

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 9th JANUARY 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

In attendance: Mrs. E. Halson

Members of the Public: 0

2781 APOLOGIES FOR ABSENCE

Cllr. L. Edmonds

2782 DECLARATIONS OF INTEREST

None.

2783 MINUTES OF LAST MEETING

2783.1 Minutes of the meeting held on 12th December 2023 – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

2784 CLERK'S UPDATE

2784.1 Matters Arising from previous minutes

2784.1.1 2752.1.1 Charles Stanley, Annual Review Meeting – to **REMIND** councillors that a meeting with Sara Anscombe, Investment Manager had been arranged for 18:30, Tuesday 13th February, prior to the parish council meeting.

2784.1.2 2776.1 Van Demans – it was **NOTED** that two trial pits had been dug by the Newt Conservation Partnership. A representative of the Berkshire Archaeological Society (BAS) attended to oversee the work.

It was also reported that the Biodiversity Baseline Report had been reviewed by WBC and in summary report that the grassland was of moderate condition and could be improved thorough management to increase the species variety and the hedges were considered in good condition but species poor so could be improved through additional planting and the addition of several mature trees.

Planting should have started in December, however, BAS had requested that prior to planting 6 of the proposed areas should have trenches dug to establish whether there was any archaeological interest, the cost would be approximately £15K. Planting would go

¹ JA

ahead in the 3 unaffected areas whilst the working group reassessed how the biodiversity might be improved in the other areas.

The original objective was to protect this site from development and register it as a Local Nature Reserve, this does not change that objective.

2784.2 Other items

2784.2.1 Pre-school – it was **NOTED** that the Swallowfield Pre-school would close on 9th February. The Clerk would work with the committee to assist in any way possible.

2784.2.2 Riseley Memorial Hall – it was **NOTED** that there is an issue with the water heater. ²

2784.2.3 Sports Pavilion – it was **NOTED** that there is an issue with water pressure and temperature of the water and a broken toilet seat. ³

2784.2.4 Winter Newsletter – it was **NOTED** that the company who print the newsletter had gone into liquidation. The Clerk had contacted 3 local companies for quotes.

2785 PLANNING

Chairman of Planning Committee: Cllr. I. Fullerton

2785.1 Current applications – see details on page 2024/1160

2785.1.1	233140 - Land North of School Road, Riseley, RG7 1XN	No Comment
2785.1.2	233093 - Springfields, Trowes Lane, Swallowfield RG7 1RN	No Comment
2785.1.3	233078 - Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	Comment
2785.1.4	233076 - Dairy, The Cottage Basingstoke Road Riseley RG7 1QD	No Comment
2785.1.5	232906 - 3 Farley Court Church Road Farley Hill RG7 1TT	No Comment

2785.2 Applications in progress - see details on page 2024/1161

2785.2.1 230422 – Land West of Trowes Lane and North of Charlton Lane, Swallowfield

It was **NOTED** that this application would be considered by the Planning Committee of Wokingham Borough Council on 10th January, 7pm at Council Offices. The Parish Council strongly objected to this application last year. A representative of the Parish Council and a resident would be able to address the committee for 3 minutes each, Cllr. Fullerton was co-ordinating this response. Residents were encouraged to attend the meeting to show the strength of opposition to this development.

2785.3 Results – see details on page 2024/1162

2785.3.1	232634 - Wyvols House Basingstoke Road Swallowfield RG7 1PU	Approved
2785.3.2	232456 - Lambs Farm Business Park, Basingstoke Road, Swallowfield	Approved
2785.3.3	232567 - Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE	Approved

² Clerk

³ Clerk

2785.4 Tree Preservation Orders – see details on page 2024/1162.

2785.4.1 233077 - The Rosery Odiham Road Riseley Wokingham RG7 1SD

2785.5 Enforcements Investigations – it was **NOTED** that there seven open investigations of which two were new. One investigation had been closed, *No Breach*.

2786 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2786.1 Accounts Update – it was **NOTED** that the monthly accounts had been circulated. It was **PROPOSED** and seconded that these are accepted. All in favour.

2786.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be signed. All in favour. ⁴

2786.3 2024/2025 Budget – it was **PROPOSED** and seconded that the budget be **APPROVED**. All in favour.

2786.4 Precept for 2024/2025 – it was **PROPOSED** and seconded that a precept of £ 36,197 be set and submitted to Wokingham Borough Council. All in favour. ⁵

2786.5 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.

2786.6 Internal Audit – it was **NOTED** that the internal auditor had submitted her interim report which would be reviewed that the next Finance Working Group meeting.

2787 BILLS LIST

2787.1 January 2024 – it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be authorised by Cllrs. McDonald and Taylor. Cllr. Anderson did not take part in the vote. ⁷ in favour, motion carried. ⁶

1	Hawkesworth	281.45
2	Deposit Refund	300.00
3	Reimbursement	190.00
4	Karen Luke	208.00

⁴ JA

⁵ Clerk

⁶ MM / ST

5	Ricoh	175.99
6	C Connell	310.00
7	Moorepay	31.24
8	Coral Bell	135.00
9	Oxford County Council	2880.00
10	Calico Charity	265.00
11	Select	85.73
12	Select	126.99
13	Select	96.57
14	GLS	140.34
15	CASTLE WATER	213.97
16	CASTLE WATER	23.09
17	Wokingham BC	89.00
18	Wokingham BC	60.00
19	Blucando	83.52
20	HMRC PAYMENTS	821.35
21	Lloyds Bank (Alto Card)	3.00
22	Payroll	6260.02
23	Southern Electric	60.34
24	SSE - Gas	161.90
25	SSE	558.22
26	Unity Trust Service Charge	41.10
27	Unity Trust Manual Credit Charge	4.80

