

MINUTE OF THE PARISH COUNCIL MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 10<sup>TH</sup> APRIL 2018 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. P. Sampson (Chairman), Cllr. J. Anderson, Cllr. G.E. Collender  
Cllr. C. Drew Cllr. A. King Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk

Members of the public: 2

**739 APOLOGIES FOR ABSENCE**

Cllr. W. Dance, Cllr. M. McDonald

**740 DECLARATIONS OF INTEREST**

None

**741 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

None

**742 CHAIRMAN'S ANNOUNCEMENTS**

742.1 Annual Parish Clean Up Day – it was **NOTED** that this event was a great success with over 70 people taking part and approximately 200 bags of litter collected. This does not include the work done by the fishermen on the river. The council would like to express its gratitude to Celia and Nigel Adams for organising the event and to all the many participants.

[Cllr. Drew arrived and offered no declarations of interest]

742.2 Annual Parish Meeting – it was **NOTED** that this meeting would take place on Tuesday 22<sup>nd</sup> May 2018 at 7.30pm in Swallowfield Village Hall. The council is pleased to welcome speakers on the following topics, Fieldfare Development, Swallowfield Parish Allotments and The Marshes Local Nature Reserve. Refreshments would be served by Riseley Village Tea Room.

742.3 Annual Report – it was **NOTED** that the Annual Report would be produced in the same format as last year. Any councillor wishing to include a short article should inform the Clerk.

**743 COUNCILLORS**

743.1 Cllr. C. Morrissey – it was **NOTED** that Mr. Chris Morrissey had stepped down as councillor. Anyone wishing stand as a councillor should contact the Clerk.

743.2 Council Elections – it was **NOTED** that there would be no Parish Council Election for the Parish of Swallowfield. All of the existing councillors stood for election and all have been elected unopposed as there were no further nominations.

**744 MINUTES OF LAST MEETING**

744.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 13<sup>th</sup> March 2018 be **APPROVED**. All in favour. <sup>1</sup>

**745 CLERKS UPDATE**

745.1 Update on items from previous meetings

745.1.1 703 General Data Protection Regulations (GDPR) – it was **NOTED** that a draft Data Retention Document had been prepared and the data audit is on-going. Other documents which need to be prepared include a privacy notice, plan to communicate that notice, policies relating to data processing and protection. The Wokingham Clerks Forum is meeting regularly to share information and to review options for appointing a Data Protection Officer (DPO). A DPO must be appointed at the May meeting in order to comply with GDPR.

745.1.2 723.2.1 Riseley Memorial Hall – it was **NOTED** that the hot water tank in the loft space has been replaced.

745.1.3 726 Electricity Bill at Fieldfare – it was **NOTED** that following investigation it had been established that the meter for which nPower are trying to charge was removed in November 2017. An engineer is visiting the site on 16<sup>th</sup> April to confirm that this is the case. The bill would then be adjusted accordingly.

745.1.4 728.2 Playground Equipment, Farley Hill – it was **NOTED** that it would not be possible to install the play equipment approved at the last parish council meeting as the council does not own the land. The council would have to apply for planning permission and then agree a location with the school, this would have had to be completed before the end of March to secure the funding which was not possible. WBC have advised that the remaining s106 funds, approximately £4,300, would be allocated to the play facilities at Arborfield Green or Elms Park, Wokingham.

745.1.5 729 – Swallowfield Parish Hall – it was **NOTED** that the work highlighted in the 5-year electrical condition testing would be carried out during the May half term, 31<sup>st</sup> May/1<sup>st</sup> June. In additional work highlighted in the annual emergency light testing at Swallowfield and Riseley Halls would be carried out by the same engineer at a cost of £270 plus VAT. The company carrying out the testing quoted £606 plus VAT for the work. <sup>2</sup>

745.2 Other Items

745.2.1 Swallowfield Parish Hall – it was **NOTED** that the boiler failed to start after Easter due to a loose wire which caused a short circuit, resulting in the boiler go into lock-down mode. An engineer was called to fix the problem.

