

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
HELD ON TUESDAY 14TH JUNE 2022, 7:30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL

Present: Cllr. J. Wheelwright (Chair) Cllr. J. Anderson Cllr. M. Binns  
Cllr. C. Drew Cllr. I. Fullerton Cllr D. Lamont

In attendance: Mrs. E. Halson, Clerk

Members of the public: 0

**2513 APOLOGIES FOR ABSENCE**

Cllr. M McDonald

**2514 DECLARATIONS OF INTEREST**

2514.1 Cllr. Anderson expressed an interest in items 2517.1.1 and 2517.1.2

2514.2 Cllr. Drew expressed an interest in item 2520.2.2

**2515 COUNCIL BUSINESS**

2515.1 New Member - it was **PROPOSED** and seconded that Mr Simon Taylor be co-opted onto Swallowfield Parish Council. All in favour.

Mr Taylor would be asked to visit the office to sign his declaration of acceptance of office and complete his declaration of interest form. <sup>1</sup>

**2516 CLERK'S UPDATE**

2516.1 Update on items from previous meetings

2516.1.1 2454.2 Email provision – it was **NOTED** that the transition to the new email system would take place on Thursday 23<sup>rd</sup> June.

2516.1.2 2483.1.4 Jubilee picnic tables – it was **NOTED** that the Jubilee picnic tables had been installed at Swallowfield and Riseley.

2516.1.3 2489.1 Max Bowker Legacy Event – it was **NOTED** that plans for the event are on track. Risk Assessments are being completed and the Clerk is working with the insurance company to ensure that the correct level of insurance is in place. <sup>2</sup>

2516.1.4 2503.2.1 King George V Playing Field – it was **NOTED** that the Clerk is continuing to chase WBC regarding the repairs to the fence and wall and grass cutting.

---

<sup>1</sup> Clerk

<sup>2</sup> Clerk

2516.2 Other items

2516.2.1 Annual Playground Inspection – it was **NOTED** that Annual Playground Inspection had been carried out on 3<sup>rd</sup> May 2022 and the report received. A review of the findings was underway. It was **NOTED** that the bark underneath the overhead rotator needs to be topped up, at a cost of approximately £800 plus VAT. It was **AGREED** that this could be ordered. <sup>3</sup>

2516.2.2 Croudace Homes – it was **NOTED** that Croudace Homes had asked to meet with the Parish Council to discuss proposals for building on land off Trowes Lane next to the Cove Homes development. Cllrs. Fullerton, Wheelwright and Cllr. Munro would meet with representatives of the company.

**2517 PLANNING**

Chair of Planning Committee: Cllr. I. Fullerton

2517.1 Current Applications

[Cllr. Anderson did not take part in discussions on the next items]

2517.1.1 220379 – Elmtree Cottage, Basingstoke Road, RG7 1QA Comment

2517.1.2 221526 - Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA No comment

[Cllr. Anderson rejoined discussions]

2517.1.3 221207 - Village Farm House, The Street, RG7 1QY No comment

2517.1.4 221346 - Paddock House, Part Lane, Swallowfield RG7 1T No comment

2517.1.5 221379 - Vevayse, Kiln Hill, Farley Hill, RG7 1XE Not validated by WBC

2517.1.6 221537 - Nutbean Farm Nutbean Lane Swallowfield RG7 1XL No Comment

2517.1.7 221566 - Old Grain Store, Swallowfield Road, RG2 9LA Comment

2517.2 Results

2517.2.1 220034 – Lambs Farm Business Park, Basingstoke Road, Swallowfield Approved

2517.2.2 220655 - Riseley Business Park, Napoleon House, Basingstoke Road Approved

2517.2.3 220971 - Uplands, Basingstoke Road, Swallowfield RG7 1PY Approved

2517.2.4 220980 - Old Cottage, Swallowfield Street, Swallowfield RG7 1QX Approved

2517.2.5 220981 - Springalls Farmhouse Trowes Lane Swallowfield RG7 1RN Approved

2517.2.6 221042 - 5 and 6 The Mews, Farley Hill, RG7 1XD Tree Consent Given

2517.2.7 221241 - Land north of Sheepbridge Court Farm, Basingstoke Road, Swallowfield  
RG7 1PT Needs EIA

2517.2.8 221302 - Land Adjacent to Dukes Field Cottage, Norton Road, Riseley RG7 1SH  
Objections Raised

2517.3 Enforcement Investigations

2517.3.1 Open Cases – to **NOTE** there are eight open cases, including two new ones.

---

<sup>3</sup> Clerk

2517.3.2 Closed Cases – to **NOTE** two enforcement investigations have been closed, one voluntary compliance, one not expedient.

