

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 8TH MARCH 2022, 7:30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL

Present: Cllr. J. Anderson (Chair) Cllr. M. Binns Cllr. L. Edmonds
 Cllr. A. King Cllr. D. Lamont Cllr. M. McDonald
 Cllr. J. Wheelwright

In attendance: Mrs. S. Howorth (RFO)

Members of the public: 2

2459 APOLOGIES FOR ABSENCE

Cllr. C. Drew, Cllr. I. Fullerton

2460 DECLARATIONS OF INTEREST

2460.1 Cllr. J. Anderson declared an interest in item 2464.1.4.

2461 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

To receive questions or comments from the public, including those on planning.

[Cllr Anderson did not participate in this discussion as it related to item 2464.1.4]

2461.1 Resident – I would like to give some information about application 220379. We would like to tidy up a messy building whose position is disjointed and not functional. It is 35+ years old and has an asbestos roof which is too low so not useful for hay storage, it is damp and a burglary risk.

[Cllr. Edmonds arrived]

Cllr. JW – the application is complicated with multiple uses, store for business events literature and materials, equine use, home office. Individually they seem fine but together it is harder to justify. A home office for the business events business would need to be within the curtilage of Elmtree Cottage.

Resident – our architect advised us.

Cllr. JW – the events business is not linked to the equine side; it relates to different services. The home office would be okay if it related to the equine business but it isn't. It is a new build in the countryside so against WBC planning policy and is unlikely to be passed. In scale and height, it looks like a house, possibly permitted development.

Resident – the majority of equine use properties have an office.

Cllr. JW – the parish council does not determine the outcome, that is up to WBC.

[Members of the public left the meeting]

[Cllr. Edmonds confirmed that she had no declarations of interest]

2462 MINUTES OF LAST MEETING

2462.1 Minutes of the Parish Council Meeting held on 8th February 2022 – it was **PROPOSED** and seconded that the minutes of the meeting be **APPROVED**. All in favour. ¹

2463 CLERK'S UPDATE

2463.1 Update on items from previous meetings

2463.1.1 2433.1.3 Riseley Memorial Hall and Sports Pavilion, Doors – it was **NOTED** that the doors had been installed. Cllrs. Drew and Anderson had carried out a snagging review. The contractor also carried out remedial work on the main door and two windows in the Memorial Hall which were installed years ago by a different contractor.

2463.1.2 2445.2.1 Swallowfield Toddler Group – it was **NOTED** that the group had decided to meet in the main hall during school holidays. There is still the option for a smaller group to meet in the Davies Room during term-time.

2463.1.3 2450.1.2 Wildflower planting – it was **NOTED** that the seeds had been purchased and would be sown shortly.

2463.2 Other

2463.2.1 Swallowfield Meadow Bridge – it was **NOTED** that a tree on the bank of the ditch running through Swallowfield Meadow was brought down during Storm Eunice causing damage to the bridge. Most of the tree was removed by our Parish Warden the following day and the bridge had been repaired by the contractor who did the original installation. Further work may need be required to remove the trunk which is currently lying across the ditch. ²

2464 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2464.1 Current applications – see details on page 2022/945.

2464.1.1 220350 – 5 Farley Court, Church Road, Farley Hill RG7 1TT No comment

2464.1.2 220351 – 5 Farley Court, Church Road, Farley Hill RG7 1TT No comment

2464.1.3 220354 – Land to the West of Trowes Land, Swallowfield No comment

[Cllr. Anderson did not participate in discussion or vote on the next item]

2464.1.4 220379 – Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA Comment

¹ JA

² AK/Clerk

[Cllr. Anderson rejoined the meeting]

2464.2 Results – see details on page 2022/946.

2464.2.1	213273 - Glasspool Farm, Part Lane, Riseley RG7 1RU	Refused
2464.2.2	213380 - Balcombe Nurseries, Basingstoke Rd, Swallowfield RG7 1PY	Approved
2464.2.3	213682 - 1 Yeosfield, Riseley RG7 1SG	Refused
2464.2.4	214052 - Glasspool Farm, Part Lane, Riseley RG7 1RU	Refused
2464.2.5	214092 - 1 The Street, Swallowfield RG7 1QY	Refused
2464.2.6	214142 - Elms House, The Street, Swallowfield RG7 1RE	Approved
2464.2.7	214153 - The Old Church, Church Road, Farley Hill RG7 1TR	Approved

2464.3 Tree Preservation Orders

2464.3.1 220576 – Loddon House, Beech Hill Road, Spencers Wood RG7 1HT
Works to a TPO – it was **NOTED** that an application for works to protected trees TPO 1654/1998, Area 1. A1, Mixed species – 5 conifers – fell had been made.

