

MINUTES OF MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 13th AUGUST 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Mr. J. Anderson (Chair) Mrs. V. Adams Mrs. C. Drew
 Mr. J. McDermott Mrs. M. McDonald Mr. S. Taylor

In attendance: Mrs. E. Halson (Clerk)

Members of the public: 1

2877 APOLOGIES FOR ABSENCE

Mr. M. Binns, Mrs. L. Edmonds, Mr. P. Schulz.

2878 DECLARATIONS OF INTEREST

2878.1 Cllr. McDermott declared an interest in item 2884.1

2879 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

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

2879.1 Resident: I attended the last day of the appeal for the development on Trowes Lane and was appalled by what I heard regarding school places for children in our parish as well as other infrastructure concerns. What is the council going to do to address the issues which have been dismissed as “not their problem” by both the developer and the inspector. Will you have regular meetings with the borough council, Thames Water etc? We are a semi-rural area so will you meet with the local farmers/landowners who own the land which is being sold to developers? The parish is changing, and we need to understand how access to schools and medical facilities will be delivered.

Cllr. Anderson: We do need our 3 borough councillors to work together to lobby on our behalf. The borough needs to deliver on the local plan update as the appeal was allowed because WBC had not delivered on the housing land supply and housing numbers.

Resident: The borough council need to be held to account; I had no idea that the schooling situation was bad.

Cllr. Anderson: we need a clear allocation of school places for Swallowfield Parish children rather than allocation wherever there is a space.

Cllr. McDonald: I understand that WBC have applied for planning permission to build a school off Hyde End Road, but it will only be one form entry, so is unlikely to improve the situation for our parish.

Cllr. Taylor: Shinfield Parish Council has a committee which is looking at school provision, we should join this group as the issue is across the ward and neighbouring parishes. ¹

¹ ST/JA

2880 MINUTES OF LAST MEETING

2880.1 Minutes of the meeting held on 9th July – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ²

2881 CLERK'S UPDATE

2881.1.1 2870.1 Caretaker – it was **NOTED** that Philip Watts has taken over as Caretaker.

2881.1.2 2871.2 Riseley Tennis Courts, LED lamps – it was **NOTED** that the LED lamps for the floodlights had been ordered and a 25% deposit had been paid, authorised by Cllrs. Anderson and Taylor. See item 26 on the Bills List.

2881.1.3 2874.1 Farley Hall Horse Trials – it was **NOTED** that the organisers had confirmed that they do not direct anyone through Farley Hill and their signs direct vehicles down to Observer Way.

2881.2 Other Matters

2881.2.1 Swallowfield Recreation Ground, Zip wire – it was **NOTED** that discussions are underway with the manufacturer to establish whether the rotten posts can be replaced.

2881.2.2 Swallowfield Parish Store – it was **NOTED** that investigations are underway to establish what options there are for redirecting the heat produced by the chillers. Three air-conditioning/refrigeration companies had been approached. Cllr. Anderson and the Clerk had met with 2 of them.

2882 PLANNING

Chairman of Planning Committee: Cllr. Taylor

2882.1 Current applications – for details see page 2024/1227.

241111 – Walnut Tree Farm, Benham Lane, Riseley RG7 1RY No Comment

2882.2 Results – for details see page 2024/1227.

2882.2.1 240749 – Tudor Farm, Part Lane, Riseley RG7 1RU Approved

2882.2.2 240750 – Tudor Farm, Part Lane, Riseley RG7 1RU Approved

2882.2.3 411028 – 1 Scarlet Mews, Swallowfield Street, Swallowfield RG7 1SZ Approved

2882.3 Appeals – for details see page 2024/1228.

2882.3.1 APP/X0360/W/24/3340006 (WBC Ref: 230422) – Land West of Trowes Lane
Appeal Allowed

2882.3.2 APP/X0360/C/23/3321232 (WBC Ref: 231062/63/64) – The Loft, Part Lane, RG7 1TB

2882.3.3 APP/X0360/C/23/3321237 (WBC Ref: 231065/66/67) – The Loft, Part Lane, RG7 1TB

² JA

2882.3.4 APP/X0360/X/24/3341547 (WBC Ref:233093) - Springfields, Trowes Lane RG7 1RJ

2882.4 Enforcement Investigations – to **NOTE** that there are 7 open investigations and 11 closed investigations, 10 “No Breach” and one “Application submitted”.

2883 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2883.1 Monthly Accounts

2883.1.1 July 2024 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2883.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. ³

2883.1.3 Finance Working Group – it was **NOTED** that the Finance Working Group would meet on Wednesday 4th September at 12 noon. All members of the council are welcome to attend.