**2518 FINANCE**

(Budgets/investments/sinking fund/grants/risk assessments/insurance)  
Lead Councillor: Cllr. J. Anderson

2518.1 Month End

Month End Accounts – it was **NOTED** that the Month End Accounts have been circulated. It is **PROPOSED** that these are accepted. All in favour.

2518.2 Year End

Year End Accounts – it was **NOTED** that the Year End Accounts had been circulated. It was **PROPOSED** that these are accepted. All in favour.

2518.2.1 Bank Reconciliation Statements – it was **APPROVE** the Year End Bank Reconciliation Statements. Circulated.

2518.3 Internal Audit

2518.3.1 Interim Audit Report – it was **NOTED** that the interim report had been reviewed by the Finance Working Group and an action plan had been prepared.

It was **PROPOSED** and seconded that the recommendations of the Finance Working Group be accepted. All in favour.

2518.3.2 Internal Audit Report – it was **NOTED** that the year-end report from the internal auditor had been received and reviewed by the Finance Working Group and an action plan had been prepared.

It was **PROPOSED** and seconded that the recommendations of the Finance Working Group be accepted. All in favour.

It was **AGREED** that the council should look at migrating to a finance system specifically designed for parish councils. <sup>4</sup>

2518.4 Annual Return

2518.4.1 Annual Governance Statement – it was **NOTED** that this had been circulated and all councillors were asked to confirm their understanding of the document.

It was **PROPOSED** and seconded that the Annual Governance Statement be **APPROVED**. All in favour.

2518.4.2 Accounting Statements – it was **NOTED** that this had been circulated.

---

<sup>4</sup> Clerk

It was **PROPOSED** and seconded that the Accounting Statements be **APPROVED** all in favour.

2518.4.3 Exercise of electors' rights – it was **NOTED** that the inspection period commences on 20th June 2022 and ends on 29th July 2022. <sup>5</sup>

## 2519 **BILLS FOR PAYMENT**

2519.1 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. <sup>6</sup>

1	Deposit Refund	100.00
2	GLS	130.37
3	GLS	124.75
4	Karen Luke	260.00
5	Moorepay	65.98
6	Musical Movement	120.00
7	The Play Inspection Company	323.94
8	Select	81.6
9	Select	81.60
10	D2D Distribution	252.00
11	Pretty Green Landscapes	66.00
12	Initial	77.76
13	Lush Signs	47.40
14	Nigel jeffries	240.00
15	BALC	498.52
16	JDP	987.00
17	Silverbox Production Ltd	3820.68
18	Dr DCW Sleep	195.00
19	HBW Dance Events	200.00
20	TLC	220.00
21	Silverbox Production Ltd	3820.68
22	BACS Charge	17.12
23	CASTLE WATER	5.00
24	CASTLE WATER	64.90
25	HMRC PAYMENTS	1045.78
26	Lloyds Bank (Alto Card)	3.00
27	Payroll - March	5411.89
28	Southern Electric	776.28

---

<sup>5</sup> Clerk

<sup>6</sup> JA/JW

29	UT Service Charges	100.00
30	Southern Electric	87.88
31	Wokingham Council	85.00
32	Wokingham Council	85.00
33	SSE Gas	1123.45

2519.2 Internal Transfers – it was **AGREED** that the following year end reconciliation the following internal bank transfers would be processed.

34	PO Account (Unity Trust) to Fieldfare Account (Unity Trust)	11.00
35	Main Account (Unity Trust) to Fieldfare Account (Unity Trust)	4145.00
36	Main Account (Unity Trust) to CCLA Account	16344.00
37	Main Account (Unity Trust) to CCLA Account – CIL	33,723.00

## 2520 PROPERTY

2520.1 Residential Properties - it was **PROPOSED** 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.

2520.2 Riseley Sports Pavilion

2520.2.1 Remedial Work – it was **NOTED** that following the major work carried out at the Sports Pavilion an inspection identified items of remedial work. It was **PROPOSED** and seconded that the council carry out the work detailed in the report at a cost of £1,255. All in favour. <sup>7</sup>

[Cllr. Drew did not take part in discussions on the next item]

