

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
HELD ON TUESDAY 14<sup>TH</sup> MARCH 2023 AT 7:30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL RG7 1QX

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

**In Attendance:** E. Halson (Clerk)            Cllr. S. Munro (Borough Councillor)

**Members of the Public:** 2

**2636        APOLOGIES FOR ABSENCE**

Cllr. M. McDonald, Cllr. S. Taylor

**2637        DECLARATIONS OF INTEREST**

None

**2638        QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

2638.1     Resident – the roundabout at the top of the A33 is very dangerous, is the council able to work with the council to help improve the road layout and reduce the chance of accidents. *SM – the parish and borough councils are also concerned about this roundabout, at present the situation is worse because there is an electrical fault which has caused the streetlights to fail. I have asked for an update on the situation, but will press further. Councillors – the parish council has raised concerns about the safety of this roundabout for several years with both Hampshire County Council (who are responsible for it) and WBC. It is an accident black spot, and the absence of markings does not help motorists to select the most appropriate lane. It is high on our agenda of issues being discussed with WBC.* <sup>1</sup>

**2639        CHAIR'S ANNOUCEMENTS**

2639.1     Annual Litter Pick – it was **NOTED** that this event would take place on Saturday 25<sup>th</sup> March, 10am-4pm. Residents should register as they arrive in the Davies Room.

2639.2     Annual Parish Meeting – it was **NOTED** that this meeting would take place on Wednesday 10<sup>th</sup> May 2023, 7:30pm in the Main Hall, Swallowfield Parish Hall.

**2640        MINUTES OF LAST MEETING**

2640.1     Parish Council Meeting held on 14<sup>th</sup> February 2023 – it was **PROPOSED** and seconded that the minutes be **APPROVED**. All in favour. <sup>2</sup>

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<sup>1</sup> SM to follow up with WBC

<sup>2</sup> JW

**2641 CLERK'S UPDATE** - available at the meeting.

2641.1 Update on items from previous meetings

2641.1.1 2554.2 – Tree Planting – it was **NOTED** that WBC contractors would start tree/hedge planting on Swallowfield Recreation Ground on 16<sup>th</sup> March. Swallowfield Meadow and Riseley Recreation Ground would be completed the following week.

2641.1.2 25985.5 – Rialtas Migration – It was **NOTED** that the internal auditor had visited on 3<sup>rd</sup> March to assist in the reconciliation between Sage and Rialtas. Her audit report confirms that the systems reconciled as at 31<sup>st</sup> December 2022. It was **NOTED** that a further reconciliation of Sage and Rialtas had been completed as at 31<sup>st</sup> January 2023, Cllr. Anderson had reviewed the reconciliation reports. Data entry would now take place in Rialtas only.

2641.1.3 2613.2.1 – Riseley Sports Pavilion – it was **NOTED** that the drying process is complete. A full list of the remedial work required needs to be compiled and two quotes for the work need to be sourced. <sup>3</sup>

2641.1.4 2613.2.2 – Swallowfield Parish Hall – it was **NOTED** that the roof repairs were completed last week, but it has not prevented one of the three leaks. The contractor had returned to carry out further investigation and identified a further issue. <sup>4</sup>

2641.1.5 2624.2.1 – Vandalism – it was **NOTED** that the fence had been repaired. It was **NOTED** there is evidence that similar vandalism is taking place at the play park in Riseley.

2641.2 Other

2641.2.1 Swallowfield Meadow – it was **NOTED** that an issue was reported regarding the state of the water in the ditch. The ditch was inspected by members of the FRG and subsequently a report made to the Environment Agency (EA). The EA attended and identified that sewage was leaking into the ditch from a damaged pipe. Immediate action was taken to replace the pipe.

2641.2.2 Swallowfield Parish Hall – it was **NOTED** that a valve on the boiler was leaking, it would be replaced at a cost of £412 plus VAT.

