

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED
TO ATTEND THE ANNUAL MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 10th SEPTEMBER 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
5/09/24

Members: Mrs. V. Adams, Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds,
Mr. J. McDermott, Mrs. M. McDonald, 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 COUNCIL BUSINESS

- 4.1 Councillor Vacancy – to **NOTE** that following the resignation of Mr. Schulz there is a vacancy for a council. If anyone is interested in becoming a parish councillor please contact the Clerk for details of the role and how to apply.
- 4.2 Borough Parish Liaison Forum – to **NOTE** that the next meeting will be held on Monday 14th October, 7pm.
- 4.3 Schools Provision – to **NOTE** that the council is will meet with Shinfield Parish Council to discussion how they can work together.
- 4.4 Local Plan Update – to **NOTE** that the council has been invited to attend a meeting on 30th September, 7:30pm organised by Arborfield Parish Council to discuss the impact of the Local Plan Update on the southern parishes. Cllr. Taylor will attend.

5 MINUTES OF LAST MEETING

5.1 Minutes of the meeting held on 13th August - to **APPROVE** the minutes of this meeting.

6 CLERK'S UPDATE - available at the meeting

7 PLANNING

Chairman of Planning Committee: Cllr. Taylor

7.1 Current applications – for details see page 5.

7.1.1 242080 – Glasspool Farm, Part Lane Riseley RG7 1RU

7.1.2 242081 – West Greylakes, Part Lane RG7 1RU

7.1.3 242193 – Glasspool Farm, Part Lane Riseley RG7 1RU

7.1.4 242243 – Handpost, Basingstoke Road, Swallowfield RG7 1PU

7.2 Results – for details see page 5

7.2.1 241042 – Harwood House, Odiham Road, Riseley RG7 1SD Approved

7.3 Enforcement Investigations - 5 Open, 11 Closed (9 “No Breach”, 2 “Notice Served”)

8 FINANCE

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

Lead Councillor: Cllr. J. Anderson

8.1 Monthly Accounts

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

8.1.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements

8.2 Finance Working Group – to **NOTE** that the group met on 4th September and reviewed the internal audit report. It reports to the council that the internal report is effective and makes the following recommendations.

8.2.1 Effectiveness of the Internal Audit – it is **PROPOSED** that council **AGREES** that the internal audit has been effective.

8.2.2 Transparency – it is **PROPOSED** that the Communications Group review how financial information can be better signposted on the council website.

8.2.3 Internal Audit – it is **PROPOSED** that the council appoint Claire Connell as its internal auditor for FY24/25.

8.2.4 Property Valuation – it is **PROPOSED** that the council appoint an appropriately qualified company or individual to produce a re-valuation of the parish council property.

8.2.5 Financial Regulations – it is **PROPOSED** that the council adopts the Financial Regulations which are based on the NALC model regulations. Circulated.

9 **BILLS LIST**

9.1 September 2024 – to **APPROVE** payments. List to be provided at the meeting

10 **IT**

10.1 Domain Name registration – to **NOTE** that the company used to register the council's domain name is no longer on the government list of companies who can provide support of gov.uk domain names. A new registrar is being sought.

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

11.1 Health and Safety Training – to **NOTE** that the caretaker will be asked to carry out a Health and Safety Training modules on-line.

11.2 Playground Safety – to **NOTE** that the caretaker will attend a 2 day playground inspection course at a cost of £200 and a further £265 if the exam is completed.

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

12.1 Hall Upgrade – update

12.2 Hot Water Tank, Swallowfield Parish Hall – to **NOTE** that there are several plumbing issues which relate to poor water pressure. The hot water tank is over 40 years old as is the water tank in the loft. It is **PROPOSED** that both are replaced with an unvented cylinder at a cost of £2,614.

12.3 Residential – it is **PROPOSED** 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.

12.4 Riseley Recreation Ground – it is **PROPOSED** that following the agreement in principle to allow Shinfield Rangers Football Club to use the recreation ground for training that the agreement circulated by Cllr. Drew is approved.

13 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. J. McDermott

13.1 Working Group – to NOTE that the group met on 6th September.

14 DATE OF NEXT MEETING

14.1 Tuesday 8th October 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Appendix A

7 PLANNING

7.1 Current Applications

| Agenda Ref | App No | Type | Address | Application |
|-------------------|---------------|---------------------------|--|---|
| 7.1.1 | 242080 | Prior Approval submission | Glasspool Farm, Part Lane, Riseley RG7 1RU | Prior approval submission for proposed partial demolition and change of use of 1 no. agricultural building (Building C) to a hotel (Use Class C1). |
| 7.1.2 | 242081 | Householder | West Greylake, Part Lane, Riseley RG7 1RU | Householder application for the proposed garage conversion to a residential annex with the erection of a single story link extension following the demolition of the existing workshop |
| 7.1.3 | 242193 | Prior Approval submission | Glasspool Farm, Part Lane, Riseley RG7 1RU | Prior approval submission for proposed conversion of 2 no. agricultural buildings (Buildings A and B) to form 10 no. dwellings with associated works including partial demolition. PN Class Q Agri to Resi Notification |
| 7.1.4 | 242243 | Householder | Handpost, Basingstoke Road, Swallowfield RG7 1PU | Householder application for the single storey side extension with roof light. |

7.2 Results

| Agenda Ref | App No | Address | Application | Result |
|-------------------|---------------|---|--|---------------|
| 7.2.1 | 241042 | Harwood House, Odiham Road, Riseley RG7 1SD | Householder application for proposed garage conversion to create habitable accommodation, single storey side extension, dropping of kerb to Basingstoke Road with Changes to fenestration. | Approved |