

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 9TH APRIL 2024 AT 7:30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL

Present: Mr. J. Anderson Mr. M. Binns Mrs. C. Drew
 Mrs. L. Edmonds Mr. I. Fullerton Mr. J. McDermott
 Mr. P. Schulz

In attendance: Mrs. E. Halson (Clerk)

Members of the Public: 2

2819 **APOLOGIES FOR ABSENCE**

Cllr. M. McDonald, Cllr. S. Taylor

2820 **DECLARATIONS OF INTEREST**

None.

2821 **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

NB: this is not a verbatim account of the questions and answers but information is provided to give a flavour of what was said.

2821.1 *Member of the public – we are here regarding planning application 240608, Broadwater Barn for which we have submitted a change of use application so that we can use it as a place of worship for our group.*

Cllr. JM: Can you confirm the capacity of the building and the number of parking spaces.
Member of the public – we have 20-30 local members who will arrive in up to 7 cars. The building will be used Sunday AM (6am) and Monday Evenings. We will be very considerate of local residents and will endeavour to keep any disturbance to a minimum.

Cllr. LE: How is this facility linked to the one in Three Mile Cross?

Member of the public – we are all part of the Berkshire group of around 360 members, but we meet at different venues, once we outgrow a venue, we look for new premises.

2822 **CHAIR'S ANNOUNCEMENTS**

2822.1 Annual Parish Meeting – it was **NOTED** that this meeting would be held on Wednesday 19th June.

2822.2 Parish Litter Pick – Cllr. Anderson expressed the council's gratitude to Peter and Claire Sampson for organising the day and to the team of people who assisted on the day with refreshments and retrieval of filled bags from the roadside.

2823 **MINUTES OF LAST MEETING**

2823.1 Minutes of the meeting held on 12th March 2024 – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

2824 **CLERK'S UPDATE**

2824.1 Matters Arising from previous minutes

2824.1.1 2805.1 Outstanding Hall Fees – it was **NOTED** that Cllr. Drew and the Clerk would attend a mediation session with HM Courts & Tribunals Service on 12th April.

2824.1.2 2802.2.1 Roundabout Service – it was **NOTED** that the report had been received. A quote had been requested for the work required.

2824.1.3 2802.2.2/3/4 – Swings – it was **NOTED** that the new swings and chains had been installed. However, one had not been correctly fitted at Riseley. The contractor would return on 10th April to refit.

2824.1.4 2814.1 Waste Bins – it was **NOTED** that the new waste bins had arrived and would be installed shortly.

2824.1.5 2815.3 Riseley Memorial Hall Car Park – it was **NOTED** that a highways consultant had been asked to quote to prepare a report regarding the suitability of access to/from the site. He would visit on 11th April. ²

2824.1.6 MUGA Replacement LED fittings – it was **NOTED** that 2 contractors had been contacted and asked to quote for the replacement fittings. ³

2824.2 Matters Arising from previous minutes

2824.2.1 Vandalism, Swallowfield Recreation Ground – it was **NOTED** that there had been some vandalism over the weekend. The latches/hinges on three gates had been bent/broken. The Clerk would file a report with the police.

2825 **PLANNING**

Chair of Planning Committee: Cllr. I. Fullerton

2825.1 Current applications – see details on page 2024/1191.

2825.1.1 233016 - Tamarind Swallowfield Street Swallowfield RG7 1QX

Object

2825.1.2 240608 - Broadwater Barn, Part Lane, Riseley RG7 1RU

Comment

¹ JA

² Clerk

³ Clerk

2825.1.3	240750 - Tudor Farm, Part Lane, Riseley RG7 1RU	Not validated
2825.1.4	240771 - 12 Yeosfield, Riseley RG7 1SG	No Comment
2825.1.5	240807 - Lancambria, Basingstoke Road, Swallowfield RG7 1PY	Not validated

2825.2 Results – see details on page 2024/1193.

2825.2.1 240026 - Swallowfield Parish Hall, Swallowfield Street, Swallowfield RG7 1QX Approved

2825.3 Appeals

2825.3.1 APP/X0360/W/24/3340006 (WBC Ref: 230422) - Land West of Trowes Lane and North of Charlton Lane, Swallowfield – it was **NOTED** that an appeal had been made to the Secretary of State against the decision of Wokingham Borough Council to refuse planning permission. The appeal would be determined on the basis of an enquiry.

