


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 14TH JULY 2020, 7:30PM
AS A VIRTUAL MEETING


Mrs. E. Halson, Clerk
9/7/20

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 COUNCIL MATTERS

4.1 Co-option of new member

4.1.1 Mr. I. Fullerton - it is **PROPOSED** that Mr. I. Fullerton be co-opted onto Swallowfield Parish Council.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 9th June 2020.

5.2 To **APPROVE** the minutes of the Planning Committee meeting held on 23rd June 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 6.

- 7.1.1 200665 - The Poors House, Part Lane, Swallowfield RG7 1TB
7.1.2 200667 – The Poors House, Part Lane, Swallowfield RG7 1TB (For information only)
7.1.3 201487 – 6 Church Road, Farley Hill, RG7 1TX

- 7.2 Results – for details see page 6.

- 7.2.1 200469 – Fairlands, Church Road, Farley Hill RG7 1TU Lawfulness Certificate Approved
7.2.2 200998 – Fir Tree Cottage, Bunces Shaw Road, Farley Hill RG7 1UU Approved
7.2.3 201014 – 8 The Mews, Farley Hill RG7 1XD Tree Consent Given
7.2.4 201044 – The Poors House, Part Lane, Swallowfield RG7 1TB Approved
7.2.5 201045 – The Poors House, Part Lane, Swallowfield RG7 1TB Approved
7.2.6 201111 – Walnut Tree Farm, Part Lane, Riseley RG7 1RY Lawful Development Refused

- 7.3 Appeals

- 7.3.1 APP/X0360/W/19/3234105 (WBC Ref: 183393) – The Loft Flat, Part Lane, Swallowfield RG7 1TB – to **NOTE** that the appeal was dismissed.
7.3.2 APP/X0360/W/20/3250392 (WBC Ref: 192371) – Tanners Farm, Swallowfield Road, RG2 9LA – to **NOTE** that an appeal has been registered which will be determined on the basis of written representations. The council commented that it would like to see noise mitigation measures installed.

- 7.4 Enforcement Investigations

- 7.4.1 Closed – to **NOTE** one Enforcement Investigation has been closed with “No Breach”.

8 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 8.1 Accounts

- 8.1.1 Monthly Accounts – **NOTE** that the monthly 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 20/21 – to **NOTE** that as the tenders have not been received for the car park project so the revised budget proposal cannot be finalised.

- 8.3 Internal Auditor – it is **PROPOSED** that Claire Clonnell be appointed as Internal Auditor for FY20/21.

- 8.4 Subscriptions
- 8.4.1 Berkshire Association of Local Councils (BALC) – it is **PROPOSED** that the council renews its subscription to BALC at a cost of £495.03. To **NOTE** that BALC has outsourced delivery of its services to the Hampshire Association of Local Councils (HALC).
- 8.4.2 CCB – it is **PROPOSED** that the council renews its subscription to CCB at a cost of £35.
- 8.4.3 CBAS – it is **PROPOSED** that the council renews its subscription CBAS at a cost of £70 plus VAT.
- 8.4.4 Virtual Meetings – to **NOTE** the free BT Cloud subscription to its virtual meeting offering ran out at the end of June. The cost of subscribing to this service is more than an individual subscription to Zoom, therefore, the council has purchased a Pro Zoom licence at the cost of £119 plus VAT per annum.

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

10 COVID-19

- 10.1 Playgrounds – to **NOTE** that following a review of the government guidelines and consultation with WBC and fellow clerks a full risk assessment was completed and circulated. Appropriate adjustment has been made to the swings and information posters put up in the playgrounds/area at Swallowfield, Riseley and Farley Hill. Following routine inspection, the playgrounds were re-opened on Monday 6th July.

It is **PROPOSED** that the council APPROVES the Risk Assessment.

- 10.2 Staff – to **NOTE** that as the Parish Council employees less than 5 staff it is only necessary to carry out a verbal risk assessment. However, a full risk assessment has been completed and documented. It is **PROPOSED** that the council **APPROVES** the Risk Assessment. Circulated.

To **NOTE** that the current government advice is that those who can work at home should continue to do so. The Clerk and RFO will continue to work at home and will only visit the office when absolutely necessary. Appropriate adjustments have been made to the office layout and sanitiser is available. All members of staff are aware of the Risk Assessment and their responsibilities particularly with respect to personal hygiene. Visitors will not be allowed in the office; staff will continue to provide assistance via email/telephone. The hall will remain closed.

