

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 8th OCTOBER 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Mr. J. Anderson, Mrs. C. Drew, Mrs. L. Edmonds, Mr. J. McDermott,
Mrs. M. McDonald, Mr. S. Taylor

In Attendance: Mrs. E. Halson (Clerk)

Members of the public: 4

2908 APOLOGIES FOR ABSENCE

Mrs. V. Adams, Mr. M. Binns

2909 DECLARATIONS OF INTEREST

2909.1 Cllr. Drew declared an interest in items 2915.1.1, 2915.1.2, 2915.1.3.

2910 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

None

2911 COUNCIL BUSINESS

2911.1 Councillor Vacancy – it was **PROPOSED** and seconded that Mrs. Louise Smith be **CO-OPTED** onto the parish council. All in favour. ^{1 2}

Mrs. Smith signed the Declaration of Acceptance of Office and joined the meeting. ³

2911.2 Borough Parish Liaison Forum – it was **NOTED** that the next meeting would be held on Monday 14th October, 7pm. Cllr. Anderson would attend.

2911.3 Schools Provision – it was **NOTED** that Cllr. Anderson and Mrs. Stanley would meet with Shinfield Parish Council on 10th October.

2911.4 Autumn Parish Litter Pick – it was **NOTED** that this event would take place on Saturday 26th October, 10am-2pm, residents should report to the Davies Room. Refreshments would be provided.

2911.5 Remembrance Sunday – it was **NOTED** that there would be an act of remembrance at the war memorial on Sunday 10th November. Cllr. Anderson would lay a wreath on behalf of the Parish Council. ⁴

¹ Clerk to notify WBC

² Clerk to set up email address

³ LS to complete and return Declaration of Interests Form

⁴ Clerk

2912 MINUTES OF LAST MEETING

- 2912.1 Minutes of the meeting held on 10th September – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. 6 in favour, 1 abstention. Motion carried ⁵

2913 CLERK'S UPDATE

- 2913.1 Matters arising from previous minutes

- 2913.1.1 2871.2 Riseley Tennis Courts, LED lamps – it was **NOTED** that the LED lamps had been fitted and the LUX testing completed. The final invoice would be paid once the Tennis Club had confirmed that the installation had been completed to their satisfaction. ⁶

- 2913.1.2 2886.2 Carousel – it was **NOTED** that the bearings on the roundabout had been replaced.

- 2913.2 Other Matters

- 2913.2.1 Hand Drier in Gents – it was **NOTED** that the hand drier in the Gents toilets outside the Main Hall was not working. ⁷

- 2913.2.2 Davies Room Door – it was **NOTED** that a quote had been received for a replacement door with a keypad entry system. The electrician working on the hall had been asked for a quote to install the electrical connection required. ⁸

- 2913.2.3 5 Year Electrical Condition Testing – it was **NOTED** that quotes are being requested for 5 Year electrical condition testing at Swallowfield Parish Hall, Riseley Memorial Hall and Riseley Sports Pavilion.

- 2913.2.4 Insurance renewal – it was **NOTED** that the insurance had been renewed with Zurich as the 4th year of a 5-year agreement.

- 2913.2.5 Fieldfare – it was **NOTED** that there was a damp issue in one of the residential properties. Cllr. Anderson had visited but could not identify the source. A specialist company had been engaged to investigate, Cllr. Anderson would attend the inspection. ⁹

The Parish Warden had also reported that the guttering at the rear was over-spilling onto the wall during periods of heavy rain. ¹⁰

⁵ JA

⁶ Clerk

⁷ Clerk

⁸ Clerk

⁹ JA

¹⁰ Clerk

2914 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

Cllr. Drew did not take part in the discussions on items 2914.1.1, 2914.1.2, 2914.1.3

2914.1 Current applications – for details see page 2024/1246.

2914.1.1	242189 – Norton Road, Riseley RG7 1SH	} Object
2914.1.2	242324 – Dukes Field Cottage, Norton Road, Riseley RG7 1SH	} to
2914.1.3	24/01723/FUL – Dukes Field Cottage, Norton Road, Riseley RG7 1SH	} entrance

2914.2 Results – for details see page 2024/1247.

2914.2.1	233093 – Springfields, Trowes Lane, Swallowfield RG7 1RN	Appeal Dismissed
2914.2.2	240471 – 1 Norton Road, Riseley RG7 1SH	Approved
2914.2.3	242243 – Handpost, Basingstoke Road, Swallowfield RG7 1PU	Approved

2914.3 Local Plan Update – it was **NOTED** that Cllr. Taylor had attended a meeting organised by Arborfield Parish Council to discuss the impact of the Local Plan Update on the southern parishes.

