

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 13<sup>th</sup> AUGUST 2024 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk  
8/08/24

Members: Mrs. V. Adams, Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds,  
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 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 MINUTES OF LAST MEETING**

4.1 Minutes of the meeting held on 9<sup>th</sup> July - to **APPROVE** the minutes of this meeting.

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

**6 PLANNING**

Chairman of Planning Committee: Cllr. Taylor

6.1 Current applications – for details see page 5.

241111 – Walnut Tree Farm, Benham Lane, Riseley RG7 1RY

6.2 Results – for details see page 5

- 6.2.1 240749 – Tudor Farm, Part Lane, Riseley RG7 1RU Approved  
6.2.2 240750 – Tudor Farm, Part Lane, Riseley RG7 1RU Approved  
6.2.3 411028 – 1 Scarlet Mews, Swallowfield Street, Swallowfield RG7 1SZ Approved

6.3 Appeals – for details see page 6

- 6.3.1 APP/X0360/C/23/3321232 (WBC Ref: 231062/63/64) – The Loft, Part Lane, RG7 1TB  
6.3.2 APP/X0360/C/23/3321237 (WBC Ref: 231065/66/67) – The Loft, Part Lane, RG7 1TB  
6.3.3 APP/X0360/X/24/3341547 (WBC Ref:233093) - Springfields, Trowes Lane RG7 1RN

6.4 Enforcement Investigations – to **NOTE** that there are 7 open investigations and 11 closed investigations, 10 “No Breach” and one “Application submitted”.

**7 FINANCE**

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

Lead Councillor: Cllr. J. Anderson

7.1 Monthly Accounts

7.1.1 July 2024 – to **NOTE** that the accounts have been circulated. It is **PROPOSED** that these are accepted.

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

7.1.3 Finance Working Group – to **NOTE** that the Finance Working Group will meet on Wednesday 4<sup>th</sup> September at 12 noon.

**8 BILLS LIST**

8.1 Aug 2024 – to **APPROVE** payments. List to be provided at the meeting

**9 PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

9.1 Hall Upgrade

9.1.1 Payments – to **NOTE** that the latest valuation certificate has been received from Stanhope Wilkinson Associates and two invoices for architect fees so the following payments had been authorised by Cllrs. Anderson and Taylor in accordance with resolution 2806.1.5.5.

Lindum Construction Services Ltd	Stage payment 6	£41,733.66
Stanhope Wilkinson Associates	Architect	£1950
Stanhope Wilkinson Associates	Architect	£1950

9.1.2 Progress Update

- 9.2 Swallowfield Parish Hall Car Park, perimeter hedging and shrubs – to **NOTE** that vegetation around the perimeter of the car park has not been cut back for several years and is encroaching on the car park and obscuring the view into Swallowfield Park. It is **PROPOSED** that the council's ground maintenance contractor is asked to carry out the work at a cost of £597 plus VAT. To **NOTE** that this quote also includes cutting back of goat willow on Riseley Green.

## **10 RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)  
Lead Councillor: Cllr. L. Edmonds

- 10.1 Update – paper circulated by Cllr. Taylor.
- 10.2 Swallowfield Recreation Ground, Carousel – to **AGREE** the appointment of a contractor to repair the carousel. Paper circulated.
- 10.3 Swallowfield Recreation Ground, benches – to **AGREE** that the council should repair the two benches with missing slats as the concrete frames are not damaged. A proposal will be brought to council once costings have been received for replacement slats, wooden or recycled plastic.
- 10.4 Swallowfield Recreation Ground, memorial bench – it is **PROPOSED** that the council approves the request made by the family of Margaret Stead to install a bench in her memory. The location will be agreed with the family and the costs will be covered by the family.
- 10.5 Playground Inspection – to **NOTE** receipt of the playground inspection report. Circulated.

## **11 ENVIRONMENT & RURAL AFFAIRS**

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/  
Biodiversity/Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Paul Schulz

- 11.1 Autumn Litter Pick – to **NOTE** that Wokingham Borough Council has confirmed that it can organise for waste to be picked up from the parish hall and at least one of the regular volunteers has agreed to collect bags from the roadside. Peter Sampson has suggested that it should be a half day event 10am-1pm held on 26<sup>th</sup> October.

To **AGREE** the date for this litter pick.

## **12 HEALTH AND WELLBEING**

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)  
Lead Councillor: Cllr. S. Taylor

- 12.1 Citizens Advice Wokingham – to **CONSIDER** their grant request.
- 12.2 Link Visiting Scheme – to **CONSIDER** their grant request.

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

- 13.1 Local Government Pay Claim 2024/25 – to **NOTE** that the Local Government Pay Claim has not yet been agreed, it is unlikely to be resolved until late October at the earliest.

**14 CORRESPONDENCE**

- 14.1 Complaint about noise – to **NOTE** receipt of a complaint from a resident regarding noise from the parish hall and light from the MUGA.
- 14.2 Complaint about parking – to **NOTE** receipt of an email from a resident regarding inconsiderate parking.
- 14.3 Goat Willow on Riseley Green – to **NOTE** a report from a resident that goat willow on Riseley Green needs to be cut back.

**15 DATE OF NEXT MEETING**

- 15.1 Tuesday 10<sup>th</sup> September 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

**Appendix A**

**6 PLANNING**

6.1 Current Applications

<b>Agenda Ref</b>	<b>App No</b>	<b>Type</b>	<b>Address</b>	<b>Application</b>
6.1.1	241111	Full Application	Walnut Tree Farm, Benham Lane, Riseley RG7 1RY	Full application for the proposed decking, patios and pathways to be added to five residential mobile homes for access and to include changes to landscaping. (Retrospective).

6.2 Results

<b>Agenda Ref</b>	<b>App No</b>	<b>Address</b>	<b>Application</b>	<b>Result</b>
6.2.1	240749	Tudor Farm, Part Lane, Riseley RG7 1RU	Householder application for proposed installation of 1No second floor dormer window to the rear.  The parish council did not comment on this application.	Approved
6.2.2	240750	Tudor Farm, Part Lane, Riseley RG7 1RU	Application for Listed Building consent for proposed installation of 1No second floor dormer window to the rear.  The parish council did not comment on this application	Approved
6.2.3	241028	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.  The parish council did not comment on this application.	Approved

6.3 Appeals

Agenda Ref	App No	Address	Application	Notes
6.3.1	APP/X0360/C/23/3321232 (WBC Ref: 231062/63/64)	The Loft, Part Lane, Swallowfield RG7 1TB	Notice A: Without planning permission, the erection of a single storey building; the erection of an open sided building; the erection of a single storey building and the formation of hardstanding.	Enforcement Appeal
6.3.2	APP/X0360/C/23/3321237 (WBC Ref: 231065/66/67)	The Loft, Part Lane, Swallowfield RG7 1TB	Notice B: Without planning permission, the material change of use of the Land to a mixed use of ancillary residential use associated with the first floor flat known as The Loft, business and storage uses.	Enforcement Appeal
6.3.3	APP/X0360/X/24/3341547 (WBC Ref: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 council did not comment on this.  Appellant has asked for a public inquiry.	Would not have been lawful