

MINUTES OF THE ANNUAL MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 9<sup>th</sup> MAY 2017 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present:        Mr. P. Sampson (Chairman)        Mr. J. Anderson        Mr. W. Dance  
                     Mr. G.E. Collender                    Mr. C. Morrissey        Mr. J. Sant  
                     Mr. J. Wheelwright

In attendance:    Liz Halson, Clerk, Sue Howorth, RFO  
Members of the public:    3,    Cllr. Munro, Borough Councillor

**508        APOLOGIES FOR ABSENCE**

Mrs. M. McDonald, Mr. R. Norris

**509        ELECTIONS**

509.1    Election of Chairman – Cllr. Sampson explained that Cllr. Anderson had decided not to stand for Chairman as he wished to devote his time to leading the Fieldfayre project which was probably the most significant project the council had ever taken on.

As there were no other nominations, Cllr. Sampson agreed that he would be prepared to continue as Chairman for one more year. It was **PROPOSED** and seconded that Cllr. Sampson be elected as Chairman of Swallowfield Parish Council. All in favour.

509.2    Cllr. Sampson signed his declaration of acceptance of office.

509.3    Election of Vice-Chairman – it was **PROPOSED** and seconded that Cllr. Anderson be elected as Vice-Chairman of Swallowfield Parish Council. All in favour.

509.4    Election of Chairman of Planning– it was **PROPOSED** and seconded that Cllr. Wheelwright be elected as Chairman of Planning for Swallowfield Parish Council. All in favour.

509.5    Working Groups and Lead Councillors – it was **AGREED** that Working Groups and Lead Councillors would remain as for 2016/2017 until discussed at a future meeting.

509.6    Parish Council Meetings – it was **AGREED** that Parish Council meetings would take place in the Rose Room on the 2nd Tuesday of every month and Planning Committee Meetings on the 4<sup>th</sup> Tuesday of every month if required. Councillors were reminded that notification of these meetings represents a summons and attendance is one of the few legal requirements of a councillor.

**510        DECLARATIONS OF INTEREST**

Item 16.3 – CCB Membership – Cllr. Sampson declared an interest as he is a board member of CCB.

## 511 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

511.1 Riseley Resident – Hart launched a consultation on its Draft Local Plan. The Odiham Road site is in that plan but planning permission has already been given on the site. I understand that this will now be taken out of the plan, but I am seeking legal advice. I have organised a meeting on 19<sup>th</sup> May at Riseley Tennis Club. I would urge all residents to attend and respond to the consultation.

*Cllr. PS – how simple is the consultation form?*

GM – very simple

*Cllr. JA – the difficulty is understanding the draft plan in the first place*

*Cllr. JA – please keep us in the picture regarding legal advice. It is very difficult to overturn something which has been approved. You would need to prove an error in procedure, but all that may do is delay the process as the application will be resubmitted and the correct procedure followed.*

GM – I met with the Hart District Councillor to look at the inspector's letter of 1988, it is not an appeal decision.

Hart have not followed the correct process; they did not inform the planning committee about planning history of the site.

*Cllr. CM – could that force a judicial review*

GM – yes it could – I have sent information to the barrister

*Cllr. JA – there is a time limit to mount a challenge*

GM – 6 weeks from the decision

511.2 Riseley Resident – Where will the Masonic Lodge be based?

*Cllr. PS – I don't know. We have just received a request regarding use of the logo.*

511.3 Cllr. Munro – Wokingham Borough Councillor has a new leader, Charlotte Haitham-Taylor has been elected. In addition, Andy Couldrick, CEO is moving to a new position in Birmingham and, as yet, no decision has been made regarding a replacement.

511.4 Cllr. Munro – Gravel Extraction Application – WBC have deferred the decision on this application until the end of the year as it is a complex case, it has hired more experts.

511.5 Cllr. Munro – Lambs Farm Business Park – there have been lots of objections to the appeal.

## 512 CHAIRMAN'S ANNOUNCEMENTS

512.1 Annual Parish Meeting (APM) – it was **NOTED** that Cllr. Sampson had received positive feedback about the APM. It was **NOTED** that Mr. Couldrick had circulated a note regarding the limits and powers of a neighbour council when commenting on applications within a neighbouring borough.

