

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
ON TUESDAY 11<sup>TH</sup> FEBRUARY 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

**2970 APOLOGIES FOR ABSENCE**

2970.1 Cllr. Adams – it was **PROPOSED** and seconded that a six-month absence be **APPROVED**. All in favour. <sup>1</sup>

**2971 DECLARATIONS OF INTEREST**

None.

**2972 COUNCIL BUSINESS**

2972.1 Annual Parish Meeting – it was **AGREED** that the date for the Annual Parish Meeting would be Wednesday 30<sup>th</sup> April 2025, at 7:30pm. <sup>2</sup>

2972.2 Annual Meeting of the Parish Council – it was **NOTED** that the Annual Meeting of the Parish Council would take place on Tuesday 13<sup>th</sup> May 2025.

2972.3 NALC Seminars – it was **NOTED** that Cllr. McDonald would attend “Breaking the mould of local councils” on 26<sup>th</sup> March, and Cllr. Smith would attend “Engage, Lead, Resolve: Strengthening local connection” on 30<sup>th</sup> April and “Green Responsibilities” on 23<sup>rd</sup> July.

2972.4 Borough Parish Liaison Forum – it was **NOTED** that the next meeting would be held on Tuesday 18<sup>th</sup> February, the main topic on the agenda is the Local Plan Update. Cllr. Anderson would attend.

**2973 MINUTES OF LAST MEETING**

2973.1 Minutes of the meeting held on 14<sup>th</sup> January 2025 – Cllr. Taylor noted that the action agreed for item 2959.1.3 had not been necessary as WBC had set a condition which covered this point. It was **PROPOSED** and seconded that this be recorded in the minutes of this meeting. All in favour. <sup>3</sup>

---

<sup>1</sup> Clerk

<sup>2</sup> All councillors

<sup>3</sup> JA

## 2974 CLERK'S UPDATE

2974.1 Matters arising from previous minutes

2974.1.1 2958.1.5 Swallowfield Parish Hall – it was **NOTED** that the blinds had been installed.

2974.2 Other Matters

2974.2.1 Riseley Sports Pavilion – it was **NOTED** that there had been water ingress in the Gents Toilet. The cause appears to be a gutter which discharges water onto another roof area causing water ingress when there is heavy rain. The piece of gutter had been taken down temporarily which means that the water is not all collecting on one place. A roofer had attended and is preparing a report. Water from the downpipe is also not draining away so the ground is like a swamp, the drain will need to be cleared. <sup>4</sup>

## 2975 PLANNING

Chairman of Planning Committee: Cllr. Taylor

2975.1 Current applications – for details see page 2025/1283.

2975.1.1	243155 - Halfway Up, The Street, Swallowfield RG7 1QY	No Comment
2975.1.2	243207 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY	Objection
2975.1.3	243208 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY	Objection
2975.1.4	243249 - 4 Farley Court, Church Road, Farley Hill RG7 1TT	No Comment
2975.1.5	243251 - The Meadow, Spring Lane, Swallowfield, RG7 1 <sup>ST</sup>	No Comment
2975.1.6	250065 - Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY	No Comment
2975.1.7	250187 – Land at Goddards Farm, Reading Road, Sherfield-on-Loddon	

Neighbouring Local Authority Consultation from Basingstoke and Deane Borough Council

2975.2 Results applications – for details see page 2025/1286.

2975.2.1	242721 – Jouldlings Farm, Jouldlings Lane, Farley Hill RG7 1UR	Approved
2975.2.2	242829 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL	Refused
2975.2.3	243191 – Walnut Farm, Benham Lane, Riseley RG7 1RY	Prior Approval Given

2975.3 Enforcement Investigations – it was **NOTED** that two investigations had been closed, one “No Breach”, one “Application Submitted”. Two investigations were currently open.

## 2976 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2976.1 Monthly Accounts

2976.1.1 December 2024 – it was **NOTED** that the accounts had been circulated. It was

---

<sup>4</sup> Clerk

**PROPOSED** and seconded that these be accepted. All in favour.

2976.1.2 January 2025 – it was **NOTED** that the accounts had been circulated.

2976.2 Public Sector Deposit Fund (PSDF), held with Churches, Charities and Local Authorities (CCLA) Investment Management Ltd – it was **PROPOSED** and seconded that the authorised signatories for the PSDF account are Cllrs. Anderson, Drew, McDonald and Taylor. All in favour. <sup>5</sup>

**2977 BILLS LIST**

2977.1 Feb 2025 – it was **PROPOSED** and seconded that the payments listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Anderson and McDonald. All in favour. <sup>6</sup>

