

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 11TH MARCH 2025 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Mr. J. Anderson, Mrs. C. Drew, Mrs. M. McDonald, Mrs. L. Smith

In attendance: Mrs. E. Halson (Clerk)

Members of the public: 1

2988 APOLOGIES FOR ABSENCE

2988.1 Mrs. L. Edmonds, Mr. S. Taylor

2989 DECLARATIONS OF INTEREST

None

2990 COUNCIL BUSINESS

2990.1 Casual Vacancy – it was **NOTED** that Victoria Adams had stepped down from the council. If anyone is interested in becoming a parish councillor, please contact the Clerk for details of the role and how to apply.

2990.2 Borough Parish Liaison Forum – it was **NOTED** that the last meeting was held on 18th February. Cllr. Anderson attended and explained that the main topic for discussion was the Local Plan Update.

2990.3 Community Governance Review – it was **NOTED** that Finchampstead Parish Council had formed a working group to consider the Community Governance Review. Cllr. Anderson had agreed to meet the working group on 12th March.

2991 MINUTES OF LAST MEETING

2991.1 Minutes of the meeting held on 11th February 2025 – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

2992 CLERK'S UPDATE

¹ JA

2992.1 Matters arising from previous minutes

- 2992.1.1 2926.1 Fieldfare – it was **NOTED** that Southern Remedial had completed the damp treatment work. The remedial decorating work would be assessed once the area was completely dry. ²
- 2992.1.2 2958.2.2 Riseley Memorial Hall – it was **NOTED** that the damaged floor at Riseley Memorial Hall has been re-laid. ³
- 2992.1.3 2979.1 Wood Chip Surfacing – it was **NOTED** that the wood chip had been ordered and would be delivered when the ground is not so wet.
- 2992.1.4 2974.2.1 Riseley Sports Pavilion – it was **NOTED** that the drain had been cleared and covers installed.
- 2992.1.5 2979.2/2979.3 Children's Play Area/Zip Wire – it was **NOTED** that installation of the new play equipment would start on 31st March.

2992.2 Other Items

- 2992.2.1 Office IT – it was **NOTED** that the office laptop and PC do not meet the minimum requirements to support an upgrade to Windows 11. The laptop would have a memory upgrade, and the office PC would have to be replaced. The council's IT Support contractor would recommend suitable replacements. ⁴
- 2992.2.2 Swallowfield Parish Hall – it was **NOTED** that hirers had left a significant mess in the car park. In addition, they occupied the hall for an additional 2 1/2hrs and took part of the hoover belonging to the parish council. The hirers deposit of £300 had been withheld, whilst an assessment is made on how the area can be cleaned. The hirer had been informed. ⁵
- 2992.2.3 Dishwasher – it was **NOTED** that the dishwasher is not draining. ⁶
- 2992.2.4 Charles Stanley, Suitability Review – it was **NOTED** that Charles Stanley require this review to be completed. ⁷
- 2992.2.5 Processes and Policies – it was **NOTED** that the Clerk would be focusing on reviewing and updating council processes and policies. ⁸

² Clerk

³ Clerk to check

⁴ Clerk / JA

⁵ Clerk/RFO

⁶ Clerk

⁷ Clerk/JA

⁸ Clerk

2993 PLANNING

Chairman of Planning Committee: Cllr. Taylor

2993.1 Current applications – for details see 2025/1291.

2993.1.1 242632 – Lancambria, Basingstoke Road, Swallowfield RG7 1PY

2993.1.2 250250 – Walnut Tree Farm, Benham Lane, Riseley RG7 1RY Object

2993.1.3 250373 – Robin Lodge Nursery, Part Lane, Swallowfield RG7 1TB Object

2993.2 Results applications – for details see 2025/1293.

2993.2.1 250065 - Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY
Prior Approval not required

2993.2.2 24/01723/FUL - Dukes Field Cottage Norton Road Riseley RG7 1SH Refused

2994 FINANCE

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

Lead Councillor: Cllr. J. Anderson

2994.1 Monthly Accounts

2994.1.1 January 2025 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

2994.1.2 February 2025 – it was **NOTED** that the accounts had been circulated.

2995 BILLS LIST

2995.1 March 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. ⁹

1	Deposit Refund	300.00	INV 380
2	Deposit Refund	100.00	INV 370
3	Deposit Refund	300.00	INV 371
4	Ricoh	180.00	Photocopier - Data Erase
5	Air Intelligence	203.24	Air conditioning service
6	Ricoh	55.79	Photocopier- copy charge
7	Ricoh	157.49	Photocopier rent
8	Viking	28.92	Frames - Fire Notices
9	Select	88.70	SPH Waste Collection

⁹ JA/MM

10	Select	82.06	RMH Waste Collection
11	Select	104.46	SPH Waste Collection
12	Coral Bell	150.00	February Exercise Classes
13	Southern Remedial Services	1140.00	Fieldfare repair
14	Marmax Ltd	563.76	Bench
15	JD Drains	204.00	RMH - Blocked Drain
16	Nigel Jeffries	897.60	Moss Treatment
17	Moorepay	100.84	Payroll
18	Lucas Plumbing & Heating	180.00	Investigate fault
19	Lucas Plumbing & Heating	294.00	Boiler Service
20	Lucas Plumbing & Heating	114.00	RVTR - Water Tank repair
21	Lucas Plumbing & Heating	1393.87	New pump
22	NALC	42.00	NALC Courses
23	Karen Luke	208.00	February Cleaning
24	CASTLE WATER	89.43	Water - SPH
25	CASTLE WATER	85.74	Water - RMH
26	HMRC PAYMENTS	438.63	Payroll
27	Lloyds Bank (Alto Card)	318.80	DIY Items, Course, IT
28	Payroll	7044.99	Payroll
29	SSE	1595.22	Electricity
30	PWLB	9824.18	Loan Repayment
31	Blucando	96.36	IT
32	BACS Charge	17.12	Bank Charges
33	Unity Trust Manual Credit Charge	16.20	Bank Charges

