

MINUTES OF THE PARISH COUNCIL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 14th NOVEMBER 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. P. Sampson (Chairman) Cllr. J. Anderson Cllr. W. Dance
Cllr. C. Drew Cllr. M. McDonald Cllr. C. Morrissey
Cllr. R. Norris

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

634 APOLOGIES FOR ABSENCE

634.1 Cllr. G.E. Collender, Cllr. J. Wheelwright

635 DECLARATIONS OF INTEREST

635.1 None

636 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

None

637 COUNCIL MEMBERS

637.1 Co-option of a new member – it was **PROPOSED** and seconded that Mrs. C. Drew be co-opted onto Swallowfield Parish Council. All in favour.

Mrs. Drew then read and signed the Declaration of Acceptance of Office and joined the meeting. ¹

637.2 Declarations of Interest – the Chairman welcomed Cllr. Drew and asked if she had any Declarations of Interest. Cllr. Drew declared an interest in item 650.1.1 as the application had been made at her address.

638 CHAIRMAN'S ANNOUNCEMENTS

639 Working Groups – it was **NOTED** that lead councillors for each working group would be as follows: ²

Communications	Cllr. G. Collender
Environment & Rural Affairs	Cllr. C. Morrissey
Finance	Cllr. P. Sampson
Halls	Cllr. M. McDonald

¹ Clerk to organise the paperwork for WBC

² Clerk to update website

Health & Wellbeing	Cllr. J. Anderson
Human Resources	Cllr. G. Collender
Property	Cllr. J. Anderson
Recreation	Cllr. P. Sampson (Interim)
Resilience	Cllr. R. Norris
Transport	Cllr. R. Norris

640 Parish Christmas Carols – it was **NOTED** that Parish Christmas Carols would take place around the War Memorial on Tuesday 19th December starting at 7.30pm. Refreshments would be provided.

641 MINUTES OF LAST MEETING

641.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 10th October 2017 be **APPROVED**. All in favour. ³

642 CLERKS REPORT

642.1 Update on items from previous meetings

642.1.1 470.4 Street Lamps – it was **NOTED** that several residents have asked if the lights can be dimmed or turned off completely at night, this request particularly relates to lights around the war memorial which are not owed by the parish council. The Clerk had consulted with WBC and it is possible for lights to be dimmed or turned off altogether. These are the responses to the questions:

- Can some lights be dimmed any further? ***Yes, I believe it is possible for the lanterns to be dimmed further.***
- Can some lights be dimmed from late evening to early morning? ***Yes, this should be possible, in addition a rear shield plate can also be installed if residents are suffering from light intrusion.***
- Can some lights be switched off all together from late evening to early morning? ***Yes, it is possible to have “part night” lighting but this is only introduced after review and consultation. Due to current workloads it is not proposed to undertake this process until after the project has been completed.***

WBC had confirmed that the council/residents can make requests to them for lights to be dimmed.

In addition another resident had asked about the possibility of installing more street lights at the top end of The Street where the bus stop was located. ⁴

642.1.2 536.1 Orchard – it was **NOTED** that Cllr. Morrissey had collected the new trees to replace those that had perished.

642.1.3 602.1 Roof of the office – it was **NOTED** that work on the valley gutter between the office and the atrium which should prevent further issues with water run off during extreme

³ PS

⁴ RN to investigate how best to gauge public opinion

weather conditions had been completed. The ceiling would now be repaired and the work to the boiler room completed. ⁵

642.1.4 621.4 Allotments – it was **NOTED** that issues have arisen regarding a 25-year sub lease of the Calico Trust land to the Swallowfield Parish Allotment Association (SPAA) as it requires SPAA to be registered with the Land Registry. Until these issues can be resolved the sub lease would remain at 7 years. ⁶

642.1.5 622.1 Ditch Maintenance – it was **NOTED** that the ditch maintenance specified in the grounds contract had been carried out.

642.1.6 626.3 Bus Shelter, The Street – it was **NOTED** that the bus shelter would cost £1,523.08 to repair. An insurance claim had been settled for the full amount less £250 excess and the work had been commissioned. It was likely to take place in January 2018.

