

**MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 14th JUNE 2011 IN
THE DAVIES ROOM, SWALLOWFIELD PARISH HALL AT 7.30PM**

Present:

Mrs. M. McDonald (Chairman)	
Mr. M. Bowker	Mr. G. Collender
Mr. E. Handley	Mrs. A. King
Mr. P. Sampson	Mrs. B. Stanley

Members of the Public: 0

1. APOLOGIES FOR ABSENCE - Mr. Anderson and Mr. Entwistle

2. CHAIRMAN'S ANNOUNCEMENTS

- 2.1 Blackwater Valley Countryside Partnership – Mrs. McDonald noted that this organisation, which had had a stand at the Church Fete, had spoken to her about the Parish Council joining them as a partner. Mr. Sampson agreed to pursue the matter.¹
- 2.2 Mrs. McDonald had been invited to celebrate Rural Housing Week on 14th July when the first 'exception' site in Wokingham was being highlighted - with ten new homes available (7 for affordable rent and 3 for shared ownership). Agreed Mrs. McDonald would attend if possible.²

3. MINUTES OF LAST MEETING

- a) the minutes of the Parish Council meeting held on 10th May 2011 were agreed a correct record;
- b) matters arising and outstanding actions from last meeting – none.

4. PLANNING

4.1 *Current applications:*

Agreed that the following comments be ratified. All in favour.

47/F/2011/0928 - proposed single storey side extension and conversion of existing store building to form family room, study area and shower room, Mayfield, Odiham Road, Riseley

The Parish Council considers that the proposed side extension will match the adjacent property, Tyrone's, extension; the small tiled roof to the front of the property will align with Tyrone's roof; and similarly the flat sloping roof behind. When viewed from the road to the front they will look balanced, especially as the plans show that they are proposing to use matching roof tiles and bricks to the existing dwelling.

The Parish Council therefore has no objection to this application.

Action by

¹ PS

² MM

Current applications:

43/F/2011/1023 – Proposed single storey front extension to create lobby and first floor front extension to form en-suite bathroom plus 2 front dormers to replace existing dormers, The Holt, Church Road, Farley Hill

Agreed no objection. All in favour.

44/F/2011/1024 – Proposed first floor rear extensions with insertion of bay windows plus new first floor dormer window for the creation of 2 en-suites, The Holt, Church Road, Farley Hill

Agreed no objection. All in favour.

45/F/2011/0884 – Change of use and operational development to provide car parking associated with allotments, new security gates, new fencing and the repositioning of existing fencing (retrospective), Calico Field, Part Lane, Riseley
Agreed no objection, but that the PC's bias, and support for the SPAA be highlighted.

46/F/2011/1160 – proposed erection of single storey side and front and rear extensions, plus two storey rear extension with solar panel to dwelling, 25 Trowes Lane, Swallowfield

Agreed no objection. All in favour.

4.2 Results – noted

14/F/2010/2266 – Proposed erection of a 25 year operation and subsequent decommissioning of a wind energy development comprising four 130' wind turbines + new and upgraded access tracks etc and access from Cutbush Lane and the A327 - Land at Rushey Mead, South of Lower Earley Way (Upperwood Farm) Shinfield (PC objected)

PP refused due to unacceptable impact on landscape character; adverse effect on amenity of close settlements; material harm to Grade II listed buildings

28/F/2011/0118 – Proposed erection of replacement dwelling, Kingsbridge Farm, Lambs Lane, Spencers Wood (PC no objection)

PP granted May 11 with conditions

34/EXT/2011/0740 – Application to extend implementation date of planning consent F/2008/0455 for a further three years (proposed single storey side and rear extensions to dwelling) 11 Foxborough, Swallowfield (PC no objection)

PP granted May 2011

35/F/2011/0758 – Proposed erection of single storey rear extensions to form lounge extension and conservatory, 7 The Naylor's, Swallowfield (PC no objection)

PP granted May 2011

36/F/2011/0502 – Proposed creation of a first floor extension on the rear aspect of the bungalow, Brookside Nursery, Church Road, Swallowfield (PC no objection, although considered a hipped roof at both ends would better balance the building)

