

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 12TH JUNE 2018 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

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

Members of the public: 1

781 APOLOGIES FOR ABSENCE

None.

782 DECLARATIONS OF INTEREST

Cllr. Sampson declared an interest in item 790.1 as he is a Trustee of CCB.

783 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

783.1 Riseley resident – I would like to resurrect the issues regarding Norton Road being used as a “rat run”. I accept that it is highly likely that the development on Odiham Road will now go ahead and this will result in more people using Norton Road. At the moment residents are controlling the situation themselves.

Cllr. Anderson explained that WBC had previously conducted traffic surveys and determined that there was not a significant problem and that there was no practical solution which could be put in place. Residents had also met directly with the WBC Highways team.

Cllr. Wheelwright agreed to look at the response and make contact with Cllr. Baker. ^{1 2}

[Cllr. Drew joined the meeting and confirmed that she had no declarations of interest]

784 CHAIRMAN’S ANNOUCEMENTS

784.1 Councillor Vacancy – it was **NOTED** that there is a vacancy for a Parish Councillor, this vacancy may be filled in accordance with Rule 8 of the Local Elections (Parishes and Communities) Rules 1986 and eligible persons may be co-opted. Anyone interested should contact the Clerk or any parish councillor.

¹ Clerk to forward report to Cllr. Wheelwright

² JW to contact Keith Baker

784.2 Strategy Meeting – it was **NOTED** that this meeting would be held on Tuesday 19th June, 7:30-9:30pm, the importance that all councillors attend was stressed.

784.3 Swallowfield Horticultural Society – it was **NOTED** that the council is delighted to learn that the Swallowfield Horticultural Society had been awarded The Queen’s Award for Voluntary Service. The council would like to congratulate all members of the team for this recognition of the wonderful work they do. It was **AGREED** that the council would send a letter of congratulations. ³

785 COUNCIL BUSINESS

785.1 Working Groups – it was **AGREED** Cllr. Drew and Cllr. King would become Lead Councillors for GDPR and Environment respectively.

786 MINUTES OF LAST MEETING

786.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 8th May 2018 be **APPROVED**. All in favour. ⁴

787 CLERKS UPDATE

787.1 Update on items from previous meetings

787.1.1 General Data Protection Regulations (GDPR) – Update

787.1.1.1 Data Audit – it was **NOTED** that the data audit is on-going and actions taken as documented in the circulated document. Specifically:

- Consent forms for Newsletter contributors have been issued.
- The directory has been removed from the website and consent forms will be sent to all those who do not advertise in the Newsletter.
- Automated consent forms have been sent to everyone registered to receive council communications. Those who have not responded have been removed from the distribution list.
- A link has been added to the website to enable people to subscribe or unsubscribe to the communications distribution list.

787.1.1.2 Policies – it was **NOTED** that the following documents have been published:

- General Privacy Notice
- Privacy Notice for Hirers
- Facilities Booking Form has been updated.
- Consent Form for publication of details
- Consent Form for receipt of communications

787.1.1.3 Suppliers – it was **NOTED** that the council has received documents regarding GDPR compliance from its payroll provider and investment company.

³ Clerk to write a letter

⁴ JA

- 787.1.2 Fencing at Swallowfield and Riseley – it was **NOTED** that the fencing repairs have been carried out at both locations.
- 787.1.3 729 Swallowfield Parish Hall – it was **NOTED** that the work highlighted in the 5-year electrical condition testing of Swallowfield Parish Hall had been completed. It was **NOTED** that the emergency lighting work had been completed at Swallowfield and would be completed at Riseley shortly.
- 787.2 Other Items
- 787.2.1 Travellers – it was **NOTED** that travellers occupied the by-way in front of the church for two nights during the bank holiday week. Residents are in discussion with Farley Estates and the church about what measures can be taken to prevent a recurrence.
- 787.2.2 Fly-tipping – it was **NOTED** that there has been two incidents of fly-tipping:
- Swallowfield Parish Hall – 10 bags of household and garden waste. The culprit has been identified and a letter sent asking that the bags are removed. This has not happened so the police have been informed and visited the house. The resident has moved out of the house, but the landlord has passed on contact details.
 - Riseley Village Hall – TV, household rubbish.
- 787.2.3 Tractors/trailers – it was **NOTED** that the office has received a number of complaints about the speed at which tractors with trailers are driving down The Street. The issue had been reported to the police. ⁵
- 787.2.4 Wall outside the atrium – to **NOTED** that a vehicle has hit and caused significant damage to the low wall outside the atrium.

