

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 12TH MAY 2020, 7:30PM
AS A VIRTUAL MEETING

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

In attendance: Liz Halson, Clerk

Members of the Public: 2, Cllr. S. Munro

2099 APOLOGIES FOR ABSENCE

None

2100 DECLARATIONS OF INTEREST

Cllr. Wheelwright declared a personal interest in item 2105.1.3.

2101 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

NB: this is not a verbatim account of the questions and answers but information is provided to give a flavour of what was said.

2101.1 Resident – I would like to talk to the council about the Walnut Tree Farm site. The site was bought at the end of 2019 and the 2 attached old mobile homes on the site were demolished and replaced with 2 new homes (joined). Since then two applications for certificates of lawful development for additional homes for residential purposes have been made and confirmed as lawful, a third application has just been submitted which would take the total to 12. The residents of Benham Lane and Part Lane are very worried about the consequences

Cllr. Munro – in 1987 a retrospective application was made and granted for 1 caravan and a site licence granted under the 1960 Caravan Sites Act was granted on the whole site not just the area the caravan occupied. This meant that Wokingham Borough Council (WBC) could not turn down the first two recent applications for 1 and 4 additional caravans respectively.

Following the third application for an additional 6 caravans WBC have reviewed the situation and are investigating options.

Resident – if the site is allowed to grow in this way it will have an impact on the whole village not just those close by. Access to the site is from a narrow country lane and an unadopted lane which are not appropriate for the additional level of traffic.

2102 CHAIRMAN'S ANNOUNCEMENTS

2102.1 Annual Report – it was **NOTED** that the Annual Report would be included as the centre pages of the Summer Newsletter. Councillors should submit input to the Clerk by Monday 18th May. ¹

¹ All Councillors

2103 MINUTES OF LAST MEETING

- 2103.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 14th April 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively.

2104 CLERKS REPORT

- 2104.1 Update on items from previous meetings

- 2104.1.1 1091.2 Registration of Riseley Recreation Ground – it was **NOTED** that the solicitor had prepared the paperwork for submission to the land registry and that a fee of £400 is now payable.

- 2104.2 Other

- 2104.2.1 Car Park – it was **AGREED** that given the government's advice which allows individuals to drive to a place for exercise that the car park at Swallowfield Recreation Ground should be re-opened. The children's playgrounds would remain closed.

- 2104.2.2 Traveller Incursion – it was **NOTED** that a number of caravans parked on the by-way by the church at the end of last week. They departed of their own accord but left behind a terrible mess in the by-way, the churchyard and on the footpath through Swallowfield Park between Pitt Bridge and the church. The council has worked with residents, landowners and Wokingham Council to ensure that the area is cleaned professionally. The clean up will take place on Thursday. It was suggested that the council should lobby Sir John Redwood, MP regarding increased police and legal powers to move travellers on. It was **AGREED** that the council should form a working a group to agree a strategy. ²

- 2104.2.3 Planning Applications – it was **NOTED** that planning applications are being received where the consultation period falls between meetings. To ensure that the council can respond in a timely fashion to all applications it would be necessary to hold the scheduled planning meetings on the 4th Tuesday. This should result in the main council meetings being shorter. ³

- 2104.2.4 Newsletter – it was **NOTED** that the summer newsletter was being compiled and would include the Annual Report. Submissions for both should be returned as soon as possible. ⁴

- 2104.2.5 Contribution for Loddon Reach – it was **NOTED** that the next edition of the Loddon Reach Magazine would be an on-line publication covering June, July and August. Cllr. McDonald had written a piece on behalf of the Parish Council.

- 2104.2.6 Pumping Station in Swallowfield – it was **NOTED** that Thames Water had installed a new pump which should work more efficiently.

