

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED
TO ATTEND THE ANNUAL MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 10th MAY 2022 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Mrs. E. Halson, Clerk
5/05/22

Members: Mr. J. Anderson, Mr. M. Binn, Mrs. C. Drew, Mrs. L. Edmonds, Mr. D. Lamont, *E. Halson*
Mr. I. Fullerton, Mr. M. McDonald, Mr. 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 ELECTION

2.1 Chairman – to **ELECT** a Chair of the Parish Council.

2.2 Parish Council Election – to **NOTE** that at the recent election the following members were elected unopposed, Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds, Mr. I. Fullerton, Mr. D. Lamont, Mrs. M. McDonald, Mr. J. Wheelwright.

2.3 Acceptance of Office – to **RECEIVE** from all elected councillors their Declaration of Acceptance of Office.

3 DECLARATIONS OF INTEREST

To receive any declarations of interest in any matters to be discussed by the Council at this meeting.

4 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.

5 COUNCIL BUSINESS

5.1 Vice-Chair - to **ELECT** a Vice-Chair of the council.

5.2 Planning Committee – to **ELECT** a Chairman of the Planning Committee.

- 5.3 Working Groups and Lead Councillors – to **AGREE** Working Groups and Lead Councillors and representatives on external bodies.
- 5.4 General Power of Competence – to **CONFIRM** that the Council does meet the eligibility criteria (a qualified clerk and two thirds elected members at the last election) and could therefore proceed to use this power from now and until the next election in 2026, as provided through the Localism Act 2011 [sections 1-8 and specifically by s(1)0].
- 5.5 Meetings – to **AGREE** that Parish Council Meetings will be held in the Rose Room on the 2nd Tuesday of each month and Planning Committee Meetings on the 4th Tuesday of each month if required. Councillors are reminded that notification of these meetings represents a summons and attendance is one of the few legal requirements of a councillor.
- 5.6 Adoption of documents – it is **PROPOSED** that the council re-adopt the following documents for the year April 2022/2023.
- Standing Orders (Nov 2018)
 - Financial Regulations – (May 2021)
 - Risk Management Policy (Sept 2016)
 - Code of Conduct (Aug 2015)
 - Model Publication Scheme (Apr 2008)
 - Freedom of Information
 - Complaints Procedure
 - GDPR Privacy Notice (May 2018)
 - GDPR Hirers Privacy Notice (May 2018)
 - Grants, Donations and Financial Support (Mar 2016)
 - Sale of Land owned by Swallowfield PC (Feb 2014)
 - Tree Management Policy (Nov 2016)
 - Social Media Policy (Apr 2014)
 - Guide to Public Participation at Parish Council Meetings (March 2015)
- 5.7 Annual Parish Meeting - to **AGREE** a date and format for the Annual Parish Meeting.
- 5.8 Councillor Vacancy – to **NOTE** that there is a vacancy for a Parish Councillor, this vacancy may now be filled in accordance with Rule 8 of the Local Elections (Parishes and Communities) Rules 1986 and eligible persons may now be co-opted.

6 CHAIR'S ANNOUCEMENTS

- 6.1 Mrs. Angela King - to **NOTE** that after serving as a councillor for a total of 17 years, four as Chair, she decided not to stand at the recent election. The council would like to express its gratitude for her passion and hard work on many key projects including the planting of 1,000 trees on The Marshes Nature Reserve, campaigning tirelessly for speed reductions in the Parish (where she had success in Riseley), and the formation of the Swallowfield Flood Resilience Group in 2007 (which continues to work on delivering flood attenuation measures across our Parish). The council wishes her a relaxing retirement but hopes that she will continue to work with the council particularly on environmental projects.

7 MINUTES OF LAST MEETING

7.1 To **APPROVE** the minutes of the Parish Council meeting held on 12th April 2022.

8 **CLERK'S UPDATE** - available at the meeting

9 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

9.1 Current applications

9.1.1 220971 - Uplands, Basingstoke Road, Swallowfield RG7 1PY

9.1.2 220980 – Old Cottage, Swallowfield Street, Swallowfield RG7 1QX.

