

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
HELD ON TUESDAY 8<sup>TH</sup> AUGUST 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. J. McDermott Cllr. M. McDonald  
Cllr. S. Taylor

In Attendance: Mrs. E. Halson

Members of the Public: 0

**2710 APOLOGIES FOR ABSENCE**

2710.1 Mrs. L. Edmonds

**2711 DECLARATIONS OF INTEREST**

None

**2712 MINUTES OF LAST MEETING**

2712.1 Minutes of the meeting held on 11<sup>th</sup> July – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. <sup>1</sup>

**2713 CLERK'S UPDATE**

2713.1 Update on items from previous meetings

2713.1.1 2676.1 Van Demans, Biodiversity Net Gain Assessment – it was **NOTED** that the fieldwork had been completed and the report would be delivered in November 2023.

It was **NOTED** that the Clerk and Mrs. King would attend a meeting with WBC to discuss the tree planting program and other biodiversity projects.

2713.1.2 2702.1 Co-option of Victoria Adams – it was **NOTED** that for personal reasons Victoria had decided she cannot take up this position at present. Anyone interested in becoming a councillor should contact the Clerk or any member of the Parish Council.

2713.1.3 2704.2.2 Pre-school toilets – it was **NOTED** that the work had been completed but labour costs were higher than expected due to the difficulty in accessing the taps.

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<sup>1</sup> JA

2713.1.4 2708.1 Newsletter – it was **NOTED** that the copy had been sent to the design company, a draft would be circulated once received and reviewed by Cllr. Fullerton.

It was **AGREED** that Cllr. McDermott would become lead councillor for Communications and take responsibility for production of the next newsletter (Winter).

It was also **AGREED** that Cllr. McDermott would join the Halls Working Group.

2713.2 Other

2713.2.1 Swallowfield Horticulture Show – it was **NOTED** that the council had received a request from the committee asking to borrow the plastic chairs and the FRG radios. It was **AGREED** that this was appropriate.

2713.2.2 Fieldfare – it was **NOTED** that a resident of one of the properties had given notice. The property had been advertised by WhiteKnights and viewings were being arranged.

[Cllr. Drew joined the meeting]

## 2714 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

2714.1 Current applications – for details see page 2023/1113

2714.1.1	231520 - Invernentie House, Basingstoke Road, Riseley RG7 1QD	No comment
2714.1.2	231536 - 1 The Street Swallowfield RG7 1QY	No comment
2714.1.3	231580 - Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	No comment
2714.1.4	231586 - Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	No comment
2714.1.5	231637 - Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE	No comment
2714.1.6	231771 - The Red Lodge, Church Road, Swallowfield RG7 1TH	No comment
2714.1.7	231788 - Hill Farm Jouldings Lane Farley Hill Wokingham RG7 1UR	No comment

2714.2 Results – for details see page 2023/1115

2714.2.1	222281 - Riseley Farm, Part Lane, Swallowfield, RG7 1TB	Refused
2714.2.2	230367 - 15 Yeosfield Riseley RG7 1SG	Approved
2714.2.3	230734 - 2a Kent Cottage, Odiham Road, Riseley RG7 1SD	Approved
2714.2.4	231123 - The Meadow, Spring Lane, Swallowfield, RG7 1ST	Withdrawn
2714.2.5	231514 - Delphi, The Street, Swallowfield, RG7 1RE	Approved

2714.3 Enforcements Investigations – it was **NOTED** that there six open investigations and one had been closed, *No Breach*.

