


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 11TH AUGUST 2020, 7:30PM
AS A VIRTUAL MEETING


Mrs. E. Halson, Clerk
6/8/20

Members: Cllr. J. Anderson (Chairman) Cllr. M. Binns Cllr. G. Collender
 Cllr. W. Dance Cllr C. Drew Cllr. I. Fullerton
 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 14th July 2020.

4.2 To **APPROVE** the minutes of the Planning Committee meeting held on 28th July 2020.

4.3 To **APPROVE** the minutes of the Extraordinary meeting held on 29th July 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 5.

6.1.1 201760 – 1 Farley Court, Church Road, Farley Hill, RG7 1TT – for information only.

6.1.2 210726 - The Poors House, Part Lane, Swallowfield RG7 1TB

6.1.3 210727 - The Poors House, Part Lane, Swallowfield RG7 1TB – for information only

6.1.4 19/02467/FULL – Rally Field, Wellington Country Park, Odiham Road, Riseley – to **NOTE** that this application will be discussed at the Hart District Council Planning Meeting on Wednesday 12th August.

6.2 Results (for information only) - for details see page 5

6.2.1 200989 – 6 Villa Place, The Street, Swallowfield RG7 1RG Approved

6.2.2 201130 – Elm Tree Cottage, Basingstoke Road, Swallowfield RG7 1QA Refused

6.2.3 201487 – 6 Church Road, Farley Hill, RG7 1TX Approved

6.3 Goods Vehicle Operator Licence – for details see page 6

6.3.1 OH2014967SN – Tanners Warehouse, Tanners Dairy, Swallowfield Road, RG2 9LA

6.4 Enforcement Investigations (for information only)

6.4.1 Open Investigations – 10 open

6.4.2 Close Investigation – one closed, No Breach

7 FINANCE

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

Lead Councillor: Cllr. J. Anderson

7.1 Accounts

7.1.1 Monthly Accounts – **NOTE** that the monthly 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 **AGREE** the revised draft budget which has been prepared to reflect the effects of COVID-19. Circulated.

7.2.2 Car Park Funding – it is **PROPOSED** that £45,000 is drawn from the cash reserves at Charles Stanley to part fund the car park project. This has been discussed and agreed in principle with the Council's Investment Manager at Charles Stanley.

7.2.3 WBC Grant – it is **PROPOSED** that £40,000 of the grant money received from Wokingham Borough Council is used to pay for the flood attenuation work required to address the effect of flooding in the Parish Hall car park and run-off onto Swallowfield Street.

7.3 Investments

- 7.3.1 Trading Rationale Letter – to **NOTE** that this has been received from Charles Stanley. A copy is available at the 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 Swallowfield Parish Hall, Car Park Update – to **NOTE** that the work is now underway.

9.2 Swallowfield Parish Hall, Project Management and Financial Arrangements

- 9.2.1 Logistical Arrangements and day-to-day decisions – it is **PROPOSED** that the Clerk/RFO with advice from the Chairman and one other councillor be delegated authority to agree and implement logistical arrangements and make day-to-day decisions of a non-commercial nature as necessary for the smooth running of the project.

- 9.2.2 Variations in Scope of Works – it is **PROPOSED** that the Clerk/RFO be delegated authority to exercise discretion, to agree or reject proposed changes to the scope of works covered by the Construction Contract acting on advice from the Patrick Parsons consultant and the Chairman as follows:

- a) Changes that do not increase the overall contract value
- b) Changes that would be covered by the 10% contingency allowed in the contract (minor changes)
- c) Urgent changes (in excess of the 10% contingency) subject to obtaining additional advice from two other councillors.

- 9.2.3 Specification Changes – it is **PROPOSED** that the Patrick Parsons consultant is authorised to amend the specifications as necessary to facilitate the works provided such changes do not exceed the overall contract value inclusive of the 10% contingency. The Clerk and Council would be notified of all such changes

- 9.2.4 Payment of invoices – it is **PROPOSED** that the Clerk/RFO be delegated authority to raise payment for progress payment invoices rendered by the contractor for work completed once certified as valid by Patrick Parsons provided they are in accordance with the contract. These payments will be authorised by two councillors as per the council's on-line banking approval policy. Councillors to make approvals would be identified according to availability.

10 COVID-19

- 10.1 Swallowfield Parish Hall Re-Opening Update – to **NOTE** that the Halls Working Group has continued to meet weekly. Notes circulated
- 10.2 Documents for approval
 - 10.2.1 Additional Conditions of Hire – it is **PROPOSED** that the council **ADOPT** the Additional Conditions of Hire (including cleaning regime). Circulated.
 - 10.2.2 Risk Assessment – it is **PROPOSED** that the council **ACCEPT** the COVID Risk Assessment for re-opening Swallowfield Parish Hall. Circulated.
 - 10.2.3 Fire Risk Assessment – to **NOTE** that Cllr. King and the RFO have reviewed the Fire Risk Assessment for Swallowfield Parish Hall. Circulated. It is **PROPOSED** that it is **ACCEPTED**.

