

MINUTES OF THE ANNUAL MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 9th MAY 2023 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Cllr. J. Anderson (Chair) Cllr. C. Drew Cllr. L. Edmonds
Cllr. I. Fullerton Cllr. M. McDonald Cllr. S. Taylor

In attendance: Mrs. E. Halson (Clerk)

Members of the Public: 0

2664 APOLOGIES FOR ABSENCE

Cllr. M. Binns.

2665 CHAIR

2665.1 Election – it was **PROPOSED** and seconded that Cllr. Anderson be elected Chair of Swallowfield Parish Council. All in favour.

Cllr. Anderson signed the declaration of acceptance of this office.

2666 DECLARATIONS OF INTEREST

None.

2667 COUNCIL BUSINESS

2667.1 Vice-Chair – it was **AGREED** that this post would not be filled at this time.

2667.2 Planning Committee – it was **PROPOSED** and seconded that Cllr. Fullerton would be elected as Chair of the Planning Committee. All in favour.

2667.3 Working Groups and Lead Councillors – it was **AGREED** that the working group leads would not change, and the two vacant positions of Communication and Environment would be taken for the interim by Cllr. Fullerton and Cllr. McDonald respectively, Cllr. Taylor offered to support Cllr. McDonald on environment.

2667.4 Meetings – it was **AGREED** that Parish Council Meetings would 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.

2667.5 Documents

2667.5.1 Adoption of documents – it was **PROPOSED** and seconded that the council re-adopt the following documents. All in favour.

- 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

2667.5.2 3.1 Model Publication Scheme – it was **PROPOSED** and seconded that the council adopt the latest version of this document as published by the ICO. All in favour. ¹

2667.6 Councillor Vacancy – it was **NOTED** that there are two vacancies for Parish Councillors, these vacancies may now be filled co-option.

2668 CHAIR'S ANNOUNCEMENTS

2668.1 Mr. Jonathan Wheelwright – the council expressed its thanks to Jonathan for his 8-year service on the Parish Council, particularly his meticulous research and depth of knowledge when responding to planning applications and during his tenure as Chair.

2669 MINUTES OF LAST MEETING

2669.1 Minutes of the meeting held on 11th April – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ²

2669.2 Minutes of the meeting held on 14th March – it was **NOTED** that as Mr Wheelwright stepped down immediately after the April meeting, he did not sign these minutes. It was **AGREED** that these minutes should be signed by the new Chair, Cllr. Anderson. ³

¹ Clerk to update the website

² JA

³ JA

2670 CLERK'S UPDATE

2670.1 Updates from previous meetings

2670.1.1 2652.1.3 – Riseley Sports Pavilion – it was **NOTED** that the loss adjuster had given approval for the flood damage work to go ahead. Work in the loft space would take place at the end of May and the decorating work would start at the beginning of June.

2670.1.2 2659.2 – Riseley Tennis Club – it was **NOTED** that Cllr. Drew and the Clerk met with the Chair and Facilities Manager of Riseley Tennis Club.

2670.2 Other

2670.3 Swallowfield Parish Hall Update – it was **NOTED** that the council had requested quotes to insulate the atrium roof and for a fitted kitchen, the architect would review the suitability of any proposals. It was **NOTED** that revised figures for the estimated costs for all elements of the project had been received. ^{4 5}

2671 PLANNING

Chair of the Planning Committee: Cllr. I. Fullerton

2671.1 Current applications – see page 2023/1084 for details.

2671.1.1 230240 Balcombe Nurseries, Basingstoke Road, RG7 1PY

No comment

2671.1.2 230850 Glasspool Farm Part Lane Riseley Wokingham RG7 1RU

Comment

2671.2 Results – see page 2023/1085 for details.

2671.2.1 221928 - Kingsbridge House, Lambs Lane, Swallowfield RG7 1JE

Approved

2671.2.2 223699 - Springfields, Trowes Lane, Swallowfield RG7 1RN

Approved

2671.2.3 223806 - Old Farley Hill Village School, Church Road Farley Hill RG7 1UB

Approved

2671.2.4 230156 - Glasspool House, Part Lane, Riseley RG7 1RU

Approved

2671.2.5 230256 - Sheepbridge Court, Basingstoke Road, RG7 1PT }

Application Withdrawn

2671.2.6 230257 - Sheepbridge Court, Basingstoke Road, RG7 1PT }

2671.3 Tree Preservation Orders (Works Request) - for info only – see page 2023/1086 for details.

2671.3.1 230942 - 9 The Mews Farley Hill RG7 1XD

2671.3.2 231001 - Farley Castle, East Gate, Castle Hill, Farley Hill RG7 1XD

2671.4 Enforcements Investigations – it was **NOTED** that there five open investigations and two have been closed, one *No Breach*, one *Notice Served*.

