

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 12th NOVEMBER 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
12/11/24

Members: Mrs. V. Adams, Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds,
Mr. J. McDermott, Mrs. M. McDonald, Mrs. L. Smith, 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 Borough Parish Liaison Forum – it was **NOTED** that Cllr. Anderson attended this meeting on 14th October.

4.1.1 Boundary Review – to **NOTE** that Wokingham Borough Council is conducting a Community Governance Review which includes a review of the parish boundaries. The Council has been asked to submit its comments before Christmas. Presentation & notes circulated.

4.2 Schools Provision – to **NOTE** that Cllr. Anderson and Mrs. Stanley attended a meeting with Shinfield Parish Council on 10th October. Cllr. Anderson circulated notes from the meeting. The conclusion is that the two parishes have very different requirements for schooling, but the recommendation is that the council continues to liaise with Shinfield PC and begin to lobby WBC regarding their plans for school places for children in the parish. Notes circulated.

4.3 Remote Attendance and Proxy Voting – to **NOTE** that the Ministry of Housing, Communities and Local Government is seeking views on the detail and practical implications of allowing remote and hybrid attendance at local authority meetings. It is also testing views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may not be able to attend even remotely e.g. during maternity, paternity or adoption leave. The survey closes on 19th December.

4.4 Autumn Litter Pick – to **NOTE** that this event was a great success. The council would like to note its gratitude to Peter and Claire Sampson for orchestrating the day and to all the residents who turned out.

It is **PROPOSED** that this becomes an Annual Event.

5 MINUTES OF LAST MEETING

5.1 Minutes of the meeting held on 8th October - 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 6.

7.1.1 242632 – Lancambria, Basingstoke Road, Swallowfield RG7 1PY

7.1.2 242721 – Jouldings Farm, Jouldings Lane, Farley Hill RG7 1UR

7.2 Results – for details see page 6

7.2.1 241111 – Walnut Farm, Benham Lane, Riseley RG7 1RU Approved

7.2.2 242081 – West Greylake, Part Lane, Riseley RG7 1RU Refused

7.2.3 242193 – Glasspool Farm, Part Lane, Riseley RG7 1RU Prior Approval Given

7.2.4 242180 – Glasspool Farm, Part Lane, Riseley RG7 1RU Prior Approval Refused

7.2.5 242324 – Dukes Field Cottage, Norton Road, Riseley RG7 1SH WBC Objected

7.3 Appeals – for details see page 7

7.3.1 APP/X360/C/23/3321232, APP/X360/C/23/3321233, APP/X360/C/23/3321234 (WBC Ref: 231062-231064) – The Loft, Part Lane, Swallowfield RG7 1TB Appeal Dismissed

7.3.2 APP/X360/C/23/3321237, APP/X360/C/23/3321238, APP/X360/C/23/3321239 (WBC Ref: 231065-231067) – The Loft, Part Lane, Swallowfield RG7 1TB Enforcement Notice Quashed

7.4 Enforcement Investigations – to **NOTE** that 2 investigations have been closed “No Breach”, one investigation has been opened.

7.5 Local Plan Update, WBC Consultation – to **AGREE** a response to this consultation which closes on Wednesday 13th November.

7.6 Street Trading Licence

- 7.6.1 ST73 Pizzatron Ltd, renewal of a street trading consent licence - to **NOTE** that Swallowfield Parish Council passed resolution 2718.2 at its meeting on 14th November 2023 which authorised Pizzatron to trade in the car park at Swallowfield Parish Hall subject to the appropriate licence being obtained from Wokingham. To **NOTE** that the van has not caused any public nuisance during the last 12 months and appears to be well used by residents.

It is **PROPOSED** that Swallowfield Parish Council does not object to this application.

8 FINANCE

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

Lead Councillor: Cllr. J. Anderson

8.1 Monthly Accounts

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

- 8.1.2 October 2024 – to **NOTE** that the accounts have been circulated.

- 8.2 Finance Working Group – to **NOTE** that the working group met on 6th November.

- 8.3 Budget for 2025/26 – to **NOTE** that a draft budget was reviewed by the Working Group and has been circulated please send comments to Cllr. Anderson and the Clerk.

