

MINUTE OF THE PARISH COUNCIL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 13TH FEBRUARY 2018 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. P. Sampson (Chairman) Cllr. J. Anderson Cllr. C. Drew
Cllr. A. King, Cllr. M. McDonald, Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk

Members of the public: 2

694 APOLOGIES FOR ABSENCE

Cllr. G.E. Collender, Cllr. W. Dance, Cllr. C. Morrissey

695 DECLARATIONS OF INTEREST

None

696 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

696.1 Resident – I am here to listen to your comments on one of the planning applications and to answer any questions you may have.

Cllr. Wheelwright – thank you, I have been looking at the history of the site. Can you tell me what you plan to do with the land at the back of the site?

Resident – I'm not sure, it will be left as a paddock and mown as necessary.

Cllr. Wheelwright – will you be setting up covenants to ensure that no more housing is built in the future.

Resident – that was a condition of the outline planning permission so I presume that the same conditions will apply.

697 CHAIRMAN'S ANNOUNCEMENTS

697.1 Annual Parish Clean Up Day – it was **NOTED** that this event would take place on Saturday 24th March 2018, organised on behalf of the Parish Council by Nigel and Celia Adams. It was **PROPOSED** and seconded that the Parish Council provide refreshments for those taking part at a cost of approximately £100. All in favour. ¹

698 COUNCILLORS AND MEETINGS

698.1 Resignation – it was **NOTED** that Cllr. Norris had stepped down from his position as Parish Councillor on 13th January 2018.

¹ Clerk to notify Nigel & Celia Adams

- 698.2 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.
- 698.3 New Member
- 698.3.1 Co-option – it was **PROPOSED** and seconded that Mrs. A. King be co-opted onto Swallowfield Parish Council. All in favour. ²
- 698.3.2 Signing of the Acceptance of Office – Mrs. King signed the declaration and joined the meeting.
- 698.3.3 Declarations of Interest – Cllr. King confirmed that there were no declarations of interest.
- 698.4 Council Elections – it was **NOTED** that term of office for all Swallowfield Parish councillors finishes in May 2018. All current councillors, elected and co-opted, wishing to continue their service would have to stand for re-election alongside anyone else wishing to become a councillor. Should more than nine people stand there will be a contested election, if not those standing will be elected unopposed. ³
- Anyone interested in becoming a councillor and representing their community should contact the Parish Clerk or speak to a member of the Parish Council.
- Nominations forms are available from Wokingham Borough Council and the Parish Office.
- 698.5 Annual Parish Meeting – it was **PROPOSED** and seconded that this meeting take place on Tuesday 22nd May 2018. All in favour.

699 MINUTES OF LAST MEETING

- 699.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 9th January 2018 be **APPROVED**. All in favour. ⁴

700 CLERKS UPDATE

- 700.1 Matters arising from previous minutes
- 700.1.1 598.1 New Play Equipment – it was **NOTED** that there are issues with the new tractor. Cllr. Morrissey had met the installer when he came out to inspect the piece. The installer is now working with the manufacturer to agree a course of action.
- 700.1.2 684.2.1 Power Outage at Swallowfield Parish Hall - it was **NOTED** that the electrician had identified the sound system as the likely cause of the outage problem experienced over Christmas. The issue had been resolved and no further outages had been experienced.
- 700.1.3 687 Sports Pavilion - it was **NOTED** that the leak had been rectified and the bill paid.

² Clerk to inform WBC

³ Clerk to circulate email

⁴ PS

- 700.1.4 688.1.3.3 Public Works Loan Board – it was **NOTED** that the second instalment of £350,000 had been received. Once the loan expiry date has been reached DCLG can roll the end date for drawdown on the loan forward a year. In order for this to happen the council must submit the following; an update on project progress, budget for 2018/2019, explanation of why the extension is required. It was **AGREED** that the Clerk would prepare a budget for the end of the project and another drawdown would be made prior to the original end date. ⁵
- 700.1.5 689.1 Riseley play equipment – the proposal is on hold until item 700.1.1 is resolved. A proposal would be brought to the next meeting as a decision would be required before the end of the financial year. WBC had agreed to accrue the s106 money.
- 700.1.6 640.1.4 Allotments – it was **NOTED** that the registration of the leases with land registry is underway.
- 700.2 Other Items
- 700.2.1 Cleaning Company – it was **NOTED** that the company currently contracted to clean Swallowfield Parish Hall would cease to offer cleaning services from the end March. One of the employees has expressed an interest in continuing with the contract. It was **AGREED** that any contract with this individual would have to be through a company with the necessary Public Liability insurance. ⁶

