

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 8TH JANUARY 2019 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Cllr. J. Anderson (Chairman) Cllr. M. Binns Cllr. W. Dance
 Cllr C. Drew Cllr. A. King Cllr. S. Lonorgan
 Cllr. M. McDonald Cllr. J. Wheelwright

In attendance: Liz Halson, Clerk

Members of the public: 0

910 APOLOGIES FOR ABSENCE

Cllr. G. Collender

911 DECLARATIONS OF INTEREST

None.

912 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

None

913 CHAIRMAN'S ANNOUNCEMENTS

913.1 John Redwood – it was **NOTED** that our MP, John Redwood, has been handed a knighthood in the new year honours list. It was **AGREED** that the council would send him a letter congratulating him on this honour. ¹

914 MINUTES OF LAST MEETING

914.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 11th December 2018 be approved. All in favour. ²

915 CLERKS REPORT

915.1 Update on items from previous meetings

915.1.1 844.2 Utilities at Fieldfare – it was **NOTED** that progress is being made. Refunds have been received for three supplies which were removed in the commercial premise, there is an outstanding issue with one supply. The gas and electricity supplies for the residential properties are mostly resolved but require final checks. We are waiting for checks on the water meters to be completed.

¹ JA/Clerk

² JA

915.1.2 902.2 Ditch maintenance – it was **NOTED** that the work in Swallowfield has been completed and inspected on behalf of the Parish Council by Mr. G. Stanley (Co-Chair, FRG). Work in Riseley will take place on 9th January. It was **NOTED** that the contractor had suggested that the council should erect a sign warning that the water is deep. ³

915.1.3 885.1 5 year electrical condition testing – it was **NOTED** that the remedial work highlighted in the report has been completed.

915.1.4 897.5 Waste Water Pump – it was **NOTED** that the repairs identified in the annual maintenance inspection had been completed, in addition to this work the lifting chain had to be replaced taking the total cost to £615.70 + VAT.

915.2 Other items

915.2.1 Emergency repairs at the Sports Pavilion, Riseley – it was **NOTED** that the following work had been completed.

- Repair to the water heater in the ladies toilets
- Dripping tap in the disabled toilets
- Leaking shower in the room rented to the Russell Players

915.2.2 Swallowfield Parish Hall – it was **NOTED** that there are continuing issues with boiler, it cuts out resulting in no heating in the hall. The thermostats will be replaced on 18th January at a cost of £360 plus VAT. If the problem persists the council may have to consider replacement of the boiler. It was **AGREED** that the cost of a replacement would be investigated. ⁴

916 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

916.1 Current applications – for details see page 2019/537.

916.1.1	183238	The Old Post House The Street Swallowfield d	RG7 1QY	Comments
916.1.2	183239	The Old Post House The Street Swallowfield	RG7 1QY	No comment
916.1.3	183370	Mistletoe Cottage The Devils Highway Riseley	RG7 1XR	Object
916.1.4	183393	The Loft, Flat Part Lane Swallowfield	RG7 1TB	Object

916.2 Results (For information only) – for details see page 2019/540.

916.2.1	182007	5 Farley Court Church Road Farley Hill	RG7 1TT	Withdrawn
916.2.2	182959	Holly Lodge, Castle Hill Road,	RG7 1XA	Approved
916.2.3	183191	3 Beehive Cottages Trowes Lane Swallowfield	RG7 1RP	Approved

916.2.4 Planning Appeal – APP/X0360/W/18/3199728 (WBC Ref: 172495) – it was **NOTED** that this appeal had been dismissed. The main reasons being:

- the effect on the character and appearance of the area;
- the effect of the development on supply and spatial distribution of housing
- the effect on nature conservation interests of the Thames Basin Heaths SPA.

³ Clerk

⁴ Clerk

- 916.3 Local Plan Update: Homes for the future consultation – it was **NOTED** this consultation would now run until 22nd Feb 2019. Residents are encouraged to complete the on-line survey as this will guide where and how growth will take place in the borough in the years up to 2036. Alternatively attend one of the engagement events taking place at a number of locations in the borough.

917 FINANCE

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

Lead Councillor: Cllr. J. Anderson

917.1 Accounts

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

- 917.1.2 Bank Reconciliation Statements –it was **PROPOSED** and seconded that the Bank Reconciliation Statements be signed. All in favour. ⁵

- 917.2 Budget – it was **NOTED** that a proposal had been circulated. It was **PROPOSED** and seconded that the 2019/2020 budget be **APPROVED**. All in favour.

- 917.3 Precept – it was **PROPOSED** and seconded that a precept of £20,530 be set and submitted to Wokingham Borough Council. This figure should result in individual households seeing no increase in the precept paid. ⁶

918 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 by Cllrs. Dance and McDonald ⁷. Cheques to be signed by Cllrs. Dance and McDonald.^{8 9}

1	Deposit Refund	228.00
2	Mrs K U Luke	208.00
3	Moorepay	37.88
4	Sage	300.00
5	Loddon Door Services	228.00
6	Lucas Plumbing	267.23
7	John Dollin	863.00
8	Ricoh	217.10
9	GLS	25.78
10	Nigel Jeffires Landscapes	120.00
11	NH Electrical Services	1008.00

⁵ JA

⁶ RFO

⁷ BD/MM

⁸ BD/MM

⁹ RFO to issue payments

12	Mr A Pope	432.00
13	E.ON	269.77
14	E.ON	340.72
15	Unity Trust Charges	43.80
16	Direct Debit (HMRC PAYMENTS)	747.85
17	Direct Debit (CASTLE WATER) - TW9215892362	116.13
18	Direct Debit (CASTLE WATER) - TW2836480081	54.53
19	BACS Charge	17.12
20	Payroll - January	4686.08
21	Lloyds Bank (Alto Card)	3.00
22	British Telecom	351.91
23	British Gas	729.75
24	Wokingham Council	82.00

919 PROPERTY

(Fieldfare, Halls, Land)

- 919.1 Storage – it was **NOTED** that Tessa Costin (Russell Players), Ian Fullerton and Paul Harrington (Scouts) had agreed to join the working group to investigate options for storage in the parish. The first meeting would be held on 17th January.
- 919.2 Sports Pavilion – it was **NOTED** that a meeting would be held with the Tennis Club on Wednesday 9th January. Cllrs. Anderson, Dance, Drew and King would attend.

