

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 9th SEPTEMBER 2008 IN
THE DAVIES ROOM, SWALLOWFIELD PARISH HALL AT 7.30PM

Present:

Mrs. A. King (Chairman)

Mr. M. Bowker

Mr. D. Entwistle

Mrs. E. Gower

Mrs. B. Stanley

Members of the Public: 1

Mr. G. Collender

Mr. M. Goldsmith

Mrs. M. McDonald

1. APOLOGIES FOR ABSENCE - None

2. CHAIRMAN'S ANNOUNCEMENTS

- New member – it was PROPOSED and seconded that Mr. Simon Collins be co-opted onto the Council. All in favour. Mr. Collins then read and signed the Declaration of Acceptance of Office and joined the meeting.

3. MINUTES OF LAST MEETING

- a) the minutes of the meetings held on 12th and 26th August 2008 were agreed a correct record.
- b) matters arising

Hall use: agreed a working group would look at hall use issues (further details below)

[Mrs. Stanley joined the meeting]

Fieldfayre: Proposed that this matter be dealt with under Part II, private and confidential matters. All in favour.

An update of the current situation involving Mr. Kumar taking over the business from Mrs. Vertigan was provided. It was noted that Mrs. Vertigan had installed new shelving and a new counter into the shop during the time she had run the business. Therefore it was agreed that the Parish Council would offer to purchase from Mrs. Vertigan the new shelving and the counter at a price to be negotiated. A maximum amount was agreed in this respect and the figure is provided in a confidential minute (attached for members only). Mrs. Vertigan would be asked to provide the necessary paperwork in relation to the matter (to provide the required audit trail) and the Council also wished that the original value of the items be taken into account. All in favour.

4. PLANNING

- 4.1 Current applications: 646/2008/1820 – Proposed erection of single storey rear extension to form conservatory, plus insertion of window on rear elevation, West Grey Lake, Part Lane, Riseley

It was PROPOSED and seconded that the Parish Council had no objection to the application, but did have concerns over the increased volume on the site, the out of date location plan and the fact that the extension was not strictly a conservatory. All in favour.

- 4.2 Appeals –

- i. Meakins – it was noted that the PC had been accepted as a party to the Inquiry on 21st October and the Statement of Case would be sent to the Inspectorate shortly. The

appeals were going to be heard at the same time, but the Inspectorate had confirmed that each application would be heard separately, starting with the Blanke Ville site as it was considered this was the more complex application. The PC was surprised that the Inspector had taken this view. [Information provided subsequently was that it was due to the number of grounds the Blanke Ville application had been refused on – which were more than the Balcombe site].

- ii. New appeal – APP/X360/A/08/2079701/WF
616/F/2008/0405 – Proposed erection of new dwelling, plus demolition of existing dwelling, Kingsbridge, Lambs Lane, Spencers Wood (PC no objection, subject to ridge height)
PP refused April 08 due to substantial increase in scale and bulk – excessive prominence and reinforce built form
Agreed that the PC would add to its previous comments.¹

- 4.3 Farley Hill School application – it was noted that, at WBC's Planning Meeting on 20th August, the application had been deferred to allow members to carry out a site visit [on 15th September) and would be considered again at the next WBC Planning Meeting on 17th September. WBC would be notified again that the PC wished to speak at the meeting.²
- 4.4 WBC Strategic Housing Land Availability Assessment Workshop 23 Sept 1pm-4.30pm (1 place reserved)
- 4.5 WBC Planning Policy Update Briefing 17 September 7.45 to 9.45 (3 places reserved). Noted that this clashed with the WBC Planning Committee meeting when the Farley Hill School application was being considered.
- 4.6 Core Strategy – it was noted that WBC had submitted the Borough's Core Strategy to the Secretary of State and any further representations were to be made by 1st October. Carried forward to the Planning Meeting on 23rd September.³
- 4.7 Invitation to WBC Planning Department meeting 28th October at 4p.m. The invite was noted and two places would be reserved.⁴
- 4.8 Secretary of State's proposed changes to the draft Regional Spatial Strategy for the SE England – carried forward to 23rd September planning meeting and Mr. Entwistle would liaise with Mr. Bowker to prepare a draft response.⁵

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

6. FINANCE

Mr. Bowker/Mr. Entwistle/Mrs. King

- 6.1 Salary review – it was noted that the 2008-09 pay negotiations had still not been concluded and so there were no 2008 pay scales yet available.
- 6.2 Van Demans:
 - A) Rental policy – agreed that the existing tenant would be retained unless and until there was reason to change. All in favour.

