

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

Present: Cllr. J. Anderson            Cllr. C. Drew            Cllr. I. Fullerton  
          Cllr. J. McDermott        Cllr. M. McDonald      Cllr. P. Schulz  
          Cllr. S. Taylor

In attendance: Mrs. E. Halson (Clerk)

Members of the Public: 0

**2767      APOLOGIES FOR ABSENCE**

Cllr. M. Binns, Cllr. L. Edmonds

**2768      MINUTES OF LAST MEETING**

2768.1    Minutes of the meeting held on 14<sup>th</sup> November 2023 – it was **PROPOSED** and seconded that the minutes of the meeting be **APPROVED**. All in favour. <sup>1</sup>

2768.2    Minutes of the extraordinary meeting held on 29<sup>th</sup> November 2023 – it was **PROPOSED** and seconded that the minutes of the meeting be **APPROVED**. All in favour. <sup>2</sup>

**2769      CLERK’S UPDATE**

2769.1    Matters Arising from previous minutes

2769.1.1 2746.1 Play Equipment – it was **NOTED** that a quote has been received for remedial work required on the three children’s play areas. The general maintenance work will cost approx. £1,500. In addition, there are some items which will require significant expense to repair/remove/replace. Further work is required before a proposal can be brought to council. Notes have been circulated. <sup>3</sup>

2769.1.2 2752.2.2 Swallowfield Parish Hall, Electrical issues – it was **NOTED** that the following electrical issues had been resolved at a cost of £448.00; PIR in Ladies toilet, PIR in Gents Toilet (resetting the original fitting did not work), coloured downlighter in Main Hall.

The failed outside light would be replaced once a replacement unit had been sourced.

2769.1.3 2752.2.4 Fisherman’s Gate – it was **NOTED** that the Clerk had met with the Estate Manager, Farley Estate. The fishermen pay for a licence to fish in the river and access to the park via this gate. The estate does not intend to allow this gate to be used by the general public. The Parish Council does not have the right to give access to land it does not own.

---

<sup>1</sup> JA  
<sup>2</sup> JA  
<sup>3</sup> ST/Clerk

- 2769.1.4 2752.2.1 Riseley Sports Pavilion – it was **NOTED** that further investigation following the leak in the Womens Changing Room had identified that there are some loose tiles and that the guttering was not installed in the most efficient way which resulted in water entering the building when the downpipes were blocked by tennis balls. The cost of remedial work is £430.00. The maintenance manager for the tennis club has agreed to monitor the drains.
- 2769.2 Other items
- 2769.2.1 Fieldfare, water leak – it was **NOTED** that a fault in the toilet of the upstairs flat resulted in water pouring through the light fittings into the parish shop. Power to the shop had to be switched off resulting in the Post Office being closed for 4 hours. One light in the shop had been damaged and would be replaced once a replacement unit had been sourced.
- 2769.2.2 Fieldfare, rear communal area – it was **NOTED** that the LED lights in 5 of the 6 bollards are failing. The electrician cannot source replacement heads for the bollards so the bollards may have to be replaced at a cost approx. £1,500. It was **AGREED** that further investigation into other possible solutions is required. <sup>4</sup>
- 2769.2.3 Air Ambulance Clothes Bank – it was **NOTED** that a new contractor had been appointed by Air Ambulance starting in February 2024, the existing bank would be replaced at that time. There would be no change to the service provided.
- 2769.2.4 Swallowfield Parish Hall, plumbing issues – it was **NOTED** that pipework in the void above the old boiler room had developed a leak. The pipe had been repaired at a cost of £106.35. No damaged was caused and the room was now drying out.
- 2769.2.5 Taps in Swallowfield Parish Hall – it was **NOTED** that 3 pairs of taps had been replaced at a cost of £351.50, two in the Rose Room kitchen and one in the pre-school area.
- 2769.2.6 Bio-diversity Net Gain Report – it was **NOTED** that this report had been received.
- 2769.2.7 Addington School, Farley Hill – it was **NOTED** that the school is now open, Cllrs Anderson, Drew, McDonald and Taylor and the Clerk visited on 8<sup>th</sup> December.
- 2769.2.8 Winter Newsletter – it was **NOTED** that despite the hard work by Cllr. McDermott to meet a tight deadline the newsletter was delivered a week later than expected due to the printing contractor changing our print run at the last minute. There have also been issues with onward delivery to residents, the extent of the problem is being investigated.

