

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 10TH DECEMBER 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, Mrs. L. Smith, Mr. S. Taylor

In Attendance: Mrs. E. Halson (Clerk)

2937 APOLOGIES FOR ABSENCE

None.

2938 DECLARATIONS OF INTEREST

None

2939 CHAIRMAN'S ANNOUNCEMENT

2939.1 Mr. M. Binns – it was **NOTED** that Cllr. M Binns had stepped down from the council. Cllr. Anderson expressed his gratitude to Mark for his valuable contribution over his 6-year tenure and particularly for his vision and efforts to ensure the legacy left by Max Bowker was spent on an event which could be enjoyed by all residents.

2939.1.1 Working Groups – terms of reference had been updated and circulated. It was **PROPOSED** and seconded that these be **ADOPTED** and implemented by the relevant Working Groups. All in favour. ¹

It was **AGREED** that Cllr. Smith would become lead of the Environment Working Group and join the Education, Health and Wellbeing Working Group and that Cllr. Taylor would become lead of the Transport and Highways Working Group.

2939.1.2 Community Governance Review – it was **AGREED** that the council would respond to the initial consultation document circulated by Wokingham Borough Council as follows: Wokingham Borough Council have identified as a possible anomaly approximately 100 properties in the Arborfield Green development which because of historic boundaries sit within the parish of Swallowfield. The Parish Council believe that it is very likely that residents identify themselves as belonging to Arborfield Green rather than the parish of Swallowfield as the site sits on the opposite side of the A327. The Parish Council doesn't wish to 'lose' residents but would totally understand if residents felt that they belonged in another parish along with their neighbours. WBC have not yet proposed how the Arborfield Green development might fit within the existing structure. It was **NOTED** that this review covers the parish/county/borough boundaries of Berkshire/Wokingham so does not include the Dukes Meadow development which sits in Hampshire/Heckfield. ²

¹ Working Group Leads

² Clerk

2939.2 Community Carols – it was **PROPOSED** and seconded that the council donate £50 to each of the two community groups organising village carols in Swallowfield and Riseley. All in favour. ³

2940 MINUTES OF LAST MEETING

2940.1 Minutes of the meeting held on 12th November – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ⁴

2941 CLERK'S UPDATE

2941.1 Matters arising from previous minutes

2941.2 Other Matters

2941.2.1 Plumbing – it was **NOTED** that the leaking water pipe at Swallowfield Parish Hall had been repaired.

2941.2.2 Heating – it was **NOTED** that the heating system had been losing pressure, unrelated to the above. Two radiator leaks had been identified and repaired.

2941.2.3 Water Heater – it was **NOTED** that hot water in the Davies Room Toilet and Pre-school sink are running very slowly, both are served by the same water heater, which was only installed in 2021. It is likely because it is clogged up with limescale, a problem when a heater isn't used much. There are three options: a) remove it and attempt to de-scale it, b) replace it like-for-like, c) remove it and install pipework to serve both sinks from the new tank. This is not straightforward and would require a 'loop' to ensure that the water is kept at the correct temperature to prevent legionnaires. If this is the preferred option, it would make sense to also replace the 2 water heaters in the Rose Room/Davies Room kitchen and the Rose Room Toilet. ⁵

2941.2.4 Vandalism – it was **NOTED** that one of the floodlights on the MUGA had been damaged. The police had been informed and CCTV footage had been passed to the police.

It is unlikely that the glass on the light can be repaired. ⁶

2941.2.5 HR – it was **NOTED** that the Clerk had attended an SLCC Officers Update Session. One of the key messages was regarding the legal requirement of employers to take reasonable steps to prevent sexual harassment of their employees under the Worker Protection (Amendment of Equality Act 2010) Act 2023, which came into effect on October 26th 2024. ⁷

