

MINUTES OF THE MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 14<sup>TH</sup> JULY 2020, 7:30PM  
AS A VIRTUAL MEETING

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

In attendance: Liz Halson (Clerk), Sue Howorth (RFO)

Members of the public: 0

**2134      APOLOGIES FOR ABSENCE**

None

**2135      DECLARATIONS OF INTEREST**

None

**2136      COUNCIL MATTERS**

**2137      Co-option of new member**

2137.1    Mr. I. Fullerton - it was **PROPOSED** and seconded that Mr. I. Fullerton be co-opted onto Swallowfield Parish Council. All in favour. <sup>1 2 3</sup>

**2138      MINUTES OF LAST MEETING**

2138.1    It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 9<sup>th</sup> June 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. <sup>4</sup>

2138.2    It was **PROPOSED** and seconded that the minutes of the Planning Committee Meeting held on 23<sup>rd</sup> June 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. <sup>5</sup>

**2139      CLERKS REPORT**

2139.1    Update

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<sup>1</sup> IF to complete Declaration of Interest

<sup>2</sup> IF to visit the office to sign Acceptance of Office at an appropriate time

<sup>3</sup> Clerk to notify WBC

<sup>4</sup> JA

<sup>5</sup> JA

- 2139.1.1 Recreation Ground – it was **NOTED** that the following individuals had been given temporary permission to use the recreation ground for classes and training until such time that their usual facilities become available; Micka’s Training, Martin Wigmore (Personal Trainer), Suzanne Pinkney (Yoga); Shinfield FC. All had provided their Public Liability documents. If longer term use is required the council would review each request.
- 2139.1.2 Borough Parish Liaison Form – it was **NOTED** that the meeting on 20<sup>th</sup> July had been cancelled.
- 2139.1.3 TPO 1680/2019 T5, Windy Ridge, The Street, Swallowfield – it was **NOTED** that an application had been made to carry out work on this tree
- 2139.1.4 TPO 1742/2020 – it was **NOTED** that a TPO had been granted for trees along the boundary of the Cove homes site and houses on Trowes Lane.

## 2140 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2140.1 Current applications – for details see page 2020/731

- |          |   |                      |
|----------|---|----------------------|
| 2140.1.1 | 200665 - The Poors House, Part Lane, Swallowfield RG7 1TB | No comment           |
| 2140.1.2 | 200667 – The Poors House, Part Lane, Swallowfield RG7 1TB | For information only |
| 2140.1.3 | 201487 – 6 Church Road, Farley Hill, RG7 1TX              | No comment           |

2140.2 Results – for details see page 2020/732

- |          |  |                        |                    |
|----------|--|------------------------|--------------------|
| 2140.2.1 | 200469 – Fairlands, Church Road, Farley Hill RG7 1TU             | Lawfulness Certificate | Approved           |
| 2140.2.2 | 200998 – Fir Tree Cottage, Bunces Shaw Road, Farley Hill RG7 1UU |                        | Approved           |
| 2140.2.3 | 201014 – 8 The Mews, Farley Hill RG7 1XD                         |                        | Tree Consent Given |
| 2140.2.4 | 201044 – The Poors House, Part Lane, Swallowfield RG7 1TB        |                        | Approved           |
| 2140.2.5 | 201045 – The Poors House, Part Lane, Swallowfield RG7 1TB        |                        | Approved           |
| 2140.2.6 | 201111 – Walnut Tree Farm, Part Lane, Riseley RG7 1RY            | Lawful Development     | Refused            |

2140.3 Appeals

- 2140.3.1 APP/X0360/W/19/3234105 (WBC Ref: 183393) – The Loft Flat, Part Lane, Swallowfield RG7 1TB – it was **NOTED** that the appeal was dismissed.
- 2140.3.2 APP/X0360/W/20/3250392 (WBC Ref: 192371) – Tanners Farm, Swallowfield Road, RG2 9LA – it was **NOTED** that an appeal had been registered which would be determined on the basis of written representations. The council commented on the original application that it would like to see noise mitigation measures installed.

2140.4 Enforcement Investigations

- 2140.4.1 Closed – it was **NOTED** one Enforcement Investigation had been closed with “No Breach” as the activity had now ceased.

