

MINUTES OF THE MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 11<sup>TH</sup> SEPTEMBER 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. A. King                            Cllr. M. McDonald    Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk

Members of the public:            2

**839        APOLOGIES FOR ABSENCE**

Cllr C. Drew

**840        DECLARATIONS OF INTEREST**

None

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

None

**842        CHAIRMAN'S ANNOUNCEMENTS**

842.1    Mr. P. Sampson – it was **NOTED** that Mr. Sampson stepped down as a councillor on 31<sup>st</sup> August 2018 and that a Notice of a Vacancy had been displayed.

The council expressed its gratitude for the years of service Mr Sampson had given to the council, particularly, his five years as Chairman. <sup>1</sup>

842.2    Councillor Vacancy – it was **NOTED** that there is a further 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. Anyone interested should contact the Clerk or any member of the Parish Council.

**843        MINUTES OF LAST MEETING**

It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 14<sup>th</sup> August 2018 be **APPROVED**. All in favour. <sup>2</sup>

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<sup>1</sup> JA to write a letter

<sup>2</sup> JA

**844 CLERKS REPORT**

- 844.1 825.1 BALC – it was **NOTED** that an email had been received from the Chairman of BALC confirming arrangements for support. The Clerk confirmed that she has used the HALC support line and found the service very good. It was **AGREED** that the membership fee would now be paid.
- 844.2 828.1.3 Fieldfare snagging – it was **NOTED** that there are a few minor issues to be dealt with. Residents had been advised to report issues to the managing agent who would co-ordinate directly with the builder.
- 828.1.4 Utilities at Fieldfare – it was **NOTED** that the utility company had not registered the electricity meters for five of the residential properties correctly on the national database. It is believed that the meters referenced on the bills are correct. British Gas has requested that The Meter Reading Agency visit the site and confirm all meter allocations. It is hoped that this would be by 24<sup>th</sup> September. The Clerk had verified that the gas meters are correct and is not aware of any issues with the water meters although this has not been confirmed. The managing agent had been notified of the situation. <sup>3</sup>
- 844.3 838.1 Fieldfare – it was **NOTED** that further correspondence had been received requesting more information. The Clerk would respond. <sup>4</sup>
- 844.4 Other items
- 844.5 Vandalism – it was **NOTED** that a section of AstroTurf next to the tractor had been vandalised, an 18” square had been cut out and cut into pieces. <sup>5</sup>

**845 PLANNING**

Chairman of Planning Committee: Cllr. J. Wheelwright

845.1 Current applications

845.1.1 182003 – St John’s Church, Church Road, Farley Hill RG7 1TS

Application for the variation of condition 2 of planning consent 151842 for the change of use of place of worship to dwelling house. Condition 2 relates to approved plans, the proposed changes include- pitched roof instead of flat roof over dining room; change in materials from render to sawn oak cladding; increase in footprint of garage; increase in ridge height over garage and reduction in size of front porch.

The Council was concerned about the proposal that stained glass windows would be removed (and presumably replaced by clear glass) as those on the east elevation are attractive, of local historical significance and were to be retained in the previously approved designs. It was **AGREED** that the Clerk would confirm the position and if that were the case the council would object to that part of the proposal. <sup>6</sup>

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<sup>3</sup> Clerk

<sup>4</sup> Clerk

<sup>5</sup> Clerk to arrange for a repair

<sup>6</sup> Clerk

182053 – The Marshes, School Lane, Riseley RG7 1XT

Householder application for the proposed erection of a detached double car port (Resubmission of 172902).

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

845.1.2 182099 – Woodside, Castle Road, Farley Hill RG7 1UL

Full application for the proposed erection of replacement dwelling and garage, following demolition of existing dwelling, garage and outbuildings.

Cllr. Wheelwright explained that no plans for the replacement property had been loaded onto the WBC website and the Clerk had contacted the case officer but had not received a response. It was agreed that without the plans the council could not comment but would write to Wokingham pointing out the issue and asking for additional time to comment once the plans were available. <sup>7</sup>

845.1.3 182219 – 7 The Mews, Farley Hill, RG7 1XD

Householder application for the proposed erection of single storey rear extension to dwelling following the demolition of the existing conservatory, conversion to the existing garage to create habitable accommodation, insertion of two roof lights plus changes to fenestration.

Cllr. Wheelwright explained that that parking at The Mews is an issue and that conversion of a garage would only exacerbate this problem. He also stated that the new roof design appeared to be out of keeping with the rest of the development.

It was **PROPOSED** and seconded that the council **OBJECT** to this application as the garage conversion reduces the already limited space for car parking. It would also be pointed out that the roof design is out of keeping with the rest of The Mews and there is not enough information available to assess the appearance of the proposed extension. All in favour.

845.1.4 182223 – 8 The Mews, Farley Hill, RG7 1XD

APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, Area 1 and Area 2  
Area 1: T1, Sycamore - Fell to ground level. T2, Beech - Remove Ivy, deadwood and dead limbs. Area 2: G1, 5 no. Sycamore - Fell to ground level.

