

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL  
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED  
TO ATTEND THE MEETING OF SWALLOWFIELD PARISH COUNCIL  
ON TUESDAY 8<sup>th</sup> August 2023 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk  
03/08/23

Members: Mrs. V. Adams, Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds,  
Mr. I. Fullerton, Mr J. McDermott, 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 DECLARATIONS OF INTEREST

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

### 3 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.

### 4 MINUTES OF LAST MEETING

4.1 Minutes of the meeting held on 11<sup>th</sup> July - to **APPROVE** the minutes of this meeting.

5 **CLERK'S UPDATE** - available at the meeting

## 6 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

### 6.1 Current applications

- 6.1.1 231520 - Invernentie House, Basingstoke Road, Riseley RG7 1QD
- 6.1.2 231563 - 1 The Street Swallowfield RG7 1QY
- 6.1.3 231580 - Nutbean Farm Nutbean Lane Swallowfield RG7 1XL
- 6.1.4 231586 - Nutbean Farm Nutbean Lane Swallowfield RG7 1XL
- 6.1.5 231637 - Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE
- 6.1.6 231771 - The Red Lodge, Church Road, Swallowfield RG7 1TH
- 6.1.7 231788 - Hill Farm Jouldings Lane Farley Hill Wokingham RG7 1UR

### 6.2 Results

- |       |   |           |
|-------|---|-----------|
| 6.2.1 | 222281 - Riseley Farm, Part Lane, Swallowfield, RG7 1TB | Refused   |
| 6.2.2 | 230367 - 15 Yeosfield Riseley RG7 1SG                   | Approved  |
| 6.2.3 | 230734 - 2a Kent Cottage, Odiham Road, Riseley RG7 1SD  | Approved  |
| 6.2.4 | 231123 - The Meadow, Spring Lane, Swallowfield, RG7 1ST | Withdrawn |
| 6.2.5 | 231514 - Delphi, The Street, Swallowfield, RG7 1RE      | Approved  |

6.3 Enforcements Investigations - to **NOTE** that there six open investigations and one has been closed, *No Breach*.

6.4 Local Green Space nominations – to **CONSIDER** the proposal circulated by Wokingham Borough Council. Circulated.

## 7 FINANCE

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

7.1 Accounts Update – to **NOTE** that the monthly accounts have been circulated. It is **PROPOSED** that these are accepted.

7.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.

7.3 Finance Working Group – to **NOTE** that the working group met on 12<sup>th</sup> July and Cllr. Anderson circulated the notes.

7.4 Internal Auditor – it is **PROPOSED** that the council **APPOINTS** Claire Connell as its Internal Auditor for the financial year 2023/24.

## 8 BILLS LIST

8.1 August 2023 – to **APPROVE** payments [list to be provided at the meeting]

## 9 RECREATION

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

Lead Councillor: Cllr. L. Edmonds

- 9.1 Play Equipment Maintenance – to **AGREE** on a contractor to carry out the painting of play equipment at Swallowfield, Riseley and Farley Hill. Details circulated.
- 9.2 Swallowfield Parish Allotment Association – to **NOTE** that the annual accounts have been received. Circulated.
- 9.3 VIVO Revolution Pilot Event – to **NOTE** that the council has given permission for a pilot of a new exercise class on Sunday 10<sup>th</sup> September starting at 10am at Riseley Recreation Ground.

## 10 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 10.1 Pre-school – to **NOTE** that Swallowfield Pre-school is extending its provision to 30 hours. In order to accommodate this extension and allow other groups to continue the pre-school will operate in the Davies Room three days a week and the Main Hall 2 days.
- 10.2 Mobile Pizza Van – it is **PROPOSED** that in principle the council give permission for this mobile van to trade from the car parks at Swallowfield and Riseley. This is subject to the appropriate trading licence being granted by WBC and appropriate insurance being in place. An agreement detailing conditions will be prepared.

## 11 HEALTH AND WELL-BEING

(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 Seated Exercise Classes – to **NOTE** that the Riseley, Swallowfield and Farley Hill Charitable Trust have donated £1,144 to the parish council so that it can continue to run the seated exercise classes previously part funded by CBAS and WBC. This will cover 50% of the cost for one year, the remainder of the cost will be covered by donations made by the attendees.

The classes are very well attended and will be held in the Main Hall from September so more people can be accommodated. Anyone interested in attending should contact the Parish Office or speak to the Social Prescriber at Swallowfield Medical Practice.

## 12 DATE OF NEXT MEETING

Tuesday 12<sup>th</sup> September 2023 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

## Appendix A

### 7 PLANNING

#### 7.1 Current Applications

Agenda Ref	App No	Type	Address	Application
7.1.1	231520	Householder	Invermentie House, Basingstoke Road, Riseley RG7 1QD	Householder application for the proposed single storey detached garage with covered open area to the rear along with access gate.
7.1.2	231563	Variation/ Removal of Condition	1 The Street Swallowfield RG7 1QY	Application to vary condition 2 of planning consent 214092 for the Householder application for the proposed extension of a single storey front porch and single and 2-storey side and rear extensions following demolition of a side car port and rear single storey extension, plus 2no. solar panels to the rear roof and 4no. rooflights to the side and rear extensions. Condition 2 refers to approved plans and the variation to vary the roof design with new plans.
7.1.3	231580	Full Application	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	(Part Retrospective) Full application for the proposed erection of a multi-purpose storage building and associated yard area.
7.1.4	231586	Full Application	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	Full application for the proposed change of use of existing stable and tack-room for use associated with dog daycare and change of use of yard and orchard to mixed residential and canine exercise area.
7.1.5	231637	Full Application	Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE	Full application for the change of use and proposed erection of a single storey dwelling following demolition of 2no existing agricultural buildings.
7.1.6	231771	TPO - Work to a TPO tree - info only	The Red Lodge, Church Rd Swallowfield RG7 1TH	SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T1, Yew – Fell.
7.1.7	231788	Full Application	Hill Farm Jouldings Lane Farley Hill RG7 1UR	Full application for the change of use from commercial carpark to school carpark to create vehicle parking to serve Farley Hill school staff only for a temporary period of 7 months.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	222281	Riseley Farm, Part Lane, Swallowfield RG7 1TB	<p>Full planning application for the proposed refurbishment of one existing barn to convert it into a dwellinghouse. Demolition of an existing barn and erection of new dwellinghouse.</p> <p>Summary of reasons for refusal: excessive encroachment into the countryside, unsustainable development location, inadequate flood risk assessment, insufficient info (heritage, environmental health), absence of SPA mitigation.</p> <p>Swallowfield Parish Council did not comment on this application.</p>	Refused
7.2.2	230367	15 Yeosfield Riseley RG7 1SG	<p>Full application for the erection of a 2.5 storey, 5 bedroom detached dwelling.</p> <p>Swallowfield Parish Council did not object to this application, but questioned size compared to neighbouring properties.</p>	Approved
7.2.3	230734	2a Kent Cottage, Odiham Road, Riseley RG7 1SD	<p>Householder application for the proposed raising of part of the rear roof.</p> <p>Swallowfield Parish Council did not comment on this application.</p>	Approved
7.2.4	231123	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>Swallowfield Parish Council raised concerns that the new driveway would be built on land designated as countryside and also the proximity/juxtaposition to that of Brandywell.</p>	Withdrawn
7.2.5	231514	Delphi, The Street, Swallowfield, RG7 1RE	<p>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</p> <p>The Parish Council did not comment on this application.</p>	Approved