

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED
TO ATTEND THE ANNUAL MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 9th MAY 2023 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
3/05/23

Members: Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds, Mr. I. Fullerton,
Mrs. M. McDonald, Mr. S. Taylor

Note: This meeting is open to the public and press who are welcome to attend.

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 CHAIR

- 2.1 Election – to **ELECT** a Chair of the Parish Council and to receive the declaration of acceptance of office from that individual.

3 DECLARATIONS OF INTEREST

To receive any declarations of interest in any matters to be discussed by the Council at this meeting.

4 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

To receive questions or comments from the public, including those on planning. Up to 20 minutes will be allocated for questions/comments from members of the public with a guideline of no more than 5 minutes per subject. If several members of the public wish to speak on the same subject, they are requested to nominate a spokesperson. Comments will be minuted. For more details please read the document *Guidelines for Public Participation at Parish Council Meetings* which is available on the Parish Council website or at the Parish Office.

5 COUNCIL BUSINESS

- 5.1 Vice-Chair - to **ELECT** a Vice-Chair of the council.
- 5.2 Planning Committee – to **ELECT** a Chair of the Planning Committee.
- 5.3 Working Groups and Lead Councillors – to **AGREE** Working Groups and Lead Councillors and representatives on external bodies.
- 5.4 Meetings – to **AGREE** that Parish Council Meetings will be held in the Rose Room on the 2nd Tuesday of each month and Planning Committee Meetings on the 4th Tuesday of each month if required. Councillors are reminded that notification of these meetings represents a summons and attendance is one of the few legal requirements of a councillor.

5.5 Documents

5.5.1 Adoption of documents – it is **PROPOSED** that the council re-adopt the following documents for the year April 2023/2022.

- 1.1 Standing Orders (Nov 2018)
- 1.2 Financial Regulations (May 2021)
- 1.3 Risk Management Policy (Sept 2016)
- 1.4 Grants, Donations and Financial Support (Mar 2016)
- 1.5 Sale of Land owned by Swallowfield PC (Feb 2014)
- 1.6 Tree Management Policy (Nov 2016)
- 1.7 Code of Conduct (Aug 2015)
- 1.8 Social Media Policy (Apr 2014)
- 1.9 Investment Strategy (July 2022)
- 2.1 GDPR Privacy Notice (May 2018)
- 2.2 GDPR Hirers Privacy Notice (May 2018)
- 2.3 Privacy Notice for Email contact
- 2.4 Privacy Notice for Staff
- 2.5 Privacy Notice for Councillors
- 2.6 Consent Forms
- 3.2 Publication Scheme
- 3.3 Communication Policy (Nov 2021)
- 4.1 Guide to Public Participation at Parish Council Meetings (March 2015)
- 4.2 Complaints Procedure

5.5.2 3.1 Model Publication Scheme – it is **PROPOSED** that the council adopts the latest version of this document as published by the ICO. Circulated.

5.6 Councillor Vacancy – to **NOTE** that there are two vacancies for Parish Councillors, these vacancies may now be filled in accordance with Rule 8 of the Local Elections (Parishes and Communities) Rules 1986 and eligible persons may now be co-opted.

6 CHAIR'S ANNOUNCEMENTS

6.1 Mr. Jonathan Wheelwright – to **NOTE** that Jonathan stood down from the council having served for 8 years.

7 MINUTES OF LAST MEETING

7.1 Minutes of the meeting held on 11th April - to **APPROVE** the minutes of this meeting.

7.2 Minutes of the meeting held on 14th March - to **NOTE** that as Mr Wheelwright stepped down immediately after the April meeting, he did not sign these minutes. To **AGREE** that these minutes should be signed by the new Chair.

8 CLERK'S UPDATE - available at the meeting

9 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

9.1 Current applications

- 9.1.1 230240 Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY
- 9.1.2 230850 Glasspool Farm Part Lane Riseley Wokingham RG7 1RU

9.2 Results

- 9.2.1 221928 - Kingsbridge House, Lambs Lane, Swallowfield RG7 1JE Approved
- 9.2.2 223699 - Springfields, Trowes Lane, Swallowfield RG7 1RN Approved
- 9.2.3 223806 - Old Farley Hill Village School, Church Road Farley Hill RG7 1UB" Approved
- 9.2.4 230156 - Glasspool House, Part Lane, Riseley RG7 1RU Approved
- 9.2.5 230256 - Sheepbridge Court, Basingstoke Road, RG7 1PT } Application Withdrawn
- 9.2.6 230257 - Sheepbridge Court, Basingstoke Road, RG7 1PT }

9.3 Tree Preservation Orders (Works Request) - for info only

- 9.3.1 230942 - 9 The Mews Farley Hill RG7 1XD
- 9.3.2 231001 - Farley Castle, East Gate, Castle Hill, Farley Hill RG7 1XD

- 9.4 Enforcements Investigations - to **NOTE** that there five open investigations and two have been closed, one *No Breach*, one *Notice Served*.

