

MINUTES OF THE MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 10<sup>th</sup> JANUARY 2017 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Mr. P. Sampson (Chairman)                      Mr. J. Anderson                      Mrs. M. McDonald  
                 Mr. C. Morrissey    Mr. R. Norris    Mr. J. Sant

In attendance: Emma Shepherd, RFO

Members of the public: 1

**425 APOLOGIES FOR ABSENCE**

Cllr. G. Collender, Cllr. W. Dance, Cllr. J. Wheelwright

**426 DECLARATIONS OF INTEREST**

None

**427 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

NB: this is not a verbatim account of the questions and answers but information is provided to give a flavour of what was said.

427.1 Application 163570 – Holly Lodge, Farley Hill

EW – I would like to give you some information on planning application 163570 – we have submitted the planning application to improve the accommodation to meet our current needs. The house does not provide flexible accommodation and the only possibility for increasing the floor area is by extending it to the front. Great care will be taken to preserve the character of the original building.

*Cllr. Anderson – How will you deal with car parking?*

EW – there are currently 3 car parking spaces, these will remain

**428 CHAIRMAN'S ANNOUNCEMENTS**

428.1 Medals Concert – it was **NOTED** that Oliver Dunn-Hipp would be performing in a charity concert on Sunday 15<sup>th</sup> January 2017, 7:30pm in All Saint' Church, Swallowfield. The council would like express its gratitude to Mrs. Hilary Fraser for all her hard work in organising this event and all the other Swallowfield Parish Events Group (SPEG) events over the last few years. It was agreed that the council would present her with flowers as a token of its appreciation. <sup>1</sup>

428.2 Strategy & Fieldfayre Meeting – it was **NOTED** that Cllrs. Sampson and Anderson had arranged a Strategy and Fieldfayre meeting for Tuesday 31<sup>st</sup> January 2017, 7:30pm in the Rose Room. Cllr. McDonald gave her apologies.

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<sup>1</sup> MM

## 429 MINUTES OF LAST MEETING

- 429.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 13<sup>th</sup> December 2016 be approved. All in favour.
- 429.2 Clerks report on matters arising and outstanding actions from last meeting
- 392.3 Parish Clean Up – it was **NOTED** that Nigel Adams had confirmed that the Parish Clean Up Day would take place on Saturday 1<sup>st</sup> April 2017.
- 393.2 RFO Replacement – it was **NOTED** that a number of applications had been received and the closing date was 15<sup>th</sup> January 2017.
- 395.3 Flood Risk Appraisal – it was **NOTED** the council was waiting for confirmation from FRG that the Herrington report was complete and fit for purpose.
- 408.1.3 Land at Odiham Road, Riseley – to **NOTE** that since the agenda for this meeting was published the developer, Gleeson, had submitted a new application for the creation of a Suitable Alternative Natural Greenspace (SANG) on Mill Lane. The application can be found on the Hart District Council website - 16/03398/FUL. Heckfield Parish Council would be discussing it at the Parish Council meeting to be held on 12<sup>th</sup> January 2017.

## 430 PLANNING

Chairman of Planning Committee: Cllr. J. Anderson

- 430.1 Current applications
- 430.1.1 163423 - Ivy Cottage, Bunces Shaw Road, Farley Hill, Wokingham, RG7 1UU  
Householder application for the proposed erection of a two bay, two storey detached garage with a dormer window extension on the first floor.
- It was **PROPOSED** and seconded that the council do not comment on this application. All in favour.
- 430.1.2 163505 – Bay Tree Cottage, Castle Road, Farley Hill RG7 1UN  
Householder application for the proposed first floor rear extension to dwelling, re-positioning of front porch, drive, vehicular access gates and alterations to garage.
- It was **PROPOSED** and seconded that the council do not comment on this application. All in favour.
- 430.1.3 163510 – The Marshes, School Lane, Riseley RG7 1XT  
Householder application for the proposed erection of a temporary mobile home accommodation on the site with container storage during construction of replacement dwelling.
- It was **AGREED** that the council should not object to this application, however, would ask that WBC impose a time limit of 24 months.
- It was **PROPOSED** and seconded that the council respond as above. All in favour.
- 430.1.4 163570 - Holly Lodge, Castle Hill, Farley Hill, Wokingham, RG7 1XA.  
Householder application for the proposed two storey front extension to existing dwelling.

