

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 10TH JULY 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

In attendance: Liz Halson, Clerk

Members of the public: 0

804 APOLOGIES FOR ABSENCE

None.

805 DECLARATIONS OF INTEREST

805.1 Cllr. Sampson declared an interest in item 812.1 as he is a trustee of CCB.

806 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

None.

807 CHAIRMAN'S ANNOUCEMENTS

807.1 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 now be co-opted.

808 MINUTES OF LAST MEETING

808.1 It was **PROPOSED** that the minutes of the Parish Council meeting held on 12th June 2018 be **APPROVED**. All in favour. ¹

808.2 It was **PROPOSED** that the minutes of the Extraordinary Parish Council meeting held on 27th June 2018 be **APPROVED**. All in favour. ²

809 CLERKS REPORT

809.1 Update on items from previous meetings

809.1.1 787.2.2 Fly-tipping at Swallowfield Parish Hall – it was **NOTED** that with assistance from the police the culprit was tracked down. He apologised and agreed to pay the £50 cost of clearing the rubbish.

¹ JA to sign

² JA to sign

809.1.2 795.3 Damp Survey – it was **NOTED** that the damp survey identified two problem areas; a) leaking taps underneath the sinks in the gents toilets, this has been fixed, b) a leak in pipework buried in the screed under the sinks in the ladies toilets. The plumber is preparing a quote for the work. Once the leak is fixed the area will require a significant drying out period, it may be necessary to use a dehumidifier.

[Cllr. Drew arrived and confirmed that she had no declarations of interest]

809.2 Other Items

809.2.1 Vandalism – it was **NOTED** that the switch on the floodlights over the MUGA was vandalised. It had been repaired at a cost of £108.00.

809.2.2 Riseley Recreation Ground – it was **NOTED** that a paving slab at Riseley had cracked and lifted due to a tree root, the slab was marked as soon as the issue was raised and had been replaced.

[Cllr. Wheelwright arrived and confirmed that he had no declarations of interest]

810 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

810.1 Current applications

810.1.1 181209 & 181210 – The Poors House, Part Lane, Swallowfield RG7 1TB
Listed Building consent/Householder application for proposed erection of two storey side extension and single storey rear extension to dwelling following demolition of existing detached garage and store.

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

810.1.2 181163 – The Loft, Part Lane, Swallowfield RG7 1TB
The Loft, Flat, Part Lane, Swallowfield, Wokingham, RG7 1TB
Full planning application for change of use of ground floor of existing building from storage to residential; plus extensions to create 3no bedroom dwelling.

Councillors reviewed the current application and a previous one for a certificate of lawful existing use. The 'certificate of lawful existing use' granted in January 2015 (Ref: 142717) was for the change of use of the first floor of the building not the whole building. The council believed that the current application should be made as a 'permitted development rights' application for the entire building and as such there would be constraints which would not allow the roof to be lifted as specified in this new application.

It was also pointed out that the certificate of lawful existing use was granted solely for the first floor flat with no surrounding curtilage. The new application showed a significant curtilage around the building which should not be included in this change of use application.

It was **PROPOSED** and seconded that the council would object for the reasons outlined above. All in favour.

810.2 Results

- 810.2.1 181205 - Nutbean Farm, Nutbean Lane, Swallowfield, Wokingham, RG7 1XL
Householder application for the proposed erection of an ancillary outbuilding following demolition of existing barns and shed. **Refused**

The council objected to the scale of the proposal.

- 810.2.2 181308 - Moorside, Part Lane, Swallowfield, Wokingham, RG7 1RU
Householder application for the proposed erection of two storey side extension, part single storey, part two storey rear extension to dwelling and changes to the fenestration, following the demolition of existing single storey front extension to the chapel and demolition of 2no existing single storey rear extensions to dwelling and installation of new oil storage tank to the rear of the dwelling. **Approved**

The council objected to the scale of the proposal.

810.3 Appeals

- 810.3.1 APP/X0360/C/16/3153193 – Land to the south west of Ostlers and Lea Cottage, Kybes Lane, Grazeley RG7 1NG (The Paddocks). **Appeal allowed**

The enforcement notice is quashed and planning permission has been granted for a temporary period of 3 years for named individual after which the land must be restored to the condition prior to development taking place.

810.4 Enforcements

- 810.4.1 Open Enforcements – it was **NOTED** that there are twelve open enforcements of which two were added this month.
- 810.4.2 Closed Enforcements – it was **NOTED** that three enforcements had been closed; one *Not expedient*, one *Voluntary compliance*, one *No Breach*.

