

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 8TH MARCH 2022, 7:30PM  
HELD IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL *E. Halson*  
Mrs. E. Halson, Clerk  
03/03/22

Members: Mr. J. Anderson (Chair) Mr. M. Binns Mrs. C. Drew  
Mrs. L. Edmonds Mr. I. Fullerton Mrs. A. King  
Mr D. Lamont Mrs. M. McDonald Mr. J. Wheelwright

Note: This meeting is open to the public and press and will be subject to the COVID guidance in place at the time of the meeting. If you wish to attend, please contact the Clerk as numbers may be limited.

## **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> February 2022.

## 5 CLERK'S UPDATE

- 5.1 Update on items from previous meetings
- 5.1.1 2433.1.3 Riseley Memorial Hall and Sports Pavilion, Doors – to **NOTE** that the doors have been installed. Cllrs. Drew and Anderson have carried out snagging review. The contractor also carried out remedial work on the main door and two windows in the Memorial Hall which were installed years ago by a different contractor.
- 5.1.2 2445.2.1 Swallowfield Toddler Group – to **NOTE** that the group have decided to meet in the main hall during school holidays. There is still the option for a smaller group to meet in the Davies Room during term-time.
- 5.1.3 2450.1.2 Wildflower planting – to **NOTE** that the seeds have been purchased and will be sown shortly.
- 5.2 Other
- 5.2.1 Swallowfield Meadow Bridge – to **NOTE** that a tree on the bank of the ditch running through Swallowfield Meadow was brought down during Storm Eunice causing damage to the bridge. Most of the tree was removed by our Parish Warden the following day and the bridge has been repaired by the contractor who did the original installation. Further work may need be required to remove the trunk which is currently lying across the ditch.

## 6 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

- 6.1 Current applications – see details on page 8.
- 6.1.1 220350 – 5 Farley Court, Church Road, Farley Hill RG7 1TT
- 6.1.2 220351 - 5 Farley Court, Church Road, Farley Hill RG7 1TT
- 6.1.3 220354 – Land to the West of Torwes Land, Swallowfield
- 6.1.4 220379 – Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA
- 6.2 Results – see details on page 9.
- 6.2.1 213273 - Glasspool Farm, Part Lane, Riseley RG7 1RU Refused
- 6.2.2 213380 - Balcombe Nurseries, Basingstoke Rd, Swallowfield RG7 1PY Approved
- 6.2.3 213682 - 1 Yeosfield, Riseley RG7 1SG Refused
- 6.2.4 214052 - Glasspool Farm, Part Lane, Riseley RG7 1RU Refused
- 6.2.5 214092 - 1 The Street, Swallowfield RG7 1QY Refused
- 6.2.6 214142 – Elms House, The Street, Swallowfield RG7 1RE Approved
- 6.2.7 214153 - The Old Church, Church Road, Farley Hill RG7 1TR Approved

6.3 Tree Preservation Orders

6.3.1 220576 – Loddon House, Beech Hill Road, Spencers Wood RG7 1HT  
Works to a TPO - to **NOTE** an application for works to protected trees TPO  
1654/1998, Area 1. A1, Mixed species – 5 conifers - fell

6.4 Enforcement Investigations

6.4.1 Open – to **NOTE** no new investigations have been added, there are 6 open  
investigations.

6.4.2 Closed – to **NOTE** 3 enforcement investigations have been closed for the following  
reasons “No Breach”, “Application Submitted”, “Not Expedient”.

**7 FINANCE**

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

Lead Councillor: Cllr. J. Anderson

7.1 Accounts Update

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 Reserves – to **NOTE** that £52,939 has been transferred from the CCLA account  
which holds the reserves to the Unity Trust Main Account. This is to cover the  
following reserve funded expenditure:

- Car Park Retainer £4,017
- NFM £8,330
- Tennis Court Resurfacing £25,885
- Replacement Train £8,531
- Speed Devices £6,176

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

**9 QUEENS JUBILEE**

9.1 Picnic Tables/Benches – to **NOTE** that four tables are now on order. After taking  
advice on installation, it is clear that it would be better to install the tables on a hard  
base rather than directly on grass. This will increase the cost but will reduce issues  
with maintenance of the ground and also reduce the likelihood of damage to the  
tables from strimming.

