

MINUTES OF THE MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 11<sup>TH</sup> AUGUST 2020, 7:30PM  
AS A VIRTUAL MEETING

Members: Cllr. J. Anderson (Chairman)  
Cllr C. Drew  
Cllr. M. McDonald

Cllr. M. Binns  
Cllr. I. Fullerton  
Cllr. J. Wheelwright

Cllr. W. Dance  
Cllr. A. King

In attendance: Sue Howorth (RFO)

Members of the Public: 1

**2160 APOLOGIES FOR ABSENCE**

Cllr. Collender (technical issues)

**2161 DECLARATIONS OF INTEREST**

None.

**2162 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

2162.1 Jayne Streak, Friendship Alliance introduced herself explaining the charity's focus is on social isolation and loneliness in older people. She had recently attended a Wokingham Clerks Forum and sent the slides from that presentation. She explained that they are looking to start up a "chatty café". Jane gave a summary of the services available in the community and expressed an interest in working with Coffee Corner which meets at Swallowfield Parish Hall. She had been in contact with the Clerk and would visit the group when they begin to meet again.

**2163 MINUTES OF LAST MEETING**

2131.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 14th July 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. <sup>1</sup>

2131.2 It was **PROPOSED** and seconded that the minutes of the Planning Committee Meeting held on 28th July 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. <sup>2</sup>

2131.3 It was **PROPOSED** and seconded that the minutes of the Extraordinary Parish Council Meeting held on 28th July 2020 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. <sup>3</sup>

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<sup>1</sup> JA

<sup>2</sup> JW

<sup>3</sup> JA

**2164 CLERKS REPORT**

2164.1 Update on items from previous meetings

2164.1.1 1091.2 Riseley Recreation Ground Registration – it was **NOTED** that Land Registry had complete a first registration of the council's freehold title with title absolute of Riseley Recreation Ground.

2164.1.2 2143.1.2 Trees, Emergency Work – it was **NOTED** that this work had been carried out. Removal of the trees at the Part Lane entrance to Swallowfield Meadow had exposed a steep bank. The area had been taped off and a fence would be installed along the length to prevent access as soon as possible. The fencing along the road side is in a poor state, one section had been patched up.

2164.1.3 2143.1.3 Trees, inspection – it was **NOTED** that Cllr. King and the Clerk would meet with a representative of Heartwood Trees to discuss the next tree inspection.

2164.1.4 2144.1.1 Spillway, maintenance regime – it was **NOTED** that Nigel Jeffries Landscapes Ltd had agreed to carry out the work specified in the maintenance regime, but there would be a small additional cost.

2164.1.5 2144.1.2 Goalpost – it was **NOTED** that the cost of moving the goalposts away from the spillway would be £210 plus VAT. The original quote only allowed for one goal to be moved, but both need to be moved to maintain the correct pitch size.

2164.2 Other

2164.2.1 Fencing around the entrance to Swallowfield Meadow from Curlys Way – it was **NOTED** that following a report from a resident regarding the low level fence, a number of repairs had been undertaken.

2164.2.2 Orchard – it was **NOTED** that the Orchard Working Group had asked that when the orchard has its late summer cut it is a "cut and collect". This is usually carried out by a local farmer, but he is not able to get his machine in to do a collect. Nigel Jeffries Landscapes Ltd has been asked to quote for this service.

**2165 PLANNING**

Chairman of Planning Committee: Cllr. J. Wheelwright

2165.1 Current applications – for details see page 2020/746

2165.1.1 201727 - The Poors House, Part Lane, Swallowfield RG7 1TB For information only

2165.1.2 201760 – 1 Farley Court, Church Road, Farley Hill, RG7 1TT For information only

2165.1.3 201726 - The Poors House, Part Lane, Swallowfield RG7 1TB No comment

2165.1.4 19/02467/FULL – Rally Field, Wellington Country Park, Odiham Road, Riseley – it was **NOTED** that this application would be discussed at the Hart District Council Planning Meeting on Wednesday 12th August.

- 2165.2 Results (for information only) - for details see page 2020/747
- 2165.2.1 200989 – 6 Villa Place, The Street, Swallowfield RG7 1RG Approved  
2165.2.2 201130 – Elm Tree Cottage, Basingstoke Road, Swallowfield RG7 1QA Refused  
2165.2.3 201487 – 6 Church Road, Farley Hill, RG7 1TX Approved
- 2165.3 Goods Vehicle Operator Licence – for details see page 200/732
- 2165.3.1 1OH2014967SN – Tanners Warehouse, Tanners Dairy, Swallowfield Road, RG2 9LA
- 2165.4 Enforcement Investigations (for information only)
- 2165.4.1 Open Investigations – 10 open  
2165.4.2 Close Investigation – one closed, No Breach

