

MINUTES OF THE ANNUAL MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 8<sup>TH</sup> MAY 2018 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. J. Anderson (Chairman) Cllr. P. Sampson, Cllr. G.E. Collender,  
Cllr. W. Dance Cllr. M. McDonald Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk

Members of the public: 3

**758 CHAIRMAN & MEMBERS**

758.1 Election of Chairman - it was **PROPOSED** and seconded that Cllr. J. Anderson be elected as Chairman of the Parish Council. All in favour.

Cllr. Anderson signed the Declaration of Acceptance of Office.

Cllr. Anderson expressed his thanks to Cllr. Sampson for all his hard work during his term as Chairman.

758.2 Acceptance of Office – all councillors present signed their Declaration of Acceptance of Office. It was **NOTED** that absent councillors would sign in front of the Clerk as soon as practical.

**759 APOLOGIES FOR ABSENCE**

Cllr. C. Drew, Cllr. A. King

**760 DECLARATIONS OF INTEREST**

760.1 Cllr. Collender expressed his interest in item 766.1.2 as the land borders his property.

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

761.1 Resident – I am here to talk about planning application 181130. The developer has submitted a new application for variations to the conditions imposed at the appeal (APP/X0360/W/17/1375817). I don't believe that the access can work as the drawings suggest.

*Cllr. Wheelwright – I have visited the site and agree that the proposed access doesn't make sense given the land ownership. We need to ask Wokingham to look closely at this proposal as I don't think it works.*

*Cllr. Sampson – Will refuse lorries be able to enter the site, we need to ask Pete Baveystock (Cleaner and Green Team, WBC) to comment.*

761.2 Resident – I would like to talk about speeding in the village particularly on Church Road, Swallowfield Street, The Street. The situation has become very dangerous for children walking to get buses and for residents trying to pull out of their driveways. I live on Swallowfield Street and I have had a telegraph pole moved to help, but I now feel I need

a mirror to ensure that I can leave my property safely. Lowering speed limits doesn't work, can we have speed indicators as Shinfield do?

*Cllr. McDonald – I sympathise with you, I have the same problem living in The Street. Once Fieldfare is finished perhaps we could investigate what it would require to change the speed limit to 20 mph. The evidence from Shinfield is that the smiley faces don't work.*

*Cllr. Sampson – the speed devices are very expensive and on some roads in our parish we don't have poles on which they could be mounted.*

Resident – there is no police presence in the village, Beech Hill and Spencers Wood both have lots more patrols. I have found a group of people who are motivated to work with the Parish Council on tackling this issue and I am happy to mobilise them.

*Cllr. Anderson – it is possible for civilian volunteers to join the police on Speed Watch exercises*

*Cllr. Sampson – the borough can put down speed monitors so that we can better understand the speed at which drivers are travelling to demonstrate the need for police patrols.*

761.3 Resident – There have been lots of ecologists taking water samples in the field behind my house. Is the council aware of any proposals for the land.

*Cllr. Anderson – no, we won't usually know until a planning application is submitted..*

761.4 Resident – I am here to talk about appeal APP/X0360/W/18/3199728 for land at Lambs Lane and Beech Hill Road. I am grateful for the lead which the council took when the application was originally submitted. I have been told by WBC that they will not be publishing their report until close to 24<sup>th</sup> May, but that they will be defending their land supply as it is now almost 7 years. Does the council have plans to be represented at the appeal.

*Cllr. Anderson – it is a concern that WBC did not determine the application.*

*Cllr. Wheelwright – the decision was put back several times, it isn't clear why they didn't make a determination.*

Resident – I believe that WBC was minded to refuse. Can we just turn up at the appeal to speak?

*Cllr. Anderson – we need to clarify the situation, in the past it has been possible to turn up at the beginning of the appeal hearing and register to speak, but at other times it can be more informal. We will speak to our borough councillor to determine how best to get representation at the hearing.*

Resident – I believe that this is a strategy to develop on both sides of the road.