512.2 Vandalism

512.2.1 Swallowfield Parish Council – it was **NOTED** that on Tuesday 18<sup>th</sup> April, after the APM, councillors witnessed two youths stealing a large toy from the Pre-school garden and the gate on the garden was damaged. CCTV footage showed the youths trying doors of the parish hall. The police had been informed.

- 512.2.2 Swallowfield Church - it was **NOTED** that windows in the porch were smashed during the same week as the incident above. The police have been able to take forensic evidence.

### 513 MINUTES OF LAST MEETING

- 513.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 12<sup>th</sup> April 2017 be **APPROVED**. All in favour.
- 513.2 It was **PROPOSED** and seconded that the minutes of the Annual Parish Meeting held on 18<sup>th</sup> April 2017 be **APPROVED**. All in favour.
- 513.3 Clerks report on matters arising and outstanding actions from last meeting.
- 513.4 498.2 – it was **NOTED** that posters for the Pet Patrol initiative promoted by Thames Valley Police had been delivered to the office. <sup>1</sup>
- 513.5 506 – it was **NOTED** that the vacancy for the role of Caretaker had been published on the websites of Swallowfield Parish Council and Wokingham Borough Council and would be published in the next edition of the Loddon Reach magazine.
- 513.6 Vandalism – it was **NOTED** that more vandalism had been reported in Riseley. The post box had been sprayed with blue and silver paint and had now been daubed in mud.

### 514 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

#### 514.1 Current applications

- 514.1.1 171012 – Moorside, Part Lane, Riseley RG7 1RU  
Householder application for the demolition of existing front lean-to, existing rear lean-to and erection of part two storey, part single storey rear extensions, two storey front, single storey front extensions plus raising of roof on the old chapel to create first floor accommodation and installation of new oil storage tank.

Cllr. Anderson explained that this application proposes to integrate the old Bethel Chapel into the rest of the house and create more space to the rear on two storeys. The front porch on the chapel would be demolished and the internal doorway part bricked up to form a window. The proposed plans would make a far better living space than there is at present but would affect the appearance of the chapel.

It is unfortunate that the appearance of the Bethel Chapel would be altered by removing the porch and raising the roof, it is hoped that the stone nameplate on the front would remain. It is important that care is taken to undertake the alterations sympathetically and use materials and finishes to match existing. It is not clear whether any materials would be reused. Some single storey roofs would be removed as well as the chapel roof. It is not clear whether there are roof voids which could harbour bats so it is suggested that a bat survey would be required.

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<sup>1</sup> RN to collect and place around the parish

It was **PROPOSED** and seconded that the council responded as outlined above.  
All in favour.

514.2 Results

- 514.2.1 170211 – Queen Anne’s Mead, Spring Lane, Swallowfield RG7 1ST  
Householder application for the proposed replacement of existing conservatory with a garden room, changes to fenestration and new canopy to outbuilding. **Approved**

The council did not object to this application.

- 514.2.2 170212 – Queen Anne’s Mead, Spring Lane, Swallowfield RG7 1ST  
Listed building consent for the proposed replacement of existing conservatory with a garden room, internal alterations, re-roofing and associated repairs and refurbishing to the listed house and outbuilding. **Approved**

The council did not object to this application.

- 514.2.3 170219 – Broadwater Barn, Part Lane, Riseley RG7 1RU  
Prior approval submission for the conversion of existing offices (Use Class B1(a)) to one residential dwelling house (Use Class C3). **Approved**

The council could not comment on this application.

- 514.2.4 171046 – Wellington House, Riseley Business Park, Basingstoke Road, Riseley RG7 1NW  
Prior approval submission for the conversion of existing offices (Class B1) to 9 residential units (Class C3). **Approved**

The council could not comment on this application.

- 514.2.5 171047 – Waterloo House, Riseley Business Park, Basingstoke Road, Riseley RG7 1NW  
Prior approval submission for the conversion of existing offices (Class B1) to 10 residential units (Class C3) residential. **Approved**

The council could not comment on this application.

