

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 11th JUNE 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Mr. J. Anderson (Chair) Mrs. V. Adams Mr. M. Binns
 Mrs. C. Drew Mrs. L. Edmonds Mr. J. McDermott
 Mrs. M. McDonald Mr. P. Schulz Mr. S. Taylor

Attendance: Mrs. E. Halson (Clerk)

Members of the public: 1

2848 APOLOGIES FOR ABSENCE

None.

2849 DECLARATIONS OF INTEREST

None.

2850 COUNCIL BUSINESS

2850.1 Co-option – it was **PROPOSED** and seconded that the council co-opt Mrs. V. Adams.
All in favour. ^{1 2}

Mrs. Adams signed the Declaration of Acceptance of Office and joined the meeting.

2851 MINUTES OF LAST MEETING

2851.1 Minutes of the meeting held on 12th May – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ³

2852 CLERK'S UPDATE

2852.1 Training – it was **NOTED** that Cllr. Edmonds would attend a Skills & Knowledge course run by BALC on 2nd July 2024 at a cost of £150.

2853 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

2853.1 Current applications – for details see 2024/1210

2853.1.1 221241 - Land off Basingstoke Road, Spencers Wood

For info only

¹ Clerk to notify WBC

² Clerk to set up email address

³ JA

2853.2 Results – for details 2024/1210

2853.2.1	240771 - 12 Yeosfield, Riseley RG7 1SG	Approved
2853.2.2	240608 - Broadwater Barn, Part Lane, Riseley RG7 1RU	Approved
2853.2.3	240409 - Farley Hill Farm, Church Lane, Farley Hill RG7 1UP	Approved
2853.2.4	232273 - Glasspool Farm, Part Lane, Riseley RG7 1RU	Approved

2853.3 Appeals

2853.3.1 230422 – Land West of Trowes Lane and North of Charlton Lane, Swallowfield – it was **NOTED** that the public inquiry for this appeal will take place in Swallowfield Parish Hall starting at 10am on Wednesday 26th June.

2854 FINANCE

(Budgets/investments/reserves/grants/risk assessments/insurance)

Lead Councillor: Cllr. J. Anderson

2854.1 Monthly Accounts

2854.1.1 May 2024 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. It was **AGREED** that the Finance Working Group would review the timescales and process for accepting the accounts. ⁴

2854.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. All in favour. ⁵

2854.2 Year End

2854.2.1 Year End Accounts – it was **NOTED** that the Year End Accounts had been approved without amendment by the auditor.

2854.3 Internal Audit

2854.3.1 Interim Audit Report – to **NOTE** that the report has been received and will be reviewed by the Finance Working Group. Circulated.

2854.4 Annual Return

Cllr. Shulz explained that he had not been able to review the documents due an IT issue. Cllr. Adams was not in a position to vote on this due to her being co-opted earlier in the meeting.

2854.4.1 Annual Governance Statement – it was **NOTED** that this had been circulated and all councillors were asked to confirm their understanding of the document.

It was **PROPOSED** and seconded that the Annual Governance Statement be **APPROVED**. 7 in favour, 2 abstentions, Motion carried.

⁴ Finance Working Group

⁵ JA

2854.4.2 Accounting Statements – it was **NOTED** that this had been circulated.

It was **PROPOSED** and seconded that the Accounting Statements be **APPROVED**. 7 in favour, 2 abstentions, Motion carried. ⁶

2854.4.3 Exercise of electors' rights – it was **NOTED** that the inspection period would commence on 17th June 2024 and end on 26th July 2024. ⁷

2855 **BILLS LIST**

2855.1 June 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. ⁸

1	Deposit Refund – Hall Hire	300.00
2	Claire Connell – Internal Audit	310.00
3	Lindum Construction Services Ltd – Hall Upgrade	25081.69
4	Select Environmental Services – Waste Disposal	85.73
5	Select Environmental Services – Waste Disposal	104.33
6	Select Environmental Services – Waste Disposal	94.47
7	Forge Engineering Design Solutions – Hall upgrade	864.00
8	Lafford & Leavey – lock replacement, Sports Pavilion	354.00
9	Moorepay – Payroll Services	94.63
10	Moorepay – Payroll Services	39.68
11	Nigel Jeffries Landscapes Ltd – Grounds Maintenance	2099.40
12	HALC – BALC/NALC Subscription	534.43
13	Coral Bell – Seated Exercise Classes	225.00
14	GLS – Hall supplies	56.38
15	The Alpha Experience – Newsletter Printing	668.75
16	Pretty Green Landscapes – Fox's Run Maintenance	144.00
17	Karen Luke Cleaning Services – Swallowfield Parish Hall	234.00
18	BACS Charge	17.12
19	CASTLE WATER	34.09
20	CASTLE WATER	23.09
21	Lloyds Bank (Alto Card)	6.99
22	Payroll	6721.10
23	HMRC (VAT)	859.27

