

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 14TH JUNE 2022 AT 7:30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
9/6/2022

Members: Mr. J. Anderson, Mr. M. Binns, Mrs. D. Drew, Mrs. L. Edmonds,
Mr. I. Fullerton, Mr. D. Lamont, Mrs. 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 APOLOGISE 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 BUSINESS

4.1 New member – to co-opt a new member.

5 PLANNING

Chair of Planning Committee: Cllr. I. Fullerton

5.1 Current Applications

5.1.1 220379 – Elmtree Cottage, Basingstoke Road, RG7 1QA

5.1.2 221207 - Village Farm House, The Street, RG7 1QY

5.1.3 221346 - Paddock House, Part Lane, Swallowfield RG7 1TB

5.1.4 221379 - Vevayse, Kiln Hill, Farley Hill, RG7 1XE

5.1.5 221526 - Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA

5.1.6 221537 - Nutbean Farm Nutbean Lane Swallowfield Wokingham RG7 1XL

5.1.7 221566 - Old Grain Store, Swallowfield Road, RG2 9LA

5.2 Results

- 5.2.1 220034 – Lambs Farm Business Park, Basingstoke Road, Swallowfield Approved
- 5.2.2 220655 - Riseley Business Park, Napoleon House, Basingstoke Road Approved
- 5.2.3 220971 - Uplands, Basingstoke Road, Swallowfield RG7 1PY Approved
- 5.2.4 220980 - Old Cottage, Swallowfield Street, Swallowfield RG7 1QX Approved
- 5.2.5 220981 - Springalls Farmhouse Trowes Lane Swallowfield RG7 1RN Approved
- 5.2.6 221042 - 5 and 6 The Mews, Farley Hill, RG7 1XD Tree Consent Given
- 5.2.7 221241 - Land north of Sheepbridge Court Farm, Basingstoke Road, Swallowfield
RG7 1PT Needs EIA
- 5.2.8 221302 - Land Adjacent to Dukes Field Cottage, Norton Road, Riseley RG7 1SH
Objections Raised

5.3 Enforcement Investigations

- 5.3.1 Open Cases – to **NOTE** there are eight open cases, including two new ones.
- 5.3.2 Closed Cases – to **NOTE** two enforcement investigations have been closed, one voluntary compliance, one not expedient,

6 FINANCE

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

Lead Councillor: Cllr. J. Anderson

6.1 Month End

- 6.1.1 Month End Accounts – to **NOTE** that the Month End Accounts have been circulated.

It is **PROPOSED** that these are accepted. Circulated.

- 6.1.2 Bank Reconciliation Statements – to **APPROVE** the Month End Bank Reconciliation Statements. Circulated.

6.2 Year End

- 6.2.1 Year End Accounts – to **NOTE** that the Year End Accounts have been circulated.

It is **PROPOSED** that these are accepted. Circulated.

- 6.2.2 Bank Reconciliation Statements – to **APPROVE** the Year End Bank Reconciliation Statements. Circulated.

6.3 Internal Audit

- 6.3.1 Interim Audit Report – to **NOTE** that the interim report has been reviewed by the Finance Working Group and an action plan has been prepared. Circulated.

It is **PROPOSED** that the recommendations of the Finance Working Group are accepted.

- 6.3.2 Internal Audit Report – to **NOTE** that the year end report from the internal auditor has

been received. It has been reviewed by the Finance Working Group and an action plan has been prepared. Circulated.

It is **PROPOSED** that the recommendations of the Finance Working Group are accepted.

6.4 Annual Return

- 6.4.1 Annual Governance Statement – to **NOTE** that this has been circulated and all councillors are asked to confirm their understanding of the document.

It is **PROPOSED** that the Annual Governance Statement is **APPROVED**.

- 6.4.2 Accounting Statements – to **NOTE** that these have been circulated.

It is **PROPOSED** that the Accounting Statements are **APPROVED**.

- 6.4.3 Exercise of electors' rights – to **NOTE** that the inspection period commences on 20th June 2022 and ends on 29th July 2022.

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

8 **PROPERTY**

- 8.1 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.

8.2 Riseley Sports Pavilion

- 8.2.1 Remedial Work – to **NOTE** that a recent inspection following the major work carried out at the Sports Pavilion identified items of remedial work. It is **PROPOSED** that the council carry out the work detailed in the report circulated at a cost of £1,255.

- 8.3 Riseley Children's Play Area – to **CONSIDER** the quotations received for the replacement of the perimeter fencing. Paper circulated.

9 **ENVIRONMENT**

- 9.1 Bulbs – it is **PROPOSED** that the council set aside £250 to purchase bulbs to be planted around the parish in the autumn.

- 9.2 Christmas Tree – it is **PROPOSED** that the council set aside £200 to purchase a Christmas Tree and lights to be erected outside the Parish Office.

10 TRANSPORT

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

Lead Councillor: Cllr. I. Fullerton

- 10.1 Speedwatch Signs - it is **PROPOSED** that the council purchases seven Speedwatch signs at a cost of £225 plus VAT. Paper circulated.