2996 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Louise Smith

- 2996.1 Swallowfield Meadow – it was **NOTED** that Cllrs. Smith and Taylor had reviewed the area and prepared a list of work which needs to be carried out. The report was circulated. ¹⁰
- 2996.2 Spring Litter Pick – it was **NOTED** that this event would take place on Saturday 22nd March. It was **PROPOSED** and seconded that the council provide refreshments at a cost of up to £150. All in favour. ¹¹

¹⁰ Clerk

¹¹ Clerk

2997 PROPERTY

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

2997.1 Swallowfield Parish Hall Upgrade

2997.1.1 Automatic door – it was **NOTED** that under delegate powers (Resolution 2806.1.5.2) the builder had been instructed to order and fit an automated door opener/closer for the door leading from the atrium to the Main Hall at a cost of £3,399 plus VAT.

2997.2 Work Surface on hatch – it was **NOTED** that there had been a concern raised regarding the edge of the work surface which protrudes into the hall. It was **AGREED** that the most appropriate solution would be to add an additional piece of work surface. The architect and building contractor would agree an appropriate method of fixing. It had not been possible to source an off-cut of the surfacing so the cost would be approximately £700 plus VAT.

It was **AGREED** that the final solution would be agreed under delegated powers (Resolution 2806.1.5.2)

2997.3 Riseley Sports Pavilion - it was **NOTED** that the drainpipe/guttering which caused the leak in the roof of the Sports Pavilion would be repaired at a cost of £180 plus VAT.

2998 EDUCATION, HEALTH and WELLBEING

(Schools, Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)
Lead Councillor: Cllr. L. Smith

2998.1 ARC – it was **NOTED** that a grant request had been received from ARC Wokingham Youth Counselling. Further clarification was being sought. ¹²

2999 CORRESPONDENCE

2999.1 VE Day Celebrations – it was **NOTED** that a request had been received for permission to place a crocheted soldier on the bench at Riseley Green. Cllr. Smith explained that the soldier would be secured so that it would not blow away. It was **AGREED** that Cllr. Smith would complete a risk assessment and check the figure once in place. ¹³

3000 ITEMS FOR FUTURE AGENDAS

None

3001 DATE OF NEXT MEETING

¹² Clerk

¹³ Clerk / LS

3001.1 Tuesday 8th April 2025 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall,
Swallowfield Street, Swallowfield.

[The meeting closed at 20:05]

Appendix A

2993 PLANNING

2993.1 Current Applications

Agenda Ref	App No	Type	Address	Application
2993.1.1	242632	Householder	Lancambria, Basingstoke Road, Swallowfield RG7 1PY	<p>Householder application for the proposed erection of a first-floor front/side extension, playroom, and garage conversion into habitable accommodation with associated changes to fenestration and the erection of a 1.8m high front entrance gate with two piers</p> <p>This application was considered by the council on 12th November, the council agreed not to comment. Since then, revised plans have been submitted.</p> <p>It was NOTED that Wokingham Borough Council were not able to extend the closing date for comments and had made the decision to approve the application.</p>
2993.1.2	250250	Certificate of Lawfulness	Walnut Tree Farm Benham Lane Riseley RG7 1RY	<p>Application for a certificate of lawfulness for the proposed change to the site layout and siting of 3 no. additional caravans.</p> <p>The Parish Council objected to the previous application, 232783, for 6 additional units for the following reasons:</p> <p>For very many years the site was only home to one caravan, subsequent applications which have been deemed lawful brought the total to twelve, this latest application, like 201111 and 232786, increase the number to fifteen and the parish council believes that this will make a material difference. The Parish Council would also like to point out that this part of Part Lane has been the subject of severe flooding including part of this site. nearest Part Lane. This</p>

Agenda Ref	App No	Type	Address	Application
				<p>flooding has affected properties along the road, so any additional hardstanding will put properties at further risk. The council notes WBC's reasons for refusal of application 201111 and would expect WBC to take the same stance with this application.</p> <p>It was PROPOSED and seconded that the council reiterates its objection. All in favour.</p>
2993.1.3	250373	Certificate of Lawfulness	Robin Lodge Nursery Part Lane Swallowfield RG7 1TB	<p>Application for a certificate of lawfulness for the proposed erection of boundary treatment.</p> <p>Cllr. Anderson noted that the proposed fencing would be even more incongruous and unnatural in the landscape as the bund proposed in the previous application (231233) which was refused by Wokingham and then dismissed on appeal. The appeal inspector also noted that whilst views into the site would be very limited, the bunds would have a negative effect on the character and appearance of the area which would conflict with LP Policies CP1, CP3 and CP11, as well as Policies CC03 and TB21 of the Managing Development Delivery Local Plan, 2014 (the MDD). The relevant aspects of these policies seek to ensure that development maintains the quality of the environment while preserving character and appearance, including green infrastructure networks such as areas of countryside.</p> <p>It was PROPOSED and seconded that the council reiterates its concerns. All in favour.</p>

2993.2 Results

Agenda Ref	App No	Address	Application	Result
2993.2.1	250065	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. The council did not comment on this application.	Prior Approval not required
2993.2.2	24/01723/FUL	Dukes Field Cottage Norton Road Riseley Reading RG7 1SH	Erection of a three-bedroom dwellinghouse with associated car and cycle parking, access, refuse storage and landscaping following demolition of the existing Old School House. The council objected to this application	Refused by Hart DC