701 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

701.1 Current applications

- 701.1.1 173143 – 20 Trowes Lane, Swallowfield, RG7 1RJ
Householder application for the proposed erection of two storey side and rear extensions including internal alterations, following the demolition of existing ground floor bathroom, plus single storey front extension to form porch.

It was **PROPOSED** and seconded that the council ask that a condition be applied to ensure that a bat survey is completed and appropriate mitigation is applied as necessary. All in favour.

- 701.1.2 173684 – Lambs Farm Business Park, Basingstoke Road, Swallowfield
Full application for the proposed erection of new business unit for Use Classes B1(b) and (c) (Light Industrial and Research and Development) and B8 (Storage and Distribution) use with ancillary office space as well as car and commercial vehicle parking with ancillary works within existing Business Park.

Cllr. Wheelwright explained that the unit would be squeezed in beside the entrance and takes up much of the remaining space in this section of the business park with parking is limited. He proposed that the council should object to the application on the following grounds; tight turning circle access for vehicles to the shuttered entrance of the unit; lack of parking provision which would lead to more problems on Lambs Lane; more traffic using the entrance close to the school with associated concerns for road safety for the children and the local air quality; inadequate provision to mitigate water run-off. The proposal to

⁵ Clerk

⁶ Clerk

use the existing soak-away model cannot be sustainable and there is no evidence provided to suggest that it is.

After discussion it was **PROPOSED** and seconded that the council comment as detailed above. All in favour.

- 701.1.3 173575 – Ampress Cottage, Charlton Lane, Swallowfield RG7 1RT
Householder application for the proposed erection of a first floor to create habitable accommodation.

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

- 701.1.4 173671 – Gate Cottage, Church Road, Farley Hill RG7 1TR
Householder application for the proposed erection of single storey side extension to dwelling, front porch extension, internal alterations and changes to fenestration.

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

- 701.1.5 173723 – 2 Church Road, Farley Hill RG7 1TX
Householder application for the proposed erection of a single storey conservatory to the rear of the dwelling.

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

- 701.1.6 173726 – Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY
Full application for the proposed erection of 5no dwellings with detached garages and a balancing pond.

It was **PROPOSED** and seconded that the council would support this application. It was **AGREED** that the council would send representation to speak at the planning committee meeting. All in favour.

- 701.1.7 180114 – Barossa Farm Stables, The Devils Highway, Riseley RG7 1XR
Householder application for the erection of single storey side extension to dwelling following the demolition of the existing workshop.

It was **PROPOSED** and seconded that as this application was the same as a previous lapsed application the council would not object, but would ask that the same conditions are applied. All in favour.

701.2 Results

- 701.2.1 172209 – Arborfield Cross Relief Road, Swallowfield Road, Arborfield
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. **Approved**

701.3 Notifications

701.3.1 173694 – The Rosery, Odiham Road, Riseley RG7 1SD
Proposal: Tree Works Application TPO 1400/2011 Single 1 T1 Oak- To remove all major deadwood over 30mm in diameter and to tip reduce the lowest lateral limbs growing towards the clients and neighbouring property to give a minimum 2 metre clearance. This action will result in a lateral tip reduction of up to 1.5 meters resulting in a pruning cut no greater than 30mm in diameter. To raise the canopy over the footpath to 2.5 meters from ground level. This action will result in the removal of the epicormic growth back to source, the resulting pruning cuts will be no greater than 30mm in diameter. All works will be carried out in accordance with BS3998.

701.3.2 180036 – Building next to 14, Loddon Court Farm, Beech Hill Road, RG7 1HT
Notification for prior approval for proposed change of use from General Store to dwelling.