## 762 COUNCIL BUSINESS

- 762.1 Vice-Chairman – it was **PROPOSED** and seconded Cllr. Wheelwright be elected as Vice-Chairman of the council. All in favour.
- 762.2 Planning Committee – it was **PROPOSED** and seconded that Cllr. Wheelwright be elected as Chairman of the Planning Committee. All in favour.
- 762.3 Lead Councillors for Working Groups and External Body Representation – it was **AGREED** that Cllr. Dance would be lead councillor for Recreation. It was **AGREED** that Cllrs. Drew and King would be asked to lead on GDPR and Environment respectively. It was **AGREED** that Mr. J. Moss would be asked to continue to represent the Parish Council at the AWE meetings. <sup>1</sup> All other Lead councillors and external representatives would remain as before. It was **AGREED** that members of the working groups would be determined at a later date.
- 762.4 Parish Council Meetings – it was **AGREED** that Parish Council meetings would take place in the Rose Room on the 2nd Tuesday of every month and Planning Committee Meetings on the 4<sup>th</sup> Tuesday of every month if required. Councillors are reminded that notification of these meetings represents a summons and attendance is one of the few legal requirements of a councillor.
- 762.5 General Power of Competence – it was **PROPOSED** and seconded that the council **CONFIRMS** that it does meet the eligibility criteria (a qualified clerk and two thirds elected members at the last election) and could therefore proceed to use this power from now and until the next election in 2022, as provided through the Localism Act 2011 [sections 1-8 and specifically by s(1)0]. All in favour.
- 762.6 Internal Auditor – it was **PROPOSED** and seconded that the council appoint Claire Connell as Internal Auditor for Year Ending March 2019. All in favour.
- 762.7 Adoption of documents – it was **PROPOSED** and seconded that the council re-adopt the following documents for the year April 2018/2019. All in favour. <sup>2</sup>
- Standing Orders – without change
  - Financial Regulations –updated document circulated.
  - Risk Management Policy – without change
- 762.8 Councillor Vacancy – it was **NOTED** that there is a vacancy for a Parish Councillor; this 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.
- 762.9 Councillor Training – it was **PROPOSED** and seconded that Cllr. Anderson would attend the Chairmanship Skills course on Tuesday 3rd July, 6:30-9:30pm and Cllr. Drew would attend the Fundamental Councillor Training course on Tuesday 17th July, 6:30-9:30pm. At a cost of £43 + VAT for each course. All in favour. <sup>3</sup>

## 763 CHAIRMAN'S ANNOUNCEMENTS

- 763.1 Annual Parish Meeting – it was **NOTED** that this would take place on Tuesday 22<sup>nd</sup> May 2018. The council is pleased to welcome speakers on the following topics, Fieldfare

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<sup>1</sup> Clerk

<sup>2</sup> Clerk

<sup>3</sup> Clerk / JA / CD

Development, Swallowfield Parish Allotments and The Marshes Local Nature Reserve. Light refreshments would be served by Riseley Village Tea Room.

**764 MINUTES OF LAST MEETING**

764.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 10<sup>th</sup> April 2018 be **APPROVED**. All in favour. <sup>4</sup>

**765 CLERKS UPDATE**

765.1 Annual Report – it was **NOTED** that any final input for the Annual Report should be submitted to the Clerk by 18<sup>th</sup> May 2018.

**766 PLANNING**

Chairman of Planning Committee: Cllr. J. Wheelwright

766.1 Current applications

766.1.1 173564 - Ivy Cottage, Bunces Shaw, Farley Hill, Wokingham, RG7 1UU  
Householder application for the proposed erection of 1.83m high fence (Retrospective).

It was pointed out that this type of fencing is contrary to the requirements of the Borough Design Guide SPD. After discussion it agreed that the council believes that this fencing is not appropriate for the rural locality and although limited the council is concerned that it might set a precedent if approved. This type of boundary treatment is not typical and is out of keeping in this locality.

It was **PROPOSED** and seconded that the council responds as outlined above. All in favour.

[Cllr. Collender left the meeting]

766.1.2 181130 - Land to the West of Trowes Lane, Swallowfield  
Application to vary condition 3, 17, 20, 23 following the grant of planning consent 162498 (PINS appeal reference APP/X0360/W/17/3175817 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.

Cllr. Wheelwright explained that he had visited the site and felt that the proposal for access to the site was flawed; the visibility splays cannot provide the line of sight that will be required by Highways. He felt that a full site survey could not have been carried out as the issues would have been discovered. He believed that the site boundary shown was incorrect and that the developer did not own the land which would need to be cleared in order to produce the necessary splay. He pointed out that both neighbouring properties have access via a neighbouring property as sightlines are so bad. He also expressed concern that not enough space had been given to the runover areas to enable access by refuse and other long vehicles which will comprise pedestrian safety. In conclusion, Cllr. Wheelwright believes that WBC should reject this application as it is unsafe for both emerging traffic and pedestrians.

