

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 14TH JANUARY 2020
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

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

In attendance: Liz Halson (Clerk)

Members of the public: 0

2023 APOLOGIES FOR ABSENCE

Cllr. Collender, Cllr. S. Lonorgan, Cllr. J. Wheelwright

2024 DECLARATIONS OF INTEREST

None.

2025 CHAIRMAN'S ANNOUNCEMENTS

2025.1 Borough Parish Liaison Forum – it was **NOTED** that Michael Firmager, Chairman of the Borough Parish Liaison Forum would meet with the Parish Council on Wednesday 22nd January at 7pm in the Rose Room.

2025.2 Strategy Meeting – it was **NOTED** that there would be a Strategy Meeting on Wednesday 22nd January at 7:30pm in the Rose Room.

2026 MINUTES OF LAST MEETING

2026.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 10th December 2019 be approved. All in favour. ¹

2027 CLERKS REPORT

2027.1 Other Items

2027.1.1 Local Plan Update – it was **NOTED** that Wokingham Borough Council Executive would meet to approve a public consultation on the Draft Local Plan on 15th January 2020.

¹ JA

2028 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2028.1 Current applications – for details see page 2020/659

2028.1.1	193305 - Farley Hall, Castle Road, Farley Hill RG7 1UL	Comment
2028.1.2	193356 - Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY	Comment
2028.1.3	193385 – Glasspool Farm, Part Lane, Riseley RG7 1RU	Object
2028.1.4	193386 – Glasspool Farm, Part Lane, Riseley RG7 1RU	Object

2028.2 Results – for details see page 2020/660

2028.2.1	192788 - Wheelers Farm Bungalow, Wheelers Farm, Swallowfield, RG7 1XL	Approved
2028.2.2	192909 - Three Gables, The Devils Highway, Riseley, RG7 1XR	Refused
2028.2.3	193009 – Conifers, Church Road, Farley Hill RG7 1TU	Approved
2028.2.4	193286 - Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY	Did not proceed

2029 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2029.1 Accounts

2029.1.1 Month End Accounts – it was **NOTED** that the Month End Accounts had been circulated. It was **PROPOSED** and seconded that these were accepted. All in favour.

2029.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be signed. All in favour. ²

2029.2 2019/2020 Budget – it was **NOTED** that the 2019/20 budget had been updated to reflect additional income received from investments and the change in timings of the car park project. The excess income identified is reflected in the Reserves spreadsheet for the 2020/21 Reserves. It was **NOTED** that no additional spend had been proposed in this budget document.

2029.2.1 2020/2021 Budget – it was **NOTED** that the proposed 2020/21 budget had been circulated. It was **PROPOSED** and seconded that this be **APPROVED**. All in favour.

2029.3 Precept – it was **PROPOSED** and seconded that a precept of £20,620 be set and submitted to Wokingham Borough Council. This figure should result in individual households seeing no increase in the precept paid. ^{3 4}

2029.4 Internal Audit – it was **NOTED** that the auditor had issued her interim report, this would be reviewed by the Finance Working Group.

² JA

³ Clerk to sign

⁴ RFO to submit to WBC

2030 **BILLS FOR PAYMENT**

2030.1.1 Bills List – it was **PROPOSED** and seconded that the bills as listed below be **APPROVED** for payment. On-line payments would be authorised by Cllrs. Dance and Wheelwright. All in favour. ⁵

1	Ovenclean	250.00
2	Deposit Refund	300.00
3	Deposit Refund	100.00
4	EA Payment – Permit for Spillway	446.00
5	GLS	92.47
6	Record UK	180.00
7	Riseley Tennis Club	286.00
8	Molegone	110.00
9	Mrs K U Luke	227.50
10	Patrick Parsons	2100.00
11	Moorepay	61.80
12	Woodside Recycling	62.40
13	Westronics	371.11
14	Ricoh	174.96
15	John Dollin	880.00
16	Hawkesworth	229.13
1	E.ON	275.58
2	E.ON	210.56
3	Direct Debit (HMRC PAYMENTS)	596.69
4	Direct Debit (CASTLE WATER) - TW9215892362	51.49
5	Direct Debit (CASTLE WATER) - TW2836480081	54.05
6	BACS Charge	17.12
7	Payroll - November	5069.79
8	Lloyds Bank (Alto Card)	291.99
9	B.T.	87.56
10	Wokingham Council	83.00
11	Southern Electric	44.88
12	British Gas	1031.36
13	U.T. Service and Manual Credit Charge	40.95

