

MINUTES OF THE ANNUAL MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 14th MAY 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Mr. J. Anderson Mr. M. Binns Mrs. C. Drew
Mr. J. McDermott Mrs. M. McDonald Mr. P. Schulz
Mr. S. Taylor

In attendance: Mrs. S. Howorth (RFO)

Members of the public: 0

2831 APOLOGIES FOR ABSENCE

Mrs. L. Edmonds

2832 CHAIR

2832.1 Election – it was **PROPOSED** and seconded that John Anderson be elected Chair of Swallowfield Parish Council. All in favour.

Cllr. Anderson signed the declaration of acceptance of this office.

2833 DECLARATIONS OF INTEREST

None.

2834 COUNCIL BUSINESS

2834.1 Vice-Chair – it was **PROPOSED** and seconded that Paul Schulz be elected Vice-Chair of the council. All in favour.

2834.2 Planning Committee – it was **PROPOSED** and seconded that Simon Taylor be elected Chair of this committee. All in favour.

2834.3 Working Groups and Lead Councillors – it was **AGREED** that there would be further discussion regarding working groups. ¹

2834.4 Meetings – it was **AGREED** that Parish Council Meetings would be held in the Rose Room on the 2nd Tuesday of each month and Planning Committee Meetings on the 4th Tuesday of each month if required. Councillors were reminded that notification of these meetings represents a summons and attendance is one of the few legal requirements of a councillor.

¹ All councillors

2834.5 Documents

2834.5.1 Adoption of documents – it was **PROPOSED** and seconded that the council re-adopt the following documents for the year April 2024/2025.

- 1.1 Standing Orders (Nov 2018)
- 1.2 Financial Regulations (May 2021)
- 1.3 Risk Management Policy (Feb 2024)
- 1.4 Grants, Donations and Financial Support (Mar 2016)
- 1.5 Sale of Land owned by Swallowfield PC (Feb 2014)
- 1.6 Tree Management Policy (Nov 2016)
- 1.7 Code of Conduct (Aug 2015)
- 1.8 Social Media Policy (Apr 2014)
- 1.9 Investment Strategy (July 2022)
- 1.10 CCTV Policy
- 2.1 GDPR Privacy Notice (May 2018)
- 2.2 GDPR Hirers Privacy Notice (May 2018)
- 2.3 Privacy Notice for Email contact
- 2.4 Privacy Notice for Staff
- 2.5 Privacy Notice for Councillors
- 2.6 Consent Forms
- 3.1 Model Publication Scheme
- 3.2 Publication Scheme
- 3.3 Communication Policy (Nov 2021)
- 4.1 Guide to Public Participation at Parish Council Meetings (March 2015)
- 4.2 Complaints Procedure

2834.5.2 Financial Regulations – it was **NOTED** that NALC had just released a new *Model Financial Regulations* template. This would be reviewed and used to develop an updated version of the council's financial regulations which would be brought to council for adoption. ²

2835 CHAIR'S ANNOUNCEMENTS

2835.1 Mr. Ian Fullerton – it was **NOTED** that Mr. Fullerton had stood down from the council on 15th April. The council expressed its gratitude for Ian's hard work during his tenure, particularly the introduction of Speedwatch and his work to fight recent planning applications.

It was **NOTED** that Democratic & Electoral Services, WBC had confirmed that there had been no request for an election so the council could move ahead with co-option. A notice of a councillor vacancy had been posted. Anyone interested in learning more about the role of councillor should contact the clerk or any member of the parish council.

2836 MINUTES OF LAST MEETING

2836.1 Minutes of the meeting held on 9th April – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ³

² Clerk / Finance Working Group

³ JA

2837 CLERK'S UPDATE

2837.1 Matters Arising from previous minutes

2837.1.1 2802.2.1 Inclusive Roundabout – chasing contractor for a quote for repair.

2837.1.2 2828.4 Shinfield Rangers Football Club – the Clerk met with Chair who had committed to send a plan for proposed work.