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<sup>4</sup> JA to sign

It was **PROPOSED** and seconded that the council responds as outlined above. All in favour.

[Cllr. Collender returned to the meeting]

766.2 Results

- 766.2.1 171789 – St John's Church, Church Road, Farley Hill, Wokingham, RG7 1UB  
Full application for the change of use of church to two dwellings with associated extensions, access, paving, bin store, surface water drainage and sewage treatment plant.

**Approved**

The council felt that the design was not sympathetic to the building or in keeping with the area.

766.3 Enforcements

- 766.3.1 Open Enforcements – it was **NOTED** that there are sixteen open Enforcement Investigations on the parish.

766.4 Appeals

- 766.4.1 APP/X0360/W/18/3199728 (WBC Appn No: 172495) - Land at Lambs Lane and Beech Hill Road, Spencers Wood, Berkshire

HYBRID APPLICATION - Outline application for a residential development of 120 dwellings (Access to be considered). Full application for Change of use of part of land to form a Suitable Alternative Natural Greenspace (SANG).

It was **NOTED** that an appeal had been made to the Secretary of State against the failure of Wokingham Borough Council to give notice of its decision within the appropriate period. The appeal will be determined on the basis of inquiry which would be held in November 2018. All previous representations had been forwarded.

The council objected to this application.

Cllr. Wheelwright explained that he had been assured that WBC's failure to determine this application would not prejudice the appeal decision. It was agreed that the council would discuss options for representation at the appeal with its Borough Councillor, Stuart Munro.

- 766.4.2 APP/X0360/D/18/3197311 (WBC Appn No: 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.

It was **NOTED** that a written appeal will start on 23rd April 2018. The council cannot submit comments, but any previous comments have been passed on to the Inspector.

The council did not comment on this application.

[Members of the public left]

**767 FINANCE**

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

Lead Councillor: Cllr. P. Sampson

- 767.1 Accounts Update – it was **NOTED** that the monthly accounts had been circulated. Cllr. Anderson asked for a breakdown of the Chart of Accounts. <sup>5</sup>
- 767.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED** . All in favour. <sup>6</sup>
- 767.3 Unity Trust Bank Account – it was **PROPOSED** and seconded that the following councillors were added to the Unity Trust account as signatories; Cllrs. Anderson, Collender, Dance, Drew, King, McDonald, Sampson and Wheelwright. All in favour. <sup>7</sup>
- 767.4 Finance Working Group – it was **NOTED** that the last meeting was held on 2<sup>nd</sup> May 2018.
- 767.5 Internal Auditor – it was **NOTED** that the internal auditor would visit on 18<sup>th</sup> May 2018.

**768 BILLS LIST**

It was **PROPOSED** and seconded that the bills as listed below are approved for payment. Online payments would be approved by Cllrs. Anderson and Wheelwright, cheques would be signed by Cllrs. Sampson and McDonald. All in favour. <sup>8 9 10</sup>

1	Grundon	121.66	Riseley
2	Grundon	99.78	
3	Moorepay	73.02	
4	GLS	3.45	
5	Guardwell	81.60	
6	Roy Wood	45.00	Riseley Tea Rooms
7	Woodside Recycling	62.40	
8	Stratfield Saye Estate	900.00	Riseley
9	Radio Solutions	422.30	SSE Grant
10	S Shastry	300.00	Deposit Refund
11	SSE	54.56	
12	Viking	92.93	
13	Safequip	69.54	SSE Grant
14	L Sant	100.00	Deposit Refund
15	T S Connolly	300.00	Deposit Refund
16	Moorepay	36.52	