It is **PROPOSED** that tables are installed on paving slabs at an additional cost of  
£3,310 plus VAT. This will also cover the cost of installing the fifth bench at Farley  
Hill in the future.

**10 MAX BOWKER LEGACY**

Lead Councillor: Cllr. M. Binns

- 10.1 Max Bowker Legacy – to **NOTE** that the Working Group met on 28<sup>th</sup> February to discuss options for an event which would satisfy the condition of the legacy.

**11 TRANSPORT**

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

Lead Councillor: Cllr. J. Fullerton

- 11.1 Speedwatch

- 11.1.1 Update – to **NOTE** that Cllr. Fullerton has circulated an update.

- 11.1.2 Tablet – it is **PROPOSED** that the council purchase a tablet for use with the Speedwatch equipment at a cost of £170 plus VAT.

- 11.1.3 Hi-Viz Vests – to **NOTE** that 20 hi-viz vests printed with “*Swallowfield Community Speedwatch*” have been purchased at a cost of £81.78 plus VAT. Each volunteer will be allocated a vest.

- 11.2 No 7 Bus - update.

**12 ENVIRONMENT & RURAL AFFAIRS**

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

Lead Councillor: Cllr. A. King

- 12.1 Community Litter Pick – to **NOTE** that Community Litter Pick will take place on Saturday 2<sup>nd</sup> April between 10am and 4pm. Volunteers should register in the Davies Room any time from 10am. To **NOTE** that Peter Sampson has offered to co-ordinate the event.

It is **PROPOSED** that the council allocates up to £100 for the provision of refreshments.

- 12.2 Van Demans – to **NOTE** that Cllr. King and Clerk will meet with Laura Buck, the Project Manager for the tree planning project at WBC in April. She is keen to visit the site and carry out a desktop review of suitability. She would also like to visit other sites in the parish where it might be appropriate to plant individual trees.

- 12.3 Neighbourhood Action Group – to **NOTE** that last meeting was held on 18<sup>th</sup> February, Cllr. McDonald attended. Cllr. McDonald has circulated the minutes.

**13 RECREATION**

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

Lead Councillor: Cllr. L. Edmonds

- 13.1 Annual Play Inspections – it is **PROPOSED** that the council engage the play Inspection Company to carry out the annual inspection of its play equipment at a cost of £269.95 plus VAT.

**14 HALLS**

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

Lead Councillor: Cllr. M. McDonald

- 14.1 Hall Hire Conditions – to **NOTE** that the Working Group are reviewing the conditions of hire which were put in place during Covid.
- 14.2 Flower Troughs – to **NOTE** that Claire and Peter Sampson once again planted containers with spring bulbs to brighten up the office and the Rose Room entrances.
- 14.3 Management and administration of Village Halls – to **NOTE** that Cllr. McDonald and Sue Howorth will attend a webinar run by CBAS on Monday 7<sup>th</sup> March.

**15 PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

- 15.1 Riseley Sports Pavilion Licence – to **NOTE** that the licence is due for renewal on 31<sup>st</sup> March 2022. The licence has been updated to reflect conditions relating to the new doors which have keypad access.

It is **PROPOSED** that the amended licence agreement as circulated by Cllr. Drew be issued to the Tennis Club.

To **NOTE** it was agreed in November 2020 when the previous licence was issued that the licence fee would be increased by the Consumer Price Index as at 1<sup>st</sup> April 2022. The increase will be applied when the licence is issued.

**16 COMMUNICATION**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: David Lamont

- 16.1 Logo – it is **PROPOSED** that the council ask the agency who are working on the new website to design a new logo at a cost of £420 plus VAT. The agency would review and look to simplify, modernise and professionalise the existing logo and provide colour and black & white versions. The current logo does represent various important elements of the parish but is not ideal for letterheads and documents.

**17 HEALTH & WELLBEING**

(Lead Councillor: Cllr. A. King)

- 17.1 Link Visiting Scheme – to **NOTE** that Cllrs. McDonald and King and the Clerk met with Marjie Walker and Jayne Streak from the Link Visiting Scheme/Friendship Alliance on Tuesday 1<sup>st</sup> March. They are looking to identify older residents who are struggling with loneliness and then pair them with an appropriate volunteer who can visit and talk to them. They also identify groups/activities where people will receive a friendly welcome. They take referrals from Swallowfield Medical Practice, other volunteer groups and private individuals. They are currently supporting two residents in the parish. Age UK do offer a befriending service, but it is not free.

