

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
HELD ON TUESDAY 12<sup>th</sup> SEPTEMBER 2023 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

**Present:** Cllr. J. Anderson                      Cllr. M. Binns                                      Cllr. C. Drew  
                 Cllr. L. Edmonds                      Cllr. I. Fullerton                                      Cllr. J. McDermott  
                 Cllr. M. McDonald                      Cllr. S. Taylor

**In attendance:** Mrs. E. Halson (Clerk)

**Members of the Public:** 0

**2721      APOLOGIES FOR ABSENCE**

None

**2722      DECLARATIONS OF INTEREST**

None

**2723      MINUTES OF LAST MEETING**

2723.1      Minutes of the meeting held on 8<sup>th</sup> August – it was **PROPOSED** and seconded that the minutes of the meeting be **APPROVED**. All in favour. <sup>1</sup>

**2724      CLERK'S UPDATE**

2724.1      Update on items from previous meetings

2724.1.1    2670.1.1    Riseley Sports Pavilion – it was **NOTED** that work to repair the flood damage is complete and settlement had been received from the insurer.

2724.1.2    2670.3      Swallowfield Parish Hall Update – it was **NOTED** that the council had now received quotes for insulation of the atrium roof, re-fit of the kitchen and fire safety system. Three companies have been contacted regarding the fitting of automatic doors. A meeting with the architect had been requested. <sup>2</sup>

2724.1.3    2713.1.1    Van Demans – it was **NOTED** that Mrs. King, Cllr. Binns and the Clerk met with Laura Buck and Duncan Fisher, WBC and Ed Munday, Newt Conservation Partnership at Van Demans to review the suitability of the site for a pond. Notes had been circulated.

2724.1.4    2713.1.2    Councillor Vacancy – it was **NOTED** that confirmation had not yet been received that the council could co-opt but the deadline for calling a by-election had now passed.

2724.1.5    2713.2.2    Fieldfare, Residential Properties – it was **NOTED** that a rental agreement had been signed for the vacant flat.

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<sup>1</sup> JA

<sup>2</sup> Clerk to chase

- 2724.1.6 2717.1 Playground Equipment Maintenance – it was **NOTED** that the contractors had started painting the play equipment.
- 2724.1.7 2717.3 VIVO Revolution Pilot Event – it was **NOTED** the event was very successful. They would like to run another on 24<sup>th</sup> September. It was **AGREED** that this could go ahead on the same terms as the pilot. <sup>3</sup>
- 2724.1.8 2714.4 Local Green Space Nominations – it was **NOTED** that a response had been received from WBC regarding the questions posed at the last meeting.
- 2724.1.9 2718.2 Mobile Pizza Van – it was **NOTED** that the Clerk had met with the owner of this business. He was in the early stages of planning but was aware of the obligations he must meet. He would be in contact if he wishes to move forward.

2724.2 Other

- 2724.2.1 Play Equipment Inspections – it was **NOTED** that Cllr. Taylor and the Clerk met with representatives of Reading Borough Council (RBC) to discuss work highlighted in the annual inspection report and mid-cycle inspections. RBC would review the report and price up the work which they can carry out. They would pass on details of other contractors who can carry out more specialist playground maintenance. RBC would quote for 2 inspections which would be carried out 4 and 8 months after the annual inspection. The next inspection would take place w/c 18<sup>th</sup> September, Cllr. Taylor would accompany the inspector. <sup>4</sup>

It was **NOTED** Cllr. Taylor is preparing a report detailing the condition and proposed life of existing equipment.

- 2724.2.2 Riseley Memorial Hall/Sports Pavilion – it was **NOTED** that maintenance work had been carried out to replace a tap in the kitchen of the Memorial Hall and a toilet seat and cistern in the Sports Pavilion.
- 2724.2.3 Football Pitch Hire – it was **AGREED** that the annual fee for hiring the football pitch would be £75 per month excluding VAT for 10 months of the year.
- 2724.2.4 Manhole Cover – it was **NOTED** that a manhole cover at the rear of Swallowfield Parish Hall had been broken when a van reversed onto the pavement. In incident had been captured on CCTV and the driver was being contacted. The frame and cover would need to be replaced. <sup>5</sup>