745.2.2 CIL – it was **NOTED** that the council would receive its bi-annual CIL payment by 20<sup>th</sup> April. The council receives 15% of any CIL receipts received by WBC. The payment would be for £3,889.44 and as previously agreed would be held in the reserves before being allocated to an appropriate project. <sup>3</sup>

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<sup>1</sup> PS

<sup>2</sup> Clerk

<sup>3</sup> RFO

**746 PLANNING**

Chairman of Planning Committee: Cllr. J. Wheelwright

746.1 Current applications

- 746.1.1 180683 – Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ  
Full application for the proposed erection of 2no light industrial/storage units H3 and H4 (use classes B1(a, (B), (c) and B8 with vehicle parking and ancillary works following demolition of existing buildings (part retrospective).

Cllr. Wheelwright explained that this application was an amendment to one approved in 2013. The new application was likely to result in more vehicle movements despite the original application being for a bigger building with more car parking spaces. After discussion it was **PROPOSED** and seconded that the council would not comment on this application. All in favour.

- 746.1.2 180629 – Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ  
Full application for the proposed erection of replacement stable block, following demolition of the existing stable.

After discussion the council agreed that whilst a new stable block on pasture land is entirely reasonable, and if the current stable block is removed the footprint remains the same. However, the land currently occupied by the stables would be available to extend the business park accommodation. It was **PROPOSED** and seconded that the council would object to this application as detailed above. All in favour.

- 746.1.3 180491 – Chusan, Church Road, Farley Hill RG7 1TT  
Listed building consent for the proposed erection of replacement retaining boundary wall.

It was **PROPOSED** and seconded that the council would support this application as it is happy to see the wall being preserved. All in favour.

- 746.1.4 180706 – Glasspool Farm, Part Lane, Riseley RG7 1RU  
Outline application for the proposed erection of 3 no. new dwellings (all matters reserved).

Cllr. Wheelwright explained that a previous application for permitted development had been rejected as the demolition and new build did not meet the criteria for this type of development. However, Glasspool Farm is ramshackle and run down and is need of redevelopment.

It was **PROPOSED** and seconded that the council supports this application as the existing buildings are not in a fit state to convert it makes sense to replace them with new buildings. All in favour.

746.2 Results

- 746.2.1 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. **Approved**

The Parish Council objected to the loss of the garage associated with this application.

- 746.3 Notifications
- 746.3.1 180616 - 3 The Chatters, Bunces Shaw Road, Farley Hill, RG7 1US  
Tree works application: TPO 437/1988 Application for a 5 day notice to remove dead tree.
- 746.4 Appeals
- 746.4.1 APP/X0360/W/17/3175817 (WBC Ref: 162498) - Land to the west of Trowes Lane  
It was **NOTED** that after consultation with their senior QC Wokingham Borough Council have concluded that it has no basis for challenging this appeal.
- 746.4.2 APP/X0360/C/16/3153193 (WBC Ref: 161915) – Paddocks, Kybes Lane, RG7 1NG  
It was **NOTED** that the public inquiry into this appeal will commence at 10am on 27<sup>th</sup> April 2018 at The Council Offices, Shute End, Wokingham, the appeal is scheduled to run for 1 day.
- 746.5 Wokingham Borough Community Stakeholder Workshops – it was **NOTED** that the following workshops were delayed and would now take place on Monday 30<sup>th</sup> April at Easthampstead Park Conference Centre. Times as follows; Grazeley 18:00-19:00 and Barkham Square 20:30-21:30.
- 746.6 Hart Local Plan Strategy and Sites 2016-2032 Consultation – it was **NOTED** that a response had been made to this consultation.
- 746.7 West Berkshire Local Plan Review to 2036 Scoping Report and the Sustainability Appraisal Scoping Report Consultation – it was **NOTED** that the council had not responded to this consultation as it related to high level strategy on how the plan would be developed rather than specific proposals and policies. There would be further consultations allowing the council to respond to detailed planning proposals.
- 747 FINANCE**  
(Budgets/investments/sinking fund/grants/risk assessments/insurance)  
Lead Councillor: Cllr. P. Sampson
- 747.1 Accounts
- 747.1.1 Monthly Accounts – it was **NOTED** that the accounts have been circulated.
- 747.1.2 Bank Reconciliation Statement – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be signed. All in favour. <sup>4</sup>
- 747.2 Finance Working Group – it was **NOTED** that the next meeting would be held on Wednesday 2<sup>nd</sup> May 2018 at 10:30am, Rose Room, Swallowfield Parish Hall.