PP refused due to size and volume within the countryside

38/CLE/2011/0611, 0625, 0626, 0620, 0617, 0623, 0616 & 0614

Application for a certificate of existing use for the change of use of agricultural land to residential garden Nos 1,3,5,7,9,11,15 & 17 Foxborough (respectively)
(PC no objection) *CLE Approved*

4.3 Enforcement update noted

4.4 Appeals – noted as follows

21/F/2010/2712 – Proposed erection of detached garage with cycle store and plant rooms, Springfield, Trowes Lane, Swallowfield (PC no objection) PP refused Feb 2011 due to size, form and siting – unacceptable urbanising impact

Appeal dismissed May 2011

749/F/2010/1457 – proposed erection of 1 x 5 bedroom detached dwelling (demolition of existing dwelling), The Birches, Castle Road, Farley Hill PC considered existing building has no architectural merit; accepts the site is large enough to take a dwelling of this size, but considers that the 50% guideline has been so far exceeded (allowing 155% increase) that it renders the guidance pointless PP refused due to scale and massing and impact on ASLI. Appeal by written statements Jan 2011.

Appeal dismissed due to harm caused to surrounding area and conflict with policy

4.5 Conservation Area Notice – for works to trees at Red Lodge. Noted.

4.6 SPPG – Mr. Bowker reported that the letter from Council Leader, David Lee, had provided the group with the information that had been requested and that more consultations would now be undertaken on the Development Locations. It was PROPOSED and seconded that the Council agree to accept the terms of the David Lee letter, subject to the SPPG's solicitor confirming or clarifying certain terms. All in favour. It was further agreed that Mr. Bowker would be the PC's representative to speak on behalf of the Council in this connection – but that this was limited to any courses of action which needed to be agreed and he had no authority to commit to any expenditure. All in favour. Mr. Bowker noted that Cllr Ross had asked to meet with parishes individually to discuss the SDLs but the SPPG had wished first to speak to him as a group. It was envisaged that the SPPG would remain, and not disband, in order to continue to provide a stronger position than each of the parishes had on their own.

4.7 WBC seminar dates – 23 June 6-8pm Tree Protection seminar – Mr. Sampson would attend; and 27 September 4.30-6.30pm Planning Enforcement seminar (including caravan site licences) – Mrs. McDonald and Mr. Handley would attend.³

4.8 Balcombe Nurseries – noted that Mr. David Heron, from Vortal Properties Limited in Wokingham, had arranged a meeting with nearby residents of Balcombe Nurseries to discuss future planning possibilities there. As agreed at the last PC meeting, Mr. Entwistle and Mr. Bowker would also be meeting Mr. Heron to discuss the planning issues in more detail.⁴

5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC - none

6. FINANCE

Mr. Collender/Mr. Anderson/Mr. Bowker/Mrs. King/Mr. Sampson

6.1 Budget update – Mr. Collender outlined the financial results for the first two months of the financial year and copies of the budget were circulated.

6.2 Effectiveness of Internal Audit – notes of the meeting held on 3rd June had been circulated and were noted; also that information from the Internal Auditor had now been received and was noted.

6.3 Internal Audit – the audit carried out on 4th June was noted, together with the letter confirming independence from the Council. It was agreed that Mrs. Kerrell

³ PS,MM,EH

⁴⁴ DE,MB

would be engaged to continue with the internal audit next year at £325 per audit, based on two audits per year. All in favour.