- 10.3 Hall Re-opening – to **NOTE** that the Halls Working Group is working to put together a plan to get regular users back in the hall. Paper circulated.

To **DISCUSS** the Additional Hall Hire Conditions and the Risk Assessment. Circulated.

To **NOTE** that opening of a shared building will be difficult and will require cooperation of all hall users and a collaborative approach. If the requirements of a particular group cannot be met in this way it may be necessary to delay the return of that group.

- 10.4 Hall Hire Rates – to **NOTE** that hall hire rates are reviewed at this time of the year. The costs which the council will incur in opening up the hall are not yet known and will change as more groups are able to meet. It may be necessary to add an additional charge to cover costs of additional cleaning and sanitization.

To **DISCUSS** the financial implications.

11 **PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

- 11.1 Swallowfield Parish Hall, Car Park - to **NOTE** that the tender documents have been issued and responses must be returned by 17th July.

- 11.2 Fieldfare, Residential – to **NOTE** that annual inspections have been carried out at 5 properties, some via a virtual link. The resident of the 6th property has asked that the inspection is delayed until shielding is over. All the properties are in a good condition. WhiteKnights are dealing with a few minor maintenance issues reported by tenants.

12 **RECREATION**

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

Lead Councillor: Cllr. W. Dance

- 12.1 Riseley Tennis Club – to **NOTE** that Cllrs. Dance, Drew and King and the Clerk met with the members of the committee. Notes of the meeting have been circulated.

12.2 Playgrounds

- 12.2.1 Quarterly Inspection – to **NOTE** that the quarterly inspection has been delayed due to COVID-19, It is hoped that it will take place in the next few weeks. The annual inspection took place on 15th April 2020, and routine weekly checks continue.

- 12.2.2 Maintenance Work – to **NOTE** that the Caretaker and Parish Warden continue to work through the minor issues highlighted in the Annual Report. The bark has been delivered and spread over the appropriate area and the sandpit has been topped up with fresh sand.

12.3 Swallowfield Parish Allotment Association (SPAA)

- 12.3.1 2019 / 2020 Accounts – to **NOTE** that the SPAA Accounts for 2019/2020 have been reviewed by Cllr. Anderson.

- 12.3.2 AGM – to **NOTE** that the AGM took place as a virtual meeting on 9th July, Cllr. Binns attended.

- 12.4 Swallowfield Recreation Ground – to **NOTE** that two personal trainers have been given permission to use the recreation ground for their yoga and bootcamp training whilst they are not able to use indoor facilities. This arrangement will be reviewed.

13 ENVIRONMENT

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

Lead Councillor: Cllr. A. King

13.1 Trees

13.2 Emergency Work – to **NOTE** that following reports of various fallen trees in the parish, the following emergency work has been commissioned; removal of a fallen willow on Riseley Common, removal of a leylandii, half of which has fallen into the Foxborough balancing pond, the other half possess a risk to neighbouring property, willow trees which have fallen at the entrance to Swallowfield Meadow from Part Lane.

13.3 Inspection – to **NOTE** that following these reports Cllrs. King and Binns inspected the areas and have circulated a report. Further work is required to assess what work must be carried out, particularly on Part Lane.

13.4 3 yearly inspection – it is **PROPOSED** that the council ask Heartwood Trees to undertake this inspection.

13.5 Footpaths – to **NOTE** that the Loddon Valley Ramblers have completed an audit of stiles on footpaths in the Wokingham Borough. There are no stiles in the parish which required attention.

14 RESILIENCE

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

Lead Councillor: Cllr. A. King

14.1 Spillway Project – to **NOTE** that final inspection has taken place and the final report and certification have been issued. The planting and seeding is establishing well despite the unpredictable weather. The consultant has proposed a mowing regime for the next few years, Nigel Jeffries have been asked to incorporate this into their standard regime.

14.2 Goal Posts – to **NOTE** that new ground sockets have been delivered, Nigel Jeffries has been asked to quote to re-site the posts.

15 TRANSPORT

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

Lead Councillor: Cllr. J. Wheelwright

15.1 Speed Limit Review by Wokingham Borough Council (WBC) – to **NOTE** that WBC are conducting a review of speed limits in the borough. WBC would welcome comments from residents, see page 8 for full details.

To **CONSIDER** the council's response to this consultation.

16 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 11th August 2020 at 7.30 p.m. The meeting will be held using Zoom.

