

MINUTE OF THE PARISH COUNCIL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 13TH MARCH 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. W. Dance, Cllr. M. McDonald, Cllr. C. Morrissey

In attendance: Liz Halson, Clerk

Members of the public: 4

717 APOLOGIES FOR ABSENCE

Cllr. G.E. Collender, Cllr. A. King, Cllr. J. Wheelwright

718 DECLARATIONS OF INTEREST

None

719 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

719.1 Land at Odiham Road Riseley

Residents explained that they were attending the meeting to ask that the Parish Council support the residents of Riseley and object to the reserved matters application and drainage conditions.

Cllr. Sampson – the council will be discussing these applications and Cllr. Wheelwright has produced draft responses which I believe he has already discussed with a number of Riseley residents prior to tonight's meeting.

Resident – we are particularly concerned about the application to discharge the drainage conditions. Thames Water have objected to the solution.

Cllr. Sampson – has this been raised with WBC?

Resident – yes, but we have had no response. Another resident met with David Lee, Deputy Leader of WBC, he said that he was not aware of the site.

Cllr. Sampson – the site was raised at a meeting which the council had with Cllr. Lee in January. Swallowfield Parish Council will make WBC aware of all the issues it has identified. I propose that we also send our comments regarding drainage/flooding concerns to Thames Water and Francesca Hobson, Flood Risk Manager, at WBC.

Cllr. Anderson explained that the council would respond to the reserved matters application, which addressed number and type of buildings and the application to discharge the drainage conditions.

- 719.2 Speeding in Riseley
Resident - speeding is still an issue in Riseley. We need these people to be prosecuted.

Cllr. Sampson – we can't install cameras, that is the responsibility of WBC and it is not installing that technology at present.

Resident – can we have more police presence.

Cllr. Sampson – we can raise it at the Fields Forum.

- 719.3 Format of Council Meetings

Resident – please could the forum for feedback at the end of the meeting be re-introduced. I was very disappointed that at the last meeting the council agreed not to organise a commemoration for WW1 and no one agreed to represent the council at the NAG (Fields Forum).

Cllr. Sampson – we changed the format of the meetings because the Q&A session at the end meant that council meetings were sometimes not ending until after 11pm. Agendas are published in advance and it is more appropriate for residents to make comments on any items on the agenda at the beginning of the meeting so that councillors can take those comments into account when making their decisions. Feedback at the end of the meeting has little value as decisions already made cannot be reversed. Councillors will always try to make time to speak with residents.

720 CHAIRMAN'S ANNOUNCEMENTS

- 720.1 Mr Max Bowker – it is with great sadness that the council learnt that Mr. Max Bowker passed away last week. Max served as a councillor for over 28 years and will be remembered by many for his dedicated service to the parish, especially using his expert knowledge of planning.
- 720.2 Annual Parish Clean Up Day – it was **NOTED** that this event will take place on Saturday 24th March, 10am to 4pm. Refreshments would be provided.
- 720.3 Swallowfield Parish Events Group – it was **NOTED** that after a break SPEG return to Swallowfield Parish Hall, hosting a production of *The Ministry of Biscuits* at the Hall on Friday 16th March 2018.

721 COUNCILLORS

- 721.1 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.

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.

722 MINUTES OF LAST MEETING

722.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 13th February 2018 be **APPROVED**. All in favour. ¹

723 CLERKS UPDATE

723.1 Matters arising from previous minutes

723.1.1 598.1 New Play Equipment – it was **NOTED** that remedial work had taken place and the tractor was now as expected.

723.1.2 698.5 Annual Parish Meeting, Tuesday 22nd May 2018 – it was **NOTED** that the following speakers and topics had been confirmed;

- Fieldfare – Tony Eely/Paul Edwards, Edwards Irish
- Allotments, 7 years on – Ian Swann/Terry Pinder, Swallowfield Parish Allotments Association
- The Marshes LNR – Celia Adams/Angela King

723.1.3 703 General Data Protection Regulations (GDPR) – it was **NOTED** that the Wokingham Borough Clerks were investigating options for appointing a Data Protection Officer.

723.1.4 711 Road Closure, Basingstoke Road – it was **NOTED** that the office had received copies of complaints made to Wokingham Borough Council regarding damage to the road surface and ditches on Lambs Lane due to the high volume of traffic using the lane during the road closure.

723.2 Other Items

723.2.1 Riseley Memorial Hall – it was **NOTED** that the hot water tank in the loft space had been leaking. It would be replaced at a cost of £642 excl. VAT.

723.2.2 Speeding – it was **NOTED** that an email had been received from a resident complaining about speeding on The Street.