642.2 Other items

642.2.1 Office Computers – it was **NOTED** that it had been necessary to replace the computers in the office at a cost of just over £1,000 plus VAT. The computers were over 7 years old.

643 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

643.1 Current application

643.1.1 172907 – Little Chesters, Sandpit Lane, Farley Hill RG7 1XJ
Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to form a conservatory and erection of a detached outbuilding.

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

643.1.2 172902 – The Marshes, School Lane, Riseley RG7 1XT
Householder application for the proposed erection of a detached timber clad garage cum cycle and log store.

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

643.1.3 173079 – 1 Portway, Riseley RG7 1SQ
Householder application for the single storey rear extension to existing dwelling.

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

⁵ Clerk

⁶ CD / JA to investigate other options

643.2 Results

- 643.2.1 170947 – Riseley Business Park, Basingstoke, Riseley
Full planning application for proposed raising of 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. **Approved**

The council objected to this application.

- 643.2.2 172176 – Walkers Rise Lambs Lane, Swallowfield, RG7 1JE
Householder application for proposed erection of a Timber Barn carport with ancillary storage. **Approved**

The council did not comment on this application.

643.3 Appeals

- 643.3.1 APP/X0360/W/17/3175817 (WBC Ref: 162498) – Land West of Trowes Lane, Swallowfield
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 the Government Inspector would hold a public inquiry into this appeal at The Council Offices, Shute End, Wokingham commencing at 10am on 5th December 2017 which is scheduled to run for 4 days. The council had submitted its objections to the inspector, discussions would take place with Cllr. Munro regarding parish representation at the inquiry. ⁷

643.4 Enforcement Investigations

- 643.4.1 Open Investigation – it was **NOTED** that there are 13 open enforcement investigations.
- 643.4.2 Closed Investigations – it was **NOTED** that 4 investigations had been closed, three as *No Breach*, one as *Planning Application submitted*.

643.5 Tree Preservation Orders

- 643.5.1 1593/2017 – in response to planning application 172291 (see details below) Wokingham Borough Council made this order relating to trees at and adjacent to Parkside, Lambs Lane, Swallowfield RG7 1JE and Lambs Farm Business Park, Swallowfield RG7 1PH.

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

Swallowfield Parish Council objected to this application.

⁷ Clerk / JW

- 643.6 Local Plan Update – it was **NOTED** that Cllr. Anderson would meet with representatives of Wokingham Borough Council (WBC) on Wednesday 29th November so that WBC could talk through the assessments for land promoted in the parish and surrounding area.
- 643.7 Arborfield Community Forum – it was **NOTED** that the new format for these meetings is 'marketplace drop in' and the last forum was held on 31st October 2017.
- 643.8 Housing Policy, letter drafted by Barkham Parish Council (BPC) – it was **AGREED** that whilst the council agreed with the spirit of the letter it felt that the letter did not focus strongly enough on the issues of land supply, and it had reservations about comments of a political nature. It was **AGREED** that these comments would be fed back to BPC and David Lee (WBC). ⁸ It was **AGREED** that Swallowfield Parish Council should send its own letter. ⁹

644 FINANCE

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

Lead Councillor: Cllr. P. Sampson

- 644.1 Accounts
- 644.1.1 Monthly Accounts – it was **NOTED** that the accounts had not been circulated as following an upgrade the SAGE report was not showing the correct figures; the problem was being investigated by the RFO.
- 644.1.2 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour. ¹⁰
- 644.2 Interim Internal Audit – it was **NOTED** that that the internal auditor started the interim audit on 3rd November and had completed the process on Monday 13th November. A report would be received shortly.
- 644.3 Budget Process – it was **NOTED** that the RFO and Cllr. Sampson were working on the budget and would circulate to the Finance Working Group with a view to further discussion at the December meeting.
- 644.4 Investments
- 644.4.1 Quarterly Statement – it was **NOTED** that the quarterly statement of account had been received from Charles Stanley.
- 644.4.2 Annual Investment Review - it was **NOTED** that the council's Investment Manager would meet with the council on Tuesday 12th December at 6:45pm prior to the next council meeting.

