

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
ON TUESDAY 10<sup>TH</sup> SEPTEMBER 2024 AT 7:30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL RG7 1QX

Present: Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds,  
Mrs. M. McDonald

In Attendance: Mrs. E. Halson (Clerk)

Members of the public: 2

**2893 APOLOGIES FOR ABSENCE**

Mrs. V. Adams, Mr. J. McDermott, Mr. S. Taylor

**2894 DECLARATIONS OF INTEREST**

None

**2895 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

2895.1 Resident – we would like to hear the view of the council on the 2 planning applications for Glasspool Farm

Cllr. Anderson – these are Prior Approval applications on which no consultation is required. The applicant is requesting clarification or confirmation as to whether specific matters relating to a potential development proposal fall within the scope of permitted development rights and other planning policies or not. Although such applications appear on the planning portal, WBC is under no obligation to consider any comments submitted, however, the council will be considering the application later in this meeting and will submit its comments to WBC. The Parish Council would anticipate that following WBC's response to these applications that if the developer decides to proceed, further applications for planning permission will be required and there will be an opportunity for the Parish Council and residents to comment on these.

**2896 COUNCIL BUSINESS**

2896.1 Councillor Vacancy – it was **NOTED** that following the resignation of Mr. Schulz there is a vacancy for a councillor. If anyone is interested in becoming a parish councillor, please contact the Clerk for details of the role and how to apply.

2896.2 Borough Parish Liaison Forum – it was **NOTED** that the next meeting would be held on Monday 14<sup>th</sup> October, 7pm. Cllr. Anderson would attend on behalf of the council. <sup>1</sup>

2896.3 Schools Provision – it was **NOTED** that the council would meet with Shinfield Parish Council to discuss how they can work together. Cllr. Anderson is organising an initial meeting and is hoping that Mrs. B. Stanley will also attend as her background in education

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<sup>1</sup> JA

would be invaluable. <sup>2</sup>

- 2896.4 Local Plan Update – it was **NOTED** that the council had been invited to attend a meeting on 30<sup>th</sup> September, 7:30pm organised by Arborfield Parish Council to discuss the impact of the Local Plan Update on the southern parishes. Cllr. Taylor would attend. <sup>3</sup>

## **2897 MINUTES OF LAST MEETING**

- 2897.1 Minutes of the meeting held on 13<sup>th</sup> August – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. <sup>4</sup>

## **2898 CLERK'S UPDATE**

- 2898.1 Matters arising from previous minutes

- 2898.1.1 2871.2 Riseley Tennis Courts, LED lamps – it was **NOTED** that the new lamps would be installed at the end of September.

- 2898.1.2 2885.2 Swallowfield Parish Hall Car Park – it was **NOTED** that the cutting back of vegetation had been completed. The view into the park is not as good as previously due to vegetation growing in the adjacent field.

- 2898.1.3 2881.2.1 Zip Wire – it was **NOTED** that the person at Kompan who was working on the proposal had moved departments without passing on any information. The company had requested more information. <sup>5</sup>

- 2898.1.4 2886.2 Carousel – it was **NOTED** that the parts had not yet arrived. <sup>6</sup>

- 2898.1.5 2886.3 Benches – it was **NOTED** that replacing the slats on the benches with recycled plastic slats would be prohibitively expensive. A replacement wooden slat would be bought for the bench next to the copse and installed by the caretaker. The bench in the children's play area would be removed. <sup>7</sup>

- 2898.1.6 2886.4 Memorial Bench – it was **NOTED** that the family had sent details of a bench they would like to be installed but would like other locations to be considered. A meeting would be arranged with Cllrs. McDonald and Taylor and the Clerk. <sup>8</sup>

- 2898.1.7 2890.3 Goat Willow, Riseley Green – it was **NOTED** that this work had been carried out.

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<sup>2</sup> JA/BS

<sup>3</sup> ST

<sup>4</sup> JA

<sup>5</sup> Clerk

<sup>6</sup> Clerk

<sup>7</sup> Clerk

<sup>8</sup> ST/MM/Clerk

2898.2 Other Matters

- 2898.2.1 External Audit – it was **NOTED** that the External Audit was complete, the report and certificate had been received and posted on the council’s website along with the Notice of Conclusion of Audit. It was **NOTED** that the audit did not flag any concerns.
- 2898.2.2 Swallowfield Parish Hall, plumbing leak – it was **NOTED** that there is a minor leak from the pipework in the boiler room. <sup>9</sup>
- 2898.2.3 Swallowfield Parish Hall – it was **NOTED** that quotes were being sought for blinds <sup>10</sup>, door with keypad for the Davies Room <sup>11</sup> and a hearing loop for the main hall <sup>12</sup>.
- 2898.2.4 Swallowfield Recreation Ground, Oak – it was **NOTED** that a large oak on Swallowfield Recreation Ground had been examined by a tree surgeon, its condition is deteriorating rapidly, possibly due to beetle damage. He had advised that it should be felled as soon as possible. It was **PROPOSED** and seconded that the Clerk should get quotes to carry out this work as soon as possible and that the Clerk be delegated authority to authorise the expenditure following consultation with Cllr. Anderson. <sup>13</sup>