701.3.3 180237 – 31 The Pippins, Swallowfield, Berkshire RG7 1LW
TREE WORKS APPLICATION- TPO1485/2016 - T1 ash- Crown lift by removing low branch overhanging rear garden of 31 back to source.

701.4 Appeals

701.4.1 Appeal Ref: APP/X0360/W/17/3175817 – (WBC Ref: 162498) - Land to the west of Trowes Lane, Swallowfield, Wokingham

It was **NOTED** that the appeal had been allowed because of Wokingham's 5 year land supply. It is not yet known whether Wokingham Borough Council would fight the decision. It was **AGREED** that Parish Council could not fight the appeal as it does not have control over these figures.

701.4.2 APP/X0360/C/16/3153193 (WBC Ref: 161915) – Kybes Lane, Reading 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 a government appointed Inspector will hold a public inquiry into this appeal at The Council Offices, Shute End, 10am 13th March 2018, scheduled to run for 3 days. This site is in a neighbouring parish.

701.5 Local Plan Update Master Planning Community Workshops – it was **NOTED** that WBC are holding two workshops, one for Arborfield on the 2nd March 2018, 18:00-21:00 and the other for Grazeley on 24th March 2018, 09:30-16:30. ⁷

701.6 Local Plan Update – it was **NOTED** that the parish council met with Cllr. David Lee, Deputy Leader of Wokingham Borough Council on Tuesday 23rd January 2018.

702 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance)
Lead Councillor: Cllr. P. Sampson

702.1 Accounts

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

⁷ Clerk to establish the objective and agenda for these meetings

702.1.2 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour. ⁸

702.1.3 Petty Cash – it was **NOTED** that Cllr. Sampson had signed the Petty Cash Book on 6th January 2018.

702.2 Investments, Charles Stanley

702.2.1 Half Yearly Review – it was **NOTED** that the Half Yearly Review had been received and circulated.

702.2.2 Client Suitability Assessment – the Finance Working Group have reviewed the Client Suitability Assessment sent by Charles Stanley. It was **PROPOSED** and seconded that council confirms that the assessment is an accurate reflection of the council's position. Charles Stanley are aware of the DCLG loan taken out from DCLG to complete the Fieldfare Project. All in favour. ⁹

702.3 Bank Signatories – it was **PROPOSED** and seconded that the following changes are made to the bank signatories for all transactions;

- remove Cllrs. Collender and Norris
- add Cllrs. Anderson, Dance, Drew, King, McDonald, Morrissey, Sampson and Wheelwright.

All in favour. ¹⁰

702.4 Insurance – it was **NOTED** that Cllr. Sampson and the Clerk met with a representative from the council's insurance broker, Came and Co to discuss the obligations of the Parish Council.

702.5 Finance Working Group – it was **NOTED** that the group met on 17th January, Cllr. Sampson circulated notes from the meeting. The dates of the next meetings are 18th April and 18th July 2018.

703 GENERAL DATA PROTECTION REGULATIONS (GDPR)

703.1 Preparation – it was **PROPOSED** and seconded that the council prepares for its responsibilities under the new GDPR by asking the Clerk to carry out a full data audit and prepare a data retention policy. All in favour. ¹¹

It was **NOTED** that the council must take responsibility for ensuring that any suppliers handling data on behalf of the Parish Council have appropriate measures in place.

703.2 GDPR Training – it was **PROPOSED** and seconded that Cllr. Anderson and the RFO attend a training course on 22nd February being run by CCB at a cost of £70. All in favour.

⁸ PS

⁹ Clerk

¹⁰ RFO

¹¹ Clerk

704 BILLS FOR PAYMENT

On-line payments 27, 28 and 29 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 be **APPROVED** for payment. All in favour.

