

MINUTE OF THE PARISH COUNCIL MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 9<sup>TH</sup> JANUARY 2018 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

In attendance: Liz Halson, Clerk

Members of the public: 0

**679 APOLOGIES FOR ABSENCE**  
Cllr. G.E. Collender, Cllr. R. Norris, Cllr. J. Wheelwright

**680 DECLARATIONS OF INTEREST**  
  
None

**681 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**  
  
None

[Cllr. Drew joined the meeting]

**682 CHAIRMAN'S ANNOUNCEMENTS**

682.1 100<sup>th</sup> Anniversary of the end of WW1 – Cllr. Sampson explained that the document circulated provided comprehensive details of how Parish Councils could commemorate this event. He asked for volunteers to investigate options, no offers were forthcoming so it was **AGREED** that the council would not be involved in activities to commemorate this event.

**683 MINUTES OF LAST MEETING**

683.1 It was **PROPOSED** and seconded that the minutes of the Extraordinary Parish Council meeting held on 3<sup>rd</sup> January 2018 be **APPROVED**. All in favour. <sup>1</sup>

683.2 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 12<sup>th</sup> December 2017 be **APPROVED**. All in favour. <sup>2</sup>

**684 CLERKS UPDATE**

684.1 Matters arising from previous minutes

684.1.1 598.1 New Play Equipment – it was **NOTED** that the steering wheel on the new

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<sup>1</sup> PS

<sup>2</sup> PS

tractor was broken off the night after it was installed. It has been replaced by Playground Facilities at no cost.

684.1.2 640.1.6 Bus Shelter, The Street – it was **NOTED** that the repair to the bus shelter has taken place, the cost has been covered by an insurance claim.

684.1.3 665.1.3 Hall Users – it was **NOTED** that since the last meeting the Clerk has tried to contact the hall user a number of times via telephone. This is in addition to email contact prior to the last meeting. The user has not responded and has made no further bookings. Without further information the council cannot take the complaint further.

684.1.4 640.1.4 Allotments – it was **NOTED** the completion has taken place on the following leases:

- Calico Trust to Swallowfield Parish Council - 25 year term from 01/01/2018
- Swallowfield Parish Council (SPC) to Swallowfield Parish Allotment Association (SPAA) - 24 year 11 month term from 01/01/2018.

Both leases must now be registered with the Land Registry which may take several months, but this has no effect on the position as far as SPC are concerned.

6.2 Other Items

6.2.1 Swallowfield Parish Hall – it was **NOTED** that there were issues with the electrics at the village hall over the Christmas period. The Parish Council would like to register its sincere thanks to the Caretaker who attended the village hall several times, including Christmas Day to ensure that the hall users were not inconvenienced. It was **NOTED** that an electrician would inspect the circuit on Wednesday 10<sup>th</sup> January 2018.

## 685 **PLANNING**

Chairman of Planning Committee: Cllr. J. Wheelwright

In the absence of Cllr. Wheelwright Cllr. Anderson lead the discussions on planning.

685.1 Current applications

685.1.1 172209 – Swallowfield Road, Arborfield, Wokingham, Berkshire  
Full application for the construction of a 2.3 KM Arborfield Cross Relief Road (including shared use pathway) linking A327 Reading Road in the north and A327 Eversley Road in the south east. The proposal includes two new roundabout junctions link to the existing road network along the A327, a new staggered priority junction at Swallowfield Road and a new shared-use (non-motorised user) bridge where Arborfield Footpath 17 intersects the proposed relief road.

It was **NOTED** that this application will be discussed at the WBC Planning Committee meeting to be held at the Council Offices, Shute End on Wednesday 10<sup>th</sup> January 2018 at 7pm.

685.1.2 173532 – Virginia Cottage, Church Road, Farley Hill, RG7 1TR  
Householder application for the proposed erection of part single storey, part two storey with rear dormer, part conversion of existing garage and part demolition of wall on the ground floor.

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

- 685.1.3 173539 – Moorside, Part Lane, Riseley, RG7 1RU  
Householder application for the demolition of existing front lean-to, existing rear lean-to and erection of part two storey, part single storey rear extensions, two storey front, single storey front extensions plus raising of roof on the old chapel to create first floor accommodation and installation of new oil storage tank.

It was **PROPOSED** and seconded that whilst the council did not object to this application it would like Wokingham Borough Council to ensure the appropriate consideration be given to mitigation for the large number of bats found living on site. All in favour. <sup>3</sup>

- 685.1.4 173623 – Mistletoe Cottage, The Devils Highway, Riseley, Wokingham RG7 1XR  
Full application for proposed erection of 1no. four bedroom dwelling following demolition of existing dwelling.