11 ENVIRONMENT

- 11.1 Bridge, Curlys Way/Swallowfield Meadow – it is **PROPOSED** that the sleeper tread boards and railings are replaced at a cost of £3,585 plus VAT. Sufficient funds have been set aside in the reserves and the budget has been updated to reflect this spend. See notes on page 7.

12 RECREATION

- 12.1 Riseley Tennis Club
 - 12.1.1 Finances – to **NOTE** that accounts for the year 2019/20 have been received. Circulated.
 - 12.1.2 Committee Meeting – to **NOTE** that Cllr. Dance attended the last committee meeting, minutes have been received and circulated.
 - 12.1.3 Rent - to **NOTE** that the tennis club have aske for a rent holiday. To **AGREE** a response to this request.

13 RESILIENCE

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

- 13.1 FRG – to **NOTE** that the next meeting will take place on Thursday 24th September, 7:30pm to be held using Zoom meetings.

14 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 8th September 2020 at 7.30 p.m. The meeting will be held using Zoom Meetings.

Members of the press and public wishing to attend the meeting should contact the Clerk.

6 PLANNING

6.1 Current Applications

Agenda Ref	App No	Type	Address	Application
6.1.1	210726	Householder	The Poors House, Part Lane, Swallowfield RG7 1TB	Householder application for the proposed replacement sewage treatment plant following the removal of existing domestic septic tank.
6.1.2	210727	Listed Building (For info only)	The Poors House, Part Lane, Swallowfield RG7 1TB	Listed building consent for the proposed replacement sewage treatment plant following the removal of existing domestic septic tank.
6.1.3	201760	Listed Building	1 Farley Court Church Road Farley Hill RG7 1TT	Application for Listed Building consent for proposed reinstatement works to the existing flat, including installation of a replacement Air Source Heat Pump heating system and thermal upgrades, plus changes to fenestration.

6.2 Results (for information only)

Agenda Ref	App No	Address	Application	Result
6.2.1	200989	6 Villa Place, The Street, Swallowfield RG7 1RG	Householder application for proposed erection of a single storey front extension, part single part two storey rear extension following the demolition of exiting rear extension, insertion of 1no. roof light at rear elevation, plus changes to fenestration. The council did not comment on this application.	Approved
6.2.2	201130	Elm Tree Cottage, Basingstoke Road, Swallowfield RG7 1QA	Householder application for the proposed erection of a two storey outbuilding to accommodate parking, storage and a home gym, following the demolition of existing outbuilding. Reason for refusal: out of character with surrounding countryside and would have a detrimental impact on the character of the area by virtue of its size. The council asked that if planning permission were granted WBC should	Refused

			apply a condition to ensure that the building could only be used as ancillary to the main dwelling.	
6.2.3	201487	6 Church Road, Farley Hill, RG7 1TX	Householder application for the proposed erection of single storey rear extension to form garden room, following the demolition of existing garden room. The council did not comment on this application.	Approved

6.3 Goods Vehicle Operating Licence

Agenda Ref	App No	Address	Application
6.3.1	OH2014967 SN	Tanners Warehouse, Tanners Dairy, Swallowfield Road, RG2 9LA	JD Drains Limited 105 Hyde End Lane, Ryeish Green, Reading RG7 1ES New operating centre: Tanners Warehouse, Tanners Dairy, Swallowfield Road, RG2 9LA New authorisation at this operating centre will be: 2 vehicle(s) Decrease at existing operating centre: Loddon Court Farm, Beech Hill Road, RG7 1HT New authorisation at this operating centre will be: 1 vehicle(s)

NOTES

11 ENVIRONMENT

11.1 Bridge, Curlys Way/ Swallowfield Meadow

As previously reported Cllrs King and Binns visited the site and reported that the condition of the bridge had deteriorated, a number of tread boards are loose and rotting. An inspection by our grounds contractor reported that the sub structure is sound.

It needs work before the winter to prevent further deterioration. Two companies have suggested the following options:

Company A

- 1) Replace the whole structure then install recycled plastic sleeper and rails as The Marshes at a cost of £9,600 plus VAT.
- 2) Replace the whole structure then install wooden treated sleepers and wooden hand rails at a cost of £7,860 plus VAT.

Company B

- 3) Replace sleepers with softwood sleeper tread boards and railings with softwood at a cost of £1,850 plus VAT.
- 4) Replace sleepers with oak sleeper tread boards and hand rails at a cost of £2,775 plus VAT.
- 5) Replace sleepers with recycled plastic sleeper tread boards and railings with softwood at a cost of £3,585 plus VAT.

It is **PROPOSED** that the council accept Option 5 and ask Company B to undertake the work at a cost of £3,585 plus VAT.