**2642 PLANNING**

Chair of Planning Committee: Cllr. I. Fullerton

2642.1 Current applications – see page 2023/1062 for details.

2642.1.1 223699 - Springfields, Trowes Lane, Swallowfield RG7 1RN No comment

2642.1.2 230156 - Glasspool House, Part Lane, Riseley RG7 1RU No comment

2642.1.3 230353 - 31 The Pippins, Swallowfield RG7 1LW No comment

2642.1.4 230367 - 15 Yeosfield Riseley Wokingham RG7 1SG Comment

2642.1.5 230396 - Jouldings Farm Jouldings Lane Farley Hill RG7 1UR No comment

2642.1.6 230422 - Land West of Trowe's Lane & North of Charlton Lane, Swallowfield Object

2642.1.7 230511 - The Red Lodge, Church Road, Swallowfield RG7 1TH Not validated

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<sup>3</sup> CD/Clerk

<sup>4</sup> Clerk

2642.2 Results – see page 2023/1065 for details

2642.2.1	222869 - Land to the West of Trowes Lane, Swallowfield	Approved
2642.2.2	223608 - Jouldings Farm Jouldings Lane Farley Hill RG7 1UR	Approved
2642.2.3	223623 - Glasspool Farm Part Lane Riseley RG7 1RU	Approved

2642.3 Appeals

2642.3.1 APP/X0360/W/22/3311543 (WBC Ref: 222478) – Parkside, Lambs Lane, RG7 1JE - it was **NOTED** that an appeal had been made to the Secretary of State against the decision of Wokingham Borough Council to refuse planning permission. The appeal will be determined on the basis of written representations.

## 2643 COUNCIL BUSINESS

2643.1 Electoral Review of Wokingham Borough Council – Cllr. Wheelwright explained that the proposed boundary changes would lead to a 3-councillor ward which Swallowfield Parish Council felt would serve them well but did not take into account the views expressed during the first consultation i.e. that Swallowfield felt it had more synergy with its neighbours of Arborfield and Finchampstead. However, following input from a number of councillors it was **AGREED** that they also shared many issues with the proposed area. It was also acknowledged that any change to a ward for Swallowfield would have a cascade of impacts across other proposed wards.

It was **PROPOSED** and seconded that the council would support the proposal. <sup>5</sup>

2643.2 Community Futures Event – it was **NOTED** that the Clerk attended this meeting. It was an opportunity for parish councils to feedback their issues and challenges when working with the borough, highlight areas which did work well and look to a vision for the future. It was an interactive session and attendees felt that it was a positive evening and hoped that this desire to work more collaboratively would translate into benefits for all residents. Notes would be circulated by the consultants carrying out the review. Feedback from Swallowfield Parish Council would be welcomed.

## 2644 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2644.1 Accounts Update – it was **NOTED** that due to the migration to the new financial system the monthly reports would be produced from Rialtas for the next meeting.

2644.2 Bank Reconciliation Statements – it was **NOTED** that the bank reconciliation statements would be produced from Rialtas for the next meeting.

2644.3 Internal Audit Report – it was **NOTED** that the internal audit report had been received and would be reviewed by the Finance Working Group.

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<sup>5</sup> Clerk

<sup>6</sup> JA to organise meeting

**2645      BILLS LIST**

2645.1    March 2023 – it was **PROPOSED** and seconded that the payments as listed below be approved.

On-line payments would be checked and authorised by Cllrs. Anderson and Wheelwright. All in favour. <sup>7</sup>

1	Deposit Refund	100.00
2	Deposit Refund	100.00
3	GLS	101.57
4	GLS	101.86
5	GLS	108.55
6	GLS	28.73
7	GLS	84.56
8	GLS	178.60
9	Ricoh	166.64
10	JDP	862.00
11	Select	85.73
12	Earley Town Council	43.20
13	Pretty Green Landscapes	132.00
14	Eddit Thomas	160.00
15	Moorepay	73.12
16	Reading BC	342.00
17	Lucas Plumbing & Heating	150.00
18	Lucas Plumbing & Heating	162.00
19	Air Intelligence	197.33
20	Gardenwise Fencing	273.24
21	Karen Luke	234.00
22	Smartway Electrical	90.00
23	Somerville Glass	270.00
24	CASTLE WATER	5.00
25	HMRC PAYMENTS	2949.37
26	Lloyds Bank (Alto Card)	292.79
27	Payroll	6212.31
28	Southern Electric	98.69
29	SSE - Gas	518.86
30	PWLB	9824.18
31	Southern Electric	856.24

<sup>7</sup> JA/JW

**2646 COMMUNICATION**  
(Newsletter/Website/Annual Report/Media)  
Lead Councillor: Cllr. D. Lamont

2646.1 Website – it was **NOTED** that the new website was launched on 2<sup>nd</sup> March and had received lots of positive comments.

