

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 11TH FEBRUARY 2025 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
6/02/25

Members: Mrs. V. Adams, Mr. J. Anderson, 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

- 1.1 To receive any apologies for absence.
- 1.2 To **CONSIDER** a request for **APPROVAL** of 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 Annual Parish Meeting – to **AGREE** a date for the Annual Parish Meeting. This meeting must be held between 1st March and 1st June and must not start before 6pm.
- 4.2 Annual Meeting of the Parish Council – to **NOTE** that the Annual Meeting of the Parish Council will take place on Tuesday 13th May 2025.
- 4.3 NALC Seminars – to **NOTE** that Cllr. McDonald will attend “Breaking the mould of local councils” on 26th March, and Cllr. Smith will attend “Engage, Lead, Resolve: Strengthening local connection” on 30th April and “Green Responsibilities” on 23rd July.
- 4.4 Borough Parish Liaison Forum – to **NOTE** that the next meeting will be held on Tuesday 18th February.

5 MINUTES OF LAST MEETING

- 5.1 Minutes of the meeting held on 14th January 2025 - 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 243155 - Halfway Up, The Street, Swallowfield RG7 1QY
7.1.2 243207 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY
7.1.3 243208 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY
7.1.4 243249 - 4 Farley Court, Church Road, Farley Hill RG7 1TT
7.1.5 243251 - The Meadow, Spring Lane, Swallowfield, RG7 1ST
7.1.6 250065 - Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY
7.1.7 250187 – Land at Goddards Farm, Reading Road, Sherfield-on-Loddon
Neighbouring Local Authority Consultation from Basingstoke and Deane
Borough Council

- 7.2 Results applications – for details see page 7.

- 7.2.1 242721 – Jouldings Farm, Jouldings Lane, Farley Hill RG7 1UR Approved
7.2.2 242829 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL Refused
7.2.3 243191 – Walnut Farm, Benham Lane, Riseley RG7 1RY Prior Approval Given

- 7.3 Enforcement Investigations – to **NOTE** that two investigation have been closed, one “No Breach”, one “Application Submitted”. Two investigations are currently open.

8 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 8.1 Monthly Accounts

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

- 8.1.2 January 2025 – to **NOTE** that the accounts have been circulated.

- 8.2 Public Sector Deposit Fund (PSDF), held with Churches, Charities and Local Authorities (CCLA) Investment Management Ltd – it is **PROPOSED** that the authorised signatories for the PSDF account are Cllrs. Anderson, Drew, McDonald and Taylor.

9 BILLS LIST

- 9.1 Feb 2025 – to **APPROVE** payments. List to be provided at the meeting.

10 PROPERTY

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

- 10.1 Swallowfield Recreation Ground, Multi-use Games Area – to **NOTE** that quotes were obtained for the replacing of the lamps with LEDs last year. The project was put on hold but following damage to one of the lamps it is **PROPOSED** that all 6 lamps on the court are replaced with LED units.

It is **PROPOSED** that due to commercial sensitivities the press and public be excluded during discussion of the following item in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

To **AGREE** a contractor to carry out the work. Report circulated.

- 10.2 Parish Shop, cooler unit – to **NOTE** that as previously discussed heat from the old second hand fridges, bought in 2017 by the Parish Council for the temporary shop during refurbishment of Fieldfare, cannot be dealt with by the air-conditioning units. This is having a negative impact for the shopkeeper. Three contractors have been asked to quote for the installation of a single modern fridge with an external cooler unit. Removal of heat from the shop will reduce the heat to a level which can be managed more effectively and efficiently by the air-conditioning units. The cost will be £10K to £15K. To **NOTE** that funds have been set aside from the ring-fenced reserves 393 RFR – CIL 24-25.

It is **PROPOSED** that the council undertakes this project and works with Wokingham Borough Council to determine whether planning permission is required. This may require a pre-planning application at a cost of £185 and/or a planning application at a cost of £300.

- 10.3 Riseley Memorial Hall and Sports Pavilion

- 10.3.1 Maintenance/Update Programme – to **NOTE** that an inspection of both buildings has highlighted several areas where the buildings need to be updated. The report has been circulated with a rough estimate of the cost.

It is **PROPOSED** that estimates are obtained for the work listed and the work prioritised. Once costings are understood there will be discussions on how the work can be funded from CIL.

- 10.3.2 It is **PROPOSED** that due to commercial sensitivities the press and public be excluded during discussion of items 11.3.3 and 11.3.4 in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

- 10.3.3 Lease and Licence Agreements for Riseley Tennis Club - paper circulated by Cllr. Drew.

