

MINUTES OF THE PARISH COUNCIL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 10th OCTOBER 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. Sampson (Chairman) Cllr. W. Dance Cllr. G.E. Collender
Cllr. M. McDonald Cllr. C. Morrissey Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk
Members of the public: 1

611 APOLOGIES FOR ABSENCE

611.1 Cllr. J. Anderson (representing the Parish Council at a WBC meeting), Cllr. R. Norris

612 DECLARATIONS OF INTEREST

612.1 None

613 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

None

614 CHAIRMAN'S ANNOUNCEMENTS

614.1 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.

614.2 Remembrance Sunday Service – it was **NOTED** that the Remembrance Sunday Service would be held at the War Memorial at 10:15 on Sunday 12th November. Cllr. Norris had volunteered to help with road closures. Cllrs. Dance and Morrissey would confirm availability to the Clerk. ¹

614.3 Emergency Services Fun Day – it was **NOTED** that this very popular event would be held at the Arborfield Garrison Community Centre on Thursday 26th October, 10am to 4pm.

615 MINUTES OF LAST MEETING

615.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 12th September 2017 be **APPROVED**. All in favour. ²

¹ BD, CM

² PS

616 CLERKS REPORT

616.1 Update on items from previous meetings

616.1.1 536.1 Orchard – it was **NOTED** that the trees had been ordered from Bernwode as the company originally selected could not source the trees. The cost was £269 which was within the budget agreed. ³

616.1.2 416.2 SSE Grant – it was **NOTED** that the adjusted list of items had been reviewed by the grants team and permission had been received to go-ahead with the revised list of items. The office has received purchase requisitions of the first set of items.

It was **NOTED** that the following documents had also been received from the Flood Resilience Group(FRG):

- i) a maintenance schedule, the FRG will be responsible for inspection for the equipment and for submitting a report to the council.
- ii) access matrix, details of who would have access to the equipment.

It was **AGREED** that the old generator should be disposed of.

616.1.3 470.4 Street Lights – it was **NOTED** that as part a borough wide program to reduce energy and maintenance costs all the heritage street lights in Swallowfield had been upgrade to LED. The five belonging to the Parish Council had also been upgraded to the same style. It is understood that the brightness can be adjusted centrally, however, it is not clear how this can be requested. ⁴

616.2 Other items

616.2.1 Vandalism at Riseley – it was **NOTED** that there had been more vandalism at Riseley, guttering had been ripped down again and an attempt at a break at the sports pavilion. It was **AGREED** that this should be brought to the attention of the Fields Forum (NAG). ⁵

617 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

617.1 Current applications

617.1.1 172176 – Walkers Rise, Lambs Lane, Swallowfield RG7 1JE
Householder application for **PROPOSED** erection of a Timber Barn carport with ancillary storage.

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

617.1.2 172558 – Hollycrest Farm, Jouldings Lane, Farley Hill RG7 1UR
Householder application for **PROPOSED** erection of single storey side/rear extension to dwelling.

³ CM to arrange for collection of the trees

⁴ Clerk to investigate

⁵ RN

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

- 617.1.3 172613 – Farley Hall Equestrian Centre, Rowes Farm, Church Road, Swallowfield RG7 1TJ
Full planning application for the **PROPOSED** extensions to existing stable building to comprise of 3 additional stable bays.

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

- 617.1.4 1725719 – Kingsbridge Farm, Lambs Lane, Swallowfield RG7 1JE
Full planning application for the **PROPOSED** erection of single storey storage barn for agricultural purpose.

It was **PROPOSED** and seconded that whilst the council did not object to the erection of the barn it would request that as detailed in the application the site should be tidied up.
All in favour.

- 617.1.5 172744 – 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 add roof lights to the external elevation, obscure glazed window to rear elevation and to add stone cills to windows to enhance the appearance of the new dwellings.

It was **NOTED** that this application is similar to 172714 which was refused, this application replaces dormer windows with rooflights for the 2 additional bedrooms.

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

- 617.2 Adjoining Parish Consultations
172706 – Land West of Beech Hill Road, Spencers Wood
Application for advertisement consent for the erection of 17 flag poles and 1 sales sign. (Retrospective).

It was **PROPOSED** and seconded that the Parish Council would object to this application on the grounds of scale; the height and number of flag poles are inappropriate in a rural location. All in favour.

