

MINUTES OF THE PARISH COUNCIL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 12th SEPTEMBER 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. Sampson (Chairman) Cllr. J. Anderson Cllr. W. Dance
Cllr. G.E. Collender Cllr. M. McDonald Cllr. R. Norris
Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk
Members of the public: 6

588 APOLOGIES FOR ABSENCE

588.1 Cllr. C. Morrissey

589 DECLARATIONS OF INTEREST

589.1 Item 594.11 - Cllr. G. Collender declared an interest as he is a resident of a neighbouring property.

[Cllr. Wheelwright arrived]

590 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.

590.1 Resident – Application 172291, a breach of planning was reported. I believe that this is an attempt to develop by stealth. There have been many applications in the past and the last one was refused, went to appeal and was dismissed. The application talks about “rounding off” development, however, this land has been acquired recently.

590.2 Resident – Application 172495, I would like to understand the Parish Council's view on this application.

Cllr. Wheelwright – we will be discussing this application during our meeting, but I can confirm that I will be recommending that the Parish Council objects to this application.

Resident - would the parish council be prepared to publish its thoughts so that a leaflet can be distributed explaining to residents the grounds on which they can object. Can the Parish Office help by producing leaflets?

Cllr. Sampson – yes, the weight of public opinion is important. We have done this for other proposed developments in the parish where the council believe the proposed development to be unsuitable, however, man power for distribution is in short supply.

Residents – we will pull together a group who will do the delivery, including to those in the Shinfield Parish who are most affected.

Cllr. Sampson – have you spoken to Shinfield Parish Council? If not, I would suggest that you make contact via their Parish Clerk.

Clerk – the words can be shared tomorrow following agreement during this meeting and leaflets can be ready to collect from Friday. ¹

Cllr. Wheelwright – is there any information relating to this application of which the Parish Council may not be aware?

Resident – are you considered the issues with flooding, the site floods on both sides. I have had surface water flooding in my garage. There are traffic issues with speeding on the Beech Hill Road including a fatality.

591 CHAIRMAN'S ANNOUNCEMENTS

- 591.1 Councillor Vacancy – it was **NOTED** that there is a vacancy for a Parish Councillor, anyone interested should contact the Clerk or any member of the Parish Council. ²
- 591.2 Swallowfield Horticultural Show – it was **NOTED** that the Parish Council would like to congratulate the Horticultural Society and all the many volunteers who helped make the show such a success.
- 591.3 Swallowfield Russell Players – it was **NOTED** that the Parish Council would like to congratulate the Russell Players on their 40th anniversary. The next production will be a Music Hall with performances on 13th, 14th and 15th October.

592 MINUTES OF LAST MEETING

- 592.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 8th August 2017 be **APPROVED**. All in favour.

593 CLERKS REPORT

- 593.1 Other items
 - 593.1.1 Riseley Memorial Hall – it was **NOTED** that the lock on the garage at Riseley had been broken. It appeared that nothing had been stolen. The Caretaker had replaced the lock.

594 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

- 594.1 Current applications

¹ Clerk

² Clerk post on Facebook

[Cllr. Collender left the room]

- 594.1.1 172285 – 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.

It was **NOTED** that although this is very similar to application 162498, which is now subject of an appeal, it is a completely new application and residents are encouraged to send their comments to Wokingham.

It was **PROPOSED** and seconded that the response would be as circulated by Cllr. Wheelwright, including additions circulated by Cllr. Anderson. All in favour.

[Cllr. Collender re-joined the meeting]

- 594.1.2 172291 – Lambs Farm Business Park
Full application for the proposed change of use including Engineering works to provide HGV parking area (Retrospective).

It was **PROPOSED** and seconded that the response would be as circulated by Cllr. Wheelwright, the clerk would add references to the appeal decision for the previous application to highlight support for the arguments detailed. All in favour.

- 594.1.3 172495 – Land at Lambs Lane and Beech Hill Road
Hybrid Application – Outline application for a residential development of 120 dwellings (Access to be considered).
Full application for Change of Use of part of land to form a Suitable Alternative Natural Greenspace (SANG).

