

MINUTES OF THE ANNUAL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 13th JUNE 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 Mrs. M. McDonald Mr. C. Morrissey
 Mr. J. Sant Mr. J. Wheelwright

In attendance: Liz Halson, Clerk, Sue Howorth, RFO
Members of the public: 0

527 APOLOGIES FOR ABSENCE

Cllr. R. Norris

528 DECLARATIONS OF INTEREST

None.

529 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

None

530 CHAIRMAN'S ANNOUNCEMENTS

530.1 Swallowfield Community Responders – it was NOTED that the Swallowfield Community Responders had been awarded The Queen's Award for Voluntary Service. The council would like to congratulate all members of the team for this recognition of the wonderful work they do. It was AGREED that the council would send a letter of congratulations. ¹

531 MINUTES OF LAST MEETING

531.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 9th May 2017 be **APPROVED**. All in favour.

532 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

532.1 Current applications

532.1.1 170947 Riseley Business Park, Basingstoke Road, Riseley
Full planning application for proposed raising of the roof height of Apsley House to create a new floor extension for the erection of 4 no. self-contained residential apartments plus external alterations to the fenestration.

¹ Clerk/PS

It was **PROPOSED** and seconded that the council would object to this application for the reasons detailed in the draft circulated. All in favour.

- 532.1.2 171273 Brambles, Church Road, Swallowfield RG7 1TH
Householder application for the proposed erection of a single storey rear extension to dwelling.

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

- 532.1.3 171248 Brookside Nursery, Church Road, Swallowfield RG7 1TH
Full planning application for the erection of two single storey extensions to existing buildings following demolition of existing greenhouse and removal of shipping container.

It was **AGREED** that whilst in principle the council was not in favour of temporary structures being replaced with permanent structures in this case it did make sense. The council would like to see a condition applied which ensured the complete removal from the site of the temporary structures. It was **PROPOSED** and seconded that the council responded as above. All in favour.

- 532.1.4 171084 Land North of Part Lane, Riseley RG7 1NW
Outline Planning Application for up to 28 dwellings with ancillary works and access from Part Lane, all matters to be reserved with the exception of the site access.

The council discussed the draft response and agreed to add the following point; highlight that there had been no community consultation and that the council fully supported all the points made by David Steel regarding the Transport Statement. It was **PROPOSED** and seconded that the council submit the draft response with the additions detailed above. All in favour.

- 532.1.5 171479 1 Tudor Cottages, Church Road, Farley Hill, RG7 1TY
Householder application for proposed erection of first floor rear extension to dwelling.

It was **PROPOSED** and seconded that the council would object to this application for the reasons detailed in draft circulated by Cllr. Wheelwright. All in favour.

- 532.1.6 171423 West Gate, Farley Castle, Castle Hill, Farley Hill, Wokingham, RG7 1XD
Householder application for the proposed erection of a single storey rear extension following demolition and removal of existing single storey extension and erection of boundary wall.

It was **PROPOSED** and seconded that the council would express concern about the boundary wall, size and scale of the proposal and the materials to be used as detailed in Cllr. Wheelwright's draft. All in favour.

532.2 Results

- 532.2.1 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. **Withdrawn**

532.2.2 170745 - The Birches, Castle Road, Farley Hill
Householder application for the proposed erection of first floor side extension above approved side extension and erection of first floor extension above garage. **Approved**

532.2.3 171012 – Moorside, Part Lane, Riseley RG& 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. **Withdrawn**

532.3 Enforcements

532.3.1 Open Enforcements Investigations – it was **NOTED** that there are eleven open Enforcement Investigations in the parish.

532.3.2 Closed Enforcements Investigations – it was **NOTED** that one Enforcement Investigations has been closed with No Breach found.

532.4 Appeals

532.4.1 163570 - Holly Lodge, Castle Hill, Farley Hill RG7 1XA
Householder application for the proposed two storey front extension to existing dwelling.

