

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

Present: Mr. J. Anderson Mr. M. Binns Mrs. L. Edmonds
 Mr. J. McDermott Mrs. M. McDonald Mr. P. Schulz
 Mr. S. Taylor

In attendance: Mrs. E. Halson (Clerk)

Members of the public: 0

2862 APOLOGIES FOR ABSENCE

Mrs. V. Adams, Mrs. C. Drew

2863 DECLARATIONS OF INTEREST

None.

2864 CHAIRMAN'S ANNOUNCEMENTS

2864.1 Annual Parish Meeting – it was **NOTED** that the council would consider two requests made at the Annual Parish Meeting by residents during this meeting. The council welcomes suggestions made by residents.

2864.2 Trowes Lane Appeal – it was **NOTED** that the council is grateful to all the hall users who stood down or were inconvenienced during the appeal hearing. It would also like to express its thanks to Lindum Construction Ltd who arranged to stand down their team for one week so that the appeal could be held in the hall.

[Cllr. Edmonds joined the meeting]

2865 MINUTES OF LAST MEETING

Minutes of the meeting held on 11th June – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

2866 CLERK'S UPDATE

2866.1 Matters arising from previous minutes

2866.1.1 2802.2.4 Loose surfacing for natural play area – it was **NOTED** that this would be delivered and installed on Thursday 11th July.

¹ JA

2866.2 Other Matters

- 2866.2.1 Swallowfield Recreation Ground, Zip Wire – it was **NOTED** that one of the uprights had snapped below ground so the zip wire had been closed, the seat had been removed and signs displayed. Investigations regarding repair or replacement are on-going. ²
- 2866.2.2 Riseley Memorial Hall Car Park – it was **NOTED** that there has been another incident of fly tipping by the bottle banks. Fly-tipping is illegal and could result in a fine. Investigation is on-going to determine the culprits. If residents witness any fly-tipping here it should be reported immediately to the parish office.
- 2866.2.3 Riseley Memorial Hall – it was **NOTED** that the toilet seats in the Memorial Hall may need to be replaced.
- 2866.2.4 Archery – it was **NOTED** that an enquiry had been received from a qualified archery instructor regarding use of the Multi-purpose Games Court for an Army Cadet training day.
- 2866.2.5 Swallowfield Parish Hall – it was **NOTED** that there had been significant damage to hall floor following a party. In addition, the Davies Room and Rose Room were used outside the agreed times all areas were left very dirty leading to a complaint from the hirer on Sunday morning. A flooring expert is assessing the damage to the floor and the options/cost for patching it. The hirers deposit of £400 has been withheld. ³

2867 PLANNING

Chairman of Planning Committee: Cllr. Taylor

2867.1 Current applications – for details see 2024/1218

2867.1.1 241028 – 1 Scarlet Mews, Swallowfield Street, Swallowfield RG 1SZ No Comment

2867.2 Results – for details see 2024/1218

2867.2.1 232795 – Tanners Dairy, Swallowfield Road, RG2 9LA Approved

2867.2.2 240150 – Riseley Business Park, Basingstoke Road, Riseley RG7 1NW Approved

2867.3 Appeals

2867.3.1 230422 – Land West of Trowes Lane and North of Charlton Lane, Swallowfield – it was **NOTED** that a decision is likely before the end of August.

The council would like to commend the members of the Community Action Group and wider community for their hard work to collate and present evidence to this appeal.

2867.4 Tree Preservation Orders – for detail see page 2024/1219

2867.4.1 241044 – Glasspool Farm, Part Lane, Riseley RG7 1RU Split Decision

² Clerk / Recreation Working Group

³ Clerk / RFO

2868 FINANCE

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

2868.1 Monthly Accounts

2868.1.1 June 2024 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2868.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be approved. All in favour. ⁴