³ Clerk

⁴ JA

⁵ Clerk to get quotes

⁶ Property Group to discuss options

⁷ Clerk / HR Working Group to agree an appropriate approach to training

- 2941.2.6 Play Ground Inspections – it was **NOTED** that the Caretaker attended a playground inspection course.
- 2941.2.7 Financial Reporting – it was **NOTED** that the Clerk would attend a Report Interpretation Essentials Course run by Rialtas on 18th December. The booking allows up to 4 attendees. Any councillor wishing to attend should inform the Clerk. ⁸
- 2941.2.8 Sewage issues – it was **NOTED** that the FRG have had reports of foul sewer overloading in the village, the issues were being reported directly to Thames Water. This raised questions about the connection proposals and the discharge of Condition 8 for the Croudace site. FRG have requested that the council write to WBC to ask to be kept up to date with the proposals as the community is very concerned about sewer capacity. Graham Stanley, Chair FRG had composed a letter. ⁹
- 2941.2.9 Riseley Memorial Hall – it was **NOTED** that the multi-locking mechanism on the door at the Tea Room had been replaced during the weekend at a cost of £700.
- 2941.2.10 Diamond Jubilee Oak, Swallowfield Meadow – it was **NOTED** that correspondence had been received from the Wokingham District Veteran Tree Association requesting that the parish consider replacing the tree which was vandalised on Swallowfield Meadow. ¹⁰
- 2941.2.11 Christmas Tree, Riseley Green – it was **NOTED** that permission had been given for a Christmas Tree to be erected on Council-owned land at the Green in Riseley funded by residents. Public Liability Insurance and Risk Assessment documents had been received from the contractor and from the residents group.

2942 PLANNING

Chairman of Planning Committee: Cllr. Taylor

- 2942.1 Current applications – for details see 2024/1265.
- | | | |
|----------|---|------------|
| 2942.1.1 | 242829 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL | No comment |
| 2942.1.2 | 242813 – Fairlands, Church Road, Farley Hill RG7 1TU | No comment |
- 2942.2 Results – for details see 2024/1266.
- | | | |
|----------|---------------------------------------|---------|
| 2942.2.1 | 242189 – Norton Road, Riseley RG7 1SH | Refused |
|----------|---------------------------------------|---------|
- 2942.3 Appeals – for details see 2024/1266.
- | | | |
|----------|---|------------------|
| 2942.3.1 | APP/X0360/W/24/3339803 (WBC Ref: 231233) – Robin Lodge Nursery, Part Lane, Swallowfield RG7 1TB | Appeal Dismissed |
|----------|---|------------------|
- 2942.4 Enforcement Investigations – it was **NOTED** that 3 investigations had been closed “No Breach”, three investigations had been opened.

⁸ All councillors

⁹ Clerk

¹⁰ All councillors

2943 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2943.1 Monthly Accounts

2943.1.1 October 2024 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2943.1.2 November 2024 – it was **NOTED** that the accounts had been circulated. It was **AGREED** that a detailed transaction list be circulated. ¹¹

2943.2 Budget for 2025/26 – it was **NOTED** that a draft budget had been reviewed by the Working Group and circulated. Further comments should be submitted to Cllr. Anderson and the Clerk prior to the next council meeting. ¹²

2943.3 Photocopier – it was **NOTED** that the rental period for the photocopier had come to an end and cannot be extended further as it is under a government framework agreement.

It was **PROPOSED** and seconded that the council sign a 5-year agreement with Ricoh under the government framework for a new colour A3 printer. The cost would be £131.24 per quarter plus page costs as defined in the paper circulated. All in favour. ¹³

2944 BILLS LIST

2944.1 Dec 2024 – it was **PROPOSED** and seconded that the payments listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Anderson and Taylor. All in favour. ¹⁴

1	Deposit Refund	100.00	Deposit Refund
2	Deposit Refund	300.00	Deposit Refund
3	Deposit Refund	300.00	Deposit Refund
4	Earley TC	43.20	Pitch marking
5	Coral Bell	180.00	Seated Exercise Classes (Nov)
6	We Are Hive	630.00	Winter Newsletter Design
7	Moorepay	99.55	November payroll
8	Wokingham TC	200.00	Playground Inspection Course
9	Select	88.70	Waste Collection
10	Select	163.10	RMH Waste Collection & overweight Charge
11	Select	130.23	SPH Waste Collection