2714.4 Local Green Space nominations – the council agreed that all the areas identified should be considered as Local Green Space. It was **AGREED** that WBC would be asked to clarify the following: who else it had written to and what other spaces were being considered; whether the King George V Playing Field, Farley Hill would be included and what implications the inclusion of these spaces would have on the consideration of housing development in the parish. <sup>2</sup>

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<sup>2</sup> Clerk

**2715 FINANCE**

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

- 2715.1 Accounts Update – it was **NOTED** that the monthly accounts had been circulated. It was **PROPOSED** and seconded that these are accepted. All in favour.
- 2715.2 Bank Reconciliation Statements – it was **NOTED** that the bank statements had been circulated. It was **PROPOSED** and seconded that these be **APPROVED**. All in favour. <sup>3</sup>
- 2715.3 Finance Working Group – it was **NOTED** that the working group met on 12<sup>th</sup> July and Cllr. Anderson had circulated the notes.
- 2715.4 Internal Auditor – it was **PROPOSED** and seconded that the council **APPOINT** Claire Connell as its Internal Auditor for the financial year 2023/2024 at a cost of £620. All in favour. <sup>4</sup>

**2716 BILLS LIST**

- 2716.1 August 2023 – it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. All in favour.

On-line payments would be authorised by Cllrs. Anderson and Taylor.

1	Select	85.73
2	Deposit Refund	100.00
3	Deposit Refund	100.00
4	Deposit Refund	100.00
5	Deposit Refund	10.00
6	Deposit Refund	100.00
7	Deposit Refund	300.00
8	We are Hive	499.20
9	We are Hive	624.00
10	We are Hive	312.00
11	Xylem	1015.20
12	Petty Green Landscapes	432.00
13	Musical Movement	135.00
14	Precision Plumbing	112.80
15	Select	135.73
16	Select	91.11

<sup>3</sup> JA

<sup>4</sup> Clerk

17	Select	85.73
18	Karen Luke	234.00
19	Moorepay	73.12
20	BACS Charge	17.12
21	CASTLE WATER	36.48
22	HMRC PAYMENTS	821.35
23	Lloyds Bank (Alto Card)	361.66
24	Payroll - June	6260.02
25	Southern Electric	63.48
26	Wokingham Council	89.00
27	Wokingham Council	60.00
28	SSE - Gas	84.42
29	Blucando	83.52
30	Other	81.78
31	Maintenance	19.70
32	Mileage	225.94
33	Office	44.29

## 2717 RECREATION

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

Lead Councillor: Cllr. L. Edmonds

- 2717.1 Play Equipment Maintenance – it was **PROPOSED** and seconded that the council appoint contractor 2 to complete the work at a cost of £2,400 plus VAT. All in favour. <sup>5</sup>
- 2717.2 Swallowfield Parish Allotment Association – it was **NOTED** that the annual accounts had been received.
- 2717.3 VIVO Revolution Pilot Event – it was **NOTED** that the council had given permission for a pilot of a new exercise class on Sunday 10<sup>th</sup> September starting at 10am at Riseley Recreation Ground.

## 2718 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 2718.1 Pre-school – it was **NOTED** that Swallowfield Pre-school was extending its provision to 30 hours. To accommodate this extension and allow other groups to continue the pre-school would operate in the Davies Room three days a week and the Main Hall two days.

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<sup>5</sup> Clerk

2718.2 Mobile Pizza Van – it was **PROPOSED** and seconded 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 would be prepared. All in favour. <sup>6</sup>

**2719 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

2719.1 Seated Exercise Classes – it was **NOTED** that the Riseley, Swallowfield and Farley Hill Charitable Trust had 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 would cover 50% of the cost for one year, the remainder of the cost would be covered by donations made by the attendees.

It was **NOTED** that the classes are very well attended and would 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.

**2720 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.

[The meeting closed at 19:59]

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<sup>6</sup> Clerk to meet with the trader

**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.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
7.1.2	231536	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.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
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.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
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.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.

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7.1.5	231637	Full Application	Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE	<p>Full application for the change of use and proposed erection of a single storey dwelling following demolition of 2no existing agricultural buildings.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>
7.1.6	231771	TPO - Work to a TPO tree - info only	The Red Lodge Church Rd Swallowfield RG7 1TH	<p>SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T1, Yew – Fell.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>
7.1.7	231788	Full Application	Hill Farm Jouldings Lane Farley Hill RG7 1UR	<p>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.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>

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