It was **AGREED** that the work proposed was sensible.

845.2 Results

845.2.1 181130 – Land to the West of Trowes Lane, Swallowfield

Application to vary conditions 3, 17, 20, 23 following the grant of planning consent 162498 (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. **Approved**

Swallowfield Parish Council objected to this application as it had concerns about the proposal for access to the site.

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<sup>7</sup> Clerk to contact WBC

181385 – 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 the storage of wood and machinery. **Approved**

The council expressed concerns about this application and asked that conditions were laid down to ensure that the activities were limited and appropriate operating hours applied. The council would monitor the situation.

845.3 16/02989/OUT – 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.

It was **NOTED** that Cllr. Bell, Chairman, Heckfield Parish Council and Cllr. Wheelwright met with Cala Homes to discuss options for improving the design of houses on this site. Cala subsequently resubmitted a plan where the design of the properties is much more in keeping in the village setting and takes into account suggestions in the Riseley Village Design Statement.

Cllr. Anderson expressed his gratitude to Cllr. Bell and Heckfield Parish Council for their support of Swallowfield Parish Council during this application. He also congratulated Cllr. Wheelwright for his perseverance and success in persuading Hart District Council to require the developer to submit a more appropriate design.

845.4 Minerals & Waste Draft Plan Consultation – it was **NOTED** that a consultation meeting will be held on Wednesday 19<sup>th</sup> September, 4pm to 8pm at Arborfield Green Community Centre, Sheerlands Road, Arborfield RG2 9ND. A response to the consultation would be considered at the next meeting.

845.5 GVOL Application

845.5.1 OH2016129 R – MT Scaffolding (Southern) Limited, Blackcroft Farm, Foxhill, Farley Hill RG7 1UJ

Authorisation for 8 vehicles.

Cllr. Anderson stated that it appeared from the Government website that a number of GVOL licences (approx. 7 vehicles) for this site had been revoked or dropped so there would not be a significant net change.

It was **AGREED** that the council would not comment.

845.6 Tree Preservation Orders (TPOs) – to **NOTE** only

845.6.1 1654/2018 – served. Relates to trees located on land to the west of Lambs Lane and to the east of Beech Hill Road, to the north-east of Loddon Court, Swallowfield.

**846 FINANCE**

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

Lead Councillor: TBA

Lead Councillor – it was **AGREED** that Cllr. Anderson would become interim lead for Finance and that the Finance Working Group would meet on Tuesday 25<sup>th</sup> September at 7:30pm in the Rose Room. All councillors are welcome to attend.

846.1 Accounts

846.1.1 Accounts – it was **NOTED** that the monthly accounts had been circulated. It is **PROPOSED** and seconded that these are accepted. All in favour.

846.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements are signed. All in favour. <sup>8</sup>

846.2 Budget – it was **NOTED** that the RFO would be preparing the budget shortly; any items for consideration in the 2019/20 budget should be forwarded by the end of September. <sup>9</sup>

846.3 Insurance – Cllr. Anderson explained that three quotes had been received which were very similar and deeper analysis was needed to determine the successful bidder. It was **AGREED** that the Finance Working Group would review the quotes and that the Clerk be delegated to appoint the most appropriate insurer. <sup>10</sup>

846.4 Licence Fees

846.4.1 Sports Pavilion, Riseley – it was **PROPOSED** and seconded that the licence fee to be charged for the Sports Pavilion at Riseley from 1<sup>st</sup> April 2019 to 31 March 2020 be increased as recommended in the paper circulated. <sup>11</sup>

**847 BILLS FOR PAYMENT – to APPROVE [list to be provided at meeting]**

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

Items 30 and 31 were approved prior to the meeting by Cllrs. Anderson and Sampson.

On-line payments would be authorised by Cllrs. Dance and Wheelwright. <sup>12</sup>

1	SSE - Southern Electric	711.38
2	Nigel Jeffries Landscapes Ltd	1149.00
3	Grundon, Riseley	121.66
4	Grundon, Swallowfield	121.66
5	BALC	554.58
6	Deposit Refund - Individual Hall Hirer	100.00

