


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 12<sup>TH</sup> JANUARY 2021, 7:30PM  
AS A VIRTUAL MEETING

  
Mrs. E. Halson, Clerk  
7/1/21

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 8<sup>th</sup> December 2020.

4.2        To **APPROVE** the minutes of the Extraordinary meeting of the Parish Council held on 17<sup>th</sup> December 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 202976 - Riseley Business Park, Basingstoke Road, Riseley RG7 1NW

6.2 Results - for details see page 6.

6.2.1 192757 - 15 Yeosfield, Riseley, RG7 1SG Approved

6.2.2 202583 - Loddon Court, Lambs Lane, Swallowfield RG7 1JE Withdrawn

6.2.3 202653 - Napoleon House, Riseley Business Park, Basingstoke Road,  
Riseley RG7 1NW Prior Approval Refused

6.2.4 200711 - Swallowfield Road, Arborfield RG2 9JX Approved

6.2.5 202713/4 - Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL Approved

6.2.6 202907 - Kingsbridge Farm, Lambs Lane, Swallowfield RG7 1JE Prior Approval Refused

6.2.7 202926 - Loddon Court, Lambs Lane, Swallowfield RG7 1JE Refused

6.3 Enforcements – to **NOTE** that since the last report one case has been closed with “No breach”. There are 8 open cases.

6.4 Appeals

6.4.1 APP/X0360/W/20/3263647 (WBC Ref: 200880)192757 – Lenette, Church Road, Swallowfield RG7 1TH – to **NOTE** this will be a written appeal.

6.5 Consultations

6.5.1 West Berkshire Minerals and Waste Local Plan (MWLP) – to **NOTE** that the consultation on this plan will run from 4<sup>th</sup> January 2021 to 15<sup>th</sup> February 2021.

## 7 FINANCE

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

Lead Councillor: Cllr. J. Anderson

7.1 Accounts

7.1.1 Month End Accounts – to **NOTE** the Month End Accounts have been circulated. It is **PROPOSED** that these are accepted.

7.1.2 Bank Reconciliation Statements – it is **PROPOSED** that the Bank Reconciliation Statements are **APPROVED**. Circulated.

7.2 Finance Working Group – to **NOTE** the working group met to discuss progress against the 2020/21 budget and the proposed budget for 2021/2022.

7.3 Budget

7.3.1 2020/2021 Budget – to **NOTE** the 2020/21 budget has been updated to reflect income received from investments and grants.

7.3.2 2020/2021 Budget – to **NOTE** the proposed 2021/22 budget has been circulated. It is **PROPOSED** that this be **APPROVED**.

7.4 Precept – it is **PROPOSED** that a precept of £25,620 be set and submitted to Wokingham Borough Council.

7.5 Internal Audit – to **NOTE** the auditor has performed an interim audit.

## 8 **BILLS FOR PAYMENT**

8.1 Bills List – to **APPROVE** the bills for payment, list to be provided at the meeting.

## 9 **COVID**

9.1 Vaccination Clinics - to **NOTE** Swallowfield Medical Practice together with one of the Finchampstead practices is using Swallowfield Parish Hall for its vaccinations clinics. The Parish Council staff assisted at the first clinic when it became clear that car parking was an issue. The office staff also assisted with monitoring post-vaccination patients.

A group of volunteers identified by the COVID Community Support Group will act as car park attendants for future sessions as it has been agreed that 4 people will be needed per session. Risk Assessments have been prepared and the council's insurance company has been notified. Circulated.

9.2 Pre-school – to **NOTE** that in accordance with government guidelines Swallowfield Pre-school remains open.

## 10 **PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

10.1 Car Park – to **NOTE** the railings outside pre-school have been installed.

10.2 Fieldfare, Annual Services – to **NOTE** the following annual services have taken place:

- Airconditioning units – shop
- Waste water pump – whole site

10.3 Fox's Run – to **NOTE** that railings at The Street end of Fox's Run have been painted.

10.4 Parish Shop – Update

It is **PROPOSED** that due to commercial sensitivities the press and public are excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

## 11 RECREATION

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

Lead Councillor: Cllr. W. Dance

- 11.1 Riseley Tennis Club – to **NOTE** that following the last council meeting the licence agreement was amended to address all the points raised. This was circulated to the tennis club and resulted in a request to further clarify the clause detailing non-member use of the tennis courts by parish residents. Cllr. Drew and the Club Chairman have agreed on revised wording for clause 3.16. Document circulated.