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<sup>4</sup> PS

**748 BILLS FOR PAYMENT**

On-line payments 35, 36 and 37 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.

Cheques and on-line payments to be authorised by Cllrs. Anderson and Sampson. <sup>5 6 7</sup>

1	Reading Borough Council	175.01
2	Rub-a-dub-scrub	243.00
3	The Edwards Irish Partnership	8018.22
4	SSE Lighting	59.52
5	Moorepay	36.52
6	Moorepay	26.72
7	John Dollin Printing Services	934.00
8	Lindum	5334.00
9	Lucas Plumbing and Heating	770.40
10	Ricoh	16.44
11	GLS	50.36
12	OCS	114.00
13	L Gurung	300.00
14	S M Malardel	300.00
15	Capitol Commercial	2542.80
16	Lucas Plumbing and Heating	51.00
17	Earley Town Council	59.40
18	A Dogra	300.00
19	Lucas Plumbing and Heating	51.00
20	Tooled Up 300145	95.90
21	D2D Distribution 300146	252.00
22	E.ON	244.19
23	E.ON	59.54
24	E.ON	175.18
25	E.ON	287.17
26	HMRC PAYMENTS	704.34
27	CASTLE WATER - TW9215892362	60.56
28	CASTLE WATER - TW2836480081	54.53

<sup>5</sup> JA / PS to sign cheques

<sup>6</sup> JA / PS to authorise on-line payments

<sup>7</sup> RFO to issue cheques

<b>29</b>	British Gas	1667.42
<b>30</b>	BACS Charge	17.12
<b>31</b>	Payroll - March	4326.30
<b>32</b>	Lloyds Bank (Alto Card)	228.33
<b>33</b>	BT	348.54
<b>34</b>	Wokingham Council	78.00
<b>35</b>	Lindum	5967.28
<b>36</b>	Lindum	74574.24
<b>37</b>	Southern Electric	165.18
<b>38</b>	UT Service Charge	19.50
<b>39</b>	Playground Facilities Ltd	10616.64

## 749 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

### 749.1 Fieldfare Redevelopment

749.1.1 Update – it was **NOTED** that the regular monthly meeting took place on Thursday 22<sup>nd</sup> **March** 2018 followed by the tenth valuation inspection. It was **NOTED** that the development is on target for completion in mid-June.

The post box has been moved and will soon be open for post. Thames Water will be making the connection to the site during the week beginning 16<sup>th</sup> April.

### 749.1.2 Finance

749.1.2.1 Payments – it was **NOTED** that the tenth valuation has been received from Edwards Irish Partnership and the following payments have been authorised in accordance with resolution 526.4.1.

Lindum Construction Services Ltd	Stage payment 10	£80,541.52
Southern Electric	Removal of meter	£165.18
GemTech Security	CCTV	£1,488.00

749.1.3 Public Works Loan Board – it was **NOTED** that the third instalment of £150,000 had been received.

### 749.2 Shop/PO

749.2.1 Relocation – it was **NOTED** that shop/PO had moved to the newly refurbished space over Easter and was now fully operational in its new home.

749.2.2 Lease – it was **NOTED** that Clifton Ingram had been engaged to prepare the new lease. It was **PROPOSED** and seconded that due to commercial sensitivities this item would be discussed in Part II. All in favour.

749.3 Residential Properties – it was **PROPOSED** and seconded that due to commercial sensitivities this item would be discussed in Part II. All in favour.