**2899 PLANNING**

Chairman of Planning Committee: Cllr. Taylor

2899.1 Current applications – for details see page 2024/1234.

2899.1.1	242080 – Glasspool Farm, Part Lane Riseley RG7 1RU	Object
2899.1.2	242081 – West Greylakes, Part Lane RG7 1RU	No Comment
2899.1.3	242193 – Glasspool Farm, Part Lane Riseley RG7 1RU	Object
2899.1.4	242243 – Handpost, Basingstoke Road, Swallowfield RG7 1PU	No Comment

2899.2 Results – for details see page 2024/1235

2899.2.1 241042 – Harwood House, Odiham Road, Riseley RG7 1SD Approved

2899.3 Enforcement Investigations - 5 Open, 11 Closed (9 “No Breach”, 2 “Notice Served”)

**2900 FINANCE**

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

Lead Councillor: Cllr. J. Anderson

2900.1 Monthly Accounts

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<sup>9</sup> Clerk

<sup>10</sup> MM/Clerk

<sup>11</sup> Clerk/CD

<sup>12</sup> Clerk/JA/JM

<sup>13</sup> Clerk

- 2900.1.1 August 2024 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.
- 2900.1.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. All in favour. <sup>14</sup> It was **AGREED** that in future bank reconciliation statements would be signed off each quarter. <sup>15</sup>
- 2900.2 Finance Working Group – it was **NOTED** that the working group met on 4<sup>th</sup> September and reviewed the internal audit report. It reports to the council that the internal report is effective and made the following recommendations.
- 2900.2.1 Effectiveness of the Internal Audit – it was **PROPOSED** and seconded that council **AGREED** that the internal audit had been effective. All in favour.
- 2900.2.2 Transparency – it was **PROPOSED** and seconded that the Communications Group review how financial information can be better signposted on the council website. <sup>16</sup>
- 2900.2.3 Internal Audit – it was **PROPOSED** and seconded that the council appoint Claire Connell as its internal auditor for FY24/25. All in favour. <sup>17</sup>
- 2900.2.4 Property Valuation – it was **PROPOSED** and seconded that the council appoint an appropriately qualified company or individual to produce a re-valuation of the rebuild costs of parish council property. All in favour. <sup>18</sup>
- 2900.2.5 Financial Regulations – it was **PROPOSED** and seconded that the council adopt the Financial Regulations, as circulated, which are based on the NALC model regulations. All in favour. <sup>19</sup>

## 2901 **BILLS LIST**

- 2901.1 August 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 McDonald. All in favour, motion carried. <sup>20</sup>

1	Deposit Refund	Hall hire	300.00
2	Deposit Refund	Hall hire	100.00
3	Nigel Jeffries	Grounds Maintenance	2503.80
4	Select	Waste Disposal	85.73
5	Select	Waste Disposal	128.17

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<sup>14</sup> JA

<sup>15</sup> Clerk/RFO

<sup>16</sup> Clerk/JM

<sup>17</sup> Clerk

<sup>18</sup> Clerk

<sup>19</sup> Clerk to publish on the website

<sup>20</sup> JA, ST

6	C Bell	Seated Exercise Classes	225.00
7	PKF Littlejohn	External Audit	1008.00
8	Moorepay	Payroll	94.77
9	Reading BC	Playground Inspections	396.00
10	CAB Wokingham	Donation	800.00
11	The Link Visiting Scheme	Donation	300.00
12	GLS	Hall supplies	28.31
13	Ovenclean	Cleaning	75.00
14	BACS Charge	Payroll	17.26
15	CASTLE WATER	Water	89.43
16	CASTLE WATER	Water	85.74
17	HMRC PAYMENTS	Payroll	668.78
18	Lloyds Bank (Alto Card)	Hall & recreation supplies	473.12
19	Payroll - June	Payroll	6698.70
20	SSE	Electricity	960.69
21	Wokingham Council	Business Rates	98.00
22	Wokingham Council	Business Rates	70.00
23	PWLB Loan repayment	Fieldfare Loan	9824.18
24	Blucando	IT	96.36

