

MINUTES OF THE PARISH COUNCIL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 8th AUGUST 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. J. Anderson (Vice-Chair) Cllr. W. Dance Cllr. G.E. Collender
Cllr. M. McDonald Cllr. C. Morrissey Cllr. R. Norris
Cllr. J. Wheelwright

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

568 APOLOGIES FOR ABSENCE

568.1 Cllr. P. Sampson, Cllr. J. Anderson (Vice-Chairman) chaired the meeting in Cllr. Sampson's absence.

569 DECLARATIONS OF INTEREST

569.1 Item 573.4.2 - Cllr. G. Collender declared an interest as he is a resident of a neighbouring property.

570 CHAIRMAN'S ANNOUNCEMENTS

570.1 Councillor Vacancy – it was **NOTED** that notification had been received from Wokingham Borough Council stating that a written request had not been received for an election to be held and the vacancy may now be filled in accordance with Rule 8 of the Local Elections (Parishes and Communities) Rules 1986 and eligible persons may now be co-opted.

Anyone interested in representing their community should contact the Parish Clerk or speak to a member of the Parish Council.

571 MINUTES OF LAST MEETING

571.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 11th July 2017 be **APPROVED**. All in favour.

572 CLERKS REPORT

572.1 Update on items from previous meeting

476.6 Planning Drop-in Session – it was **NOTED** that this session was well attended, mainly by residents interested in the appeal on the Trowes Lane application. Cllr. Wheelwright thanked Cllr. McDonald for supporting him at this session and requested that other councillors attend the next session to be held on Tuesday 22nd August, 7:30pm in the Rose Room.

482.1 Repairs to surfacing at Swallowfield Recreation Ground – it was **NOTED** that repairs have been carried out to the artificial surface in the children’s play area and the rubber matting under the zip wire.

482.2 Swings and division boards – it was **NOTED** that the swings and division boards in the children’s play area at Swallowfield Recreation Ground have been repainted.

483.1 Riseley Memorial Hall – it was **NOTED** that the emergency lighting work at Riseley Memorial Hall has been completed.

572.2 Other items

572.2.1 Swallowfield Medical Practice – it was **NOTED** that building work on the extension would start on Monday 2nd October. To reduce congestion on the street it has been agreed that surgery staff can park at the back of the village hall unless there is a significant event at the hall.

572.2.2 Anti-social behaviour at Riseley Sports Pavilion – it was **NOTED** that a group of youths were observed smoking drugs and carrying bottles of beer at the recreation ground at 3:30pm in the afternoon. They were asked to move on as this was not an appropriate activity next to a children’s playground.

573 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

573.1 Current applications

573.1.1 171789 - St John’s Church, Church Road, Farley Hill Rg7 1UB
Full application for the change of use of church to two dwellings with associated extensions, access, paving, bin store, surface water drainage and sewage treatment plant.

Cllr. Wheelwright explained that the new application had some improvements on the existing approved plan by retaining more of the character of the front of the building by retaining the vestry and more of the mature trees. However, the proposal to remove the gable end at the rear and replace with a flat roofed extension was not in keeping with the building or the local village design and should be reconsidered. Likewise, the proposed mezzanine floor changes the appearance of the roof with the introduction of velux style windows which would significantly spoil the original design of the building. These windows would be visible from the byway that passes the rear of the site. Finally, the proposal for two dwellings on a plot of this size is out of keeping with the housing density in Farley Hill.

It was **PROPOSED** and seconded that the council respond as detailed above. All in favour.

573.1.2 171942 - Langstone, Basingstoke Road Riseley RG7 1QL
Householder application for proposed erection of first floor front extension, single storey rear extension to dwelling plus relocation of porch to the side elevation.

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

- 573.1.3 172159 – 2 Lowlands, The Street, Swallowfield, RG7 1RB
Full planning application for the proposed erection of a detached dwelling with integral garage, associated access and parking following demolition and removal of existing double garage, outbuildings and single storey side aspect of existing dwelling.

Cllr. Wheelwright explained that the new application did address the issue raised in the refusal decision for the previous application and whilst the site was tight for another dwelling it was agreed that provided the dwelling was constructed using materials to match the neighbouring property it would not comment further.

It was **PROPOSED** and seconded that the council would respond as detailed above. All in favour.

573.2 Notifications

- 573.2.1 172117 - 2 Curlys Way Swallowfield Wokingham RG7 1QZ
Application for certificate of lawfulness for the proposed installation of roof lights.

573.3 Results

- 573.3.1 163598 - Mill House Hotel, Basingstoke Road, Swallowfield, 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 31st December in any calendar year.

Permission Granted

The council was supportive of this application.