**750 RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)  
Lead Councillor: Cllr. P. Sampson (Interim)

- 750.1 Quarterly Playground Inspection – it was **PROPOSED** and seconded that Reading Borough Council be appointed to carry out the quarterly playground inspections at Swallowfield, Riseley and Farley Hill at a cost of £149.78 plus VAT. All in favour.<sup>8</sup>

**751 HR**

(Appraisals/recruitment/staff training)  
Lead Councillor: Cllr. G. Collender

- 751.1 Pension Contributions – it was **PROPOSED** and seconded that the new pension contribution bandings for the Local Government Pension Scheme (LGPS) published by Royal County of Berkshire Pension Fund be adopted. All in favour.<sup>9</sup>

**752 ENVIRONMENT**

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

- 752.1 Rural Crime Action Group (RCAG) – it was **NOTED** that the next meeting would be held on Monday 30<sup>th</sup> April 2018, 10am, Rose Room, Swallowfield Parish Hall. It was **NOTED** that Bill Dance would be replacing Simon Weeks as Chairman of the group.
- 752.2 Fields Forum (previously known as the NAG) – it was **NOTED** that the next meeting would be held on Wednesday 23<sup>rd</sup> May 2018, 7:30pm at Shinfield Parish Hall.

**753 RESILIENCE**

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

- 753.1 FRG – Cllr. King reported that DFRA had allocated funding of £50K towards work on two projects proposed by FRG; run off from A33 in Riseley and Swallowfield Recreation Ground spillway update. WBC had been involved in assessing the land at Swallowfield Recreation Ground and the land owners had agreed in principle to the projects. The money would be paid to the Hampshire and Isle of Wight Wildlife Trust who would then manage all payments. There are still some issues to be resolved involving the FRG's relationship with the PC and insurances. FRG will meet on Thursday 12<sup>th</sup> April to discuss this and then meet with the parish council.

It was **NOTED** that project work is a departure from the original intention of the FRG which was as a volunteer working group and being the “ears and eyes” of the council on matters to do with flooding issues.

Cllr. King reported that she was meeting with members of the FRG to resolve storage issues relating to the equipment purchased with the SSE grant. She was also planning to deal with the installation of the large generator and find homes for the two portable generators at Riseley and Farley Hill. Once this work was completed she would write a report for SSE.

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<sup>8</sup> Clerk

<sup>9</sup> RFO to apply

**754      BOROUGH MEETINGS**

754.1      Wokingham Borough Council Clerks Forum – it was **NOTED** that this meeting took place on Monday 12th March 2018, the Clerk attended.

754.2      Borough Parish Liaison Forum – it was **NOTED** that the Cllr. Sampson and the Clerk attended this meeting on 26th March 2018. The minutes have circulated.

**755      OUTSIDE ORGANISATIONS**

755.1      Neighbourhood Policing – it was **NOTED** that following community concern at the spike in burglaries and fraud offences within the Wokingham Local Police Area two conferences have been arranged. Tuesday 10th April, 18:30 at Earley Crescent Community Centre, Earley and Saturday 12th May, 10:30 at Oakwood Community Centre, Woodley.

**756      DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 8<sup>th</sup> May 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield. It was **NOTED** that this meeting would be the Annual Meeting of Swallowfield Parish Council.

[Members of the public left]



## PART II

### 757      **FIELDFARE**

757.1      Lease – Clifton Ingram have prepared drafts of the leases. <sup>10</sup>

Rent for the remainder of the current lease period (end of August) would be remain at £350 per month.

A list of Parish Council owned fixtures and fittings must be produced and the service charged agreed. This should include provision for; maintenance of the building structure, sewage pump, garden areas, CCTV/alarms, buildings insurance, alarm response, window cleaning etc. <sup>11</sup>

It was agreed that a new rent would have to agreed from 1<sup>st</sup> September, it was **PROPOSED** and seconded that the council ask the surveyor who did the rent assessment in 2015 be asked to provide a quote to produce an updated valuation. All in favour. <sup>12</sup>

757.2      Residential Lettings – Cllr. Sampson explained that he had negotiated with the three local agents selected on the management % and all the other fees relating to letting. It was **PROPOSED** and seconded that company C be appointed as the managing agent. All in favour. <sup>13</sup>

[The meeting closed at 21:27]

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<sup>10</sup> Review by CD, JA

<sup>11</sup> JA and Clerk

<sup>12</sup> Clerk

<sup>13</sup> Clerk