---

<sup>4</sup> JM

**2770 PLANNING**

Chairman of Planning Committee: Cllr. I. Fullerton

2770.1 Current applications – see details on page 2023/1152.

2770.1.1 232634 - Wyvols House, Basingstoke Road Swallowfield RG7 1PU No Comment

2770.1.2 232653 - Land North Off Sheepbridge Court Farm, Basingstoke Road RG7 1PT  
No Comment

2770.1.3 232783 – Walnut Tree Farm, Benham Lane, Riseley RG7 1RY Object

2770.1.4 232837 - Farley Castle, East Wing, Castle Hill, Farley Hill RG7 1XD No Comment

2770.2 Results – see details on page 2023/1154.

2770.2.1 232650 – Summer Place, The Street, Swallowfield RG7 1RE Approved

2770.2.2 231960 – Fairlands, Church Road, Farley Hill RG7 1TU Approved

2770.3 Applications in progress

2770.3.1 230422 – Land West of Trowes Lane and North of Charlton Lane Swallowfield – it was **NOTED** that WBC had confirmed that there is no intention to re-consult on the updated submissions as the changes do not alter the substance of the application. Comments made by the parish council and others are still wholly relevant and would be taken into consideration.

2770.4 Enforcements Investigations – it was **NOTED** that there six open investigations of which one is new. One investigation has been closed, *Notice Served*.

**2771 FINANCE**

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

Lead Councillor: Cllr. J. Anderson

2771.1 Accounts Update – it was **NOTED** that the monthly accounts have been circulated. It is **PROPOSED** and seconded that these are accepted. All in favour.

2771.2 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>5</sup>

2771.3 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.

2771.4 Investment Review – it was **NOTED** that Sara Anscombe, Investment Manager had completed a verbal review with Cllr. Anderson confirming that the council understand the data submitted in the suitability assessment.

---

<sup>5</sup> JA

2771.5 Internal Audit – to **NOTE** that the internal auditor will visit for her interim review on 13<sup>th</sup> December.

2771.6 2024/2025 Budget – it was **NOTED** that the budget would be approved at the parish council meeting to be held on Tuesday 9<sup>th</sup> January 2024.

**2772 BILLS LIST**

2772.1 December 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>6</sup>

1	Deposit Refund	100.00
2	Precision Plumbing & Heating	421.80
3	JDP	887.00
4	Earley TC	43.20
5	Deposit Refund	100.00
6	Deposit Refund	100.00
7	Karen Luke	156.00
8	Karen Luke	234.00
9	Lucas Plumbing	127.62
10	Coral Bell	135.00
11	Moorepay	79.81
12	We are Hive	624.00
13	All Electrics	537.60
14	Reading BC	378.00
15	GLS	71.98
16	Pretty Green	393.84
17	Riseley Tennis Club	1039.96
18	Select	118.63
19	Select	82.59
20	BACS Charge	17.12
21	Blucando	83.52
22	CASTLE WATER	213.96
23	CASTLE WATER	5.00
24	HMRC PAYMENTS	821.15
25	Lloyds Bank (Alto Card)	248.36
26	Payroll	6259.82

<sup>6</sup> IF, ST

---

27	Wokingham BC	89.00
28	Wokingham BC	60.00
29	ICO	35.00

**2773 PROPERTY**

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

2773.1 Hall Project

2773.1.1 Tender document – it was **PROPOSED** and seconded that the tender documents prepared by the architect could be issued to the agreed list of contractors invited to tender. It was **NOTED** that 2 builders on the long list did not want to participate in the process and one had asked for an extension to the tender period.

**2774 HR**

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. C. Drew

2774.1 Staff Matters – it was **NOTED** that the National Joint Council for Local Government Services had agreed salary increases applicable for 1<sup>st</sup> April 2023.

It was **PROPOSED** and seconded 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. All in favour.