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<sup>3</sup> Clerk

<sup>4</sup> Clerk to confirm date/time

<sup>5</sup> Clerk

## 2725 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

### 2725.1 Current applications

None

### 2725.2 Results – see details on page 2023/1123

2725.2.1	230850 - Glasspool Farm Part Lane Riseley RG7 1RU	Withdrawn
2725.2.2	231196 - Riseley Farm, Part Lane, Swallowfield, RG7 1TB	Refused
2725.2.3	231233 - Robin's Lodge Nursery, Part Lane, Swallowfield	Refused
2725.2.4	231514 - Delphi, The Street, Swallowfield RG7 1RE	Approved
2725.2.5	231520 – Invernentie House, Basingstoke Road, Riseley RG7 1QD	Approved
2725.2.6	231563 - 1 The Street Swallowfield RG7 1QY	Approved
2725.2.7	231580 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL	Refused
2725.2.8	231637 - Kingsbridge Farm, Lambs Lane Swallowfield RG7 1JE	Approved
2725.2.9	231933 - Land To West Of Dukes Field Cottage Norton Road Riseley	Objection raised

### 2725.3 Enforcements Investigations – it was **NOTED** that there seven open investigations of which one is new. One investigation had been closed, *No Breach*.

## 2726 COUNCIL BUSINESS

### 2726.1 Councillor Vacancy – it was **NOTED** that there is a vacancy for a councillor. Anyone interested in position should contact any member of the council or the Clerk.

### 2726.2 Photocopier – it was **NOTED** that the rental contract for the photocopier had ended, Ricoh had issued a new contract for one year with a reduced monthly fee and increased per copy costs.

It was **PROPOSED** and seconded that the council accepts this contract. All in favour. <sup>6</sup>

### 2726.3 Insurance – it was **NOTED** that the cost of the insurance renewal is £5,754.35, including IPT. This is the third year of a five-year agreement.

## 2727 FINANCE

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

### 2727.1 Accounts Update – it was **NOTED** that the monthly accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

### 2727.2 Bank Reconciliation Statements – it was **NOTED** that the bank reconciliation statements had been circulated. It was **PROPOSED** and seconded that these be **APPROVED**. All in favour. <sup>7</sup>

### 2727.3 Debtors List – it was **PROPOSED** and seconded that due to personal data relating to this item the press and public be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

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<sup>6</sup> Clerk

<sup>7</sup> JA

**2728      BILLS LIST**

2728.1      Payments September 2023 – 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. <sup>8</sup>

1	Deposit Refund	300.00
2	Pretty Green Landscapes	144.00
3	Select	85.73
4	GLS	118.14
5	Karen Luke	260.00
6	Moorepay	73.12
7	Musical Movement	225.00
8	Molegone	75.00
9	Zurich Municipal	5754.35
10	Clifton Ingram	1605.60
11	Precision Plumbing & Heating	498.30
12	Precision Plumbing & Heating	680.16
13	Nigel Jeffries	988.80
14	Nigel Jeffries	1300.80
15	Nigel Jeffries	1224.24
16	Eddie Thomas	500.00
17	Eddie Thomas	60.00
18	We are Hive	624.00
19	SSE (Gas)	76.97
20	BACS Charge	17.12
21	CASTLE WATER	36.48
22	Southern Electric	699.26
23	HMRC PAYMENTS	821.15
24	Lloyds Bank (Alto Card)	139.58
25	Payroll - June	6260.02
26	Southern Electric	62.26
27	Wokingham Council	89.00
28	Wokingham Council	60.00
29	PWLB Loan repayment	9824.18
30	Blucando	83.52

<sup>8</sup> IF, ST

**2729 PROPERTY**

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

2729.1 Riseley Car Park – it was **NOTED** that the council had now received the report regarding this matter.

It was **PROPOSED** and seconded that due to commercial sensitivities the press and public be excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

**2730 TRANSPORTATION**

(Road issues/speeding/public transport/police liaison)

Lead Councillor: Cllr. I. Fullerton

2730.1 Working Group Meeting – it was **NOTED** that the working group met to discuss proposals made by Shinfield Parish Council and to discuss how Swallowfield would like to proceed.

2730.1.1 It is **PROPOSED** and seconded that the council make a formal application to Wokingham Borough Council Highways Department for speed limit changes in the parish of Swallowfield as detailed below.

- Reduction of speed limit on Church Road in Farley Hill from ‘unrestricted’ to 30mph (excluding school zone to remain at 20mph as at present)
- Reduction of speed limit on Church Road between George & Dragon and Swallowfield Village entrance from ‘unrestricted’ to 30mph.
- Reduction of speed limit on Church Road between Farley Hill (Farley Hill Place Gardens) and George & Dragon from ‘unrestricted’ to 40mph

All in favour.