It was **PROPOSED** and seconded that the council do not comment on this application. All in favour.

- 430.1.5 163569 – Woodbury Cottage, Church Road, Farley Hill RG7 1UH  
Householder application for the proposed single storey rear extension to dwelling plus single storey front extension to form porch

It was **PROPOSED** and seconded that the council do not comment on this application. All in favour.

- 430.1.6 163583 – Gate Cottage, Church Road, Farley Hill, RG7 1TR  
Householder application for proposed erection of single storey side extension to dwelling, front porch extension, raising roof height plus conversion of existing loft space to habitable accommodation and erection of dormer extensions.

It was **PROPOSED** and seconded that the council do not comment on this application. All in favour.

- 430.1.7 163598 - Mill House Hotel, Basingstoke Road, Swallowfield, Wokingham, RG7 1PY.  
Application to vary condition 2 of planning consent F/1999/69762 to allow the siting of the functions marquee from 1st January to 31<sup>st</sup> December in any calendar year.

The council supported a previous application (161256) stating that it felt that marquee was barely visible and that functions in the winter months would cause no more disturbance than those held in the summer months. The Mill House is a local rural business, providing employment.

It was **PROPOSED** and seconded that the council write in support of this application. All in favour.

#### 430.2 Results

- 430.2.1 162594 - Lambs Farm Business Park, Basingstoke Road, Swallowfield, Reading.  
Full application for the proposed erection of a new business unit for use class B1(b) and (c) (Light, Industrial, Research and Development) and B8 (Storage and Distribution) use with ancillary office space as well as car and lorry parking with ancillary works adjoining existing Business Park. **Refused**

The parish council objected strongly as it did not believe that there was a case for making an exception to a policy designed to prevent encroachment into open countryside and so this development proposal did not comply with planning policy.

- 430.2.2 162697 – Tanners Grain Store, Swallowfield Road, Arborfield RG2 9JZ  
Full planning application for the proposed change of use from agricultural land to residential curtilage. **Refused**

The parish council did not object.

- 430.2.3 163027 – Springfields, Trowes Lane, Swallowfield RG7 1RN  
Householder application for the proposed erection of a replacement garage, following demolition and removal of existing garage block. **Permission granted**

The parish council did not object.

430.3 Notifications (for information only)

430.3.1 163265 – 13 Yeosfield, Riseley, RG7 1SG

Application for the prior approval of the erection of a single storey extension (following demolition of existing conservatory), which would extend beyond the rear wall of the original house by 4.0m for which the maximum height would be 3.0m and the height of the eaves 3.0m. **Confirmation that no prior approval is required**

No neighbour objections received.

430.4 Proposed Developments

430.4.1 Land East of Lambs Lane, Spencers Wood RG7 1JB – it was **NOTED** that representatives of the council would meet with the land owner, Mr. Winkworth, on Thursday 12<sup>th</sup> January at 10am in the Rose Room to discuss his vision for the development of this land and Lambs Farm Business Park and the Council's rationale for opposing the latest planning application number 162594.

430.4.2 Sheepbridge Solar Farm – it was **NOTED** that the Foresight Group, which had acquired the solar farm, would be submitting a planning application requesting that planning permission for the solar panels is extended by 10/11 years to 2050/2051. It was **NOTED** that Cllr. Anderson and the Clerk would meet with a representative from the Foresight Group on Thursday 12<sup>th</sup> January 2017 to discuss the application.

**431 FINANCE**

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

Lead Councillor: Cllr. P. Sampson

431.1 Accounts Update – it was **NOTED** that the accounts had been circulated.

431.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be signed by Cllr. Sampson. <sup>2</sup>

431.3 Internal Audit – it was **NOTED** that the half yearly Internal Audit report had been received and would be considered at the Finance Working Group meeting on 18<sup>th</sup> January 2017.

