

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 12TH APRIL 2022, 7:30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL

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

In attendance: Mrs. E. Halson, Clerk

Members of the public: 0

2478 APOLOGIES FOR ABSENCE

Cllr. C. Drew, Cllr. L. Edmonds

2479 DECLARATIONS OF INTEREST

None

2480 MINUTES OF LAST MEETING

2480.1 Minutes of the Parish Council held on 8th March 2022 – it was **PROPOSED** and seconded that the minutes of the meeting be **APPROVED**. All in favour. ¹

2481 CHAIRMAN'S ANNOUNCEMENTS

2481.1 Community Litter Pick – Cllr. Anderson expressed the council's gratitude to Claire and Peter Sampson for organising the day and to Warings Bakery for supplying refreshments. He thanked all the residents who participated. ^{2 3}

2481.2 Parish Council Election – it was **NOTED** that WBC had confirmed that all candidates who stood for election had been elected unopposed. Cllr. Anderson explained that as Cllr. King had not stood for election she would cease to be a councillor from 5th May. He expressed the council's gratitude for her many years of service and welcomed her desire to continue to support the council with its work, particularly on the environment.

2482 COUNCIL

2482.1 Consultation on Future Election Cycle – it was **NOTED** that WBC is carrying out a consultation on the future of elections. It was **NOTED** that if the election cycle remains as it is i.e. one third elected for each of 3 years, the parish would lose its

¹ JA

² Clerk

³ Clerk

dedicated ward councillor. The ward of Swallowfield would be merged with adjoining wards to be represented collectively by 3 councillors. If the election cycle moved to an “all out election” every four years then the Swallowfield Ward would remain as is. Councillors and residents are encouraged to respond to the survey.

2483 CLERK’S UPDATE

2483.1 Update on items from previous meetings

2483.1.1 2433.1.3 Riseley Memorial Hall and Sports Pavilion, doors – it was **NOTED** that the Tennis Club had reported a few minor issues with the doors. These would be addressed by the contractor. ⁴

2483.1.2 2450.1.2 Wildflower planting – it was **NOTED** that wild flower planting on Fox’s Run had been completed.

2483.1.3 2463.2.1 Swallowfield Meadow Bridge – it was **NOTED** that following an inspection of the ditch Cllr. King had agreed that the trunk should be removed to prevent the ditch from becoming clogged with debris at a cost of £350 plus VAT. ⁵

2483.1.4 2467.1 Picnic Tables/Benches – it was **NOTED** that the tables had arrived and following site visits and consultation with a number of people the locations for installation had been agreed. The work would be undertaken the week commencing 25th April.

2483.1.5 Play Equipment at Riseley – it was **NOTED** that the new play equipment would be installed at the beginning of September. The delay is due to availability of the larger piece. It was **NOTED** that the Clerk would meet the contractor on-site on 13th April 2022.

2483.2 Other

2483.2.1 Riseley Sports Pavilion – it was **NOTED** that Cllrs. Drew and Anderson met with the Chairman of the Tennis Club to review the snagging list following all the recent work. A list had been prepared. Items requiring a plumber or electrician would be organised by the Clerk. ^{6 7} The remaining items cannot be completed by council staff in a timely fashion a handyman had been asked for a quote. ⁸

2483.2.2 Vandalism – it was **NOTED** that there had been deliberate vandalism of the new fencing behind the MUGA. The wire has been cut/snapped and the fence trampled down to create a pathway. The fence had been repaired and signs put up to deter people from repeating the damage.

⁴ Clerk

⁵ Clerk

⁶ Clerk

⁷ Clerk

⁸ CD/Clerk to follow up

2483.2.3 Waste Bin on the by-way near All Saints Church – it was **NOTED** that for many years Swallowfield Parish Council (SPC) had taken responsibility for emptying this bin on behalf of Wokingham Borough Council (WBC). Unfortunately, the bin is now so full of dog waste that it is no longer possible for the Parish Warden to empty it safely. WBC would be asked to take back responsibility for this bin. SPC would continue to empty the bins on the King George V Playing Field. ⁹

2484 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2484.1 Current applications – see details on page 2022/956.

2484.1.1 220655 – Riseley Business Park, Napoleon House, Basingstoke Road, RG7 1NW

No comment

2484.1.2 220801 – Yaffles, Beech Hill Road, Spencers Wood, RH7 1HT

No Comment

2484.1.3 220981 – Springalls Farmhouse, Trowes Lane, Swallowfield RG7 1RN No Comment

2484.2 Results – see details on page 6.

2484.2.1 214124 – Moatside, The Street, Swallowfield RG7 1QY

Approved

2484.3 Appeals – see details on page 2022/957.

2484.3.1 210864 – Fairlands, Church Road, Farley Hill RG7 1TU – it was **AGREED** that the council would not add to comments it had already made.