- 573.3.2 170687 – Angel Sprints, Part Lane, Swallowfield RG7 1TB
Full application for the change of use of land to equestrian and the installation of 20m x 40m manege.

Permission Granted

The council's response asked that conditions were applied to constrain any lighting and restrict to personal use. It also asked for a flood risk assessment to be carried out. The decision noticed had not yet been posted on the website so it is not known if conditions relating to these aspects have been applied.

- 573.3.3 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.

Permission Granted

The council did not comment on this application.

573.4 Appeals

- 573.4.1 Stanbury House, Spencers Wood – it was **NOTED** that the High Court ruled in favour of Wokingham Borough Council (WBC) and has quashed the Appeal Inspector's decision on this site and awarded WBC costs.

- 573.4.2 162498 - Land West of Trowes Lane
Application for outline consent for the proposed erection of up to 20 dwellings with associated access, parking, open space and landscaping, access to be considered, all other matters reserved.

After discussion, it was **PROPOSED** and seconded that the response submitted to the appeal inspector would be as circulated by Cllr. Wheelwright with the agreed additions referring to the Bellway development being within the settlement boundary, the previous appeal decision on the Trowes Lane site, the amount of housing in the parish already approved and conditions should the appeal be upheld. All in favour. ¹

The council's response would be circulated to interested residents. ²

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

573.6 Community Forum – it was **NOTED** that there will be community Forums held for all the major developments in the borough on the following dates;

- Shinfield Parish – 20th September, Three Mile Cross Church Centre
- South Wokingham – 4th October Wokingham Library, Denmark Street
- Arborfield – 31st October, Henry Street Garden Centre
- North Wokingham – 15th November, Emmbrook Senior School

The forums would be marketplace drop-in sessions so residents can drop in any time between 7-9pm.

It was **NOTED** that progress maps can be found on the Wokingham Borough Council website.

574 OUTSIDE ORGANISATIONS

574.1 BALC – it was **PROPOSED** and seconded that Swallowfield Parish Council renews its membership of BALC at a cost of £436.77 plus VAT. All in favour.

574.2 Swallowfield Horticultural Society – it was **PROPOSED** and seconded that this item is discussed in Part II. All in favour.

575 FINANCE

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

Lead Councillor: Cllr. P. Sampson

575.1 Accounts

575.1.1 Monthly Accounts – it was **NOTED** that the accounts had been circulated.

575.1.2 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour. ³

¹ JW / Clerk

² GC

³ JA to sign

575.2 Reserves – it was **NOTED** that £38,285.30 would be moved from the Unity Trust Fieldfayre account to the reserves account at CCLA. This is in respect of money spent on the Fieldfayre project from the current account during the period Oct 2014 to July 2017. ⁴

575.3 Investments

575.3.1 Quarterly Investment Review – it was **NOTED** that the Quarterly Investment Report from Charles Stanley had been received.

576 **BILLS FOR PAYMENT**

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

The first 4 payments were approved by Cllrs Anderson and Sampson in accordance with resolution 526.4.1.

On-line payments would be authorised by Cllrs. Collender and Dance. ⁵

1	Lindum Construction	38496.32
2	Wokingham Borough	2065.25
3	Lindum Construction	23606.08
4	Pattern Associates	277.20
5	Masons Funfair-Deposit Refund	200.00
6	Vicky Davies - Deposit Refund	100.00
7	Pamela Patman - Deposit Refund	100.00
8	Rebecca Hartley	100.00
9	Moorepay-June Payroll	26.72
10	Moorepay-July Payroll	26.72
11	Valley Produce Ltd-Deposit Refund	100.00
12	Rub-a-dub-scrub	243.00
13	Nigel Jeffries Landscapes	1024.80
14	Grundon Waste Management - Riseley	116.04
15	Grundon Waste Management - Swallowfield	95.06
16	Tyrrell Services Ltd	169.26
17	GLS - Stationery	10.33
18	Pitch Maintenance Services	1140.00
19	Loddon Doors	189.00
20	Loddon Doors	210.00

⁴ RFO

⁵ CG / BD

21	Andy Sumpton - Deposit Refund	100.00
22	Noel Apap - Deposit Refund	100.00
23	Kate Mitchell - Deposit Refund	300.00
24	BALC- 2017-18 Subscription	524.12
25	Transfer to CCLA Reserves A/C	38285.30
26	Payroll - July	4563.52
27	Direct Debit (HMRC PAYMENTS)	762.18
28	Direct Debit (CASTLE WATER) - TW9215892362	60.56
29	Direct Debit (CASTLE WATER) - TW2836480081	54.87
30	BACS Charge	17.12
31	Direct Debit (SOUTHERN ELECTRIC)	140.26
32	Lloyds - Alto Card	296.05
33	Eon - 015437972740A	153.43
34	Eon - 015437967150A	63.08

577 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

577.1 Fieldfayre Redevelopment

577.1.1 Update – Cllr. Anderson reported that the Performance Bond was now in place. He and the Clerk attended a site meeting on 3rd August, in summary; the water leaks at the back of the Post Office had been resolved, the footings for the new buildings were in place and drainage work continued as did the work on reconfiguration of the flats. The building work was all on schedule.