¹¹ Clerk

¹² All councillors

¹³ Clerk

¹⁴ JA/ST

12	The Alpha Experience	651.00	Winter Newsletter
13	Pretty Green	144.00	October Maintenance-Foxes Run
14	Pretty Green	144.00	November Maintenance-Foxes Run
15	Precision Plumbing	343.20	Flush control
16	Precision Plumbing	540.67	Replacement taps / pressure reducing valve / urinal control
17	Karen Luke	208.00	Cleaning (Nov)
18	Churches	405.46	Annual service and testing
19	Riseley Village Tea Room	732.00	Replacement locking mechanism
20	Reimbursement	840.00	Emergency plumber
21	Verlingue	600.00	Broker fee
22	BACS Charge	17.12	Payroll
23	Blucando	96.36	IT
24	CASTLE WATER	253.18	Water
25	CASTLE WATER	85.74	Water
26	HMRC PAYMENTS	881.87	Payroll
27	Lloyds Bank (Alto Card)	602.52	DIY Supplies, Poppy Wreaths, Doormat.
28	Payroll	6698.70	Payroll
29	SSE (Gas)	700.15	Gas
30	SSE (Gas)	766.02	Gas
31	SSE (Electricity)	1234.36	Electricity
32	Wokingham BC	98.00	Business Rates
33	Wokingham BC	70.00	Business Rates
34	ICO	35.00	Annual Licence
35	UT Service Charge	15.90	Bank Charges

2945 PROPERTY

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

2945.1 Hall Upgrade Update – it was **NOTED** that the practical completion certificate had been received.

2946 HALLS

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

2946.1 Swallowfield Parish Hall Hire Rates – it was **NOTED** that the working group and bookings clerk are reviewing the hall fees and would bring a proposal to council in the new year. ¹⁵

¹⁵ MM / Bookings Clerk

2947 EDUCATION, HEALTH, WELLBEING

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust, Schools and Education)

Lead Councillor: Cllr. S. Taylor

- 2947.1 Calico Trust Trustees – Cllr. Drew explained the structure of the trust. It was **PROPOSED** and seconded that the council appoint Mrs. C. Adams and Dr. W. Beacham as its representatives on the trust. It was **AGREED** that the council would write to the trustees to confirm the obligations of the Trustees. ¹⁶

2948 ENVIRONMENT

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

Lead Councillor: Louise Smith

- 2948.1 Van Demans – Cllr. Smith reported that she had met with Mrs. King, Cllr. Anderson and the Clerk to discuss the feedback from a meeting with WBC. Mrs. King had circulated notes.

2949 RESILIENCE

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

Lead Councillor: Cllr. M. McDonald

- 2949.1 Ditches and Balancing Ponds – it was **PROPOSED** and seconded that the work detailed in the paper circulated be carried out by the council's ground maintenance contractor at a cost of £2,985.00. It was **AGREED** that Cllr. Taylor and Mr. Stanley would meet the contractors at Swallowfield Meadow to agree the exact details of work to be carried. All in favour. ¹⁷

2950 HR

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. C. Drew

- 2950.1 Staff – it was **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.

¹⁶ Clerk

¹⁷ Clerk

2951 ITEMS FOR FUTURE AGENDAS

- 2951.1 Donation to community group
- 2951.2 Meet the council/open evening
- 2951.3 80th Anniversary VE Day Celebration

2952 DATE OF NEXT MEETING

- 2952.1 Tuesday 14th January 2025 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Due to personal 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.

2953 HR

- 2953.1 Staff Christmas Gift – it was **PROPOSED** and seconded that all members of staff be given a small token of appreciation. All in favour. ¹⁸

¹⁸ JA/Clerk

Appendix A

2942 PLANNING

2942.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2942.1.1	242829	Full application	Nutbean Farm, Nutbean Lane Swallowfield Wokingham RG7 1XL	<p>(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.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>
2942.1.2	242813	Full application	Fairlands, Church Road, Farley Hill RG7 1TU	<p>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.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

2942.2 Results

Agenda Ref	App No	Address	Application	Result
2942.2.1	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

2942.3 Appeals

Agenda Ref	App No	Address	Application	Result
2942.3.1	APP/X0360/W/24/3339803 (WBC Ref: 231233)	Robin Lodge Nursery, Part Lane, Swallowfield RG7 1TB	<p>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.</p> <p>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.</p>	Appeal dismissed