

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 9TH JUNE 2020, 7:30PM
AS A VIRTUAL MEETING

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

In attendance: Liz Halson, Clerk

Members of the Public: 0

2118 APOLOGIES FOR ABSENCE

Cllr. J. Wheelwright

2119 DECLARATIONS OF INTEREST

None

2120 MINUTES OF LAST MEETING

2120.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 12th May 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. ¹

2120.2 It was **PROPOSED** and seconded that the minutes of the Planning Committee Meeting held on 26th May 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. ²

2121 CLERKS REPORT

2121.1 Update on items from previous meetings

2121.1.1 2101.2.4 Newsletter/Annual Report – it was **NOTED** that the Newsletter/Annual Report had been printed and delivered. The council expressed its gratitude to the RFO and Clerk for their work to produce this newsletter.

2121.2 Other

2121.2.1 Swallowfield Community Group – it was **NOTED** that WBC had made contact with Jenny Burnett to review how the group could be incorporated into the central structure for delivering COVID-19 support across the borough. WBC were very impressed by how the group had been set up and is operating and felt that all the necessary guidance and processes were in place to enable the group to be officially added to the “Pathway” which starts with Citizens Advice Wokingham. Jenny’s expertise in setting up such a support group had been invaluable and WBC expressed its thanks to her and the whole community. The council echoed those thanks.

2121.2.2 Traveller Incursion – it was **NOTED** that the Clerk attended a meeting with Farley Farms

¹ JA

² JW

and other interested parties. In summary, Farley Farms were planning to install a height barrier at the entrance to the by-way and electric gates at the entrance to Swallowfield Park.

- 2121.2.3 Planning – it was **NOTED** that the Planning Committee would meet on Tuesday 23rd June, 7:30pm as a virtual meeting.
- 2121.2.4 Pre-school – it was **NOTED** that Swallowfield Pre-school would not be re-opening until September, however, the council would need to work with the manager and other hall users to agree protocols for use and cleaning of the hall once users return to the hall. ³
- 2121.2.5 Riseley Tennis Club – it was **NOTED** that the new chairman had been in touch and would like to discuss a number of items with the council. After discussion it was **AGREED** that members of the Tennis Club Committee would be invited to a “social distanced” meeting at the tennis courts. ^{4 5}

2122 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

In the absence of Cllr. Wheelwright, Cllr. Anderson led discussions.

- 2122.1 Current applications – for details see page 2020/719
- 2122.1.1 201044 - The Poors House, Part Lane, Swallowfield RG7 1TB No comment
- 2122.1.2 201045 – The Poors House, Part Lane, Swallowfield RG7 1TB (For information only)
- 2122.2 Enforcement Investigations
- 2122.2.1 Open – it was **NOTED** there are seven open Enforcement Investigations.
- 2122.2.2 Closed – it was **NOTED** that one Enforcement Investigation had been closed with “No Breach”.
- 2122.3 Tree Work (for information only) - for details see page 2020/719
- 2122.3.1 201318 – 8 The Mews, Farley Hill RG7 1XD
- 2122.3.2 201319 – 8 The Mews, Farley Hill RG7 1XD
- 2122.4 Tree Preservation Order (for information only) - for details see page 2020/719
- 2122.4.1 1735-2020 – Relating to trees east of Benham Land and south of Part Lane, Riseley RG7 1RU

It was **NOTED** that a resident with trees covered by this order has made contact with the Clerk as they were not aware of the order. The trees are already at risk due to flooding on the land and concerns were expressed that the introduction of more hard standing on this site would exacerbate the problem. The resident had contacted our borough councillor asking that WBC be made aware of the situation.

³ Halls Working Group/Clerk/RFO

⁴ Clerk to prepare an initial response

⁵ Clerk

2123 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2123.1 Accounts

2123.1.1 Year End Accounts – it was **NOTED** that the Year End Accounts had been circulated. It was **PROPOSED** and seconded that these were accepted. All in favour.

2123.1.2 Monthly Accounts – it was **NOTED** that the monthly accounts had been circulated. It was **PROPOSED** and seconded that these were accepted. All in favour.

2123.1.3 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be signed. All in favour. It was **NOTED** that these records would be signed retrospectively.

2123.2 Budget

2123.2.1 Budget 20/21 – it was **NOTED** that a revised draft budget had been prepared and circulated for comment. The budget would be agreed at the next meeting.

2123.3 Internal Audit

2123.3.1 Internal Audit – it was **NOTED** that the Auditor had issued the draft Internal Audit Report. The review had not highlighted any areas for concerns and indicated that the council was handling its accounts very well.

2123.3.2 Effectiveness of the Internal Audit – it was **NOTED** that the Finance Working Group would meet to review the Internal Audit report and report back to the council.

2123.4 Annual Return

2123.4.1 Annual Governance Statement – it was **NOTED** that this had been circulated and all councillors confirmed their understanding of the document. It was **PROPOSED** and seconded that the Annual Governance Statement be **APPROVED**. All in favour.