- 6.4 Annual return – the Annual Return for the financial year ended 31 March 2011, including agreement with all statements listed in the Annual Governance Statement, was approved and signed by the Chairman. Mr. Collender reported that he would be calling a meeting of the Finance working party shortly.
- 6.5 Office water damage – it was noted that costs for repairs etc amounted to nearly £600 but set against the excess (£250) and loss of no claims bonus (£375) it did not appear that it was worth making a claim. However, it was agreed that checks would be made on how long the no claims bonus deduction would last and also whether the work to extend the lead on the roof to increase protection in the future could be included in a claim. It was also agreed that a check would be made to establish whether there was any likelihood of a similar problem on the other side of the atrium.⁵
- 6.6 Community Responders - Mr. Collender reported that he had received a letter from the Community Responders in connection with their efforts to raise funds to purchase a 4 x 4 vehicle and that he would like to propose that the Council contribute £500 towards this. Mr. Bowker stated that, as point of order, the matter should not be discussed as it was not on the agenda – and moreover there was nothing in the budget for donations. The Clerk confirmed that this was correct in both cases. After some discussion it was agreed that the matter would be put on the agenda for the next meeting.⁶

7. BILLS FOR PAYMENT

1	Nigel Jeffries - Grounds maintenance for May	724.80
2	Shinfield Parish Council - Legal fees for SPPG	2799.64
3	Thomson Roddick & Laurie - Building plans for Parish Hall refurbishment	1800.00
4	SE - Electricity at offices 1A & 2 Fieldfayre 01.03.11-25.05.11	14.29
5	Grundon - Bins at the Parish Hall April	65.04
6	Grundon - Bins at Riseley Hall April	65.04
7	Grundon - Bins at the Fieldfayre April	124.68
8	Grundon - Bins at the Parish Hall May	65.30
9	Grundon - Bins at Riseley Hall May	65.30
10	Grundon - Bins at the Fieldfayre May	125.03
11	Moorepay - Payroll costs May	23.84
12	IFix - New laptop and setting up charge	557.50
13	IFix - Resolve email issues	33.00
14	S Kerrell - Internal year end audit	300.00
15	Earley Town Council - Remark of Riseley football pitch (<i>reimbursed by Wasps FC</i>)	32.40
16	S. Stenning - Re paint office where needed after the flood	210.00
17	Bright & Fresh - Clean office carpet after the flood	165.60
18	Came & Co - Parish Council Insurance (<i>paid 1st June</i>)	7570.45
19	Alexander Roofing – alterations to roof to prevent further flooding	540.00
20	WBC - 1 x refuse vehicle May	204.00
21	GLS - Paper towels, toilet tissues, bulbs	118.27
22	P & G Building - Repair ceiling in office after flood	264.00
23	CCB - Annual membership	75.00

⁵ Clerk

⁶ Clerk

24 Heartwood - Survey Parish trees	420.00
25 D2D Distribution - Distribution of the Parish newsletter	222.00
26 Blackwater Valley Countryside Partnership - Hall deposit refund	50.00
27 Cobwebs - Office cleaning May 11/29 June 8th	45.00
28 Cobwebs - Riseley Hall cleaning May	135.00
29 Cobwebs - Parish Hall cleaning May	200.00
30 Cobwebs - Communal cleaning of Fieldfayre 07.05.11 - 04.06.11	65.60
31 Earth Anchors - Replacement bin liner for Swallowfield rec	67.14
32 Payroll May	3003.65
33 Pensions May	575.65
34 Tax & Ni May	518.07
35 British Gas - Gas at the Parish Hall April	335.50
36 British Gas - Gas at the Parish Hall May	180.13
37 Thames Water - Water at Riseley Hall 11.02.11 - 16.05.11	129.97
38 Thames Water - Water at the Parish Hall 11.02.11 - 16.05.11	110.54
39 SE - Electricity at the Parish Hall 01.03.11 - 27.05.11	597.39
40 SE - Electricity at Riseley Hall 01.03.11 - 26.05.11	577.68
41 SE - Electricity at Fieldfayre 01.03.11 - 25.05.11	33.83
42 SE - Electricity at the Tennis Club 01.03.11 - 27.05.11	789.25

Agreed that the bills as listed be approved for payment. All in favour.

Newsletter distribution – noted that the same firm would be used again but, having noted and addressed the errors last time, it was hoped that the service next time would be much improved.

