

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 8th JULY 2008 IN
RISELEY MEMORIAL HALL, ODIHAM ROAD, RISELEY AT 7.30PM

Present:

Mrs. A. King (Chairman)

Mr. M. Bowker

Mr. M. Goldsmith

Mrs. M. McDonald

Members of the Public: 2

Mr. G. Collender

Mrs. E. Gower

Mrs. B. Stanley

1. APOLOGIES FOR ABSENCE - Mr. D. Entwistle

2. CHAIRMAN'S ANNOUNCEMENTS

- Notice of resignation; and notice of vacancy – Mrs. King reported that she had regretfully received a letter of resignation from Mr. N. Anker who would soon be moving out of the area. The Council agreed that he would be greatly missed. Notices of Vacancy had been posted on the noticeboards and an article would also be included in the next newsletter.

3. MINUTES OF LAST MEETING

- a) the minutes of the meeting held on 10th June 2008 were agreed a correct record;
- b) matters arising and outstanding actions from last meeting –
 - Item 8.4 Kingsbridge – meeting to be arranged¹
 - Item 19 - Bike rack – next agenda²
 - Item 19 - Town/Parish Charter (*comments required by 1st August*) – a response would be prepared (AK/MB)³

4. PLANNING

4.1 Current applications:

638/F/2008/1320 – Proposed erection of single storey rear extension to form conservatory, Conifers Church Road, Farley Hill

PROPOSED and seconded that the PC had no objection to this application. All in favour.

639/F/2008/1423 – Proposed erection of 1 x 6 bedroom detached dwelling. Demolition of existing dwelling, Kingsbridge, Lambs Lane, Spencers Wood

PROPOSED and seconded that the PC did not consider this to be an improvement over the previous application. All in favour.

[Mrs. Stanley joined the meeting]

Mr. Bowker reported that a late application had arrived and it was agreed the Parish Council would agree its response at this meeting as comments were required by 1st August and the application contained only a slight variation on the one submitted previously.

640/F/2008/1401 – Proposed raising of roof and conversion of loft to habitable space, erection of single storey front, rear and side extensions to dwelling, plus first floor side extension and rear dormer extension, Hilltop, Church Road, Farley Hill

¹ Clerk

² Next agenda

³ AK/MB/Clerk

Agreed that the Council did not consider this application to be an improvement on the previous one and the building would be out of balance with the one next door. All in favour.

Application withdrawn: Noted.

631/F/2008/0868 – Proposed erection of two storey side extension with front and rear dormer window extensions, 1 Loddon Court Farm Cottages, Lambs Lane, Spencers Wood (PC had no objection – although noted that no volume calculation had been provided) Application withdrawn June 08

4.2 Results

626/F/2008/0674 – Proposed variation to condition 20 of application 44753 dated 30/10/1995 for the conversion of garage to habitable room plus two storey rear extension to dwelling, 3 Curly's Way, Swallowfield (PC reiterated previous comments (no objection) but not happy about the loss of a garage)

PP approved July 08

627/F/2008/0675 – Application for the use of land for the siting of a mobile home for occupation by an agricultural worker (retrospective), Farley Hill Farm, Church Lane, Farley Hill (PC had no objection but the same condition regarding it only being temporary was requested on the basis that agricultural need may change in the future)

PP approved July 08 with condition that it be limited to one person solely or mainly working in agriculture at Cow City; and that the permission cease and land restored to former condition on or before 19 May 2012

628/O/2008/0756 – Outline application for the demolition of existing buildings and redevelopment of 36 residential units with parking and access road, Land at Blanke Villa, Lambs Lane, Spencers Wood (PC made similar comments to previously and included a comment relating to the existing business on the site moving to Balcombe – and suggesting there should be no link between the two. Also a comment on flooding added.)

PP refused due to SPA, services provision, affordable housing, bats and newts, archaeological remains, contamination, trees and overbearing to neighbours

630/F/2008/0843 – Proposed conversion and extension of existing barn to provide ancillary residential accommodation, Loddon Lower Farm, Lambs Lane, Swallowfield (PC no objection but highlighted that although the intention was not to separate the new from existing, there was a separate access which would make this very easy)

PP refused July 08 due to failure to provide special justification or essential need; alterations would materially change the character of the barn resulting in increase in bulk and massing in rural area and ASLI; residential cartilage would contribute to the urbanising impact; no bat or newt survey; and no provision for services etc.

632/F/2008/0907 – Proposed erection of detached double garage with home office facilities plus changed access to highway, 1 Handpost Cottages, Basingstoke Road, Swallowfield (PC objected - considered this plan to be worse and also noted the concerns of local residents and the removal of the hedge)

PP refused July 08 as garage not of minimal dimensions for a double garage in an area designated as Countryside and Green Wedge, due to height in order to accommodate a home office in roof space; urbanising impact.