## 2141 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2141.1 Accounts

- 2141.2 Monthly Accounts – it was **NOTED** that the monthly accounts had been circulated. It was **PROPOSED** and seconded that these are accepted. All in favour.

- 2141.3 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.
- 2141.4 Budget 20/21 – it was **NOTED** that as the tenders had not been received for the car park project the revised budget proposal circulated in June could not be finalised.
- 2141.5 Internal Auditor – it was **PROPOSED** and seconded that Claire Clonnell be appointed as Internal Auditor for FY20/21 at a cost of £650. All in favour. <sup>6</sup>
- 2141.6 Subscriptions
- 2141.6.1 Berkshire Association of Local Councils (BALC) – it was **PROPOSED** and seconded that the council renews its subscription to BALC at a cost of £495.03. It was **NOTED** that BALC had outsourced delivery of its services to the Hampshire Association of Local Councils (HALC). All in favour.
- 2141.6.2 CCB – it was **PROPOSED** and seconded that the council renew its subscription to CCB at a cost of £35. All in favour.
- 2141.6.3 CBAS – it was **PROPOSED** and seconded that the council renew its subscription to CBAS at a cost of £70 plus VAT. All in favour.
- 2141.6.4 Virtual Meetings – it was **NOTED** that the free BT Cloud subscription to its virtual meeting offering ran out at the end of June. The cost of subscribing to this service is more than an individual subscription to Zoom, therefore, the council had purchased a Pro Zoom licence at the cost of £119 plus VAT per annum.
- 2142** **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. <sup>7</sup>

1	Select Environmental Services	81.60
2	BALC	495.03
3	Play Inspections	310.20
4	Nigel Jeffries	996.00
5	Nigel Jeffries	936.00
6	Moorepay	52.08
7	Xylem	348.84
8	Clifton Ingram	1632.00
9	CCB	84.00
10	CCB	35.00
11	D2D Distribution Ltd	252.00

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<sup>6</sup> Clerk

<sup>7</sup> GC/WD

12	Claire Connell	310.00
13	GLS	135.97
14	Grundon	106.63
15	Grundon	130.07
16	Grundon	106.43
17	Grundon	106.43
18	Ricoh	275.89
19	NH Electrical	288.00
20	Karen Luke	234.00
21	Southern Electric	11.20
22	Crown Gas and Power	126.29
23	HMRC PAYMENTS	564.83
24	CASTLE WATER - TW9215892362	97.37
25	CASTLE WATER - TW2836480081	94.37
26	BACS Charge	17.12
27	Payroll - June	5117.79
28	Lloyds Bank	8.95
29	Wokingham Council	85.00
30	Unity Trust Service Charge	35.10
31	BT	280.99
32	Southern Electric	2990.12
33	Giffords Recycling	774.00

[Cllr. Binns joined the meeting]

## 2143 COVID-19

2143.1 Playgrounds – it was **NOTED** that following a review of the government guidelines and consultation with WBC and fellow clerks a full risk assessment was completed and circulated. Appropriate adjustment had been made to the swings and information posters put up in the playgrounds/area at Swallowfield, Riseley and Farley Hill. Following routine inspection, the playgrounds were re-opened on Monday 6<sup>th</sup> July.

It was **AGREED** that in addition to the measures detailed in the Risk Assessment a “one-way” system would be introduced at the children’s playground in Riseley and Swallowfield.<sup>8</sup>

It was **PROPOSED** and seconded that the council **ACCEPT** the Risk Assessment, with the addition detailed above. All in favour.<sup>9</sup>

2143.2 Staff – it was **NOTED** that as the Parish Council employees less than 5 staff it is only necessary to carry out a verbal risk assessment. However, a full risk assessment had been completed and documented. It was agreed that the following changes/additions were made; face coverings to replace face masks, replace the wording about eating with

<sup>8</sup> Clerk to prepare signs

<sup>9</sup> Clerk to update Risk Assessment

“no communal items, no sharing”, add legionnaires reference and Office Closed sign.

It was **PROPOSED** and seconded that the council **ACCEPT** the Risk Assessment. All in favour. <sup>10</sup>

It was **NOTED** that the current government advice is that those who can work at home should continue to do so. The Clerk and RFO would continue to work at home and only visit the office when absolutely necessary. Appropriate adjustments had been made to the office layout and sanitiser is available. All members of staff are aware of the Risk Assessment and their responsibilities particularly with respect to personal hygiene. Visitors would not be allowed in the office; staff would continue to provide assistance via email/telephone. The hall would remain closed.