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

## 685.2 Results

- 685.2.1 172719 – Kingsbridge Paddock (Land Adjacent Kingsbridge Farm), Lambs Lane, Swallowfield, RG7 1JE.  
Full planning application for the proposed erection of single storey storage barn for agricultural purpose. **Refused**

The council did not object to this application, but did request that conditions were applied to ensure that the site was tidied up.

## 685.3 Appeals

- 685.3.1 APP/X0360/W/17/3172736 (WBC Ref: 162169) - Land At Cow City, Church Lane, Wokingham, Farley Hill, RG7 1UP

Full application for the proposed erection of 2no detached dwellings following the demolition of existing agricultural barn.

It was **NOTED** that a government appointed Inspector would hold an informal hearing into this appeal at The Council Offices, Shute End, 10am on 20<sup>th</sup> February 2018 and is scheduled to run for 1 day.

The Parish Council objected to this application in September 2016 as the council believed that it did not meet the criteria for permitted development.

- 685.4 Ruscombe Parish Neighbourhood Area Designation Application – it was **NOTED** that Ruscombe parish Council had applied to have the area of Ruscombe designated as a 'Neighbourhood Area' for the purposes of neighbourhood planning.

- 685.5 Local Plan Update – it was **NOTED** that the council would meet with Cllr. David Lee (Deputy Leader of Wokingham Borough Council on Tuesday 23<sup>rd</sup> January 2018, 7:30pm in the Rose Room. <sup>4</sup>

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<sup>3</sup> Clerk

<sup>4</sup> JW to compile a list of areas to be addressed

**686 FINANCE**

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

Lead Councillor: Cllr. P. Sampson

686.1 Accounts

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

686.1.2 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour. <sup>5</sup>

686.2 Budget – it was **NOTED** that the proposed budget has been circulated. Cllr. Sampson pointed out that a balanced budget had been put together and that the council would focus on three key projects for 2018; the car park at Swallowfield Parish Hall, including drainage, security gates at Swallowfield and Riseley and CCTV.

It is **PROPOSED** and seconded that the 2018/2019 budget be **APPROVED** and that a precept figure of £19,984 be submitted to Wokingham Borough Council. All in favour. <sup>6</sup>

**687 BILLS FOR PAYMENT**

On-line payments 43, and 44 were **APPROVED** before the meeting by Cllrs. Anderson and Sampson in accordance with resolution 526.4.1.

It was **PROPOSED** and seconded that the bills listed below with the exception of item 22 be **APPROVED** for payment. Item 22 would be approved once the Clerk confirmed that the work had been carried out satisfactorily.

On-line payments would be authorised by Cllrs. Anderson and McDonald. Cheques would be signed by Cllrs. McDonald and Sampson. <sup>7 8 9</sup>

Cllr. Sampson abstained on item 16. All in favour.

<b>1</b>	Linkai - Deposit refund	100.00
<b>2</b>	nPower	36.35
<b>3</b>	Woodside Recycling	62.40
<b>4</b>	Swallowfield Calico Charity	500.00
<b>5</b>	T Meunier-Edmond - Deposit Refund	300.00
<b>6</b>	C Polden - Deposit refund	100.00
<b>7</b>	Earley Town Council - Line Marking	257.40
<b>8</b>	Alarm Response	420.00
<b>9</b>	SSE - Fieldfayre	391.94
<b>10</b>	H Gavankar - Deposit Refund	100.00

<sup>5</sup> PS

<sup>6</sup> RFO

<sup>7</sup> JA / MM

<sup>8</sup> MM / PS

<sup>9</sup> RFO to issue payments

11	Grundon - Swallowfield	116.04
12	Grundon - Riseley	95.06
13	Wokingham Council - Street Light replacement	3172.55
14	Loddon Doors	66.00
15	Crewsafe Marine Ltd (SSE Grant)	279.54
16	P Sampson – Parish Events	413.29
17	Ricoh	20.34
18	Tanks Direct - SSE Grant	171.00
19	BALC	96.00
20	John Dollin	765.00
21	GLS	44.94
22	Lucas Plumbing and Heating (Tennis Club)	102.00
23	Moorepay	26.72
24	UK PUMP Supplies (SSE Grant)	70.01
25	The Safety Supply Company	433.62
26	Rub-a-dub-scrub	222.75
27	D2D Distribution - 300139	252.00
28	Aspli - 300140 (SSE Grant)	60.74
29	Gaelforce Marine - 300141 (SSE Grant)	229.88
30	Bon Viveur Syndicate - Deposit Refund	100.00
31	E.ON	321.00
32	E.ON	174.25
33	E.ON	172.56
34	E.ON	59.16
35	Direct Debit (HMRC PAYMENTS)	704.34
36	Direct Debit (CASTLE WATER) - TW9215892362	60.56
37	Direct Debit (CASTLE WATER) - TW2836480081	54.87
38	BACS Charge	17.12
39	Payroll - December	4326.30
40	Lloyds Bank (Alto Card)	218.00
41	British Telecom	337.80
42	British Gas	818.76
43	The Edwards Irish Partnership	8812.56
44	Lindum	55161.60