4.3 Appeals

Report on Hearing:

560/F/2007/0793 – Proposed erection of replacement dwelling and garage, Springfield, Trowes Lane, Swallowfield (PC objected on grounds of visual impact, style and countryside/gap policies) PP refused June 07 due to bulk, scale and design. Mr. Bowker reported on the Informal Hearing held on 2 July which he had attended on behalf of the Parish Council.

Notice of Public Inquiry

Appeal by Meakins Building Supplies Ltd at Balcombe Nurseries, Basingstoke Road, Swallowfield – Noted that the Inquiry would be held at Shute End on 21st October at 10 a.m.

4.4 WBC Core Strategy – the submission had been emailed to all members and it was noted that there was now consultation on the document until 1st October.

4.5 Wyvols Court Farm/approved conversion of traditional brick and tile farm buildings into B1 offices – it was agreed that a letter would be sent in support of the proposals, to assist in obtaining a farm diversification grant for the conversion.

4.6 Review of sub-regional allocation of primary land-won aggregates in the South East – response required by 8th August.⁴

4.7 Wellington Country Park – Mrs. King reported on the meeting which had been held with the new Park manager. Mr. Goldsmith had also been present.

[Mr. Entwistle joined the meeting]

4.8 Correspondence: receipt of copy letters to WBC re planning application at Farley Hill School (F/2008/1045) was noted. Mr. Entwistle agreed to speak on behalf of the Council at WBC's planning committee if Mr. Bower was unable to.

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

6. FINANCE

Mr. Bowker/Mr. Entwistle/Mrs. King

6.1 Audit – the internal audit report was received and noted; also the report on the meeting which had looked at the Effectiveness of the Internal Audit. The Annual Return was then approved, including the Annual governance statement.

6.2 Audit Fee – it was noted that the complaint to the Audit Commission had been referred back to Hacker Young in line with Stage 1 of their complaints procedure. No response from Hacker Young had yet been received.

6.3 Bank signatories – it was agreed that Mr. Anker would be removed from the signatory list and replaced with the Vice-Chairman, Mr. Goldsmith.

6.4 Fieldfayre update below noted.

Leases: The leases for both properties (Alan Barnes and the shop) had both been completed and sent to the parties for signing.

Flat 2: The check out and inventory check had been set for Saturday 19th July. The Estate Agent has been instructed to arrange for the new tenant to take over.

It was noted that arrangements were in place for the removal of the broken freezer currently in the rear car park. It was agreed that a white line would be painted at the front of the shop (from the corner to the road) to prevent cars blocking access to the rear car park.⁵

⁴ MB

⁵ Clerk

6.5 Office equipment – it was agreed additional memory would be purchased and the Norton 360 possibly reinstated.⁶

7. BILLS FOR PAYMENT

1	Nigel Jeffries - Grounds Maintenance June	710.88
2	Earley Town council - Cut Swallowfield rec & remark football pitch 10th June. Reimbursed by football club	150.40
3	Aon - Halls insurance	4912.87
4	David Pawley - Final balance for repairs to Parish Hall clock	1130.35
5	WBC - 1 x refuse vehicle June	170.38
6	WBC - Rates for old Age Concern offices June	136.00
7	PIMS Group - Annual Riseley Hall pump service	265.55
8	Bricks & Sticks - New base for garage at Riseley	724.89
9	Cobwebs - Communal cleaning Post Office & Alan Barnes	42.00
10	NRG - Rental of printer 01.06.08 - 31.08.08 & reconciliation charge 01.03.08 - 31.05.08	621.85
11	Security Control Systems - Annual maintenance of CCTV system	528.75
12	S Kerrell - Internal audit for year end 2008	250.00
13	Moorepay - Payroll costs for June	22.07
14	Berkshire Blind Society - S.137	50.00
15	1st Swallowfield & Riseley Brownies - S.137	175.00
16	Swallowfield Parochial Church - S.137	250.00
17	Citizens Advice Bureau - S.137	250.00
18	Keep Mobile - S.137	100.00
19	Wasps FC - Hall deposit refund	50.00
20	Mrs J. Boddington - Hall deposit refund	200.00
21	SE Contracting - Street lighting maintenance June quarter	75.86
22	Reading Extinguisher Services - Annual service Parish Hall	175.19
23	Compton Buildings Ltd - New garage at Riseley	4703.00
<u>Direct Debits</u>		
24	Payroll June	2909.04
25	Pensions June	707.09
26	Tax & Ni June	752.98
27	SE - Street lighting Swallowfield 28.03.08 - 25.06.08	101.03
28	BT - 2nd Office phone	62.38
29	BT - Booking line phone	77.67
30	BT - Office phone	128.23
31	BT - Fax line	55.41
32	Bank charges 03.03.08 - 01.06.08	18.00
<u>Late additions</u>		
33	Playsafety Ltd – annual inspection of play areas	218.55
34	Wokingham Borough Council – advance payment for removal of freezer at rear of The Parish Stores (by Sita)	29.70

It was PROPOSED and seconded that the bills as listed, including the late additions, be approved for payment. All in favour.