431.4 Investments – it was **NOTED** that the meeting with Helen Merrington-Rust (Charles Stanley) at 6.45pm on Tuesday 10<sup>th</sup> January 2017 had been postponed. The meeting would now take place at 6:45pm on Tuesday 14<sup>th</sup> February 2017, just before the next Parish Council meeting

431.5 Budget 2017/18 – it was **PROPOSED** and seconded that the 2017/18 budget be **APPROVED** as circulated and that the precept figure of £19,308 be submitted to Wokingham Borough Council. All in favour. <sup>3</sup> It was **PROPOSED** and seconded that the Fieldfayre budget be **APPROVED** as circulated. All in favour. <sup>4</sup>

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<sup>2</sup> PS

<sup>3</sup> RFO

<sup>4</sup> PS/RFO to consolidate budget figures for submission to WBC

**432 BILLS FOR PAYMENT**

It was **PROPOSED** and seconded that the bills as listed below be **APPROVED** for payment. All in favour. (Cllr. Sampson did not vote on Item 12).

On-line payments would be authorised Cllrs. Anderson and Sampson, except for Item 12 which would be authorised by Cllrs Anderson and Norris. <sup>5</sup>

Cheques would be signed by Cllrs. McDonald and Norris. <sup>6 7</sup>

1	Molegone - Moles at Swallowfield rec	70.00
2	Rub-a-dub-scrub - Hall cleaning for December	200.00
3	Moorepay - Payroll costs for December	26.72
4	Bright & Fresh - Cleaning of office carpet	108.00
5	Ricoh - Reconciliation charge for 01.09.16 - 30.11.16	40.85
6	Claire Connell - Half year internal audit	300.00
7	M. Ansar - Deposit refund	100.00
8	Grundon - Parish Hall bins for November	109.86
9	Grundon - Riseley Hall bins for November	89.90
10	W. Leavey - Deposit refund	300.00
11	PDH - Final payment for soffits & asbestos removal	8766.00
12	P Sampson - Staff Christmas vouchers	195.00
13	Motion - Advise on drainage matters at Fieldfayre	972.32
14	Calico Trust - Allotment field hire	250.00
15	Earley Town Council - Football pitch remark 1st December	79.20
16	PDH - Deposit for new Parish Hall windows	2660.00
17	Transfer to PSDF SSE money	8078.00
18	Monthly fee	3.00
19	D2D Distribution - Distribution on newsletter	222.00
20	SSE - Electricity at flat 1 Fieldfayre 01.09.16-09.12.16	27.40
21	Heartwood - Remove Ash tree in Foxes Run	1140.00
22	WBC - Blue bin money	1356.00
23	Payroll - December	3356.09
24	Pension - December	984.10
25	Tax & Ni - December	618.49
26	BT - Office phone	203.48
27	BT - Booking line phone	84.14
28	SSE - Street lighting 23.09.16 - 23.12.16	138.90

<sup>5</sup> JA/PS/RN

<sup>6</sup> MM/RN

<sup>7</sup> RFO to issue payments

<b>29</b>	British Gas - Electricity at the Parish hall 30.11.16-16.12.16	218.30
<b>30</b>	British Gas - Electricity at the Post Office 30.11.16-16.12.16	23.42
<b>31</b>	British Gas - Electricity at the Tennis Club 27.09.16-16.12.16	646.76
<b>32</b>	British Gas - Electricity at Riseley Hall 19.11.16-16.12.16	356.21

**433 PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

- 433.1 Fieldfayre Development – the DCLG application had not yet been submitted to BALC for approval but it was anticipated that the project would start in May 2017. It was hoped that the tender document would be sent out in February after approval at the next council meeting. The Quantity Surveyor is awaiting costs for the shop refit, once received the Post Office would be able to ascertain what funding would be available from the Post Offices Community Fund.

