

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 11th APRIL 2023 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Cllr. J. Anderson Cllr. M. Binns Cllr. C. Drew
 Cllr. I. Fullerton Cllr. M. McDonald Cllr. S. Taylor
 Cllr. J. Wheelwright

In attendance: Mrs. E. Halson (Clerk)

Members of the Public: None

2648 APOLOGIES FOR ABSENCE

Cllr. L. Edmonds

2649 DECLARATIONS OF INTEREST

None.

2650 CHAIR'S ANNOUNCEMENTS

- 2650.1 Resignation – it was **NOTED** that David Lamont stepped down from the council on 27th March.
- 2650.2 Coronation – it was **AGREED** that the council would recognise the coronation by erecting a plaque at Van Demans once the tree planting project was underway. ¹
- 2650.3 Litter Pick – it was **NOTED** that this event was a great success, and that the council would like to express its gratitude to Peter and Claire Sampson for organising the day. ²

2651 MINUTES OF LAST MEETING

- 2651.1 Parish Council meeting held on 14th March 2023. – it was **PROPOSED** and seconded that the minutes be **APPROVED**. All in favour ³

2652 CLERK'S UPDATE

- 2652.1 Update on items from previous meetings
- 2652.1.1 2641.1.1 – Tree Planting – it was **NOTED** that WBC had completed tree planting on Swallowfield Meadow, and Riseley and Swallowfield Recreation Grounds.
- 2652.1.2 2641.1.2 – Rialtas Migration – it was **NOTED** that the migration to Rialtas had been completed.

¹ Clerk

² Clerk

³ JW

- 2652.1.3 2641.1.3 – Riseley Sports Pavilion – it was **NOTED** that two quotes had been received for the insulation work and one for the decorating work. Once the second quote for the decorating work had been received these would be passed to the loss adjuster for final approval for the work to go ahead. To **NOTE** that the caretaker had stripped and re polished the wooden floor in the clubroom so no remedial work would be needed.
- 2652.1.4 2641.1.4 – Swallowfield Parish Hall – it was **NOTED** that the contractor stripped back the valley gutter between the office and the atrium and identified another issue. This had now been dealt with.
- 2652.1.5 2646.2 – Newsletter Distribution – it was **NOTED** that on further investigation it was established that there are 100 properties on Arborfield Green which are sited in our parish, approximately 30 are occupied. The property numbers included in our parish are not consecutive so delivery with the current process is unlikely to be successful. Once all properties are occupied a welcome letter would be sent and the situation reassessed. ⁴
- 2652.2 Other items
- 2652.2.1 Waste Services – it was **NOTED** that the cost of waste collection would increase by 7% across all services from 1st April.
- 2652.2.2 Covid Vaccination Clinics – it was **NOTED** that three clinics are booked for April/May. The council had been asked to organise volunteers to marshal in the car park.
- 2652.2.3 Summer Newsletter – it was **NOTED** that following the resignation of David Lamont the council would need to find someone to collate and edit the newsletter. ⁵

2653 PLANNING

Chair of Planning Committee: Cllr. I. Fullerton

2653.1 Current applications – see page 2023/1072 for details.

2653.1.1	230411 - The Old Vicarage, The Street, Swallowfield, RG7 1QY	No Comment
2653.1.2	230511 - The Red Lodge, Church Road, Swallowfield RG7 1TH	No Comment
2653.1.3	230515 - Delphi, The Street, Swallowfield RG7 1RE	Comment
2653.1.4	230568 - Springfields, Trowes Lane, Swallowfield RG7 1RN	Object
2653.1.5	230734 - 2a Kent Cottage, Odiham Road, Riseley RG7 1SD	Documents not posted

2653.2 Results – see page 2023/1074 for details.

2653.2.1	222442 - Honeywood, Spring Lane, Swallowfield RG7 1ST	Approved
2653.2.2	223584 - Stanford End Farm, Barge Lane, Swallowfield RG7 1SY	Withdrawn
2653.2.3	223583 - Stanford End Farm, Barge Lane, Swallowfield RG7 1SY	Withdrawn
2653.2.4	223727 - Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ	Approved
2653.2.5	230260 - Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior Approval not Given
2653.2.6	230353 - 31 The Pippins, Swallowfield RG7 1LW	Approved
2653.2.7	230396 - Jouldings Farm, Jouldings Lane, Farley Hill RG7 1UR	Withdrawn

⁴ Clerk

⁵ All Councillors

2653.3 Enforcement

2653.3.1 Open Enforcement Investigations – to **NOTE** that there are four open investigations, two new and two on-going.