It was **PROPOSED** and seconded that the response would be as circulated by Cllr. Wheelwright with additions to highlight issues regarding speeding on Beech Hill Road and the junction between Beech Hill Road and Basingstoke Road. All in favour.

- 594.2 172551 – Blanchards Cottage, Basingstoke Road, Riseley RG7 1QS
Householder application for the partial conversion of existing garage to form a study.

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

- 594.3 Appeals

- 594.3.1 2177797 (WBC Ref: 170058) - Island House, Basingstoke Road, Swallowfield
Householder application for the erection of a 1.8m close board fence enclosing land at the existing dwelling (Retrospective).

The council agreed that it would stand by its original comments and object to the application. It noted that the proposed alternative fencing would be no more acceptable.

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

- 594.3.2 2177797 (WBC Ref: 162169) – Land at Cow City, Church Lane, Farley Hill RG7 1UP
Full application for the proposed erection of 2no detached dwellings following the demolition of existing agricultural barn.

It was **PROPOSED** and seconded as the council had no grounds to change its original opinion to the original and would continue to object. All in favour.

594.4 Notifications

- 594.4.1 172296 – Stratfield & Apsley Houses, Riseley Business Park, Basingstoke Road, Riseley
Prior approval submission for the conversion of Apsely House and Stratfield House (Class B1(a) Offices) to 11no residential apartments (Use Class C3).

- 594.4.2 172494 – Sheepbridge Court Farm, Basingstoke Road, Swallowfield RG7 1PT
Notification of prior approval for the change of use of existing agricultural building to a flexible use (Retail).

594.5 Results

- 594.5.1 171479 – 1 Tudor Cottages, Church Road, Farley Hill RG7 1TY
Householder application for proposed erection of first floor rear extension to dwelling.

Permission Granted

The council objected to this application. It was agreed that Wokingham Borough Council would be asked to provide an explanation about why the application had been approved and what changes to the application had been made as the council had not been given an opportunity to comment on the proposed changes. ³

- 594.6 Enforcements – it was **NOTED** that there were eight open Enforcement Investigations in the parish. It was **NOTED** that two investigations had been closed due to planning applications being submitted.

- 594.7 Minerals and Waste – it was **NOTED** that WBC would hold a training session on 19th October 2017, at Shute End. Cllrs. Sampson and Wheelwright would attend.

[2 members of the public left]

595 FINANCE

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

Lead Councillor: Cllr. P. Sampson

595.1 Accounts

- 595.2 Monthly Accounts – it was **NOTED** that the accounts had been circulated. It was **NOTED** that the format of the reports would be discussed at the next Finance Working Group Meeting on Wednesday 13th September. Cllr. Sampson requested that all councillors consider the items that they would like to see in next year's budget and confirmed that he would organise a strategy meeting in October.

- 595.2.1 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank

³ Clerk

Reconciliation Statements be **APPROVED**. All in favour. ⁴

596 BILLS FOR PAYMENT

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

The last 3 payments were approved before the meeting by Cllrs Anderson and Sampson in accordance with resolution 526.4.1.

On-line payments would be authorised by Cllrs. Collender and Wheelwright. ⁵ All in favour.

1	Sage	120.00
2	Deposit Refund - C Broadhurst	300.00
3	Deposit Refund - M Noone	100.00
4	Deposit Refund - D Thompson	100.00
5	Deposit Refund - The Athena Network	100.00
6	Deposit Refund - C McCarthy	300.00
7	Deposit Refund - EEF Ltd	300.00
8	OCS Group Ltd	210.00
9	Woodside Recycling	124.80
10	GLS	137.27
11	Nigel Jeffries Landscapes	806.40
12	GLS	26.98
13	Grundon	95.44
14	Grundon	95.44
15	NH Electrical	372.00
16	Rub-a-dub-scrub	216.00
17	Direct Debit - Eon	48.88
18	Direct Debit - Eon	199.55
19	Direct Debit (HMRC PAYMENTS)	745.14
20	Direct Debit (CASTLE WATER) - TW9215892362	60.56
21	Direct Debit (CASTLE WATER) - TW2836480081	54.87
22	BACS Charge	17.12
23	Payroll - August	4,326.30
24	Lindum Construction Services Ltd Stage Payment 2	73,791.63
26	Lindum Construction Services Ltd Stage Payment 2 (VAT)	30,905.79
25	Mactra Shop Equipment & Fittings Ltd (Deposit)	2,760.00