**434 HUMAN RESOURCES**

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

- 434.1 Recruitment – it was **AGREED** that the interview team would consist of Cllrs. Sampson and Sant and the Clerk. It was **AGREED** to delegate authority for appointment for a new member of staff to the Clerk following consultation with Cllrs. Sampson and Sant. <sup>8</sup>

**435 RECREATION**

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

Lead Councillor: Cllr. J. Sant

- 435.1 Tennis Club
- 435.1.1 Rent Review – it was **NOTED** that the meeting requested by the Tennis Club had been postpone due to unavailability of the Clerk. The meeting would now take place on Tuesday 24<sup>th</sup> January, Cllrs. Sampson and Sant and the Clerk would attend.
- 435.1.2 Committee Meeting – it was **NOTED** that the next meeting would be held on 23<sup>rd</sup> January 2017 at the clubhouse. Cllr. Sant would attend.
- 435.1.3 Grounds Maintenance Contract – it was **AGREED** that areas of land not owned by the council would be excluded from the contract. It was **AGREED** that the council would continue to maintain Nutbean cemetery. It was **AGREED** that the tender should be issued by the Clerk once the changes agreed above had been incorporated. <sup>9</sup>

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<sup>8</sup> PS/JS/Clerk

<sup>9</sup> Clerk

**436 ENVIRONMENT & RURAL AFFAIRS**

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

Lead Councillor: Cllr. P. Sampson

436.1 NAG – it was **NOTED** that the next meeting would be held on Wednesday 11<sup>th</sup> January 2017, 8pm at Shinfield Parish Hall. Cllr. Norris would attend. It was **NOTED** that the dates of the meetings in May and July had changed, future dates are as follows; Wednesday 11<sup>th</sup> January, Wednesday 8<sup>th</sup> March, Wednesday **3<sup>rd</sup> May**, Wednesday **5<sup>th</sup> July**, Wednesday 13<sup>th</sup> September, Wednesday 8<sup>th</sup> November.

436.2 RCAG – it was **NOTED** that the next meeting would be held on Thursday 26<sup>th</sup> January in the Rose Room at 10.00am. Cllr. Sampson would attend.

**437 TRANSPORT**

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

Lead Councillor: Cllr. R. Norris

437.1 Local Transport Plan Consultation – it was **PROPOSED** and seconded that the council respond to this consultation as in the document circulated. After much discussion it was agreed that Cllr. Norris would collate responses from all councillors and prepare a revised consultation response taking into account individual responses. It was **PROPOSED** and seconded that authority be delegated to the Clerk to submit this revised document. All in favour. <sup>10</sup>

**438 RESILIENCE**

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

Lead Councillor: Cllr. M. McDonald

14.2 Flood Resilience Group – it was **NOTED** that the next meeting would be held on Thursday 12<sup>th</sup> January 2017, 7:30pm at Cllr. McDonald's house.

**439 HALLS**

(Maintenance/liaison with users and entertainment groups)

Lead Councillor: Cllr. M. McDonald

439.1 Swallowfield Parish Hall

Soffits/Facsiars – it was **NOTED** that the soffits and fascias had been replaced. It was **NOTED** that the doors and windows would be fitted at the end of January/beginning February.

**440 COMMUNICATION**

(Newsletter/Website/Annual Report/Media)

16.1 Spring Newsletter – it was **NOTED** that the copy date for the Spring Newsletter is 28<sup>th</sup> February 2017.

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<sup>10</sup> All/RN/Clerk

**441 BOROUGH/PARISH MEETINGS**

- 441.1 Borough Parish Liaison Group – it was **NOTED** that the next meeting would be held on Monday 23<sup>rd</sup> January 2017, 7pm, Cllr. Sampson would attend.

**442 OUTSIDE ORGANISATIONS**

- 442.1 Thames Valley Police – it was **NOTED** that the council met with Inspector Lloyd, Thames Valley Police prior to the parish council meeting on Tuesday 10<sup>th</sup> January. He would be invited to speak at the APM. <sup>11</sup>
- 442.2 Swallowfield Community Responders – it was **NOTED** that the December Newsletter had been received.

**443 URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA**

- 443.1 Traffic barriers at Riseley and Swallowfield hall – update
- 443.2 Deed of Easement for Swallowfield Parish Hall car park
- 443.3 Local Plan Update – call for sites

**444 DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> February 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[The meeting closed at 8:45pm]

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<sup>11</sup> Clerk