2646.2 Newsletter – it was **NOTED** that the latest newsletter had been delivered.

It was **AGREED** that the Clerk would write to residents of the houses on the Arborfield development which are in our Parish to welcome them and let them know that there is an electronic version of the newsletter on our website. <sup>8</sup>

**2647 DATE OF NEXT MEETING**

Tuesday 11<sup>th</sup> April 2023 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[The meeting closed at 8:52pm]

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<sup>8</sup> Clerk

## Appendix A

### 2642 PLANNING

#### 2642.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2642.1.1	223699	Householder	Springfields, Trowes Lane, Swallowfield RG7 1RN	Householder application for the erection of a single storey annexe following the demolition of the existing annexe.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2642.1.2	230156	Listed Building	Glasspool House, Part Lane, Riseley RG7 1RU	Application for the Listed Building consent for the proposed change of the Glasspool House 2no. kitchen windows overlooking the rear garden to rear doors giving direct access to the back garden. The width of the window aperture would remain the same, and the height would be the same as the current window.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2642.1.3	230353	Householder	31 The Pippins, Swallowfield RG7 1LW	Full application for the erection of a 2.5 storey, 5 bedroom detached dwelling.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2642.1.4	230367	Full application	15 Yeosfield Riseley RG7 1SG	Full application for the erection of a 2.5 storey, 5 bedroom detached dwelling.  The council discussed this application and agreed that it would like to make the following comments: <ul style="list-style-type: none"> <li>• The proposed property is very large compared to neighbouring properties, although the external appearance from the road is similar.</li> <li>• The bedroom in the roof space does not have a window.</li> </ul> It was <b>PROPOSED</b> and seconded that the council would respond as detailed above. All in favour.

Agenda Ref	App No	Type	Address	Application
2642.1.5	230396	Full application	Jouldings Farm Jouldings Lane Farley Hill RG7 1UR	<p>Full application for the proposed outbuilding over existing hardstanding to store current machinery and vehicles.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>
2642.1.6	230422	Full application	Land West of Trowe's Lane and North of Charlton Lane, Swallowfield	<p>Full planning application for the proposed erection of 81 dwellings (including 40% affordable homes), open space, SuDS, landscaping, biodiversity enhancements, new vehicular access off Trowes Lane, pedestrian &amp; cycle links, and associated infrastructure.</p> <p>Councillors <b>AGREED</b> that the council should object to this application. It was <b>AGREED</b> that the response circulated by Cllr. Fullerton was robust. It was <b>AGREED</b> that a statement would be added regarding the loss of habitat for wildlife and wildlife corridors. Cllr. Fullerton explained that he also needed to add data on vehicle movements collected by the council's Black CAT equipment, this would be available before the end of the week. It was <b>AGREED</b> that authority would be delegated to the Clerk to prepare the final response, based on the document circulated, with additional input from Cllrs. Fullerton, Anderson, Drew, and Wheelwright.</p> <p>It was <b>PROPOSED</b> and seconded that the council would <b>OBJECT</b> to this application as detailed above and the Clerk be delegated to prepare the final response. All in favour.</p>
2642.1.7	230511	Full application	The Red Lodge, Church Road, Swallowfield RG7 1TH	<p>Full application for the installation of metal gates at the Red Lodge (part retrospective).</p> <p>This application has not yet been validated by Wokingham Borough Council, so the documents are not available.</p>

2642.2 Results

<b>Agenda Ref</b>	<b>App No</b>	<b>Address</b>	<b>Application</b>	<b>Result</b>
2642.2.1	222869	Land to the West of Trowes Lane, Swallowfield	Application to vary condition 3 of planning consent 220354 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 3 refers to approved plans and the variation is to make amendments to designs and house types of 10 plots. Plots 1, 2, 3, 4, 5, 16, 17, 18, 19 & 20	Approved
2642.2.2	223608	Jouldings Farm Jouldings Lane Farley Hill RG7 1UR	Householder application for the proposed erection of a storage barn over existing hard standing.	Approved
2642.2.2	223623	Glasspool Farm Part Lane Riseley RG7 1RU	Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 8.00m, for which the maximum height would be 4.00m and the height of the eaves 2.40m.	Approved