It was **AGREED** that as the council did not comment on the original application there was no reason to make any submission to the appeal.

532.5 Neighbouring Authority Consultation

532.5.1 171426 - Land at, Mill Lane, Riseley, Reading, Berkshire
Change of use of land to Suitable Alternative Natural Greenspace (SANG) with associated landscaping scheme (including informal open space, semi-natural greenspace, circular walk, tree planting, hedge planting and shrub planting, benches and fencing), vehicular access works, cycle and car parking and interpretation boards

It was **NOTED** that the comments made by Swallowfield Parish Council to Hart District Council were forwarded to Wokingham Borough Council.

532.6 West Berkshire Local Plan – it was **NOTED** that West Berkshire has adopted its Housing Site Allocations Development Plan Document.

533 FINANCE

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

Lead Councillor: Cllr. P. Sampson

533.1 Accounts

533.1.1 Year End Accounts – it was **PROPOSED** and seconded that the Year End Accounts are accepted. All in favour.

533.1.2 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements are signed. ²

² PS

- 533.1.3 Reserves (Sinking Fund) – it was **AGREED** that it was not necessary to transfer money out of the sinking fund to cover expenditure and that the reserves budget would be adjusted accordingly.
- 533.1.4 CCLA Savings Account – it was **PROPOSED** and seconded that the sum of £359,913.20 and any accrued interest paid be transferred from this account into Unity Trust Fieldfayre account and that this account be closed. All in favour. ³
- 533.2 Audit
- 533.2.1 Internal Audit – it was **NOTED** that the Internal Auditor had issued the draft Internal Audit Report.
- 533.3 Annual Return
- 533.3.1 Annual Governance Statement – it was **NOTED** that all councillors had confirmed that they had read and understood the Annual Governance Statement. It was **PROPOSED** and seconded that the Annual Governance Statement be **APPROVED**. All in favour.
- 533.3.2 Accounting Statements – It was **PROPOSED** and seconded that the Accounting Statements be **APPROVED**. All in favour. ⁴
- 533.3.3 Exercise of electors' rights – it was **NOTED** that the inspection period would commence on 26th June 2017 and end on 4th Aug 2017 and that the date appointed by the council for the exercise of elector's rights had been set as 10th August 2017. ⁵
- 533.4 Finance Working Group
- 533.4.1 Meeting - it was **NOTED** that notes from the last meeting held on 16th May 2017 had been circulated and that the next meeting would be held on 23rd August 2017.
- 533.4.2 Effectiveness of the Internal Audit – it was **NOTED** that the Finance Working Group would meet to review Internal Audit report and report back to the council.

534 **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. ⁶

1	Airsafe Surveys – Fieldfayre	420.00
2	Moorepay – May Charge	26.72
3	Moorepay – Staff Charge	30.00
4	WBC – Legal Fee (Deed of Easement)	100.00
5	Grundon Waste Management – Riseley	95.06
6	GLS – Cleaning Goods	265.94
7	Rub-a-dub-scrub	276.75

³ RFO

⁴ PS / Clerk / RFO

⁵ Clerk

⁶ CG/JW

8	Moorepay – Licence costs	57.26
9	Viking	91.13
10	Lindum Construction – Test Payment	1.00
11	Nigel Jeffries Landscapes – April GM	590.40
12	Grundon Waste Management – Swallowfield	95.06
13	Earley Town Council	39.60
14	Nigel Jeffries Landscapes – Hedge Cutting	720.00
15	CCB Membership	30.00
16	Motion – Drainage Design Report at Fieldfayre	1053.00
17	Moorepay – Payroll costs	26.72
18	Corporate Card monthly fee	3.00
19	EON Electricity	228.58
20	Castle Water	1258.44
21	Payroll and Pension – May	4631.46
22	Pension – April	933.02
23	Tax & Ni – April	561.21
24	Castle Water – Water at the Post office 01.04.17 – 30.09.17	209.19
25	Castle Water	132.24
26	Castle Water	158.55
27	BACS Charges May	17.12
28	WBC – Rates at Riseley Hall	79.00
29	WBC – Rates at Flat 1, Fieldfayre	125.00
30	WBC – Rates at AB offices Fieldfayre	427.50
31	WBC – Rates our offices Fieldfayre	131.60