2484.4 Enforcement Investigations

2484.4.1 Open – it was **NOTED** that no new investigations had been added, there were 6 open investigations. Three are awaiting applications, two are under investigation and a notice is being drafted for the third.

2484.4.2 Closed – it was **NOTED** that 3 enforcement investigations had been closed for the following reasons “No Breach”, “Application Submitted”, “Not Expedient”.

2485 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2485.1 Accounts Update

2485.1.1 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.

2485.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank

⁹ Clerk

Reconciliation Statements be **APPROVED**. All in favour. ¹⁰

2485.1.3 Charles Stanley, Client Profile Refresh Form – it was **NOTED** that Charles Stanley required this form to be completed/reviewed each year. It was **AGREED** that the details on the profile should remain the same. ¹¹

2486 **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. Wheelwright and authorised by Cllrs. Anderson and Wheelwright. All in favour. ¹²

1	Deposit Refund	100.00
2	Deposit Refund	100.00
3	Deposit Refund	258.50
4	Link Visiting Scheme	300.00
5	CAB	500.00
6	Coral Bell	160.00
7	Earley Town Council	43.20
8	K Luke Cleaning Services	234.00
9	Grundon	112.28
10	Grundon	116.60
11	Grundon	111.64
12	Grundon	112.36
13	Smartway	78.00
14	Ricoh	164.77
15	Moorepay	59.98
16	Select	81.60
17	Select	81.60
18	Reimbursement	127.94
19	D2D Distribution	252.00
20	Stratfield Saye Estate	900.00
21	Earth Anchors	3177.60
22	Stanhope Wilkinson	2100.00
23	BACS Charge	17.12
24	BT	267.42

¹⁰ JA

¹¹ JA to sign

¹² JA/JW

25	CASTLE WATER	5.00
26	CASTLE WATER	64.90
27	HMRC PAYMENTS	626.56
28	Lloyds Bank (Alto Card)	356.27
29	Payroll - March	5342.16
30	PWLB-Loan Repayment	9606.75
31	PWLB-Loan Repayment	3612.51
32	Service Charges	41.55
33	Southern Electric	10.59
34	Wokingham Council	83.30
35	Southern Electric	1224.60
36	Other	6.81
37	Maintenance	221.07
38	Mileage	79.65
39	Office	48.10

2487 HR

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. M. McDonald (Interim)

- 2487.1 Staff Matters – it was **PROPOSED** and seconded that as this relates to staff the press and public be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

2488 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. A. King

Van Demans – it was **NOTED** that Cllrs. King and McDonald and the Clerk met with Laura Buck, the Project Manager for the tree planning project at WBC. Cllr. King explained that it was a very positive meeting and that Van Demans was considered an ideal area for an extensive tree planting project. Options for individual tree planting were identified around the parish. Notes of the meeting were circulated by Cllr. King.

[Cllr. Binns joined the meeting and stated that he had no conflicts of interest]

Cllr. Binns explained that he had met with a representative of the Forestry Commission to discuss where it could assist with the Van Demans Project. He was left information about various grants which might apply.

Cllr. King explained that she had formed a working group comprising Cllrs. Binns and Lamont and several residents to follow up with WBC, the Forestry Commission and the Woodland Trust to move this initiative forward.

2489 MAX BOWKER LEGACY

Lead Councillor: Cllr. M. Binns

- 2489.1 Max Bowker Legacy Event – Cllr. Bins explained that the working group had met several times and that a plan had been formulated and costed. A date of 2nd July has been provisionally booked, to be confirmed subject to availability of the entertainment. Councillors approved of the progress.

2490 HEALTH & WELLBEING

(Lead Councillor: Cllr. A. King)

- 2490.1 Ukrainian Crisis – it was **AGREED** that the council would work through WBC to offer assistance to refugees settling in the area. On a practical level the council **AGREED** that the Rose Room and associated kitchen would be available for booking at no cost for any local refugee groups, not just Ukrainians, to use for tuition or social gatherings. ¹³

2491 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

- 2491.1 External Power Provision at Swallowfield Parish Hall – it was **PROPOSED** and seconded that a 3 phase and single-phase spur be added to the exterior of the hall to provide an electrical supply for external events and that the council would contribute £500 towards this provision. All in favour. ¹⁴
- 2491.2 Riseley Tennis Courts Lease – it was **PROPOSED** and seconded that due to commercial sensitivities the press and public are excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

¹³ Clerk

¹⁴ MB

2492 RESILIENCE

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

Lead Councillor: Cllr. I. Fullerton

2492.1 Riseley Natural Flood Management – it was **NOTED** that Graham Stanley had submitted a report detailing progress. He was working with the various agencies to understand what funding was available and what would need to be done in order to apply for that funding.

