

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 11TH JANUARY 2022, 7:30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL

Councillors: Mr. M. Binns Mrs. C. Drew Mrs. A. King
Mrs. M. McDonald Mr. J Wheelwright

In attendance: Liz Halson (Clerk)

Members of the public: 0

2428 APOLOGIES FOR ABSENCE

Mr. J. Anderson, Mrs. L. Edmonds, Mr. I. Fullerton, Mr. D. Lamont

2429 CHAIRMAN

2429.1 It was **PROPOSED** and seconded that Cllr. Wheelwright would chair the meeting.
All in favour.

2430 DECLARATIONS OF INTEREST

None

2431 CHAIRMANS ANNOUCEMENT

2431.1 No 7 Bus – it was **NOTED** that the council had been informed by a member of the public that the No7 bus would cease to operate from 17th January. The Clerk had contacted Reading Buses to confirm that this was correct. It was **AGREED** that the council would meet with Wokingham Borough Council to establish what could be done to replace even part of the service. ¹

2432 MINUTES OF LAST MEETING

2432.1 Minutes of the Parish Council Meeting held on 14th December 2021 – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ²

2433 CLERK'S UPDATE

2433.1 Update on items from previous meetings

2433.1.1 2304.2.2 Replacement Train, Swallowfield Children's Playground – it was **NOTED** that the replacement train had been installed.

2433.1.2 Riseley Sports Pavilion, Water Heaters – it was **NOTED** that work to replace the water heaters had been completed, however, the old shower unit in the disabled changing room/toilet had not been removed as specified in the contract. It was

¹ Clerk to organise

² JA to sign

AGREED that the contractor would be asked to remove it. ³ It was **AGREED** that the caretaker would make good the area. ⁴

2433.1.3 Riseley Sports Pavilion, Windows – it was **NOTED** that the windows had been installed. One panel was broken during installation, a new unit was on order. Cllrs. Drew and Anderson had carried out a snagging review. The list would be sent to the contractor and work to make good would be carried out during installation of the doors in early February. ⁵ It was **AGREED** that the caretaker would be asked to carry out minor repair work inside once the Tennis Club had confirmed the paint colour. ⁶

2433.2 Other

2433.2.1 Max Bowker Legacy Event – it was **NOTED** that the residents who offered to join a working group pre-Covid had confirmed that they would like to start planning this event. It was **AGREED** that Cllr. Binns would lead the working group. ⁷

2434 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2434.1 Current applications – see details on page 2022/920.

2434.1.1 214092 - 1 The Street Swallowfield RG7 1QY No comment

2434.1.2 214052 - Glasspool Farm Part Lane Riseley Wokingham RG7 1RU Object

2434.1.3 213273 - Glasspool Farm Part Lane Riseley Wokingham RG7 1RU Object

2434.2 Results – see details on page 2022/921.

2434.2.1 213508 – 1 Farley Court, Church Road, Farley Hill Rg7 1TT Approved

2434.3 Enforcement – it was **NOTED** that there are 11 cases open of which 4 are new. 4 cases were closed this month, all deemed as “No Breach”.

2434.4 Local Plan Update – it was **NOTED** that a detailed discussion on the draft circulated by Cllr. Wheelwright had taken place at an informal virtual meeting of parish councillors on 10th January.

It was **AGREED** that the draft circulated by Cllr. Wheelwright council reflected the views of the council except for the response to the question of whether a new Strategic Development Location at Hall Farm/Loddon Valley was appropriate. Cllr. Wheelwright explained that the other options put forward had flagged as a lower priority based on cost or because of location, i.e. on green belt which can only be built on as a last resort. Whilst all councillors would prefer Hall Farm not to be built on it was recognised that the borough would need to find a large site. The council do not have the expertise or sufficient information to determine which site would be

³ Clerk

⁴ Clerk

⁵ Clerk

⁶ Clerk

⁷ MB

most appropriate and would therefore take a neutral position on the Hall Farm/Loddon Valley site.

It was **PROPOSED** and seconded that the council would respond as presented in the draft with the change to the question above. All in favour. ⁸

2435 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2435.1 Accounts Update

2435.1.1 Month End Accounts – it was **NOTED** the Month End Accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2435.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour. ⁹

2435.1.3 2022/2023 Budget – it was **PROPOSED** that the budget be **APPROVED**. All in favour.

2435.1.4 Precept – it was **PROPOSED** and seconded that a precept of £32,237 be set and submitted to Wokingham Borough Council. All in favour. ¹⁰

2436 BILLS FOR PAYMENT

It was **PROPOSED** and seconded that the payments as listed below be approved. On-line payments would be checked against scanned copies of invoices by Cllr. Wheelwright and authorised by Cllrs. McDonald and Wheelwright. All in favour. ¹¹

1	Lafford & Leavey	18,198.00
2	Moorepay	71.98
3	Coral Bell	160.00
4	Ricoh	182.58
5	A Better Drainflow	132.00
6	D2D Distribution Ltd	252.00
7	Select	81.60
8	Select	81.60
9	Reimbursement	190.00
10	Deposit Refund	100.00
11	Deposit Refund	100.00
12	Reimbursement	160.00
13	Mrs K U Luke	208.00
14	Grundon	130.07
15	Grundon	108.68