724 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

724.1 Current applications

724.1.1 173760 – 17 Curlys Way, Swallowfield, RG7 1QZ
Householder application for the proposed erection of single storey rear extension to dwelling plus part conversion of existing garage to create habitable accommodation and internal alterations.

It was agreed that the whilst the council did not objection to the rear extension it was not in favour of the conversion of garages into habitable space.

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

¹ PS

724.1.2 18/00242/REM - Land at Odiham Road, Riseley RG7 1SH
Details of appearance, landscaping, layout and scale (Reserved Matters) pursuant to outline planning permission ref: 16/02989/OUT for the development of up to 83 residential dwellings, vehicular access from Odiham Road, public open space, ancillary works and associated infrastructure.

724.1.3 18/00353/CON - Land at Odiham Road, Riseley RG7 1SH
Discharge of conditions 8-drainage strategy- and 9-surface water drainage - pursuant to 16/02989/OUT Outline application for the development of up to 83 residential dwellings, vehicular access from Odiham Road, public open space, ancillary works and associated infrastructure on land off Odiham Road, Riseley. All matters reserved except for access.

724.1.4 180446 – Land at Odiham Road, Riseley RG7 1SH
Consultation from Hart District Council for the following proposal: Details of appearance, landscaping, layout and scale (Reserved Matters) pursuant to outline planning permission ref: 16/02989/OUT for the development of up to 83 residential dwellings, vehicular access from Odiham Road, public open space, ancillary works and associated infrastructure.

This will assist WBC in their response to application above, 18/00242/REM.

The council discussed how it would respond to the three applications above. It was **PROPOSED** and seconded that the draft circulated by Cllr. Wheelwright with updates by Cllr. Anderson would be submitted to the various authorities; 18/00242/REM and 18/00353/CON to Hart District Council, 180446 to Wokingham Borough Council. In addition, the letter detailing concerns regarding discharge of the drainage conditions would be sent to Thames Water and Francesca Hobson, Wokingham Borough Council. All in favour. ^{2 3}

724.1.5 180353 - Plot 1 (formerly Lyncot and Gertdene), Bull Lane, Riseley, RG7 1TA
Householder application for the conversion of integral garage to plot 1 to habitable accommodation including insertion of new window.

It was agreed that the council was not in favour of the conversion of garages into habitable space.

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

724.1.6 180550 – Grange Cottage, The Street, Swallowfield RG7 1RE
Householder application for the proposed erection of a 3.5m high fence.

It was **AGREED** that a fence of this height was not appropriate in a rural village location. It was **PROPOSED** and seconded that the council would object to this application. All in favour.

724.1.7 180616 – 3 Church Road, Farley Hill, Wokingham, RG7 1TX
Householder application for the proposed erection of a dropped kerb in front of the property.

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

² Clerk to send letter to Thames Water

³ Clerk to send letter to Francesca Hobson (WBC)

- 724.1.8 180641 - The Marshes, School Lane, Riseley, Wokingham, RG7 1XT
Application for variation of a condition 2 following grant of planning consent 152270 for proposed demolition of existing two storey dwelling and outbuildings and erection of a four-bedroom, two storey dwelling with associated parking. Condition 2 relates to amended access point in line with approved accommodation access.

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

724.2 Results

- 724.2.1 171084 - Land North of Part Lane, Riseley, RG7 1NW.
Outline Planning Application for up to 28 dwellings with ancillary works and access from part lane, all matters to be reserved with the exception of the site access. **Refused**

The Parish Council objected to this application.

- 724.2.2 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. **Refused**

The Parish Council did not object to this application but requested that WBC ensure that appropriate consideration be given to mitigation for the large number of bats found living on the site.

- 724.2.3 173671 – Gate Cottage, Church Road, Farley Hill, RG7 1TR.
Householder application for proposed erection of single storey side extension to dwelling, front porch extension, internal alterations and changes to fenestration. **Refused**

The Parish Council did not comment on this application

724.3 Notifications

724.4 Appeals

- 724.5 Hart Local Plan Strategy and Sites 2016-2032 Consultation – it was **PROPOSED** and seconded that authority be delegated to the RFO with input from Cllrs. Wheelwright and Anderson to submit a response to this consultation. All in favour. ⁴

- 724.6 West Berkshire Local Plan Review to 2036 Scoping Report and the Sustainability Appraisal Scoping Report Consultation – it was **PROPOSED** and seconded that authority be delegated to the RFO with input from Cllrs. Wheelwright and Anderson to submit a response to this consultation. All in favour. ⁵

[Members of the public left]

⁴ JW, JA, RFO

⁵ JW, JA, RFO

725 FINANCE

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

Lead Councillor: Cllr. P. Sampson

725.1 Accounts

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

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

726 BILLS FOR PAYMENT

On-line payments 35, 36, 37, and 39 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 14 be **APPROVED** for payment. All in favour. ⁷