## 2166 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 2166.1 Accounts
- 2166.1.1 Monthly Accounts – it was **NOTED** that the monthly accounts had been circulated. It was **PROPOSED** and seconded that these are accepted. All in favour.
- 2166.1.2 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. <sup>4</sup>
- 2166.2 Budget
- 2166.2.1 Budget 20/21 – Cllr. Anderson summarised the budget changes and rationale behind those changes. Cllr. Drew commented that provision for the tennis courts was too little, the council discussed that s106 money would largely cover the cost. Cllr. Drew asked how the shortfall would be met. Cllr. Anderson commented that the shortfall was likely to be around £3K which could be met from reserves. Cllr. Drew felt that the provision for replacement curtains was too high in the current circumstances. Having expressed her concerns Cllr. Drew agreed to support the budget but asked that it be reviewed. Cllr. Anderson explained that it was the intention to monitor the budget and reserves regularly given the current circumstances and review again should those circumstances change.
- It was **PROPOSED** and seconded that the revised budget is **APPROVED**. All in favour.
- 2166.2.2 Car Park Funding – it was **PROPOSED** and seconded that £45,000 is drawn from the cash reserves at Charles Stanley to part fund the car park project. This had been discussed and agreed in principle with the Council's Investment Manager at Charles Stanley. All in favour. <sup>5</sup>

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<sup>4</sup> JA

<sup>5</sup> Clerk to notify Charles Stanley

2166.2.3 WBC Grant – Cllr. Anderson explained that significant work is taking place on the car park at Swallowfield Parish Hall to reduce the risk of flooding. The Hall is the community emergency hub for the parish so it is imperative that the building is accessible at all times. Cllr. King asked that a document is prepared detailing the cost of this portion of work which can be held on file.

It was **PROPOSED** and seconded that £40,000 of the grant money received from Wokingham Borough Council be used to pay for the flood attenuation work required to address the effect of flooding in the Parish Hall car park and run-off onto Swallowfield Street. All in favour.

2166.3 Investments

2166.3.1 Trading Rationale Letter – it was **NOTED** that this had been received from Charles Stanley. A copy is available at the office.

**2167** **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. Anderson and Dance. 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>6</sup>

1	Select	81.60
2	GLS	84.78
3	Nigel Jeffries Landscapes Ltd	936.00
4	Calico Trust	250.00
5	Moorepay	52.08
6	Xylem	1015.20
7	Karen Luke	234.00
8	HMRC Payments	565.03
9	Castle Water	97.37
10	Castle Water	94.37
11	BACS Charge	17.12
12	Payroll – June	5117.99
13	Lloyds Bank – Alto Card	463.85
14	Crown Gas and Power	75.51
15	Southern Electric	11.06

**2168** **PROPERTY**

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

2168.1 Swallowfield Parish Hall, Car Park Update – it was **NOTED** that the work is now underway. Cllr. Anderson reported that he had been in communication with SGN regarding the information required in order to progress relocation of the gas regulator.

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<sup>6</sup> JA/WD

2168.2 Swallowfield Parish Hall, Project Management and Financial Arrangements

2168.2.1 Logistical Arrangements and day-to-day decisions – it was **PROPOSED** and seconded that the Clerk/RFO with advice from the Chairman and one other councillor be delegated authority to agree and implement logistical arrangements and make day-to-day decisions of a non- commercial nature as necessary for the smooth running of the project. All in favour.

2168.2.2 Variations in Scope of Works – it was **PROPOSED** and seconded that the Clerk/RFO be delegated authority to exercise discretion, to agree or reject proposed changes to the scope of works covered by the Construction Contract acting on advice from the Patrick Parsons consultant and the Chairman as follows:

- a) Changes that do not increase the overall contract value
- b) Changes that would be covered by the 10% contingency allowed in the contract (minor changes)
- c) Urgent changes (in excess of the 10% contingency) subject to obtaining additional advice from two other councillors.

All in favour.

2168.2.3 Specification Changes – it was **PROPOSED** and seconded that the Patrick Parsons consultant, following consultation with the Lead Councillor for Property and the Clerk, is authorised to amend the specifications as necessary to facilitate the works provided such changes do not exceed the overall contract value inclusive of the 10% contingency. The Clerk and Council would be notified of all such changes. All in favour.

2168.2.4 Payment of invoices – it was **PROPOSED** and seconded that the Clerk/RFO be delegated authority to raise payment for progress payment invoices rendered by the contractor for work completed once certified as valid by the Patrick Parsons consultant provided they are in accordance with the contract. These payments would be authorised by two councillors as per the council's on-line banking approval policy. Councillors to make approvals would be identified according to availability. All in favour.

**2169 COVID-19**

2169.1 Swallowfield Parish Hall Re-Opening Update – it was **NOTED** that the Halls Working Group had continued to meet weekly. Notes had been circulated.

2169.2 Documents for approval - it was **NOTED** that Cllr. King expressed her gratitude to the RFO and Clerk for their work in preparing these documents.

2169.2.1 Additional Conditions of Hire – it was **PROPOSED** and seconded that subject to the incorporation of outstanding review changes the council **ADOPT** the Additional Conditions of Hire (including cleaning regime). All in favour.