It was **NOTED** that Wokingham Borough Council had opened the consultation on this plan, the closing date for responses is Wednesday 13th November.

2915 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2915.1 Monthly Accounts

September 2024 – it was **NOTED** that the accounts for September had been circulated. It was **AGREED** that these would not be accepted until the next meeting to give councillors more time to study the reports.

2915.2 Budget for 2025/26 – it was **NOTED** that a draft budget would be prepared for the next meeting. Items for consideration should be passed to the Lead Councillor for Finance and the Clerk. ¹¹

2916 -BILLS LIST

2916.1 September/October 2024 – it was **NOTED** that valuation certificates 7 and 8 had been received from Stanhope Wilkinson Associates so the following payments had been authorised by Cllrs. Anderson and Taylor in accordance with resolution 2806.1.5.5. Items 32 and 31 respectively on the Bills List.

Lindum Construction Services Ltd	Stage Payment 7	£17,043.46
Lindum Construction Services Ltd	Stage Payment 8	£29,308.24

¹¹ All councillors

It was **NOTED** that item 2 on the Bills List had been approved prior to the meeting by Cllrs. Anderson and Taylor as payment was required to secure a date for the visit.

It was **AGREED** that the insurance renewal would not be approved (item 4) until the fee had been confirmed.

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. ¹²

1	PP Heat Ltd	Plumbing repair	176.48
2	Southern Remedial Services Ltd	Damp investigation	234.00
3	Vita Play	Carousel repair	3,468.13
4	Verlingue	Insurance	6,868.83
5	Karen Luke	Cleaning	156.00
6	Karen Luke	Cleaning	234.00
7	Deposit Refund		100.00
8	Select	Waste	85.73
9	Deposit Refund		100.00
10	Deposit Refund		100.00
11	Deposit Refund		100.00
12	Deposit Refund		100.00
13	Deposit Refund		300.00
14	Deposit Refund		100.00
15	Lindum Construction	Office carpet	1,260.00
16	Lindum Construction	Repair to external board	228.00
17	HDS	Domain name transfer	75.00
18	Moorepay	Payroll	94.77
19	Nigel Jeffries Landscapes Ltd	Grounds Maintenance	716.40
20	Ricoh	Photocopier	185.81
21	The Alpha Experience	Newsletter	668.75
22	Earley Town Council	Football line marking	51.84
23	C Bell	Seated Exercise	135.00
24	Pretty Green Landscapes	Fox's Run Maintenance	144.00
25	Pretty Green Landscapes	Fox's Run Maintenance	432.00
26	We Are Hive	Newsletter	630.00
27	GLS	Consumables	74.96

¹² JA/ST

28	Premier Office Supplies	Paper	52.02
29	Select	Waste	104.62
30	Select	Waste	116.87
31	Lindum Construction	Hall Upgrade	29,308.24
32	Lindum Construction	Hall Upgrade	17,043.46
33	BACS Charge	Payroll	17.12
34	CASTLE WATER	Water	88.95
35	CASTLE WATER	Water	89.43
36	HMRC PAYMENTS	Payroll	881.87
37	Lloyds Bank (Alto Card)	Vacuum, Norton, Course	302.21
38	Payroll - June	Payroll	6,698.70
39	PWLB Loan repayment	Fieldfare	3,612.51
40	PWLB Loan repayment	Fieldfare	9,606.75
41	UT Service Charges	Banking charges	43.65
42	Blucando	IT	98.36
43	Blucando	IT	30.00
44	SSE	Electricity	64.50
45	Wokingham Council	Business Rates	98.00
46	Wokingham Council	Business Rates	70.00

2917 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

2917.1 Hall Upgrade

2917.1.1 Update – it was **NOTED** that the building work is complete as specified and the architect had confirmed that practical completion had been reached as of 4th October so 2.5% retention fee would be released.

The architect would meet with the contractor to confirm the additional sums before Lindum issue a final invoice which would include the 2.5% retention.