It is **PROPOSED** that the council **APPROVE** the revised document.

To **NOTE** that the offer of a rebate has been extended so that the revised wording could be agreed and the licence signed.

- 11.2 Riseley Recreation Ground, Playground – to **NOTE** that residents in Riseley are being asked for their opinions regarding replacement play equipment. The information gathered will be used to determine the most appropriate way to spend the available s106 money. Anyone wishing to make comments can find the link to the survey on the front page of the council's website – [www.swallowfieldpc.gov.uk](http://www.swallowfieldpc.gov.uk).
- 11.3 Swallowfield Parish Allotment Association (SPAA) – to **NOTE** receipt of the minutes from the meeting held on 8<sup>th</sup> December 2020. Circulated.

## 12 RESILIENCE

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

Lead Councillor: Cllr. A. King

- 12.1 Ditches – to **NOTE** a ditch inspection has taken place. Some work is required but not as much as in previous years.

The work will be carried out by our grounds maintenance contractor as agreed in the contract.

- 12.2 Swallowfield Flood Resilience (FRG) – to **NOTE** the next meeting will be held on Thursday 11<sup>th</sup> March 2021 at 7:30pm as a Zoom meeting.

## 13 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 13.1 Legionnaires Testing, Swallowfield Parish Hall – to **NOTE** that Legionnaires testing scheduled to take place on 3<sup>rd</sup> January 2021 has been delayed due to unavailability of the chemicals.
- 13.2 Gas Safety Certificate, Swallowfield Parish Hall – to **NOTE** that the necessary checks were carried out on 3<sup>rd</sup> January 2021.

13.3 Riseley Sports Pavilion

13.3.1 Remedial Work – to **NOTE** the following work has been completed.

- ceiling in the coach's room repaired and painted
- lights in the Ladies and Gents toilets replaced
- emergency lights replaced
- metal pillars on the veranda painted
- metal gates painted

**14 COMMUNICATION**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

14.1 Newsletter – to **NOTE** that the copy date for the Spring Newsletter, which will be distributed in early March, is 19<sup>th</sup> February 2021.

**15 CORRESPONDENCE**

15.1 Tony Fleming – to **NOTE** receipt of an email from the family of Tony asking if they can install a bench in the village in his memory.

**16 DATE OF NEXT MEETING**

The next meeting of Swallowfield Parish Council will be held on Tuesday 9<sup>th</sup> February 2021 at 7.30 p.m. as a virtual meeting.

**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	202976	Full Application	Riseley Business Park, Basingstoke Road, Riseley RG7 1NW	Full Planning application for the proposed erection of 4no. dwellings.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	202583	Loddon Court, Lambs Lane, Swallowfield RG7 1JE	Full planning application for the proposed change of use of land from agriculture to equestrian with erection of stables. (Part Retrospective)	Withdrawn
7.2.2	192757	15 Yeosfield Riseley, RG7 1SG	Full application for the erection of a two storey 3no bedroom detached dwelling.	Approved
7.2.3	202653	Napoleon House, Riseley Business Park, Basingstoke Road Riseley RG7 1NW	Prior approval submission for proposed conversion of office building (Use Class B1(a)) to 16 no. residential units (Use Class C3).	Prior Approval Refused
7.2.4	200711	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.	Approved
7.2.5	202713/4	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	Listed Building/Householder application for the proposed single storey side extension to dwelling with glazed infill, plus the erection of basement with 1no. rooflight.	Approved
7.2.6	202907	Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE	Prior approval submission for the proposed change of use of an agricultural building to a dwelling (Use Class C3) with associated works, following demolition of adjacent barn	Prior Approval Refused
7.2.7	202926	Loddon Court, Lambs Lane, Swallowfield RG7 1JE	Application for a certificate of existing lawful development for use of existing caravan ancillary to host dwelling	Refused