2837.2 Other Matters

2837.2.1 Riseley Memorial Hall – the element in water heater had been replaced.

2837.2.2 Riseley Sports Pavilion – the latch in the main door had been replaced.

2837.2.3 Staff/Councillor Vacancy – advertised on the website and Facebook page.

2838 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

2838.1 Current applications – for details see page 2024/1201.

2838.1.1	232795 – Tanners Dairy, Swallowfield Road, Arborfield RG2 9LA	Comment
2838.1.2	240749/204750 - Tudor Farm, Part Lane, Riseley RG7 1RU	No Comment
2838.1.3	241042 – Harwood House, Odiham Road, Riseley	No Comment
2838.1.4	241092/241093 - Stanford End Farm Barge Lane, Swallowfield RG7 1SY	Object

2838.2 Results – for details see page 2024/1203.

2838.2.1	231177/23/01070/FUL - Dukes Field Cottage, Norton Road, Riseley RG7 1SH	Refused
2838.2.2	233016 – Tamarind, Swallowfield Street, Swallowfield RG7 1QX	Approved
2838.2.3	240807 - Lancambria, Basingstoke Road, Swallowfield RG7 1PY	Approved

2838.3 Appeals – for details see page 2024/1204.

2838.3.1 231233 – Robin's Lodge Nursery, Part Lane, Swallowfield – it was **AGREED** that the council did not believe that the applicants appeal submission addressed the reasons for refusal. It was **PROPOSED** and seconded that the council would reiterate its objection and add its support to the submissions made by the FRG and by a planning consultant engaged by a resident. All in favour. ⁴

2838.4 Tree Preservations Orders – For information only – for details see page 2024/1204.

2838.4.1 241044 - Glasspool Farm, Part Lane, Riseley RG7 1RU

2838.5 Enforcements Investigations – it was **NOTED** that two investigations had been closed, one *Voluntary Compliance*, one *No Breach*.

⁴ Clerk

2839 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance)
Lead Councillor: Cllr. J. Anderson

- 2839.1 March Update – it was **NOTED** that the March accounts had been circulated. It was **PROPOSED** and seconded that these be accepted subject to approval by the internal auditor. All in favour.
- 2839.2 April 2024 – it was **NOTED** that the accounts would be circulated after the auditor had approved closure of the previous year.
- 2839.3 Internal Auditor – it was **NOTED** that the internal auditor would visit on Wednesday 22nd May.
- 2839.4 Berkshire Association of Local Councils (BALC) – it was **PROPOSED** and seconded that the council continue its membership of BALC at a cost of £534.43. ⁵

2840 BILLS LIST

- 2840.1 May 2024 – it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Anderson and Taylor. All in favour. ⁶

1	Pretty Green Landscapes	216.00
2	Deposit Refund	300.00
3	Deposit Refund	100.00
4	Deposit Refund	300.00
5	Deposit Refund	242.82
6	Precision Plumbing & Heating	181.20
7	Precision Plumbing & Heating	90.00
8	Churches	318.37
9	D2D	354.00
10	Moorepay	183.73
11	C Bell	180.00
12	C Bell	90.00
13	Bright & Fresh	95.00
14	Select	102.25
15	Premier Office Supplies	52.70
16	Gemtec	132.00
17	Wellington Estates	900.00

⁵ RFO to add to next Bills List

⁶ JA/ST

18	Ricoh	173.50
19	K Luke Cleaning Services	130.00
20	Verlingue Ltd	2888.49
21	Lindum Construction	7899.06
22	Lindum Construction	6840.00
23	Lindum Construction	11400.00
24	Stanhope Wilkinson Associates	2627.22
25	BACS Charge	17.12
26	CASTLE WATER	34.09
27	CASTLE WATER	23.09
28	HMRC PAYMENTS	897.25
29	Lloyds Bank (Alto Card)	162.00
30	WBC	97.79
31	WBC	71.22
32	SSE - Gas	383.40
33	Payroll	6721.30
34	BT	513.44
35	SSE	60.34
36	Blucando	83.52
37	Blucando	30.00

It was **NOTED** that payments 20, 21,22, 23 & 24 were **AUTHORISED** before the meeting by Cllrs. Anderson and Taylor in accordance with resolution 2806.1.5.5.

2841 HR

2841.1 Caretaker – it was **NOTED** that the caretaker is retiring. The council had begun recruitment of a replacement. ⁷

2842 PROPERTY

(Fieldfayre, Halls, Land)

Lead Councillor: Cllr. C. Drew

2842.1 Riseley Pavilion and Tennis Courts – 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.

⁷ Clerk / HR Working Group

2843 ENVIRONMENT

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

Lead Councillor: TBA

- 2843.1 Fields NAG – it was **NOTED** that the last meeting was held on 12th April, Cllr. McDonald attended.