⁴ PNS to sign

⁵ GC / JW

597 PROPERTY
(Fieldfayre)
Lead Councillor: Cllr. J. Anderson

597.1 Fieldfayre Redevelopment

597.1.1 Update – Cllr. Anderson reported that the project was progressing well with roof trusses going up on the bungalows and plaster work on the temporary shop completed.

597.1.2 Finance

597.1.2.1 Payments – it was **NOTED** that the second 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	£103,697.42
Macra Shop Equipment & Fittings Ltd	Shop Fit Out – Deposit	£2,760.00

597.1.2.2 Unforeseen costs – it was **NOTED** that, as expected, work on the site at the rear had identified some unforeseen work totalling £14,134.88, primarily due to the discovery of a septic tank at the rear of the site. This would be off-set against the contingency.

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

598 RECREATION
(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Unassigned

598.1 Swallowfield Recreation Ground – it was **PROPOSED** that s106 funding which had been allocated to the parish be used to replace the metal tractor climbing frame in the children’s play area. The item is over 25 years and the metalwork had deteriorated. ⁶

It was **PROPOSED** and seconded that the quote from company B be accepted at a cost of £8,847.20 plus VAT. All in favour. ⁷

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

599.1 Spillway – it was **NOTED** that following the last PC meeting a working group had been formed, consisting of representatives of the Parish Council, Swallowfield Flood Resilience Group (FRG) and Farley Estate. The group met to discuss the feasibility of building a spillway across the recreation ground. The view of the group was that the spillway was a logical solution to alleviate potential flooding which may occur in extreme circumstances.

It was **PROPOSED** and seconded that the PC support the working group as they move to

⁶ Clerk to apply for s106

⁷ Clerk to place order

the planning stage of the project. A detailed costed proposal would be brought to council for permission and approval before any work on site proceeds. Cllr. Sampson asked that all aspects of the project were documented and that the clerk kept fully informed and consulted on matters of good governance. All in favour. ⁸

[3 members of the public left]

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

600.1 Training – it was **PROPOSED** and seconded that the Parish Council book places on the courses run by BALC as listed below at a cost of £280 plus VAT. All in favour. ⁹

Course Title	Date	Cost	Attendees
Setting Your Council's Budget for the Financial Year 2018/2019 - RFO	12 th Sept	£40	RFO
Planning Framework	17 th Oct	£40	Clerk
'Meet the New Auditors' (PKF Littlejohn LLP) and Local Council Finance Update Session	14 th Nov	£40*3 = £120	Clerk RFO Cllr. Anderson
Preparing for General Data Protection Regulation (GDPR) Session 1	24 th Nov	£40*2 = £80	Clerk Cllr. Sampson

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

601.1 Tree Survey – it was **NOTED** that the report had been reviewed and a list of actions summarised. It was **PROPOSED** and seconded that the council accept the recommendations and get quotes for the work. All in favour. ¹⁰

601.2 Pitt Bridge – it was **PROPOSED** and seconded that the Chairman write a letter in support of restoration of Pitt Bridge. Cllr. Norris felt that this would only be appropriate if the public were given access to the bridge by way of a permissive footpath. Cllr. Sampson explained that he would discuss this with the estate but that this was not part of the proposal. 6 in favour, Cllr. Norris voted against. Motion carried. ¹¹

601.3 Rural Crime Action Group (RCAG) – it was **NOTED** that the next meeting would be held at 10am on 18th October in the Rose Room.