2169.2.2 Risk Assessment – it was **PROPOSED** and seconded that the council **ACCEPT** the COVID Risk Assessment for re-opening Swallowfield Parish Hall. All in favour.

2169.2.3 Fire Risk Assessment – it was **NOTED** that Cllr. McDonald and the RFO had reviewed the Fire Risk Assessment for Swallowfield Parish Hall. Cllr. McDonald

stated that whilst door locks are adequate the council should undertake a review of the door locks before the next review. It was **PROPOSED** and seconded that the Fire Risk Assessment be **ACCEPTED**. All in favour.

## **2170 ENVIRONMENT**

**2170.1** Bridge, Curlys Way/Swallowfield Meadow – the council discussed the quotes presented and following discussion about the materials it was **PROPOSED** and seconded that the quote from Company B to replace the sleeper tread boards and railings of £3,585 plus VAT be accepted. Sufficient funds had been set aside in the reserves and the budget had been updated to reflect this spend. All in favour. <sup>7</sup>

## **2171 RECREATION**

2171.1 Riseley Tennis Club

2171.1.1 Finances – it was **NOTED** that accounts for the year 2019/20 had been received. Cllr. Dance noted that they have enough in reserves to pay the rent owed.

2171.1.2 Committee Meeting – it was **NOTED** that Cllr. Dance attended the last committee meeting and that minutes have been received and circulated.

2171.1.3 Clubhouse Rent – it was **NOTED** that the tennis club had asked for a rent holiday. Councillors discussed the situation, Cllr. King advised that following changes in membership of the committee communication is better and the council should seek to engage more closely with the club and the committee as a whole. However, councillors agreed that it would not be appropriate for the council to provide financial support to a private members club. <sup>8</sup>

## **2172 RESILIENCE**

(Flooding/ditches/rivers/Flood Resilience Group (FRG))  
Lead Councillor: Cllr. A. King

**2172.1** FRG – it was **NOTED** that the next meeting will take place on Thursday 24th September, 7:30pm to be held using Zoom meetings.

## **2173 DATE OF NEXT MEETING**

The next meeting of Swallowfield Parish Council will be held on Tuesday 8<sup>th</sup> September 2020 at 7.30 p.m. The meeting will be held using Zoom Meetings.

Members of the press and public wishing to attend the meeting should contact the Clerk.

[The meeting closed at 21:30]

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<sup>7</sup> Clerk

<sup>8</sup> Clerk to compose a response

**DETAILS**

2165.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2165.1.1	210726	Householder	The Poors House, Part Lane, Swallowfield RG7 1TB	Householder application for the proposed replacement sewage treatment plant following the removal of existing domestic septic tank.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2165.1.2	210727	Listed Building (For info only)	The Poors House, Part Lane, Swallowfield RG7 1TB	Listed building consent for the proposed replacement sewage treatment plant following the removal of existing domestic septic tank.  For information only.
2165.1.3	201760	Listed Building (For information only)	1 Farley Court Church Road Farley Hill RG7 1TT	Application for Listed Building consent for proposed reinstatement works to the existing flat, including installation of a replacement Air Source Heat Pump heating system and thermal upgrades, plus changes to fenestration.  For information only.

2165.2 Results (for information only)

Agenda Ref	App No	Address	Application	Result
2165.2.1	200989	6 Villa Place, The Street, Swallowfield RG7 1RG	Householder application for proposed erection of a single storey front extension, part single part two storey rear extension following the demolition of exiting rear extension, insertion of 1no. roof light at rear elevation, plus changes to fenestration.  The council did not comment on this application.	Approved
2165.2.2	201130	Elm Tree Cottage, Basingstoke Road, Swallowfield RG7 1QA	Householder application for the proposed erection of a two storey outbuilding to accommodate parking, storage and a home gym, following the demolition of existing outbuilding.  Reason for refusal: out of character with surrounding countryside and would have a detrimental impact on the character of the area by virtue of its size.  The council asked that if planning permission were granted WBC should apply a condition to ensure that the building could only be used as ancillary to the main dwelling.	Refused
2165.2.3	201487	6 Church Road, Farley Hill, RG7 1TX	Householder application for the proposed erection of single storey rear extension to form garden room, following the demolition of existing garden room.  The council did not comment on this application.	Approved

2165.3 Goods Vehicle Operating Licence

Agenda Ref	App No	Address	Application
2165.3.1	OH2014967 SN	Tanners Warehouse, Tanners Dairy, Swallowfield Road, RG2 9LA	JD Drains Limited 105 Hyde End Lane, Ryeish Green, Reading RG7 1ES New operating centre: Tanners Warehouse, Tanners Dairy, Swallowfield Road, RG2 9LA New authorisation at this operating centre will be: 2 vehicle(s) Decrease at existing operating centre: Loddon Court Farm, Beech Hill Road, RG7 1HT New authorisation at this operating centre will be: 1 vehicle(s)