788 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

788.1 Current applications

- 788.1.1 173726 – Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY
Full application for the proposed erection of 5no dwellings with detached garages and a balancing pond.

This application would be considered by the Planning Committee of Wokingham Borough Council on Wednesday 13th June. The Planning Officer is recommending approval and the council had supported this application so it was **AGREED** that the council would not speak at the meeting.

- 788.1.2 181205/181206 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1PY
Listed building consent for the proposed erection of an ancillary outbuilding following demolition of existing barns and shed. / Householder application for the proposed erection of an ancillary outbuilding following demolition of existing barns and shed.

⁵ Clerk to write to Hill Farm

It was **PROPOSED** and seconded that the council object to this application as it is out of keeping with the location, out of keeping with the size of the property to which it is attached. Paragraph 55 of the NPPF restricts building in the countryside except where there is a specific local requirement. None of the exceptions apply in this case. All in favour.

- 788.1.3 181308 – Moorside, Part Lane, Riseley, RG7 1RU
Householder application for the proposed erection of two storey side extension, single storey, two storey rear extension plus single storey front/side extension to dwelling following the demolition of existing store.

Cllr. Wheelwright explained that the scale of the proposed development was much the same as the previous application which was refused by Wokingham, although it was noted that the chapel integrity had been retained.

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

- 788.1.4 181365 – Land Adjacent to Oakleigh House, Part Lane, Swallowfield RG7 1TB
Forestry prior approval application for the erection of an open sided building with a corrugated steel roof for wood storage.

Cllr. Wheelwright explained that the documentation referred to “associated machinery” and that if this related to basic timber drying then the council would not be so concerned. However, if the building were to become a full sawmill the council would have serious concerns about noise and dust. He also pointed out that the proposed building is sited very close to the boundary with Oakleigh House.

It was **PROPOSED** and seconded that the council requests that the application is limited with regard to the type of business activities that can be performed in the new building. All in favour.

788.2 Results

- 788.2.1 173623 – Mistletoe Cottage, The Devils Highway, Riseley RG7 1XR
Full application for proposed erection of 1no. four bedroom dwelling following demolition of existing dwelling. **Refused**

- 788.2.2 173564 – Ivy Cottage, Bunces Shaw, Farley Hill, RG7 1UU
Householder application for the proposed erection of 1.83m high fence (Retrospective). **Refused**

The council felt that the fence was not in keeping with the area.

- 788.2.3 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. **Approved**

The council objected.

- 788.2.4 180629 – Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ
Full application for the proposed erection of replacement stable block. **Refused**

The council objected.

- 788.2.5 180993 – Little Chesters, Sandpit Lane, Farley Hill RG7 1XJ
Application for a Certificate of Lawfulness for the proposed erection of two single storey outbuildings. **Approved**
- 788.3 Notifications
- 788.3.1 181456 – Girdlers, Basingstoke Road, Swallowfield RG7 1PT
Application for submission of details to comply with the following condition of Listed Building consent 173321 (05/04/2018). 2. Further details of replacement door.
- 788.4 Appeals
- 788.4.1 APP/X0360/D/18/3197311 (WBC Ref: 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. **Appeal dismissed**
- The council did not comment on this application. The main reason for the appeal dismissal was the effect of the proposal on the character and appearance of the area.
- 788.5 Wokingham Borough Council Housing Need Survey – it was **AGREED** that whilst the council considered the survey worthwhile, it did not have information available which would enable it to submit a meaningful response. ⁶