⁸ Clerk / JA / JW

⁹ JW / JA

¹⁰ PNS to sign

645 BILLS FOR PAYMENT

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

On-line payments 46, 47 and 48 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. Sampson and Anderson. Cheques would be signed by Cllrs. McDonald and Norris. All in favour. ^{11 12 13}

1	Mabil - Deposit Refund	100.00
2	Marjoram - Deposit refund	100.00
3	Westronics, Riseley	333.55
4	Westronics, Swallowfield	349.80
5	SSE Enterprise	59.52
6	Airsafe	300.00
7	GLS	95.34
8	Pattern Associates Ltd	120.00
9	Mactra	630.00
10	Hawkesworth	126.24
11	GLS	55.15
12	Earley Town Council, recharge to Spencers Wood FC	79.20
13	Lucas Plumbing and Heating	265.00
14	Nigel Jeffries Landscapes	758.40
15	UKToolbox (SSE Grant)	55.04
16	Serious Country Sports (SSE Grant)	329.90
17	CAB (Wokingham & District)	477.00
18	4 AcreEcology	1881.30
19	Generator Warehouse (SSE grant)	2898.00
20	Nigel Jeffries Landscapes	451.20
21	Moorepay-August	26.72
22	Moorepay-September	26.72
23	Rub-a-dub-scrub	280.13
24	Earley Town Council, recharge to Spencers Wood FC	79.20

¹¹ JA / PS

¹² MM / RN

¹³ RFO to issue payments

25	Roy Wood - Pest Control	80.00
26	Grundon, Riseley	116.04
27	Grundon	95.06
28	A Star Signs	30.00
29	BALC	48.00
30	R.B.L. (Remembrance Sunday Wreath) - 300133	50.00
31	Mrs A Park (Deposit Refund) - 300134	300.00
32	E Koskuba (Deposit Refund) - 300135	100.00
33	Direct Debit - Eon	187.41
34	Direct Debit - Eon	63.99
35	Direct Debit (HMRC PAYMENTS)	663.54
36	E.ON	137.51
37	Direct Debit (CASTLE WATER) - TW9215892362	60.56
38	Direct Debit (CASTLE WATER) - TW2836480081	54.87
39	BACS Charge	17.12
40	Payroll - October	4326.30
41	Southern Electric (F1 Fieldfayre)	134.69
42	Lloyds Bank (Alto Card)	198.67
43	BT	308.65
44	Thames Valley Police – 300132	104.36
45	Came & Company	6920.62
46	Lindum Construction	27122.44
47	Lindum Construction	85315.80
48	ECO-Fridge	2004.00
49	Playground Facilities	3184.99

646 PROPERTY

Lead Councillor: Cllr. J. Anderson

646.1 Fieldfayre Redevelopment

646.1.1 Update – it was **NOTED** that the regular monthly meeting took place on Thursday 2nd November followed by the fifth valuation inspection. It was **NOTED** that Thames Water had now made the necessary connections in The Street which unfortunately took significantly longer than the 1-2 days they had allowed. A temporary bus stop was positioned a short distance away for the duration of the works.

646.1.2 Finance

646.1.2.1 Payments – it was **NOTED** that the fourth and fifth valuations 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 4	£112,438.24
Lindum Construction Service Ltd	Stage payment 5	£42,430.58
Eco-fridge	1 chillers	£2004.00

646.1.2.2 Additional costs of £9,340 – loft access for bungalows, asbestos removal, demolition and rebuild of flank wall (on account). The rebuild of the flank wall would off-set against a provisional sum covering structural work and contingency.

646.1.3 Shop/Post Office

646.1.3.1 Temporary shop/Post Office – it was **NOTED** that following structural surveys of the vacated shop the council now had a realistic estimation for the completion of the new shop. It is expected that the move back would be mid to end of March 2018.

647 RESILIENCE

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

Lead Councillor: Cllr. R. Norris

647.1 Flood Resilience Group (FRG) – it was **NOTED** that Cllr. Anderson attended a meeting between the Co-chairs of FRG and the Estate Manager of the Stratfield Saye Estate to discuss the A33 drainage project.