- 8.4 Insurance Renewal – to **NOTE** that the insurance fee due to Zurich has been paid to Verlingue, the broker engaged to assist the council to obtain the additional insurance required during the hall upgrade project. It is **NOTED** that the 5-year agreement with Zurich ends in September 2026.

It is **PROPOSED** that a management fee of £600 is paid to Verlingue Limited.

It is **PROPOSED** that the council appoints a broker to look at the renewal in Sept 2025.

9 BILLS LIST

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

10 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

10.1 Hall Upgrade Update

10.1.1 Finances – to **NOTE** that the final account has not been issued, however it is not expected that there will be any additional costs.

10.1.2 Outstanding items – contractor is working on a solution to prevent the minor leaks in the atrium roof. In addition, the architect is preparing a proposal for automating the doors in the link corridor between the atrium and main hall to improve accessibility, this will be an added cost so will be brought to council for approval.

10.2 Blinds

10.2.1 Blinds – to **NOTE** that the formal quote for the blinds has been received. The cost is £673 plus VAT more than the estimated costs. See notes circulated.

It is **PROPOSED** that the council accepts the formal quote.

10.2.2 Blind for window panel over the main door – to **NOTE** that following the visit the contractor has suggested that a blind could be fitted in the panel over the door if it is turn through 90°. See notes circulated.

It is **PROPOSED** that this additional blind is added to the order at a cost of £532 plus VAT.

10.3 Unauthorised Encampment Policy – it is **PROPOSED** that the council adopt the policy circulated.

10.4 5 Year Electrical Condition Testing – to **NOTE** that this testing so due at Swallowfield Parish Hall, Riseley Memorial Hall and Riseley Sports Pavilion. Contractors have been approached for quotes to carry out the work.

11 ENVIRONMENT

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)

Lead Councillor: Margaret McDonald (Interim)

11.1 Open Spaces – to **NOTE** that Cllr. Edmonds would like to plant more daffodil bulbs in Riseley. Three areas have been proposed; the green by the telephone box, by the gate onto the recreation ground, area around the Swallowfield/Riseley gateways. As the land does not belong to the Parish Council it will be necessary to obtain permission from the landowner.

It is **PROPOSED** that daffodil bulbs up to the value of £210, approximately 600 bulbs, are purchased to plant in Riseley. Approval to plant the bulbs is subject to permission being received from any landowners and a risk assessment being completed.

12 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')
Lead Councillor: Cllr. M. McDonald

- 12.1 Emergency Plan – to **NOTE** that the FRG are carrying out a review/update of the Flood Resilience Emergency Plan.
- 12.2 Natural Flood Management, Riseley Woodland – to **NOTE** receipt of a report from the Chair of the FRG with an article which will be published in the Parish Newsletter. Circulated.

13 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)
Lead Councillor: Cllr. J. McDermott

- 13.1 Working Group Meeting – to **NOTE** that a Working Group Meeting will be held on Wednesday 13th November.

14 HR

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

- 14.1 Staff – it is **PROPOSED** that due to personal data relating to this item the press and public be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. Paper circulated.

15 DATE OF NEXT MEETING

- 15.1 Tuesday 10th December 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	242632	Householder	Lancambria, Basingstoke Road, Swallowfield RG7 1PY	Householder application for the proposed erection of first floor front/side extension, playroom and garage conversion into habitable accommodation.
7.1.2	242721	Householder	Jouldings Farm, Jouldings Lane, Farley Hill RG7 1UR	Householder application for the proposed erection of a two storey side extension and changes to fenestration following the demolition of the existing single storey side extension.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	242324	Dukes Field Cottage, Norton Road, Riseley RG7 1SH	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.	WBC Objected
7.2.2	242180	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).	Prior Approval Refused
7.2.3	242193	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	Prior Approval Given
7.2.4	242081	West Greylake, Part Lane, Riseley RG7 1RU	Householder application for the proposed garage conversion to a residential annex with the erection of a single storey link extension following the demolition of the existing workshop	Refused

Agenda Ref	App No	Address	Application	Result
7.2.5	241111	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).	Approved

7.3 Appeals

Agenda Ref	App No	Address	Application	Result
7.3.1	231062- 231064	The Loft, Part Lane Swallowfield RG7 1TB	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.	Appeal Dismissed Enforcement Upheld
7.3.2	231065- 231067	The Loft, Part Lane Swallowfield RG7 1TB	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 Notice quashed