2464.4 Enforcement Investigations

2464.4.1 Open – it was **NOTED** that no new investigations had been added, there are 6 open investigations.

2464.4.2 Closed – it was **NOTED** that 3 enforcement investigations had been closed for the following reasons “No Breach”, “Application Submitted”, “Not Expedient”.

2465 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2465.1 Accounts Update

2465.1.1 Month End Accounts – it was **NOTED** that the Month End Accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2465.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour. ³

2465.2 Reserves – it was **NOTED** that £52,939 had been transferred from the CCLA account which holds the reserves to the Unity Trust Main Account. This was to cover the following reserve funded expenditure:

• Car Park Retainer	£4,017
• NFM	£8,330
• Tennis Court Resurfacing	£25,885
• Replacement Train	£8,531
• Speed Devices	£6,176

³ JA

2466 BILLS FOR PAYMENT

It was **PROPOSED** and seconded that the payments as listed below would be approved. On-line payments would be checked by Cllr. Anderson and authorised by Cllrs. Anderson and Wheelwright. All in favour. ⁴

1	Mrs K U Luke	208.00
2	JDP	970.00
3	Grundon	6.56
4	Grundon	6.56
5	Moorepay	65.98
6	Coral Bell	80.00
7	Nigel Jeffries Landscapes	290.40
8	Calico Trust Charity	265.00
9	Calico Trust Charity (unsubmitted invoice from 2017)	250.00
10	Woodside Recycling	62.40
11	Lafford & Leavey	18,918.00
12	GLS	91.15
13	Deposit Refund	100.00
14	Pretty Green Landscapes	660.00
15	Southern Electric	10.59
16	Direct Debit (HMRC PAYMENTS)	626.36
17	Direct Debit (CASTLE WATER)	64.90
18	BACS Charge	17.12
19	Payroll	5341.76
20	Lloyds Bank (Alto Card)	3.00
21	PWLB-Loan Repayment	9,824.18

2467 QUEENS JUBILEE

2467.1 Picnic Tables/Benches – it was **NOTED** that four tables were now on order. Cllr. McDonald explained that after taking advice on installation, it was clear that it would be better to install the tables on a hard base rather than directly on grass. This would increase the cost but would reduce issues with maintenance of the ground and reduce the likelihood of damage to the tables from strimming.

It was **PROPOSED** that tables be installed on paving slabs at an additional cost of £3,310 plus VAT. This would also cover the cost of installing the fifth bench at Farley Hill in the future. All in favour. ⁵

⁴ JA/MM

⁵ Clerk

2468 MAX BOWKER LEGACY

Lead Councillor: Cllr. M. Binns

- 2468.1 Max Bowker Legacy – it was **NOTED** that the Working Group had met on 28th February to discuss options for an event which would satisfy the condition of the legacy. Cllr. Binns explained that several ideas had been discussed and the group were now trying to confirm dates with potential participants. He hoped that this might become an annual event on the recreation ground. Another meeting was planned for next week. ⁶

2469 TRANSPORT

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

Lead Councillor: Cllr. J. Fullerton

- 2469.1 Speedwatch

2469.1.1 Update – it was **NOTED** that Cllr. Fullerton had circulated an update. In summary 12 residents have registered and completed the online “Speedwatch operator” training and 4 more residents have offered to join the group. Two roadside training sessions had been held on Saturday 5th March and had been very successful. Cllr. Binns explained that over the last few weeks he had deployed the Blackcat speed monitoring device to capture speeds in various locations in the parish. This had provided striking evidence as to the extent of speeding at various locations.

2469.1.2 Tablet – it was **PROPOSED** and seconded that the council purchase a tablet for use with the Speedwatch equipment at a cost of £170 plus VAT. All in favour. ⁷

2469.1.3 Hi-Viz Vests – it was **NOTED** that 20 hi-viz vests printed with “*Swallowfield Community Speedwatch*” had been purchased at a cost of £81.78 plus VAT. Each volunteer would be allocated a vest.

