

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 14<sup>th</sup> NOVEMBER 2023 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk  
07/11/23

Members: Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds,  
Mr. I. Fullerton, Mr J. McDermott, Mrs. M. McDonald, Mr. P. Schulz, 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 10<sup>th</sup> October - to **APPROVE** the minutes of this meeting.

It is **PROPOSED** that the minutes of this meeting be **APPROVED**.

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

## 6 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

6.1 Current applications – see details on page 5.

6.1.1 232273 – Glasspool Farm, Part Lane, Riseley, RG7 1RU

6.1.2 232567 – Kingsbridge Farm, Lambs Lane, Swallowfield RG7 1JE

6.2 Results – see details on page 5.

6.2.1 230252 - Old Grain Store, Swallowfield Road RG2 9LA Approved

6.2.2 231586 - Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL Approved

6.2.3 231788 - Hill Farm, Jouldings Lane, Farley Hill RG7 1UR Approved

6.2.4 232111 - Walnut Tree Farm, Part Lane, Riseley RG7 1RY Approved

6.2.5 232233 - North Lodge Farley Castle, Castle Hill Farley Hill RG7 1XD Consent Given

6.3 Enforcements Investigations - to **NOTE** that there six open investigations of which one is new. Three investigations have been closed, two *No breach*, one *Application Submitted*.

## 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 Outstanding Hall Fees – 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.

7.3.1 Community Carols – it is **PROPOSED** that the council donate £50 to the two community groups organising village carols.

7.3.2 Annual Review Meeting, Investments – to **NOTE** that Sara Anscombe, Investment Manager will meet with the council prior to the February meeting, on 13<sup>th</sup> February.

7.4 2024/2025 Budget – to **NOTE** that a draft budget has been circulated.

## 8 BILLS LIST

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

**9 PROPERTY**

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

9.1 Hall Project

9.1.1 Tender document – to **APPROVE** the tender document prepared by the architect. Circulated.

9.2 Trade Agreement – to **NOTE** that following the agreement made at the August meeting (Resolution 2718.2), the trader has applied for the appropriate licence from WBC.

It is **PROPOSED** that subject to the licence being issued that Swallowfield Parish Council signs the trade agreement with Pizzatron Limited. Circulated.

**10 HALLS**

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

Lead Councillor: Cllr. M. McDonald

10.1 Agreement for use of the Recreation Grounds – to **NOTE** paper circulated by Cllr. McDonald.

To **AGREE** the format of an agreement for commercial users of parish recreation grounds.

**11 HR**

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. C. Drew

11.1 Job Descriptions – to **NOTE** that the job descriptions for the Caretaker and Parish Warden have been updated to reflect minor changes.

11.2 Staff – 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.

**12 ENVIRONMENT & RURAL AFFAIRS**

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

Lead Councillor: Mark Binns (Interim)

12.1 Van Demans – to **NOTE** that the Newt Conservation Partnership would like to look at pond creation opportunities on the site but will need to monitor water levels over the winter to see if ponds would be viable. Two trial pits will be dug and appropriately fenced.

**13      DATE OF NEXT MEETING**

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

**Appendix A**

**6 PLANNING**

6.1 Current

| <b>Agenda Ref</b> | <b>App No</b> | <b>Type</b>      | <b>Address</b>   | <b>Application</b>   |
|-------------------|---------------|------------------|--|--|
| 6.1.1             | 232650        | Householder      | Summer Place,<br>The Street,<br>Swallowfield<br>RG7 1RE        | Householder application for the proposed erection of a two storey side extension.  |
| 6.1.2             | 232456        | Full application | Lambs Farm Business Park,<br>Basingstoke Road,<br>Swallowfield | Full application for the proposed erection of brick entrance piers with associated signage and lighting, following demolition of the existing walls, piers and railings. |
| 6.1.3             | 232567        | Full application | Kingsbridge Farm<br>Lambs Lane<br>Swallowfield<br>RG7 1JE      | Full application for the proposed erection of a detached single storey dwelling and garage following demolition of 2 no. agricultural buildings.                         |
| 6.1.4             | 232273        | Full application | Glasspool Farm<br>Part Lane Riseley<br>RG7 1RU                 | Full application for the proposed erection of 1 no. detached dwelling following demolition of the existing dwelling. (Part retrospective)                                |

6.2 Results

| Agenda Ref | App No | Address   | Application   | Result   |
|------------|--------|---|---|----------|
| 6.2.1      | 230252 | Old Grain Store,<br>Swallowfield Road,<br>RG2 9LA       | <p>Full application for the proposed conversion of existing agricultural barn to a residential dwelling including solar panels and associated access, parking and landscaping, following partial demolition of existing barn. Proposed erection of a detached, single storey garage with 2no. air source heat pumps and detached, single storey annex following demolition of 5 no. existing silos.</p> <p>Various conditions have been applied, see WBC website for details.</p> <p>Swallowfield Parish Council objected to this application.</p>  | Approved |
| 6.2.2      | 231586 | Nutbean Farm<br>Nutbean Lane<br>Swallowfield<br>RG7 1XL | <p>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.</p> <p>Approved with the following conditions: maximum of six dogs at any one time unless agreed in writing with WBC; hours of use 9am-6pm Monday-Sunday but will not operate on Bank or National Holidays; a scheme for the provision of on-site customer parking to be submitted, approved and implemented within 3 months.</p> <p>Swallowfield Parish Council did not comment on this application.</p> | Approved |
| 6.2.3      | 231788 | Hill Farm<br>Jouldings Lane<br>Farley Hill<br>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>Swallowfield Parish Council did not comment on this application.</p>  | Approved |

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| <b>Agenda Ref</b> | <b>App No</b> | <b>Address</b>   | <b>Application</b>   | <b>Result</b>    |
|-------------------|---------------|--|--|------------------|
| 6.2.4             | 232111        | Walnut Tree Farm,<br>Part Lane, Riseley<br>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.<br><br>Swallowfield Parish Council did not comment on this application. | Approved         |
| 6.2.5             | 232233        | North Lodge<br>Farley Castle,<br>Castle Hill Farley<br>Hill<br>RG7 1XD | APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 5<br>T1, Yew, Reduce height by 3m.<br><br>Swallowfield Parish Council did not comment on this application.   | Consent<br>Given |