

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 13th JUNE 2023 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Cllr. J. Anderson (Chair) Cllr. M. Binns, Cllr. C. Drew
Cllr. I. Fullerton Cllr. J. McDermott Cllr. S. Taylor

In attendance: Mrs. E. Halson (Clerk)

Members of the Public: 1

2682 APOLOGIES FOR ABSENCE

Cllr. L. Edmonds, Cllr. M. McDonald

2683 DECLARATIONS OF INTEREST

None.

2684 COUNCIL BUSINESS

2684.1 Co-option – it was **PROPOSED** and seconded Mr. J. McDermott be co-opted onto Swallowfield Parish Council to fill the vacancy advertised on 27th March 2023. All in favour.
¹

Mr McDermott signed the declaration of acceptance of office and joined the meeting.

2685 MINUTES OF LAST MEETING

2685.1 Minutes of the meeting held on 9th May – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour.
²

2686 CLERK'S UPDATE

2686.1 Update on items from previous meetings

2686.1.1 2652.1.3 Riseley Sports Pavilion – it was **NOTED** that remedial work following water damage is underway.

2686.1.2 2676.1 Van Demans Re-Wilding Project – it was **NOTED** that the Biodiversity Net Gain baseline assessment had been carried out.

¹ Clerk to inform WBC

² JA

2686.2 Other

2686.2.1 Riseley Tennis Courts – it was **NOTED** that the contractor had visited the site and acknowledged that the quality of the paint is not good. The courts will be repainted at an appropriate time agreed with the Tennis Club.

2686.3 King George V Playing Field - it was **NOTED** that the Clerk has had an initial discussion with the Property Team at Wokingham Borough Council and is in process of confirming the details of the conversation. It was **AGREED** that the Clerk would then arrange a meeting with the Legal Team and Property Team at WBC. ³

2687 PLANNING

Chair of the Planning Committee: Cllr. I. Fullerton

2687.1 Current applications – see page 2023/1094 for details.

2687.1.1	231123 - The Meadow, Spring Lane, Swallowfield, RG7 1ST	Comment
2687.1.2	231177 - Dukes Field Cottage, Riseley RG7 1SH	Not yet valid
2687.1.3	231196 - Riseley Farm, Part Lane, Swallowfield RG7 1TB	No Comment
2687.1.4	231208 - Millfield Farmhouse, Wellhouse Lane, Hook, Hampshire RG7 0RJ	No Comment
2687.1.5	231233 - Robin's Lodge Nursery, Part Lane, Swallowfield	Object

2687.2 Results – see page 2023/1096 for details

2687.2.1	223734 - Brockendene, Church Road, Farley Hill RG7 1UH	Refused
2687.2.2	230240 - Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY	Approved
2687.2.3	230302 - Kingsbridge Farm, Lambs Lane, Swallowfield RG7 1JE	Approved
2687.2.4	230411 - The Old Vicarage, The Street, Swallowfield RG7 1QY	Approved
2687.2.5	230511 - The Red Lodge, Church Road, Swallowfield RG7 1TH	Approved
2687.2.6	230515 - Delphi, The Street, Swallowfield RG7 1RE	Withdrawn
2687.2.7	230568 - Springfields, Trowes Lane, Swallowfield RG7 1RN	Refused
2687.2.8	230942 - 9 The Mews Farley Hill RG7 1XD	Consent given
2687.2.9	231001 - Farley Castle, East Gate, Castle Hill, Farley Hill RG7 1XD	Consent given

2687.3 Appeals

2687.3.1 APP/X0360/W/22/3311543 (WBC 222478) – Parkside House, Lambs Lane, Swallowfield RG7 1JE
Appeal Allowed with conditions

2687.4 Enforcements Investigations – it was **NOTED** that there are two open investigations and two had been closed, one No Breach, one Voluntary Compliance.

2687.5 Street Naming – the council did not think Wren Crescent was appropriate for a village setting. It was **PROPOSED** and seconded that the council would prefer “The Meadow”. All in favour. ⁴

³ Clerk

⁴ Clerk

2688 FINANCE

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

2688.1 Month End

2688.1.1 Accounts Update – it was **NOTED** that the monthly accounts had been circulated.

It was **PROPOSED** that these are accepted. All in favour.

2688.1.2 Bank Reconciliation Statements – it was **NOTED** that the bank reconciliation statements had been circulated. It was **PROPOSED** that these be **APPROVED**. All in favour. ⁵

2688.2 Budget – it was **NOTED** that the 2023/2024 budget had been entered into Rialtas. Projects being funded from earmarked/ring-fenced reserves are also shown in the Rialtas monthly reports.

2688.3 Year End

2688.3.1 Year End Accounts – it was **NOTED** that the Year End Accounts had been circulated.

It was **PROPOSED** that these are accepted. All in favour.