2469.2 No 7 Bus – Cllr. Anderson explained that funding had been found to provide a limited bus service operating between Riseley and Reading for 3 months but it may not be viable to continue the service in this form long-term. The aim was to provide a degree of continuity whilst WBC investigated further funding and options for a long-term solution.

⁶ MB to confirm date

⁷ Clerk to order

2470 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. A. King

- 2470.1 Community Litter Pick – it was **NOTED** that the Community Litter Pick would take place on Saturday 2nd April between 10am and 4pm. Volunteers should register in the Davies Room any time from 10am. It was **NOTED** that Peter Sampson had offered to co-ordinate the event.

It was **PROPOSED** and seconded that the council allocate up to £100 for the provision of refreshments. All in favour. ⁸

- 2470.2 Van Demans – it was **NOTED** that Cllr. King and Clerk would meet with Laura Buck, the Project Manager for the tree planning project at WBC in April. She is keen to visit the site and carry out a desktop review of suitability. She would also like to visit other sites in the parish where it might be appropriate to plant individual trees. ⁹
- 2470.3 Neighbourhood Action Group – it was **NOTED** that the group met on 18th February, Cllr. McDonald attended. Cllr. McDonald had circulated the minutes.

2471 RECREATION

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

Lead Councillor: Cllr. L. Edmonds

- 2471.1 Annual Play Inspections – it was **PROPOSED and** seconded that the council engage The Play Inspection Company to carry out the annual inspection of its play equipment at a cost of £269.95 plus VAT. All in favour. ¹⁰

2472 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 2472.1 Hall Hire Conditions – it was **NOTED** that the Working Group were reviewing the conditions of hire which were put in place during Covid.
- 2472.2 Flower Troughs – the council expressed its gratitude to Claire and Peter Sampson who had once again planted containers with spring bulbs to brighten up the office and the Rose Room entrances. ¹¹
- 2472.3 Management and administration of Village Halls – it was **NOTED** that Cllr. McDonald and RFO (Sue Howorth) had attended a webinar run by CBAS on Monday 7th March.

⁸ Clerk

⁹ Clerk

¹⁰ Clerk

¹¹ Clerk

2473 PROPERTY

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

- 2473.1 Riseley Sports Pavilion Licence – it was **NOTED** that the licence is due for renewal on 31st March 2022. The licence had been updated to reflect conditions relating to the new doors which have keypad access.

It was **PROPOSED** and seconded that the amended licence agreement as circulated by Cllr. Drew be issued to the Tennis Club. All in favour. ¹²

It was **NOTED** that it was agreed in November 2020 when the previous licence was issued that the licence fee would be increased by the Consumer Price Index as at 1st April 2022. The increase would be applied when the licence is issued. ¹³

2474 COMMUNICATION

(Newsletter/Website/Annual Report/Media)
Lead Councillor: David Lamont

- 2474.1 Logo – it was **PROPOSED** and seconded that the council ask the agency working on the new website to update the logo at a cost of £420 plus VAT. The agency would review and look to simplify, modernise and professionalise the existing logo and provide colour and black & white versions. The current logo does represent important elements of the parish but is not ideal for letterheads or documents. All in favour. ¹⁴

2475 HEALTH & WELLBEING

(Lead Councillor: Cllr. A. King)

- 2475.1 Link Visiting Scheme – it was **NOTED** that Cllrs. McDonald and King and the Clerk met with Marjie Walker and Jayne Streak from the Link Visiting Scheme/Friendship Alliance on Tuesday 1st March. They look to identify older residents who are struggling with loneliness and pair them with an appropriate volunteer who can visit them. They also identify groups/activities where people will receive a friendly welcome. They take referrals from Swallowfield Medical Practice, other volunteer groups and private individuals. They currently support two residents in the parish.