Action:

¹ MB

² Clerk

³ Planning Agenda

⁴ MB + 1

⁵ Planning Agenda/MB/DE

- B) Use - the use of the field was discussed, including the possibility of providing part of the area as allotments and/or another nature reserve⁶. Agreed further investigations would be made.
- C) Mulberry Barn hedge – noted that a quote for digging the ditch and removing the hedge had been requested, but so far not received. Agreed it would be pursued.⁷

7. BILLS FOR PAYMENT

Previously paid

1	Petty Cash	750.00
2	BALC - Training day for Mrs McDonald & Mr Goldsmith	90.00
3	Playsaftey Rospa - Annual safety checks play areas	218.55
4	WBC - Removal of freezer at Fieldfayre	29.70
5	P & G Building Services - Flooring & electrics at shop	6607.96
6	L Carpenter - Computer repairs + memory office pc	138.00

To pay

7	Mrs Adams - Office anti virus	50.82
8	GLS- Bleach	4.05
9	Ricoh (Formally NRG) - Reconciliation charge 01.04.08 - 30.06.08	50.08
10	Moorepay - Payroll costs August	22.07
11	J King - Various gardening duties around parish	312.00
12	WBC - 1 x refuse vehicle August	170.38
13	British Gas - Parish Hall 30.05.08 - 21.08.08	364.79
14	SE - electricity Flat 2 Fieldfayre 30.05.08 - 26.08.08	28.90
15	Grundon - Bins Fieldfayre 17.08.08 - 15.11.08	360.95
16	Grundon - Bins Riseley Hall 17.08.08 - 15.11.08	188.49
17	Grundon - Bins Parish Hall 17.08.08 - 15.11.08	188.49
18	Cobwebs - Communal cleaning post Office Alan Barnes	42.00
19	Cobwebs - Office cleaning 2 x August	30.00
20	Mrs C Vertigan - Deposit refund for the Shop (<i>paid</i>)	500.00
21	Wicksteed Leisure - Safety/risk assessment both recs	192.70
22	Bellstan ltd - Road markings Post Office & Parish Hall	264.38
23	Life & Property Care Ltd - Repairs to 4 Russell Cottages boiler	379.77
24	P & G Building Services - Replace locks on doors to ex Age Concern offices	107.82

Direct Debits

25	Payroll August	2909.04
26	Pensions August	707.09
27	Tax & Ni August	752.98
28	Thames Water - Riseley Hall 12.11.07 - 15.08.08	81.73
29	Thames Water - Parish Hall 15.05.08 - 15.08.08	76.58
30	SE - Electricity Fieldfayre 30.05.08 - 26.08.08	80.64
31	SE - Electricity Tennis Club 24.05.08 - 26.08.08 to be reimbursed	94.97
32	SE - Electricity Parish Hall 28.05.08 - 26.08.08	413.45
33	SE - Electricity Riseley Hall 24.05.08 - 26.08.08	257.56

⁶ MM/BS/Clerk

⁷ Clerk

Previously agree the gas bill be paid by direct debit so this would be pursued.⁸

PROPOSED and seconded that the bills as listed be approved for payment. All in favour.

8. GENERAL PURPOSES – Mrs. King

Economic Development – Mrs. McDonald

- 8.1 Flooding update – notes of the meeting held on 27th August were circulated. Setting up a Flood Resilience Group was discussed and it was agreed that, first a public meeting would be held to update residents on progress so far, including the overall strategy agreed at the 27th August meeting. Agreed that the relevant agency representatives would also be invited. Date to be arranged according to hall availability and notice would be combined with next newsletter if possible.⁹
- 8.2 AWE – information had been provided from Mr. Moss and this was noted.¹⁰
- 8.3 St. George’s Day/celebrating 23 April 2009 - carried forward to next meeting.¹¹
- 8.4 Remembrance Day service at War Memorial – agreed that a trumpet player would be engaged and noted that volunteers were required on the day to help prevent cars passing during the service.¹²

9. HALLS AND PROPERTIES - Mr. Entwistle

- 9.1 Riseley Memorial Hall – quotes for upgrade to pumping station. Carried forward to next meeting.¹³
- 9.2 Village Halls Conference – 4th October Cold Ash 10am -3.15pm. Mr. Entwistle agreed to attend.¹⁴
- 9.3 CCTV infra red – agreed that an infra red camera would be installed onto the front camera at the Parish Hall - £495 + VAT. It was also agreed that the centre bollard would be put up at night time to deter late night parking.¹⁵
- 9.4 Bicycle Racks – supply and installation of two ‘rounded A’ style cycle racks were approved for outside the Parish Hall at a cost of £65 per rack + £130 installation. This would allow for securing four cycles.¹⁶
- 9.5 Parish Hall – agreed a working party would meet to consider the future use of the hall (ie use of atrium/use of changing rooms/future viability if/when pre-school leave).¹⁷