2788 TRANSPORT

(Road issues/speeding/public transport/police liaison)

Lead Councillor: Cllr. I. Fullerton

- 2788.1 Local Transport Plan (LTP4) – it was **NOTED** that WBC had opened its consultation for this draft LTP. The consultation would run until 23rd February. Residents were encouraged to respond. <https://engage.wokingham.gov.uk/en-GB/projects/a-new-local-transport-plan-for-wokingham-borough>. Cllr. Taylor had looked at the consultation and reported that there was very little in it relating to Swallowfield. In his opinion it was only relevant to respond to Q38 and 39 and that individual residents should respond rather than the council. It was **AGREED** that Cllr. Taylor would prepare a communication to be posted on Facebook.

2789 ENVIRONMENT & RURAL AFFAIRS

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)
Lead Councillor: Cllr. M. McDonald (Interim)

- 2789.1 Waste Bins – it was **NOTED** that Cllrs. Taylor and McDonald would carry out a review of waste bins and prepare a proposal for action.

2790 CORRESPONDENCE

- 2790.1 ARC – it was **NOTED** that a grant request had been received from ARC, an organisation run by volunteers which delivers free youth counselling and low-cost adult counselling in the Wokingham area.

2791 DATE OF NEXT MEETING

Tuesday 13th February 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Due to personal sensitivities the press and public were excluded during discussion of the following item in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

2792 OUTSTANDING HALL FEES

- 2792.1 Cllr. Drew explained that the suggestion made by the individual to use a free independent mediator is only possible once court action had begun, otherwise mediation was possible but only if both sides agreed and picked up their own costs. The council had reiterated its offer of a payment plan and had also offered a settlement if the payment was made as a lump sum. The individual had asked to speak to Cllr. Anderson as they believed they had some new information to offer, the meeting would take place on 17th January. It was **AGREED** that unless the new information was relevant the council would continue with its proposed course of action. All in favour. ⁷

[The meeting closed at 20:47]

⁷ CD / Clerk

Appendix A

6 PLANNING

6.1 Current Applications

Agenda Ref	App No	Type	Address	Application
6.1.1	233140	Prior Approval	Land North of School Road, Riseley, RG7 1XN	Prior approval submission for the provision of an access road for agricultural vehicles It was PROPOSED and seconded that the council would not comment on this application. All in favour.
6.1.2	233093	Certificate of lawfulness	Springfields, Trowes Lane, Swallowfield RG7 1RN	Certificate of lawfulness for the use of land for the parking and storage of vehicles, plant and machinery and laying of hardstanding to facilitate the change of use. The hardstanding has also been used for the placement of ancillary containers. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
6.1.3	233078	Full application	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	Full application for the proposed erection of 8no. 6m lighting columns to accommodate existing mange. The council discussed that to minimise light pollution it would ask that cowls were fitted. It also agreed that hours of operation should be applied as had been for a similar application in Farley Hill. It was PROPOSED and seconded that the council would comment as above. All in favour.

Agenda Ref	App No	Type	Address	Application
6.1.4	233076	Full application	Dairy, The Cottage Basingstoke Road Riseley RG7 1QD	Full application for the proposed erection of 1 no. single storey building for Class E(g) use in association with the existing cheese- making business. It was PROPOSED and seconded that the council would comment on this application. All in favour.
6.1.5	232906	Listed Building	3 Farley Court Church Road Farley Hill RG7 1TT	Application for Listed Building consent for the proposed replacement of fenestration. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

6.2 Applications to be considered by WBC Planning Committee

Agenda Ref	App No	Type	Address	Application
6.2.1	230422	Full Planning Application	Land West of Trowes Lane and North of Charlton Lane, Swallowfield	Full planning application for the proposed erection of 81 dwellings (including 40% affordable homes), open space, SuDS, landscaping, biodiversity enhancements, new vehicular access off Trowes Lane, pedestrian & cycle links, and associated infrastructure. This application would be considered by the Planning Committee of Wokingham Borough Council on Wednesday 10 th January, 7pm at Council Offices, Shute End, Wokingham. The Parish Council strongly objected to this application. A representative of the Parish Council and a resident would address the committee for 3 minutes each, Cllr. Fullerton is co-ordinating this response. Residents are encouraged to attend the meeting to show the strength of opposition to this development.

6.3 Results

Agenda Ref	App No	Address	Application	Result
6.3.1	232634	Wyvols House Basingstoke Road Swallowfield RG7 1PU	Householder application for the proposed replacement storage barn.	Approved
6.3.2	232456	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.	Approved
6.3.3	232567	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.	Approved

6.4 Tree Preservation Orders

Agenda Ref	App No	Type	Address	Application
6.4.1	233077	Work to a TPO Tree	The Rosery Odiham Road Riseley Wokingham RG7 1SD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO-1400-2011 (T1) T1, Oak (T1 on TPO) – Remove deadwood, remove epicormic growth, reduce lateral limbs towards the rosery and neighbouring property by 35%. Reason for works: Due to threatened damage to property (houses), loss of light to property (houses) and tree foliage.