8. HALLS

Mrs. McDonald/Mr. Bowker/Mr. Entwistle/Mrs. King

- 8.1 Hall refurbishment update – Mr. Bowker reported that the documentation for tenders was now virtually ready and tenders could therefore be sent out soon. Unfortunately however there was a real risk that Phase 1 would not be finished before the end of the summer holidays. A clause would have to be included in the final contract that they would not be able to do the work while pre-school were in session. It was noted that there would be minor variations to the works which would need to be made in due course and that Mrs. McDonald would meet with the pre-school to explain and discuss details and timings. It was agreed that if the return of the tenders did not coincide with the next PC meeting, a special meeting would be called to agree who would be engaged to do the work. Mrs. McDonald noted that the new curtain track was being fitted on 18th April and that the company would rehang the existing curtains which would still be needed in the interim, until the new ones had been made.
- 8.2 Community Buildings Advice Scheme – agreed annual membership would be renewed.
- 8.3 It was reported that at 6am on Friday 20th May the CCTV cameras recorded a white van careering off the road and crashing through the fence into the Parish Hall car park. The driver and passenger (both wearing yellow fluorescent jackets) were seen looking at the debris (but making no attempt to clear it up), then driving off. The police were given a copy of the video and were pursuing the matter. It was agreed the damaged parts of the wooden fence would be replaced and that information from

the police would be requested so that the PC could claim the cost from the van owner.⁷

9. GENERAL PURPOSES

Mr. Anderson/Mrs. King/Mrs. McDonald/Mr. Sampson/Mrs. Stanley

- 9.1 Fieldfayre update – agreed that financial and lease details would be a Part II item. Mr. Bowker reported on the situation regarding the flat roof where bats and nests had been found and so the roofers had had to stop work and a bat expert had been commissioned. The roofers had temporarily made good the roof as it would be some time before they would be allowed to return and do the work. Also, as the property was commercial rather than domestic a consultant would be needed to advise how to proceed. As it was currently the breeding season, it was likely that nothing would be allowed for a while.

10. PERSONNEL

Mrs. Stanley/Mrs. McDonald

- 10.1 Staff meetings update – a staff meeting would be held shortly and the Clerk's appraisal would take place during the summer. The new contracts of employment would also be prepared during the summer.⁸

11. ENVIRONMENT

Mr. Sampson/Mr. Handley/Mrs. McDonald/Mrs. King

- 11.1 Flooding update – it was noted that the new ditch in Part Lane had been filled in because it had been dug in the wrong place. It had been agreed that Mr. Gower, from the Flood Resilience Group, would sort the matter in due course. Mrs. King was concerned that there seemed to be less urgency than in the past and she wondered whether checks etc were still being carried out, especially with the recent heavy rain; also that it had been four years since the 2007 floods and could there now be some complacency. It was agreed that the PC would push for the Resilience Group to meet once Mr. Gower was available and Mrs. King would do this.⁹
- 11.2 The Marshes biodiversity area – receipt of grant funding from the Forestry Commission (£688.50) was noted and it was agreed that Mrs. King would arrange to meet with Mr. Glencross (WBC's Biodiversity Officer) on site to discuss various issues.
- 11.3 Community Orchard – Mr. Sampson reported that Mr. Glencross had agreed to come and speak to him on this matter also, so the two could be combined. The Lottery grant had now been confirmed and 40 trees were available for Swallowfield – some of which could be taken for Riseley. There was also money available for publicity and signage. The parishes who were receiving the trees would meet in due course to discuss how parishioners could become involved. Planting would take place in the autumn and Mr. Glencross would oversee this. There was a sum of money, from the grant, which was available to spend on the event.