- 514.2.6 170672 – Apsley House & Stratfield House, Riseley Business Park, Basingstoke Road, Riseley RG7 1PZ  
Application for Prior approval for the change of use of Office (B1) to Residential (C3) to provide 8 residential units. **Approved**

The council could not comment on this application.

- 514.2.7 170271 – Cabin at Cow City, Church Lane, Farley Hill RG7 1UP  
Full application for erection of single storey portable cabin for use as an air rifle shooting range (Retrospective). **Approved**

The council objected to this application.

514.3 Enforcements

- 514.3.1 Open Enforcements – it was **NOTED** that there are eight open Enforcement Investigations in the parish.

514.4 Appeals

- 514.4.1 162594 - Lambs Farm Business Park, Basingstoke Road, Swallowfield  
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.

Cllr. Anderson explained that the council had objected to this application, it was not a designated area for business development in WBC's plans and the site had seen incremental development over the years beyond the footprint of the original works buildings.

It was **PROPOSED** and seconded that the council would maintain its objection and that authority be delegated to the Clerk to respond after consultation with Cllr. Anderson. All in favour. <sup>2</sup>

- 514.5 Hart District Council Consultation on the Draft Local Plan: Strategy and the Interim Sustainability Appraisal Report – after discussion regarding Cllr. Anderson's draft response it was **PROPOSED** and seconded that authority be delegated to the Clerk to respond following consultation with Cllrs. Anderson and Wheelwright. All in favour. <sup>3</sup>

[All members of the public left the meeting]

**515 FINANCE**

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

Lead Councillor: Cllr. P. Sampson

- 515.1 Accounts Update – it was **NOTED** that the accounts for the year end were being prepared and would be circulated shortly.
- 515.2 Budgets – it was **NOTED** that the budget for Fieldfayre would be monitored and reported to councillors in the same way as the general budget for the duration of the project.
- 515.3 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements would be signed by Cllr. Sampson. All in favour. <sup>4</sup>
- 515.4 Internal Auditor – it was **NOTED** that the internal auditor would visit on Friday 26<sup>th</sup> May 2017.
- 515.5 Investment Portfolio Review – it was **NOTED** that the Half Yearly Review from Charles Stanley had been received. It was **NOTED** that the return was under the benchmark index. It was **NOTED** that the Management Fee for the period 1 February 2017 to 30 April 2017 was £2,447.65.
- 515.6 Finance Working Group – it was **NOTED** that the next meeting would be held on Tuesday 16<sup>th</sup> May 2017.

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<sup>2</sup> Clerk

<sup>3</sup> Clerk / JW / JA

<sup>4</sup> PS

**516 BILLS FOR PAYMENT**

It was **PROPOSED** and seconded that the bills as listed below be **APPROVED** for payment. All in favour.

On-line payments would be authorised Cllrs. Collender and Wheelwright. <sup>5</sup>

1	Rub-a-dub-scrub - Hall cleaning for April	249.75
2	Guardwell Securities - Annual Alarm Maintenance and Servicing	81.60
3	Ellen Clark - Deposit Refund	100.00
4	Julian Stokes Management - Final payment (Fieldfayre)	312.00
5	Moorepay - April Payroll costs	39.36
6	Castle Water - Water at SPH 24/11/2016 - 20/02/2017	132.24
7	Moorepay - Year End Payroll costs	57.26
8	Castle Water - Riseley Village Hall 12/11/2016 - 17/02/2017	158.55
9	Payroll - April	2957.08
10	Pension - April	933.02
11	Tax & Ni - April	618.49
12	Castle Water - Water at the Post office 01.04.17-30.09.17	209.19
13	Castle Water	132.24
14	Castle Water	158.55
15	BACS Charge March	17.12
16	WBC - Rates at Riseley Hall. 1 x 81.20 & 9 x 79.00	79.00
17	WBC - Rates at Flat 1 Fieldfayre. 1 x 128.18 & 9 x 125.00	125.00
18	WBC - Rates AB offices Fieldfayre. 1 x 423.58 & 9 x 426.00	426.00
19	WBC - Rates our offices Fieldfayre. 1 x 133.12 & 9 x 129.00	129.00

**517 PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

517.1 Fieldfayre Redevelopment

517.1.1 Tender – it was **PROPOSED** and seconded that this item be discussed in PART II due to commercial sensitivities. All in favour.