On-line payments would be authorised by Cllrs. McDonald and Sampson. ⁸

1	TV Licensing	147.00	
2	Grundon	98.59	Riseley
3	Grundon	98.59	Swallowfield
4	B Brooke	100.00	Deposit Refund 9/3
5	Stratfield Turgis CC	300.00	Deposit Refund 10/3
6	Diane King	100.00	Deposit Refund 10/3
7	R Macintyre	100.00	Deposit Refund-4/3
8	MC Russell	100.00	Deposit Refund-24/2
9	D and J Archard	100.00	Deposit Refund-17/2
10	NH Electrical	840.00	Condition Report
11	Grundon	121.66	Swallowfield
12	Grundon	99.78	Riseley
13	G Malcolm	275.00	Deposit Refund-18/2
14	nPower	3388.84	Shop
15	The Play Inspection Company Ltd	306.00	
16	Rub-a-dub-scrub	249.75	
17	Lucas Plumbing and Heating	102.00	Riseley repair
18	Premier Office Supplies	103.98	
19	T's Gardening Services	274.74	Bollard, Swallowfield
20	The Community Hearbeat Trust	100.00	Deposit Refund-Nov

⁶ PS

⁷ Clerk / RFO to investigate

⁸ MM / PS

21	Moorepay	36.52	Month 11
22	Moorepay	26.72	Month 8
23	E.ON	187.78	01543947710A
24	E.ON	59.54	015437967150A
25	E.ON	175.18	015437972740A
26	E.ON	422.92	
27	Direct Debit (HMRC PAYMENTS)	770.08	
28	Direct Debit (CASTLE WATER) - TW9215892362	60.56	Riseley Village Hall
29	Direct Debit (CASTLE WATER) - TW2836480081	54.87	Parish Hall
30	Direct Debit (CASTLE WATER) - TW4454536580	219.29	Parish Stores
31	BACS Charge	17.12	
32	Payroll - February	4304.93	
33	Lloyds Bank (Alto Card)	3.00	
34	British Gas	1667.42	
35	Lindum	53212.74	
36	Lindum	18929.57	
37	Merson Group	321.60	
38	Gem Security Systems	1488.00	

727 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

727.1 Fieldfayre Redevelopment

727.1.1 Update – it was **NOTED** that the regular monthly meeting took place on Thursday 22nd February 2018 followed by the ninth valuation inspection. It was **NOTED** that the shop/PO would be closed from Monday 26th March to Monday 2nd April inclusive, although it is believed that newspapers would be available over this period. The refurbished shop would re-open on Tuesday 3rd April.

727.1.2 Finance

727.1.2.1 Payments – it was **NOTED** that the ninth 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 9	£72,142.31
Merson Group	Signage	£321.60

727.1.3 Public Works Loan Board – it was **PROPOSED** and seconded that the third drawdown would be for £130,000. All in favour. ⁹

⁹ RFO

- 727.2 Shop/PO – it was **PROPOSED** that due to commercial sensitivities this item be discussed in Part II. All in favour.
- 727.3 Parish Noticeboard – it was **PROPOSED** and seconded that the Parish Council noticeboard be replaced with a 3-bay noticeboard at a cost of £1,776.03 plus VAT. All in favour. ¹⁰
- 727.4 Fencing – it was **NOTED** that the fencing around the site had been reviewed and appropriate action agreed.
- 727.5 Residential Properties – it was **NOTED** that three agents had been approached regarding the management of the residential properties

728 RECREATION

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

Lead Councillor: Cllr. P. Sampson (Interim)

- 728.1 Annual Playground Inspection – it was **NOTED** that the annual report had been received. One item, a timber structure in the natural play area at Swallowfield was assessed as a moderate risk, due to rotten timbers, this item would be removed. All other items were assessed as Low or Very Low Risk so would be addressed as appropriate. ¹¹
- 728.2 Playground Equipment – it was **PROPOSED** and seconded that the remaining s106 money allocated to the parish of approximately £4,000 be used to purchase new play equipment for Farley Hill as no new equipment had been installed for many years. All in favour. ¹²

It was **AGREE** supplier C would be asked to install one seesaw and one butterfly roundabout. It was **AGREED** that the Clerk would contact Farley Hill School to agree the positioning of the items. ^{13 14}

729 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 729.1 Swallowfield Parish Hall, Five Year Electrical Condition Test – it was **PROPOSED** and seconded that the work highlighted in the 5-year electrical condition testing be carried out during the pre-school holidays at a cost of £1,282.50. All in favour. ¹⁵
- 729.2 Cleaning Contract – it was **PROPOSED** and seconded that due to commercial sensitivities this item be discussed in Part II. All in favour.

