

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 11TH FEBRUARY 2020
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. M. McDonald
 Cllr. J. Wheelwright

In attendance: Liz Halson (Clerk)

Members of the public: 1

2043 APOLOGIES FOR ABSENCE

Cllr. Collender

2044 DECLARATIONS OF INTEREST

None.

2045 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

2045.1 Resident – I would like to report to the council that I will be organising an event to commemorate V.E. Day on Friday 8th May 2020. The plan is start with short service of thanks at the War Memorial, followed by an event in the hall for the uniformed organisations, then in line with the rest of the country read a Cry for Peace and ring the church bells. We will then finish with an evening event of music in the village hall. I am liaising with the church, uniformed organisations and representatives from Riseley Village Tea Room to ensure we have a co-ordinated effort. We would appreciate any support that the Parish Council can offer.

2046 CHAIRMAN'S ANNOUNCEMENTS

2046.1 Councillor Resignation – it was **NOTED** that Mrs. Lonorgan had stepped down as councillor on 30th January 2020, Wokingham Borough Council had been informed and a Notice of a Vacancy had been displayed.

2047 MINUTES OF LAST MEETING

2047.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 14th January 2020 be approved. All in favour. ¹

¹ JA

2048 CLERKS REPORT

2048.1 Update on items for previous meetings

2048.1.1 1037.3.2 Parish Stores Car Park – it was **NOTED** that the wheel stops had been installed outside the Parish Stores and were having the desired effect.

2048.2 Other Items

2048.2.1 Swallowfield Parish Hall – it was **NOTED** that as a result of the winds on Sunday afternoon a pane of glass in the main front door was smashed. This has been replaced with the appropriated safety glass at a cost of £145 plus VAT.

2048.2.2 Swallowfield Parish Hall – weekend and evening call outs. It was **NOTED** that following two incidents at the weekend which resulted in council staff being contacted, consideration needs to be made regarding arrangements for dealing with out of hours calls.

2048.2.3 Green Food Waste Bags – it was **NOTED** that WBC would not be issuing replacement rolls of green food waste bags with the blue bag delivery. When questioned about this decision WBC explained that it has never been their intention to distribute more bags and that resident should use other means to line their caddies or collect rolls from the nearest distribution point, which for our parish was to have been the parish office.

The council **AGREED** that it was not practical for the office to deal with distribution of the bags and expecting residents to drive to collection points was just adding to congestion and carbon emissions. All of which would ultimately lead to a reduction in the use of food recycling. ²

The parish council will consider how green bags will be distributed to its residents. Wokingham Borough would be asked if they are able to supply enough rolls to cover the parish before any decisions are made regarding the process. ³

2049 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2049.1 Current applications – for details see page 5.

2049.1.1 193365 - The Island House, Basingstoke Road, Swallowfield, RG7 1PT No comment

2049.1.2 200243 - Glasspool Farm, Part Lane, Riseley RG7 1RU Objected

2049.2 Results – for details see page 5.

2049.2.1 191395 – Fairlands, Church Road, Farley Hill RG7 1TU Refused

2049.2.2 193385 – Glasspool Farm, Part Lane, Riseley RG7 1RU Prior Approval Refused

2049.2.3 193386 – Glasspool Farm, Part Lane, Riseley RG7 1RU Prior Approval Refused

2049.3 Appeals

2049.3.1 AP/X0360/W/19/3243419192209 – Three Gables, The Devils Highway, Riseley RG7 1XR Refused

² Clerk to write a letter on behalf of the council

³ Clerk

2049.4 Consultations

2049.4.1 Local Plan Update – it was **NOTED** Cllr. Anderson attended a briefing given by WBC on 27th January 2020. The consultation on this plan had started, responses must be submitted by 5pm on 20th March 2020. The council would consider its response at the next council meeting on 10th March.

2049.4.2 The Central and East Berkshire Joint Minerals and Waste Plan – it was **NOTED** that a site in this parish west of the Basingstoke Road and north of the Loddon at Sheepbridge had been put forward. The consultation on this plan had started, responses must be submitted by 5pm on 23rd March. It was **NOTED** that Wokingham Borough Council would be holding a Consultation Drop In Event on Wednesday 11th March, 5pm-7pm at Swallowfield Parish Hall. The council would consider its response at the next council meeting on 10th March.

2050 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2050.1 Accounts

2050.1.1 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.