9.1.3 221095 - Wyvols House, Basingstoke Road, Swallowfield RG7 1PU

9.1.4 221241 - Land north of Sheepbridge Court Farm, Basingstoke Road, RG7 1PT

9.1.5 221302 - Land Adjacent to Dukes Field Cottage, Norton Road, Riseley RG7 1SH

9.2 Results

9.2.1 220350 - 5 Farley Court Church Road Farley Hill RG7 1TT

Refused

9.2.2 220351 - 5 Farley Court Church Road Farley Hill RG7 1TT

Refused

9.3 Tree Preservation Orders (Works Request) - for info only

9.3.1 221042 - 5 and 6 The Mews, Farley Hill, RG7 1XD

9.4 Enforcements Investigations - to **NOTE** there are eight open Enforcement Investigations and two closed since the last report.

9.5 Appeals

9.5.1 APP/X0360/D/22/3294863 (214092) – 1 The Street, Swallowfield RG7 1QY – to **NOTE** that this appeal will be determined on the basis of written representation.

10 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance) Lead
Councillor: Cllr. J. Anderson

10.1 Accounts Update – to **NOTE** that the monthly accounts have been circulated. It is **PROPOSED** that these are accepted.

10.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.

10.3 Internal Auditor – to **NOTE** that the internal auditor will visit on Friday 27th May.

10.4 BALC – to **AGREE** that the council should renew its membership of BALC at a cost of £498.52

11 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

- 11.1 Property Management/Maintenance – to **AGREE** a plan to review property management and maintenance.
- 11.2 Residential Properties – 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. Paper circulated.

12 RESILIENCE

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

Lead Councillor: TBA

- 12.1 Flood Resilience Group (FRG) – to **NOTE** that the last meeting was held on Wednesday 4th May.

13 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media) Lead

Councillor: Cllr. D. Lamont

- 13.1 Website/Email/Logo Update
- 13.2 Newsletter – to **NOTE** that the copy deadline for the Summer issue is 20th May 2022.

14 CORRESPONDENCE

- 14.1 Foxborough – to **NOTE** that the council has received correspondence from a resident in Foxborough regarding inconsiderate/dangerous parking.

15 DATE OF NEXT MEETING

Tuesday 14th June 2022 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Appendix A

9 PLANNING

9.1 Current Applications

Agenda Ref	App No	Type	Address	Application
9.1.1	220971	Householder	Uplands, Basingstoke Road, Swallowfield RG7 1PY	Householder application for the proposed conversion of garage to habitable accommodation. New porch (following demolition of existing) single storey extension to the rear with a roof light linking outbuilding.
9.1.2	220980	Householder	Old Cottage, Swallowfield Street, Swallowfield RG7 1QX	Householder application for proposed conversion of garage to create habitable space, first floor side extension, part single part two storey rear extension, 2 no. rooflights, changes to fenestration and associated roof alterations (part-retrospective).
9.1.3	221095	Householder	Wyvols House, Basingstoke Road, Swallowfield RG7 1PU	Householder application for the proposed erection of a single storey side, front and rear extension to detached garage and conversion to form annexe accommodation.
9.1.4	221241	Screening Opinion	Land north of Sheepbridge Court Farm, Basingstoke Road, RG7 1PT	Screening Opinion application for an Environmental Impact Assessment for a proposed 26 hectare solar array with associated development.
9.1.5	221302	Neighbouring District Consultation	Land Adjacent to Dukes Field Cottage, Norton Road, Riseley RG7 1SH	Consultation from Hart District Council for the erection of 3 four bed dwellings with associated access, landscaping and hardstanding.

9.2 Results

Agenda Ref	App No	Address	Application	Result
9.2.1 & 9.2.2	220350 & 220351	5 Farley Court Church Road Farley Hill RG7 1TT	<p>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.</p> <p>Summary of reasons for refusal: Result in a negative impact on the historical significance of the listed building for which no adequate and robust justification has been provided. Cannot be certain that the proposed ventilation system would be adversely harm the significance and appearance of the listed building and its setting.</p>	Refused