577.1.2 Finance

577.1.2.1 Payments – it was **NOTED** that the first valuation had been received from Edwards Irish Partnership and the following payments had been authorised in accordance with resolution 526.4.1.

Lindum Construction Services Ltd	Stage payment	£61,229.53
Pattern Associates	Solution for septic tank found at rear	£277.20
Wokingham Borough Council	S106	£2,065.25

577.1.2.2 Unforeseen costs – it was **NOTED** that, as expected, work on the existing building had identified some unforeseen work totalling £3,073.94. This would be off-set against the contingency.

577.1.2.3 Loan draw-down – it was **NOTED** that an application for the first loan draw down amount has been submitted to the Public Works Loans Board (PWLB) in accordance with resolution 526.4.2. This had been approved by the PWLB and the money would be available at two days' notice.

577.2 Fieldfayre, Flat 2 – it was **PROPOSED** and seconded that due to commercial confidentialities this item would be discussed in Part II. All in favour.

578 RECREATION

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

Lead Councillor: unassigned

578.1 Spencers Wood Football Club (SWFC) – it was **PROPOSED** and seconded that the current arrangements regarding the use of football pitches at Swallowfield and Riseley continues, £100 plus VAT per month for 8 months beginning on 1st September. All line marking costs would be picked up by SWFC. All in favour. ⁶

578.2 Football pitch maintenance – it was **PROPOSED** and seconded that worm treatment is applied to the football pitch at Swallowfield Recreation Ground at a cost of £214 plus VAT. All in favour. ⁷

It was **NOTED** that some remedial work will be required on the goal mouth areas.

578.3 Swallowfield Parish Allotment Association (SPAA) – it was **NOTED** that SPAA held a produce sale on 4th August 2017.

579 OFFICE

579.1 Swallowfield Parish Hall – it was **NOTED** that part of the ceiling in the Parish Office had collapsed on the evening of 18th July due to water penetration as a result of the heavy rainfall. As this has happened a number of times over the last few years it was **PROPOSED** and seconded that investigative work is carried out by Edwards Irish Partnership and Lindum Construction Ltd to determine what work needs to be carried out on the roof to prevent such incidents re-occurring. The investigation work will be carried out under the Clerk's delegated authority to deal with emergency works. All in favour. ⁸

579.2 Sage – it was **NOTED** that Sage 50 Accounts has been upgraded to the latest version at a cost of £100 plus VAT per annum for two years.

579.3 Website – it was **PROPOSED** and seconded that due to commercial sensitivities this item be discussed in Part II. All in favour.

580 HALLS

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

Lead Councillor: Cllr. M. McDonald

580.1 Swallowfield Parish Hall – it was **PROPOSED** and seconded that the Parish Council purchase folding tables at a cost of £422.80 plus VAT. All in favour. ⁹

⁶ Clerk / RFO

⁷ Clerk

⁸ Clerk

⁹ Clerk

581 TRANSPORT

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

- 581.1 Incident on Basingstoke Road, Riseley – it was **NOTED** that following a road traffic accident on the night of 25/26 July Thames Valley Police had clarified that whilst Riseley remained on the patrol plan they only had the resources to focus on the priorities set at the NAG; anti-social behaviour in Shinfield and Arborfield, speeding in Grazeley and rural crime/fly tipping.

582 HEALTH AND WELLBEING

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)
Lead Councillor: Cllr. J. Anderson

- 582.1 CAB – it was **NOTED** that a review of Citizens Advice Service 2016/2017 for Swallowfield Parish had been received.
- 582.2 Woodbury House – it was **NOTED** that Woodbury House would be holding a Garden Party and Art Exhibition on Tuesday 15th August at 4pm. Cllr. Anderson would attend.

583 ITEMS FOR FUTURE MEETINGS

- 583.1 Security gates at Swallowfield and Riseley
- 583.2 Road Safety Week

584 DATE OF NEXT MEETING

Tuesday 12th September 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

PART II

585 Fieldfayre, Flat 2 – it was **NOTED** that Romans would continue to collect payments.

586 Website – it was **AGREED** that the clerk would carry out further investigations. ¹⁰

587 Swallowfield Horticultural Society – it was **PROPOSED** and seconded that the Chairman, Cllrs. Sampson, send a letter. ¹¹

[Meeting closed at 21:05]

¹⁰ Clerk / CM

¹¹ PS