¹⁰ Clerk

¹¹ Clerk

¹² Clerk to submit claim to WBC

¹³ Clerk to contact Farley Hill School

¹⁴ Clerk to place order

¹⁵ Clerk

730 ENVIRONMENT

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

- 730.1 Fields Forum (previously known as the NAG) – Cllr. McDonald volunteered to represent the Parish Council at these meetings. ¹⁶

731 RESILIENCE

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

- 731.1 Lead Councillor – it was **AGREED** that Cllr. King would be lead councillor for Resilience.
731.2 FRG – it was **NOTED** that the last meeting was held on 7th March 2018.

732 TRANSPORTATION

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

- 732.1 Highways & Transport Communications Strategy Briefing – it was **NOTED** that this meeting took place on 26th February 2018, Cllr. Wheelwright attended and circulated notes.

733 BOROUGH MEETINGS

- 733.1 Clerk's Forum – it was **NOTED** that the Clerk attended this meeting on 7th March 2018.
733.2 Wokingham Borough Council Clerks Forum – it was **NOTED** that the Clerk attended this meeting on 12th March 2018.
733.3 Borough Parish Liaison Forum – it was **NOTED** that the next meeting will be held on Monday 26th March 2018.

734 OUTSIDE ORGANISATIONS

- 734.1 AWE Local Liaison Committee – it was **NOTED** that Mr. J. Moss attended a meeting as representative of Swallowfield Parish Council on 7th March 2018. Tabled notes and a summary from Mr Moss had been received.

It was **AGREED** that the council would accept the offer from AWE to send a representative to brief the council on their activities. It was agreed that the meeting should be scheduled for a 4th Tuesday in either June or July. ¹⁷

¹⁶ Clerk let MM know date of the next meeting

¹⁷ Clerk to organise

735 CORRESPONDENCE

- 735.1 Riseley Objectors Action Group (ROAG) – it was **NOTED** that Mr. John Duncan, on behalf of ROAG had made a request for information under the Environmental Information Regulations 2004.
- 735.2 Riseley Objectors Action Group – it was **NOTED** that Mr. John Duncan, on behalf of ROAG, had made a second request for information under the Environmental Information Regulations 2004.

The Clerk had offered to meet with representatives of ROAG and two councillors had agreed to attend. Two dates were offered but the ROAG representatives had declined.

736 DATE OF NEXT MEETING

Tuesday 10th April 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

PART II

737 FIELDFAYRE – Shop/Post Office

- 737.1 Move of shop – it was **NOTED** that a removal company had been engaged to facilitate the move of all of the fridges/freezers from the container at the Parish Hall and the move of the contents of the temporary shop. Mr Kumar would be asked to make arrangements to remove all shelving which would not be used in the new shop. The cost of the removals would be approx. £1,700 plus VAT.
- 737.2 Post Office Community Grant – it was **NOTED** that Mr Kumar had agreed to claim the money granted by the Post Office Community Fund. Lindum Construction would be asked to raise the appropriate invoices.
- 737.3 Lease for the shop – it was **NOTED** that Cllrs. Anderson and Drew met to discuss the lease required for Mr Kumar and any future tenant. Cllr. Drew agreed to draw up terms of reference which could be used to get quotes for the work. ¹⁸
- 737.4 Residential Properties
- 737.4.1 Letting Agents – it was **NOTED** that Cllr. Anderson and the Clerk had met with three agents to discuss management of the residential properties, Davis Tate, Romans and White Knights. Rental rates for each property different slightly but the council could agree with each agent the rental prices. It was **AGREED** that Cllr. Morrissey would speak to each of the agents to negotiate the management rate and report back to the Clerk. ¹⁹
- 737.5 Potential Tenants – it was **NOTED** that the Clerk has collected a list of people with a serious interest in renting the various properties. It was **AGREED** that the selected agent would be asked to offer the properties to the interested parties in the order in which they expressed an interest. ²⁰
- 737.6 Fences – it was **NOTED** that the report on the condition of the fences highlighted one which needed to be replaced. It had been agreed that the resident who owned the fence would pay 50% of replacement. The residents who own the fence had accepted responsibility for ongoing maintenance of the fence. ²¹

738 HR

Cleaning Contract - it was **AGREED** that the Parish Council would like to retain the services of one of the employees of Rub-a-dub-Scrub for cleaning of Swallowfield Parish Hall once the company ceases to trade at the end of March. A contract for services would be created and state that she is responsibility for her tax and NIC liabilities. ²²

[The meeting closed at 21:51]

¹⁸ Clerk to speak to solicitors

¹⁹ CM

²⁰ Clerk

²¹ Clerk write a letter confirming the position

²² Clerk / RFO