2031 **PROPERTY**

(Fieldfare, Halls, Land)
 Lead Councillor: Cllr. J. Anderson

2031.1 Car Park – it was **NOTED** that the survey of the ditch at the rear of the car park could not take place on 16th December due to the high water levels.

It was **NOTED** that Cllr. Anderson and the Clerk met with the appointed consultant and a representative from re3 to review access for the bottle bank lorry. This was followed by a meeting to review the initial design. The key recommendations were that the glass

⁵ MM/JW

recycling be moved next to the hall waste bin and a height restriction barrier is installed at the front. Whilst aesthetically a height barrier is not as pleasing it will significantly reduce the number of cars damaged and reduce the council's cost of repair to either gates or bollards. The barrier could be painted a dark colour to blend better with the surroundings. It was **AGREED** that a sound deadening fence should be installed next to the recycling bins.

It was **NOTED** that it may be necessary to apply to the Environment Agency (EA) for a permit to discharge water into the ditch at the rear of the car park.

- 2031.2 Fieldfare, Annual Services – it was **NOTED** that the following annual services had taken place:
- Airconditioning units – shop
 - Waste water pump – whole site
- 2031.3 Hall Improvements – it was **NOTED** that the appointed architect would present a draft proposal to the Halls Working Group on Tuesday 18th February.
- 2031.4 Parish Shop – it was **PROPOSED** and seconded that due to commercial sensitivities the press and public are excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

2032 ENVIRONMENT

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

Lead Councillor: Cllr. A. King

- 2032.1 Community Litter Pick – it was **NOTED** that this event would take place on Saturday 28th March 2020. It was **NOTED** that Nigel Adams would not be leading the event this year. It was **AGREED** that Cllr. Binns would lead on the day. ⁶
- 2032.2 Rural Crime – to was **NOTED** that a drop in session/workshop would be held on 30th January between 1900 and 2100 at Loddon Valley Police Station. There would be an update on rural crime and information about dealing with unauthorised encampments under the current law. If anyone wishes to attend please let the Clerk know. ⁷

2033 RESILIENCE

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

Lead Councillor: Cllr. A. King

- 2033.1 Spillway Project – it was **NOTED** that an update had been received from Graham Stanley. It was **NOTED** that the Environment Agency (EA) want the project to be completed this financial year. The EA and the Hampshire and Isle of Wight Wildlife Trust (HIWWT) have agreed that the contractor who requoted in response to the second round of tendering be appointed. The EA has agreed to cover the additional cost. The work would start on 17th February 2020.

⁶ Clerk to prepare paperwork etc

⁷ All Councillors

It was **PROPOSED** and seconded that the council engage the contractor at a cost of £30,200 plus VAT. All in favour. ⁸

It was **NOTED** that the EA permit required to carry out the work cost £466.

- 2033.2 Swallowfield Flood Resilience (FRG) – it was **NOTED** that the last meeting was held on Thursday 5th December 2019. Notes were circulated. The next meeting would be held on Thursday 27th February, 7:30pm in the Rose Room.

2034 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 2034.1 Legionnaires Testing, Swallowfield Parish Hall – it was **NOTED** that Legionnaires testing took place on 2nd January 2020.

2034.2 Electrical Work

Emergency Lighting/Smoke Detector Testing – it was **NOTED** that two quotes had been received for the work identified in the test report. It was **PROPOSED** and seconded that Contractor B be asked to carry out the work at a cost of £165 plus VAT. All in favour. ⁹

- 2034.2.1 Remedial Work – it was **NOTED** that the following electrical work needed to be carried out.