- 617.3 Appeals

- 617.3.1 APP/X360/W/17/3170340 (WBC Ref: 162360) – Wyvols Field, Swallowfield RG7 1RT
Outline planning permission for the erection of a residential development up to 65 dwellings to include open space, landscaping and associated infrastructure (access to be considered) (all other matters reserved).

It was **NOTED** that the appeal would commence at 10.00 on 10th October 2017 at The Council Offices, Shute End, Wokingham. The appeal is scheduled to run for six days, 10-13th October and 18-19th October. Cllr. Munro had attended the first day and it had been

agreed that Cllr. Munro and Cllr. Wheelwright could have three minutes each to address the inspector. It was likely that the inspector would hear the submissions on Friday 13th October.

- 617.3.2 **APP/X360/C/16/3153193 (WBC Ref: 161915) – Paddocks, Kybes Lane, RG7 1NG**
Without planning permission, the material change of use of the land for the stationing of caravans for human habitation.

It was **NOTED** that this enquiry, adjourned on 9th May and scheduled to reconvene on 26th September had been postponed by The Planning Inspectorate.

- 617.4 Local Plan Update – it was **NOTED** that WBC would hold meetings in October and November with ward councillors and representatives from each parish council to talk through the assessments for land promoted in their area. Cllr. Anderson would attend and Cllr. Wheelwright if his work commitments allowed.

618 FINANCE

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

Lead Councillor: Cllr. P. Sampson

- 618.1 Accounts

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

- 618.2.1 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour. ⁶

- 618.2.2 External Audit – it was **NOTED** that the annual report had been received. The Finance Working Group would review and report back to the council. ⁷

- 618.2.3 Budget Process – it was **NOTED** that submissions for consideration had been received from some councillors. The RFO and Cllr. Sampson would collate and circulate to the Finance Working Group with a view to further discussion at the November meeting. It was **AGREED** that Cllr. Morrissey would report back on potential improvements to Foxes Run.

- 618.2.4 Investments – it was **NOTED** that in order to comply with new European legislation and enable Charles Stanley to continue accepting investment instructions the council is required to obtain a Legal Entity Identifier (LEI).

It was **PROPOSED** and seconded that the council authorise Charles Stanley to apply for a LEI at a cost of £115 plus VAT. All in favour. ⁸

619 BILLS FOR PAYMENT

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

On-line payments 8 and 39-44 were **APPROVED** before the meeting by Cllrs Anderson

⁶ PNS to sign

⁷ PS

⁸ Clerk

and Sampson in accordance with resolution 526.4.1.

On-line payments would be authorised by Cllrs. Collender and Sampson. Cheques would be signed by Cllrs. McDonald and Norris. All in favour. ^{9 10 11}

1	Earley Town Council	84.00
2	Almazan - Deposit Refund	100.00
3	Moorepay-August	26.72
4	Moorepay-September	26.72
5	WDC - FF Inspection Fees	1370.00
6	Rub-a-dub-scrub	270.00
7	Viking	94.13
8	Wokingham BC - CIL (Fieldfayre AC)	25929.60
9	Mr Roy Wood - Wasps Nest Treatment	50.00
10	SSE - Flat 1 FieldFayre	49.68
11	SSE - Flat 1 FieldFayre	80.20
12	John Dollin	1165.00
13	Grundon	116.41
14	Grundon	95.44
15	RES Systems Ltd (SPH)	153.72
16	RES Systems Ltd (RMH)	207.60
17	RES Systems Ltd (Parish Stores)	42.00
18	Loddon Reach	438.00
19	Ricoh	19.97
20	Earley TC	252.00
21	D2D Distribution Ltd - 300129	252.00
22	Mr and Mrs Pabari - 300130	250.00
23	Mazars LLP - 300131	1920.00
24	Direct Debit - Eon	47.97
25	Direct Debit - Eon	116.21
26	Direct Debit (HMRC PAYMENTS)	704.34
27	E.ON	103.61
28	Direct Debit (CASTLE WATER) - TW9215892362	60.56
29	Direct Debit (CASTLE WATER) - TW2836480081	54.87
30	British Gas	305.84
31	BACS Charge	17.12

⁹ GC / PS

¹⁰ MM / RN

¹¹ RFO to issue payments

32	Payroll - September	4367.10
33	Direct Debit (HMRC PAYMENTS)	704.34
34	Southern Electric (P1 FieldFayre)	27.38
35	Southern Electric (Parish Hall)	17.28
36	Lloyds Bank (Alto Card)	444.86
37	BT	308.65
38	UT Service Charge	41.70
39	Scottish & Southern Electricity Networks	14423.1
40	Edwards Irish	9558.84
41	Wokingham BC Inspection Fees	1370.00
42	Lindum Construction	48474.8
43	Lindum Construction	12027.8
44	Thames Water Utilities	12190

620 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

620.1 Fieldfayre Redevelopment

620.1.1 Update – it was **NOTED** that the regular monthly meeting took place on Thursday 5th October, followed by the fourth valuation inspection.