**688 PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

688.1 Fieldfayre Redevelopment

688.1.1 Update – it was **NOTE** that the regular monthly meeting took place on Thursday 21<sup>st</sup> December 2017 followed by the seventh valuation inspection.

688.1.2 Site Safety Audit – it was **NOTED** that the report had been reviewed with the contractor during the monthly meeting and the contractor had confirmed that all substantive actions had been completed. A further audit would be initiated in the near future.

688.1.3 Finance

688.1.3.1 Payments – it was **NOTED** that the seventh 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 7	£55,161.60
The Edwards Irish Partnership	Project Management	£8,812.56

688.1.3.2 Additional costs of £902 – it was **NOTED** that these costs related to security features installed for the temporary shop.

688.1.3.3 Loan – it was **NOTED** that the second instalment of £350,000 would be drawn down from the Public Works Loan Board before the end of January. The Clerk would investigate whether the date of the final draw down due in March could be extended to ensure that the figure requested is as accurate as possible. <sup>10</sup>

**689 RECREATION**

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

Lead Councillor: Cllr. P. Sampson (Interim)

689.1 Riseley Playground – Cllr. Sampson explained that he intended to make a proposal to replace the metal climbing frame in Riseley using a combination of s106 funds previously allocated by WBC and council reserves earmarked for replacement play equipment. However, full costing for replacement items had not been received. A proposal would be brought to the next meeting. Cllr. Morrissey requested that the surface in the playground be cleaned as part of the project.

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<sup>10</sup> Clerk

**690 ENVIRONMENT**

(The Marshes/Van Demans/Swallowfield Meadow/Community Orchard/Biodiversity/Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Cllr. C. Morrissey

- 690.1 The Marshes LNR – it was **NOTED** that a working party organised by Mrs Adams and Mrs King took place on Saturday 6<sup>th</sup> January. The work was reviewed by Cllr. Morrissey prior to commencement and a risk assessment was submitted to the Clerk.

Cllr. Morrissey explained that over 20 people turned out to help during the day and much of the work had been completed, however, another working party would be required to work on the footpath. He noted that due to bad weather the boardwalk had deteriorated significantly so all the boards had been removed. The boardwalk remains closed with appropriate barriers and notices. Cllr. McDonald asked that consideration be given to installing signage which clearly stated that The Marshes is open to the public. The council agreed to consider appropriate signage which highlights key features of The Marshes.

**691 RESILIENCE**

(Flooding/ditches/rivers/ Flood Resilience Group (FRG))  
Lead Councillor: Cllr. R. Norris

- 691.1 FRG – it was **NOTED** that the next meeting would be held on Wednesday 7<sup>th</sup> February 2018, 7:30pm, Bird in Hand, the Street.

**692 OUTSIDE ORGANISATIONS**

- 692.1 AWE Local Liaison Group – it was **NOTED** that the last meeting took place on 6<sup>th</sup> December 2017, Mr. Jeff Moss attended as the council's representative. Mr Moss drew attention to the wonderful apprenticeship options offered by AWE and the council **AGREED** to publicise them on the parish website and Facebook page. He also noted that a revised Radiation Emergency Preparedness and Public Information (REPPPIR) document is expected to be published early in the New Year, it will contain new Detailed Emergency Planning Zones, however, our Parish continues to fall outside either zone. <sup>11</sup>
- 692.2 Riseley Opposition Action Group (ROAG) – it was **NOTED** that an email had been received from the Chair of ROAG suggesting that he believed that there is suspicion of highway pollution on The Devil's Highway. The Clerk had responded explaining that the issued should be addressed with either Wokingham Borough Council or Hart District Council as the Parish Council had no jurisdiction in this area.
- 692.3 Loddon Fisheries Conservation Consultative – it was **NOTED** that the next meeting would be held on Wednesday 17<sup>th</sup> January 2018, 7:30pm Swallowfield Parish Hall.

**693 DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> February 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[The meeting closed at 20:44]

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<sup>11</sup> Clerk to publicise on parish website and Facebook page