2520.2.2 Riseley Children's Play Area – the council agreed that it had not given contractors a specific instruction regarding the type of fencing it would like to see. After discussion it was **AGREED** that it would like to install fencing similar to that at Swallowfield, i.e. concrete posts with a picket fence made from pressure treated timber, it would like the contractor to give consideration to how the fence would be protected from strimmer damage. It was **AGREED** that the Clerk would speak to the contractors already approached and ask them to re-quote and confirm that the work could be carried out by the first week in September. It was **PROPOSED** that the council delegate responsibility for selection of an appropriate contractor to the Clerk with input from the Chair and Chair of Finance. All in favour, Cllr. Drew did not take part in the vote. <sup>8</sup>

[Cllr. Drew rejoined the meeting]

---

<sup>7</sup> Clerk

<sup>8</sup> Clerk

**2521 ENVIRONMENT**

- 2521.1 Bulbs – it was **PROPOSED** and seconded that the council set aside £250 to purchase bulbs to be planted around the parish in the autumn. Cllr. Lamont would like to organise working groups to do the planting. All in favour. <sup>9</sup>
- 2521.2 Christmas Tree – it was **PROPOSED** and seconded that the council set aside £200 to hire a Christmas tree and purchase lights to be erected outside the Parish Office. All in favour. <sup>10</sup>

**2522 TRANSPORT**

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

Lead Councillor: Cllr. I. Fullerton

- 2523 Speedwatch Signs - it was **PROPOSED** and seconded that the council purchase seven Speedwatch signs at a cost of £225 plus VAT. All in favour. <sup>11</sup>

**2524 COMMUNICATION**

- 2524.1 Update – it was **NOTED** that Cllr. Lamont had circulated a report detailing progress on the projects to update email, the newsletter and the website as well as use of the new logo and engagement on Facebook.

**2525 DATE OF NEXT MEETING**

Tuesday 12th July 2022 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield .

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

---

<sup>9</sup> DL/Clerk

<sup>10</sup> DL/Clerk

<sup>11</sup> Clerk

**2526 PROPERTY**

- 2526.1 Residential Properties - it was **PROPOSED** and seconded that the rent increase proposed by WhiteKnights be accepted. All in favour. <sup>12</sup>

[The meeting closed at 21:09]

---

<sup>12</sup> Clerk

Appendix A

**2517 PLANNING**

2517.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2517.1.1	220379	Full application	Elmtree Cottage, Basingstoke Road RG7 1QA	<p>Full application for the proposed demolition and rebuilding of existing equine buildings and first floor office accommodation, plus insertion of 12 no. rooflights.</p> <p>Revised plans submitted, originally considered by the council in March 2022.</p> <p>Cllr. Fullerton explained that the planning statement makes it clear that the proposed new building, outside the existing curtilage, is intended to support business activities which are only partly equine related and likely to grow substantially in the future. This would be a commercial business, on a green field site, which is contrary to CP11 especially given its scale away from the original building. The council would ask that, if Wokingham Borough Council are minded to approve this application, it should be with a condition that explicitly excludes any non-equine use and is for personal use only.</p> <p>It was <b>PROPOSED</b> and seconded that the council would object to this application for the reasons detailed above. All in favour.</p>
2517.1.2	221207	Listed Building Consent	Village Farm House, The Street, RG7 1QY	<p>Application for Listed Building consent for the proposed installation of replacement fenestration to the rear and side, with associated pointing repairs.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>



Agenda Ref	App No	Type	Address	Application
2517.1.3	221346	Householder	Paddock House, Part Lane, Swallowfield RG7 1TB	Householder application for the proposed erection of an electric wooden gate following the removal of the existing gate.  It was <b>PROPOSED</b> and seconded that the council ask Wokingham to set a condition to ensure that the gate does match that specified in the application and is similar in style to the existing gate. All in favour.
2517.1.4	221379	Householder	Vevayse, Kiln Hill, Farley Hill, RG7 1XE	Householder application for the proposed erection of a part single front extension park first floor side extension. Changes to fenestration and exterior render to dwelling.  The application has not been verified by WBC so cannot be considered until such time that it is.
2517.1.5	221526	Certificate of Lawful proposed Use or Development	Elmtree Cottage, Basingstoke Road, Swallowfield RG7 1QA	Application for a certificate of existing lawful development for the use of land, stabling menage and associated buildings for the keeping of horses.  It was <b>PROPOSED</b> and seconded that the council do not comment on this application.
2517.1.6	221537	Variation/ Removal of Condition	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	Application to vary condition 1 of planning consent 211975 for the proposed change of use of land from agricultural to equestrian plus erection of 2 no. stable buildings with associated hardstanding, the creation of a mange and extended vehicular access (part retrospective). Condition 1 refers to the approved details and the variation is to allow an increase the pitch of the roof of the approved stable buildings from 16 degrees to 30 degrees to allow for a clay tiled roof to match nearby buildings.  It was <b>PROPOSED</b> and seconded that the council do not comment on this application.