² JA

³ Clerk

⁴ All councillors

2105 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2105.1 Current applications – details on page 2020/706

2105.1.1 200779 - Woodcot Cottage, Bunces Shaw Road, Farley Hill RG7 1UU No comment

2105.1.2 200880 - Lenette , Church Road, Swallowfield RG7 1TH Object

[Cllr. Wheelwright's microphone was muted and he played no part in discussion of the next item]

2105.1.3 200998 - Fir Tree Cottage, Bunces Shaw Road, Farley Hill RG7 1UU No comment

2105.2 Application for Certificate of Lawfulness - For information only, details on page 2020/708

2105.2.1 201033 - 6 Church Road, Farley Hill RG7 1TX

2105.3 Results - for details see page 2020/708

2105.3.1 192481 – Cow City, Church Lane RG7 1UP Refused

2105.3.2 200322 - 6 Church Road, Farley Hill RG7 1TX Refused

2105.3.3 200637 - Walnut Tree Farm, Part Lane, Riseley RG7 1RY Would have been lawful

2105.4 Applications to be considered at WBC Planning Meeting on 13th May 2020

2105.4.1 193356 - Balcombe Nurseries Basingstoke Road Swallowfield RG7 1PY

2105.5 Enforcement Investigation

2105.5.1 Current Investigations – it was **NOTED** that there are 6 open investigations.

2105.6 **Tree Preservation Orders**

2105.6.1 TPO 1706/2019 – relating to 2 oaks on land between A33 and Beech Hill Road, RG7 1HR – it was **NOTED** that this order had been served.

2106 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2106.1 Accounts

2106.1.1 Month End Accounts – it was **NOTES** that the Month End Accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2106.1.2 Bank Reconciliation Statements – to **APPROVE** the Bank Reconciliation Statements. It was **PROPOSED** and seconded that the Bank Reconciliation Statements for the Unity Trust accounts be signed. All in favour. It was **NOTED** that these records would be signed retrospectively.

2106.1.3 Bank Account Balances – following a review of the balances held in the three bank accounts (Current, Fieldfare and Reserves Account) used by the council it was **PROPOSED** and seconded that the following transfers be made:

- Main Account to Fieldfare Account - £10,034.39
- Main Account to Reserves Account - £169,705 (includes £90,000 operating reserve)

All in favour. ⁵ ⁶

⁵ Clerk/RFO to raise the transfer transactions

⁶ JA/JW to approve online

2106.2 **Budget**

- 2106.2.1 Loss of income – it was **NOTED** a review of the impact of Coronavirus on the council's finances had been completed and draft information circulated. The review highlighted actual lost income and provides an estimate of potential lost income from hall hire and investments. This would be updated as more information about the relaxation of lockdown is known.
- 2106.2.2 Budget Review – it was **NOTED** that a draft budget revision had been prepared considering potential savings on expenditure and the lost income mentioned above. This would not be finalised and circulated until the priced bill of quantities for the car park project had been received from Patrick Parsons.
- 2106.2.3 Citizens Advice Wokingham – it was **PROPOSED** and seconded that the council make a donation of £800 to Citizens Advice Wokingham. This funding is covered in the approved FY20/21 budget and recognises the significant increase in its workload as it is leading the borough's community response to the COVID-19 emergency. ⁷

2107 **BILLS FOR PAYMENT**

- 2107.1 Bills List – it was **NOTED** that item No 1 was a duplicate of item No 10, the first transaction on the Unity Trust List would be rejected. It was **PROPOSED** and seconded that the remaining bills as listed below be **APPROVED** for payment. On line payments would be checked against scanned copies of invoices and authorised by Cllrs. Anderson and Wheelwright as agreed in resolution 2081.2.4. Cross-checking of payments against original invoices would be carried out by councillors once restrictions are lifted as agreed in resolution 2081.2.4. All in favour. ⁸

1	Nigel Jeffries	1164.00
2	Grundon	83.33
3	Grundon	106.76
4	Guardwell	81.60
5	E.L.S. Land Consultants	1140.00
6	K Luke Cleaning Services	234.00
7	GLS	59.81
8	Citizens Advice Wokingham	800.00
9	The Play Inspection Company	310.20
10	Nigel Jeffries	1164.00
11	Moorepay	123.69
12	Clifton Ingram	1920.00
13	Clifton Ingram	2354.40
14	Clifton Ingram	400.00
15	Westronics Ltd	108.00
16	S Howorth	70.00