811 FINANCE

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

811.1 Accounts

- 811.1.1 Accounts – it was **NOTED** that the monthly accounts had been circulated.
- 811.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be signed. All in favour. ³
- 811.2 Finance Working Group – it was **NOTED** that the next meeting would be held on Wednesday 18th July, 10:30am in the Rose Room.

³ JA

812 OUTSIDE ORGANISATIONS

[Cllr. Sampson took no part in the discussion or vote on item 812.1]

812.1 Community Council for Berkshire (CCB) – it was **PROPOSED** and seconded that the council renew its membership of the Community Buildings Advice Service at a cost of £65.83 plus VAT. 7 in favour. ⁴

812.2 AWE Local Liaison Committee – it was **NOTED** that Mr. J. Moss attended the last meeting of this group on 4th July 2018 and had circulated notes. It was **AGREED** that the council would meet with the AWE representative at 6:45pm prior to the September council meeting on Tuesday 11th September. ⁵

813 BILLS FOR PAYMENT

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

Items 44, 45, 46 were approved prior to the meeting by Cllrs. Anderson and Sampson. On-line payments would be authorised Cllrs. McDonald and Wheelwright. ⁶

1	GLS	6.02	
2	D Lucas	100.00	Deposit Refund
3	SSE Enterprise	61.50	Street Lighting
4	Grundon	99.38	Swallowfield
5	Grundon	121.26	Riseley
6	CCB	79.00	Annual Membership
7	Cromwell Tools	403.89	SSE Grant
8	M Brealey	100.00	Deposit Refund
9	Karen Luke Cleaning Services	208.00	
10	NH Electrical Services	270.00	
11	NH Electrical Services	108.00	MPG Court
12	REKAMI (Jagalur booking)	100.00	Deposit Refund
13	V Tuliman	300.00	Deposit Refund
14	T Wilkinson	300.00	Deposit Refund
15	Arborfield WI	100.00	Deposit Refund
16	A Karmarkar	300.00	Deposit Refund
17	LVMR Club	100.00	Deposit Refund
18	Moorepay	36.52	
19	J Ruddle	100.00	Deposit Refund

⁴ Clerk

⁵ Clerk

⁶ MM/JW

20	Greenbarnes Ltd	2131.25	Fieldfayre
21	BALC	48.00	Planning Course
22	Xylem	326.02	Riseley Pump Maintenance
23	GLS	102.77	
24	Nigel Jeffries	793.20	
25	Ricoh	21.94	
26	Grundon	99.78	Riseley
27	Grundon	121.66	Swallowfield
28	John Dollin Printing Services	934.00	
29	Lucas Plumbing	84.00	
30	E.ON	177.43	Parish Hall
31	E.ON	121.61	Riseley
32	E.ON	116.81	Tennis Club
33	HMRC PAYMENTS	681.52	
34	CASTLE WATER-TW9215892362	116.13	Riseley Village Hall
35	CASTLE WATER-TW2836480081	54.53	Parish Hall
36	BACS Charge	17.12	
37	Payroll - April	4968.22	
38	Lloyds Bank (Alto Card)	13.79	
39	Unity Trust	39.30	Service Charge
40	Unity Trust	19.80	Service Charge
41	Southern Electric	33.49	Fieldfayre
42	Southern Electric	33.49	Parish Hall
43	British Gas	918.21	Parish Hall
44	Karen Luke Cleaning Services	260.00	
45	Karen Luke Cleaning Services	266.50	
46	Giffords	648.00	Bark for Play areas

814 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

Fieldfare Redevelopment

- 814.1 Update – it was **NOTED** that the Practical Completion Certificate had been received from the architect.
- 814.2 Shutters/Signage – it was **NOTED** that the shutters had been ordered and would be installed shortly. The sign would be ordered following installation of the shutters.
- 814.3 Road sign – it was **NOTED** that the road sign would be moved forward by 9 inches and

bollards installed to prevent the sign being damaged. The work would be carried out in the week commencing 16th July 2018.

814.4 Finance

- 814.4.1 Payments – it was **NOTED** that the thirteenth valuation has been received from Edwards Irish Partnership. As the completion certificate had been received this figure also includes half of the 5% retention. The following payments, less the cost of the shutter installation would be authorised in accordance with resolution 526.4.1.

Lindum	Progress Payment 13	£80,473.85
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- 814.4.2 Post Office – it was **PROPOSED** and seconded that due to commercial sensitivities this item is discussed in Part II. All in favour.