535 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

535.1 Fieldfayre Redevelopment Update

535.1.1 Commencement of work – it was **NOTED** that work would start on the site the week commencing 19th June 2017. WBC had been informed of the start date which would trigger CIL and s106 payments. The council's insurance company had also been informed. It was **NOTED** that the communications previously agreed should be circulated to neighbours ⁷ and that Cllr. Anderson would provide a regular update to be posted on the website. ⁸

535.1.2 Post Box – it was **NOTED** that Royal Mail had been commissioned to re-site the Post Box at a cost of £416.67 plus VAT.

535.1.3 Asbestos Surveys – it was **NOTED** that Demolition and Refurbishment Surveys had been commissioned for Flats 1 & 2 and the Post Office at a cost of £350 plus VAT and £250 plus VAT respectively. The report for the flats had been received and no asbestos had been found. The survey on the shop would take place once the shop had been relocated.

535.1.4 Bat Survey – it was **NOTED** that bad weather had delayed the bat survey required to make an application to Natural England for a licence to demolish the rear of the building. A quote for the following had been received and agreed:

- Bat Dusk and Dawn Survey, reporting, analysis & graphs £1,193.75 plus VAT
- Liaison with Natural England and Site Registration £375 plus VAT

⁷ Clerk to produce, JS to deliver

⁸ JA

- Bat Box – supply and erection £65 plus VAT
- Day rate for supervision of roof strip £375 plus VAT

536 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. P. Sampson

- 536.1 Orchard – it was **PROPOSED** and seconded that the council agree to the purchase of 12 trees for the orchard as detailed in the proposal circulated by Cllr. Morrissey. The trees would be purchased from Laurels Plant Centre, Three Mile Cross at a cost of £368 plus VAT. It was **AGREED** that the money would come from the remainder of the grant being held in the sinking fund and that the remainder of the grant would be spent on additional work as appropriate. All in favour. ⁹ It was **NOTED** that some of the new trees would be planted this winter and the rest next year.
- 536.2 RCAG – it was **NOTED** that the meeting scheduled for 25th May 2017 was postponed and had been rescheduled for Thursday 22nd June, 10am in the Rose Room.
- 536.3 Cleaner and Greener – it was **NOTED** that the next meeting would be held on Thursday 15th June at Smallmead Recycling Centre.
- 536.4 NAG – it was **NOTED** that the minutes of the last meeting held on 3rd May had been received and that the next meeting would be held on Wednesday 5th July, 8pm in Shinfield Parish Hall.

537 OPERATIONS BRIDGE

- 537.1 It was **PROPOSED** and seconded that the council agree the plans to mark the occasion as detailed in the document prepared by Cllr. Sampson and agree expenditure of £128 plus VAT on the items listed. All in favour. ¹⁰

538 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 538.1 Hall Hire Fees – it was **PROPOSED** and seconded that the fees for hiring rooms at Swallowfield Parish Hall were set as detailed in the document circulated by Cllr. Collender. See page 2107/343. All in favour. ^{11 12 13}
- 538.2 Swallowfield Horticulture Society – it was **PROPOSED** and seconded that Swallowfield Horticulture Society be allowed to borrow 130 plastic chairs for the weekend of the Swallowfield Show. They would be requested to return them in a clean condition. All in favour. ¹⁴

⁹ Clerk

¹⁰ Clerk

¹¹ RFO to inform regular users

¹² Clerk to update website

¹³ GC to publish in the next newsletter

¹⁴ Clerk

539 RECREATION

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

Lead Councillor: Cllr. J. Sant

539.1 Quarterly Playground Inspection – it was **NOTED** that the quarterly inspection report had been received. A review of items is underway ¹⁵ It was **NOTED** that one item was highlighted as Medium priority; Natural Trim Trail – a post had rotted and snapped off at ground level, that part of the trail had been dismantled. There are no health and safety issues, the trim trail is just not complete.