2050.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be signed. All in favour. ⁴

2051 BILLS FOR PAYMENT

2051.1.1 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	Deposit Refund	100.00
2	Deposit Refund	100.00
3	Deposit Refund	100.00
4	Deposit Refund	100.00
5	Deposit Refund	100.00
6	Deposit Refund	100.00
7	Lucas Plumbing and Heating	396.32
8	CPRE	36.00
9	Mrs K U Luke	234.00
10	Moorepay	52.08
11	A1 Security Systems	145.08
12	T's Gardening services	1440.00
13	Nigel Jeffries	1440.00
14	Grundon	125.93
15	Grundon	103.27

⁴ JA

⁵ WD/JW

16	David Pawley, Tower Clock Maker	295.20
17	Earley Town Council	86.40
18	Air Intelligence	186.00
19	D2D Distribution Ltd	252.00
20	Morton:Pattison	1560.00
21	Castle Water	7.80
22	Claire Connell	310.00
23	Lucas Plumbing and Heating	368.68
24	Crown Gas & Power	297.62
25	Southern Electric	11.52
26	Direct Debit (HMRC PAYMENTS)	596.49
27	Direct Debit (CASTLE WATER) - TW9215892362	51.49
28	Direct Debit (CASTLE WATER) - TW2836480081	54.05
29	BACS Charge	17.12
30	Payroll - January	5069.79
31	Lloyds Bank (Alto Card)	663.28
32	British Gas	475.15
33	Wokingham Council	83.00
34	Deposit Refund	0.00
35	Hospitality	12.00
36	Maintenance	22.22
37	Mileage	61.65
38	Office	0.00
39	Hall Hire	-319.50

2052 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

- 2052.1 Car Park – it was **NOTED** that the consultant had been asked to prepare a design for the installation of a height restriction barrier and appropriate kerbing which could be installed prior to the car park drainage and resurfacing being completed.
- 2052.2 Swallowfield Recreation Ground – it was **PROPOSED** and seconded that the fence along the path behind the MUGA be replaced at a cost of £894 plus VAT. All in favour. ⁶
- 2052.3 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.
- 2052.4 Grounds Maintenance Contract – it was **PROPOSED** and seconded that the preferred contractor is Contractor A and that award of the contract would be delegated to the Clerk subject to confirmation of pricing against the specifications. All in favour. ⁷

⁶ Clerk

⁷ Clerk

2053 ENVIRONMENT

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

Lead Councillor: Cllr. A. King

- 2053.1 Rural Crime – it was **NOTED** that a Rural Crime Action Group had been reformed by Thames Valley Police and Wokingham Borough Council, however, the Parish Council had not been given any information about how this is being run. Cllr. Dance is investigating. ⁸
- 2053.2 Community Litter Pick – it was **PROPOSED** and seconded that the council contribute £100 towards refreshments for this event. Cllr. Binns would contact the residents who have offered to help organise the event. ⁹

2054 RESILIENCE

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

Lead Councillor: Cllr. A. King

- 2054.1 Spillway Project – it was **NOTED** that Graham Stanley met with the contractor for a start-up meeting. The contractor had sent copies of his insurance, method statement and risk assessment. The Flood Risk Activity Permit had been ‘determined’ and should be issued this week. The temporary fencing would be delivered and erected this Friday with work starting on Monday 17th February.
- 2054.2 National Flood Forum – it was **AGREED** that Martin Moore should attend the National Flood Forum event in York on behalf of the Parish Council. It was **PROPOSED** and seconded that the Parish Council would contribute up to £180 to cover the cost of entry to the event, accommodation and meals. All in favour. ¹⁰

2055 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 2055.1 Legionnaires Testing, Swallowfield Parish Hall – it was **NOTED** that Legionnaires testing took place on 2nd January 2020.
- 2055.2 Emergency Lighting – it was **NOTED** that this testing had taken place at Riseley Memorial Hall and Sports Pavilion.
- 2055.3 Electrical Work
- 2055.3.1 Emergency Lighting/Smoke Detector Testing/Remedial Work – it was **NOTED** that the remedial work would be carried out on 17th February.
- 2055.4 Plumbing Work
- 2055.4.1 Blockage, Swallowfield Parish Hall – it was **NOTED** that a blockage in the pipework between the Gents Toilets and the office sink could not be cleared, it had been necessary to replace a length of pipework at a cost of £330 plus VAT.