- 814.4.3 Residential Properties – it was **NOTED** that tenants have signed agreements on four of the properties. It was **PROPOSED** and seconded that due to commercial sensitivities this item is discussed in Part II. All in favour.

- 814.4.4 Insurance – it was **NOTED** that insurance for the buildings is now the responsibility of the council. The survey delivered by the Quantity Surveyor reported that the rebuild value for Fieldfare increased from £698,537.48 to £1,400,000 (shop, house and 3 flats £1,000,000 and 2 bungalows £400,000) resulting in an increased annual premium of £1,178.38, pro-rata for the remainder of the year at £290.56. It was also necessary to increase the Business Interruption – Loss of Revenue cover to a maximum of £248,000 with a 24 month indemnity period at an annual cost of £305.84, pro-rata for the remainder of the year at £75.41. All figures inclusive of Insurance Premium Tax.

- 814.4.5 Legal – it was **NOTED** that the solicitor had been instructed to issue engrossments and serve the relevant Landlord and Tenant Act notice on the shop tenant. This would enable a new lease to be in place by the time the current lease expires on 31st August 2018.

815 RESILIENCE

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

- 815.1 Flood Resilience Group (FRG) – it was **NOTED** that the last meeting was held on 20th June 2018, notes had been circulated.

- 815.2 Flood Alleviation Projects – Cllr. King explained that the money held by Wokingham Borough Council (WBC) would not be sufficient to fund all the projects on the list. WBC would assess those preferred by Swallowfield Parish Council and then prioritise following their assessments.

It was **PROPOSED** and seconded that the council submit the list of projects identified by FRG following the Herrington Report for consideration by Wokingham Borough Council as candidates for implementation using money awarded to the borough to be spent on flood alleviation in Swallowfield. All in favour. ⁷

⁷ AK

It was **AGREED** that an additional item would be added to the list, namely kerbing of Part Lane as work already carried out had been very successful. In addition Councillors would like more detail about why Wokingham Borough Council had decided that the project to put pipework underneath Church Road would not alleviate flooding. ⁸

- 815.3 SSE Grant – it was **NOTED** that all the items had been ordered and most delivered. Cllr. King would arrange for a specification to be prepared for installation of the generator. ⁹
¹⁰

Training days would then be scheduled and a report submitted to SSE. ¹¹

Cllr. Sampson expressed his gratitude to Cllr. King for her hard work on both of these projects.

- 816 HR**
(Appraisals/recruitment/staff training)
Lead Councillor: Cllr. G. Collender

- 816.1 Chairmanship Skills – it was **NOTED** that Cllr. Anderson attended the Chairmanship Skills Course.

817 DATE OF NEXT MEETING

Tuesday 14th August 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

⁸ AK

⁹ AK

¹⁰ Clerk to arrange electrician

¹¹ AK

PART II

818 PROPERTY

818.1 Post Office / Shop

818.1.1 Lease – it was **PROPOSED** and seconded that the lease, deed of surrender and side letter be sealed and signed by the council. All in favour. ¹²

The lease and deed of surrender were sealed by the Clerk and signed by Cllrs. Anderson and Wheelwright. The side letter was signed by the Clerk.

818.1.2 It was **PROPOSED** that the Clerk be given delegated authority to agree certain specific matters in relation to the lease arrangements. 7 for, 1 against. Motion carried. ¹³

818.1.3 It was **AGREED** that the Clerk would approach the solicitor for advice on the signing of the new lease. ¹⁴

818.1.4 Meeting – Cllr. King explained that she had met with Mr. Kumar. It was **AGREED** that a formal meeting should be arranged with Mr. Kumar as soon as possible. ¹⁵

818.1.5 Official Opening – it was **NOTED** that the official opening of Fieldfare would take place on Saturday 11th August. It was **AGREED** that tenants, neighbours and residents of The Street most affected by the development would receive personal invitations. All parish residents would be most welcome and a banner would be displayed to advertise the event. ¹⁶ It was **AGREED** that drinks (cava and soft alternative) and light refreshments would be served. ¹⁷

818.2 Residential Properties – it was **NOTED** that Cllr. Anderson had sent a letter relating to the matter.

[Meeting closed at 9:43]

¹² Clerk to return to solicitor

¹³ Clerk

¹⁴ Clerk

¹⁵ Clerk

¹⁶ AK, JA, Clerk

¹⁷ AK, JA, Clerk