⁷ Clerk

⁸ Clerk

⁹ AK

- 11.4 Trees/Periodic Risk Assessment – receipt of H&S report was noted and that quotes for the necessary works would be obtained. Background information was provided which included the following –
- at the July 2010 PC meeting the a report was provided detailing how in 2002/03 all the trees had been logged and a Tree Hazard Survey carried out, following which a health and safety survey had been carried out at intervals, with works being undertaken to address any potential risks to third parties
 - Heartwood confirmed in Feb that they had done some of the inspections of the trees but would also carry out further inspections in the spring – the report just received comes from these inspections
- 11.5 Play area quarterly inspections – the report, issues and actions as listed were all noted.
- 11.6 Annual Risk Assessment –
- 11.6.1 BMX track at Riseley – it was noted that the insurance company had requested that the mound be flattened, although they had agreed to continue to insure the Council while it was deciding how this would be done. It was agreed that an article would be put in the next newsletter asking for help from parents and also that the play inspectors (Digley) would be asked what costs they thought would be involved in moving the earth elsewhere – also to establish what exactly they had in mind. There was also a question over how much the mound was even being used now. It was agreed that if there was little or no response from the newsletter article, the mound would be levelled.¹⁰
- 11.6.2 Pond area – agreed that signage would be erected as recommended.¹¹
- 11.7 Replacement play equipment – a quote had been received for £32,000 for replacing some worn items and renewing some of the safety surfacing at the Swallowfield play area; it also included some new, lower, fencing which would be needed once the new lower windows had been put in as part of the hall alterations. The working group had suggested that just the safety surface be renewed for now, the cost of which would be covered by the £2,000 grant which Wokingham was providing; and then look for a grant for the rest. It was noted that there were amounts in the sinking fund for both play equipment replacement and maintenance, so it could be possible to renew all the safety surface as well as replacing two of the older items (roundabout and helicopter), as per the quote received. It was felt that in the first instance a grant application could anyway be submitted and also possibly combine this with sorting out the mound at Riseley.¹²
- 11.8 Hedge in Part Lane – it was noted that a letter of complaint had been received regarding the hedge at the allotment site which had recently been cut back. A letter from the Allotment Association (SPAA), in response to the complaint, was read out and it was agreed that a letter would be sent to the complainant, which would include information the SPAA had provided, that the Council felt had satisfactorily explained their position.

¹⁰ PS/GC

¹¹ Clerk

¹² PS/Clerk

12. LIAISON

- 12.1 NAG meeting Tuesday 17th May at 9.45 a.m. Shinfield – Mr. Handley reported on the meeting which had been dominated by issues at Shinfield Rise. There was nothing for this Parish, but nevertheless he felt it was important to keep attending and agreed to do so.
- 12.2 Rural Crime Action Group – notes of the meeting held on 4th May had been circulated and, following the request for a contribution from the parishes towards funding for food at the annual, Borough-wide, Rural Conference in November, it was agreed that £50 would be allocated for this. All in favour.
- 12.3 Meeting with local businesses – Mr. Sampson reported on the meeting that had taken place on 7th June which it was felt had been very successful and notes would be circulated. It had been agreed that another meeting would be arranged for September.¹³
- 12.4 Campaign Against Waste meeting 11th April - notes of the meeting had been received and the next meeting would be in October, when the focus would be on the new waste and recycling contract.¹⁴

13. HIGHWAYS AND TRANSPORT

Mr. Handley/ Mrs. King

- 13.1 Meeting with WBC Member for Highways (Cllr Keith Baker) – a new date for the meeting had been agreed (28th June at 5pm). Mrs. King suggested that the PC might put an article in the next newsletter asking for ideas and views from Riseley residents about how to address the traffic/speeding problem at Riseley – whether one of the roads should be closed, or made into a one way system etc, or ‘gateways’ to be erected as previously discussed. She noted that speed limits in other areas had changed from 50 down to 30 on major roads so there should be no excuse for the Riseley limit not to be reduced. In the past, WBC had always said the matter would be addressed after the new priorities at Three Mile Cross had come into force. As this had now happened – and had not made much difference – it was time to look at the issue again. It was agreed that Mrs. King would write the article for the newsletter and possibly organise a date for a public meeting in Riseley in September or October.

14. COMMUNICATION/PARISH PLAN

Mr. Collender

- 14.1 Newsletter – copy deadline 30th June 2011 noted.

15. REPORTS/CORRESPONDENCE - none

16. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC - none

17. URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA - none

18. DATE OF NEXT MEETING

Tuesday 12th July 2011 at 7.30 p.m. in the Davies Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield

¹³ Clerk/PS

¹⁴ September agenda