

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 12th NOVEMBER 2024 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

In Attendance: Mrs. S. Howorth (RFO)

Members of the Public: 0

2922 APOLOGIES FOR ABSENCE

Mrs. V. Adams, Mr. M. Binns, Mrs. L. Edmonds,

2923 DECLARATIONS OF INTEREST

None

2924 COUNCIL BUSINESS

2924.1 Borough Parish Liaison Forum – it was **NOTED** that Cllr. Anderson attended this meeting on 14th October.

2924.1.1 Boundary Review – it was **NOTED** that Wokingham Borough Council is conducting a Community Governance Review which includes a review of the parish boundaries. It was **AGREED** that the council would consider its response at the next meeting. ¹

2924.2 Schools Provision – it was **NOTED** that Cllr. Anderson and Mrs. Stanley had attended a meeting with Shinfield Parish Council on 10th October. The conclusion being that the two parishes have very different requirements for schooling. 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. ²

2924.3 Remote Attendance and Proxy Voting – it was **NOTED** 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. It was **AGREED** that councillors would respond individually. ³

¹ Clerk

² JA

³ All councillors

2924.4 Autumn Litter Pick – it was **NOTED** 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. ⁴

It was **PROPOSED** and seconded that this becomes an Annual Event. All in favour. ⁵

2925 MINUTES OF LAST MEETING

2925.1 Minutes of the meeting held on 8th October – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ⁶

2926 CLERK'S UPDATE - available at the meeting

2926.1 Matters arising from previous minutes

2926.1.1 2898.24 Swallowfield Recreation Ground, Oak – it was **NOTED** that the arborist has inspected the tree and concluded that it has acute oak decline and recommended that it should be removed. As agreed at the September meeting the clerk had obtained 3 quotes and after consultation with Cllr. Anderson selected Arborfield Tree Care to carry out the work at a cost of £2,280 plus VAT. This includes grinding out the stump. The work would be carried out in January 2025.

2926.1.2 2904.2 Hot Water Tank – it was **NOTED** that the new hot water tank had been installed, resulting in much better function of cisterns and taps.

2926.1.3 2913.2.5 Fieldfare – it was **NOTED** that Southern Remedial Services had completed a survey of the property and identified 3 areas which required remedial work. The cost for covering 2 areas is £1,550. The third area, to extend a drainpipe at the front would be carried out by the contractor engaged by Prospects to deal with the guttering at the rear. The resident had indicated that she would like the remainder of the work to be carried out in the New Year. ⁷

2926.1.4 2918.1 Open Spaces – it was **NOTED** that Angela King and Cllr. Smith met with Andy Glencross, Head of Environment Services, WBC to discuss options for Van Demans. The Working Group then met to discuss next steps.

2926.2 Other Matters

2926.2.1 Gents Toilets – it was **NOTED** that new taps had been installed on the sinks in the Gents toilets. The self-closing taps were not switching off and haven't been for several months. A PIR had also been installed on the urinal so that it only flushes when approached.

⁴ Clerk

⁵ Clerk

⁶ JA

⁷ Clerk

2927 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

2927.1 Current applications – for details see page 2024/1256.

2927.1.1	242632 – Lancambria, Basingstoke Road, Swallowfield RG7 1PY	No Comment
2927.1.2	242721 – Jouldings Farm, Jouldings Lane, Farley Hill RG7 1UR	No Comment

2927.2 Results – for details see page 2024/1256.

2927.2.1	241111 – Walnut Farm, Benham Lane, Riseley RG7 1RU	Approved
2927.2.2	242081 – West Greylake, Part Lane, Riseley RG7 1RU	Refused
2927.2.3	242193 – Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior Approval Given
2927.2.4	242180 – Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior Approval Refused
2927.2.5	242324 – Dukes Field Cottage, Norton Road, Riseley RG7 1SH	WBC Objected

2927.3 Appeals – for details see page 7

2927.3.1	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
2927.3.2	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

2927.4 Enforcement Investigations – it was **NOTED** that 2 investigations had been closed “No Breach”, one investigation had been opened.

2927.5 Local Plan Update, WBC Consultation – Cllr. Taylor explained that this iteration of the Local Plan proposes no additional development in our parish other than the already approved Croudace development on Trowes Lane, Swallowfield. The council is not qualified to comment on legal compliance and whether it meets the ‘tests of soundness’ and sees no need to comment on proposed development sites elsewhere in the Borough.

It was **PROPOSED** and seconded that the council would not comment further on this plan. All in favour.

2927.6 Street Trading Licence

2927.6.1 ST73 Pizzatron Ltd, renewal of a street trading consent licence – it was **NOTED** 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 obtaining from Wokingham. It was **NOTED** that the van had not caused any public nuisance during the last 12 months and appeared to be well used by residents.

It was **PROPOSED** and seconded that Swallowfield Parish Council do not object to this application. All in favour.

2928 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2928.1 Monthly Accounts

2928.1.1 September 2024 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour

2928.1.2 October 2024 – it was **NOTED** that the accounts had been circulated.

2928.2 Finance Working Group – it was **NOTED** that the working group met on 6th November. Cllr. Anderson had circulated notes.

2928.3 Budget for 2025/26 – it was **NOTED** that a draft budget was reviewed by the Working Group and had been circulated, further comments should be sent to Cllr. Anderson and the Clerk.

2928.4 Insurance Renewal – it was **NOTED** that the insurance fee due to Zurich had been paid to Verlingue, the broker engaged to assist the council to obtain the additional insurance required during the hall upgrade project. It was **NOTED** that the 5-year agreement with Zurich ends in September 2026.