620.1.2 Finance

620.1.2.1 Payments – it was **NOTED** that the third 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 3	£60,502.01
Edwards Irish	Project Administration	£9,558.84
Wokingham Borough Council	CIL (50%)	£25,929.00
SSE	Electricity Connections	£14,423.06
Wokingham Borough Council	Inspection Fees	£1,370.00
Thames Water	Water connections	£12,190.00

620.1.2.2 Unforeseen costs – it was **NOTED** that, additional cost of £3,200 for cavity insulation due to a shortage of the original material **PROPOSED**. This would be off-set against the contingency.

620.1.3 Shop/Post Office

620.1.4 Temporary shop/Post Office – it was **NOTED** that the shop and Post Office would be closed from Thursday 12th October. It would reopen in the temporary space on Monday 16th October.

620.1.5 Refit of shop/Post Office– it was **PROPOSED** and seconded that due to commercial

sensitivities this item be discussed in Part II. All in favour.

621 RECREATION

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

Lead Councillor: Unassigned

621.1 Recreation Ground – it was **NOTED** that there had been more anti-social behaviour and vandalism at both Swallowfield and Riseley Recreation Grounds.

621.2 Allotments

621.3 Head Lease (Calico Trust to Swallowfield Parish Council) – it was **NOTED** that the head lease being prepared by the Calico Trust is almost complete. This will enable a 25-year back to back agreement.

621.4 Sub Lease (Swallowfield Parish Council to Swallowfield Parish Allotment Association (SPAA)) – it was **NOTED** that a draft has been prepared, clauses have been added to give the PC the right to be represented on the SPAA management committee and to name SPAA as responsible for risk assessments.

The current SPAA agreement expires on 30th November. It was **PROPOSED** and seconded that the Parish Council allow SPAA to remain in occupation for the month of December 2017, prior to the new agreements starting on 1st Jan 2018. All in favour. ¹²

622 RESILIENCE

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

Lead Councillor: Cllr. M. McDonald

622.1 Swallowfield Flood Resilience Group (FRG) – it was **NOTED** that the last meeting of FRG was held on Thursday 5th October. It was **NOTED** that following on from item 616.2 the Clerk would start to purchase the items and Cllr. Norris would manage the project. Cllr. McDonald expressed thanks to Mike Goldsmith, David Clayton and Geoff Stephens for their work to bring this together. ¹³ It was **NOTED** that an email had been received from Farley Estate stated that it would support the spillway project. It was **NOTED** that FRG were discussing project priorities with WBC given that surveyors had concluded that the Church Road project would not help to alleviate flooding. Cllr. McDonald asked when the annual ditch maintenance was due to take place. ¹⁴

623 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. P. Sampson

623.1 Rural Crime Action Group (RCAG) – it was **NOTED** that the next meeting would be held on Wednesday 18th October at 10am in the Rose Room, Swallowfield Parish Hall. Cllr. Dance would attend.

¹² Clerk

¹³ Clerk / RN

¹⁴ Clerk

623.2 The Field Community Forum (formally known as the Shinfield and Swallowfield Neighbourhood Action Group) – it was **NOTED** that the minutes of the last meeting held on 13th September had been received. It was **NOTED** that the next meeting would be held on Wednesday 8th November 8-9:30pm in Shinfield Parish Hall.

624 HALLS

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

624.1 Repairs to the Boiler Room – it was **NOTED** that the work to install fire dampers in the boiler room would cost £866.04 plus VAT. This work would be carried out immediately. ¹⁵

624.2 Hall Roof – it was **NOTED** that two quotes had been received, one using lead at £4,375.88 plus VAT, the other using carbon fibre at £3,625 plus VAT. Repairs to the ceiling in the office would cost £820 plus VAT. It was **PROPOSED** and seconded that the work is carried out using carbon fibre. All in favour. ¹⁶

624.3 Update – it was **NOTED** that Cllr. McDonald had organised a working party to sort out the kitchens at Swallowfield Parish Hall.