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<sup>8</sup> JA

<sup>9</sup> All Councillors

<sup>10</sup> Clerk / Finance Working Group

<sup>11</sup> Clerk to inform RSF Tennis Club

<sup>12</sup> JA/PS

7	Deposit Refund - Individual Hall Hirer	100.00
8	Deposit Refund - Individual Hall Hirer	300.00
9	Karen Luke Cleaning Services	234.00
10	Deposit Refund - The Athena Network	100.00
11	RES - Fire Extinguisher Test, Riseley	187.14
12	RES - Fire Extinguisher Test, Swallowfield	140.64
13	RES - Fire Extinguishers - Parish Stores, Fieldfare	180.00
14	Moorepay	36.52
15	Moorepay	36.52
16	Wokingham Town Council	30.00
17	Wokingham Town Council	30.00
18	SBA Ltd	558.00
19	Cllr. Anderson, Fieldfare Opening	196.32
20	Direct Debit - Eon, Swallowfield Parish Hall	117.51
21	Direct Debit - Eon, Riseley Parish Hall	118.52
22	Direct Debit (HMRC PAYMENTS)	748.05
23	Direct Debit (CASTLE WATER) - TW9215892362, Riseley Hall	116.13
24	Direct Debit (CASTLE WATER) - TW2836480081, Swallowfield Hall	54.53
25	BACS Charge	17.12
26	Payroll - August	4594.65
27	PWLB-Loan Repayment	9824.18
28	Lloyds Bank - Credit Card	291.20
29	Direct Debit - Eon, Sports Pavilion, Riseley	119.85
30	Mrs. E. Halson, MS 365 Licence, There But Not There Soldier	1001.90
31	JF Philips Electrical Services Ltd	275.00

**848 PROPERTY**

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

- 848.1 Fieldfare, Commercial Premises – it was **NOTED** that the existing lease had expired and the new lease had not yet been signed. It was hoped that this situation would be resolved shortly as the premises are now being occupied on a tenancy at will and a letter to this effect has been served on the tenant. The tenant had informed Cllr Anderson that the lease was being reviewed by his solicitor.

**849 ENVIRONMENT**

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

Lead Councillor: Cllr. A. King

- 849.1 The Fields NAG – it was **NOTED** that the next meeting would be held on Wednesday 26th September 2018, 7:30pm, Shinfield Parish Hall. Cllr. McDonald would attend

- 849.2 Boardwalk, Riseley Common – it was **PROPOSED** and seconded that the Parish Council would support financially a group of local volunteers who had offered to repair the boardwalk at Riseley Common. The Parish Council agreed that it wanted to retain the boardwalk and that it would purchase the materials required at a cost of approx. £3,000 plus VAT. Since the work would be undertaken by volunteers, this would be subject to the appropriate insurances being place and an appropriate authority being appointed to inspect and sign off on the quality and standards of the work. The subframe would be repaired and the wooden slats replaced with wood effect composite boards which will be much more durable. The boardwalk belongs to the Parish Council. <sup>13</sup>

## 850 RESILIENCE

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

Lead Councillor: Cllr. A. King

- 850.1 FRG Projects – Cllr. King reported that the discussions with the Environment Agency are on-going. The co-chairmen are looking to step down as they no longer live in the parish although they are prepared to continue to act in an advisory capacity.
- 850.2 Flood Resilience Equipment – it was **NOTED** that the training would take place on 6<sup>th</sup> October 2018, 09:30 in the Davies Room. Cllr. King had identified a number of individuals who were prepared to take responsibility for managing all the equipment.
- 850.3 Strategic Flood Risk Assessment – it was **NOTED** that WBC had commissioned WSP to produce an update to the Strategic Flood Risk Assessment. It was agreed that the council did not have the expertise to comment on this document.

## 851 BOROUGH FORUMS/MEETINGS

- 851.1 Borough Plan (WBC) – it was **NOTED** that the borough council had published a draft Borough Plan that sets out a proposed vision for the area, the values and principles it will follow and the priorities it will focus on.

It was **AGREED** that the council would prepare a response to be considered at the next meeting. <sup>14</sup>

Residents are encouraged to have their say by completing the survey by 30<sup>th</sup> September 2018. <sup>15</sup> <http://www.wokingham.gov.uk/news-and-consultation/consultation-and-having-your-say/current-consultations/?entryid206=463243>

- 851.2 Clerk's Forum – to **NOTE** that the Clerk attended the Clerk's Forum on 5<sup>th</sup> September 2018. Topics discussed included Borough Plan, Health and Wellbeing and Planning.
- 851.3 Development Management (WBC) – to **NOTE** that a meeting will be held on 27<sup>th</sup> September, 7-8pm at Shute End. Email circulated.
- 851.4 Clerks/WBC Forum – to **NOTE** that the next meeting will be held on Friday 28<sup>th</sup> September.

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<sup>13</sup> AK / Clerk to investigate options for appointing an expert to inspect the boardwalk

<sup>14</sup> TBD

<sup>15</sup> Clerk to publicise on the website and facebook

**852      OUTSIDE ORGANISATIONS**

852.1      AWE – to **NOTE** that John Steele, a representative from AWE met with the Parish Council prior to the Parish Council meeting. <sup>16</sup>

852.2      re3 Recycling – it was **NOTED** that re3 has invited members of the public to attend a tour of the Material Recycling Facility in Reading. Details of dates and how to book can be found at <https://re3recycleweektour.eventbrite.co.uk> or on the re3 Facebook page.

**853      DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> October 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[The meeting closed at 20:37]

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<sup>16</sup> Clerk to send a thank you note