

MINUTES OF THE PARISH COUNCIL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 11th JULY 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
 Cllr. R. Norris Mr. J. Wheelwright

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

547 APOLOGIES FOR ABSENCE

None

548 DECLARATIONS OF INTEREST

548.1 Item 7.4 Cllr. Sampson declared an interest as he is a trustee of CCB who run the program.

548.2 Item 6.1.2 Cllr. Morrissey declared an interest as owner of the property.

549 CHAIRMAN'S ANNOUNCEMENTS

549.1 Councillor Vacancy - it was **NOTED** that Mr. Sant had stepped down as a councillor. Cllr. Sampson said that it was a great shame but understandable in the circumstances. A Notice of a Vacancy had been posted.

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** with the page number corrected on item 538.1 corrected. All in favour.

532 CLERKS REPORT

532.1 Update on items from previous meetings

475.1 Tree Survey – it was **NOTED** that the tree survey had been completed and the report submitted to the council. This would be reviewed and a list of work required drawn up and brought to the council for consideration. ¹

475.2 Orchard – it was **NOTED** that Laurels Plant Centre were not able to source the varieties agreed. Cllr. Morrissey was investigating other suppliers. ²

¹ Clerk

² Clerk / CM

532.2 Other items

Masons Funfair – it was **NOTED** that Masons Funfair was held on Swallowfield Recreation Ground on 8/9th July. The overwhelming response was very positive, particularly from younger residents of the parish. There were no issues with parking and recreation ground was cleared of all litter after the field was vacated.

476 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

476.1 Current applications

- 476.1.1 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.

It was **PROPOSED** and seconded that the council would not comment further on this application as it had objected to the original application. All in favour.

[Cllr. Morrissey left the meeting]

- 476.1.2 171702 Onich Basingstoke Road Riseley RG7 1QD
Householder application for the proposed erection of a part single storey, part two storey rear extensions to dwelling. Amendment to approved application number 170597. Change of roof configuration from flat to pitched roof with flat top section. Council did not comment on previous application.

Cllr. Wheelwright explained that this was a minor amendment to the original application. It was **PROPOSED** and seconded that the council do not comment. All in favour.

[Cllr. Morrissey returned to the meeting]

- 476.1.3 171714 Southview, Norton Road, Riseley RG7 1SH
Application to vary condition of planning consent 152353 for the erection of 2no dwellings following the removal of existing dwelling. Condition 2 relates to the approved plan numbers; the new plan proposes to change side roof to flat roof dormers to create habitable room.

Cllr. Wheelwright explained that this was a new application which sort approval to extend the new homes already approved. The extensions to each house comprised 2 large dormers which were not in keeping with the village design statement. The additional bedrooms could cause parking issues. It was also **NOTED** that this application was not yet posted on the Wokingham Borough Council website. It was **PROPOSED** and seconded that the council object to this application for the reasons outlined above. All in favour.

- 476.1.4 171758 Partridge House Basingstoke Road Riseley RG7 1QS
Householder application for proposed erection of single storey rear extension to dwelling following demolition of existing conservatory and utility room.

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

476.2 Results

- 476.2.1 170801 Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL
Listed Building consent for the proposed erection of a new dormer to front elevation to dwelling. **Approved**

The council did not comment on this application.

- 476.2.2 170258 Little Chesters Sandpit Lane Farley Hill RG7 1XJ
Application for a certificate of lawful existing use for the use of land as residential garden. **Approved**

The Parish Council questioned the evidence submitted.

- 476.2.3 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. **Approved**

The Parish Council did not object but wanted to see conditions which ensure removal of the container, this condition does not appear to have been applied.

- 476.2.4 171273 - Brambles Church Road Swallowfield RG7 1TH
Householder application for the proposed erection of a single storey rear extension to dwelling. **Approved**

The Parish Council did not comment on this application.

476.3 Enforcements

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

- 476.4 Central & Eastern Berkshire Authorities, Joint Minerals and Waste Plan - Issues and Options Consultation – after discussion it was **AGREED** that the Clerk be delegated authority to respond following input from Cllr. Wheelwright. All in favour. ³

- 476.5 Stratfield Mortimer Neighbourhood Development Plan (NDP) – it was **NOTED** that West Berkshire Council had adopted the Stratfield Mortimer NDP.

