

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 10th OCTOBER 2023 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
05/10/23

Members: 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 CHAIRMAN'S ANNOUNCEMENTS

- 4.1 Remembrance Sunday – to **NOTE** that an act of Remembrance will take place on Sunday 12th November, 10:15 at the War Memorial followed by a procession to the church where there will be a service of remembrance.

5 COUNCIL BUSINESS

- 5.1 Mr Paul Schulz – it is **PROPOSED** that Mr. P. Schulz be co-opted onto Swallowfield Parish Council to fill the vacancy advertised on 24th August 2023.

6 MINUTES OF LAST MEETING

- 6.1 Minutes of the meeting held on 12th September - to **NOTE** that a change has been applied to the draft minutes to reflect that one councillor abstained for the vote on item 2730.1. Circulated.

It is **PROPOSED** that the minutes of this meeting, with the above amendment, be **APPROVED**.

7 CLERK'S UPDATE - available at the meeting

8 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

- 8.1 Current applications – see details on page 5.

- 8.1.1 231960 - Fairlands, Church Road, Farley Hill RG7 1TU
8.1.2 232111 - Walnut Tree Farm, Part Lane, Riseley RG7 1RY

- 8.2 Tree Preservation Orders – see details on page 5.

- 8.2.1 232233 - North Lodge Farley Castle, Castle Hill Farley Hill RG7 1XD

- 8.3 Appeals

- 8.3.1 AP/X0360/W/23/3315055 (222256) – 1 Yeosfield, Riseley RG7 1SG Appeal Dismissed

- 8.4 Enforcements Investigations - to **NOTE** that there seven open investigations of which one is new. One investigation has been closed, *Voluntary Compliance*.

9 FINANCE

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

Lead Councillor: Cllr. J. Anderson

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

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

- 9.3 External Audit – to **NOTE** that the external auditor has completed an inspection of the council's accounts and issued its report / certificate which has been posted on the parish council website along with the Notice of Conclusion of the Audit. Circulated.
- 9.4 Debtors List – it is **PROPOSED** 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.
- 9.5 Investment Portfolio – to **NOTE** that the council is required to complete a Client Profile Refresh Form for Charles Stanley who manage the investment portfolio.
- 9.5.1 Associated parties/relevant individuals – as the forms do not reflect the structure of a council the council's investment manager has proposed that the *Associated parties* are listed as the Clerk and RFO and all councillors (as one body) that the *Relevant individuals* are listed as the Clerk (Director), RFO and all councillors (Signatory). A resolution by full council would be required for any action requiring a signature. A list of current councillors will be attached.
- It is **PROPOSED** that the form as circulated be return to Charles Stanley.
- 9.5.2 Verbal Confirmation - Charles Stanley require that an individual verbally confirms that the form is as the council has agreed.
- It is **PROPOSED** that John Anderson be nominated to speak to the Investment Manager on behalf of the council to confirm that the form has been completed correctly.
- 9.5.3 Associated parties
- It is **PROPOSED** that authority be delegated to the Clerk to update Charles Stanely each time a councillor resigns or is co-opted. The formal notice of resignation and/or the minutes recording co-option will be attached.
- 9.5.4 Annual Review Meeting – to **AGREE** a date for the annual review meeting with Sara Anscombe, Investment Manager.
- 9.6 VAT charged on sports facilities – to **NOTE** a paper has been circulated.
- 9.6.1 Settlement – it is **PROPOSED** that the council accepts the settlement offered by HMRC.
- 9.6.2 Repayment to clubs – it is **PROPOSED** that the VAT refund of £4,396.68 is repaid to the clubs involved as detailed in the paper circulated and that it retains the interest of approximately £150 to cover the cost of administration.
- 9.7 2024/2025 Budget – to **NOTE** that preparation of the budget will start shortly.

10 BILLS LIST

- 10.1 October 2023 – to **APPROVE** payments [list to be provided at the meeting]

11 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 11.1 Hall – update. To **NOTE** that notes from the meeting with the architect have been circulated.

12 RECREATION

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

Lead Councillor: Cllr. L. Edmonds

- 12.1 Play Equipment, midyear inspection – to **NOTE** that this inspection has taken place, Cllr. Taylor accompanied the inspector. The report has been received and will be reviewed. Circulated.
- 12.2 Swallowfield Recreation Ground, Tractor - to **NOTE** that to protect the tractor from deterioration caused by wet weather R&M Décor have been asked to paint this piece of play equipment at a cost of £280 plus VAT.

13 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Mark Binns (Interim)

- 12.3 Van Demans – to **NOTE** that work has started to prepare the ground for planting of trees and hedging around the site. Notes circulated by Angela King.
- 12.4 The Fields NAG – to **NOTE** that minutes of the meeting held on 18th July have been received. Circulated.

13 DATE OF NEXT MEETING

Tuesday 14th November 2023 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Appendix A

8 PLANNING

8.1 Current

Agenda Ref	App No	Type	Address	Application
8.1.1	231960	Full application	Fairlands, Church Road, Farley Hill RG7 1TU	Full application for the proposed change of use of land from Gypsy Traveller site to holiday park with the siting of 8No Caravans.
8.1.2	232111	Existing Lawful Certificate	Walnut Tree Farm, Part Lane, Riseley RG7 1RY	Application for a certificate of existing lawful development for the use of the land for the stationing of 6 no. residential mobile homes.

8.2 Tree Preservation Orders

Agenda Ref	App No	Type	Address	Application
8.1.3	232233	TPO - Work to a TPO tree - info only	North Lodge Farley Castle, Castle Hill Farley Hill Reading RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 5 T1, Yew " Reduce height by 3m.