⁶ Clerk/GC

8. GENERAL PURPOSES – Mrs. King

Economic Development – Mrs. McDonald

- 8.1 Flooding update – Mrs. King and Mrs. McDonald reported on recent meetings when it was agreed that the ditches would be walked. In addition a meeting was being arranged with the EA, Thames Water and WBC to look at a strategic approach to the flooding issue. It was noted that some residents were still not back in their property, now nearly a year after the flooding. There was discussion about involving the local MP in the matter and also to investigate Government money.⁷
- 8.2 Appeal against the West Berks PCT on the determination on the rurality of Arborfield (appeal by the Berkshire Local Pharmaceutical Committee). Representations or observations to be submitted to the Appeal Unit by 30th July. Agreed check and support the view of Arborfield Parish Council.⁸
- 8.3 AWE – information on the breach of licence conditions had been provided by the PC's representative on the Local Liaison Committee and noted.
- 8.4 Bus shelters – although the PC had agreed in February to include the desire for bus shelters in Riseley and Swallowfield in the Parish Plan, the matter was further discussed, following a suggested funding partnership with WBC and local businesses. However, having revisited the matter members concluded that there was no wish to have bus shelters on the basis that – they are an urban feature; space will only allow cantilever design (with no sides) so the shelter would be minimal; they might encourage gatherings; and if one was installed it could lead to a demand for more. Agreed therefore that bus shelters would not be included in the Parish Plan.⁹
- 8.5 WBC Town and Parish Charter – a response from the working group (AK/MG/MB) would be sent by 1st August.¹⁰

9. HALLS AND PROPERTIES - Mr. Entwistle

- 9.1 RSF Tennis Club – agreed new annual fee would be £2,800 to be reviewed in another three years.
- 9.2 Paving slabs/Parish Hall – agreed that the paving slabs outside the double doors would be re-set as requested by the pre-school group.¹¹
- 9.3 Parish Hall curtains – it was agreed that quotes should be obtained for replacing the curtains. However, as the future use of the hall might change (depending on the outcome of the pre-school issue) it was agreed to defer this matter until later in the year.¹²
- 9.4 Infra red CCTV – as agreed at the last meeting, installing infra-red in the front cameras had been looked at and it was recommended to go ahead on the basis of an approximate cost of £5-600 (to be allocated from the sinking fund). Agreed that Mr. Collender would first discuss the matter with the supplier to ensure that the required definition would result.¹³

⁷ MM/AK

⁸ Clerk

⁹ MM

¹⁰ AK/MG/MB

¹¹ Clerk

¹² Clerk/ Nov agenda

¹³ GC/Aug or Sept agenda

10. COMMUNITY DEVELOPMENT AND AMENITIES

Culture/Leisure/Arts – Mrs. King & Mrs. Stanley

Recreation Grounds/Play Areas/Sport – Mr. Goldsmith

- 10.1 Play equipment – receipt of annual RoSPA report was noted and that there were no high risk items.
- 10.2 Farley Hill play equipment/trees overhanging swings – it was noted that the trees in question were the responsibility of Wokingham Borough Council, whose Tree Officer (Lee Garner) had carried out an inspection. He had reported to the Parish Council that there were some large pieces of deadwood, which he had recommended for removal and this work would be undertaken within 3 months. He also noted that there were other works which could be undertaken to ensure the safety of the users of the play area. Due to the location of the play area and due to the concerns he had for large lateral limbs that extend towards the swings he had recommended a crown reduction of the entire tree by 30%. This would mean that the tree would reduce in size by the given percentage. Due to the nature of these works this will be undertaken during winter which will ensure that limit stress is placed upon the tree as a result of the works. The PC's play equipment inspector would be notified.