⁶ RFO to submit documents to the External Auditor

⁷ Clerk to post on website

⁸ JA/ST

24	Southern Electric – Street Lights	64.50
25	Wokingham Council – Business Rates	98.00
26	Wokingham Council – Business Rates	70.00
27	SSE – Electricity, Hall Upgrade	1337.58
28	SSE – Gas, Hall Upgrade	62.48
29	Blucando - IT	83.52

2856 HR

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. C. Drew

2856.1 Caretaker – it was **NOTED** that interviews would take place on Wednesday 12th June.

2857 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

2857.1 Hall Upgrade – it was **NOTED** that the project was on track. There would be a one week pause in work to allow the appeal to be heard in the Main Hall, however, it was hoped that this would not affect the end date. The next review meeting is scheduled for 28th June 2024.

2857.2 Fieldfare – it is **PROPOSED** and seconded that due to commercial sensitivities the press and public be excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

2857.3 Riseley Pavilion and Tennis Courts – it is **PROPOSED** and seconded that due to commercial sensitivities the press and public be excluded during discussion of this topic in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

2857.4 Riseley Recreation Ground – Cllr. Drew explained that she had read through the documents submitted by the football club but there wasn't sufficient information for her to make a proposal to council. She would meet with the Clerk on 12th June to compile a list of questions and further information required. Once reviewed by the football club a meeting would be arranged to discuss the arrangements.

2858 RESILIENCE

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

Lead Councillor: TBA

2858.1 Flood Resilience Group – it was **NOTED** that notes from the last meeting held on 16th May had been received. Cllr. McDonald had attended the last meeting.

2859 CORRESPONDENCE

- 2859.1 Swallowfield Parish Allotment Association – it was **NOTED** that the minutes of the committee meeting held on 1st May 2024 had been received.

2860 DATE OF NEXT MEETING

- 2860.1 Tuesday 9th July 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.
- 2860.2 Annual Parish Meeting – it was **NOTED** that this would take place on Wednesday 19th June at 7:30pm in Swallowfield Parish Hall. Light refreshments would 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.

2861 PROPERTY

2861.1 Fieldfare Residential – it was **PROPOSED** and seconded that the rent for the property be set as detailed in the paper circulated. All in favour. ⁹

2861.2 Riseley Pavilion and Tennis Courts – Cllr. Drew explained that the tennis club had reviewed the proposal agreed at the April meeting and had proposed some amendments to the licence and lease. Cllr. Drew explained the proposals made in the paper circulated.

2861.2.1 It was **PROPOSED** and seconded that the redemption premium is only for the additional rent, for the upgrade to the floodlights. All in favour. ¹⁰

2861.2.2 It was **PROPOSED** and seconded that should the licence on the clubhouse be terminated early then the lease rent on the courts would be reduced by 15%. All in favour. ¹¹

2861.2.3 It was **PROPOSED** and seconded that if the Tennis Club agree to terminate the current lease early, the following would apply:

- The new rent would be reduced as follows:

2024/2025 - £1,800

2025/2026 - £1,200

2026/2027 - £600

- The additional amount for the floodlights would not be subject to CPI increases for the first 3 years from the date of grant of the new lease.

All in favour. ¹²

[The meeting closed at 21:06]

⁹ Clerk

¹⁰ Clerk

¹¹ Clerk/CD

¹² Clerk/CD

Appendix A

2852 PLANNING

2852.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2852.1.1	241261	Screening Opinion	Land off Basingstoke Road, Spencers Wood	<p>Screening Opinion for the erection of up to 475 dwellings (Use Class C3), 1ha of employment land, primary school, local centre, sports pitch, public open space, and associated infrastructure</p> <p>It was NOTED that this was not a planning application. It is a request to determine whether an Environmental Impact Assessment would be required should a planning application be submitted.</p>

2852.2 Results

Agenda Ref	App No	Address	Application	Result
2852.2.1	240771	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	Approved
2852.2.2	240608	Broadwater Barn, Part Lane, Riseley RG7 1RU	Full application for the change of use from offices to Place of Worship.	Approved
2852.2.3	240409	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.	Approved

Agenda Ref	App No	Address	Application	Result
2852.2.4	232273	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)	Approved