Cllr. Fullerton explained that he had met with Cllr. Smith who led Hurst Parish Council's (HPC) successful appeal against a similar development. He explained that HPC had applied for Rule 6 status giving the parish council the same status as the appellant (Croudace) and the planning authority (WBC). It would be costly in manpower, HPC had a team of 12 people heavily involved with research and preparation for the hearing, and financially as it would be necessary to engage professional legal advice and engage a barrister to represent the council during the appeal. HPC raised all the funding for their appeal through a crowdfunding campaign.

Cllr. Fullerton stated that the Parish Council cannot undertake fighting this appeal without significant practical support from residents. Several are already heavily engaged with the Parish Council, but more assistance would be required.

It was **PROPOSED** and seconded that Swallowfield Parish Council apply for Rule 6 Status immediately and work with the community group on a plan of action. All in favour. ⁴

2825.4 Enforcements Investigations – it was **NOTED** that there four open investigations of which one is new. Four investigations had been closed, three *No Breach* and one *Voluntary Compliance*.

2826 **FINANCE**

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

Lead Councillor: Cllr. J. Anderson

2826.1 Accounts Update – it was **NOTED** that the monthly accounts had not been circulated as the year-end adjustments had not yet been processed.

2826.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. All in favour. ⁵

⁴ IF/JA/Clerk

⁵ JA

2826.3 Charles Stanley – it is **PROPOSED** and seconded that Susan Howorth, Responsible Finance Officer be authorised to speak to Charles Stanley on behalf of the council. All in favour. ⁶

2827 **BILLS LIST**

2827.1 April 2024 – it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Anderson and Fullerton. All in favour. ⁷

1	Air Intelligence	203.24
2	Deposit Refund	100.00
3	Deposit Refund	100.00
4	Reimbursement	115.39
5	Select	85.73
6	Select	85.73
7	CSA Landscapes	825.31
8	Select	107.36
9	Select	71.67
10	Select	85.73
11	GLS	75.68
12	The Alpha Experience	668.75
13	Moorepay	94.63
14	Rialtas	889.20
15	Rialtas	132.00
16	Pretty Green Landscapes	288.00
17	Earth Anchors Ltd	711.60
18	Karen Luke	208.00
19	CASTLE WATER	213.97
20	CASTLE WATER	23.09
21	HMRC PAYMENTS	897.25
22	Lloyds Bank (Alto Card)	545.00
23	Payroll	6683.32
24	BACs Charge	17.12
25	PWLB	9606.75
26	PWLB	3612.51
27	SSE	64.45
28	SSE	486.29
29	SSE	475.97
30	SSE	513.53
31	Blucando	83.52

⁶ Clerk to notify Charles Stanley

⁷ JA/IF

32	Unity Trust Service Charge	39.60
33	Unity Trust Manual Credit Charge	2.10
34	Other	115.00
35	Maintenance	61.37
36	Mileage	131.86
37	Office	53.15

2828 **PROPERTY**

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

2828.1 Fieldfare – it was **PROPOSED** and seconded that due to commercial sensitivities the press and public are excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

2828.2 Hall Upgrade

2828.2.1 Update – it was **NOTED** that the start date had been pushed back to 22nd April as insurance was not yet in place.

2828.2.2 Insurance – it was **NOTED** that the council’s insurance company had been asked to quote for insuring the building during the project at the beginning of March but had not yet responded. Cllr. Drew explained that there are complications regarding what is insured and by whom so the council had engaged a broker to deal with the matter.