2143.3 Hall Re-opening – it was **NOTED** that the Halls Working Group is working to put together a plan to get regular users back in the hall. It was **NOTED** that the following draft documents had been circulated; Additional Hall Hire Conditions and the Risk Assessment.

Cllr. McDonald explained that that opening of a shared building would be difficult and would require cooperation of all hall users and a collaborative approach. The council would prepare its Risk Assessment and each group returning would be asked to prepare one for their own group. If the requirements of a particular group cannot be met it may be necessary to delay the return of that group. The first group back would be Pre-school and discussions were already under way to understand their requirements.

Cllrs. McDonald and King planned to meet with all the regular user groups to understand how shared use of the hall would work.

Councillors discussed the contents of both documents, key items included cleaning regime, one-way system, numbers of attendees, contact details, gaps between users, communication with user groups

Councillors **AGREED** to send their comments to Cllr. McDonald so new drafts of the documents could be prepared. <sup>11</sup>

[Cllr. Wheelwright left the meeting]

2143.4 Hall Hire Rates – it was **NOTED** that hall hire rates are usually reviewed at this time of the year. Cllr. Collender had prepared a table showing the effect of a 3% increase. Cllr. King explained that the costs the council would incur to open up the hall are not yet known and are likely to increase as more groups are able to meet. The council is not eligible to the small business rate grants which are available to halls run by management groups/trustees.

[Cllr. Collender left the meeting]

The council **AGREED** that in the current climate it did not want to put up hall hire rates but that it might be necessary to add a charge to cover costs of additional cleaning and sanitization where appropriate. It was **AGREED** that the Halls Working Group would review options and investigate the cost implications. <sup>12</sup>

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<sup>10</sup> Clerk to update the Risk Assessment

<sup>11</sup> All Councillors

<sup>12</sup> Halls Working Group

**2144 PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

2144.1 Swallowfield Parish Hall, Car Park – it was **NOTED** that the tender documents had been issued and responses were expected by 17<sup>th</sup> July. Graham Stanley had agreed to review the tenders and the Property Working Group would meet to discuss any recommendations. It is likely that an Extraordinary meeting be held to discuss and approve the work.

2144.2 Fieldfare, Residential

2144.2.1 It was **NOTED** that annual inspections had been carried out at 5 properties, some via a virtual link. The resident of the 6th property had asked that the inspection is delayed until shielding is over. All the properties are in a good condition. WhiteKnights are dealing with a few minor maintenance issues reported by tenants.

2144.2.2 The resident of one property has reported the presence of rats in the garden. Investigation by a pest control contractor found evidence that they were entering from a neighbouring property so he was unable to identify the source and deal with the source. Further investigation will be required. <sup>13</sup>

**2145 RECREATION**

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

Lead Councillor: Cllr. W. Dance

2145.1 Riseley Tennis Club – it was **NOTED** that Cllrs. Dance, Drew and King and the Clerk met with members of the committee. Cllr. Dance reported that the Tennis Club had requested a reduction in their rent, it was explained that the council was not in a position to do this without more details about the financial position of the tennis club. It was agreed that the Treasurer would supply the latest accounts and additional information about regular outgoings to the council. <sup>14</sup> The council had hoped to signed a lease with the tennis club, rather than the current licence, however, this was still not possible as the registration of the recreation ground with Land Registry was taking longer than expected and no response had been received from the Wellington Estate regarding the lease on the additional land. The council would look at reverting back to issuing a licence. <sup>15</sup> The refurbishment of the courts/fencing was also discussed. It was explained that the s106 money agreed between Hart District Council and Cala Homes was only available once a certain proportion of properties were occupied. The Clerk contacted Hart District Council in February to determine whether the money was available to claim but had not received a response to that or subsequent emails. <sup>16</sup>

2145.2 Playgrounds

2145.2.1 Quarterly Inspection – it was **NOTED** that the quarterly inspection had been completed on 10<sup>th</sup> July. An initial review shows that there are no urgent items. A full review will be carried out. <sup>17</sup>

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<sup>13</sup> Clerk to work with WhiteKnights

<sup>14</sup> Clerk to chase

<sup>15</sup> Clerk

<sup>16</sup> Clerk to follow up

<sup>17</sup> Clerk

2145.2.2 Maintenance Work – it was **NOTED** that the Caretaker and Parish Warden continue to work through the minor issues highlighted in the Annual Report. The bark had been delivered and spread over the appropriate area and the sandpit had been topped up with fresh sand.