2653.3.2 Closed Enforcement Investigations – to **NOTE** that four investigations have been closed, two “Application submitted”, one “Notice Served” and one “No breach”.

2653.4 Tree Preservation Orders

2653.4.1 TPO 1908/2022 – to **NOTE** that this order for seven trees south and west of Oak Cottage Basingstoke Road, Swallowfield came into effect on 27th October 2022.

2654 COUNCIL BUSINESS

2654.1 Councillor Vacancy – it was **NOTED** that following David Lamont’s resignation Wokingham Borough Council had been notified and a notice of a vacancy had been posted. Anyone interested in joining the council should contact any member of the council or the Clerk. ⁶

2654.2 Independent Remuneration Panel Review – it was **NOTED** that this report had been received. It was **NOTED** that Swallowfield Parish Council does not pay any allowances.

2655 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2655.1 Monthly Accounts– it was **NOTED** that the monthly accounts for February and March had been circulated. It was **PROPOSED** and seconded that these were accepted. All in favour.

2655.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements for February and March be **APPROVED**. All in favour. ⁷

2655.3 Finance Working Group – it was **NOTED** that the group would meet at 2pm on 12th May.

2655.4 Internal Auditor – it was **NOTED** that the Internal Auditor would visit on 12th May

2656 BILLS LIST

April 2023 – it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be checked and authorised by Cllrs. Taylor and Anderson. All in favour. ⁸

1	Deposit Refund	300.00
2	Deposit Refund	300.00
3	Deposit Refund	300.00
4	Refund	245.00
5	Deposit Refund	100.00

⁶ All Councillors

⁷ JA

⁸ ST & JA

6	Deposit Refund	100.00
7	Deposit Refund	100.00
8	Select	102.48
9	Select	60.84
10	Select	107.06
11	Select	48.60
12	Select	85.73
13	Nigel Jeffries	1632.00
14	Nigel Jeffries	180.00
15	Blucando	76.56
16	Moorepay	73.12
17	Rialtas Business Solutions Ltd	276.00
18	Reimbursement	130.58
19	L Hill Roofing	828.00
20	D2D Distribution	354.00
21	GLS	128.46
22	Lucas Plumbing & Heating	494.40
23	Karen Luke	234.00
24	L Hill Roofing	2118.00
25	CASTLE WATER	36.48
26	CASTLE WATER	184.36
27	CASTLE WATER	184.36
28	HMRC PAYMENTS	821.15
29	Lloyds Bank (Alto Card)	20.99
30	Payroll	6212.31
31	BT	374.77
32	PWLB	3612.51
33	Southern Electric	62.26
34	BACs Charge	17.12
35	BACs Charge	17.12
36	SSE - Gas	412.90
37	PWLB	9606.75

2657 RESILIENCE

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

- 2657.1 Natural Flood Management (NFM) – it was **NOTED** that WBC had been successful in its grant application to the Thames Regional Flood and Coastal Committee for work on the NFM in Riseley. The full update had been circulated. Cllrs. Drew and McDonald would meet with Graham to confirm the details of the agreement for work.⁹

⁹ MM to meet with GS

2658 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald

- 2658.1 Swallowfield Pre-school – it was **NOTED** that Cllrs. Anderson, Drew and McDonald had met with the Pre-school Committee on 11th April to discuss its use of the hall.

2659 PROPERTY

(Fieldfare, Halls, Land)
Lead Councillor: Cllr. C. Drew

- 2659.1 Riseley Memorial Hall – it was **NOTED** that as reported in the newsletter Pam Wright is retiring as manager of the Tea Room.

It was **PROPOSED** and seconded that due to commercial sensitivities members of the public and press would be excluded during further discussion of this item in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

- 2659.2 Riseley Sports Pavilion – it was **NOTED** that Cllr. Drew and the Clerk would meet with the new Chair of Riseley Tennis Club on 17th April.

2660 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. L. Edmonds

- 2660.1 Swallowfield Parish Allotment Association (SPAA) – it was **NOTED** that the minutes for the last three SPAA meetings had been received.

2661 CORRESPONDENCE

- 2661.1 Freedom of Information Request (FOI) – it was **NOTED** that a FOI request from a resident of Finchampstead had been received. The request related to information about how and when members of the council were elected. The request had been completed.