It is **PROPOSED** that the Link Visiting Scheme be awarded a grant of £300 towards the cost of delivering this service.

- 17.2 Citizens Advice Wokingham – it is **PROPOSED** that Citizens Advice Wokingham be awarded a grant of £500 towards the cost of delivering its services.

**18 CLIMATE EMERGENCY**

Lead Councillor: Cllr. D. Lamont

- 18.1 Let's Talk Climate – to **NOTE** that WBC have invited the borough clerks to attend three Let's Talk Climate discussion forums to learn about the local impacts and solutions of climate change on our doorstep, the Clerk will attend.

**19 DATE OF NEXT MEETING**

The next meeting of Swallowfield Parish Council will be held on Tuesday 12<sup>th</sup> April 2022 at 7.30 p.m. in The Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

If you would like to attend the meeting, please let the Clerk know in advance as there is limited space.

Appendix A

6 PLANNING

6.1 Current Applications

<b>Agenda Ref</b>	<b>App No</b>	<b>Type</b>	<b>Address</b>	<b>Application</b>
6.1.1	220350	Householder	5 Farley Court Church Road Farley Hill RG7 1TT	Householder application for the proposed demolition of a section of basement wall and insertion of a new structural lintel, plus tanking of an area of basement and insertion of ventilation system.
6.6.2	220351	Listed Building	5 Farley Court Church Road Farley Hill RG7 1TT	Application for Listed Building consent for the proposed demolition of a section of basement wall and insertion of a new structural lintel, plus tanking of an area of basement and insertion of ventilation system.
6.1.3	220354	Variation/Removal of Condition	Land to the West of Trowes Lane, Swallowfield	Application to vary condition 8 of application 202845 for the approval of reserved matters pursuant to outline planning consent 181130 for the proposed erection of 20 dwellings with associated access, parking, open space and landscaping. Details of Layout, Appearance, Landscaping and Scale to be determined. Condition 8 refers to ground and building levels, and the variation is to submit an amended plan showing alteration of some levels.
6.1.4	220379	Full application	Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA	Full application for the proposed demolition and rebuilding of existing equine buildings and first floor office accommodation, plus insertion of 12 no. rooflights.

6.2 Results

Agenda Ref	App No	Address	Application	Result
6.2.1	213273	Glasspool Farm Part Lane Riseley RG7 1RU	Full application for the proposed demolition of existing farmhouse and erection of a new dwelling house and detached garage.  Swallowfield Parish Council objected to this application.	Refused
6.2.2	213380	Balcombe Nurseries, Baskingstoke Road, Swallowfield RG7 1PY	Full application for the erection of 5 no. detached dwellings, two with separate detached garages and three dwellings with internal garages. Plots 2-3-4-5 are three storey dwellings. Associated landscaping works including one balancing pond, 2 no. accesses with entrance gates and 1.2m post and rail fencing.  Swallowfield Parish Council objected to this application.	Approved
6.2.3	213682	1 Yeosfield Riseley RG7 1SG	Full application for the proposed subdivision of the site and erection of 2 no. detached dwellings with associated amenity space, parking and access, including extension of an existing dropped kerb.  Swallowfield Parish Council objected to this application.	Refused
6.2.4	214052	Glasspool Farm Part Lane Riseley RG7 1RU	Full application for the proposed erection of one 4no. bedroom dwelling.  Swallowfield Parish Council objected to this application.	Refused
6.2.5	214092	1 The Street Swallowfield RG7 1QY	Householder application for the proposed extension of a single storey front porch and single and 2-storey side and rear extensions following demolition of a side car port and rear single storey extension, plus 2no. solar panels to the rear roof and 4no. rooflights to the side and rear extensions.  Swallowfield Parish Council did not comment on this application.	Refused
6.2.6	214142	Elms House The Street Swallowfield RG7 1RE	Householder application for the proposed part two storey, part single storey, side and rear extension.  Swallowfield Parish Council did not object to this application.	Approved



<b>Agenda Ref</b>	<b>App No</b>	<b>Address</b>	<b>Application</b>	<b>Result</b>
6.2.7	214153	The Old Church Church Road Farley Hill RG7 1TR	Householder application for the proposed erection of fence railing to front boundary wall. (Retrospective).  Swallowfield Parish Council did not object to this application.	Approved