- 476.6 Planning Comment Drop-in Sessions – it was **NOTED** that the council would trial Planning Drop-in Sessions on the 4th Tuesday of each month starting on Tuesday 25th July, 7:30pm in the Rose Room. This was an opportunity to informally discuss submitted planning applications, give views and receive advice on how to respond. Residents were encouraged to register their interest in attending prior to each monthly meeting.

³ Clerk / JW

477 FINANCE

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

Lead Councillor: Cllr. P. Sampson

477.1 Accounts

477.1.1 Monthly Accounts – it was **NOTED** that the accounts were to be circulated.

477.1.2 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be signed by Cllr. Sampson. ⁴

477.1.3 CCLA Savings Account – it was **NOTED** that this account had been closed and £360,112.66 transferred to the Unity Trust Current Account. This sum had been transferred to the Fieldfayre account at Unity Trust.

477.2 Finance Working Group

477.2.1 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.

477.2.2 Effectiveness of the Internal Audit – it was **NOTED** that the Finance Working Group met on Tuesday 4th July to review Internal Audit report. The report had been circulated.

477.3 Internal Auditor – it was **PROPOSED** that Mrs. C. Connell be appointed as Internal Auditor for 2017/2018 at a cost of £600. All in favour. ⁵

477.4 CCB - it was **PROPOSED** that membership of CBAS be renewed at a cost of £65.83 plus VAT. ⁷ in favour, Cllr. Sampson did not take part in the vote. ⁶

478 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. ⁷

Cheques to be signed by Cllrs. Collender and Wheelwright. ^{8 9}

1	Christine Leddy - Deposit Refund	300.00
2	SSE Enterprise	59.52
3	Motion	391.56
4	Xylem	326.02
5	The Edwards Irish Partnership LLP	7586.40
6	Miss N A Brown - Deposit Refund	100.00
7	Rub-a-dub-scrub	243.00

⁴ PS

⁵ Clerk

⁶ Clerk

⁷ GC/JW

⁸ GC/JW

⁹ RFO to issue payments

8	GLS - Cleaning Goods	151.09
9	Claire Connell	300.00
10	Mrs H Dutton - Deposit Refund	100.00
11	Initial Hygiene	59.90
12	Tyrrell Services Ltd	106.74
13	Royal Mail Group	500.00
14	Lucas Plumbing	60.00
15	Grundon Waste Management - Swallowfield	116.41
16	Grundon Waste Management - Riseley	95.44
17	Nigel Jeffries Landscapes	782.40
18	Ricoh	23.57
19	John Dollin Print	909.00
20	CCB	79.00
21	A Jagular - Deposit Refund	80.00
22	D2D Distribution - Newsletter	333.00
23	Heartwood Tree Surgery - Tree survey	432.00
24	Southern Electric	136.81
25	British Gas - Fieldfayre Redevelopment	4520.55
26	Payroll - June	4290.98
27	Direct Debit (HMRC PAYMENTS)	830.16
28	Direct Debit (BRIT GAS BUSINESS)	699.54
29	Direct Debit (CASTLE WATER) - TW9215892362	60.56
30	Direct Debit (CASTLE WATER) - TW2836480081	54.87
31	BACS Charge	17.12
32	Direct Debit (SOUTHERN ELECTRIC)	6.23
33	Direct Debit (SOUTHERN ELECTRIC)	21.55

479 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

479.1 Fieldfayre Redevelopment Update

479.1.1 Building works – it was **NOTED** that regular updates were being distributed via email, the website and Facebook. It was **NOTED** that work on the surgery was due to start shortly so parking would be more of an issue.

479.1.2 Neighbour Briefing Sessions – it was **NOTED** that the council would be holding briefing sessions on the fourth Tuesday of each month, the first meeting would be held on Tuesday 25th July 2017, 6pm in the Rose Room, residents should arrive by 6:30pm at the latest.

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

480 OFFICE

- 480.1 Telephones and broadband – it was **PROPOSED** and seconded that the existing contract with BT is extended for 24 months at the current rates. All in favour. ¹⁰
- 480.2 Website – it was **PROPOSED** and seconded that due to commercial sensitivities this item is discussed in Part II. All in favour.