2869 BILLS LIST

2869.1 July 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.

1	Deposit Refund	300.00
2	Deposit Refund	100.00
3	NJL Ltd – grounds maintenance	1356.00
4	SWA Associates – hall upgrade	1950.00
5	Lindum Construction – hall upgrade	63,331.72
6	D2D Distribution – newsletter delivery	354.00
7	We are Hive – newsletter production (Spring)	624.00
8	We are Hive – newsletter production (Summer)	630.00
9	Lucas Plumbing – leaking pipes	114.00
10	Select – waste disposal	85.73
11	Select – waste disposal	125.72
12	Karen Luke – hall cleaning	208.00
13	GLS – hall supplies	121.16
14	Moorepay – Payroll	94.63
15	Coral Bell – Seated Exercise Classes	180.00
16	Calico Charity – rent (Allotments)	265.00
17	BACS Charge	17.12
18	CASTLE WATER	198.16
19	HMRC PAYMENTS	859.47
20	Lloyds Bank (Alto Card) – keyboard/mouse	97.98
21	Payroll – June	6,720.90

⁴ JA

22	Wokingham Council – Business Rates	98.00
23	Wokingham Council – Business Rates	70.00
24	Unity Trust Service Charge	40.05
25	Unity Trust Credit Handling Charge	0.30
26	Blucando – IT licences	83.52

2870 HR

(Appraisals/recruitment/staff training)
Lead Councillor: Cllr. C. Drew

- 2870.1 Caretaker – it was **NOTED** that the new caretaker would start on 15th July, with the current caretaker leaving on 26th July.

2871 PROPERTY

(Fieldfare, Halls, Land)
Lead Councillor: Cllr. C. Drew

- 2871.1 Hall Upgrade – it was **NOTED** that the supplier has indicated that additional framing is required for the automatic doors in the atrium. The cost of this is £2065.
- 2871.2 Riseley Tennis Courts, floodlight upgrade – to **APPOINT** a contractor to replace the light heads on the floodlights with LEDs.

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.

2872 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald

- 2872.1 Hearing Loop – it was **NOTED** that a resident had requested that a hearing loop is fitted in the hall. It was **PROPOSED** and seconded that the council obtain a quote for the installation a hearing loop in the hall. ⁵

⁵ Clerk

2873 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Paul Schulz

- 2873.1 Litter Pick – it was **NOTED** that a resident had suggested that the council consider organising a second litter pick later in the year, maybe at the end of September. It is **PROPOSED** that the council investigate the feasibility of this and meets with the resident to discuss the logistics. ⁶

2874 CORRESPONDENCE

- 2874.1 Farley Hall Horse Trials – it was **NOTED** that an email had been received expressing concern about the route in and out of the Farley Hall Horse Trials. It was agreed that there was probably very little which could be done to discourage traffic from using Farley Hill as regardless of signage drivers are often following satnavs.

2875 DATE OF NEXT MEETING

- 2875.1 Tuesday 13th August 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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.

2876 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

- 2876.1 Riseley Tennis Courts, floodlight upgrade – it was **PROPOSED** and seconded that the council **APPOINT** Highlights Floodlighting Ltd to install LED lamps on the floodlights at tennis courts in Riseley. All in favour. ⁷

[The meeting closed at 20:13]

⁶ Clerk

⁷ Clerk

Appendix A

2867 PLANNING

2867.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2867.1.1	241028	Householder	1 Scarlet Mews Swallowfield Street Swallowfield RG7 1SZ	Householder application for proposed 1No dormer to the rear of the dwelling to create habitable accommodation, along with two Velux roof lights. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

2867.2 Results

Agenda Ref	App No	Address	Application	Result
2867.2.1	240150	Riseley Business Park, Basingstoke Road, Riseley RG7 1NW	Full application for the change of use from office to education use with associated external alterations and its curtilage including provision of a fenced multi use games area. Swallowfield Parish Council did not comment on this application.	Approved

Agenda Ref	App No	Address	Application	Result
2867.2.2	232795	Tanners Diary, 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>Summary of conditions set. Limiting</p> <ul style="list-style-type: none"> • Heavy Goods Vehicle movements to a maximum of 10 per day (5 in, 5 out) • storage and maintenance of vehicles to those which have been recovered by the operator of the yard. • Storage of vehicles to the compound area. <p>The Parish Council asked that conditions were set to limit vehicle movements and prevent additional workshops from being erected.</p>	Approved

2867.4 Tree Preservation Orders

Agenda Ref	App No	Address	Application	Result
2867.4.1	241044	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Application for works to protected tree(s) TPO T1 Oak, to reduce crown by 3m. T2 Ash, feel tree ash dieback.</p> <p>T1 – work approved T2 – work refused, tree is not unhealthy</p>	Split Decision