2145.3 Swallowfield Parish Allotment Association (SPAA)

2145.3.1 2019 / 2020 Accounts – it was **NOTED** that the SPAA Accounts for 2019/2020 had been reviewed by Cllr. Anderson.

2145.3.2 AGM – it was **NOTED** that the AGM took place as a virtual meeting on 9<sup>th</sup> July, Cllr. Binns attended.

## 2146 ENVIRONMENT

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

Lead Councillor: Cllr. A. King

2146.1 Trees

2146.1.1 3 yearly inspection – it was **PROPOSED** and seconded that the council ask Heartwood Trees to undertake this inspection. All in favour. <sup>18</sup>

2146.1.2 Emergency Work – it was **NOTED** that following reports of various fallen trees in the parish, the following emergency work had been commissioned; removal of a fallen willow on Riseley Common, removal of a leylandii, half of which has fallen into the Foxborough balancing pond, the other half possess a risk to neighbouring property, willow trees which have fallen at the entrance to Swallowfield Meadow from Part Lane, all at a cost of £780 plus VAT.

2146.1.3 Inspection – it was **NOTED** that Cllrs. King and Binns inspected the areas around Swallowfield Meadow and had circulated a report. Further work is required to assess what action must be taken, particularly on Part Lane.

2146.2 Swallowfield Meadow/Curlys Way

2146.2.1 Bridge – Cllr. King explained that the condition of the bridge had deteriorated and whilst the Parish Warden could do some remedial work the bridge would need to be replaced before the winter. Following the inspection, the sub-structure had been examined and found to be good. Quotes for replacement of the planks and rails were being sourced. Cllr. King asked that the council consider replacing this bridge as soon as possible as there was money set aside in reserves. <sup>19</sup>

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<sup>18</sup> Clerk

<sup>19</sup> Clerk/AK

2146.2.2 Railings – it was **NOTED** that a resident had requested the council replace the rail around the green. Cllr. King inspected the rail and posts and explained that many of the posts had been damaged over the years by strimming and on one side the metal straps were not galvanised so were rusted. It was agreed that the Parish Warden would be asked to do repairs whilst costings for a replacement are sourced.

2146.3 Footpaths – it was **NOTED** that the Loddon Valley Ramblers had completed an audit of stiles on footpaths in the Wokingham Borough. There are no stiles in the parish which required attention.

## 2147 RESILIENCE

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

Lead Councillor: Cllr. A. King

### 2147.1 Spillway Project

2147.1.1 Final Inspection– it was **NOTED** that a final inspection had taken place and the final report and certification issued. The planting and seeding is establishing well despite the unpredictable weather. The consultant had proposed a mowing regime for the next few years, Nigel Jeffries had been asked to incorporate this into their standard regime. <sup>20</sup>

2147.1.2 Goalposts – it was **NOTED** that sockets for the goal posts had arrived. Nigel Jeffries would arrange for the goals to be moved away from the spillway at a cost of £105 plus VAT.

## 2148 TRANSPORT

(Road issues/speeding/public transport/police liaison)

Lead Councillor: Cllr. J. Wheelwright

2148.1 Speed Limit Review by Wokingham Borough Council (WBC) – it was **NOTED** that WBC are conducting a review of speed limits in the borough. Residents are encouraged to submit their own comments and requests by email to [TM.Consultations@wokingham.gov.uk](mailto:TM.Consultations@wokingham.gov.uk), clearly identifying 'SPEED REVIEW' and the roads affected in the title. <sup>21</sup>

Councillors discussed the document prepared by Cllr. Wheelwright. It was **PROPOSED** and seconded that the council would respond as detailed in the document prepared by Cllr. Wheelwright with the following additions; sightlines coming out of the medical practice car park, equestrian users on Church Road. See page 2020/733 for details of the response. <sup>22</sup>

## 2149 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 11<sup>th</sup> August 2020 at 7.30 p.m. The meeting will be held using Zoom.