2123.4.2 Accounting Statements – it was **NOTED** that this had been circulated. It was **PROPOSED** and seconded that the Accounting Statements be **APPROVED**. All in favour.

2123.4.3 Exercise of electors' rights – it was **AGREED** that the inspection period would commence on 15th June 2020 and end on 24th July.

2123.5 Investments

2123.5.1 Quarterly Investment Report – it was **NOTED** that this report had been received from Charles Stanley. It was **NOTED** that dividends received for the first quarter following the COVID19 pandemic were approximately 30% lower than this time last year which was in accordance with the expectation set by Charles Stanley and had been reflected in the council's draft budget proposal

2124 BILLS FOR PAYMENT

2124.1 Bills List – it was **PROPOSED** and seconded that the bills as listed below be **APPROVED** for payment. On line payments would be checked against scanned copies of invoices and authorised by Cllrs. Dance and Collender. 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. ⁶

1	Mr R Wood	90.00
2	John Dollin	965.00
3	Select	122.40
4	Mickas Training	90.48
5	Playground Facilities	1541.10
6	Moorepay	52.08
7	D Norris	71.52
8	Karen Luke	208.00
9	Initial	59.90
10	Grundon	129.78
11	Grundon	106.34
12	Southern Electric	11.06
13	Crown Gas and Power	124.80
14	CASTLE WATER - TW9215892362	97.37
15	CASTLE WATER - TW2836480081	94.37
16	BACS Charge	17.12
17	Payroll - April	5139.91
18	Inland Revenue	564.83
19	Lloyds Bank (Alto Card)	44.92
20	Wokingham Council	85.00

2125 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

2125.1 Fieldfare

2125.1.1 Residential Lettings – it was **NOTED** that five tenants had renewed their tenancy. One tenant had asked for a rolling tenancy as they are in the process of buying a house, it was **AGREED** that was a sensible way forward.

2125.1.2 Landlord Gas Certificates – it was **NOTED** that inspections had been carried out and that certificates had been issued for each property.

2125.2 Swallowfield Parish Hall - Car Park and exterior amenities

2125.2.1 Tender documents - it was **PROPOSED** and seconded that due to commercial sensitivities the public and members of the press would be excluded during discussion of this item. All in favour.

2126 RESILIENCE

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

⁶ JA/JW

Lead Councillor: Cllr. A. King

- 2126.1 Spillway Project – it was **NOTED** that the grant money had been received from Hampshire and Isle of Wight Wildlife Trust.
- 2126.2 FRG – it was **NOTED** that notes from the last meeting had been circulated. The next meeting would take place on Thursday 24th September, 7:30pm in the Rose Room (or as a virtual meeting if social distancing restrictions still apply).

2127 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 2127.1 Hall Improvements – it was **NOTED** that Cllrs. Anderson, King and McDonald and the clerk had met to review the proposed floor plan changes presented by the architect. Further work to analyse the use of space, particularly with respect to storage was required.

2128 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council would be held on Tuesday 14th July 2020 at 7.30 p.m. The meeting would be held using BT Cloud Meetings.

Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960 – as the next item related to issues of commercial sensitivity the Press and Public were excluded from the meeting.

2129 CAR PARK, SWALLOWFIELD PARISH HALL

- 2129.1 Tender documents – it was **PROPOSED** and seconded that following a final review of the documents the tender would be issued to the three contractors identified by Patrick Parsons. All in favour.

[The meeting closed at 20:26]

2122 PLANNING

2122.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2122.1.1	201044	Householder	The Poors House, Part Lane, Swallowfield RG7 1TB	Householder application for proposed changes to fenestration. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2122.1.2	201045	Listed Building (info only)	The Poors House, Part Lane, Swallowfield RG7 1TB	Application for Listed Building consent for the proposed changes to fenestration.

2122.3 Tree Work (for information only)

Agenda Ref	App No	Type	Address	Application
2122.3.1	201318	TPO Work	8 The Mews, Farley Hill, RG7 1XD	REGULATION 14(2) NOTIFICATION FOR WORKS TO TPO 437/1988, AREA 1 4 no. Sycamores, dead wooding - remove dead wood over 50mm in diameter.
2122.3.2	201319	TPO Work	8 The Mews, Farley Hill, RG7 1XD	REGULATION 14(2) NOTIFICATION FOR WORKS TO TPO 437/1988, AREA 1 Sycamore - Limb torn off requires urgent removal - 5 day notice

2122.4 Tree Preservation Orders (for information only)

Agenda Ref	App No	Type	Address	Application
2122.4.1	1735/2020	TPO	Relating to trees east of Benham Land and south of Part Lane, Riseley RG7 1RU	Trees protected: <ul style="list-style-type: none"> • 3 oaks on the east boundary of Benham Lane • All trees of any species on the south boundary • All trees of any species on east of Walnut Tree Farm and South of Oak Tree Cottage