

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 10th AUGUST 2021, 7:30PM
IN THE MAIN HALL, SWALLOWFIELD PARISH HALL

Councillors: Cllr. J. Anderson (Chairman) Cllr C. Drew Cllr. L. Edmonds
 Cllr. I. Fullerton Cllr. M. McDonald Cllr. J. Wheelwright

In attendance: Liz Halson, (Clerk)

Members of the Public: 1

2350 APOLOGIES

Cllr. Binns, Cllr. King

2351 DECLARATIONS OF INTEREST

None.

2352 MINUTES OF LAST MEETING

2352.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 13th July 2021 be **APPROVED**. All in favour. It was **NOTED** that these minutes would be signed retrospectively. ¹

2353 CLERK'S UPDATE

2353.1 Update on items from previous meetings

2353.1.1 Clerks Update

2353.1.2 2269.1.2 Tennis courts – it was **NOTED** that the resurfacing has been completed. Painting of the courts was due to be completed shortly, subject to the weather.

2353.1.3 2338.2.2 – it was **NOTED** that CCTV signs had been fitted at both Riseley Memorial Hall and Sports Pavilion.

2353.1.4 2338.2.4 – it was **NOTED** that the failed emergency lights at Riseley Memorial Hall had been replaced.

2353.1.5 2338.2.4 – it was **NOTED** that the failed emergency lights at Riseley Sports Pavilion had been replaced.

2353.1.6 2346.1 – Bull Lane, Riseley – it was **NOTED** that the resident had received a response to her letter from Borough Councillor Parry Bhat.

¹ JA

2353.2 Other

2353.2.1 Maintenance, Swallowfield Parish Hall – it was NOTED the following items had been addressed:

- Neon light fittings in all the toilets had been replaced with LED fittings.
- Extractor fans had been cleaned.
- Obsolete wall heaters in the Davies Room had been removed.

2353.2.2 Maintenance, Riseley Sports Pavilion – it was **NOTED** that the following items had been addressed:

- Wall heaters in the Ladies & Gents Toilets had been replaced and re-sited so they are not under the hand driers.
- Thermostat had been re-sited so that it can be adjusted
- TV socket had been set flush with the wall
- Wiring behind cabinets in the kitchen had been made safe.

2353.2.3 Tennis Courts – it was **NOTED** that Cllr. Drew had circulated a document regarding the lease on the tennis courts.

2353.2.4 Sports Pavilion, Riseley – it was **NOTED** that the licence agreement for the pavilion ends at the end of March 2022.

2354 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

2354.1 Current applications – see details on page 2021/869.

2354.1.1	211057 - Loddon Court Lambs Lane Swallowfield RG7 1JE	No comment
2354.1.2	212188 – Kingsbridge, Farm Lambs Lane, Swallowfield RG7 1JE	No comment
2354.1.3	212228 - Lambs Lane Primary School, Lambs Lane RG7 1JB	No comment
2354.1.4	212278 - The Orchard Plot, Land rear of Rows Farmhouse, Nutbean Lane, Swallowfield RG7 1TJ	Object
2354.1.5	212304 - Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL	No comment
2354.1.6	212306 - Cow City, Church Lane, Farley Hill, RG7 1UP	Object
2354.1.7	212348 - Old Cottage, Swallowfield Street, Swallowfield RG7 1QX	No comment
2354.1.8	212378 - Riseley Business Park, Basingstoke Road, Riseley RG7 1NW	Object
2354.1.9	212460 - 1 The Street, Swallowfield RG7 1QY	Comment
2354.1.10	212593 - 17 The Pippins, Swallowfield RG7 1LW	No comment

2354.2 Results – see details on page 2021/872.

2354.2.1	211694 – Girdlers, Basingstoke Road, Swallowfield RG7 1PT	Approved
2354.2.2	211695 – Girdlers, Basingstoke Road, Swallowfield RG7 1PT	Approved
2354.2.3	203649 - Applegarth, Basingstoke Road, Riseley	Approved
2354.2.4	211856 - Springalls Farmhouse, Trowes Lane, Swallowfield RG7 1RN	Refused

2354.3 Enforcement Investigations

2354.3.1 9 Open Investigations

2354.3.2 4 Closed - three “Submitted Retrospective Planning Applications”, one “No breach”.

2355 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2355.1 Accounts Update

2355.2 Month End Accounts – it was **NOTED** that the Month End Accounts had been circulated. It was **PROPOSED** and seconded that these were accepted. All in favour.

2355.3 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank Reconciliation Statements be **APPROVED**. All in favour.

2355.4 Finance Working Group – it was **NOTED** that the Finance Working Group met on 27th July. Notes had been circulated by Cllr. Anderson. The key items discussed were:

2355.4.1 Effectiveness of the Internal Audit – it was **PROPOSED** and seconded that the council accept the findings of the report prepared by the Finance Working Group circulated by Cllr. Anderson. All in favour.

2355.4.2 Budget and Reserves Review – it was **PROPOSED** and seconded that the council **APPROVED** the revised budget and allocation of reserves following the review by the Finance Working Group. All in favour.