648 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. C. Morrissey

648.1 Rural Crime Action Group (RCAG) – it was **NOTED** that the last meeting was held on Wednesday 18th October. It was **NOTED** that the group are holding an Equestrian Security Event at 7pm on Friday 24th November in Swallowfield Parish Hall.

648.2 Field Community Forum – it was **NOTED** that the last meeting was held on 8th November. Cllr. Norris attended.

649 COMMUNICATION

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

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

650 TRANSPORT

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

Lead Councillor: Cllr. R. Norris

- 650.1 Goods Vehicle Operators Licence Applications

- 650.1.1 OH2007026 SN – Operating Centre, Wolseley Cottage, Church Road, Swallowfield RG7 1TH
Authorisation for 1 vehicle.

After discussion it was **PROPOSED** and seconded that the council would ask Highways (WBC) to ensure that appropriate restrictions are attached to any permission to ensure that vehicles are appropriate for the size and condition of the roads. All in favour.

- 650.1.2 OH2007949 R – Operating Centre, Cheriton Farm, Jouldings Lane, Farley Hill RG7 1UR
Authorisation for 2 vehicles.

After discussion it was **PROPOSED** and seconded that the council ask Highways and Environmental Health (WBC) to ensure that the same conditions are applied as the existing licences at the site i.e. conditions relating to maximum weight and route via the A327 and not Farley Hill. All in favour.

- 650.1.3 OH1018617 SI – Operating Centre, Unit G, Lambs Farm Business Park, Basingstoke Road, Swallowfield RG7 1PQ
Authorisation for 1 vehicle.

After discussion it was **PROPOSED** and seconded that the council ask Highways and Environmental Health (WBC) to ensure that the same conditions are applied as other operators on the site. All in favour.

- 650.2 Road Safety Week – Cllr. Norris explained that posters would be put up around the village and the Clerk and RFO would include a banner on their emails. The Clerk would post appropriate graphics on the website, Facebook and Twitter each day during the week.

- 650.3 Speeding in the parish – it was **NOTED** that following discussion amongst councillors at the recent Strategy Meeting, Cllr. Norris had agreed to prepare a proposal for the purchase of speed Indicator Devices (SID) for use in the Parish.

651 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

651.1 Citizen's Advice Bureau (CAB)

651.1.1 Contribution 2017/2018 – it was **NOTED** that a letter had been received thanking the Parish Council for its contribution to the cost of the service for 2017/2018.

651.1.2 Contribution 2018/2019 – it was **NOTED** that CAB had made a grant request for 2018/2019 for £1,231 which included £245 towards the outreach at the Medical Practice.

652 BOROUGH/COUNCIL ORGANISATIONS

652.1 Wokingham Borough Council (WBC) – it was **NOTED** that WBC had launched two major public consultations, Budget Consultation and Transport and Highways Consultation. Members of the public are encouraged to take part online at the link below or by collecting a hard copy at the parish office. <http://www.wokingham.gov.uk/news-and-consultation/consultation-and-having-your-say/current-consultations/>

652.2 Berkshire Association of Local Councils (BALC) – it was **NOTED** that the 2017 BALC AGM would take place on Tuesday 28th November at 7:45pm at The Oakwood Centre, Woodley Town Council, Headley Road, Woodley RG5 4JZ. Light buffet served from 7pm.

652.3 Minerals and Waste Planning Meeting – it was **NOTED** that Cllr. Sampson attended this meeting on 19th October 2017. The session organised by Wokingham Borough Council was delivered by Hampshire County Council.

652.4 Wokingham Clerks Forum – it was **NOTED** that the Clerk attended this meeting on 8th November 2017.

653 OUTSIDE ORGANISATIONS

653.1.1 Swallowfield Community Responders – it was **NOTED** that the October Newsletter had been received. Circulated.

653.1.2 Police and Crime Commissioner for the Thames Valley – it was **NOTED** that the Police and Crime Plan had been received.

654 DATE OF NEXT MEETING

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

[21:47 the meeting closed]