Agenda Ref	App No	Type	Address	Application
2517.1.7	221566	Prior Approval	Old Grain Store, Swallowfield Road, RG2 9LA	<p>Prior approval submission for the conversion of an existing agricultural barn into 1 no. dwelling and conversion of existing grain silos into 4 no. dwellings.</p> <p>It was <b>PROPOSED</b> and seconded that the council do not object to this application but ask that consideration is made to the following:</p> <ol style="list-style-type: none"> <li>1) Parking – the spaces provide at the front of the site are very visible from the road, which will have an urbanising effect on a country road. The council would ask that the car park spaces are relocated to a position which is less visible, and that appropriate screening/landscaping is specified.</li> <li>2) Development Management – the council would ask that conditions are put in place to manage vehicle movement in and out of the site and identify appropriate parking for all contractor vehicles as the site is on a narrow country road and just around a bend so any vehicles left on the road could cause an accident.</li> </ol>

2517.2 Results

Agenda Ref	App No	Address	Application	Result
2517.2.1	220034	Lambs Farm Business Park, Basingstoke Road, Swallowfield	<p>Full application for the proposed erection of 3No business units within the business park with additional vehicle parking and ancillary works.</p> <p>Swallowfield Parish Council objected to this application, Cllr. Fullerton and Cllr. Munro spoke against the application at the Planning Committee; however, the application was approved following a recommendation by planning officers at WBC. However, it was stated that the application would not have been approved had the development extended into adjacent land.</p>	Approved

Agenda Ref	App No	Address	Application	Result
2517.2.2	220655	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.  Swallowfield Parish Council objected to this application.	Approved
2517.2.3	220971	Uplands, Basngstoke Road, Swallowfield RG7 1PY	Householder application for the proposed conversion of garage to habitable accommodation. New porch (following demolition of existing) single storey extension to the rear with a roof light linking outbuilding.  Swallowfield Parish Council did not comment on this application.	Approved
2517.2.4	220980	Old Cottage, Swallowfield Street, Swallowfield RG7 1QX	Householder application for proposed conversion of garage to create habitable space, first floor side extension, part single part two storey rear extension, 2 no. rooflights, changes to fenestration and associated roof alterations (part-retrospective).  Swallowfield Parish Council commented on parking provision and a need to ensure that the recommendations in the ecology report are adhered to. Conditions have been set to ensure that both items are addressed.	Approved
2517.2.5	220981	Springalls Farmhouse Trowes Lane Swallowfield Wokingham 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).  Swallowfield Parish Council did not comment on this application.	Approved
2517.2.6	221042	5 and 6 The Mews, Farley Hill, RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 1 S1, Sycamore - Remove deadwood S2, Sycamore - Remove deadwood S3, Sycamore - Remove deadwood S4, Sycamore - Remove deadwood S5, Sycamore - Remove deadwood S6, Sycamore - Remove deadwood O1, Oak - Remove deadwood	Tree Consent Given

Agenda Ref	App No	Address	Application	Result
2517.2.7	221241	Land north of Sheepbridge Court Farm, Baskingstoke Road, Swallowfield RG7 1PT	<p>Screening Opinion application for an Environmental Impact Assessment for a proposed 26 hectare solar array with associated development.</p> <p>Swallowfield Parish Council submitted its concerns and outline the impacts which would require careful and well considered mitigation. WBC has reflected these concerns in its response.</p>	Needs EIA
2517.2.8	221302	Land Adjacent to Dukes Field Cottage, Norton Road, Riseley RG7 1SH	<p>Consultation from Hart District Council for the erection of 3 four bed dwellings with associated access, landscaping and hardstanding.</p> <p>Swallowfield Parish Council submitted its comments directly to the planning team at WBC and asked our borough councillor ensures that WBC raise objections to this application. WBC have responded to Hart District Council (the authority being asked to consider the application) stating that the development encroaches the borough boundary which would make the application invalid in its current state; a joint application must be submitted to both local authorities. It also lists other issues which SPC raised.</p> <p>Swallowfield Parish Council also lodged its objection with Hart District Council.</p>	<p>Objections submitted by WBC.                      No decision made by Hart</p>