2356 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. Anderson and Wheelwright. 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. ²

1	Heartwood	474.00
2	C Connell	310.00
3	Lucas Plumbing & Heating	90.00
4	Earley Town Council	86.40
5	D2D Distribution	252.00
6	Clifton Ingram	2760.00
7	Smartway Electrical Services	767.89
8	Marmax	486.00
9	Moorepay	59.98
10	A B Fencing	360.00

² JW/JA

11	Premier Office Supplies	68.88
12	Playground Facilities	480.00
13	K Luke Cleaning Services	260.00
14	JBA	2400.00
15	Wokingham Town Council	159.00
16	Select	81.60
17	Deposit Refund	300.00
18	Deposit Refund	100.00
19	Deposit Refund	100.00
20	Playground Facilities	2559.31
21	Deposit Refund	100.00
22	Transfer to CCLA account	100240.0 0
23	Transfer to Fieldfare Account	6082.11
24	HMRC PAYMENTS	626.56
25	CASTLE WATER	9.53
26	CASTLE WATER	58.67
27	BACS Charge	17.12
28	Payroll - June	5341.96
29	Lloyds Bank	290.34
30	Crown Gas and Power	93.62
31	Southern Electric	11.06
32	Southern Electric	880.88
33	Maintenance	99.70
34	Mileage	79.15
35	Office	10.08

2357 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

- 2357.1 Parish Stores – 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.

2358 ENVIRONMENT

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)
Lead Councillor: Cllr. A. King

2358.1 Tree inspection – it was **NOTED** that the tree inspection had been completed. The report has been reviewed and a schedule prepared for completion of the work over a three year period.

It was **PROPOSED** and seconded that the work detailed on page 5 is carried out. All in favour. ³

2358.2 NAG – it was **NOTED** that the last meet of the NAG took place on 28th July 2021.

2359 HALLS

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

Lead Councillor: Cllr. M. McDonald

2359.1 WiFi – it was **NOTED** that the hardware which enables WiFi provision in the hall is now obsolete and therefore no longer supported. Two quotes had been sourced and Alphanet Ltd been engaged to complete the work at a cost of £1,016 plus VAT.

2359.2 Hall Hire Fees – it was **NOTED** that the Halls Working Group are preparing a proposal for revised Hall Hire fees. ⁴

2360 TRANSPORT

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

Lead Councillor: Cllr. I. Fullerton

2360.1 Traffic Calming Attitude Survey – it was **NOTED** that Cllr. Fullerton had submitted a report to council. Cllr. Fullerton stated that he had received over 260 responses to the traffic survey and stated that he felt it gave the council a mandate to go forward with the Community Speedwatch. The feedback also raised lots of concerns regarding other issues including signs and speed. Cllr. Fullerton would schedule a meeting of the Transport Working Group, Cllrs. Anderson and Edmonds would also attend. Cllr. Fullerton agreed to feedback to residents via an article for the Newsletter.

Cllr. Fullerton had been in contact with PCSO Lendrum, who is responsible for co-ordinating Speed Watch activity in our area. She confirmed that technology has moved on and confirmed that the new ANPR devices would allow Speed Watch data to be processed much more quickly.

³ Clerk

⁴ Halls Working Group/Clerk/RFO

2361 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')
Lead Councillor: Cllr. I. Fullerton

- 2361.1 Flooding on Part Lane and Church Road – it was **NOTED** that Cllr. Fullerton Cllr. King, Graham Stanley and the Clerk had met with representatives of WBC. Work had been carried out on Part Lane and further investigations regarding possible work on Church Road were underway.

2362 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. J. Wheelwright (Interim)

- 2362.1 Zip Wire – it was **NOTED** that a full service of the zip wire had been carried out. Minor adjustments to the tension had been made but no issues had been reported.

2363 HEALTH & WELBEING

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)
Lead Councillor: Cllr. A. King

- 2363.1 Exercise Classes – it was **PROPOSED** and seconded that the council apply to the Community Building Advisory Service (CBAS) for a grant of up to £500 to run a course of seated exercise classes. This initiative is supported by Swallowfield Medical Practice who will assist with administration. All in favour. ⁵
- 2363.2 Mental Health & Wellbeing – it was **NOTED** that Cllrs. King and McDonald and the Clerk met with Phil Shackell, Commissioning Manager - Mental Health, Wokingham Borough Council so he could explain how he thought the council could help with WBC's program to improving mental health and well-being in the parish. Subsequently, the council group met with Amanda Cracknell, Social Prescriber, Swallowfield Medical Practice to understand what programs the surgery felt would be beneficial. ⁶

2364 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 14th September 2021 at 7.30 p.m. in the Rose Room at Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

If you would like to attend the meeting, please let the Clerk know in advance as it may be necessary to restrict numbers.

[Members of the public left the meeting]

⁵ RFO

⁶ Clerk

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.

2365 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. J. Anderson

2365.1 Parish Stores – Cllr. Drew gave an update and explained there was no further action required from the council at this stage.