2662 DATE OF NEXT MEETING

Tuesday 9th May 2023 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 items in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

2663 PROPERTY

- 2663.1 Riseley Memorial Hall – it was **NOTED** that the Tea Room Management Committee had identified someone who was interested in taking over the existing operation. It was **AGREED** that Cllrs. Drew, Anderson and McDonald and the Clerk would meet to review the licence and constitution before meeting with the applicant and the Tea Room Management Committee. ¹⁰

[The meeting closed at 21:10]

¹⁰ CD, JA, MM, Clerk

Appendix A

7 PLANNING

7.1 Current Applications

Agenda Ref	App No	Type	Address	Application
7.1.1	230411	Householder	The Old Vicarage, The Street, Swallowfield RG7 1QY	Householder application for the proposed erection of an entrance gate and associated fencing (retrospective). It was PROPOSED and seconded that the council would not comment on this application. All in favour.
7.1.2	230511	Full application	The Red Lodge, Church Road, Swallowfield RG7 1TH	Full application for the installation of metal gates at the Red Lodge (part retrospective). It was PROPOSED and seconded that the council would not comment on this application. All in favour.
7.1.3	230515	Householder	Delphi, The Street, Swallowfield RG7 1RE	Householder application for the proposed erection of a part two storey part first floor front extension and a single storey rear extension, plus installation of a rear dormer to facilitate conversion of the loft to habitable accommodation, conversion of the garage to habitable accommodation and changes to external materials and fenestration. (Part retrospective) It was PROPOSED and seconded that the council would make the following comments. The council does not object to this application but asks that WBC consider whether the modernised front elevations are compatible with the adjacent properties and village design statement. All in favour.

Agenda Ref	App No	Type	Address	Application
7.1.4	230568	Full application	Springfields, Trowes Lane, Swallowfield RG7 1RN	<p>Full application for the change of use of land to facilitate the provision of hardstanding and the erection of 2 no. side extensions to the existing barn, plus alterations to fenestration. (Part retrospective).</p> <p>It was PROPOSED and seconded that the council would object to this application for the following reasons:</p> <p>One side extension and the hardstanding are outside the curtilage of the property and therefore in the countryside. The size of the extension is inappropriate. If Wokingham Borough Council is minded to approve the application the parish council asks that conditions are applied to ensure that the building is not used for commercial purposes.</p> <p>All in favour.</p>
7.1.5	230734	Householder	2a Kent Cottage, Odiham Road, Riseley RG7 1SD	<p>Raising Rear Left side roof sloped to flat.</p> <p>This application could not be considered as the documents had not been loaded on to the WBC website.</p>

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	222442	Honeywood, Spring Lane, Swallowfield RG7 1ST	Householder application for the proposed single storey side rear extension plus first floor side extension following demolition of existing detached outbuildings. <i>Swallowfield Parish Council did not object to this application but asked that WBC consider the whether the increase in volume was appropriate.</i>	Approved
7.2.2	223584	Stanford End Farm, Barge Lane, Swallowfield RG7 1SY	Householder application for the proposed single storey extension and new sewage treatment plant following demolition of the existing attached outbuildings, barns and existing conservatory, insertion of 1 no. first storey window and other changes to fenestration	Withdrawn
7.2.3	223583	Stanford End Farm, Barge Lane, Swallowfield RG7 1SY	Householder application for the proposed single storey extension and new sewage treatment plant following demolition of the existing attached outbuildings, barns and existing conservatory, insertion of 1 no. first storey window and other changes to fenestration	Withdrawn
7.2.4	223727	Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ	Full application for the proposed erection of an agricultural store for private recreational use in conjunction with existing stable block and surrounding land. <i>Swallowfield Parish Council did not comment on this application.</i>	Approved

Agenda Ref	App No	Address	Application	Result
7.2.5	230260	Glasspool Farm Part Lane Riseley RG7 1RU	<p>Prior approval submission for proposed part conversion of 3 no. agricultural barns to form 5 no. dwellings with associated works including partial demolition.</p> <p>In summary the reason for the decision is that the proposal is not in accordance with the General Permitted Development Order as the application fails to provide sufficient details to demonstrate that the existing barn buildings can support the replacement roofs and interior walls without the introduction of new structural elements.</p> <p><i>Swallowfield Parish Council objected to this application as the proposed buildings were incompatible with adjacent properties and the village design statement.</i></p>	Prior Approval is required and not given
7.2.6	230353	31 The Pippins, Swallowfield RG7 1LW	<p>Full application for the erection of a 2.5 storey, 5 bedroom detached dwelling.</p> <p><i>Swallowfield Parish Council did not comment on this application.</i></p>	Approved
7.2.7	230396	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>	Withdrawn