- Replacement of the ceiling lights in the Rose Room kitchen
- Installation of an additional PIR at the back of the hall to ensure that the outside lights come on as soon as a pedestrian turns the corner from the Rose Room.

It was **PROPOSED** and seconded that the work be carried out by Contractor B at a cost of £385 plus VAT. All in favour. ¹⁰

2034.3 Plumbing Work

- 2034.3.1 Handwashing sink, Riseley Memorial Hall – it was **NOTED** that this sink does not drain properly due to the fall of the pipes, remedial work would take place before the Tea Room reopens in February.

- 2034.3.2 Blockage, Swallowfield Parish Hall – it was **NOTED** that there is a blockage in the pipework between the Gents Toilets and the office sink. The caretaker is working on the problem, but if he is unable to clear the blockage the plumber would be asked to carry out the work.

¹¹

2035 RECREATION

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

Lead Councillor: Cllr. W. Dance

⁸ Clerk to issue contract

⁹ Clerk

¹⁰ Clerk

¹¹ Clerk

- 2035.1 Swallowfield Parish Allotment Association (SPAA) – it was **NOTED** that the minutes of the last committee meeting held on 5th December had been received and circulated. It was **NOTED** that the SPAA Risk Assessments had been received.

It was **PROPOSED** and seconded that the council accepts these Risk Assessments. All in favour.

2036 COMMUNICATION
(Newsletter/Website/Annual Report/Media)
Lead Councillor: Cllr. G. Collender

- 2036.1 Newsletter – it was **NOTED** that the copy date for the Spring Newsletter, which would be distributed in early March, is 22nd February 2020.

2037 TRANSPORT
(Road issues/speeding/public transport/police liaison)
Lead Councillor: Cllr. J. Wheelwright

- 2037.1 Buses – it was **NOTED** that the council had received many complaints about the change Reading Buses have made to the No7 bus timetable. Cuts are due to commercial viability, one of the buses has been taken out of operation due to its age/condition and will not be replaced. The council has consulted with its borough councillor and confirmed that Wokingham Borough Council (WBC) is investigating possible options for restoring at least part of the service. WBC currently subsidises evening and weekend buses on this route. It is understood that WBC is also in discussions with Hampshire County Council. It was **AGREED** that this is a vital service for the parish community as well as those in neighbouring parishes visiting the medical practice. The withdrawal of buses will lead to increased pollution and carbon emissions contrary to WBC's climate policy as those who are able will have to use their cars.. It will also lead to those without their own transport becoming isolated. It was **AGREED** that the council should write to all the parties involved in the discussions. ¹²

- 2037.2 Potholes – it was **NOTED** that the council is working with its borough councillor to expedite repairs to the significant number of potholes across the parish. Residents are encouraged to continue to report incidents, at the link below, as the volume of reports may help raise the priority of work. It was **AGREED** that the council would write to WBC. ¹³
<https://wokinghamalliance.highway-iams.uk/Live/PBLC/PIP/?cg=POT>.

- 2037.3 Road Closures, Gigaclear – it was **NOTED** that Gigaclear have permits for additional work which would result in the following road closures:
- 15th to 17 January - Basingstoke Road, working under multi-Way lights
 - 23rd to 24th January - Barge Lane

2038 EVENTS

- 2038.1 Max Bowker Legacy – it was **NOTED** that the first meeting of this working group would be held on Thursday 16th January 2020. Cllrs. Binns and Lonorgan would attend.

¹² AK

¹³ AK

2039 HEALTH & WELLBEING

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)
Lead Councillor: Cllr. A. King

- 2039.1 Citizens Advice – it was **NOTED** that Citizens Advice Wokingham had asked the council to nominate suitable venues where pop up clinics could be held, ideally these should be where a good footfall could be guaranteed. It was **AGREED** that there is no such location in the parish; however, the council would offer the use of the Rose Room on a Wednesday morning to coincide with Coffee Corner. The council would also suggest that the Church Fete and Horticulture Shows might provide suitable opportunities to engage with members of the public but these are not in the control of the Parish Council. ¹⁴

2040 OUTSIDE ORGANISTIONS

- 2040.1 Police & Crime Commissioner – it was **NOTED** that the December Bulletin had been received.

