

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> MARCH 2024 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk  
07/03/24

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 COUNCIL BUSINESS

4.1 Working Groups – to **NOTE** that membership of the working groups is as detailed in the document circulated by Cllr. Anderson. To **NOTE** that any councillor may attend a working group meeting even if they are not a member.

4.2 Parish Litter Pick – it is **PROPOSED** that the council contributes up to £150 towards refreshments for this event.

### 5 MINUTES OF LAST MEETING

5.1 Minutes of the meeting held on 13<sup>th</sup> February 2024 - to **APPROVE** the minutes of this meeting.

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

**7 PLANNING**

Chair of Planning Committee: Cllr. I. Fullerton

7.1 Current applications – see details on page 5.

7.1.1 232273 – Glasspool Farm, Part Lane, Riseley RG7 1RU

7.1.2 233096 – Farley Hill Farm, Church Lane, Farley Hill RG7 1UP

7.1.3 240471 – 1 Norton Road, Riseley RG7 1SH

7.1.4 240374 – Smithy Cottage, Basingstoke Road, Riseley RG7 1QF

7.2 Results – see details on page 6.

7.2.1 232906 - 3 Farley Court Church Road Farley Hill RG7 1TT

Approved

7.2.2 233076 - Dairy, The Cottage Basingstoke Road Riseley RG7 1QD

Approved

7.2.3 233093 - Springfields, Trowes Lane, Swallowfield RG7 1RN

CLU Refused

7.2.1 233096 - Brockendene, Church Road, Farley Hill RG7 1UH

Refused

7.3 Tree Preservation Orders

7.3.1 233077 - The Rosery Odiham Road Riseley RG7 1SD

Tree Consent Given

7.4 Enforcements Investigations - to **NOTE** that there three open investigations of which one are new. Four investigations have been closed, three *No Breach* and one *Voluntary Compliance*.

**8 FINANCE**

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

Lead Councillor: Cllr. J. Anderson

8.1 Accounts Update – to **NOTE** that the monthly accounts have been circulated. It is **PROPOSED** that these are accepted.

8.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.

**9 BILLS LIST**

9.1 March 2024 – to **APPROVE** payments [list to be provided at the meeting]

## 10 ENVIRONMENT

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

- 10.1 Waste Bins – to **NOTE** that Cllr. Taylor has completed a review of the litter and dog waste bins on Parish Council land, including regular monitoring of usage. He has prepared a paper with his recommendations. Circulated.

It is **PROPOSED** that the council purchase and install:

- 10.1.1 Three Earth Anchor HGN 66 Dog waste bins (£147 ex vat per bin) plus three Bag Rings (£8 ex vat per bin). Colour red with Dog Waste label. Note: these will fit on the supports of the existing dog waste bins, so no additional fixing costs. Total cost £465 plus VAT.
- 10.1.2 Two 42 litre liner for Earth Anchor Beau litter bin (£52 ex vat per bin). Colour green. These to go in bins at <http://what3words.com///panic.grub.machinery> and <https://what3words.com///lifeguard.overlooks.strength>. Total cost £104 plus VAT (may be slightly more for painted version)
- 10.1.3 Purchase and install 4 new “Clean up after your dog” signs to replace old signs in Swallowfield Meadow (two signs), Riseley Rec (one sign: square post in place, no sign on it), Swallowfield Rec (one sign). Wording to be agreed. New signs could use the mounts/fixings of the existing signs.

## 11 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 11.1 Hall Upgrade

- 11.1.1 Update.

- 11.1.2 Structural Engineer – to **NOTE** the appointment of Forge Engineering Design Solutions to complete the necessary drawings/calculations at a cost of £720 plus VAT in accordance with delegated authority agreed by resolution 2806.1.5.

- 11.2 Tennis Courts

- 11.2.1 Floodlights – to **NOTE** that Riseley Tennis Club are considering replacing the light units with LEDs and have asked the council to **CONSIDER** how these might be funded. Paper circulated by Cllr. Drew.

- 11.2.2 Lease – to **NOTE** that the lease on the tennis courts ends in 2027, however, there is an option to agree a new lease before that date. To **CONSIDER** whether the council wish to pursue this course of action. Paper circulated by Cllr. Drew.

11.3 Riseley Memorial Hall Car Park – to **AGREE** to progress with the project to reconfigure the entrance/exit and install height barriers.

11.4 MUGA – to **AGREE** that quotes should be obtained for the replacement of the light units on the floodlights on the MUGA at Swallowfield.

**12 RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)

Lead Councillor: Cllr. L. Edmonds

12.1 Swallowfield Allotment Association – to **NOTE** receipt of the minutes of the last meeting held on 16<sup>th</sup> January 2024. Circulated.

**13 DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> April 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

**Appendix A**

**7 PLANNING**

7.1 Current Applications

<b>Agenda Ref</b>	<b>App No</b>	<b>Type</b>	<b>Address</b>	<b>Application</b>
7.1.1	240471	Householder	1 Norton Road, Riseley RG7 1SH	Householder application for proposed single storey side extension, two storey rear extension with pitched roof to match existing, followed by changes to fenestration and demolition of existing outbuilding.
7.1.2	240409	Householder	Farley Hill Farm, Church Lane, Farley Hill RG7 1UP	Householder application for the proposed erection of a single storey stables and tack room along with a hay barn and shed following demolition of the existing stables.
7.1.3	240374	Listed Building Consent	Smithy Cottage, Basingstoke Road, Riseley RG7 1QF	Application for Listed Building consent for the proposed repair and replacement of decaying oak beams. Once the beams have been repaired and replaced the panels will be rebuilt and the roof reinstated.
7.1.4	232273	Full application	Glasspool Farm Part Lane Riseley RG7 1RU	Full application for the proposed erection of 1 no. detached dwelling following demolition of the existing dwelling. (Part retrospective)

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	232906	3 Farley Court Church Road Farley Hill RG7 1TT	Application for Listed Building consent for the proposed replacement of fenestration.  The Parish Council had no comment on this application.	Approved
7.2.2	233076	Dairy, The Cottage Basingstoke Road Riseley Wokingham 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.  The Parish Council had no comment on this application.	Approved
7.2.3	233093	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.  The Parish Council had no comment on this application.	Certificate of lawful use refused
7.2.4	233096	Brockendene, Church Road Farley Hill RG7 1UH	Full application for the erection of one dwelling with detached garage to the rear (east) of the existing dwelling of Brockendene, Foxhill, Farley Hill, Reading, with associated access and landscaping.  Summary of reasons for refusal: inappropriate on an undeveloped greenfield site, within countryside, outside of any defined settlement boundaries. Encroachment of open countryside, detrimental impact on rural character of area, adversely harm countryside landscape and area of Special Character. Detrimental impact on existing public footpath. Poor accessible location.  The Parish Council objected to this application.	Refused