11. ENVIRONMENT – Mrs. McDonald/Mrs. Gower

- 11.1 Wokingham Biodiversity Forum – notes of the last meeting had been received and it was noted that the next meeting would be held on 9th July at Ruscombe. Mrs. Gower and Mrs. King would attend.
- 11.2 Trees obscuring view on Basingstoke Road, Swallowfield – there was concern over the sight lines at the junction of Basingstoke Road and Swallowfield Street and it was agreed WBC would be notified. [Subsequently the PC was informed that the vegetation was on private land and not encroaching onto the adopted highway; therefore WBC could not enforce the landowner to cut it back].
- 11.3 Copse in Swallowfield Recreation Ground – it was noted that areas within the copse were being excavated by youngsters to make ramps for bike jumps and agreed that WBC's tree officer would be asked to inspect the area to ensure that the trees were not being harmed.¹⁴

12. TRANSPORT/HIGHWAYS – Mr. Goldsmith

- 12.1 Reduced speed limit/Swallowfield – the meeting with the Executive Member was being arranged but in the meantime Mr. Goldsmith reported that he had met him at a WDALC meeting, when he had mentioned that the structure had again changed; he now has one deputy and others may be appointed to fill similar roles as before. It was also noted that a National Survey was being carried out on all A and B roads which could result in some speed limits being adjusted upwards and downwards.
Junction 11 improvements – noted that another meeting for town and parish councils was being arranged, probably for 30th July.
Agreed the police would be requested to carry out speed checks in Swallowfield now that the speed limit has been reduced.¹⁵

13. CRIME, FEAR OF CRIME – Mr. Goldsmith/Mrs. King

- 13.1 TVPA – event for town and parish councils 21st July. Two places reserved (MG/GC).

¹⁴ Clerk

¹⁵ Clerk

- 13.2 Neighbourhood policing – and update had been circulated and the next surgery in Swallowfield Parish Hall on 5th September 10 a.m. – 12 p.m. was noted.
- 13.3 NAG – next meeting Tuesday 9th September at Shinfield. Noted.

14. COMMUNICATION – Mr. Collender

Summer Newsletter – noted that the summer edition was almost complete and would be going to print very soon.

15. PARISH PLAN – Mrs. McDonald/Mr. Entwistle

Nothing to report this time, but agreed to carry forward this item to the September meeting.¹⁶

16. BALC/WDALC/DP CONFERENCE – Mrs. King/Mr. Goldsmith/Mrs. Gower

- 16.1 WDALC – a report on the meeting held on 3rd July was provided and it was noted that training programmes would be in place soon.

17. REPORTS and CORRESPONDENCE TO THE COUNCIL – noted.

- WBC's Team Read Challenge – from July 12 to 20 September children can sign up and get a Team Read pack – a sports themed reading challenge to read six books during the summer holidays.
- Letter of thanks for the recent donation from the Church Fete Committee
- WBC Corporate News – update on the vision
- WBC Place and Neighbourhood Bulletin June and July (emailed to all)
- WBC Town and Parish News (emailed to all) including article on community wardens looking out for anti-social behaviour, especially parking related (tel 974 3799 to report)
- Village Hall Newsletter June 08
- Wokingham Job Centre AGM 16th July 7.30 at The Cornerstone, Wokingham
- Cabinet Office news release asking for the Third Sector to give its views on the Draft Legislative Programme (sustainable funding) emailed to all members
- Letter from WBC's Heather Thwaites on the new restructuring of her department (Policy and Partnerships) emailed to all members

The meeting will be temporarily adjourned for the following item

18. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

Mr. Hussey – on the matter of bus shelters, people do wait in the rain outside the surgery and do complain about there not being a bus shelter – and had thought we were going to get one? I don't think it would detract from the rural scene.

Mr. Hussey – I would like to again bring up the ornamental wall outside the front of the hall. The original one was vandalised [removed] many years ago and never replaced.

Mr. Hussey – I would like to again bring up the matter of the footpath between Basingstoke Road and Girdlers, which was extended but not taken far enough round the bend. It is very dangerous still and, as can be seen from Google Earth maps, there is room behind the Girdlers boundary fence to extend the highway in order to accommodate the footpath.

The Parish Council would consider writing to the owners of Girdlers to see whether they would be willing to allow WBC to undertake the work.¹⁷

¹⁶ September meeting/MM

¹⁷ Clerk

Mr. Hussey – the History Society would like an archive store in the Parish Hall if possible.

Although Wyvols Court had agreed to take them, there are frequent changes of managers and therefore the risk that someone will eventually no longer be willing to house the papers. Mr. Hussey agreed to provide the Council with an idea of the size needed to accommodate the archives.

19. URGENT ITEMS AND ITEMS FOR NEXT AGENDA

For next agenda and/or working party meetings

To be carried forward: *minute book binding grant*

Items for next agenda: Riseley cooker/Riseley kitchen upgrade

Parish Hall – future use (including use of atrium)

20. DATE OF NEXT MEETING

Tuesday 12th August in the Davies Room, Swallowfield Parish Hall at 7.30 p.m. (*for urgent matters only*). Next full Council meeting - Tuesday 9th September 7.30 p.m.

There being no further business Mrs. King declared the meeting closed at 9.50 p.m.