7 PLANNING

7.1 Current Applications

| Agenda Ref | App No | Type | Address | Application |
|------------|--------|-----------------------------|--|--|
| 7.1.1 | 200665 | Householder | The Pools House, Part Lane, Swallowfield RG7 1TB | Householder application for the proposed erection of a part single part two storey rear extension with chimney. |
| 7.1.2 | 200667 | Listed Building (info only) | The Pools House, Part Lane, Swallowfield RG7 1TB | Householder application for the proposed erection of a part single part two storey rear extension with chimney. |
| 7.1.3 | 201487 | Householder | 6 Church Road, Farley Hill, RG7 1TX | Householder application for the proposed erection of garden room following the demolition of existing garden room. |

7.2 Results

| Agenda Ref | App No | Address | Application | Result |
|------------|--------|---|---|---------------------------------|
| 7.2.1 | 200469 | Fairlands, Church Road, Farley Hill RG7 1TU | Application for a certificate of existing lawful development for use of cabin as independent dwelling | Lawfulness Certificate Approved |
| 7.2.2 | 200998 | 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 seid extension, following demolition of existing garage. | Approved |
| 7.2.3 | 201014 | 8 The Mews, Farley Hill RG7 1XD | APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREAS 1 AND 2 G1, Group of 5 x Sycamores - Fell to ground level | Tree Consent Given |
| 7.2.4 | 201044 | The Pools House, Part Lane, Swallowfield RG7 1TB | Householder application for proposed changes to fenestration | Approved |

| | | | | |
|-------|--------|--|---|----------|
| 7.2.5 | 201045 | The Poors House, Part Lane, Swallowfield RG7 1TB | Application for Listed Building consent for the proposed changes to fenestration | Approved |
| 7.2.6 | 201111 | Walnut Tree Farm, Part Lane, Riseley RG7 1RY | Application for a lawful development certificate for the proposed stationing of 6 additional caravans for residential purposes. | Refused |

15.1 PRESS RELEASE FROM WOKINGHAM BOROUGH COUNCIL

SPEED LIMIT REVIEW ACROSS THE BOROUGH

Roads across Wokingham Borough will have speed limits reviewed this year, as the council works to ensure our streets are as safe as possible. This will focus on the major transport routes across the area, with residents and town and parish councils being able to nominate roads where they think changes are needed.

Residents' concern over traffic speeds has been significant in recent months due to the COVID-19 situation, due to low traffic volumes and restricted movement as well as more pedestrians and cyclists being on our roads.

Lockdown saw very quiet roads nationally and some authorities reported instances of extremely excessive speeding. In Wokingham Borough, thousands of pounds has been spent fixing roads, signage and other street furniture, which has been damaged in recent months due to speeding – as well as injuries to drivers.

The announcement of this review aligns with the National Police Chiefs' Council 'Slow Down, Save Lives' campaign, running from 18 May to 7 June, which highlights the devastating impact speeding can have, not only increasing the risk of a collision but the severity of the impact at higher speeds. Figures show that on average 17 people are killed and 126 are seriously injured every month in the UK, where speeding is believed to have been a significant factor.

"We are reviewing our speed limits to ensure that they are appropriate for the level of development, both completed and planned, as well as the number of vehicles and pedestrians using them," said Cllr Pauline Jorgensen, executive member for highways and transport. "We want to hear from local groups, residents and business who would like to see changes to speed limits on roads near them to ensure they are safe.

"Traffic speeds and speed limits on Wokingham roads often divide opinion. Our team will review requests, alongside our data and with our partners at Thames Valley Police to decide whether these are appropriate."

Each time we receive a request, officers undertake a formal review of the legal limit, current speeds and collision history before deciding whether a new speed limit is appropriate. Any changes must be based on a robust and evidence-led approach. Officers evaluate all the available data alongside supporting information, environmental impacts and road characteristics, as well as consulting with Thames Valley Police, which enforces speed limits.

The council identifies roads where changes to the posted limit may be required through data collection and analysis, both directly and in partnership with parish councils operating Community Speedwatch. These are schemes which allow volunteers to monitor the speed of passing vehicles using a hand-held speed detection device

In this review, the council welcomes comments from residents and businesses about their speeding concerns, suggested locations for speed limit changes and requests for information about the speeds measured on their roads. Through the traffic regulation order process, where the formal change of speed limit will be consulted on, anyone can make comment upon or object to any proposed changes, before we implement changes to speed limits.

Residents should send their comments and requests by email to TM.Consultations@wokingham.gov.uk, clearly identifying 'SPEED REVIEW' and the roads affected in the title. Results will be published in the autumn.

- ENDS -