⁴ Clerk to propose budget update

⁵ JA/CD to review and bring to council for approval

2672 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 2672.1 Accounts Update – it was **NOTED** that the monthly accounts would be circulated following the close of the previous financial year. ⁶
- 2672.2 Bank Reconciliation Statements – it was **NOTED** the bank reconciliation statements would be circulated following the close of the previous financial year. ⁷
- 2672.3 Internal Auditor – it was **NOTED** that the internal auditor would visit on Friday 12th May.
- 2672.4 Berkshire Association of Local Councils (BALC) – it was **PROPOSED** and seconded that the council would renew its membership of BALC at a cost of £509.05. All in favour. ⁸

2673 BILLS LIST

- 2673.1 Payments - It was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Anderson and Taylor. All in favour. ⁹

1	Blucando	76.56
2	Deposit Refund	100.00
3	Deposit Refund	300.00
4	Deposit Refund	300.00
5	Select	106.28
6	Select	60.84
7	Earley TC	43.20
8	Moorepay	154.78
9	Blucando	24.00
10	Blucando	76.56
11	Blucando	48.00
12	Lucas Plumbing	150.00
13	Lucas Plumbing	102.06
14	Lucas Plumbing	102.00
15	Loddon Door Service Ltd	283.20
16	GLS	167.94
17	NH Electrical	114.00

⁶ RFO

⁷ RFO

⁸ RFO

⁹ JA/ST

18	Wellington Estates	900.00
19	K Luke Cleaning Services	182.00
20	Instagroup	1,374.00
21	BACS Charge	17.12
22	CASTLE WATER	36.48
23	CASTLE WATER	184.36
24	HMRC PAYMENTS	821.15
25	Lloyds Bank (Alto Card)	208.00
26	Southern Electric	63.88
27	WBC	89.72
28	WBC	60.00
29	SSE - Gas	392.17
30	Payroll	6,212.51

It was **NOTED** that a Direct Debit had been set up for payments to Blucando, the council's IT provider. The payments would be listed on the Bills List each month.

2674 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

2674.1 Citizens Advice, Wokingham – it was **NOTED** that the mobile unit was visiting the parish once a month and providing a useful service to residents.

It was **PROPOSED** and seconded that the council **APPROVE** grant funding of £500. All in favour. ¹⁰

2674.2 Link Visiting Scheme – Cllr. McDonald explained that this is a local charity that aims to help people struggling with the serious impact of loneliness. Volunteers visit those identified for a couple of hours every week and encourage them to participate in social activities.

It was **PROPOSED** and seconded that the council **APPROVE** grant funding of £300. All in favour. ¹¹

¹⁰ Clerk

¹¹ Clerk

2675 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. C. Drew

2675.1 Residential Properties

2675.1.1 Maintenance – it was **NOTED** that the following checks had been completed on all properties:

- 5 year electrical check
- Annual Gas Safety Certificates

2675.1.2 Rentals – 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. Paper circulated. All in favour.

2675.2 Riseley Car Park – 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. Paper circulated. All in favour.

2676 ENVIRONMENT

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

Lead Councillor: Cllr. McDonald (Interim)

2676.1 Van Demans Re-wilding Project – it was **NOTED** that Cllrs. Anderson and Drew and the Clerk met with representatives of Wokingham Borough Council (WBC) to discuss the next steps. Cllr. Anderson had circulated notes from the meeting.

It was **PROPOSED** and seconded that the Parish Council commission a Biodiversity Net Gain baseline assessment of Van Demans at a cost of £2,400 plus VAT. It was **AGREED** to engage Thames Valley Environmental Record Centre, a not-for-profit organisation who have been working with WBC. All in favour. ¹²

2676.2 Fields NAG – it was **NOTED** that the last meeting was held on 25th April, Cllr. McDonald attended and would circulate the minutes when issued. ¹³

2677 RECREATION

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

Lead Councillor: Cllr. L. Edmonds

2677.1 Annual Play Inspections – it was **PROPOSED** and seconded 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. All in favour. ¹⁴

¹² Clerk

¹³ MM

¹⁴ Clerk

2678 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)
Lead Councillor: Ian Fullerton (Interim)

2678.1 Newsletter

2678.1.1 Editor – it was **AGREED** to accept David Lamont’s offer to assist with the production of the newsletter for the short-term pending a full handover and documentation / explanation of the new processes. ¹⁵

2678.1.2 Summer Issue – it was **NOTED** that the copy deadline is 10th May 2023.

2679 CORRESPONDENCE

2679.1 Riseley – it was **NOTED** that a resident had sent a letter regarding the trees planted at Riseley. The Clerk had responded.

2679.2 Swallowfield – it was **NOTED** that a request had been received to plant a Christmas tree at Swallowfield Recreation Ground. After discussion it was **AGREED** that there was not an appropriate location. ¹⁶

2679.3 Freedom of Information Request – it was **NOTED** that a request had been made for financial information. The Clerk had sent the published accounts and was waiting for permission to release the other information requested.

2680 DATE OF NEXT MEETING

Tuesday 13th June 2023 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

¹⁵ Clerk to work closely with DL

¹⁶ 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.

2681 PROPERTY

2681.1 Rentals – Cllr. Anderson explained the rationale behind his proposal.

It was **PROPOSED** and seconded that the rent on the three properties was set as detailed in Cllr. Anderson's paper. All in favour. ¹⁷

2681.2 Riseley Car Park – Cllr. Drew summarised the proposal made in the paper circulated.

It was **PROPOSED** and seconded that the council instruct its solicitor to seek counsel's opinion at a cost of up to £3,500 plus VAT. All in favour. ¹⁸

[The meeting closed at 20:36]

¹⁷ Clerk

¹⁸ CD/Clerk

Appendix A

2671 PLANNING

2671.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2671.1.1	230240	Householder	Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY	Householder application for the proposed erection of two detached outbuildings. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2671.1.2	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. After discussion it was AGREED that the council would like WBC to review the number of parking spaces with respect to the size of the property, particularly given that there is no garage planned. It was PROPOSED and seconded that the council would comment as above. All in favour.

2671.2 Results

Agenda Ref	App No	Address	Application	Result
2671.2.1	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
2671.2.2	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
2671.2.3	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
2671.2.4	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
2671.2.5	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

2671.3 Tree Preservation Orders (Works Request)

2671.3.1	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.
2671.3.2	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.