2884 BILLS LIST

2884.1 Aug 2024 – it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. It was **NOTED** on-line payments would be authorised by Cllrs. Anderson and Taylor. Cllr. McDermott did not vote as he declared an interest. 5 in favour, motion carried. ⁴

1	Deposit Refund	400.00	
2	Deposit Refund	100.00	
3	Deposit Refund	100.00	
4	Deposit Refund	400.00	
5	Deposit Refund	100.00	
6	Deposit Refund	10.00	
7	Deposit Refund	100.00	
8	Ricoh	195.12	
9	Pitch Maintenance Services Ltd	744.00	
10	Moorepay	98.14	
11	Earth Anchors	44.34	
12	GLS	91.99	
13	C Bell	180.00	

³ JA

⁴ JA, ST

14	AES	1548.00	
15	Ricoch	495.42	Duplicate of item 8
16	Xylem	262.80	
17	Xylem	397.68	
18	WBC	1138.50	
19	NJL	1179.60	
20	NJL	1486.80	
21	Select	128.59	
22	Select	85.73	
23	CCB	105.00	
24	Karen Luke	208.00	
25	Reimbursement	80.63	
26	Highlights Floodlighting Ltd	4764.00	Deposit - authorised prior to meeting as expenditure approved in resolution 2876.1
27	SWA	1950.00	} authorised prior to the meeting in accordance with resolution 2806.1.5.5
28	SWA	1950.00	
29	Lindum Construction	50080.39	
30	BACS Charge	17.12	
31	CASTLE WATER	16.39	
32	CASTLE WATER	84.74	
33	HMRC PAYMENTS	859.67	
34	Lloyds Bank (Alto Card)	18.49	
35	Payroll - June	7136.54	
36	Southern Electric	64.50	
37	Wokingham Council	98.00	
38	Wokingham Council	70.00	
39	Southern Electric	62.48	
40	Blucando	83.52	
41	Blucando	30.00	
42	BT	496.12	
43	Other	1238.14	
44	Maintenance	67.40	
45	Mileage	121.05	
46	Office	35.38	

2885 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

2885.1 Hall Upgrade

2885.1.1 Payments – it was **NOTED** that the latest valuation certificate had been received from Stanhope Wilkinson Associates along with 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. See items 27, 27 and 29 on the Bills List.

Lindum Construction Services Ltd	Stage payment 6	£50,080.39
Stanhope Wilkinson Associates	Architect	£1,950
Stanhope Wilkinson Associates	Architect	£1,950

2885.1.2 Progress Update – it was **NOTED** that the building work was progressing on target, and no further overrun had been reported. It was **NOTED** that the carpet in the office would be replaced as the carpet was found not be complete when the filing cabinets were moved, at a cost of £1,000 which would be covered by the annual maintenance budget. The next progress meeting with the builder and architect would be on 30th August.

2885.2 Swallowfield Parish Hall Car Park, perimeter hedging and shrubs – it was **NOTED** that vegetation around the perimeter of the car park had not been cut back for several years and was encroaching on the car park and obscuring the view into Swallowfield Park.

It was **PROPOSED** and seconded that the council's ground maintenance contractor be asked to carry out the work at a cost of £597 plus VAT. It was **NOTED** that this quote also includes cutting back of goat willow on Riseley Green. All in favour. ⁵

2886 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)

Lead Councillor: Cllr. L. Edmonds

2886.1 Update – Cllr. Taylor explained that maintenance work had been completed including repair of the vandalised surfacing and replenishment of the bark and sand and that the Clerk is in contact with the original supplier of the zip wire regarding a repair. Cllr. Taylor has prepared a spreadsheet detailing future work and possible options. Two areas which need further investigation are replacements for the sandpit and the tunnel. Several concerns were raised regarding the sandpit and Cllr. Drew suggested an alternative piece. Quotes would be requested for the options. ⁶

2886.2 Swallowfield Recreation Ground, Carousel – it was **PROPOSED** and seconded that Vitaplay be appointed to repair the carousel at a cost of £2,890.11. All in favour. ⁷

2886.3 Swallowfield Recreation Ground, benches – it was **AGREED** that the council should repair the two benches with missing slats as the concrete frames are not damaged. A proposal

⁵ Clerk

⁶ Clerk

⁷ Clerk

would be brought to council once costings have been received for replacement slats, wooden or recycled plastic. ⁸

2886.4 Swallowfield Recreation Ground, memorial bench – it was **PROPOSED** and seconded that the council approves the request made by the family of Margaret Stead to install a bench in her memory. The location would be agreed with the family and the costs would be covered by the family. All in favour. ⁹

2886.5 Playground Inspection – it was **NOTED** that a playground inspection had been completed on 31st July and the report circulated.