539.2 Allotments

539.2.1 Aborfield Green Development – it was **NOTED** that Cllr. Anderson would attend a meeting with Wokingham Borough Council and neighbouring parishes to discuss the management of allotments at this site.

539.2.2 Swallowfield Parish Allotments Association (SPAA) – it was **NOTED** that SPAA held a very successful “Fun Morning” on 13th May 2017.

540 RESILIENCE

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

Lead Councillor: Cllr. M. McDonald

540.1 Flood Resilience Group (FRG) – it was **PROPOSED** and seconded that the council endorse the advice leaflet which had been produced by the FRG following review of the Herrington Report. It was **AGREED** that the full leaflet be published on the website and the second page would be published in the next newsletter. All in favour. ¹⁶

541 HUMAN RESOURCES

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

541.1 Caretaker – it was **NOTED** that a significant number of applications had been received, four candidates had been shortlisted and interviews would take place on 14th June.

542 TRANSPORT

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

Lead Councillor: Cllr. R. Norris

542.1 Arborfield Cross Relief Road – it was **NOTED** that an exhibition detailing the proposed route would be held at Henry Street Garden Centre and would be manned on Tues 13th June, 11am-5:30pm, Wed 14th June, 2-8:30pm and Sat 17th June, 9am-1pm.

¹⁵ Clerk

¹⁶ Clerk / GC

543 CORRESPONDENCE

- 543.1 Resident of Part Lane – it was **NOTED** that a copy of a letter to the Highways department of Wokingham Borough Council complaining about vehicle traffic on Part Lane and Trowes Lane had been received.

544 OUTSIDE ORGANISATIONS

- 544.1 Shinfield Voluntary Car Service AGM – it was **NOTED** that the AGM took place on 1st June 2017.

545 ITEMS FOR FUTURE MEETINGS

- 545.1 Appointment of Internal Auditor for 2017/18.
- 545.2 Security gates at Swallowfield and Riseley
- 545.3 Effectiveness of the Internal Audit Meeting
- 545.4 House Numbering on The Street

546 DATE OF NEXT MEETING

Tuesday 11th July 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[The meeting closed at 20:52]

Hall Fees from 1 September 2017 / 2018 Proposals

NB: Based on 3% increase over 1 September 2016, rounded to nearest 5p

	Local regular £ per hour	Local regular £ per hour	local users £ per hour	local users £ per hour	outside & commercial users £ per hour	outside & commercial users £ per hour
	1 Sep 2016 rate	1 Sep 2017 proposal	1 Sep 2016 rate	1 Sep 2017 proposal	1 Sep 2016 rate	2017 proposal
weekdays up to 6pm						
SPH	£8.90	£9.20	£13.40	£13.80	£23.70	£24.40
Davies room	£6.20	£6.40	£7.85	£8.10	£10.40	£10.70
* Rose Room	£17.30	£17.80	£17.30	£17.80	£17.30	£17.80
Sun to Thurs after 6pm and Sat, Sun up to 6pm						
SPH	£11.75	£12.10	£17.90	£18.45	£36.70	£37.80
Davies room	£7.60	£7.85	£8.90	£9.20	£12.70	£13.10
* Rose Room	£11.00	£11.35	£12.95	£13.35	£17.90	£18.45
Fri, Sat after 6pm						
SPH	£17.90	£18.45	£27.30	£28.10	£44.80	£46.15
Davies room	£10.00	£10.30	£11.80	£12.15	£18.45	£19.00
* Rose Room	£11.35	£11.70	£13.40	£13.80	£20.30	£20.90
Rose Room						
* half day all users	£59.75	£61.50				
* full day all users	£92.70	£95.50				

* The fees for the Rose Room are exclusive of VAT