2730.1.2 It is **PROPOSED** and seconded that the council make a formal application to Wokingham Borough Council Highways Department for speed limit changes in the parish of Swallowfield as detailed below.

- Reduction of speed limit on the Basingstoke Road between the Mill House and Riseley Village entrance from 40mph to 30mph.

Seven in favour, one abstention. Motion carried. <sup>9</sup>

**2731 REPORTS/CORRESPONDENCE**

It was **NOTED** that the following reports/emails had been received.

2731.1 SPAA – minutes of the last meeting.

2731.2 School Transportation – an invitation from Shinfield Parish Council to join a group lobbying for reinstatement of school buses.

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<sup>9</sup> IF/Clerk

- 2731.3 Riseley Recreation Ground – regarding the event on 10<sup>th</sup> September.
- 2731.4 D-DAY 80 – an information pack from Hampshire ALC regarding the lighting of beacons. It was **AGREED** that Cllr. McDermott would discuss options with interested residents. <sup>10</sup>
- 2731.5 Freedom of Information Request. It was **NOTED** that all the information requested had been collated, redacted and sent to the requestor.
- 2731.6 Football pitches – enquiry about the possibility of setting up a football pitch on the King George V Playing Field at Farley Hill. The matter had been referred to Wokingham Borough Council.

**2732 DATE OF NEXT MEETING**

Tuesday 10<sup>th</sup> October 2023 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Due to personal and 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.

**2733 DEBTORS LIST**

Cllr. Drew outlined the situation as detailed in her report. It was **AGREED** that the Clerk should pursue the matter and report back to the next council meeting. <sup>11</sup>

**2734 PROPERTY**

Cllr. Drew outlined the situation as detailed in her report. It was **AGREED** that no further action would be taken at this time.

[The meeting closed at 21:02]

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<sup>10</sup> JM

<sup>11</sup> Clerk

## Appendix A

### 2725 PLANNING

#### 2725.1 Current Applications

None

#### 725.2 Results

Agenda Ref	App No	Address	Application	Result
2725.2.1	230850	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.	Application Withdrawn
2725.2.2	231196	Riseley Farm, Part Lane, Swallowfield, RG7 1TB	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.  Summary of reasons for refusal: absence of supporting material and specialist information so cannot assess the impact of the development on the heritage asset.  The Parish Council did not comment on this application.	Refused

Agenda Ref	App No	Address	Application	Result
2725.2.3	231233	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>Summary of reasons for refusal: limited site area for proposed forestry activity, so indicates that the proposal represents a change of use to a commercial operation which would be unacceptable and unsustainable and would harm the character and appearance of the countryside; excessive areas of hardstanding and high bund would have an unacceptably harmful effect on the landscape character and result in urbanisation and encroachment into the countryside; failed to demonstrate provision for compensation of loss of habitat, mitigation and enhancement for protected species; failed to demonstrate that the proposed development is located in the most preferable location. Flood Risk Assessment is inadequate.</p> <p>The Parish Council objected to this application.</p>	Refused
2725.2.4	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
2725.2.5	231520	Invermentie House, Basingstoke Road, Riseley RG7 1QD	<p>Householder application for the proposed single storey detached garage with covered open area to the rear along with access gate.</p> <p>The Parish Council did not comment on this application.</p>	Approved



Agenda Ref	App No	Address	Application	Result
2725.2.6	231563	1 The Street Swallowfield RG7 1QY	<p>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 is to vary the roof design with new plans.</p> <p>The Parish Council did not comment on this application.</p>	Approved
2725.2.7	231580	Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL	<p>(Part Retrospective) Full application for the proposed erection of a multi-purpose storage building and associated yard area.</p> <p>Summary of reasons for refusal: excessive encroachment of development, harmful urbanising impact; out of keeping due to size and design.</p> <p>The Parish Council did not comment on this application.</p>	Refused
2725.2.8	231637	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>The Parish Council did not comment on this application.</p>	Approved
2725.2.9	231933	Land To The West Of Dukes Field Cottage Norton Road Riseley	<p>Consultation from Hart District Council for the following proposal: Erection of one 4 bedroom dwelling with associated access, parking and landscaping.</p> <p>The Parish Council also objected. The decision will be made by Hart District Council.</p>	Objection