625 COMMUNICATION

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

625.1 Newsletter – it was **NOTED** that the copy date for the next newsletter is 30th November 2017.

626 TRANSPORT

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

626.1 Civil Parking Enforcement – it was **NOTED** that a briefing on Civil Parking Enforcement took place on Tuesday 25th September at Shute End. A copy of the presentation had been circulated.

626.2 Road Safety Week, 20-26th November 2017 – it was **PROPOSED** and seconded that the council support and engage with this campaign, organised by the Royal Berkshire Fire and Rescue Service, as outlined in the paper circulated by Cllr. Norris. ¹⁷ Cllrs. Norris and Wheelwright would contact Farley Hill School and Cllrs. Norris, Wheelwright and Morrissey would organise the resources. ¹⁸

626.3 Bus Shelter – it was **NOTED** that the bus shelter on The Street, Swallowfield had been

¹⁵ Clerk to organise

¹⁶ Clerk to organise

¹⁷ RN / JW

¹⁸ RN / JW / CM

damaged. It is likely that the damage was caused by a lorry. The incident had been reported to the police and the council's insurance company. ¹⁹

- 626.4 Speed Limits in Farley Hill – it was **NOTED** that work to establish whether a speed limit change in Farley Hill had been put on hold by WBC as staff were focused on other projects.

627 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

- 627.1 Citizens Advise Bureau – it was **PROPOSED** and seconded that CAB be awarded a grant of £477 as a contribution towards the core service. All in favour. ²⁰

628 CORRESPONDENCE

- 628.1 Fieldfayre – it was **NOTED** that a letter had been received from Clifton Ingram Solicitors regarding boundary fences at Fieldfayre.

- 628.2 Fencing – it was **NOTED** that an email had been received from a resident regarding fencing on the boundary of the Fieldfayre site.

It was **PROPOSED** and seconded that due to commercial sensitivities items 628.1 and 628.2 are discussed in Part II. All in favour.

629 OUTSIDE ORGANISATIONS

- 629.1 Borough Parish Liaison Forum – it was **NOTED** that the next meeting would be held on Tuesday 10th October, Cllr. Anderson would attend.

- 629.2 CCB – it was **NOTED** that CCB would hold its AGM on Thursday 19th October at 6pm at Shaw House, Newbury.

- 629.3 Wokingham District Veteran Tree Association (WDVTA) – it was **NOTED** that the WDVTA would launch their 10th Anniversary Report (a copy is available in the office) at an open meeting to be held on Tuesday 24th October at 7:30pm at St Paul's Parish Rooms, Reading Road, Wokingham RG41 1EH. Presentations, displays and refreshments.

It was **NOTED** that WDVTA are still looking for volunteers to help catalogue veteran trees in the Swallowfield Parish. Anyone interested in helping should contact the clerk.

- 629.4 Campaign to Protect Rural England – it was **NOTED** that the next meeting would be held on Tuesday 7th November at 11:30am at Goring & Streatley Golf Club. There would be a talk on The History of the Waterways, The Rise, Fall & Rise again of the Kennet & Avon Canal. Tickets including a 2-course lunch are £30.

¹⁹ Clerk to get a quote for a repair

²⁰ Clerk / RFO

630 ITEMS FOR FUTURE MEETINGS

630.1 Security gates and car park at Swallowfield and Riseley

631 DATE OF NEXT MEETING

Tuesday 14th November 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall,
Swallowfield Street, Swallowfield.

[Members of the public left the meeting]

[20:50 Cllr. Anderson arrived]

PART II

632 FIELDFAYRE

- 632.1 Post Office Community Fund – it was **NOTED** that Mr Kumar indicated that he would be applying to the community fund team for a change in the conditions for spending the grant. He would apply to spend money on new fridges rather than the items detailed in the application.
- 632.2 Rent for the shop/Post Office – it was **PROPOSED** and seconded that due to the disruption caused by the building work that the rent would be as detailed in the proposal and the overpayment would be returned. 6 for, 1 against (Cllr. Sampson). Motion carried. ²¹

633 CORRESPONDENCE

- 633.1 Solicitors Letter from Clifton Ingram Solicitors – it was **NOTED** that the builder had taken responsibility to deal with the issue and it was **AGREED** that the Clerk with input from Cllr. Sampson would respond to the letter. ²²
- 633.2 Email from resident – it was reported that the council was not responsible for the alleged damage to the fence. The site is the responsibility of the building contractor. ²³

[21:36 The meeting closed]

²¹ Clerk / JA to discuss with the Post Master

²² Clerk / PS

²³ Clerk to respond