2041 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 11th February 2020 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Members of the public and press were excluded for the next item

2042 PROPERTY

- 2042.1 Parish Shop – it was **AGREED** that the property working group would look at a proposal and report back to the council at the next meeting. ¹⁵

[The meeting closed at 9:53pm]

¹⁴ Clerk

¹⁵ JA

2028 PLANNING

2028.1 Current Applications

Agenda Ref	App No	Address	Application
2028.1.1	193305	Farley Hall, Castle Road, Farley Hill RG7 1UL	<p>Full planning application for the demolition of a former dairy building; clearance of the site; and erection of a single storey replacement building for residential occupation by an essential rural worker in connection with Farley Hall and its rural estate.</p> <p>It was PROPOSED and seconded that the council would support this application but it would ask that conditions are applied which tie its use to the hall and ensure that the bats are treated in the most appropriate way. All in favour.</p>
2028.1.2	193356	Balcombe Nurseries Basingstoke Road Swallowfield RG7 1PY	<p>Full application for the erection of 5No detached dwellings, one with separate garage and four dwellings with internal garages. Associated landscaping works including one balancing pond. 2No entrance gates and 1.2m post and rail fencing.</p> <p>It was PROPOSED and seconded that the council should respond as it had for application 182370 with additional comments regarding assurance that the landscape plan is adhered to. All in favour.</p>
2028.1.3	193385	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for proposed part conversion of 2 no. barns to form 5 no. dwellings.</p> <p>The council AGREED that this site is an eyesore, it has sympathy with the applicant who is trying to find a sensible way forward for this dilapidated site. A new build which would have looked much better was refused and a class Q conversion is more likely to be inappropriate and ugly. The council has the following concerns:</p> <ul style="list-style-type: none"> • the configuration is strange and does not address the rest of the site. • the look of the buildings after conversion, the council believes they will look ugly • vehicle access • the number of dwellings • water runoff and sewerage provisions. <p>It was PROPOSED and seconded that the council object to this application as detailed above. All in favour.</p>

Agenda Ref	App No	Address	Application
2028.1.4	193386	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for proposed part conversion of barn to flexible use.</p> <p>The council AGREED that as there is no detail about what the proposed flexible use would be it is not possible to determine the impact on local residents or the environment.</p> <p>It was PROPOSED and seconded that the council object to this application for the reason outlined above. All in favour.</p>

2028.2 Results

Agenda Ref	App No	Address	Application	Result
2028.2.1	192788	Whealers Farm Bungalow, Whealers Farm, Swallowfield, RG7 1XL	Application for a certificate of existing lawful development for the use of building as an independent residential dwelling (C3) in breach of agricultural occupancy tie condition (condition 8) attached to planning permission ref. 13929	Approved
2028.2.2	192909	Three Gables, The Devils Highway, Riseley, RG7 1XR	<p>Householder application for the proposed erection of a first floor side extension plus alterations to existing roof.</p> <p>The reason for refusal: no bat survey.</p>	Refused
2028.2.3	193009	Conifers, Church Road, Farley Hill RG7 1TU	Householder application for the proposed erection of a single storey rear extension with the insertion of 5no roof lights, following demolition of existing conservatory and rear porch and changes to fenestration.	Approved
2028.2.4	193286	Balcombe Nurseries Basingstoke Road Swallowfield RG7 1PY	Application to vary condition number 2 of planning consent 173726 for the Full application for the proposed erection of 5 no dwellings with detached garages and a balancing pond. Condition 2 refers to approved plans This permission is in respect of the submitted application plans and drawings numbered ref: 2396-15; 2396-16; 2396-17; 2396-18; 2396-19; 2396-20; 2396-21 and 2396-22.	Not proceeded with