⁸ Clerk to complete and publish the response on the website

⁹ JA

¹⁰ RFO

¹¹ MM, JW

16	Direct Debit (CASTLE WATER) - TW2836480081	58.67
17	Crown Gas & Power	652.93
18	Crown Gas & Power	396.40
19	Lloyds Bank (Alto Card)	54.00
20	Southern Electric	11.06
21	Direct Debit (HMRC PAYMENTS)	626.56
22	BACS Charge	17.12
23	Direct Debit (CASTLE WATER) - TW9215892362	9.53
24	Payroll - November	6,197.78
25	BT	262.76
26	U.T. Service and Manual Credit Charge	40.05
27	Other	100.00
28	Maintenance	261.99
29	Mileage	152.55
30	Office	52.13

2437 CLIMATE CHANGE EMERGENCY

(Lead Councillor: Cllr. D Lamont)

- 2437.1 Waste Management - it was **PROPOSED** and seconded that Cllr. Lamont and the Clerk, supported by Cllrs. King and McDonald, undertake a review of all waste collections and explore what can be done to streamline arrangements and increase recycling at all sites. All in favour. ¹²

2438 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

Post Office – it was **NOTED** that the Post Office had identified a technical issue which had prevented the Post Office system from being accessible from the shop and were working to resolve the problem. Cllr. Drew was in regular contact with the team at the Post Office and was pushing for a resolution.

2439 COMMUNICATION

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. D. Lamont

- 2439.1 Updates – it was **NOTED** Cllr. Lamont had circulated the following updates.
- 2439.1.1 Agency – the agency had been appointed.
- 2439.1.2 Website - the working group would start to work on defining the site map and design during January with feedback from Cllr. Anderson and the Clerk. The task of

¹² DL, Clerk, AK, MM

reviewing, migrating, and producing content is not insignificant, everyone would have a role to play when the time comes.

- 2439.1.3 Newsletter Survey – Cllr. Lamont reported that 111 responses were received, above a 10% sample of the population, with a very good geographic and demographic spread. There was no real negativity in the responses, with many very positive views, but there is room for improving communications across the board, whilst factoring practicality, time, cost and sustainability. The working group had met for an initial review and to discuss thoughts on the direction the council should take. It was hoped that the group could meet in person during February to prepare a fuller proposal for a way forward. ¹³
- 2439.1.4 Email – five suppliers had been asked to quote to manage our future email provision. The working group would make a recommendation shortly.
- 2439.1.5 Facebook – regular updates on key issues which affect the parish are being posted. All posts are reviewed by the Clerk and Cllr. Anderson with input from others where appropriate.

2440 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council would be held on Tuesday 8th February 2022 at 7.30 p.m. in The Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

If you would like to attend the meeting, please let the Clerk know in advance as there is limited space.

[The meeting closed at 8:05 pm]

¹³ Communications WG

Appendix A

2433 PLANNING

2433.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2433.1.1	214092	Householder	1 The Street Swallowfield RG7 1QY	<p>Householder application for the proposed extension of a single storey front porch and single and 2-storey side and rear extensions following demolition of a side car port and rear single storey extension, plus 2no. solar panels to the rear roof and 4no.rooflights to the side and rear extensions.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>
2433.1.2	214052	Full application	Glasspool Farm Part Lane Riseley RG7 1RU	<p>Full application for the proposed erection of one 4no. bedroom dwelling.</p> <p>It was PROPOSED and seconded that the council would respond as detailed below. All in favour.</p> <p>Swallowfield Parish Council strongly objects to this proposal as it is outside the settlement boundary and represents development within the countryside contrary to Policy CP11 of Wokingham's core strategy. A new dwelling in the countryside would harm the character and landscape setting of the area through encroachment of development, loss of openness and harm to the rural setting. The application is contrary to the Local Plan by having no mitigations on its impact on the countryside and so is against CP3 and TB21 of MDD of the Local plan. The council is concerned that this proposal appears to be part of a strategy of incremental applications across the site. The site does not fit into the context of existing settlement, there are no transport links and hence, further development is not sustainable. This application would harm the nature of the rural Part Lane through an urbanising and undistinguished design. We recognise local concerns about the contamination of the land onsite. The council asks that if WBC is minded to</p>

Agenda Ref	App No	Type	Address	Application
				grant permission it ensures that the permission only relates to the site outline in red and not the whole site which is shown in blue.
2433.1.3	213273	Full application	Glasspool Farm Part Lane Riseley RG7 1RU	<p>Full application for the proposed demolition of existing farmhouse and erection of a new dwelling house and detached garage.</p> <p>It was PROPOSED and seconded that the council would respond as detailed below. All in favour.</p> <p>Swallowfield Parish Council does not object to the construction of a new house on this site, but it does objection to the size of the proposed dwelling. It is significantly larger than the one it will replace. The council would like to challenge the inclusion of the various outbuildings as justification for this increase. The outbuildings were used for agricultural purposes not as part of the domestic residence. The council asks that if WBC is minded to grant permission it will ensure that the permission only relates to the site outline in red and not the whole site which is shown in blue.</p>

2433.2 Results

Agenda Ref	App No	Address	Application	Result
2433.2.1	213508	1 Farley Court, Church Road Farley Hill RF7 1TT	Application for Listed Building consent for the proposed installation of a parapet to the existing roof (part retrospective).	Approved