2887 ENVIRONMENT & RURAL AFFAIRS

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

2887.1 Autumn Litter Pick – it was **NOTED** that Wokingham Borough Council had confirmed that it can organise for waste to be picked up from the parish hall and at least one of the regular volunteers had agreed to collect bags from the roadside. Peter Sampson suggested that it should be a half day event 10am-1pm held on 26th October.

It was **PROPOSED** and seconded that the date for this litter pick would be Saturday 26th October 2024. All in favour. ¹⁰

2888 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

2888.1 Citizens Advice Wokingham – it was **PROPOSED** and seconded that the council award a grant of £800. All in favour. ¹¹

2888.2 Link Visiting Scheme – it was **PROPOSED** and seconded that the council award a grant of £300. All in favour. ¹²

2889 HR

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

2889.1 Local Government Pay Claim 2024/25 – it was **NOTED** that the Local Government Pay Claim had not yet been agreed, it was unlikely to be resolved until late October at the earliest.

⁸ Clerk to get quotes

⁹ Clerk

¹⁰ All councillors / Clerk

¹¹ Clerk

¹² Clerk

2890 CORRESPONDENCE

- 2890.1 Complaint about noise – it was **NOTED** that a resident had complained about noise from the parish hall and light from the MUGA. It was explained that the licence conditions and planning approval, which have been in place for many years, allow the hall to be used until midnight and the MUGA lights to be on until 10:30pm. It was **AGREED** that hall users would be reminded to keep the doors closed and not to gather outside the front door. It would also be re-iterated that the clear up for all functions should be completed by midnight. It was **AGREED** that the timing for “lights out” on the MUGA would not change. ¹³
- 2890.2 Complaint about parking – it was **NOTED** that a resident had asked the council to take action regarding inconsiderate parking by contractors he believed to be employed by the parish council. It was explained that the contractors in question were not employed by the parish council and that the council does not have the power or authority to act in the areas mentioned. The council has discussed parking issues with the police, but parking on pavements is not necessarily illegal. If residents believe parking is dangerous then it should be reported to Wokingham Borough Council who are responsible for enforcing illegal parking.
- 2890.3 Goat Willow on Riseley Green – it was **NOTED** that a resident had reported that the goat willow on Riseley Green needed to be cut back. See item 2885.2.

2891 DATE OF NEXT MEETING

- 2891.1 Tuesday 10th September 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

¹³ Clerk/Bookings Clerk

Appendix A

2882 PLANNING

2882.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2882.1.1	241111	Full Application	Walnut Tree Farm, Benham Lane, Riseley RG7 1RY	<p>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).</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

2882.2 Results

Agenda Ref	App No	Address	Application	Result
2882.2.1	240749	Tudor Farm, Part Lane, Riseley RG7 1RU	<p>Householder application for proposed installation of 1No second floor dormer window to the rear.</p> <p>The parish council did not comment on this application.</p>	Approved
2882.2.2	240750	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>The parish council did not comment on this application</p>	Approved
2882.2.3	241028	1 Scarlet Mews, Swallowfield Street, Swallowfield RG7 1SZ	<p>Householder application for proposed 1No dormer to the rear of the dwelling to create habitable accommodation, along with two velux roof lights.</p> <p>The parish council did not comment on this application.</p>	Approved

2882.3 Appeals

Agenda Ref	App No	Address	Application	Notes
2882.3.1	APP/X0360/W/24/3340006 (WBC Ref: 230422)	Land West of Trowes Lane and North of Charlton Lane Swallowfield	<p>Full planning application for the proposed erection of 81 dwellings (including 40% affordable homes), open space, SuDS, landscaping, biodiversity enhancements, new vehicular access off Trowes Lane, pedestrian & cycle links, and associated infrastructure.</p> <p>The council objected to this development and worked with community action group to prepare material to present during the appeal hearing. The council is extremely disappointed that the inspector has allowed this development to go ahead and hopes the various authorities will now work to deliver the infrastructure required to sustain these additional houses as the inspector made it clear that it was not the responsibility of the developer.</p>	Appeal Allowed
2882.3.2	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
2882.3.3	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
2882.3.4	APP/X0360/X/24/3341547 (WBC Ref:233093)	Springfields, Trowes Lane, Swallowfield RG7 1RN	<p>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.</p> <p>The council did not comment on this.</p> <p>Appellant has asked for a public inquiry.</p>	Would not have been lawful