11 COMMUNICATION

- 11.1 Update – to **NOTE** receipt of a report from Cllr. Lamont detailing progress on the projects to update email, the newsletter and the website as well as use of the new logo and engagement on Facebook. Circulated.

12 DATE OF NEXT MEETING

Tuesday 12th July 2022 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall,
Swallowfield Street, Swallowfield .

Appendix A

5 PLANNING

5.1 Current Applications

Agenda Ref	App No	Type	Address	Application
5.1.1	220379	Full application	Elmtree Cottage, Basingstoke Road 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. Revised plans submitted, originally considered by the council in March 2022.
5.1.2	221207	Listed Building Consent	Village Farm House, The Street, RG7 1QY	Application for Listed Building consent for the proposed installation of replacement fenestration to the rear and side, with associated pointing repairs.
5.1.3	221346	Householder	Paddock House, Part Lane, Swallowfield RG7 1TB	Householder application for the proposed erection of an electric wooden gate following the removal of the existing gate.
5.1.4	221379	Householder	Vevayse, Kiln Hill, Farley Hill, RG7 1XE	Householder application for the proposed erection of a part single front extension park first floor side extension. Changes to fenestration and exterior render to dwelling.
5.1.5	221526	Certificate of Lawful proposed Use or Development	Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA	Application for a certificate of existing lawful development for the use of land, stabling menage and associated buildings for the keeping of horses.

Agenda Ref	App No	Type	Address	Application
5.1.6	221537	Variation/ Removal of Condition	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	Application to vary condition 1 of planning consent 211975 for the proposed change of use of land from agricultural to equestrian plus erection of 2 no. stable buildings with associated hardstanding, the creation of a mange and extended vehicular access (part retrospective). Condition 1 refers to the approved details and the variation is to allow an increase the pitch of the roof of the approved stable buildings from 16 degrees to 30 degrees to allow for a clay tiled roof to match nearby buildings.
5.1.7	221566	Prior Approval	Old Grain Store, Swallowfield Road, RG2 9LA	Prior approval submission for the conversion of an existing agricultural barn into 1 no. dwelling and conversion of existing grain silos into 4 no. dwellings.

5.2 Results

Agenda Ref	App No	Address	Application	Result
5.2.1	220034	Lambs Farm Business Park, Basingstoke Road, Swallowfield	Full application for the proposed erection of 3No business units within the business park with additional vehicle parking and ancillary works. Swallowfield Parish Council objected to this application; it was approved by the WBC Planning Committee following recommendation by the Planning Team. Various conditions have been set.	Approved
5.2.2	220655	Riseley Business Park, Napoleon House, Basingstoke Road, Riseley RG7 1NW	Full application for the proposed alterations to existing office building including insertion of 13no. roof lights at first floor and roof level, insertion of 2no. windows and change of 'garage-style' door to window at ground floor level. Swallowfield Parish Council objected to this application.	Approved

Agenda Ref	App No	Address	Application	Result
5.2.3	220971	Uplands, Basngstoke 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. Swallowfield Parish Council did not comment on this application.	Approved
5.2.4	220980	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). Swallowfield Parish Council commented on parking provision and a need to ensure that the recommendations in the ecology report are adhered to. Conditions have been set to ensure that both items are addressed.	Approved
5.2.5	220981	Springalls Farmhouse Trowes Lane Swallowfield Wokingham RG7 1RN	Full application for the retention of two timber outbuildings for use as a gym and therapy room in connection with the approved residential institution use and correction of the rear site curtilage.(RETROSPECTIVE). Swallowfield Parish Council did not comment on this application.	Approved
5.2.6	221042	5 and 6 The Mews, Farley Hill, RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 1 S1, Sycamore - Remove deadwood S2, Sycamore - Remove deadwood S3, Sycamore - Remove deadwood S4, Sycamore - Remove deadwood S5, Sycamore - Remove deadwood S6, Sycamore - Remove deadwood O1, Oak - Remove deadwood	Tree Consent Given
5.2.7	221241	Land north of Sheepbridge Court Farm, Baskingstoke Road, Swallowfield RG7 1PT	Screening Opinion application for an Environmental Impact Assessment for a proposed 26 hectare solar array with associated development. Swallowfield Parish Council submitted its concerns and outline the impacts which would require careful and well considered mitigation. WBC has reflected these concerns in its response.	Needs EIA

Agenda Ref	App No	Address	Application	Result
5.2.8	221302	Land Adjacent to Dukes Field Cottage, Norton Road, Riseley RG7 1SH	<p>Consultation from Hart District Council for the erection of 3 four bed dwellings with associated access, landscaping and hardstanding.</p> <p>Swallowfield Parish Council submitted its comments directly to the planning team at WBC and asked our borough councillor ensures that WBC raise objections to this application. WBC have responded to Hart District Council (the authority being asked to consider the application) stating that the development encroaches the borough boundary which would make the application invalid in its current state; a joint application must be submitted to both local authorities. It also lists other issues which SPC raised.</p> <p>Swallowfield Parish Council also lodged its objection with Hart District Council.</p>	<p>Objections submitted by WBC. No decision made by Hart</p>