It was **PROPOSED** and seconded that the Link Visiting Scheme be awarded a grant of £300 towards the cost of delivering this service. All in favour. ^{15 16}

- 2475.2 Citizens Advice Wokingham – it was **PROPOSED** and seconded that Citizens Advice Wokingham be awarded a grant of £500. ^{17 18}

¹² Clerk
¹³ RFO
¹⁴ DL
¹⁵ Clerk
¹⁶ RFO
¹⁷ Clerk
¹⁸ RFO

2476 CLIMATE EMERGENCY

Lead Councillor: Cllr. D. Lamont

- 2476.1 Let's Talk Climate – it was **NOTED** that WBC had invited the borough clerks to attend three Let's Talk Climate discussion forums to learn about the local impacts and solutions of climate change on our doorstep, the Clerk would attend.

2477 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 12th April 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 9:01pm]

APPENDIX A

2464 PLANNING

2464.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2464.1.1	220350	Householder	5 Farley Court Church Road Farley Hill RG7 1TT	Householder application for the proposed demolition of a section of basement wall and insertion of a new structural lintel, plus tanking of an area of basement and insertion of ventilation system. It was PROPOSED and seconded that Swallowfield Parish Council would not comment on this application. All in favour.
2464.6.2	220351	Listed Building	5 Farley Court Church Road Farley Hill RG7 1TT	Application for Listed Building consent for the proposed demolition of a section of basement wall and insertion of a new structural lintel, plus tanking of an area of basement and insertion of ventilation system. It was PROPOSED and seconded that Swallowfield Parish Council would not comment on this application. All in favour.
2464.1.3	220354	Variation/Removal of Condition	Land to the West of Trowes Lane, Swallowfield	Application to vary condition 8 of application 202845 for the approval of reserved matters pursuant to outline planning consent 181130 for the proposed erection of 20 dwellings with associated access, parking, open space and landscaping. Details of Layout, Appearance, Landscaping and Scale to be determined. Condition 8 refers to ground and building levels, and the variation is to submit an amended plan showing alteration of some levels. It was PROPOSED and seconded that Swallowfield Parish Council would not comment on this application. All in favour.
2464.1.4	220379	Full application	Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA	Full application for the proposed demolition and rebuilding of existing equine buildings and first floor office accommodation, plus insertion of 12 no. rooflights.

Agenda Ref	App No	Type	Address	Application
				<p>It was PROPOSED and seconded that the council would comment as noted below. All in favour. [Cllr Anderson did not participate or vote]</p> <p>The council notes that the application contains various elements. The proposal of a storage area of this size is fine, as is its location. Likewise, the materials fit in well with the other buildings. However, the proposed offices would be outside the curtilage of the Elmtree Cottage within the equine area and not associated with the rural business making this part of the application clash with policy CP11. The floorplan and volume of the development are significant, and the council is concerned that the external shape and style of the proposed development resembles a house, and this could lead to a permitted development application in the future.</p>

2464.2 Results

Agenda Ref	App No	Address	Application	Result
2464.2.1	213273	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>Swallowfield Parish Council objected to this application.</p>	Refused
2464.2.2	213380	Balcombe Nurseries, Baskingstoke Road, Swallowfield RG7 1PY	<p>Full application for the erection of 5 no. detached dwellings, two with separate detached garages and three dwellings with internal garages. Plots 2-3-4-5 are three storey dwellings. Associated landscaping works including one balancing pond, 2 no. accesses with entrance gates and 1.2m post and rail fencing.</p> <p>Swallowfield Parish Council objected to this application.</p>	Approved
2464.2.3	213682	1 Yeosfield Riseley RG7 1SG	<p>Full application for the proposed subdivision of the site and erection of 2 no. detached dwellings with associated amenity space, parking and access, including extension of an existing dropped kerb.</p>	Refused

Agenda Ref	App No	Address	Application	Result
			Swallowfield Parish Council objected to this application.	
2464.2.4	214052	Glasspool Farm Part Lane Riseley RG7 1RU	Full application for the proposed erection of one 4no. bedroom dwelling. Swallowfield Parish Council objected to this application.	Refused
2464.2.5	214092	1 The Street Swallowfield RG7 1QY	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. Swallowfield Parish Council did not comment on this application.	Refused
2464.2.6	214142	Elms House The Street Swallowfield RG7 1RE	Householder application for the proposed part two storey, part single storey, side and rear extension. Swallowfield Parish Council did not object to this application.	Approved
2464.2.7	214153	The Old Church Church Road Farley Hill RG7 1TR	Householder application for the proposed erection of fence railing to front boundary wall. (Retrospective). Swallowfield Parish Council did not object to this application.	Approved