

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
HELD ON TUESDAY 14<sup>th</sup> NOVEMBER 2023 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present:           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

In Attendance:   Mrs. E. Halson

Members of the Public:   0

**2750      DECLARATIONS OF INTEREST**

None.

**2751      MINUTES OF LAST MEETING**

2751.1   Minutes of the meeting held on 10<sup>th</sup> October – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. <sup>1</sup>

**2752      CLERK'S UPDATE**

2752.1   Matters Arising from previous minutes

2752.1.1 2743.5.4 Charles Stanley, Annual Review Meeting – it was **NOTED** that Sara Anscombe, Investment Manager had confirmed that she could attend a face-to-face meeting before the council meeting on 13<sup>th</sup> February. The meeting would start at 6:30pm.

2752.2   Other items

2752.2.1 Riseley Sports Pavilion – it was **NOTED** that there was some damp in the Ladies changing rooms which appears to have been caused by blocked downpipes. The blockages were removed, and the wall is being monitored. During the work a couple of loose roof tiles had been identified. A roofing contractor would inspect on Friday.

2752.2.2 Swallowfield Parish Hall, electrical issues – it was **NOTED** that the following electrical issues need to be dealt with:

- PIR in Ladies toilet
- PIR in Gents toilet
- Coloured lights in Main Hall
- External Light on the Rose Room side of the hall

A contractor had been identified and the work would be carried out as soon as possible.<sup>2</sup>

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<sup>1</sup> JA

<sup>2</sup> Clerk

2752.2.3 War Memorial – it was **NOTED** that war memorial needs to be cleaned and the lettering restored. It was **NOTED** that this work must be carried out by a specialist company and that grants may be available. <sup>3</sup>

2752.2.4 Fishing Gate – it was **NOTED** that the padlock on the Fishing Club Gate had been replaced. Several residents had expressed frustration that they can no longer access Swallowfield Park via this gate. The fishing club have an agreement with Farley Estate regarding this gate, the Parish Council does not know the details of this agreement. As Swallowfield Park is owned by Farley Estate the Parish Council cannot grant residents access through this gate. It was **AGREED** that the Clerk would approach Farley Estate to discuss potential options. <sup>4</sup>

## 2753 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

2753.1 Current applications – see details on page 2023/1140.

2753.1.1	232650 - Summer Place, The Street, Swallowfield	No Comment
2753.1.2	232456 - Lambs Farm Business Park, Basingstoke Road, Swallowfield	No Comment
2753.1.3	232567 - Kingsbridge Farm, Lambs Lane, Swallowfield RG7 1JE	No Comment
2753.1.4	232273 - Glasspool Farm, Part Lane Riseley	Object

2753.2 Results – see details on page 2023/1142.

2753.2.1	230252 - Old Grain Store, Swallowfield Road RG2 9LA	Approved
2753.2.2	231586 - Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL	Approved
2753.2.3	231788 - Hill Farm, Jouldings Lane, Farley Hill RG7 1UR	Approved
2753.2.4	232111 - Walnut Tree Farm, Part Lane, Riseley RG7 1RY	Approved
2753.2.5	232233 - North Lodge Farley Castle, Castle Hill Farley Hill RG7 1XD	Consent Given

2753.3 Enforcements Investigations – it was **NOTED** that there are six open investigations. Three investigations had been closed, two *No breach*, one *Application Submitted*.

## 2754 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2754.1 Accounts Update – it was **NOTED** that the monthly accounts had been circulated. It was **PROPOSED** and seconded that these are accepted. All in favour.

2754.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Bank reconciliation statements be **APPROVED**. All in favour. <sup>5</sup>

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<sup>3</sup> Clerk to contact resident who expressed an interest in assisting.

<sup>4</sup> Clerk to contact Farley Estate

<sup>5</sup> JA

- 2754.3 Outstanding Hall Fees – 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.
- 2754.3.1 Community Carols – it was **PROPOSED** and seconded that the council donate £50 to each of the community groups organising village carols. All in favour. <sup>6</sup>
- 2754.4 2024/2025 Budget – it was **NOTED** that a draft budget has been circulated and would be approved at the Parish Council meeting on 9<sup>th</sup> January 2024. It was agreed that councillors would submit comments and requests to the Clerk and Cllr. Anderson.. <sup>7</sup>

## 2755 **BILLS LIST**

- 2755.1 November 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	100.00
2	Deposit Refund	100.00
3	RES	275.22
4	RES	205.80
5	GLS	38.27
6	GLS	28.73
7	C Bell	180.00
8	WBC	180.00
9	Molegone	140.00
10	Nigel Jeffries	1101.84
11	WBC	36.04
12	Lucas Plumbing	149.47
13	Earley Town Council	75.60
14	Earley Town Council	43.20
15	Precision Plumbing & Heating	84.00
16	Moorepay	73.12
17	R & M Decor	336.00
18	Select	72.76
19	Select	100.99
20	Select	85.65
21	Select	110.99

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<sup>6</sup> Clerk to organise