2688.3.2 Bank Reconciliation Statements – it was **NOTED** that the bank reconciliation statements had been circulated. It was **PROPOSED** that these be **APPROVED**. All in favour. ⁶

2688.4 Internal Audit Report – it was **NOTED** that the year-end report from the internal auditor has been received. It would be reviewed by the Finance Working Group.

2688.5 Annual Return

2688.5.1 Annual Governance Statement – it was **NOTED** that this had been circulated and all councillors were asked to confirm their understanding of the document.

It was **PROPOSED** and seconded that the Annual Governance Statement be **APPROVED**. All in favour.

2688.5.2 Accounting Statements – it was **NOTED** that this had been circulated.

It was **PROPOSED** and seconded that the Accounting Statements be **APPROVED**. All in favour. ⁷

2688.5.3 Exercise of electors' rights – it was **NOTED** that the inspection period commences on 19th June 2023 and ends on 28th July 2023. ⁸

⁵ JA

⁶ JA

⁷ RFO to submit to external auditor

⁸ Clerk to post on website

2688.6 Bank Accounts and Reserves – it was **NOTED** that following the implementation of Rialtas all the reserves show as individual lines in reports. The council is holding a significant sum in its current account.

It was **PROPOSED** and seconded that:

- £30,590 be moved from the Fieldfare Account (UT) to the Public Sector Deposit Fund
- Fieldfare Account (UT) is closed
- £93,000 is moved from the Main Account (UT) to the Public Sector Deposit Fund

All I favour. ⁹

2688.6.1 MaxStock – it was **NOTED** that £358.66 remains of the bequest left by Max Bowker. A close friend of Max has suggested that the money is donated to The Paddle Steamer Preservation Society.

It was **PROPOSED** and seconded that subject to no objection from the executor of Max's estate the money will be donated to this charity. All in favour. ^{10 11}

2689 **BILLS LIST**

2689.1 Payments - it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Fullerton and Taylor. All in favour. ¹²

1	We Are Hive	624.00
2	Lush Signs	48.00
3	Deposit Refund	100.00
4	Deposit Refund	300.00
5	Deposit Refund	100.00
6	Reimbursement	72.56
7	RIALTAS	102.89
8	C Connell	310.00
9	Select	85.73
10	Select	85.73
11	Pretty Green Landscapes	132.00
12	JDP	1034.00
13	Moorepay	21.86

⁹ RFO

¹⁰ Clerk

¹¹ Clerk

¹² IF/ST

14	Moorepay	73.12
15	A G Pope	480.00
16	The Play Inspection Company	363.00
17	Wokingham CAB	500.00
18	Fasthosts	73.20
19	HALC	509.05
20	Premier Office supplies	112.24
21	Reimbursement	72.56
22	Karen Luke Cleaning Services	260.00
23	GLS	130.74
24	Nigel Jeffries	1376.40
25	Nigel Jeffries	1214.64
26	Lucas Plumbing	225.60
27	Molegone	130.00
28	Link Visiting Scheme	300.00
29	RIALTAS	2946.00
30	BACS Charge	17.12
31	CASTLE WATER	36.48
32	CASTLE WATER	184.36
33	HMRC PAYMENTS	820.95
34	Lloyds Bank (Alto Card)	3.00
35	Payroll	6212.31
36	HMRC (VAT)	903.94
37	Southern Electric	62.26
38	Wokingham Council	89.00
39	Wokingham Council	60.00
40	Wokingham Council	89.00
41	Wokingham Council	60.00
42	SSE Gas	311.62

2690 PROPERTY

(Fieldfare)

Lead Councillor: Cllr. C. Drew

- 2690.1 Riseley Memorial Hall - 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.

2691 ENVIRONMENT

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

- 2691.1 Fox's Run – it was **NOTED** that the work carried out on Fox's Run last year has much improved the area.

It was **PROPOSED** that Pretty Green Landscapes be engaged to continue the maintenance/upkeep, including the top up of wildflower seeds, at a cost of £60 per month. All in favour. ¹³

2692 RECREATION

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

- 2692.1 Annual Play Inspections – it was **NOTED** that this inspection had been carried out and the report received. An initial review of the report had been carried out, there are no high-risk issues. The Clerk had prepared a list of tasks to be carried out by council staff and another list of items which would need to be carried out by external contractors.

2693 COMMUNICATIONS

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

- 2693.1 Newsletter, Autumn Issue – it was **NOTED** that the copy deadline is 14th August 2023. It was **NOTED** that David Lamont had **AGREED** to collate the next edition and that a resident had offered to proof-read. A meeting would be arranged to plan a handover. ¹⁴

2694 DATE OF NEXT MEETING

Tuesday 11th July 2023 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall,
Swallowfield Street, Swallowfield.

[Public left the meeting]

¹³ Clerk

¹⁴ IF/Clerk

Due to commercial sensitivities the press and public were excluded during discussion of the following items in accordance with the Local Government Act 197s & Public Bodies (Admission to Meetings) Act 1960.