It was **PROPOSED** and seconded that the RCAG could use the hall at no cost for an Equestrian Security Event to be held on Friday 24th November, 7pm at Swallowfield Parish Hall. All in favour.

⁸ JW

⁹ Clerk

¹⁰ Clerk

¹¹ PS

601.4 Loddon Fisheries and Conservation Consultative – it was **NOTED** that the next meeting would be held on Thursday 19th October 2017, 7:30-9:30pm at Swallowfield Parish Hall.

602 HALLS

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

602.1 Office Ceiling – it was **NOTED** that the council had received a report carried out by Edwards Irish Partnership regarding the water run off which has caused the office ceiling to collapse on several occasions. It was **PROPOSED** and seconded that the council accept the recommendations and get costings for the work. All in favour.

Boiler Room – it was **NOTED** that during the course of the above investigations it had been reported that the ventilation for the boiler room had not been correctly fireproofed. It was **PROPOSED** and seconded that the recommendations be accepted and the work required carried out as soon as possible. All in favour.

602.2 Swallowfield Parish Hall – it was **NOTED** the council is very grateful to Mrs. Claire Sampson who had adopted the tubs at the front of the hall and outside the Rose Room.

603 COMMUNICATION

(Newsletter/Website/Annual Report/Media)
Lead Councillor: Cllr. G. Collender

603.1 Rose Room Advert – it was **PROPOSED** and seconded that the council continue to place an advert in the Loddon Reach Magazine to advertise the Rose Room or any other item the council agrees is appropriate at a cost of £483.75. All in favour. ¹²

604 TRANSPORT

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

604.1 Arborfield Cross Relief Road Public Consultation – it was **PROPOSED** and seconded that the Clerk be delegated authority to respond to this on behalf of the council after consultation with Cllr. Norris. All in favour. ¹³

604.2 Civil Parking Enforcement – it was **NOTED** that Wokingham Borough Council would be holding a briefing on Tuesday 25th September at Shute End, Cllr. Norris would attend.

¹² Clerk

¹³ Clerk / RN

605 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

- 605.1 Woodbury House – it was **NOTED** that Cllr. Anderson attended an open day at Woodbury House 15th August.
- 605.2 CAB – it was **NOTED** that the AGM would be held on 22nd September 2017.

606 OUTSIDE ORGANISATIONS

- 606.1 Wokingham Borough Council – it was **NOTED** that WBC had appointed Gill Manjeet as interim Chief Executive.
- 606.2 Borough Parish Liaison Forum – it was **NOTED** that the next meeting had been rescheduled from Monday 9th October to Tuesday 10th October. As this clashes with the Parish Council Meeting Swallowfield Parish Council would be unable to send a representative.
- 606.3 BALC – it was **NOTED** that the AGM would take place on Tuesday 28th November 2017, 7:45pm at The Oakwood Centre, Woodley Town Council. Refreshments and light buffet from 7pm. Following the AGM there would be presentations on Local Authority Investment Funds and How to encourage good working relationships between Members and Officers.

607 ITEMS FOR FUTURE MEETINGS

- 607.1 Security gates at Swallowfield and Riseley
- 607.2 Road Safety Week

608 DATE OF NEXT MEETING

Tuesday 10th October 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[Members of the public left the meeting]

PART II

609 FIELDFAYRE

609.1 Post Office Community Fund – it was **NOTED** that the Post Office had allocated a grant to the Post Master to assist with refurbishment of the Post Office. ¹⁴

610 HR

610.1 Staff Welfare – it was **NOTED** that the Chairman with input from the HR Working Group had sent a letter to the individual concerned stating that future meetings would be by appointment only and with a minimum of two representatives from the council.

610.2 Office Hours – it was **NOTED** that due to a number of recent incidents it may be necessary to operate the office on an appointment only basis. The situation will be monitored and reviewed with the HR Working Group before any action is taken.

610.3 Cleaning – it was **NOTED** that cleaning would continue as normal.

[The meeting closed at 21:49]

¹⁴ Clerk / JA to discuss with the Post Master