

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 14TH JANUARY 2025 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)

Members of the Public: 0

2954 APOLOGIES FOR ABSENCE

Mrs. V. Adams

2955 DECLARATIONS OF INTEREST

None

2956 COUNCIL BUSINESS

2956.1.1 Councillor Vacancy – it was **NOTED** that there is a casual vacancy, anyone interested should contact the Clerk or any member of the Parish Council.

2957 MINUTES OF LAST MEETING

2957.1 Minutes of the meeting held on 10th December – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

[Cllr. Drew joined the meeting and confirmed that she had no declarations of interest]

2958 CLERK'S UPDATE

2958.1 Matters arising from previous minutes

2958.1.1 2941.2.1 Swallowfield Recreation Ground, Oak – it was **NOTED** that the tree had been felled and the root ground out. The contractor advised if a replacement tree was being considered it should be planted at least 20 feet away.

2958.1.2 2941.2.2 Swallowfield Parish Hall, Heating – it was **NOTED** that the heating system is still losing pressure, albeit very slowly. There are no identifiable leaks, so the situation is being monitored.

¹ JA

2958.1.3 2941.2.8 Sewage Issues – it was **NOTED** that a response had been received from Wokingham Borough Council (WBC) regarding the parish council’s request to be kept up to date with proposals regarding discharge of Condition 8 of planning application 230422. The response stated that Thames Water would need to be consulted for any application to discharge the condition and that WBC would expect the response to be robust.

2958.1.4 2947.1 Calico Trust – it was **NOTED** that the trustees were addressing the points raised.

2958.1.5 2930.2.2 Blinds – it was **NOTED** that the blinds would be fitted on 3rd Feb.

2958.2 Other Matters

2958.2.1 Fly-tipping – it was **NOTED** that a fly tipping incident occurred at Swallowfield Parish Hall on Christmas Eve. The incident was being investigated by the ASB team at Wokingham Borough Council.

2958.2.2 Riseley Memorial Hall – it was **NOTED** that there had been a burst pipe.

2959 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

2959.1 Current applications – for details see page 2025/1274.

Cllr. Taylor noted that there were 2 additional applications which related to discharge or amendments to conditions on the following applications; 242197 and 243242. The council **AGREED** that there was no need to comment on these.

2959.1.1	243150 – Wyvols Court Farm, Basingstoke Road, Swallowfield	Withdrawn
2959.1.2	243168 – Land at Sheepbridge Court Farm, Basingstoke Road	No comment
2959.1.3	243191 – Walnut Tree Farm, Benham Lane, Riseley RG7 1RY	Comment

2959.2 Enforcement Investigations – it was **NOTED** that one investigation had been closed “No Breach”, three investigations were currently open.

2960 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2960.1 Monthly Accounts

2960.1.1 November 2024 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2960.1.2 December 2024 – it was **NOTED** that the accounts had been circulated.

2960.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. All in favour. ²

² JA

2960.3 Budget for 2025/26 – it was **PROPOSED** and seconded that the budget be **APPROVED**. All in favour.

2960.4 Precept for 2025/2026 – it was **PROPOSED** and seconded that a precept of £37,463 be set and submitted to Wokingham Borough Council. All in favour. ³

2961 BILLS LIST

2961.1 Jan 2025 – 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. ⁴

1	Blinds and Awnings	Blinds	4937.50
2	Deposit Refund	Inv 329	300.00
3	Deposit Refund	Inv 344	300.00
4	All Electrics	External light - shop	1353.60
5	All Electrics	Replacement dimmer switch	102.00
6	All Electrics	Investigate of external lights RMH	234.00
7	Earley Town Council	Pitch marking	43.20
8	GLS	Toilet rolls, towels	32.39
9	GLS	Dishwasher salt, laminate pouches	53.36
10	The Play Inspection Co.	Annual Playground Inspection	396.30
11	Hawkesworth	PAT Testing	330.13
12	Calico Charity	Rent for allotments	291.50
13	Rialtas	Rialtas Training	84.00
14	Moorepay	Payroll	32.80
15	Ricoh	Photocopier	56.48
16	Karen Luke	December Cleaning	195.00
17	Wokingham Town Council	Playground Inspection Course	318.00
18	Lucas Plumbing	Radiator Leak	180.00
19	Lucas Plumbing	Leaking pipes	464.40
20	Select	Waste RMH	68.39
21	Select	Waste RMH	116.86
22	Select	Waste SPH	104.33
23	Select	Waste RMH	70.78
24	Select	Waste RMH	118.18

³ Clerk

⁴ JA/ST

25	Select	Waste SPH	107.71
26	Select	Waste RMH	95.60
27	Select	Waste SPH	85.73
28	Select	Waste SPH	103.20
29	Select	Waste SPH	101.24
30	Coral Bell	December Seated Exercise Class	135.00
31	Southern Remedial Services	Fieldfare Repair	1140.00
32	Castle Water	Water	85.50
33	Castle Water	Water	81.53
34	Wokingham BC	Business Rates	98.00
35	Wokingham BC	Business Rates	70.00
36	Blucando	IT	96.36
37	Blucando	IT	30.00
38	HMRC PAYMENTS	Payroll	881.87
39	Lloyds Bank (Alto Card)	DIY Supplies, bulbs, land registry	262.92
40	Payroll	Payroll	9242.90
41	BT	Telephone & Broadband	504.00
42	SSE	Street Lighting	62.48
43	SSE	Street Lighting	64.50
44	Unity Trust Service Charge	Bank Charges	100.00
45	Unity Trust Manual Credit Charge	Bank Charges	13.95
46	BACS Charge	Payroll	17.12
47	UT Manual Credit Handling Charge	Bank Charges	6.00