⁷

⁸ JA/JW

17	Southern Electric	11.06
18	Crown Gas and Power	555.75
19	HMRC PAYMENTS	971.51
20	CASTLE WATER - TW9215892362	97.37
21	CASTLE WATER - TW2836480081	94.37
22	BACS Charge	17.12
23	Payroll - April	5096.07
24	Lloyds Bank (Alto Card)	210.95
25	Wokingham Council	85.00

2108 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

- 2108.1 Fieldfare Residential – it was **NOTED** that letting contracts were due for renewal starting in July. It was **PROPOSED** and seconded that rent on all residential properties are not increased this year. All in favour. ⁹
- 2108.2 Swallowfield Parish Hall Upgrade – it was **NOTED** that revised outline plans/proposals had been received and would be reviewed by the working group. ¹⁰
- 2108.3 Car Park Update – it was **NOTED** that the final design and tender documents had not been received from Patrick Parsons. Once received and reviewed it may be necessary to hold an extraordinary meeting to approve the design and issue of the tender documents.
- 2108.4 Grounds Maintenance – it was **NOTED** that two pieces of maintenance work had been identified:
- Foxborough Balancing Pond – a tree had fallen into the pond and needs to be removed, it is too large for the Parish Warden and Caretaker to deal with. It does not present any immediate issues. ¹¹
 - Entrance to Swallowfield Meadow from Part Lane – a tree had fallen and damaged the chain link fence. The council need to agree a course of action. It does not present any immediate issues. ¹²

2109 ENVIRONMENT

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

Lead Councillor: Cllr. A. King

- 2109.1 Woodland Copse, Swallowfield Recreation Ground – it was **NOTED** that a resident would like to plant some primroses in the Woodland Copse near the spillway at Swallowfield Parish Hall.

It was **PROPOSED** and seconded that the council approve this planting. All in favour. ¹³

⁹ Clerk

¹⁰ Hall Upgrade Working Group

¹¹ Clerk

¹² Property Working Group

¹³ Clerk

2109.2 Odiham Road, Riseley – it was **NOTED** that a resident had purchased a tree which he would like to plant at the junction of the Odiham and Basingstoke Roads in place of the one mown down at the end of 2017. The land belongs to Wokingham Borough Council but it had agreed that the tree can be planted there and that WBC would take responsibility once it is established in a year's time.

It was **PROPOSED** and seconded that the council approve the planting of this tree and would investigate the cost of installing a guard to match that on the remaining tree. All in favour. ¹⁴

2109.3 Jubilee Tree – it was **NOTED** that the Veteran Tree Association would like the Jubilee tree on Swallowfield Recreation Ground that has died to be replaced. However, neither the association nor Wokingham Borough Council have funds to pay for a replacement. Given that two trees have now died on this site and following consultation with Heartwood Trees and a representative of the Veteran Tree Association the recommendation is that we do not plant a replacement on the Recreation Ground. Alternative sites are being considered, but the most appropriate is Swallowfield Meadow. The council would now need to consider whether it can fund the cost of a replacement at £300 plus VAT. ¹⁵

2110 RESILIENCE

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

Lead Councillor: Cllr. A. King

2110.1 FRG – it was **NOTED** that the next meeting of FRG would take place on for 28th May 2020 as a remote meeting using BT Cloud Meetings. Details would be circulated to members of the group. ¹⁶

2111 RECREATION

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

Lead Councillor: Cllr. W. Dance

2111.1 Playground Inspections

2111.1.1 Swallowfield Children's Play Area – it was **NOTED** that the new springer, replacing the rotten bench had been installed but the playground remains closed.

2111.1.2 Annual Playground Inspection – it was **NOTED** that the annual playground inspection had taken place and the report received. Summary of findings:

- Farley Hill – Site Assessment = Low Risk, all items Low or Very Low Risk
- Riseley – Site Assessment = Low Risk, all items Low or Very Low Risk
- Swallowfield Site Assessment = Moderate Risk, all items Low or Very Low Risk except three flagged as Moderate Risk, all are in the Activity Trail and are showing signs of wood decay. The Caretaker will be asked to address those actions which he is able to do and if the items are still deemed to be unsafe, they will be taped off.