- 10.3.4 Licence Agreement for Riseley Tea Room – paper circulated by Cllr. Drew.

11 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)

Lead Councillor: Cllr. L. Edmonds

- 11.1 Wood Chip Surfacing – to **NOTE** that the wood chip surfacing purchased last June for the area next to the zip wire did not cover the whole area sufficiently and has been highlighted in the Annual Inspection Report.

It is **PROPOSED** that the council purchases the same quantity as last June at a cost of £1,300 plus VAT.

- 11.2 It is **PROPOSED** that due to commercial sensitivities the press and public be excluded during discussion of items 11.3 and 11.4 in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

- 11.3 Swallowfield Recreation Ground – to **AGREED** new play equipment for the Children’s Play area at Swallowfield and to **APPOINT** a contractor to supply and install the equipment. Paper circulated.

- 11.4 Zip Wire – to **NOTE** that the original manufacturer of the zip wire cannot supply replacement legs and has stated that the zip wire should be replaced. The council had already identified that the surface under the zip wire was compacted, and the matting was exposed so should be replaced.

To **AGREE** a replacement for the zip wire and **APPOINT** a contractor. Paper circulated.

12 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. J. McDermott

- 12.1 Newsletter Design – to **NOTE** that the council has received notification from Hive that the cost of producing the newsletter will increase from £525 to £630 per 20-page edition.
- 12.2 Spring Edition – to **NOTE** that the target delivery date is 7th March.

13 EDUCATION, HEALTH and WELLBEING

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

Lead Councillor: Cllr. L. Smith

- 13.1 Oakbank School – to **NOTE** that Cllr. Smith attended the Shinfield Parish Council Meeting where the future of this school was discussed.

14 HALLS

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

Lead Councillor: Cllr. M. McDonald

- 14.1 CBAS – to **NOTE** that Cllr. McDonald and the Bookings Clerk attended a seminar run by CBAS, Managing Risk in Your Community Building.

15 HR

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. C. Drew

- 15.1 Playground Inspection Training – to **NOTE** that the caretaker has completed an Operational Inspection Training Course and received certification. It is not expected that he will undertake rigorous operational inspections, but it will help him to identify potential issues when carrying out visual inspections.

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 11th March 2025 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	243155	Householder	Halfway Up The Street Swallowfield RG7 1QY	Householder application for the proposed single storey rear and side extension following demolition of the existing conservatory.
7.1.2	243207	Full application	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	Full application for the proposed erection of a single storey extension to the existing dwelling following demolition of existing structures, with landscaping and changes to fenestration, plus the installation of a new sewage treatment plant with associated drainage works.
7.1.3	243208	Listed Building Consent	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	Application for Listed Building consent for the proposed demolition of the existing attached outbuildings, barns and conservatory and the erection of a single storey extension to the existing dwelling; changes to fenestration and refurbishment.
7.1.4	243249	Listed Building Consent	4 Farley Court Church Road Farley Hill, RG7 1TT	Application for Listed Building consent for the proposed replacement of first floor sash windows on the front elevation.
7.1.5	243251	Householder	The Meadow, Spring Lane, Swallowfield, RG7 1ST	Householder application for the proposed relocation of the vehicular access and installation of 1 no. set of electric gates and 1 no. pedestrian gate, plus erection of a boundary fence.
7.1.6	250065	Prior Approval	Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY	Prior approval submission for the proposed erection of 1 no. agricultural building for storage of farm machinery, materials and products required for the maintenance of pasture areas.

Agenda Ref	App No	Type	Address	Application
7.1.7	250187	Neighbouring Local Authority Consultation from Basingstoke and Deane Council	Land at Goddards Farm, Reading Road, Sherfield-on-Loddon	Consultation from Basingstoke and Deane Borough Council for the following: Outline planning (including access and strategic landscaping for approval) for up to 130 market and affordable homes, a commercial and/or community building, public open space, off-site highway improvements plus access from Reading Road.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	242721	Jouldlings Farm, Jouldlings 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. The council did not comment on this application.	Approved
7.2.2	242829	Nutbean Farm Nutbean Lane Swallowfield 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. Summary of reasons for refusal: Excessive encroachment of the development would fail to conserve and enhance the intrinsic character & beauty of the countryside, inadequate justification. Out of keeping with a rural valley. The council did not comment on this application	Refused
7.2.3	243191	Walnut Farm, Benham Lane, Riseley RG7 1RY	Prior approval submission for demolition of 1 no. open sided barn and 2 no. sheds. The council did not comment on the application but asked WBC to ensure that the asbestos was removed appropriately.	Prior Approval Given