It was **NOTED** that the cost of emptying the bins at Riseley had increased due to overweight charges. It was **AGREED** that signs are affixed to the bins to point out that the bins are for users of the hall only and that CCTV cameras cover the area. ⁵

⁵ Clerk

2962 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

- 2962.1 Moss – it was **NOTED** that the warm wet weather this year had resulted in an explosion of moss all across the parish facilities; Swallowfield Parish Hall car park, MUGA and children's play area at Swallowfield, Riseley and Farley Hill. The council's grounds maintenance contractor had advised that each area would need to be treated at least twice.

It was **PROPOSED** and seconded that the council's grounds maintenance contractor be engaged to apply twice, an appropriate treatment at a cost of £1,496 plus VAT and a third treatment, if required, at a cost of £748 plus VAT. All in favour. ⁶

- 2962.2 5-year electrical condition testing – It was **PROPOSED** and seconded that due to commercial sensitivities of the 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.

2963 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 2963.1 Swallowfield Parish Hall Hire Rates – it was **PROPOSED** and seconded that due to commercial sensitivities of the 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.

2964 ENVIRONMENT

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

Lead Councillor: Cllr. L. Smith

- 2964.1 WBC Spring Litter Pick – it was **AGREED** that the parish council would organise an event to support this initiative to take place on Saturday 22nd March. Peter and Claire Sampson had agreed to co-ordinate the day. ⁷
- 2964.2 The Fields Neighbourhood Action Group (NAG) – it was **NOTED** that the AGM was held on 6th November, minutes circulated, and the next meeting was held on 6th January 2025, Cllr. McDonald attended.

⁶ Clerk

⁷ Clerk

2965 RESILIENCE

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

- 2965.1 Pumping Station, Thames Water – it was **NOTED** that high rainwater levels had caused some sewer drains to overflow and some residents are experiencing “Restricted Toilet Use”. These issues had been reported to Thames Water who were now carrying out work at the pumping station.

It was **PROPOSED** and seconded that the council writes to Thames Water expressing its concerns about capacity at the pumping station as there will be over 100 additional homes in the village shortly. All in favour. ⁸

2966 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. L. Edmonds

- 2966.1 Playground Annual Inspection Reports – it was **NOTED** that this inspection was carried out by The Playground Inspection Company on 30th December 2024. An initial review of the report had established that there were no High Risk issues. The zip wire had been flagged as a Medium Risk, but was decommissioned several months ago, further work may be required to secure it further. All other items were Low or Very Low Risk and would be addressed as appropriate. Cllr. Taylor agreed to review the report further with the Clerk. ⁹

2967 DATE OF NEXT MEETING

- 2967.1 Tuesday 11th February 2025 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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.

⁸ Clerk

⁹ Clerk

2968 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

- 2968.1 5-year electrical condition testing – It was **PROPOSED** and seconded that contractor B would be engaged to carry out this testing. All in favour. ¹⁰

2969 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 2969.1 Swallowfield Parish Hall Hire Rates – it was **PROPOSED** and seconded that the hall hire rates would be set as detailed in the paper circulated by Cllr. McDonald. The rates would change from 1st April 2025. All in favour. ^{11 12}

[The meeting closed at 20:55]

¹⁰ Clerk

¹¹ RFO to inform users

¹² Clerk to update website

Appendix A
2959 PLANNING

2959.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2959.1.1	243150	Prior Approval Submission	Wyvols Court Farm, Basingstoke Road, Swallowfield	<p>Prior approval submission for the proposed erection of 1 no. agricultural building for storage of farm machinery and products, alongside operations associated with forestry activities including the storage and processing of cricket bat willow.</p> <p>This application has been withdrawn.</p>
2959.1.2	243168	Variation/Removal of Condition	Land at Sheepbridge Court Farm, Basingstoke Road, Swallowfield	<p>Application to vary condition 14 of planning consent 142914 for the proposed solar farm comprising the erection of solar arrays of photovoltaic panels, inverter/transformer sheds, fencing, site storage cabin, combined DNO and EPC switchgear housing, internal gravel access road, and associated equipment (EIA Development). Condition 14 refers to the use of the site as a solar farm and the variation is to allow an increased period of solar farm operation.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

Agenda Ref	App No	Type	Address	Application
2959.1.3	243191	Prior Approval Submission	Walnut Farm, Benham Lane, Riseley RG7 1RY	<p>Prior approval submission for demolition of 1 no. open sided barn and 2 no. sheds.</p> <p>It was PROPOSED and seconded that the council would not comment on the application but that it would ask WBC to ensure that the asbestos was removed appropriately. All in favour.</p>