2917.1.2 Financial – it was **NOTED** that valuation certificates 7 and 8 had been received from the Stanhope Wilkinson Associates 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 7	£17,043.46
Lindum Construction Services Ltd	Stage Payment 8	£29,308.24

- 2917.1.3 Internal Doors - it was **NOTED** that work is underway to determine whether the doors from the atrium to the Main Hall can be automated for wheelchair access as the original solution of 2-way hinges was not approved by building control.
- 2917.1.4 On-going - it was **NOTED** that Cllr. McDonald had formed a working group to complete work required to allow the facilities to be fully open to hall users.
- 2917.1.5 Blinds – it was **PROPOSED** and seconded that blinds be fitted on all the windows and door panels in the Main Hall and corridor outside the toilets. There is a sum in the building contract for treatment of the hall doors, the remaining money would come from the earmarked reserves “Hall Curtains”.

It was **PROPOSED** and seconded that Contractor B be appointed to supply and fit the blinds at a cost of approximately £7,200 plus VAT. All in favour. ¹³

- 2917.2 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.

2918 ENVIRONMENT

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)
Lead Councillor: Cllr. M. McDonald (Interim)

- 2918.1 Open Spaces – it was **PROPOSED** and seconded that the remit for the environment subgroup led by Angela King be extended to include all the open spaces in the parish and that the council support Angela in the work that she has documented in the paper circulated and as reflected in a revised Terms of Reference for the Environment Working Group. All in favour. ¹⁴

2919 CORRESPONDENCE

It was **NOTED** that correspondence had been received on the following topics:

- 2919.1 Flooding on Jouldings Lane – a resident had asked for advice on how to progress an issue with flooding at the bottom of Jouldings Lane which had been reported over a number of years. Mr. Stanley, Chair of the Flood Resilience Group had made contact with WBC and established that this work has now been included in a budgeted schedule.
- 2919.2 Community Building at Riseley – a resident had enquired about what facilities are available in Riseley to set up a community group. It was **AGREED** that the clerk would put the resident in touch with the Tennis Club. ¹⁵

¹³ Clerk

¹⁴ Clerk

¹⁵ Clerk

- 2919.3 Dog Mess – a resident is very concerned about the increase in dog mess around the parish. She had requested that the parish council publish an article on the harmful impact of dog mess in the next newsletter. Cllr. McDermott agreed to review this when collating the next newsletter. ¹⁶

2920 DATE OF NEXT MEETING

- 2920.1 Tuesday 12th November 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[Members of the public left the meeting]

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.

2921 PROPERTY

- 2921.1 Fieldfare, Residential – it was **PROPOSED** and seconded that the rent for the property would be set as detailed in the paper circulated. All in favour. ¹⁷

[The meeting closed at 20:45]

¹⁶ JM

¹⁷ Clerk

Appendix A

2914 PLANNING

2914.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2914.1.1	242189	Full application	Norton Road, Riseley RG7 1SH	<p>Full application for the proposed erection of 1 No detached dwelling with associated parking and landscaping following the demolition of the existing dwelling.</p> <p>It was PROPOSED and seconded that the council would not object to the building but would OBJECT to the entrance being created from Portway. The council would like to the access from the driveway of the existing property. 6 in favour. Cllr. Drew did not vote.</p>
2914.1.2	242324	Neighbouring authority consultation	Dukes Field Cottage, Norton Road, Riseley RG7 1SH	<p>Consultation from Hart District Council for the following proposal: The erection of a three bedroom dwellinghouse with associated car and cycle parking, access, refuse storage and landscaping following demolition of the existing Old School House.</p> <p>It was PROPOSED and seconded that the council would not object to the building but would OBJECT to the entrance being created from Portway. The council would like to the access from the driveway of the existing property. 6 in favour. Cllr. Drew did not vote.</p>
2914.1.3	24/01723/FUL	Full application submitted to Hart	Dukes Field Cottage Norton Road Riseley Reading RG7 1SH	<p>Erection of a three bedroom dwellinghouse with associated car and cycle parking, access, refuse storage and landscaping following demolition of the existing Old School House.</p> <p>It was PROPOSED and seconded that the council would not object to the building but would OBJECT to the entrance being created from Portway. The council would like to the access from the driveway of the existing property. 6 in favour. Cllr. Drew did not vote.</p>

2914.2 Results

Agenda Ref	App No	Address	Application	Result
2914.2.1	242243	Handpost, Basingstoke Road, Swallowfield RG7 1PU	Householder application for the single storey side extension with roof light.	Approved
2914.2.2	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.	Appeal dismissed
2914.2.3	240471	1 Norton Road, Riseley RG7 1SH	Householder application for proposed single storey side extension, two storey rear extension with pitched roof to match existing, followed by changes to fenestration and demolition of existing outbuilding.	Approved