481 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. P. Sampson

- 481.1 RCAG – it was **NOTED** that the last meeting took place on 25th May 2017. Cllr. Dance did not attend but understood that a rural intruder alert scheme had been discussed, more details would be available at the next meeting.
- 481.2 Cleaner and Greener – it was **NOTED** that the last meeting was held on 15th June 2017.
- 481.3 NAG – it was **NOTED** that the last meeting was held on 5th July 2017. Wokingham Borough Council and Thames Valley Police made presentations.

482 RECREATION

- 482.1 Artificial Grass Surface – it was **PROPOSED** and seconded that the artificial surface in the children's playground and the matting under the zip wire were repaired at a cost of £630 plus VAT. All in favour. ¹¹
- 482.2 Swings and 4no. division boards – it was **PROPOSED** and seconded that these items were repainted at a cost of £320 plus VAT. All in favour. ¹²
- 482.3 Allotments, Arborfield Green Development – it was **NOTED** that Cllr. Anderson had attended a meeting with Wokingham Borough Council and neighbouring parishes to discuss the management of allotments at this site. Cllr. Anderson explained that the objective of the meeting was to collect views from the various councils involved. Notes had been circulated.

¹⁰ Clerk

¹¹ Clerk

¹² Clerk

483 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald

- 483.1 Riseley Memorial Hall – it was **PROPOSED** that the emergency lighting repairs at Riseley Memorial Hall are carried out at a cost of £310 plus VAT. All in favour. ¹³
- 483.2 Riseley Village Tea Room – it is **PROPOSED** that the rent for the 12 month period from 1st June 2017 be set at £6,000 per annum, paid in 10 monthly instalments of £600 plus VAT. All in favour. ¹⁴

484 RESILIENCE

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

- 484.1 Himalayan Balsam – it was **NOTED** that a working party had been arranged for Wednesday 12th July to clear the balancing ponds of Himalayan Balsam. Everyone welcome to join in.

485 HUMAN RESOURCES

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

- 485.1 Caretaker – it was **NOTED** that Mr. Michael Hibbit had retired from his post as Caretaker. The council expressed its gratitude to Mike for his dedication to looking after the village hall and the surrounding areas. The council would like to welcome Mr. Derek Norris who had been appointed to take over, starting on Monday 26th June 2017.

486 TRANSPORT

(Road issues/speeding/public transport/police liaison)
Lead Councillor: Cllr. R. Norris

- 486.1 Road Safety Week – it was **NOTED** that the Royal Berkshire Fire & Rescue Service were holding a Road Safety Week 20th-26th November. It was agreed that the council would like to support this initiative and that Cllr. Norris would consider what event might be appropriate. ¹⁵
- 486.2 Stagecoach Buses through Riseley - it was **NOTED** that Stagecoach had finally responded to a letter sent by residents in March 2016 agreeing to their request that buses be re-routed to the Basingstoke Road after 9am on weekdays and all-day Saturdays. The change would take place from Sunday 23rd July 2017.

It was **NOTED** that the council sent a similar letter to Stagecoach in February 2015 which was ignored despite numerous calls asking for a response. The residents thanked the council for its efforts to resolve the situation.

¹³ Clerk

¹⁴ Clerk/RFO

¹⁵ RN

487 CORRESPONDENCE

- 487.1 Tractor in the children's play area at Swallowfield Recreation Ground – it was **NOTED** that of an email expressing concern about the safety of the tractor in the toddlers play area at Swallowfield Recreation Ground had been received. The item is subject to quarterly inspections by an independent contractor and has a Low Risk rating. However, this item is old and the council would look to replace it in the near future. ¹⁶

488 ITEMS FOR FUTURE MEETINGS

- 488.1 Security gates at Swallowfield and Riseley
- 488.2 House numbering on The Street

489 DATE OF NEXT MEETING

- 489.1 Tuesday 8th August 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

¹⁶ Clerk to respond

PART II

490 FIELDFAYRE REDEVELOPMENT

490.1 Post Office / Shop – it was **PROPOSED** and seconded that the rent be as detailed in the paper circulated. All in favour. ¹⁷

482 OFFICE

482.1 Website – it was **AGREED** that this item would be discussed at the next meeting.

[The meeting closed at 20:51]

¹⁷ Clerk