[The meeting closed at 20:52pm]

APPENDIX A

2354 PLANNING

2354.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2354.1.1	211057	Enforcement Appeal	Loddon Court Lambs Lane Swallowfield RG7 1JE	Breach alleged without planning permission, the material change of use of the land to a mixed use of dwellinghouse and the siting of a caravan (in the approximately position outlined in blue on the attached plan) for independent human habitation. (See Enforcement Notice online, linked case 3271863/202926)
2354.1.2	212188	Full application	Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE	Full planning application for the proposed erection of a single storey side extension with the insertion of 4 no. rooflights. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2354.1.3	212228	Full application	Lambs Lane Primary School Lambs Lane Spencers Wood RG7 1JB	Full application for the retention of an existing single storey modular building. (Retrospective). It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2354.1.4	212278	Full application	The Orchard Plot, Land rear of Rowes Farmhouse Nutbean Lane Swallowfield RG7 1TJ	Full application for the proposed erection of 1 no. detached dwelling with associated outbuildings, access and parking. It was PROPOSED that the council would object to this application as it was 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. All in favour.

Agenda Ref	App No	Type	Address	Application
2354.1.5	212304	Variation/Removal of Condition	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	<p>Application to vary condition 2 of planning consent 182838 for the proposed erection of an ancillary outbuilding following demolition of existing shed. Condition 2 refers to the approved documents and the variation is to allow changes to internal layout and fenestration including addition of 2 no. rooflights. (Retrospective).</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>
2354.1.6	212306	Variation/Removal of Condition	Cow City Church Lane Farley Hill RG7 1UP	<p>Application to vary condition 2 of planning consent 182498 for the change of use of land to equestrian use and proposed erection of an outdoor menage with floodlights ancillary to residential dwelling and reallocation of the farm track. Condition 2 refers to the approved documents and the variation is to allow for the relocation of floodlights and installation of 4 no. additional floodlights. (Retrospective).</p> <p>It was PROPOSED and seconded that the council object to this proposal as it is a significant increase in the number of lights approved by the original application (6 to 10). The menage is on raised ground and the floodlights are on 4m poles. They are poorly directed and have no shades to prevent light spilling to neighbouring properties. This is further exacerbated by other large floodlights on the farm site shining into Church Lane blinding local traffic. The site is in a sensitive rural location, adjacent to the protected Bunces Shaw conservation zone which would be impacted by this application. In summary this application is contrary to core strategies: CP1 – it degrades the local environment, CP3 – it would be detrimental to adjoining land users.</p> <p>If WBC is minded to approve this application, please add conditions that ensure light is only directed onto the menage and shades are used to remove light spill into adjacent properties and the hours of operation are enforced. All in favour.</p>

Agenda Ref	App No	Type	Address	Application
2354.1.7	212348	Householder	Old Cottage Swallowfield Street Swallowfield RG7 1QX	Householder application for proposed conversion of garage to create habitable space, erection of first floor side extension, with the creation of a dormer to rear, removal of chimney stack, erection of a part single, part two storey rear extension, erection of outbuilding to create habitable space, plus insertion of 2 no. rooflights, changes to fenestration and associated roof alterations. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2354.1.8	212378	Full application	Riseley Business Park Basingstoke Road Riseley RG7 1NW	Full application for the proposed raising of the roof and insertion of dormers over part of the existing building to create third storey accommodation consisting of 3 no. self-contained residential flats. It was PROPOSED and seconded that the council object to this application from the reasons cited for previous applications. All in favour.
2354.1.9	212460	Householder	1 The Street Swallowfield RG7 1QY	Householder application for the proposed erection of a part single storey, part two storey front, side and rear extension, following demolition of existing porch, car port and rear extension, plus the insertion of 5no. roof lights and 6no. Solar Panels. It was PROPOSED and seconded that the council would not object to this application but would ask that conditions are set to ensure that the construction and materials are in keeping with the cottage to which it is attached as this is in a conservation area. All in favour.
2354.1.10	212593	Householder	17 The Pippins Swallowfield RG7 1LW	Householder application for the proposed erection of a part single and part two-storey rear extension with the insertion of 1 no. rooflight. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

2354.2 Results

Agenda Ref	App No	Address	Description	Result
2354.2.1	211694	Girdlers Basingstoke Road Swallowfield RG7 1PT	Householder application for the proposed erection of new oak detached garage following demolition of existing C20th brick garage. Swallowfield Parish Council had no comment on this application.	Approved
2354.2.2	211695	Girdlers Basingstoke Road Swallowfield RG7 1PT	Application for Listed Building consent the proposed erection of new oak detached garage following demolition of existing C20th brick garage. Swallowfield Parish Council had no comment on this application.	Approved
2354.2.3	203649	Applegarth, Basingstoke Road, Riseley	Householder application for the proposed extension to existing single detached garage and conversion into ancillary residential accommodation. Swallowfield Parish Council did not object to this application but asked a condition to be set ensuring that the extension was only used as ancillary accommodation.	Approved
2354.2.4	211856	Springalls Farmhouse Trowes Lane Swallowfield RG7 1RN	Application for a certificate of existing lawful development for the erection of 2 no. outbuildings to create a therapy room and gym. This development is not allowed under “permitted development rights”, planning permission is required. Swallowfield Parish Council did not object to this application.	Refused