920 RESILIENCE

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

Lead Councillor: Cllr. A. King

- 920.1 Ditch Maintenance – it was **NOTED** that the annual ditch maintenance work began on 8th January at a cost of £1,200 plus VAT.
- 920.2 Flood Alert Application – it was **NOTED** that FRG had been asked to test a mobile phone app developed by CCB on behalf of FRG. ¹⁰

921 ENVIRONMENT

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

Lead Councillor: Cllr. A. King

- 921.1 NAG – it was **NOTED** that the revised minutes of the last meeting held on 21st November 2019 had been received. The next meeting would be held on Wednesday 30th January, 7:30-9pm in Shinfield Parish Hall. Cllr. Lonorgan would attend.

¹⁰ Clerk to establish requirements

921.2 Campaign for Cleaner and Greener – it was **NOTED** that the next meeting would be held on Tuesday 15th January 10am to noon at Smallmead Recycling Centre. Cllr. Lonorgan and the Clerk would attend.

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

922.1 Advertising – it was **PROPOSED** and seconded that the council no longer accept adverts for publication in the parish Newsletter. All in favour. ¹¹

922.2 Newsletter articles – it was **AGREED** that this proposal would not be considered at this meeting. It was **AGREED** that the Communications Working Group should meet to discuss the way forward in more detail. This would take place in the Spring when Cllr. Collender returns.

923 DATE OF NEXT MEETING

Tuesday 12th February 2019 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[The meeting closed at 8:45pm]

¹¹ GC to inform current advertisers

NOTES

951.1 Current Applications

Agenda Ref	App No	Address	Application
915.1.1	183238	The Old Post House The Street Swallowfield RG7 1QY	<p>Householder application for the proposed installation of a circular window at ground floor level.</p> <p><i>After discussion it was agreed that the council had no objection but would like to make the following observations.</i></p> <p><i>Swallowfield Parish Council do not object to this application and think that a window on this wall does make sense. However, it would like to make the observation that the proposed circular window does not enhance the building from a visual perspective and maybe a larger rectangular window may be more in keeping.</i></p> <p>It was PROPOSED and seconded that the council would responded as detailed above. All in favour.</p>
915.1.2	183239	The Old Post House The Street Swallowfield RG7 1QY	<p>Application for Listed Building consent for the proposed installation of a circular window at ground floor level.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

Agenda Ref	App No	Address	Application
915.1.3	183370	Mistletoe Cottage The Devils Highway Riseley RG7 1XR	<p>Full application for the proposed erection of 1no dwelling and outbuilding following demolition of existing dwelling and garage.</p> <p><i>Whilst an improvement on the previous application, 173623, the replacement building remains too large for the site in all elements, being excessive in footprint, height and volume. The modern design is out of keeping with the rural area and more suited to a suburban location. More significant is the loss of an 18th century squatters cottage replaced by a building which has no reference to the existing building design.</i></p> <p><i>The reasons cited in the refusal of the previous application, 173623, are still relevant.</i></p> <p><i>If Wokingham Borough Council is minded to approve this application the council would like to see conditions which ensure:</i></p> <ul style="list-style-type: none"><i>that the old timber salvaged from the demolition is used to construct the proposed ancillary building within a reasonable timeframe and does not get ignored.</i><i>that use of the additional building is ancillary to occupation of the main house.</i> <p>It was PROPOSED and seconded that the council would OBJECT to this application for the reasons stated above. All in favour.</p>

Agenda Ref	App No	Address	Application
915.1.4	183393	The Loft Flat Part Lane Swallowfield RG7 1TB	<p>Full planning application for the change of use of ground floor of existing building from storage to residential plus extensions to create 3no bedroom dwelling.</p> <p><i>The council have sympathy for what the owners are trying to achieve in reworking The Loft into something more habitable and visually appealing and recognises that this new proposal does address some of the concerns regarding the height of the building.</i></p> <p><i>However, it does not change the fundamental issues which were cited in the refusal of the previous application, 181163.</i></p> <p><i>The council would also like to reiterate its comments when objecting to that application:</i></p> <p><i>The 'certificate of 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 believes that the application should be assessed using comparable criteria to those in a 'permitted development rights' application for conversion of an agricultural building to residential use and as such there would be constraints which would not allow the roof to be lifted as specified in this new application.</i></p> <p>It was PROPOSED and seconded that the council would OBJECT to this application for the reasons stated above. All in favour.</p>

952.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	182007	5 Farley Court Church Road Farley Hill RG7 1TT	Full application for the proposed replacement garage block consisting of 9 no. units following demolition of existing garage block. <i>The council did not comment on this application</i>	Withdrawn
7.2.2	182959	Holly Lodge, Castle Hill Road, RG7 1XA	Householder application for the proposed erection of single storey side extension to the existing dwelling. <i>The council did not comment on this application</i>	Approved
7.2.3	183191	3 Beehive Cottages Trowes Lane Swallowfield RG7 1RP	Householder application for proposed part alteration to raise roof at the front of the existing dwelling, and alteration at the rear of the existing dwelling to change the roof from flat to pitch. <i>The council did not comment on this application</i>	Approved