

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 10<sup>TH</sup> DECEMBER 2024 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk  
5/12/24

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

4.1.1 Working Groups – terms of reference have been updated & circulated. It is **PROPOSED** that these be **ADOPTED** by the council and implemented by the relevant Working Groups.

Cllr. Smith has agreed to lead the Environment Working Group and join the Education, Health and Wellbeing Working Group.

4.1.2 Boundary Review – to **AGREE** a response to the initial document circulated by Wokingham Borough Council outlining areas which would be considered in the Community Governance Review. Presentation & notes circulated.

4.2 Community Carols – it is **PROPOSED** that the council donate £50 to each of the two community groups organising village carols.

**5 MINUTES OF LAST MEETING**

5.1 Minutes of the meeting held on 12<sup>th</sup> November - 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 242829 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL

7.1.2 242813 – Fairlands, Church Road, Farley Hill RG7 1TU

7.2 Results – for details see page 5

7.2.1 242189 – Norton Road, Riseley RG7 1SH

Refused

7.3 Appeals – for details see page 6

7.3.1 APP/X0360/W/24/3339803 (WBC Ref: 231233) – Robin Lodge Nursery, Part Lane,  
Swallowfield RG7 1TB Appeal Dismissed

7.4 Enforcement Investigations – to **NOTE** that 3 investigations have been closed “No Breach”, three investigations have been opened.

**8 FINANCE**

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

Lead Councillor: Cllr. J. Anderson

8.1 Monthly Accounts

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

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

8.2 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.

8.3 Photocopier – to **NOTE** that the rental period for the photocopier has come to an end and cannot be extended further as it is under a government framework agreement.

It is **PROPOSED** that the council sign a 5 year agreement with Ricoh under the government framework for a colour A3 printer. The cost will be £131.24 per quarter plus page costs as defined in the paper circulated.

**9       BILLS LIST**

- 9.1       Dec 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 – to **NOTE** that the practical completion certificate has been received.

**11       HALLS**

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)  
Lead Councillor: Cllr. M. McDonald

- 11.1     Swallowfield Parish Hall Hire Rates – to **NOTE** that the working group and bookings clerk are reviewing the hall fees and will bring a proposal to council in the new year.

**12       HEALTH & WELLBEING**

- 12.1     Calico Trust Trustees – it is **PROPOSED** that the council appoints Mrs. C. Adams and Dr. W. Beacham as its representatives on the trust. Paper circulated.

**13       ENVIRONMENT**

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/  
Biodiversity/Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Louise Smith

- 13.1     Van Demans – update.

**14       RESILIENCE**

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

- 14.1     Ditches and Balancing Ponds – it is **PROPOSED** that the work detailed in the paper circulated is carried out by the council's ground maintenance contractor at a cost of £2,985.00. Paper circulated.

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

- 15.1 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.

**16 ITEMS FOR FUTURE AGENDAS**

To note topics which the council would like to consider at future meetings. No discussion will take place on topics raised.

**17 DATE OF NEXT MEETING**

- 17.1 Tuesday 14<sup>th</sup> January 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      | 242829 | Full application | Nutbean Farm, Nutbean Lane Swallowfield Wokingham RG7 1XL | (Part Retrospective) Full application for proposed multi-purpose storage building, retention of extended yard area and change of use of hay and straw store to stable.   |
| 7.1.2      | 242813 | Full application | Fairlands, Church Road, Farley Hill RG7 1TU               | Full application for the proposed realignment of existing gravel track with creation of new access off existing drive including partial demolition of existing wall and change of use of land to provide access to caravan park. |

7.2 Results

| Agenda Ref | App No | Address                      | Application   | Result  |
|------------|--------|------------------------------|---|---------|
| 7.2.1      | 242189 | 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>Summary of reasons for refusal: Loss of trees and vegetation which would adversely harm visual amenity and character of the street scene which currently provides an important green buffer marking the boundary between borough boundaries. Contrary to Core Strategy policies CP1 and CP3 and MDD Local Plan Policies CC03 and TB21 and section 12 of the NPPF.</p> | Refused |

7.3 Appeals

| Agenda Ref | App No                                      | Address  | Application   | Result           |
|------------|---|--|---|------------------|
| 7.3.1      | APP/X0360/W/24/3339803<br>(WBC Ref: 231233) | Robin Lodge<br>Nursery,<br>Part Lane,<br>Swallowfield<br>RG7 1TB | Full application for the proposed erection of 2no. buildings and open log store with associated parking, access and landscaping, plus the formation of an earth bund and acoustic screen around wood chipper, following demolition of existing green houses and mobile home.<br><br>Summary of reasons for refusal: outside any defined settlement boundary, would cause harm in relation to character and appearance and flood risk. In combination the harm would likely be considerable. No material considerations which outweigh the identified harm and associated development plan conflict. | Appeal dismissed |