

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



Mrs. E. Halson, Clerk  
07/12/23

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 14<sup>th</sup> November 2023 - to **APPROVE** the minutes of this meeting.

4.2 Minutes of the extraordinary meeting held on 29<sup>th</sup> November 2023 – to **APPROVE** the minutes of this meeting.

### 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 232634 - Wyvols House, Basingstoke Road Swallowfield RG7 1PU
- 6.1.2 232653 - Land North Of Sheepbridge Court Farm, Basingstoke Road RG7 1PT
- 6.1.3 232783 – Walnut Tree Farm, Benham Lane, Riseley RG7 1RY
- 6.1.4 232837 - Farley Castle, East Wing, Castle Hill, Farley Hill RG7 1XD
- 6.2 Results – see details on page 5.
- 6.2.1 232650 – Summer Place, The Street, Swallowfield RG7 1RE Approved
- 6.2.2 231960 – Fairlands, Church Road, Farley Hill RG7 1TU Approved
- 6.3 Applications in progress
- 6.3.1 230422 – Land West of Trowes Land and North of Charlton Lane Swallowfield - to **NOTE** that WBC have confirmed there is no intention to re-consult on the updated submissions as the change do not alter the substance of the application. Comments made by the parish council and others are still wholly relevant and will be taken into consideration.
- 6.4 Enforcements Investigations - to **NOTE** that there six open investigations of which one is new. One investigation has been closed, *Notice Served*.

## 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.
- 7.4 Investment Review – to **NOTE** that Sara Anscombe, Investment Manager has completed a verbal review with Cllr. Anderson which confirms that the council understands the data submitted in the suitability assessment.
- 7.5 Internal Audit – to **NOTE** that the internal auditor will visit for her interim review on 13<sup>th</sup> December.
- 7.6 2024/2025 Budget – to **NOTE** that the budget would be approved at the parish council meeting to be held on Tuesday 9<sup>th</sup> January 2024.

**8        BILLS LIST**

- 8.1       December 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.

**10       HR**

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. C. Drew

- 10.1     Staff Matters – to **NOTE** that the National Joint Council for Local Government Services had agreed salary increases applicable for 1<sup>st</sup> April 2023. Paper circulated.

It is **PROPOSED** that as this relates to staff matters the public and press be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

- 10.2     SLCC and ALCC Membership – it is **PROPOSED** that membership of SLCC and ALCC are continued at a cost of £279 and £50 respectively.

**11       RESILIENCE**

- 11.1     Ditch Maintenance – to **NOTE** that the Flood Resilience Group carried out a survey of the ditches on 6<sup>th</sup> November. Notes circulated.

**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 and WBC have been working with the Berkshire Archaeological Society to ensure the trial pits are located in appropriate places. The tree planting has been delayed until January.

- 12.2     Annual Litter Pick – to **NOTE** that Wokingham Borough Council will be holding the annual litter pick on Saturday 24<sup>th</sup> March 2024.

**13 CORRESPONDENCE**

- 13.1 Arborfield Green Sports Pitches and Pavilion – to **NOTE** receipt of an email from the Chairman of Arborfield Aces regarding the futures of the Arborfield Green Sports Pitches and Pavilion. Circulated.
- 13.2 Swallowfield Parish Allotment Association – to **NOTE** receipt of the minutes of the meeting held on 10<sup>th</sup> October 2023 and the latest Risk Assessment. Circulated.

**14 DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> January 2024 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	232634	Householder	Wyvols House Basingstoke Road Swallowfield RG7 1PU	Householder application for the proposed replacement storage barn.
6.1.2	232653	EIA Application	Land North Of Sheepbridge Court Farm Basingstoke Road Swallowfield RG7 1PT	Full planning permission for a 25ha solar farm for a temporary period of 40 years (EIA Development).
6.1.3	232783	Certificate of lawfulness	Walnut Tree Farm Benham Lane Riseley RG7 1RY	Application for a certificate of lawfulness for the proposed stationing of six additional caravans.
6.14	232837	TPO - Work to a TPO tree - info only	Farley Castle, East Wing Castle Hill Farley Hill RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 5 T1, Oak – Fell to ground level.

6.2 Results

<b>Agenda Ref</b>	<b>App No</b>	<b>Address</b>	<b>Application</b>	<b>Result</b>
6.2.1	232650	Summer Place, The Street, Swallowfield RG7 1RE	Householder application for the proposed erection of a two storey side extension.	Approved
6.2.2	231960	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.	Approved