On-line payments would be authorised by Cllrs. Anderson and Wheelwright. ¹²

	N Ferguson	100.00
2	GLS	57.55
3	JMS infoTEC	235.92
4	A1 Security Systems	140.40
5	CCB	70.00
6	Queensbury Shelters	1,827.70
7	Wokingham BC	1,370.00
8	GLS	105.50
9	SSE	59.52
10	NH Electrical	72.00
11	Moorepay	36.52
12	Grundon	116.41
13	Grundon	95.44
14	Lucas Plumbing and Heating	77.59
15	Rub-a-dub-scrub	243.00
16	E.ON	226.81
17	E.ON	71.68
18	E.ON	210.37
19	E.ON	275.75
20	Direct Debit (HMRC PAYMENTS)	704.34
21	Direct Debit (CASTLE WATER) - TW9215892362	60.56
22	Direct Debit (CASTLE WATER) - TW2836480081	54.87
23	BACS Charge	17.12
24	Payroll - December	4,478.70
25	Lloyds Bank (Alto Card)	73.14
26	Southern Electric	133.32
27	Wokingham Council	325.00
28	Gem Tec Security Systems Ltd	528.00
29	Lindum	57,867.48

¹² JA / JW

705 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

705.1 Fieldfayre Redevelopment

705.1.1 Update – it was **NOTED** that the regular monthly meeting took place on Thursday 28th January 2018 followed by the eighth valuation inspection.

705.1.2 Finance

705.1.2.1 Payments – it was **NOTED** that the eighth 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 8	£57,867.48
GemTec Security	CCTV – temp shop	£528.00
Wokingham Borough Council	Postal Address Registration	£325.00

705.2 Shop

705.2.1 Move of the shop/PO back into its original space – it was **NOTED** that the shop/PO would begin the move back to the refurbished space w/c 26th March. A detailed schedule had been issued by the Post Office. It was expected that the shop/PO would be shut during the move and would reopen on Tuesday 3rd April.

705.2.2 Shop/PO Fitout - it was **PROPOSED** and seconded that due to commercial sensitivities this item be discussed in Part II. All in favour.

706 RECREATION

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

Lead Councillor: Cllr. P. Sampson (Interim)

706.1 Scout Hut – it was **NOTED** that Cllr. Sampson and the Clerk met with representatives of the Swallowfield Scout Group. The group would like to invest funds raised by the group to erect a brick-built storage facility to replace the metal container which is now in need of replacement. The scout group would like to investigate the possibility of building a structure on land next to the multi-purpose games court (MUGA).

It was **PROPOSED** and seconded that the council support the scout group in these investigations and in principle do not object to a storage facility being built at the Parish Hall subject to agreement on matters such as maintenance, repair and insurance. It was, however, highly unlikely that the council would offer any financial support. All in favour. ¹³

706.2 Swallowfield

706.2.1 Masons Funfair – it was **PROPOSED** and seconded that the council allow Masons to run their funfair on 7th/8th July, 2pm to 9pm on Swallowfield Recreation Ground for a fee of £400 including VAT and a deposit of £200. The fair would set up from Tuesday 3rd July and leave on Tuesday 10th July. All in favour. ¹⁴

¹³ Clerk

¹⁴ Clerk

- 706.2.2 Fencing – it was **NOTED** that posts in part of the fence surrounding the recreation ground had rotted and were loose. In addition, one of the posts for the fence surrounding the pre-school garden was also rotten causing the fence to lean.

It was **PROPOSED** and seconded that the work be carried out at a cost of £1,281. All in favour. ¹⁵

- 706.3 Riseley

- 706.3.1 Fencing – it was **NOTED** that the gate and fence which lead into the orchard are in a poor state, the gate having blown over during recent bad weather. In addition, two posts of the rail fence in front of the tennis courts have rotted and the low rail fence by the back door was in a poor condition.

It was **PROPOSED** and seconded that the work be carried out at a cost of £1,207. All in favour. ¹⁶

- 706.4 Quarterly Playground Inspection – it was **NOTED** that this report had been received, it would be reviewed and any items actioned.