A detailed review of the reports would be completed and an action plan prepared. ¹⁷

¹⁴ Clerk

¹⁵ Environment Working Group

¹⁶ Clerk/GS

¹⁷ Clerk

2112 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

- 2112.1 Summer Newsletter – it was **NOTED** that the deadline for copy for the Summer Newsletter is 23rd May 2020.

2113 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 9th June 2020, 7.30 p.m.

Please contact the Clerk if you wish to join the meeting.

[The meeting closed at 20:54]

DETAILS

2105.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2105.1.1	200779	Householder	Woodcot Cottage, Bunces Shaw Road, Farley Hill RG7 1UU	<p>Householder application for the proposed erection of a single storey side extension and changes to cladding, plus erection of 2 no. detached outbuildings to form a workshop, garage and caravan store following the demolition of existing workshop, garage and shed.</p> <p>It was PROPOSED that the council would not comment on this application. All in favour.</p>
2105.1.2	200880	Permission of principle application	Lenette , Church Road, Swallowfield RG7 1TH	<p>Permission of principle application for the proposed erection of up to 5 first time buyer homes.</p> <p>After discussion it was proposed that the council would respond as detailed below. All in favour.</p> <p>The Parish Council object to this application. The location is outside the settlement boundary and outside Swallowfield's limited development boundary hence against policy CP11. It does not retain the character of the local landscape so is therefore against policy TB21.</p> <p>The council has serious concerns about development on this site as it is in a Zone 3 flood risk with the road and surrounding fields often under water during periods of heavy rain. The proposal does not include mitigation to reduce impact on local flooding so is contrary to CP1.</p> <p>It is a completely different character, size and scale to local homes and therefore against CP3. Affordable housing in the parish has been delivered by careful, appropriate development as exemplified by the housing in The Scarlet Mews.</p>

				<p>The site is small with a very narrow frontage so the council has concerns about the visual amenity given that there will be little space for landscaping or the parking of cars.</p> <p>If planning permission were granted the council believes it would set a dangerous precedent.</p>
2105.1.3	200998	Householder	<p>Fir Tree Cottage, Bunces Shaw Road, Farley Hill RG7 1UU</p>	<p>Householder application for the proposed erection of a single storey front extension, single storey side extension, single storey rear extension including the insertion of 1no. Roof light, plus part single storey, part two storey side extension, following demolition of existing garage.</p> <p>It was PROPOSED that the council would not comment on this application. All in favour.</p>

2105.2 For information

Agenda Ref	App No	Type	Address	Application
2105.2.1	201033	Certificate of lawfulness	6 Church Road, Farley Hill RG7 1TX	Application for a certification of lawfulness for the proposed erection of a garage following demolition of existing garage.

2105.3 Results

Agenda Ref	App No	Address	Application	Result
2105.3.1	192481	Cow City, Church Lane, Farley Hill RG7 1UP	<p>Full application for the proposed use of land for the stationing of a mobile home to form an agricultural worker's dwelling for a three year temporary period.</p> <p>Proposal fails to demonstrate that associated livestock business is a viable and sustainable rural enterprise that would support an essential need for a rural worker. LPA not satisfied that proposal includes adequate mitigation to prevent adverse effect on the integrity of the Thames Basin Heaths SPA.</p> <p>The council did not comment on this application.</p>	
2105.3.2	200637	Walnut Tree Farm, Part Lane, Riseley RG7 1RY	<p>Application for a lawful development certificate for the proposed stationing of 4 additional caravans for residential purposes.</p> <p>The site has a Caravan Site licence issued in 1987.</p> <p>The council could not comment on this application.</p>	Would have been lawful
2105.3.3	200690	Farley Hill Farm, Church Lane, Farley Hill RG7 1UP	<p>Application for Listed Building consent for the proposed replacement of 7 no. windows.</p> <p>The council did not comment on this application.</p>	Approved