It was **PROPOSED** and seconded that a management fee of £600 be paid to Verlingue Limited. ⁸

It was **PROPOSED** that the council appoints a broker to look at the renewal in September 2025. ⁹

2929 BILLS LIST

2929.1 Nov 2024 – it was **NOTED** that items 14, 15 and 16 had been approved prior to the meeting. 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. ¹⁰

1	Deposit Refund	300.00	INV 309
2	Deposit Refund	300.00	INV 289
3	Wokingham Borough Council	180.00	Premises Licence
4	Reimbursement	96.12	Litter pick refreshments
5	Gem Security Systems	534.00	Relocate CCTV
6	D2D Distribution	354.00	Newsletter Delivery

⁸ RFO

⁹ Clerk

¹⁰ JA / ST

7	Highlights Floodlighting Ltd	14292.00	LED Floodlights - Tennis Club
8	GLS	56.38	Cleaning Products
9	C Bell	180.00	October Exercise Classes
10	Moorepay	94.77	October Payroll
11	Karen Luke	234.00	October Cleaning
12	Nigel Jeffries	1272.48	Grounds Maintenance – Sept
13	Nigel Jeffries	822.60	Grounds Maintenance - Oct
14	Lindum Construction	11767.88	Hall Upgrade
15	Precision Plumbing & Heating	150.00	Isolation Valves
16	Precision Plumbing & Heating	3201.60	Replacement Water Tank & Cylinder
17	BACS Charge	17.12	Payroll
18	BT	504.00	Telephone and Broadband
19	CASTLE WATER	84.74	Water
20	CASTLE WATER	82.29	Water
21	HMRC PAYMENTS	881.87	Payroll
22	Lloyds Bank (Alto Card)	3.00	Bank Charge
23	Payroll - October	6698.70	Payroll
24	Southern Electric	62.48	Electricity - Street Lights
25	Go Cardless - Blucando	60.00	IT
26	Go Cardless - Blucando	96.36	IT
27	Unity Trust Service Charge	10.65	Bank Charges
28	Wokingham BC	70.00	Business Rates
29	Wokingham BC	98.00	Business Rates
30	SSE	64.50	Electricity - Street Lights

2930 PROPERTY

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

2930.1 Hall Upgrade Update

2930.1.1 Finances – it was **NOTED** that the final account had not been issued, however it is not expected that there would be any additional costs.

2930.1.2 Outstanding items – it was **NOTED** that the 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.

2930.2 Blinds

2930.2.1 Blinds – it was **NOTED** that the formal quote for the blinds had been received. The cost being £673 plus VAT more than the estimated costs.

It was **PROPOSED** and seconded that the council accept the formal quote. All in favour¹¹

2930.2.2 Blind for window panel over the main door – it was **NOTED** that following the visit the contractor had suggested that a blind could be fitted in the panel over the door if it is turn through 90°.

It was **PROPOSED** and seconded that this additional blind be added to the order at a cost of £532 plus VAT. All in favour.¹²

2930.3 Unauthorised Encampment Policy – it was **PROPOSED** and seconded that the council adopt the policy circulated. All in favour.¹³

2930.4 5 Year Electrical Condition Testing – it was **NOTED** that this testing is due at Swallowfield Parish Hall, Riseley Memorial Hall and Riseley Sports Pavilion. Contractors had been approached for quotes to carry out the work.¹⁴

2931 ENVIRONMENT

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

2931.1 Open Spaces – it was **NOTED** that Cllr. Edmonds would like to plant more daffodil bulbs in Riseley. Three areas had been proposed; by the gate onto the recreation ground, the green by the telephone box, area around the Riseley/Swallowfield gateways. The second two areas do not belong to the Parish Council so it would be necessary to obtain permission from the landowner, WBC. Cllr. McDonald explained that the bulbs requested were now on offer and asked that the residual money be used to buy native bluebell bulbs to plant on The Marshes as suggested to Angela King by the WBC Environment Officer.

It was **PROPOSED** and seconded that daffodil and bluebell bulbs up to the value of £210, be purchased to plant in the three areas detailed and Van Demans. Approval to plant the bulbs is subject to permission being received from any landowners and a risk assessment being completed. All in favour.¹⁵

¹¹ Clerk

¹² Clerk

¹³ Clerk

¹⁴ Clerk

¹⁵ Clerk / LE / MM

2932 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')

Lead Councillor: Cllr. M. McDonald

2932.1 Emergency Plan – it was **NOTED** that the FRG is carrying out a review/update of the Flood Resilience Emergency Plan.

2932.2 Natural Flood Management, Riseley Woodland – it was **NOTED** that an article to be published in the newsletter had been received from the Chair of FRG.

2933 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. J. McDermott

2933.1 Working Group Meeting – it was **NOTED** that a Working Group Meeting would be held on Wednesday 13th November.

2934 HR

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. C. Drew

2934.1 Staff – it is **PROPOSED** and seconded 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. All in favour.

2935 DATE OF NEXT MEETING

2935.1 Tuesday 10th December 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Due to personal data relating to this item 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. All in favour.

2936 HR

- 2936.1 Staff Pay Review – it was **PROPOSED** and seconded that the pay review for April 2024 proposed by the National Joint Council be approved for all employees with immediate effect, and that this award be backdated to 1st April 2024. This would include a payment to ex-employees who had left after 1st April 2024. All in favour. ¹⁶

[Meeting closed at 20:30]

¹⁶ Clerk / JA / RFO

Appendix A
2927 PLANNING

2927.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2927.1.1	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. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
2927.1.2	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. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

2927.2 Results

Agenda Ref	App No	Address	Application	Result
2927.2.1	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
2927.2.2	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

Agenda Ref	App No	Address	Application	Result
2927.2.3	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
2927.2.4	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
2927.2.5	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