517.1.2 Post Office/Shop - it was **PROPOSED** and seconded that this item be discussed in PART II due to commercial sensitivities. All in favour.

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<sup>5</sup> CG/JW

**518 HUMAN RESOURCES**

(Appraisals/recruitment/staff training)  
Lead Councillor: Cllr. G. Collender

- 518.1 Caretaker – it was **NOTED** that Mr Hibbit, Caretaker, would be retiring at the end of June, an advert for a replacement caretaker had been published.

**519 RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)  
Lead Councillor: Cllr. J. Sant

- 519.1 Riseley Sports Pavilion – it was **NOTED** that the last committee meeting was held on 25<sup>th</sup> April, Cllr. Sant attended. It was **NOTED** that the AGM was held on Wednesday 3<sup>rd</sup> May 2017, Cllr. Sant attended. It was **NOTED** that the tennis club had not yet published the process for non-member use of the courts. <sup>6</sup>

**520 ENVIRONMENT & RURAL AFFAIRS**

(The Marshes/Van Demans/Swallowfield  
Meadow/Community/Orchard/Biodiversity/ Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Cllr. P. Sampson

- 520.1 Orchard – it was **NOTED** that Cllr. Morrissey had been notified that Friends of the Earth had approved a request for wild flower seeds which would be used to create a Bee World at the Riseley orchard.
- 520.2 NAG – it was **NOTED** that the minutes of the last meeting held on 3<sup>rd</sup> May 2017 had been received and that the next meeting would be held on Wednesday 5<sup>th</sup> July at 8pm at Shinfield Parish Hall.

**521 TRANSPORT**

- 521.1 Consultation on night flights and airspace – Cllr. Norris explained that he and Cllr. Anderson and reviewed the proposal and concluded that the technical nature of made it difficult for the council to make any reasonably technically informed comments, however, nothing in the consultation seemed unreasonable.

It was **PROPOSED** that the Parish Council respond to the consultation with no comments. All in favour.

**522 RESILIENCE**

(Flooding/ditches/rivers/Flood Resilience Group (FRG))  
Lead Councillor: Cllr. M. McDonald

- 522.1 Flood Resilience Group (FRG) – it was **NOTED** that notes from the last meeting held on Wednesday 26<sup>th</sup> April had been received. FRG were investigating the possibility of getting a grant for work on the A33 flood attenuation proposal. The work involved would be on Stratfield Saye land. The Chairs of FRG and Cllr. Anderson had met with the Estate Director to discuss the project.

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<sup>6</sup> JS to follow up

**523 OUTSIDE ORGANISATIONS**

- 523.1 Calico Trust – it was **NOTED** that the Annual Report and Finance Report had been received.
- 523.2 AWE – it was **PROPOSED** and seconded that Mr Jeff Moss represent the Parish Council at these meetings. All in favour. <sup>7</sup>
- 523.3 CCB Membership – it was **PROPOSED** and seconded that the council renew its membership of CCB for 2017-2018 at a cost of £30 per annum. All in favour. Cllr. Sampson did not take part in the vote. <sup>8</sup>
- 523.4 Swallowfield Masonic Lodge – it was **AGREED** the Council would not want another organisation to use any part of the Swallowfield Parish logo as it represents the parish council. <sup>9</sup>
- 523.5 LFCC – it was **NOTED** that the last meeting was held on 20<sup>th</sup> April 2017.

**524 ITEMS FOR FUTURE MEETINGS**

- 524.1 Annual Return
- 524.2 Security gates at Swallowfield and Riseley
- 524.3 Effectiveness of the Internal Audit Meeting

**525 DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> June 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[No members of the public remained]

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<sup>7</sup> Clerk

<sup>8</sup> Clerk

<sup>9</sup> Clerk

## PART II

### 526      **FIELDFAYRE**

#### 526.1      Building Contract

526.1.1      Structural Warranty – it was **NOTED** that there are on-going investigations into the options for taking out a structural warranty. Warranties only cover structural issues and can be taken out within 6 months of completion. The works are automatically covered by the architect's indemnity.