<sup>5</sup> RFO

<sup>6</sup> JA

<sup>7</sup> RFO to arrange the appropriate paperwork

<sup>8</sup> JA, JW

<sup>9</sup> MM, PS

<sup>10</sup> RFO

17	SSE Enterprise	59.52	Street Lighting
18	Peninsula	100.00	Deposit Refund
19	Motor Parts Direct	498.53	SSE Grant
20	E.ON	229.90	Parish Hall
21	E.ON	227.74	Riseley
22	E.ON	302.46	Tennis Club
23	HMRC PAYMENTS	704.34	
24	CASTLE WATER - TW9215892362	116.13	Riseley Village Hall
25	CASTLE WATER - TW2836480081	54.53	Parish Hall
26	BACS Charge	17.12	
27	Payroll - April	4340.22	
28	Lloyds Bank (Alto Card)	228.33	
29	Wokingham Council	78.00	
30	Sustainable Building Assessments Ltd	1458.00	Fieldfare
31	Mactra	16854.80	Fieldfare
32	Mactra	330.00	Fieldfare
33	GemTec Security	1488.00	Fieldfare
34	Lindum	1992.86	Fieldfare
35	Lindum	72437.18	Fieldfare
36	Merson	321.60	PO Signage
37	DHF Products Ltd	67.20	Road Sign
38	DHF Products Ltd	133.20	Road Sign

## 769 GDPR

- 769.1 Data Protection Officer (DPO) – it was **PROPOSED** and seconded that Wokingham Borough Council be appointed as DPO for Swallowfield Parish Council. All in favour. <sup>11</sup>
- 769.2 Data Audit – it was **NOTED** that the data audit is on-going and actions taken as documented in the circulated document. It was **AGREED** that personal details published on the website and in the Newsletter would be removed until explicit permission had been gained from individuals. <sup>12</sup>
- 769.3 Service Providers – it was **NOTED** that the council’s payroll and pension providers had been asked to confirm that they are compliant with GDPR. It was **NOTED** that a Memorandum of Understanding had been received from Berkshire Pension.
- 769.4 It was **AGREED** that the following providers should also be contacted; Internal Auditor,

<sup>11</sup> Clerk

<sup>12</sup> Clerk / GC

External Auditor, WhiteKnights Estate Agent, Charles Stanley. <sup>13</sup>

769.5 Policies - it was **PROPOSED** and seconded that the following documents are adopted by the council once a final review by Cllr. Anderson and the Clerk had been completed and that they would be kept under constant review. All in favour. <sup>14 15</sup>

- General Privacy Statement
- Privacy Notice for Email contact
- Privacy Notice for Staff
- Privacy Notice for Councillors
- Privacy Notice for Hirers
- Consent Forms

The following documents would be brought to the next council meeting:

- Data Retention Policy
- Subject Access Policy
- Data Security Breach Reporting Form

It was **AGREED** that the council would:

- Publish the Privacy Statement and Privacy Notices on the website <sup>16</sup>
- Allocate each councillor a swallowfieldpc.gov.uk email address. <sup>17</sup>
- Add footers to all council emails referring to the privacy statement <sup>18</sup>
- Amend the hall booking form to refer to the privacy statement <sup>19</sup>

## 770 **PROPERTY**

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

770.1 Fieldfare Redevelopment Update – it was **NOTED** that the monthly contract progress meeting took place on Thursday 19<sup>nd</sup> April 2018 followed by the eleventh valuation inspection.

770.2 Finance

770.2.1 Payments – it was **NOTED** that the eleventh valuation had been received from Edwards Irish Partnership and the following payments had been authorised in accordance with resolution 526.4.1.

Merson	PO Signage	£321.60
DHF Products Ltd	Road Sign	£67.20
DHF Products Ltd	Road Sign	£133.20
Edwards Irish	Project Administration	£8,018.22
Mactra	Shop Shelving	£16,854.80

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<sup>13</sup> Clerk

<sup>14</sup> Clerk, JA

<sup>15</sup> Clerk to publish

<sup>16</sup> Clerk

<sup>17</sup> Clerk

<sup>18</sup> Clerk / All councillors

<sup>19</sup> Clerk

Mactra	Shop Fittings	£330.00
Sustainability Building Assessments	Calculations	31,458.00
Lindum	Progress Payment 11	£74,430.04
GemTec	CCTV (2 <sup>nd</sup> 50%)	£1,488.00

- 770.2.2 Post Office Community Fund – it was **NOTED** that a claim had been submitted to the Post Office Community Fund on behalf of the Postmaster for payment of the allocated grant of £11,300.
- 770.2.3 Residential Properties – it was **NOTED** that the managing agent had started viewings and lettings had been agreed on three properties.
- 770.2.4 Post Office/Shop – it was **NOTED** that Cllr. Anderson and the Clerk had met with a solicitor at Clifton Ingram to discuss the new lease. It was **NOTED** that Cllr. Anderson and the Clerk met with the tenant on 2<sup>nd</sup> May 2018. It was **PROPOSED** and seconded that this item be discussed in PART II due to commercial sensitivities. All in favour.