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<sup>20</sup> Clerk

<sup>21</sup> Clerk to post on Facebook

<sup>22</sup> Clerk to send response



**DETAILS**

2140.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2140.1.1	200665	Householder	The Poors House, Part Lane, Swallowfield RG7 1TB	Householder application for the proposed erection of a part single part two storey rear extension with chimney.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2140.1.2	200667	Listed Building (info only)	The Poors House, Part Lane, Swallowfield RG7 1TB	Householder application for the proposed erection of a part single part two storey rear extension with chimney.
2140.1.3	201487	Householder	6 Church Road, Farley Hill, RG7 1TX	Householder application for the proposed erection of garden room following the demolition of existing garden room.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.

2140.2 Results

<b>Agenda Ref</b>	<b>App No</b>	<b>Address</b>	<b>Application</b>	<b>Result</b>
2140.2.1	200469	Fairlands, Church Road, Farley Hill RG7 1TU	Application for a certificate of existing lawful development for use of cabin as independent dwelling	Lawfulness Certificate Approved
2140.2.2	200998	Fir Tree Cottage, Bunces Shaw Road, Farley Hill RG7 1UU	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.	Approved
2140.2.3	201014	8 The Mews, Farley Hill RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREAS 1 AND 2 G1, Group of 5 x Sycamores - Fell to ground level	Tree Consent Given
2140.2.4	201044	The Poors House, Part Lane, Swallowfield RG7 1TB	Householder application for proposed changes to fenestration	Approved
2140.2.5	201045	The Poors House, Part Lane, Swallowfield RG7 1TB	Application for Listed Building consent for the proposed changes to fenestration	Approved
2140.2.6	201111	Walnut Tree Farm, Part Lane, Riseley RG7 1RY	Application for a lawful development certificate for the proposed stationing of 6 additional caravans for residential purposes.	Refused

## 2145.1 SPEED LIMIT REVIEW RESPONSE

### Criteria for applying speed limits

The current approach to decide to change speed limits should be updated to align with government and DoT policy.

The circular from the DoT 'Setting Local Speed Limits' 1/2013 states: "Fear of traffic can affect people's quality of life in villages and it is self-evident that villages should have comparable speed limits to similar roads in urban areas. It is therefore government policy that a 30 mph speed limit should be the norm through villages" [Rural Speed Limited Management Section 7.3 Villages] It goes on to say "It may also be appropriate to consider 20 mph limits or zones in built-up village streets which are primarily residential in nature, or where pedestrian and cyclist movements are high."

The updated review in House of Commons briefing paper Speed Limits in England CBP00468 draws on these statements and adds "The national speed limit of 60 mph is only appropriate for the best quality C and Unclassified roads with a mixed (i.e. partial traffic flow) function with few bends, junctions or accesses." The policy should place more emphasis in its decision making to the road's environment, composition of road users and uses, sensitivity of the sites alongside the road and whether there are pavements or other refuges for pedestrians/other road users. Currently, undue weight is applied on determining the speed limit on TVP's ability for TVP to enforce and the local collision history.

The Swallowfield ribbon development on Church Road and the whole of Farley Hill have national speed limits.

These national speed limit should be cut to 30 mph on Church Road from the Swallowfield village centre to extending out to the George & Dragon to protect users of the pub, the church, walkers/cyclists and equestrian users along the length of the road – much of which has no pavement and poor sight lines.

Likewise, Farley Hill as a whole should be protected by a 30 mph to warn of the risks to other road users at the school, The Victory Hall plus indicating risks due to the windiness of the roads and the lack of pavements with people walking and running in the roads.

The following changes should be applied to local speed limits in the parish of Swallowfield:

- 20 mph for roads dedicated to housing including:
  - o Foxborough/The Naylor's, Curlys Way, The Pippins - Swallowfield
  - o Portway, Yeosfield, Duke's Meadow - Riseley
  - o The Mews - Farley Hill
  
- 20 mph in areas of high vulnerability in the villages:
  - o Outside Swallowfield doctors' surgery which has a large number of small traffic accidents, the sightlines for traffic entering and leaving the surgery are very poor
  - o Trowes Lane, Swallowfield
  - o adjoining the new Cove Homes development,
  - o Norton Road and Chapel Lane in Riseley