**2902 IT**

2902.1 Domain Name registration – it was **NOTED** 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. <sup>21</sup>

**2903 HR**  
 (Appraisals/recruitment/staff training)  
 Lead Councillor: Cllr. C. Drew

2903.1 Health and Safety Training – it was **NOTED** that the caretaker would be asked to take a set of Health and Safety Training modules on-line. <sup>22</sup>

2903.2 Playground Safety – it was **NOTED** that the caretaker would attend a 2-day playground inspection course at a cost of £200 and a further £265 if the exam is completed. <sup>23</sup>

<sup>21</sup> Clerk

<sup>22</sup> Clerk

<sup>23</sup> Clerk

**2904 PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

- 2904.1 Hall Upgrade – it was **NOTED** that completion was on target for 27<sup>th</sup> September. It was **NOTED** that additional work was required to make good the structure from the main doors and on the locks to prevent users from “hard” locking the doors. The cost would be £1,300.
- 2904.2 Hot Water Tank, Swallowfield Parish Hall – it was **NOTED** 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 was **PROPOSED** and seconded that both are replaced with an unvented cylinder at a cost of £2,614. All in favour. <sup>24</sup>
- 2904.3 Residential – 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.
- 2904.4 Riseley Recreation Ground – it was **PROPOSED** and seconded 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 be approved as the basis for further negotiation. All in favour. <sup>25</sup>

**2905 COMMUNICATIONS**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. J. McDermott

- 2905.1 Working Group – it was **NOTED** that the group met on 6<sup>th</sup> September. Cllr. McDermott had circulated notes.

**2906 DATE OF NEXT MEETING**

- 2906.1 Tuesday 8<sup>th</sup> October 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 item in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

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<sup>24</sup> Clerk

<sup>25</sup> Clerk

[Members of the public left]

**2907      PROPERTY**

2907.1    Residential – it was **NOTED** that there had been a change to the tenancy agreement for one of the properties.

[Meeting closed at 20:40]

**Appendix A**

**72899 PLANNING**

2899.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2899.1.1	242080	Prior Approval Submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for proposed partial demolition and change of use of 1 no. agricultural building (Building C) to a hotel (Use Class C1).</p> <p>Cllr. Anderson explained that this was not a planning application so there was no consultation was required. However, it was <b>PROPOSED</b> and seconded that the council submit the following comments to WBC. All in favour.</p> <p>Swallowfield Parish Council objects to this application.</p> <p>The council has sympathy for a sensible way forward for this dilapidated site. A new build and smaller solution would look much better but has been refused. These Class Q conversions (242180 &amp; 242193) are more likely to be inappropriate and ugly. 242180 (hotel) - this is not appropriate in this location. We cannot see demand for normal commercial or leisure purposes.</p> <p>Concerns are:</p> <ul style="list-style-type: none"> <li>a) Excessive traffic on a single-track lane (most houses will have two cars.</li> <li>b) lack of amenities (schools, shops, public transport, medical)</li> <li>c) poor sewage systems.</li> </ul> <p>The combination of these two applications (242180 &amp; 242193) on the same site is an excessive additional load on an already overstretched infrastructure.</p>



Agenda Ref	App No	Type	Address	Application
2899.1.2	242081	Householder	West Greylake, Part Lane, Riseley RG7 1RU	<p>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</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>
2899.1.3	242193	Prior Approval submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>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</p> <p>Cllr. Anderson explained that this was not a planning application so there was no consultation was required. However, it was <b>PROPOSED</b> and seconded that the council submit the following comments to WBC.</p> <p>Swallowfield Parish Council objects to this application.</p> <p>The council has sympathy for a sensible way forward for this dilapidated site. A new build and smaller solution would look much better but has been refused. These Class Q conversions (242180 &amp; 242193) are more likely to be inappropriate and ugly. 242193 (dwellings) is out of scale with the surroundings. Concerns are:</p> <ul style="list-style-type: none"> <li>a) Excessive traffic on a single-track lane (most houses will have two cars.</li> <li>b) lack of amenities (schools, shops, public transport, medical)</li> <li>c) employment opportunities</li> <li>d) poor sewage systems</li> </ul> <p>The combination of these two applications (242180 &amp; 242193) on the same site is an excessive additional load on an already overstretched infrastructure.</p>

Agenda Ref	App No	Type	Address	Application
2899.1.4	242243	Householder	Handpost, Basingstoke Road, Swallowfield RG7 1PU	Householder application for the single storey side extension with roof light.  It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.

2899.2 Results

Agenda Ref	App No	Address	Application	Result
2899.2.1	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.  The Parish Council did not comment on this application.	Approved