – to **NOTE** there are seven open Enforcement Investigations.
- 6.3 Tree Work (for information only) - for details see page 4
 - 6.3.1 201318 – 8 The Mews, Farley Hill RG7 1XD
 - 6.3.2 201319 – 8 The Mews, Farley Hill RG7 1XD
- 6.4 Tree Preservation Order (for information only) - for details see page 4
 - 6.4.1 1735-2020 – Relating to trees east of Benham Land and south of Part Lane, Riseley RG7 1RU

7 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 7.1 Accounts
 - 7.1.1 Year End Accounts – to **NOTE** that the Year End Accounts have been circulated. It is **PROPOSED** that these are accepted.
 - 7.1.2 Bank Reconciliation Statements – to **APPROVE** the Bank Reconciliation Statements. Circulated.
- 7.2 Budget
 - 7.2.1 Budget 20/21 – to **NOTE** that a revised draft budget has been prepared and circulated for comment. The budget will be agreed at the next meeting.
- 7.3 Internal Audit
 - 7.3.1 Internal Audit - to **NOTE** that the Auditor has issued the draft Internal Audit Report. Circulated.
 - 7.3.2 Effectiveness of the Internal Audit – to **NOTE** that the Finance Working Group will meet to review Internal Audit report and report back to the council.
- 7.4 Annual Return
 - 7.4.1 Annual Governance Statement – to **NOTE** that this has been circulated and all councillors are asked to confirm their understanding of the document. It is **PROPOSED** that the Annual Governance Statement is **APPROVED**. Circulated.
 - 7.4.2 Accounting Statements – to **NOTE** that this has been circulated. It is **PROPOSED** that the Accounting Statements are **APPROVED**. Circulated.
 - 7.4.3 Exercise of electors' rights – to **NOTE** that the inspection period commences on 15th June 2020 and ends on 24th July.

7.4 Investments

- 7.4.1 Quarterly Investment Report – to **NOTE** that this report has been received from Charles Stanley. A copy is available in the Parish Office.

8 BILLS FOR PAYMENT – to APPROVE [list to be provided at meeting]

9 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

9.1 Fieldfare

- 9.1.1 Residential Lettings – to **NOTE** that five tenants have renew their tenancy. One tenant has asked for a rolling tenancy as they are in the process of buying a house.

- 9.1.2 Landlord Gas Certificates – inspections will be carried out shortly, one tenant has asked to delay the inspection due to the Coronavirus situation.

9.2 Swallowfield Parish Hall - Car Park

- 9.2.1 Tender documents - It is **PROPOSED** that due to commercial sensitivities that the public and members of the press are excluded during discussion of this item.

10 RESILIENCE

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

Lead Councillor: Cllr. A. King

- 10.1 Spillway Project – to **NOTE** that the grant money has been received from Hampshire and Isle of Wight Wildlife Trust.

- 10.2 FRG – to **NOTE** that notes from the last meeting have been circulated. The next meeting will take place on Thursday 24th September, 7:30pm in the Rose Room.

11 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 11.1 Kitchen & Atrium Upgrade – to **NOTE** that Cllrs. Anderson, King and McDonald and the clerk met to review the draft plans.

12 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 14th July 2019 at 7.30 p.m. The meeting will be held using BT Cloud Meetings.

6 PLANNING

6.1 Current Applications

Agenda Ref	App No	Type	Address	Application
6.1.1	201044	Householder	The Poores House, Part Lane, Swallowfield RG7 1TB	Householder application for proposed changes to fenestration.
6.1.2	201045	Listed Building (info only)	The Poores House, Part Lane, Swallowfield RG7 1TB	Application for Listed Building consent for the proposed changes to fenestration.

6.3 Tree Work (for information only)

Agenda Ref	App No	Type	Address	Application
6.3.1	201318	TPO Work	8 The Mews, Farley Hill, RG7 1XD	REGULATION 14(2) NOTIFCATION FOR WORKS TO TPO 437/1988, AREA 1 4 no. Sycamores, deadwooding - remove dead wood over 50mm in diameter.
6.3.2	201319	TPO Work	8 The Mews, Farley Hill, RG7 1XD	REGULATION 14(2) NOTIFCATION FOR WORKS TO TPO 437/1988, AREA 1 Sycamore - Limb torn off requires urgent removal - 5 day notice

6.4 Tree Preservation Orders (for information only)

Agenda Ref	App No	Type	Address	Application
6.4.1	1735/2020	TPO	Relating to trees east of Benham Land and south of Part Lane, Riseley RG7 1RU	Trees protected: <ul style="list-style-type: none"> • 3 oaks on the east boundary of Benham Lane • All trees of any species on the south boundary • All trees of any species on east of Walnut Tree Farm and South of Oak Tree Cottage