⁸ WD

⁹ MB

¹⁰ MM

2056 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. W. Dance

- 2056.1 Quarterly Playground Inspection – it was **NOTED** that this inspection had taken place and the report received and circulated.
- 2056.1.1 Bench in the Children’s Play Area at Swallowfield – it was **NOTED** that the condition of this bench had deteriorated; the Caretaker had taped off the piece. It was **PROPOSED** and seconded that since other seating already exists the bench is replaced with a springer at the cost of £1,248.25 plus VAT. All in favour. ¹¹
- 2056.2 SPAA – it was **NOTED** that the minutes of the last meeting held on 27th January 2020 had been received.
- 2056.3 Masons Funfair – it was **PROPOSED** and seconded that the council allow Masons Funfair to set up on the Recreation Group w/c 29th June 2020 for a fee of £400 including VAT and a deposit of £200. The fair set up from Tuesday 30th June and be open to the public on Friday, Saturday and Sunday, 3rd/⁴/⁵th July, 2pm to 9pm and leave on Monday 6th July. All in favour. ¹²

2057 COMMUNICATION

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

- 2057.1 Newsletter – it was **NOTED** that for the immediate future the Clerk and RFO would take responsibility for producing the newsletter.
- 2057.2 Loddon Reach Contribution – it was **AGREED** that Cllr. Wheelwright would write this article.

2058 TRANSPORT

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

- 2058.1 Buses – it was **NOTED** that following the last meeting Cllr. King sent letters as agreed to our MP and Borough Councillors responsible for Climate Change and Transport. A response had been received from Sir John Redwood, MP but just reiterating that the route was not financially viable. The Clerk had spoken briefly to the Borough Councillor responsible for Climate Change who was sympathetic to the situation. It was **AGREED** that the council should press WBC to apply for funding from central government and work with WBC to plan a bus service which meets the needs of local residents. It was **AGREED** that Cllr. King would meet with Cllr. Murray, Executive Member for Climate Change Emergency, Wokingham Borough Council. ¹³

¹¹ Clerk

¹² Clerk

¹³ Clerk to organise a meeting

2059 EVENTS

- 2059.1 VE Day Commemoration – it was **PROPOSED** and seconded that the council allocate a grant of up to £500 in total to be made available to organisers of VE Day events in the Parish. Organisers should forward their requests to the Clerk.
- 2059.2 Max Bowker Legacy – it was **NOTED** that the working group had met and agreed that working around other events in the parish it was not possible to hold an event this year. They would meet again to fix a date for next year and prepare a plan which could be agreed by the council. Once that was in place the various attractions and infrastructure could be booked.

2060 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council would be held on Tuesday 10th March 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

2061 PROPERTY

- 2061.1 Parish Shop – the council reviewed the proposal prepared by the working group and **AGREED** that it was appropriate. ¹⁴

[The meeting closed at 9:14pm]

¹⁴ Clerk

2049 PLANNING

2049.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2049.1.1	193365	Householder	The Island House, Basingstoke Road, Swallowfield, RG7 1PT	Householder application for the proposed erection of a single storey. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2049.1.2	200243	PN Class Q Agri to Resi	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for the conversion of 2 no agricultural buildings to provide 5 no. dwelling houses.</p> <p>The council AGREED that it should reiterate the comments it made for the previous application 193385. It was PROPOSED and seconded that the council would respond as below. All in favour.</p> <p>The council has sympathy with 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.</p> <p>The council has concerns about :</p> <ul style="list-style-type: none"> - the configuration which seems strange and does not address the rest of the site. - the look of the buildings after conversion and believes they will look ugly - vehicle access - the number of dwellings - water runoff and sewerage provisions.

2049.2 Results

Agenda Ref	App No	Address	Application	Result
2049.2.1	191395	Fairlands, Church Road, Farley Hill RG7 1TU	<p>Full planning application for the proposed erection of new stables and outdoor menage</p> <p>In summary the application was refused for the following reasons:</p> <ul style="list-style-type: none"> - unsustainable intensification for equine purposes which would not maintain or enhance high quality of the environment – in conflict with various policies - would appear obtrusive and harmful to the character and appearance of open countryside & the Area of Special Character etc. contrary to various policies - no existing or proposed means of tying in perpetuity to the existing dwelling at Fairlands so not capable of satisfactory operation in the absence of on-site grooms so likely to be a future application for residential development which would result in further impact on countryside and Area of Special Interest <p>The Parish Council objected to this application.</p>	Refused
2049.2.2	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>In summary the application was refused for the following reasons:</p> <ul style="list-style-type: none"> - does not comply with Permitted Development as would result in larger dwelling house <p>The Parish Council objected to this application.</p>	Prior Approval required and not given
2049.2.3	193386	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for proposed part conversion of barn to flexible use.</p> <p>In summary the application was refused for the following reasons:</p> <ul style="list-style-type: none"> - does not comply with Permitted Development as would not constitute a change of use of the building because building is not able to accommodate a change of use without operation development taking place. - If development were available under Permitted Development inadequate information has been submitted regarding traffic & highway impacts, parking and noise. <p>The Parish Council objected to this application.</p>	Prior Approval required and not given