526.1.2      Award of Construction Contract – it was **PROPOSED** and seconded that the Construction Contract be awarded to the preferred bidder and a pre-contract meeting would be arranged. All in favour. <sup>10</sup>

526.1.3      Notification to Insurers and payment of additional premiums – it was **PROPOSED** and seconded that the Council's insurers be notified of the commencement of construction work and the additional premium of £1,562.00 be paid to cover the project. All in favour. <sup>11</sup>

526.1.4      Formal notification to HSE – it was **PROPOSED** and seconded that the Council arrange for notification to be sent to HSE regarding the start of the construction project. All in favour. <sup>12</sup>

#### 526.2      Project Management

526.2.1      Logistical Arrangements and day-to-day decisions – it was **PROPOSED** and seconded that the Clerk/Assistant Clerk with advice from two councillors, the Chairman, Lead Councillor for the Properties Working Group and the Lead Councillor for the Finance Working Group be delegated authority to agree and implement logistical arrangements and make day-to-day decisions of a non-commercial nature as necessary for the smooth running of the project. All in favour.

526.2.2      Variations in scope of works – it was **PROPOSED** and seconded that the Clerk/Assistant Clerk be delegated authority to exercise discretion, to agree or reject proposed changes to the scope of works covered by the Construction Contract as follows:

- a) Changes that do not increase the overall contract value
- b) Changes that do not increase the overall contract value by more than £10K (minor changes)
- c) Urgent changes (in excess of £10K) and acting on advice from two Councillors (normally the Chairman/Lead Councillor for the Property Working Group and Lead Councillor for the Finance Working Group up to a maximum of 5% of the original contract value (half the amount allowed as contingency) for all such changes.

The Chairman, Lead Councillor for the Properties Working Group and the Lead Councillor for the Finance Working Group would be notified of all such changes.

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<sup>10</sup> Clerk to notify Edwards Irish

<sup>11</sup> Clerk to notify Came and Co prior to commencement of work

<sup>12</sup> Clerk

Urgent changes are those where there is not time to bring the change proposal to full council for consideration without causing a delay to the project that is likely to incur additional costs.

- 526.2.3 Specification Changes – it was **PROPOSED** and seconded that Edwards Irish Partnership is authorised to make changes to the specifications as necessary to facilitate the works provided such changes do not affect the overall contract value including Provisional Sums. The Clerk and Council would be notified of all such changes.
- 526.3 Project Reporting – regular reports would be circulated to all councillors detailing building progress, financial considerations including progress against budget and any issues.
- 526.4 Financial Considerations
- 526.4.1 Public Works Loan Board (PWLB) Loan – it was **PROPOSED** and seconded that the Clerk/RFO is delegated authority, following discussion with the Lead Council for the Finance Working Group, to apply for draw down of the PWLB Loan as required. Expenditure on the project would be monitored closely to ensure that the money is available for the appropriate payments. <sup>13</sup>
- 526.4.2 Payment of invoices – it was **PROPOSED** and seconded that the Clerk/RFO be delegated authority to raise payment for progress payment invoices rendered by the builder for work completed once certified as valid by Edwards Irish Partnership that become due provided they are in accordance with the contract. These payments would be authorised by two councillors as per the council's on-line banking approval policy. Councillors to make approvals would be identified according to availability.
- 526.5 Shop/Post Office
- Due to commercial sensitivities the minutes for this item are confidential. <sup>14</sup>
- 526.6 Communications
- 526.6.1 Neighbours – it was **PROPOSED** and seconded that the draft letter be circulated to immediate neighbours of the site once feedback from councillors had been incorporated. The letter would be sent following contract award informing them of the impending works. All in favour. <sup>15 16 17</sup>
- 526.6.2 Poster and notice to parishioners – it was **AGREED** that a poster would be produced incorporating key messages regarding the building program in accordance with the agreed Communications Plan. <sup>18</sup>

[21:38 the meeting closed]

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<sup>13</sup> Clerk/RFO

<sup>14</sup> Clerk/JA

<sup>15</sup> Councillors to give feedback

<sup>16</sup> Clerk to produce letters

<sup>17</sup> JS to deliver letters

<sup>18</sup> CM to design poster