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

- 789.1 Accounts
- 789.1.1 Year End Accounts – it was **PROPOSED** and seconded that the Year End Accounts are accepted. All in favour.
- 789.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements are signed. All in favour. ⁷
- 789.2 Audit
- 789.2.1 Internal Audit – it was **NOTED** that the Internal Auditor had issued the draft Internal Audit Report.
- 789.2.2 Effectiveness of the Internal Audit – it was **NOTED** that the Finance Working Group would meet to review Internal Audit report and report back to the council.
- 789.3 Annual Return
- 789.3.1 Annual Governance Statement – it was **NOTED** that all councillors had confirmed that they had read and understood the Annual Governance Statement. It was **PROPOSED** and

⁶ Clerk

⁷ JA

seconded that the Annual Governance Statement be **APPROVED**. All in favour. ⁸

789.3.2 Accounting Statements – it was **PROPOSED** and seconded that the Accounting Statements be **APPROVED**. All in favour.

789.3.3 Exercise of electors' rights – it was **NOTED** that the inspection period would commence on 22nd June 2018 and end on 2nd August 2018. ⁹

789.4 Investments

789.4.1 Quarterly Investment Report – it was **NOTED** that this report had been received from Charles Stanley. A copy is available in the Parish Office.

789.4.2 Investment Manager – it was **NOTED** that the council's Investment Manager at Charles Stanley, Helen Merrington-Rust, is to retire on 30th June 2018. Sara Anscombe, who has accompanied Helen to meetings in the past would take over the role.

790 OUTSIDE ORGANISATIONS

790.1 Community Council for Berkshire (CCB) – it was **PROPOSED** and seconded that the council renew its membership of CCB at a cost of £30. 7 in favour. Cllr. Sampson did not vote.

791 BILLS FOR PAYMENT

It was **PROPOSED** and seconded that the bills as listed below be **APPROVED** for payment. All in favour.

On-line payments would be authorised Cllrs. Anderson and Wheelwright. ¹⁰ Cheques would be signed by Cllrs. McDonald and Sampson. ^{11 12}

1	NH Electrical	1,539.00
2	CCB	30.00
3	Wendy Sales	100.00
4	Julian Stokes	336.00
5	T's Gardening Services	254.04
6	Nigel Jeffries	240.00
7	GLS	95.68
8	SSE	429.06
9	Viking	92.93
10	Initial	59.90
11	OCS	132.00
12	A Augustinaite	100.00
13	Moorepay	36.52

⁸ JA, Clerk, RF to sign

⁹ Clerk

¹⁰ JA/JW

¹¹ MM/PS

¹² RFO to issue payments

14	Grundon	99.38
15	Grundon	99.38
16	Southern Remedial Services Ltd	144.00
17	Riseley Village Tea Rooms	250.00
18	E.ON	264.55
19	E.ON	123.41
20	E.ON	121.89
21	HMRC PAYMENTS	681.32
22	CASTLE WATER - TW9215892362	116.13
23	CASTLE WATER - TW2836480081	54.53
24	BACS Charge	17.12
25	Payroll - April	4,340.02
26	Lloyds Bank (Alto Card)	31.89
27	Wokingham Council	82.00
28	Southern Electric	54.56
29	J Garmston	1,272.00
30	J Garmston	1,346.00
31	Lindum	9,137.21
32	Lindum	61,015.58

792 GDPR

Lead Councillor: Cllr. C. Drew

- 792.1 Data Processing Officer (DPO) – it was **NOTED** that Parish Councils were now exempt from the requirement to appoint a DPO, however, as Wokingham Borough Council had agreed to perform this role at no cost it was agreed that the appointment would stand. ¹³

793 OFFICE

- 793.1 Photocopier/Printer – it was **PROPOSED** and seconded that the council enter into a contract with Ricoh for a 5-year rental for the MP C3004exSP machine at a cost of £107.71 per quarter. All in favour. ¹⁴

794 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

- 794.1 Fieldfare Redevelopment Update – it was **NOTED** that the Clerk met with a representative from Lindum and the Project Manager (Edwards Irish) on Wednesday 6th June 2018 to agree the snagging list with the exception of the house which would be checked shortly.
- 794.2 Shutters/Signage – following the attempted break-in at the shop it was **PROPOSED** and seconded that the builder be asked to install security shutters at a cost of approx. £3,500. It was agreed that if possible the shutters should be treated with an anti-graffiti spray. There is sufficient contingency to cover this cost. All in favour.