2695 PROPERTY

Riseley Memorial Hall – Cllr. Drew explained the rationale of the agreement circulated.

It was **PROPOSED** and seconded that Deborah Johnson and Karen Patrick be offered a licence to occupy Riseley Memorial Hall to run Riseley Village Tea Room following the retirement of Pam Wright. All in favour. ¹⁵

[The meeting closed at 20:43]

¹⁵ Clerk

Appendix A

2687 PLANNING

2687.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2687.1.1	231123	Full application	The Meadow, Spring Lane, Swallowfield, RG7 1ST	<p>Full application for the proposed erection of new pedestrian and vehicular access gates, new vehicular access track and stopping up of existing vehicular access.</p> <p>The proposed construction of a new driveway and road access is on land that is designated as countryside and outside the existing residential curtilage. The driveway is self-evidently for residential use which would in effect bring this land (or part of it) into the residential curtilage. This implies a change of use. The proposal represents an encroachment into the countryside which appears not to meet the criteria for allowable development as set out in Core Strategy policy CP11. Were this application to be approved, the council would be concerned about the extent of land subject to the change of use.</p> <p>The council is also concerned about the proximity and juxtaposition of the proposed entrance to that of “Brandywell” and suggests that a site visit should be undertaken to assess whether this is acceptable or not.</p> <p>It was PROPOSED and seconded that the council would comment as above. All in favour.</p>
2687.1.2	231177	Full application	Dukes Field Cottage, Riseley RG7 1SH	<p>Full application for the erection of 2No detached dwellings with associated parking and landscaping.</p> <p>Application not yet validated.</p>

2687.1.3	231196	Listed Building Consent	Riseley Farm, Part Lane, Swallowfield, RG7 1TB	<p>Application for Listed Building consent for the conversion of 1 no. existing curtilage listed threshing barn into 1 no. dwellinghouse and the demolition of 1 no. existing pole barn to facilitate the erection of 1 no. new dwellinghouse.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>
2687.1.4	231208	Adjoining Parish Consultation	Millfield Farmhouse, Wellhouse Lane, Hook Hampshire RG7 0RJ	<p>Consultation from Hart District Council for the following proposal 'Installation of a ground mounted solar photovoltaic array comprising 20kWp of solar panels (52 panels) secured using a 1m high stock fence and screened using 1m high hedges comprising of various native species of shrubs and bushes.'</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>
2687.1.5	231233	Full application	Robin's Lodge Nursery, Part Lane, Swallowfield	<p>Full application for the proposed erection of 2no. buildings and open log store with associated parking, access and landscaping, plus the formation of an earth bund and acoustic screen around woodchipper, following demolition of existing green houses and mobile home.</p> <p>Cllr. Fullerton explained that the application was not significantly different to the previous one for the site, it was factually incorrect and did not adequately address key concerns of noise and flooding.</p> <p>It was PROPOSED that the council would object citing the same reasons as for the previous application, 222047. FRG would be asked to comment on the flood element. All in favour.</p>

2687.2 Results

Agenda Ref	App No	Address	Application	Result
2687.2.1	223734	Brockendene Church Road Farley Hill RG7 1UH	Full application for the proposed erection of 2no. 4 bedroom dwellings with detached garages to the east of the existing dwelling. Plus erection of 1.8m timber fence to high side of banking. Summary of reasons for refusal: inappropriate development on a greenfield site within the countryside, outside any settlement boundaries, encroachment of the countryside, detrimental effect on the rural character of the area and footpaths, poorly accessible. Swallowfield Parish Council objected.	Refused
2687.2.2	230240	Balcombe Nurseries, Basingstoke Road, Swallowfield RG7 1PY	Householder application for the proposed erection of two detached outbuildings. Swallowfield Parish Council had no comment on this application.	Approved
2687.2.3	230302	Kingsbridge Farm, Lambs Lane, Swallowfield RG7 1JE	Full application for the erection of a single storey dwelling following demolition of the 2No agricultural buildings. Swallowfield Parish Council had no comment on this application.	Approved
2687.2.4	230411	The Old Vicarage, The Street, Swallowfield RG7 1QY	Householder application for the proposed erection of an entrance gate and associated fencing (retrospective). Swallowfield Parish Council had no comment on this application.	Approved
2687.2.5	230511	The Red Lodge, Church Road, Swallowfield RG7 1TH	Full application for the installation of metal gates at the Red Lodge (part retrospective). Swallowfield Parish Council had no comment on this application.	Approved

Agenda Ref	App No	Address	Application	Result
2687.2.6	230515	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)	Withdrawn
2687.2.7	230568	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>Summary of reasons for refusal: harmful effect on the character and appearance of the area, unwarranted extension into the countryside, fails to maintain the high quality of the environment.</p> <p>Swallowfield Parish Council objected to this application.</p>	Refused
2687.2.8	230942	9 The Mews Farley Hill RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 2 T1, Birch – Fell.	Consent given
2687.2.9	231001	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.	Consent given