<sup>7</sup> All councillors

<sup>8</sup> IF, ST

22	Select	79.31
23	Select	106.45
24	Somerville Glass & Windows	300.00
25	BACS Charge	17.12
26	BT	411.08
27	CASTLE WATER	5.00
28	CASTLE WATER	213.96
29	HMRC PAYMENTS	821.35
30	Lloyds Bank (Alto Card)	42.22
31	Payroll	6260.02
32	Southern Electric	63.07
33	Blucando	83.52
34	Wokingham BC	60.00
35	Wokingham BC	89.00
36	Wokingham BC	60.00
37	Wokingham BC	89.00
38	SSE (Gas)	88.07
39	Maintenance	82.60
40	Mileage	67.05
41	Office	33.50

## 2756 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

### 2756.1 Hall Project

2756.1.1 Tender document – Cllrs. Drew and Anderson explained that the architect had now issued all the relevant documents to enable the tender documents to be issued. It was **AGREED** that councillors would feedback any comments by 20<sup>th</sup> November.<sup>9</sup> It was **PROPOSED** and seconded that authority to be delegated to the Clerk, following consultation with Cllrs. Anderson and Drew to confirm that the tender should be issued by the architect. All in favour.<sup>10</sup>

2756.2 Trade Agreement – it was **NOTED** that following the agreement made at the August meeting (Resolution 2718.2), the trader had applied for the appropriate licence from WBC.

It was **PROPOSED** and seconded that subject to the licence being issued Swallowfield Parish Council sign the trade agreement with Pizzatron Limited. All in favour.<sup>11</sup>

<sup>9</sup> All councillors

<sup>10</sup> Clerk, JA/CD

<sup>11</sup> Clerk

**2757 HALLS**

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)  
Lead Councillor: Cllr. M. McDonald

- 2757.1 Agreement for use of the Recreation Grounds – it was **PROPOSED** and seconded that the council would issue annual licence agreements to commercial users of the parish recreation ground for the fee proposed by Cllr. McDonald. Cllr. Drew agreed to draw up a draft agreement. All in favour. <sup>12</sup> <sup>13</sup>

**2758 HR**

(Appraisals/recruitment/staff training)  
Lead Councillor: Cllr. C. Drew

- 2758.1 Job Descriptions – it was **NOTED** that the job descriptions for the Caretaker and Parish Warden have been updated to reflect minor changes.
- 2758.2 Staff – 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.

**2759 ENVIRONMENT & RURAL AFFAIRS**

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/  
Biodiversity/Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Mark Binns (Interim)

- 2759.1 Van Demans – it was **NOTED** that the Newt Conservation Partnership had indicated that the site could be suitable for creating ponds but would need to monitor water levels over the winter to see if ponds would be viable. Two trial pits would be dug and appropriately fenced. The Partnership had been asked to complete a risk assessment before starting work.

**2760 CORRESPONDENCE**

- 2760.1 Freedom of Information (FOI) – to **NOTE** that the council had received three FOI requests. The Clerk and Cllr. Drew are preparing the responses.

**2761 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.

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<sup>12</sup> CD / Clerk

<sup>13</sup> Clerk to contact users

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.

**2762      OUTSTANDING HALL FEES**

2762.1    Cllr. Drew explained that pre-action protocol for debt claims had been sent, the deadline for a response was 20<sup>th</sup> November. <sup>14</sup>

**2763      STAFF**

2763.1    Cllr. Drew explained that meetings had been held and documented and appropriate letters issued.

[Meeting closed at 21:15]

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<sup>14</sup> Clerk / CD

**Appendix A**

**2753 PLANNING**

2753.1 Current

Agenda Ref	App No	Type	Address	Application
2753.1.1	232650	Householder	Summer Place, The Street, Swallowfield RG7 1RE	Householder application for the proposed erection of a two storey side extension.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2753.1.2	232456	Full application	Lambs Farm Business Park, Basingstoke Road, 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.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2753.1.3	232567	Full application	Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE	Full application for the proposed erection of a detached single storey dwelling and garage following demolition of 2 no. agricultural buildings.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.

2753.1.4	232273	Full application	Glasspool Farm Part Lane Riseley RG7 1RU	<p>Full application for the proposed erection of 1 no. detached dwelling following demolition of the existing dwelling. (Part retrospective)</p> <p>It was <b>PROPOSED</b> and seconded that the council object to this application for the reasons detailed below. All in favour.</p> <p>The developer has shown little respect for the planning authority. They have apparently already demolished, without permission, the preexisting Glasspool farmhouse. With reference to the proposed building, it falls foul of a number of key issues highlighted in comments submitted by several neighbours. These include the proposed 3 stories, the lack of parking/car storage, the risk of flooding and the general inconsistency with the style and layout of nearby properties in Part Lane. The applicant has not adequately addressed the issue of drainage, both foul and rainwater, as there is no main sewer in Part Lane, the ditches regularly flood, and contrary to the applicant's claims, the property is within 20m of a significant watercourse.</p> <p>In the unlikely event that the council approves this application Swallowfield Parish Council asks that a condition is set to ensure that the annex remains ancillary to the main dwelling.</p>
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2753.2 Results

Agenda Ref	App No	Address	Application	Result
2753.2.1	230252	Old Grain Store, Swallowfield Road, 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
2753.2.2	231586	Nutbean Farm Nutbean Lane Swallowfield 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
2753.2.3	231788	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>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>
2753.2.4	232111	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.  Swallowfield Parish Council did not comment on this application.	Approved
2753.2.5	232233	North Lodge Farley Castle, Castle Hill Farley Hill RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 5 T1, Yew, Reduce height by 3m.  Swallowfield Parish Council did not comment on this application.	Consent Given