1	Deposit Refund	300.00	INV:330
2	RES	368.15	Annual Service - SPH
3	RES	49.74	Annual Service - Parish Stores
4	RES	261.24	Annual Service - RVTR
5	RES	179.46	Annual Service - Tennis Club
6	Select	88.70	SPH – Waste
7	Select	133.06	SPH – Waste
8	Select	76.44	RMH – Waste
9	Select	115.76	SPH - Waste
10	Pretty Green Landscapes	144.00	Foxes Run Maintenance - Dec & Jan
11	GLS	111.54	Cleaning Products
12	Coral Bell	200.00	January Exercise Classes
13	Arborfield Tree Care	2736.00	Oak Tre Removal
14	Lucas Plumbing & Heating	114.00	Investigation - Leak @ RMH
15	Karen Luke	221.00	January Cleaning
16	Moorepay	171.94	Payroll - December & January
1	Pink Plastering	940.00	Memorial Hall – Ladies Toilet
2	All Electrics	950.40	Memorial Hall/Sports Pav - LED Light & Timer
1	CASTLE WATER	86.21	Water - SPH
2	CASTLE WATER	82.52	Water - RMH
3	Wokingham BC	98.00	Business Rates – Swallowfield
4	Wokingham BC	70.00	Business Rates - Riseley
5	Blucando	96.36	IT
6	HMRC PAYMENTS	1621.28	Payroll

<sup>5</sup> RFO

<sup>6</sup> JA / MM

7	Lloyds Bank (Alto Card)	624.76	Cleaning Prod, IT, Subs, Staff Gifts
8	Payroll	7476.59	Payroll
9	SSE (Electricity)	595.46	Electricity
10	Unity Trust Ser Charge	13.65	Bank Charges
11	SSE	64.50	Electricity - Street Lighting
12	BACS Charge	17.26	Payroll
13	SSE (Gas)	448.90	Gas - Swallowfield

**2978 PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. C. Drew

2978.1 Swallowfield Recreation Ground, Multi-use Games Area – it was **PROPOSED** and seconded 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. All in favour.

2978.2 Parish Shop, cooler unit – it was **NOTED** that three contractors had been asked to quote for the installation of a single modern fridge with an external cooler unit. Removal of heat from the shop would reduce the heat to a level which can be managed more effectively and efficiently by the air-conditioning units. The cost would be £10K to £15K. It was **NOTED** that funds had been set aside from the ring-fenced reserves 393 RFR – CIL 24-25.

It was **PROPOSED** and seconded 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. All in favour. <sup>7</sup>

It was **NOTED** that a further proposal would be brought to council for consideration which would detail the funding of the work. It was **AGREED** that the council would ask the tenant to undertake an agreement not to bring further chillers/freezers into the shop which would compromise the effectiveness of the new unit.

2978.3 Riseley Memorial Hall and Sports Pavilion

2978.3.1 Maintenance/Update Programme – it was **NOTED** that an inspection of both buildings had highlighted several areas where the buildings need to be updated. The report had been circulated with a rough estimate of the cost.

It was **PROPOSED** and seconded that requirements are documented and estimates obtained for the work listed and the work prioritised. Once costings are understood there would be discussions on how the work can be funded from CIL. All in favour. <sup>8</sup>

<sup>7</sup> JA / Clerk

<sup>8</sup> Property Working Group/Clerk

2978.3.2 Lease and Licence Agreements for Riseley Tennis Club

2978.3.3 Licence Agreement for Riseley Tea Room

It was **PROPOSED** and seconded that due to commercial sensitivities the press and public be excluded during discussion of items 2978.3.2 and 2978.3.3 in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

**2979 RECREATION**

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

Lead Councillor: Cllr. L. Edmonds

2979.1 Wood Chip Surfacing – it was **NOTED** 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 was **PROPOSED** and seconded that the council purchases the same quantity as last June at a cost of £1,350 plus VAT. All in favour. <sup>9</sup>

2979.2 Swallowfield Recreation Ground, Children's Play Area

2979.3 Zip Wire

It was **PROPOSED** and seconded that due to commercial sensitivities the press and public be excluded during discussion of items 2979.2 and 2979.3 in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

**2980 COMMUNICATIONS**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. J. McDermott

2980.1 Newsletter Design – it was **NOTED** that the council had received notification from Hive that the cost of producing the newsletter would increase from £525 to £630 per 20-page edition. It was **NOTED** that Cllr. McDermott would look at whether there were other options and report back to council. <sup>10</sup>

2980.2 Spring Edition – it was **NOTED** that the target delivery date is 7<sup>th</sup> March.

---

<sup>9</sup> Clerk

<sup>10</sup> JM

**2981 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

- 2981.1 Oakbank School – it was **NOTED** that Cllr. Smith attended the Shinfield Parish Council Meeting where the future of this school was discussed.

**2982 HALLS**

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

- 2982.1 CBAS – it was **NOTED** that Cllr. McDonald and the Bookings Clerk attended a seminar run by CBAS, Managing Risk in Your Community Building.