2844 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)

Lead Councillor: John McDermott

- 2844.1 Newsletter, Summer Issue – it was **NOTED** that the copy deadline is 17th May 2024.

2845 CORRESPONDENCE

- 2845.1 Swallowfield Parish Allotment Association – it was **NOTED** that the minutes of the committee meeting held on 26th March 2024 had been received.

2846 DATE OF NEXT MEETING

- 2846.1 Tuesday 11th June 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

- 2846.2 Annual Parish Meeting – it was **NOTED** that this would take place on Wednesday 19th June at 7:30pm in Swallowfield Parish Hall. Light refreshments will be served. All residents are invited to attend this meeting.

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.

2847 PROPERTY

2847.1 Riseley Pavilion and Tennis Courts – it was **PROPOSED** and seconded that details of the recommendation documented in the paper previously circulated by Cllr. Drew would be put to the Tennis Club. All in favour. ⁸

[Meeting closed at 20:23pm]

⁸ CD / Clerk

Appendix A

2839 PLANNING

2839.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2839.1.1	232795	Full application for change of use	Tanners Dairy, Swallowfield Road, Arborfield RG2 9LA	<p>Full application for the change of use of land to a car recovery yard and associated vehicle maintenance (retrospective).</p> <p>This application was considered in February 2024 and the council requested that conditions were set to limit vehicle movements. Since then, the description has been amended and now as the additional words highlighted in italics/bold.</p> <p>It was PROPOSED and seconded that the council asks WBC to set conditions limiting vehicle movements to and from this site and that no workshop buildings should be erected on the site. All in favour.</p>
2839.1.2	240749/ 240750	Householder/ Listed Building Consent	Tudor Farm, Part Lane, Riseley RG7 1RU	<p>Application for Listed Building consent for proposed installation of 1No second floor dormer window to the rear.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>
2839.1.3	241042	Householder	Harwood House, Odiham Road, Riseley RG7 1SD	<p>Householder application for proposed garage conversion to create habitable accommodation, single storey side extension, dropping of kerb to Basingstoke Road with Changes to fenestration.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

Agenda Ref	App No	Type	Address	Application
2839.1.4	241092/ 241093	Householder /Listed Building	Stanford End Farm Barge Lane Swallowfield RG7 1SY	<p>Householder application for proposed side infill, single storey rear extension, 3 part single storey side extension, raised patio to the rear of the dwelling with changes to the fenestration following the demolition of the existing conservatory, open sided barn and 2 no. Barns.</p> <p>Application for Listed Building consent for the proposed replacement of the existing single storey extension. Following demolition of existing attached outbuildings, new sewage treatment and the comprehensive refurbishment of the dwelling house.</p> <p>It was PROPOSED and seconded that the council would object to this application for the reasons listed below. All in favour.</p> <p>* The existing outbuildings, barns and conservatory are of a rural nature so sit well in the country environment, the proposed extension is massive, not in keeping with the surroundings and would be of detriment to the existing Grade II listed farmhouse.</p> <p>* The new structure would be very visible from all approaches to the site leading to loss of visual amenity and detract from the beautiful countryside surrounding this site.</p>

2839.2 Results

Agenda Ref	App No	Address	Application	Result
2839.2.1	231177 23/01070/FUL	Land to the East of Dukes Field Cottage Norton Road Riseley RG7 1SH	Full application for the erection of 2No detached dwellings with associated parking and landscaping.	Refused
2839.2.2	233016	Tamarind, Swallowfield Street, RG7 1QX	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. Swallowfield Parish Council objected to this application.	Approved
2839.2.3	240807	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.	Approved

2839.3 Appeals

Agenda Ref	App No	Type	Address	Application
2839.3.1	231233	Appeal	Robin's Lodge Nursery, Part Lane, Swallowfield	Full application for the proposed erection of 2no. buildings and open log store with associated parking, access and landscaping, plus the formation of an earth bund and acoustic screen around wood chipper, following demolition of existing green houses and mobile home.

2839.4 Tree Preservation Work

Agenda Ref	App No	Type	Address	Application
2839.4.1	241044	TPO - Work to a TPO tree - info only	Glasspool Farm, Part Lane, Riseley RG7 1RU	Application for works to protected tree(s) TPO T1 Oak, to reduce crown by 3m. T2 Ash, feel tree ash dieback.