2828.3 Tennis Courts and Sports Pavilion – it was **NOTED** that Cllr. Drew and the Clerk met with the Chair of Riseley Tennis Club. The notes and paper had been circulated by Cllr. Drew. It was **PROPOSED** and seconded that:

2828.3.1 The Council pay for the upgrade of the floodlights at the tennis club to LED lights substantially on the basis set out in the paper circulated and recovers its costs via the rent charged for the new lease of the courts. All in favour. ⁸

2828.3.2 The Council negotiate and enter into a new lease of the courts and a new licence of the clubhouse with the tennis club substantially on the basis set out in the paper circulated (subject to the advice of the Council’s lawyers). All in favour. ⁹

2828.3.3 Accordingly, the Council instruct lawyers to act on its behalf in drafting, advising on and finalising a new lease and new licence with the tennis club. All in favour. ¹⁰

⁸ Clerk

⁹ Clerk

¹⁰ CD/Clerk

2828.4 Riseley Recreation Ground – to **NOTE** that Cllr. McDermott and the Clerk met with the Chair of Shinfield Rangers Football Club (SRFC).

It was **AGREED** that, in principle, the council would allow SRFC to use the football pitch/recreation ground for training up to two evenings a week and subject to the playing conditions improving, for matches on Saturday mornings. ¹¹

2829 **DATE OF NEXT MEETING**

Tuesday 14th May 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield. It was **NOTED** that this will be the Annual Meeting of Swallowfield Parish Council.

¹¹ Clerk

Due to 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.

2830 **PROPERTY**

- 2830.1 Fieldfare Residential – it was **PROPOSED** and seconded that the rent for the three properties be set as detailed in the paper circulated. All in favour. ¹²

[The meeting closed at 21:05]

¹² Clerk

Appendix A

2825 PLANNING

2825.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2825.1.1	233016	Householder	Tamarind Swallowfield Street Swallowfield RG7 1QX	<p>Householder application for the proposed raising of part of the existing roof to form first floor habitable accommodation following removal of a chimney, plus the erection of a single storey extension and canopy roof, addition of a dormer window and changes to fenestration.</p> <p>The council discussed that if allowed the modified building would dominate this area of the village both through its size and height and be inconsistent with the style of neighbouring properties. The application should be opposed on the grounds of size, scale, incompatibility with adjacent properties and loss of amenity of those properties under policy DH2.</p> <p>It was PROPOSED and seconded that the council would object to this application as documented above. All in favour.</p>
2825.1.2	240608	Full application	Broadwater Barn, Part Lane, Riseley RG7 1RU	<p>Full application for the change of use from offices to Place of Worship.</p> <p>The council discussed the potential problem of car parking but concluded that the current car park would be of sufficient size for the expected visitors.</p> <p>It was PROPOSED and seconded that the council would ask WBC to set a condition to restrict the change of use of the building to the group applying for the change of use, namely, The Plymouth</p>

				Brethren. All in favour.
2825.1.3	240750	Householder	Tudor Farm, Part Lane, Riseley RG7 1RU	Application for Listed Building consent for proposed installation of 1No second floor dormer window to the rear. This application has not yet been validated.
2825.1.4	240771	Householder	12 Yeosfield, Riseley RG7 1SG	Householder application for proposed first floor side extension, loft conversion to create habitable accommodation with the insertion of 1 no. dormer to the rear elevation with changes to the fenestration. This application has not yet been validated.
2825.1.5	240807	Householder	Lancambria, Basingstoke Road, Swallowfield RG7 1PY	Householder application for proposed garage conversion to create habitable accommodation, single storey front extension to create a porch, single storey rear extension with changes to the fenestration. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

2825.2 Results

Agenda Ref	App No	Address	Application	Result
2825.2.1	240026	Swallowfield Parish Hall, Swallowfield Street, Swallowfield RG7 1QX	Full application for the proposed partial replacement of glazed units in atrium with opaque insulating panels; replacement of main entrance doors and atrium entrance doors with automatic doors; and installation of sun pipes. The Parish Council had no comment on this application.	Approved