707 HALLS

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

- 707.1 Swallowfield Parish Hall, Five Year Electrical Condition Test – it was **PROPOSED** and seconded that this testing be carried out at a cost of £1,200. All in favour. ¹⁷

708 COMMUNICATIONS

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

- 708.1 Newsletter

- 708.1.1 Advertising – it was **PROPOSED** and seconded that the rate for advertising in the Parish Newsletter be increased to £88 (including VAT) for an A6 size advert. All in favour. ¹⁸

- 708.1.2 Copy Date – it was **NOTED** that contributions for the Spring Newsletter should be sent to gordon.collender@btinternet.com by 28th February 2018.

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

¹⁵ Clerk

¹⁶ Clerk

¹⁷ Clerk

¹⁸ GC to inform advertisers

709 ENVIRONMENT

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

- 709.1 Fields Forum (previously known as the NAG) – Cllr. Sampson asked for a councillor to attend these meetings and represent the council with the police and representatives of the community. No councillor was prepared to attend. It was, therefore, **AGREED** that the council would not participate in the group at this time.
- 709.2 The Marshes – it was **NOTED** that another working party would take place on Saturday 4th March during which the oak saplings would be thinned. ¹⁹ It was **NOTED** that a proposal was being produced for work required on the boardwalk.

710 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group (FRG))
Lead Councillor: TBA

- 710.1 FRG – it was **NOTED** that the meeting scheduled for 7th February had been postponed. The next meeting would be held on Wednesday 7th March 2018, 7:30pm, Rose Room, Swallowfield Parish Hall.

711 TRANSPORTATION

(Road issues/speeding/public transport/police liaison)
Lead Councillor: TBA

- 711.1 Road Closure, Basingstoke Road – it was **NOTED** that the B3349, Basingstoke Road between the junctions of Swallowfield Street and Back Lane would be closed from 26th February to 19th March so that essential bridge strengthening works could commence. The Clerk had not had a response from WBC regarding re-routing of buses.
- 711.2 Byways
- 711.2.1 Jouldings Ford Consultation – it was **AGREED** that the council would not comment as it had no evidence to offer.
- 711.2.2 Byway 32, Sandpit Lane in a southerly direction via Wheelers Copse, then in a south-westerly direction to Ford Lane. It was **NOTED** that no mechanically propelled or non-mechanically propelled vehicle, horse or pedal cycle would be permitted to enter or proceed along this part of the byway because of the likelihood of serious damage to the road during winter months.
- 711.2.3 Byway 8, Swallowfield, Raggets Lane running from Bunglers Hill in a westerly and southerly direction to Sandpit Lane at Sandpit Farm. It was **NOTED** that no mechanically propelled or non-mechanically propelled vehicle, horse or pedal cycle would be permitted to enter or proceed along this part of the byway because of the likelihood of serious damage to the road during winter months.

¹⁹ AK to ask CM to join

711.3 Highways & Transport Communications Strategy Briefing – it was **NOTED** that this meeting would take place on Monday 26th February 2018 at 7pm in the Council Chamber at Shute End. Cllr. Wheelwright would attend. ²⁰

712 BOROUGH MEETINGS

712.1 Clerk's Forum – it was **NOTED** that the Clerk attended this meeting on 17th January 2018.

712.2 Borough Parish Liaison Forum – it was **NOTED** that the Clerk attended this meeting on 5th February 2018.

713 OUTSIDE ORGANISATIONS

713.1 Citizen Advice Bureau (CAB) – it was **NOTED** that CAB would not be holding any more outreach sessions at the Swallowfield Medical Centre from 1st April 2018.

714 DATE OF NEXT MEETING

Tuesday 13th March 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

²⁰ JW

PART II

715 WEBSITE

It was **NOTED** that Parish Websites Ltd (Parishcouncil.net) have still not invoiced the council despite an assurance that it would be doing so in 2017. No communication has been received from the company regarding the hosting service, however, the Clerk has been contacted by a neighbouring parish saying that they have similar concerns and have recently received an email from Neil Pfister telling that they will be invoiced shortly.²¹

716 FIELDFAYRE – Shop/Post Office

Cllrs. Anderson and Sampson and the Clerk would meet with Mr. & Mrs.Kumar and their son on Wednesday 14th February.

[The meeting closed at 21:55]

²¹ JW / Clerk to look at options