10. COMMUNITY DEVELOPMENT AND AMENITIES

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

Recreation Grounds/Play Areas/Sport – Mr. Goldsmith

- 10.1 Mounds/dips/BMX track – the safety inspection carried out on the mound behind the tennis courts and the dips in the copse on Swallowfield Recreation Ground was noted and information on the supply and installation of BMX tracks was provided. It was agreed the matter would be deferred to the next meeting and in the meantime more notices would be

⁸ Clerk

⁹ Clerk

¹⁰ Newsletter

¹¹ Agenda

¹² All members

¹³ Agenda

¹⁴ DE

¹⁵ Clerk

¹⁶ Clerk

¹⁷ DE/MM/MB/AK/MG/SC

put up at both locations.¹⁸ It was also reported that the Wicksteed representative who had carried out the inspection indicated that the area behind the tennis courts would probably not be a good location for a new track, mainly because of its insufficient width.

- 10.2 Football pitches – the current situation was noted and it was agreed that management and maintenance of the football pitch would continue to be the responsibility of the club.

11. ENVIRONMENT – Mrs. McDonald/Mrs. Gower

- 11.1 Tree work – outstanding health and safety work to the trees was noted and also that an extra £75 had been approved by Mrs. Gower for crown lifting an oak and ash at the rear of the Parish Hall.

12. TRANSPORT/HIGHWAYS – Mr. Goldsmith

- 12.1 Kingsbridge – an update on the situation regarding the bridge had been provided and it was agreed that there was still concern that if no maintenance was carried out, it would continue to deteriorate. Agreed that a meeting would be arranged with WBC.¹⁹

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

- 13.1 NAG meeting 9th September – Mr. Goldsmith reported on the meeting which had been held earlier in the day. It had been encouraging that Mr. Tiplady, from WBC, had been appointed to act as liaison for all the different organizations involved in the group. It was also reported that the NAG was trying to improve its effectiveness by nominating a group member to establish a case file (a Neighbourhood Priority Profile) for each problem and to drive this until a satisfactory conclusion was reached. Noted also that an ice rink was being set up in Shinfield School for 12/13/14 December and this had been organised by the PCSOs.²⁰

14. COMMUNICATION – Mr. Collender

Autumn newsletter - deadline for copy, 30th September. Noted.

Website – reminder for members to provide information to Mr. Collender for updating the website.²¹

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

An updated version of the Plan was circulated for all members to consider before the next meeting, when it would be further discussed.²²

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

- 16.1 Town and Parish Conference – 8th October 2008 6.30pm (*rsvp by 3 October*). Noted. Mrs. King, Mr. Goldsmith and the Clerk to attend.²³

17. REPORTS and CORRESPONDENCE TO THE COUNCIL – noted

- Determination of Rurality of Arborfield – appeal dismissed and decision of the PCT upheld

¹⁸ Agenda/Clerk

¹⁹ Clerk (MB and MG to attend)

²⁰ Newsletter

²¹ All members

²² Agenda/all members

²³ AK/MG/clerk

18. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC – none.

19. URGENT ITEMS AND ITEMS FOR NEXT AGENDA

For next agenda and/or working party meetings

To be carried forward: *minute book binding grant*

Urgent items:

- Paving slabs – agreed that the quote from Nigel Jeffries (£240) for lifting and relaying paving slabs at the side of the Parish Hall (and one at Riseley Memorial Hall) be approved. All in favour.
- Casting worms/Riseley Recreation Ground – agreed that the quote from CWC £254, be accepted as this was part of regular required maintenance for the area. The footballers would be notified.²⁴
- Bulb planting – request from Wokingham Scout Group for planting bulbs in the recreation grounds approved.
- The Marshes – installation of electric heaters carried forward to next meeting.²⁵

20. DATE OF NEXT MEETING

Tuesday 14th October 2008 in Riseley Memorial Hall, Odiham Road, Riseley at 7.30 p.m.

There being no further business Mrs. King declared the meeting closed at 9.55 p.m.

²⁴ Clerk

²⁵ Agenda