2774.2 SLCC and ALCC Membership – it was **PROPOSED** and seconded that membership of SLCC and ALCC are continued at a cost of £279 and £50 respectively. All in favour. <sup>7</sup>

**2775 RESILIENCE**

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')

Lead Councillor: Cllr. M. McDonald

2775.1 Ditch Maintenance – it was **NOTED** that Graham Stanley and Martin Moore of the Flood Resilience Group carried out a survey of the ditches on 6<sup>th</sup> November. The inspection concluded that no work is required on the ditches this year. However, there was some maintenance work to be completed along The Naylor's ditch and around the Curlys Way and Foxborough balancing ponds, including repairs to gates and fences. It was **AGREED** that funds set aside for the ditch clearance would be allocated towards this work. <sup>8</sup> The council would like to express its gratitude to Graham and Martin for their efforts in this area. <sup>9</sup>

---

<sup>7</sup> Clerk

<sup>8</sup> Clerk to get quotes

<sup>9</sup> Clerk

**2776 ENVIRONMENT & RURAL AFFAIRS**

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

Lead Councillor: Mark Binns (Interim)

- 2776.1 Van Demans – it was **NOTED** that the Newt Conservation Partnership and WBC had been working with the Berkshire Archaeological Society to ensure the trial pits are located in appropriate places. The tree planting had been delayed until January.
- 2776.2 Annual Litter Pick – it was **NOTED** that Wokingham Borough Council would be holding the annual litter pick on Saturday 23<sup>rd</sup> March 2024. It was **AGREED** that the council would accept Peter and Claire Sampson's kind offer to run the event. <sup>10</sup>

**2777 CORRESPONDENCE**

- 2777.1 Arborfield Green Sports Pitches and Pavilion – it was **NOTED** that an email had been received from the Chairman of Arborfield Aces regarding the futures of the Arborfield Green Sports Pitches and Pavilion. It was **AGREED** that the council was not in a position to assist but would respond wishing the group well.
- 2777.2 Swallowfield Parish Allotment Association – it was **NOTED** that the minutes of the meeting held on 10<sup>th</sup> October 2023 and the latest Risk Assessment had been received.

**2778 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.

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.

---

<sup>10</sup> Clerk

**2779 OUTSTANDING HALL HIRE FEES**

2779.1 Cllr. Drew explained that the individual had responded but was not willing to accept the settlement proposed and made an alternative proposal which in the circumstances was not considered reasonable. The individual had now asked that the matter is put to an independent mediator as laid out by government guidelines for small claims payment. It was **AGREED** that this was a reasonable course of action. <sup>11</sup>

**2780 HR**

2780.1 Staff Matters - it was **PROPOSED** and seconded that the council awards pay increases as agreed by the National Joint Council for Local Government Services to all staff. The award is backdated to 1<sup>st</sup> April 2023. All in favour. <sup>12</sup>

2780.2 Staff Christmas Gift – it was **PROPOSED** and seconded that all members of staff be given a small token of appreciation. <sup>13</sup> All in favour.

[The meeting closed at 8:20pm]

---

<sup>11</sup> CD/Clerk to progress

<sup>12</sup> Clerk/RFO

<sup>13</sup> Clerk

**Appendix A**

**2770 PLANNING**

2770.1 Current

Agenda Ref	App No	Type	Address	Application
2770.1.1	232634	Householder	Wyvols House Basingstoke Road Swallowfield RG7 1PU	Householder application for the proposed replacement storage barn.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2770.1.2	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).  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.
2770.1.3	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.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.



Agenda Ref	App No	Type	Address	Application
2770.1.4	232783	Certificate of lawfulness	Walnut Tree Farm Benham Lane Riseley RG7 1RY	<p>Application for a certificate of lawfulness for the proposed stationing of six additional caravans.</p> <p>It was <b>PROPOSED</b> and seconded that the council would respond as it had to application 201111, detailed below. All in favour.</p> <p><i>The council objected to a previous application 201111 in May 2020, the council objects to this application for the same reasons namely:</i></p> <p><i>For very many years the site was only home to one caravan, subsequent applications which have been deemed lawful brought the total to six, this latest application, like 201111, will double the number to twelve and the parish council believes that this will make a material difference.</i></p> <p><i>The Parish Council would also like to point out that this part of Part Lane has been the subject of severe flooding including part of this site. nearest Part Lane. This flooding has affected properties along the road, so any additional hardstanding will put properties at further risk.</i></p> <p><i>The council notes WBC's reasons for refusal of application 201111 and would expect WBC to take the same stance with this application.</i></p>

2770.2 Results

<b>Agenda Ref</b>	<b>App No</b>	<b>Address</b>	<b>Application</b>	<b>Result</b>
2770.2.1	232650	Summer Place, The Street, Swallowfield RG7 1RE	Householder application for the proposed erection of a two-storey side extension.	Approved
2770.2.2	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