## 771 HUMAN RESOURCES

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

- 771.1 Salary Review – it was **PROPOSED** and seconded that due to personal data this is discussed in Part II. All in favour.

## 772 ENVIRONMENT & RURAL AFFAIRS

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

- 772.1 RCAG – it was **NOTED** that the last meeting took place on 30<sup>th</sup> April 2018, Cllr. Dance attended. Cllr. Dance reported that the area no longer had a dedicated Rural PCSO; instead a Single Point of Contact (SPOC) had been allocated. The group was looking at ideas for new initiatives and would welcome any input. The next meeting would be held on Thursday 6<sup>th</sup> September 2018.
- 772.2 NAG – it was **NOTED** that the next meeting would take place on Wednesday 23<sup>rd</sup> May, 7:30, Shinfield Parish Hall, Cllr. McDonald would attend.
- 772.3 The Marshes LNR – it was **NOTED** that the working party scheduled for 12<sup>th</sup> May 2018 would now take place on Saturday 2<sup>nd</sup> June 2018.

**773 TRANSPORT**

(Road issues/speeding/public transport/police liaison)  
Lead Councillor: Cllr. J. Wheelwright

- 773.1 Street Lights – After discussion it was **AGREED** that in principle the council would like to pursue the proposal that WBC would take over the maintenance of the street lamps owned by the Parish Council from SSE. However, it would depend on the charges made by WBC.  
<sup>20</sup>

**774 RESILIENCE**

(Flooding/ditches/rivers/Flood Resilience Group (FRG))  
Lead Councillor: Cllr. A. King

- 774.1 Flood Resilience Group (FRG) – it was **NOTED** that the last meeting was held on Wednesday 25<sup>th</sup> April. Notes from the meeting had been received. Cllr. McDonald reported that the group had a positive meeting with WBC to discuss the proposals for the flood attenuation projects. .

**775 COMMUNICATIONS**

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

- 775.1 Newsletter – it was **NOTED** that the copy deadline for the Summer issue is 31<sup>st</sup> May 2018.  
775.2 Village Fete – it was **AGREED** that the council would not have a council information stand at this event.

**776 CORRESPONDENCE**

- 776.1 Devils Highway – it was **NOTED** that an email had been received from a resident regarding the state of Devils Highway. It was **NOTED** that Cllr. Anderson had been in contact with the resident and explained that this section of the Devils Highway is in Hampshire and is designated as an ancient highway which should be maintained at public expense. The resident would be pursuing the case with the appropriate authorities.

**777 COUNCIL FORUMS**

- 777.1 Wokingham Clerks Forum – it was **NOTED** that the last meeting was held on 2<sup>nd</sup> May 2018, the Clerk attended.  
777.2 Borough Parish Liaison Forum – it was **NOTED** that the next meeting would be held on Monday 2<sup>nd</sup> July 2018 at Shute End. Cllr. Anderson would attend.

**778 DATE OF NEXT MEETING**

Tuesday 12<sup>th</sup> June 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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<sup>20</sup> Clerk

**PART II**

**779      FIELDFARE**

Meeting Update – it was **NOTED** that Cllrs. Anderson and Sampson and the Clerk met with Mr Kumar on 2<sup>nd</sup> May 2018. Notes of the meeting would be circulated. It had been agreed that the council would raise invoices for the rent from 1<sup>st</sup> May 2018 stating clearly that it related only to the original floor space of the shop, electricity used whilst Mr Kumar occupied the temporary shop and for the key holder service. <sup>21</sup>

- 779.1      Rent on new lease – it was **PROPOSED** and seconded that the new lease would specify the market rent quoted in the independent report commissioned by the council, namely £12,500. Any concessionary arrangements concerning the rent and service charges payable by a tenant would be documented in a side letter specific to that tenant. <sup>22</sup>

[Cllr. McDonald left the meeting]

**780      HR**

- 780.1      Grade Reviews – it was **PROPOSED** and seconded that promotions are awarded as documented in the paper circulated. All in favour.

- 780.2      Salary Reviews – it was **PROPOSED** and seconded that the council adopts the new pay scales agreed by the National Joint Council for Local Government Services (NJC) for April 2018-2019 and that the increase will be back dated to 1<sup>st</sup> April 2018. All in favour.

[The meeting closed at 22:00]

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<sup>21</sup> RFO / JA

<sup>22</sup> Clerk