10 FINANCE

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

- 10.1 Accounts Update – to **NOTE** that the monthly accounts have been circulated. It is **PROPOSED** that these are accepted.
- 10.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.
- 10.3 Internal Auditor – to **NOTE** that the internal auditor will visit on Friday 12th May.
- 10.4 BALC – to **AGREE** that the council should renew its membership of BALC at a cost of £498.52

11 HEALTH & WELLBEING

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

- 11.1 Citizens Advice, Wokingham – to **CONSIDER** a request for grant funding of £500.
- 11.2 Link Visiting Scheme - to **CONSIDER** a request for grant funding. The council donated £300 in FY21/22.

12 **PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. C. Drew

12.1 Residential Properties

12.1.1 Maintenance – to **NOTE** that the following checks have been completed on all properties:

- 5 year electrical check
- Annual Gas Safety Certificates

12.1.2 Rentals – it is **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. Paper circulated.

12.2 Riseley Car Park – it is **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. Paper circulated.

13 **ENVIRONMENT**

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

Lead Councillor: TBA

13.1 Van Demans Re-wilding Project – to **NOTE** that Cllrs. Anderson and Drew and the Clerk met with representatives of WBC to discuss the next steps. Cllr. Anderson has circulated notes from the meeting.

It is **PROPOSED** that the Parish Council commissions a Biodiversity Net Gain baseline assessment of Van Demans at a cost of up to £3,000. This will enable the planting and maintenance during the establishment period to proceed whilst keeping all options open.

13.2 Fields NAG - to **NOTE** that the last meeting was held on 25th April, Cllr. McDonald attended.

14 **RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)

Lead Councillor: Cllr. L. Edmonds

14.1 Annual Play Inspections – it is **PROPOSED** that the council engage The Play Inspection Company to carry out the annual inspection of its play equipment at a cost of £292.50 plus VAT.

15 COMMUNICATIONS
(Newsletter/Website/Annual Report/Media)
Lead Councillor: TBA

15.1 Newsletter

15.1.1 Editor - to APPOINT an editor for the next edition.

15.1.2 Summer Issue - to **NOTE** that the copy deadline is 10th May 2023.

16 CORRESPONDENCE

16.1 Riseley – to **NOTE** receipt of a letter from a resident regarding the trees planted at Riseley.

16.2 Swallowfield – to **NOTE** receipt of a request to plant a Christmas tree at Swallowfield Recreation Ground.

16.3 Freedom of Information Request – to **NOTE** receipt of a request for financial information.

17 DATE OF NEXT MEETING

Tuesday 14th June 2022 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall,
Swallowfield Street, Swallowfield.

Appendix A

9 PLANNING

9.1 Current Applications

Agenda Ref	App No	Type	Address	Application
9.1.1	230240	Householder	Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY	Householder application for the proposed erection of two detached outbuildings.
9.1.3	230850	Householder	Glasspool Farm Part Lane Riseley RG7 1RU	Householder application for the proposed raising of the roof with the insertion of 1no. front dormer window and 2no. rear roof lights to create habitable accommodation. Proposed single storey side/rear extension with roof lights and single-storey front extension to create a porch following demolition of existing roof, ground floor utility and bathroom and demolition of chimney on eastern elevation and chimney on northern elevation and changes to fenestration.

9.2 Results

Agenda Ref	App No	Address	Application	Result
9.2.1	221928	Kingsbridge House, Lambs Lane, Swallowfield RG7 1JE	Householder application for the retention of a replacement multi- games surface and the installation of replacement fencing and lighting to the existing playing court. (Part retrospective) Swallowfield Parish Council did not comment on this application.	Approved
9.2.2	223699	Springfields, Trowes Lane, Swallowfield RG7 1RN	Householder application for the erection of a single storey annexe following the demolition of the existing annexe. Swallowfield Parish Council did not comment on this application.	Approved
9.2.3	223806	Old Farley Hill Village School Church Road Farley Hill RG7 1UB	Full application for the proposed 3No single storey extensions, 2m high replacement security fence to Church Road. Repositioned vehicular and pedestrian access gates. Additional hard standing to form parking. Single storey bin store. Change from playground to car parking. Siting of a sprinkler Tank on hard standing with retaining walls. Hardstanding for car and minibus parking and plant equipment along with Soft pour surface play area. Swallowfield Parish Council supported this application and asked that the council re-evaluates the provision for vehicle movements.	Approved
9.2.4	230156	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. Swallowfield Parish Council did not comment on this application.	Approved

9.2.5	230256 & 230257	Sheepbridge Court, Basingstoke Road, Swallowfield RG7 1PT	Householder application for the proposed single storey rear extension. Swallowfield Parish Council did not comment on this application.	Application Withdrawn
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9.3 Results

9.3.1	230942	TPO - Work to a TPO tree - info only	9 The Mews Farley Hill RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 2 T1, Birch – Fell.
9.3.2	231001	TPO - Work to a TPO tree - info only	Farley Castle, East Gate, Castle Hill, Farley Hill RG7 1XD	Application for works to protected tree(s) TPO 437/1988 Area 5 T1, Oak - Crown lift by 1m and remove deadwood. T2, Oak - Crown reduction by 2m.