2492.2 FRG – it was **NOTED** that the FRG are reviewing the Resilience Plan which was approved in 2016. The group felt that it did not want responsibility for emergency response in the parish other than for flooding.

2493 TRANSPORT

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

Lead Councillor: Cllr. J. Fullerton

2493.1 Speedwatch – it was **NOTED** that an update had been received from Cllr. Fullerton. He reported that whilst there would be some further training sessions the subgroups were now ready to operate weekly SpeedWatch sessions from 17th April. He expressed his gratitude to Cllr. Binns who is handling all the data uploads.

2494 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 10th May 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.

Due to commercial sensitivities the press and public were excluded during discussion of the following items in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

2495 HR

2495.1 Staff Roles – it was **NOTED** that Cllrs. McDonald and King had met with the Clerk, the RFO and the Caretaker to review their job roles. It was **NOTED** that in the main the job descriptions of the RFO and the Caretaker matched the tasks being performed. It was **NOTED** that the Clerk's job description did not include any tasks related to facilities management other than to ensure that the council met its legal obligations. Work in this area was creating an unacceptable workload for the Clerk. Cllr. King asked that the council review this situation and look at giving the Clerk more support in this area. ¹⁵

¹⁵ All Councillors

- 2495.2 Salary Award – it was **NOTED** that after 12 months of negotiation the National Joint Council for Local Government Services had agreed an increase of 1.75% applicable from 1st April 2021. The council has for many years set staff salaries against this pay scale.

It was **PROPOSED** and seconded that the council applies this increase and pays the back dated pay to all staff. All in favour. ¹⁶ ¹⁷

2496 PROPERTY

- 2496.1 Riseley Tennis Courts Lease – it was **NOTED** that the lease for the tennis courts at Riseley expires in 2027. Whilst this is still some way off it was agreed that the council would give the tennis club as much notice as possible of the proposed terms of the new lease so that it could prepare its finances, as both parties agreed that the current situation was no longer viable. Cllr. Anderson explained that Cllr. Drew had reviewed the costs over the duration of the current lease agreement and made the proposal in the document circulated.

It was **PROPOSED** and seconded that the proposed terms be circulated to the tennis club committee. All in favour. ¹⁸

¹⁶ Clerk

¹⁷ RFO

¹⁸ CD

Appendix A

2484 PLANNING

2484.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2484.1.1	220655	Full Application	Riseley Business Park, Napoleon House, Basingstoke Road, Riseley RG7 1NW	Full application for the proposed alterations to existing office building including insertion of 13no. roof lights at first floor and roof level, insertion of 2no. windows and change of 'garage-style' door to window at ground floor level. Prior Approval Appn 210252 (15 units) - Refused Prior Approval Appn 202653 (1 units) – Refused It was PROPOSED and seconded that the council would not comment further on this application. All in favour.
2484.1.2	220801	Full Application	Yaffles Beech Hill Road Spencers Wood RG7 1HT	Full application for the proposed demolition of existing dwelling, and erection of 1no. dwelling. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2484.1.3	220981	Full Application	Springalls Farmhouse Trows Lane Swallowfield RG7 1RN	Full application for the retention of two timber outbuildings for use as a gym and therapy room in connection with the approved residential institution use and correction of the rear site curtilage. (RETROSPECTIVE). It was PROPOSED and seconded that the council would not comment further on this application. All in favour.

2485.2 Results

Agenda Ref	App No	Address	Application	Result
2485.2.1	214124	Moatside, The Street, Swallowfield RG7 1QY	Householder application for the proposed erection of two storey side and front extension, single storey rear extension, single storey side extension for timber store plus changes to fenestration, erection of front porch canopy, erection of 1.3 to 1.8m brick wall encompassing new double wooden entry gate connecting to 1.8m boundary fence plus installation of 2no. rooflights following demolition of existing timber store, garage and utility room.	Approved

2485.3 Appeals

Agenda Ref	App No	Address	Application
2485.3.1	210864	Fairlands, Church Road, Farley Hill RG7 1TU	<p>Full application for the laying of hardstanding and use of the land for domestic storage including the parking of vehicles in association with the dwelling house (Use Class C3) known as Fairlands. (Retrospective)</p> <p>The appeal will be determined on the basis of written representation.</p> <p>The council AGREED that it would not comment further on this application.</p>