**2983 HR**

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

- 2983.1 Playground Inspection Training – it was **NOTED** that the caretaker had completed an Operational Inspection Training Course and received certification. It was not expected that he would undertake rigorous operational inspections, but it would help him to identify potential issues when carrying out visual inspections.

**2984 ITEMS FOR FUTURE AGENDAS**

None

**2985 DATE OF NEXT MEETING**

- 2985.1 Tuesday 11<sup>th</sup> March 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.

**2986 PROPERTY**

- 2986.1 Swallowfield Recreation Ground, Multi-use Games Area – it was **PROPOSED** and seconded that the council would replace the broken lamp with one which had been found on eBay subject to an appropriate bulb being sourced and a contractor found. It was **AGREED** that the total cost of parts and installation should not exceed £1,000. The council **AGREED** that it would accept the risk that the lamp may not work. 4 in favour. 3 against. Motion carried. <sup>11</sup>
- 2986.2 Lease and Licence Agreements for Riseley Tennis Club. – it was **PROPOSED** and seconded that the council should sign the lease and licence agreements as circulated. All in favour. <sup>12</sup>
- 2986.3 Licence Agreement for Riseley Tea Room – it was **PROPOSED** and seconded that the council should sign the licence agreement as circulated. All in favour. <sup>13</sup>

**2987 RECREATION**

- 2987.1 Swallowfield Recreation Ground, Children’s Play Equipment
- 2987.1.1 It was **PROPOSED** and seconded that the sandpit should be replaced with another sandpit. 4 against and 3 for (Cllrs. Edmonds, McDermott and Smith). Motion rejected.
- 2987.1.2 It was **PROPOSED** and seconded that the sandpit be replaced with the Giraffe mini climbing frame/activity centre and zebra see-saw (Option 1.6.6). Items to be supplied and installed by Kompan. All in favour. <sup>14</sup>
- 2987.1.3 It was **PROPOSED** and seconded that the zip wire be replaced, and Contractor B (Kompan) selected. All in favour. <sup>15</sup>

The total cost for the three items being £24,500 plus VAT.

---

<sup>11</sup> Clerk

<sup>12</sup> Clerk

<sup>13</sup> Clerk

<sup>14</sup> Clerk

<sup>15</sup> Clerk

Appendix A

2975 PLANNING

2975.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2975.1.1	243155	Householder	Halfway Up The Street Swallowfield RG7 1QY	<p>Householder application for the proposed single storey rear and side extension following demolition of the existing conservatory.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>
2975.1.2	243207	Full application	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	<p>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.</p> <p>It was <b>PROPOSED</b> and seconded that the council would respond as detailed below. All in favour.</p> <p>Swallowfield Parish Council object to this application for the following reasons:</p> <ul style="list-style-type: none"> <li>* The existing outbuildings, barns and conservatory are of a rural nature so sit well in the country environment, the proposed extension is massive, not in keeping with the surroundings and would be of detriment to the existing Grade II listed farmhouse.</li> <li>* The new structure would be very visible from all approaches to the site leading to loss of visual amenity and detract from the beautiful countryside surrounding this site.</li> </ul>



Agenda Ref	App No	Type	Address	Application
2975.1.3	243208	Listed Building Consent	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	<p>It was <b>PROPOSED</b> and seconded that the council would respond as detailed below. All in favour.</p> <p>Swallowfield Parish Council object to this application for the following reasons:</p> <ul style="list-style-type: none"> <li>* The existing outbuildings, barns and conservatory are of a rural nature so sit well in the country environment, the proposed extension is massive, not in keeping with the surroundings and would be of detriment to the existing Grade II listed farmhouse.</li> <li>* The new structure would be very visible from all approaches to the site leading to loss of visual amenity and detract from the beautiful countryside surrounding this site.</li> </ul>
2975.1.4	243249	Listed Building Consent	4 Farley Court Church Road Farley Hill, RG7 1TT	<p>Application for Listed Building consent for the proposed replacement of first floor sash windows on the front elevation.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>
2975.1.5	243251	Householder	The Meadow, Spring Lane, Swallowfield, RG7 1ST	<p>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.</p> <p>It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>
2975.1.6	250065	Prior Approval	Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY	<p>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.</p>

---

Agenda Ref	App No	Type	Address	Application
2975.1.7	250187	Neighbouring Local Authority Consultation from Basingstoke and Deane Council	Land at Goddards Farm, Reading Road, Sherfield-on-Loddon	<p>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.</p> <p>It was <b>NOTED</b> that Sherfield-on-Loddon Parish Council had objected on various grounds. It was <b>PROPOSED</b> and seconded that the council would not comment on this application. All in favour.</p>

## 2975.2 Results

Agenda Ref	App No	Address	Application	Result
2975.2.1	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
2975.2.2	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
2975.2.3	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