¹³ Clerk

¹⁴ Clerk

794.3 Road sign – it was **NOTED** that the road sign is not sited on land owned by the Parish Council. Written agreement had been received to allow the sign to be installed. It was **AGREED** that this should be formalised by a license. ¹⁵

794.4 Finance

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

Lindum	Progress Payment 12	£70,152.79
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794.4.2 Post Office Community Grant – it was **NOTED** that payment for the work funded by the Post Office Community Grant had been received.

Post Office	Community Fund	£11,300.00
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794.4.3 Residential Properties – it was **NOTED** that subject to the appropriate checks rentals had been agreed on four properties.

794.4.4 Site Maintenance – it was **PROPOSED** and seconded that the Parish Warden be asked to take on the routine maintenance of the gardens and exterior space on the site. It was expected that this would require an additional 8 hours work each month. ¹⁶

794.4.5 Legal – it was **NOTED** that the new lease and deed of surrender had been prepared. It was also **NOTED** that conditions on the title documents for the land regarding s106 monies had been removed by Land Registry.

795 HALLS

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

795.1 Hall Hire Fees – it was **PROPOSED** and seconded that the fees for hiring rooms at Swallowfield Parish Hall were set as detailed in the document circulated by Cllr. Collender. After discussion it was agreed that the fees for the Rose Room would not be increased and would be reviewed at a later date, all other fees would be increased as per the document circulated. All in favour. ^{17 18}

795.2 Swallowfield Parish Hall Car Park – it was **PROPOSED** and seconded that the council commissions the appropriate experts to carry out a land level survey, prepare a design for the drainage, car park layout and entry gates and to prepare a specification and tender for the works for Swallowfield Parish Hall car park area at a cost of up to £5,000 plus VAT. All in favour. ¹⁹

795.3 Swallowfield Parish Hall – it was **NOTED** that a damp survey would be carried out at Swallowfield Parish Hall at a cost of £120 plus VAT.

¹⁵ CD / Clerk

¹⁶ Clerk

¹⁷ RFO to communication changes to regular users

¹⁸ Update website

¹⁹ Clerk

796 RECREATION

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

Lead Councillor: Cllr. W. Dance

- 796.1 Quarterly Playground Inspection – it was **NOTED** that this report had been received, there were no urgent issues, items which can be addressed by staff are being completed, however, there were some items which would need attention by a third party.

It was **PROPOSED** and seconded that the council purchase 8m³ of Natural Cushion fall at a cost of £560 plus VAT. All in favour.

797 ENVIRONMENT & RURAL AFFAIRS

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/Biodiversity/

Footpaths/Waste/NAG/RCAG)

Lead Councillor: Cllr. A. King

- 797.1 The Marshes LNR – it was **NOTED** that a working party took place on Saturday 2nd June 2018. Cllr. King reported that there was a good turnout, saplings had been cleared and they had started to make a footpath. Investigations were underway regarding replacement wood for the boardwalk.

798 RESILIENCE

(Flooding/ditches/rivers/Flood Resilience Group (FRG))

Lead Councillor: Cllr. A. King

- 798.1 Flood Resilience Group (FRG) – it was **NOTED** that the last meeting was held on Wednesday 25th April. Notes from the meeting had been received. It was **NOTED** that the next meeting would be held on Wednesday 20th June 2018, 7:30pm in the Rose Room.

Cllr. King reported that both co-chairs had moved out of the parish, a new member of the group was being briefed on all the technical information.

Cllr. King reported that she had met with the relevant members of FRG to discuss progress regarding purchase of the items funded by the SSE grant. She would bring a report to the next meeting.

799 DATE OF NEXT MEETING

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

[The meeting closed at 21:42]