Present:
Mr. P. Sampson (Chairman)          Mr. J. Anderson
Mrs. C. Clark                  Mr. E. Handley
Mrs. A. King                  Mrs. H. Lewis
Mrs. M. McDonald

Members of the public – 7
WBC member for Swallowfield Ward, Cllr Stuart Munro

The Chairman welcomed Cllr Munro and invited him to give members a brief update on any relevant Borough matters and there followed some discussion regarding the Arborfield Relief Road and the meeting held the previous evening when the Partnership Forum had been informed that the majority of responses to the consultation had been in favour of Route B. Cllr Munro updated members on the situation regarding the MDD DPD where the Inspector had generally agreed to representations made; and that an application for 100 houses in Spencers Wood, as part of the Shinfield SDL, would be decided the following day.

Several members of the public were present in connection with the situation at Loddon Court Farm Park Homes and there was discussion over what could be done to help residents with their various site management issues. It was agreed that a meeting with the relevant departments within WBC would be requested (see item 6.6) and Cllr Munro agreed to keep the PC updated on progress, assisting where necessary.

1. APOLOGIES FOR ABSENCE - Mr. G. Collender and Mrs. B. Stanley

2. DECLARATIONS OF INTEREST - none

3. CHAIRMAN’S ANNOUNCEMENTS
   Annual Parish Meeting – it was noted that the date for the APM was usually in March or April and the most suitable date would be confirmed at the next meeting. It was felt the format might be centred around the parish’s rural environment with talks perhaps on modern farming. \(^1\)

   Carols in the War Memorial Garden - 7.30pm Thursday 19th December. Agreed the PC would again supply mulled wine and mince pies for the event (from the Chairman’s Allowance).

4. MINUTES OF LAST MEETING
   a) the minutes of the Parish Council meeting held on 8th October 2013 were agreed a correct record;
   b) matters arising and outstanding actions from last meeting

Action:
\(^1\) PS
Item 6.5 Community Right to Bid – information on the process was noted and that a list of suggested sites to put forward would be confirmed at the next meeting.  

Item 14.4 PC surgeries – it was felt that these had been a worthwhile exercise even though only a few people had come along and it was noted that Thames Valley Police had expressed an interest in hosting the next events jointly.  

Item 20.6: White paint on roads – it was noted that there had been a further complaint on this matter and that the response from the Scouts had been that they normally use grass paint but this time they used surveyor's paint which is what is usually used for roadwork markings and they expected it to fade in due course. However they agreed to check the specification and monitor the situation.  

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

6. PLANNING  
(Chairman of Planning Committee: Mr. J. Anderson)  

6.1 Minutes – the minutes of the Planning Committee meeting held on 22nd October 2013 were agreed a correct record.  

6.2 Current applications  
38/F/2013/2041 – Proposed erection of a single storey rear extension to dwelling, plus replacement detached pool house, gym and home office, Hill Bank Cottage, Benham Lane, Riseley  
It was PROPOSED and seconded that the PC had no objection to this application. All in favour.  
39/F/2013/2061 – application for the demolition of 2 no outbuildings and erection of 2 no replacement buildings (retrospective), Barossa Farm Stables, Devil’s Highway, Riseley  
After some discussion it was PROPOSED and seconded that while the PC had no objection to the replacement buildings, it did have concerns about the potential use of the buildings in that the one already built had a ‘Doggy Day Care’ notice by the door. It was felt that the application was therefore possibly incorrect and should be for a change of use.  
All in favour.  

[Mr. Handley joined the meeting]  
40/F/2013/2092 – application for the use of the existing storage compound (use Class B8) (without complying with previous restrictions limited to storage of fencing and fencing materials only) and retention of the existing enlargement of the storage compound (retrospective), Cow City, Church Lane, Farley Hill  
There was general concern about incremental changes making the site increasingly industrialised as recognised in previous applications and appeals, as well as there being sustainability issues related to such a change. It was therefore PROPOSED and seconded that the PC object to this application. All in favour.  

Late agenda item:  
41/F/2013/2089 - proposed erection of two storey rear and single storey side extensions, plus single storey front extension to form porch to dwelling. Demolition of existing rear extension. 3 Council Houses, Church Road, Farley Hill  
Agreed no comments.
6.3 SDLs – Arborfield Garrison

- Partnership Forums – noted that the meeting scheduled for 12 December had been cancelled and a new date in January would be set in due course; and that the next Shinfield SDL partnership forum meeting was on 2nd December.
- A meeting with Curtin & Co (Arborfield SDL consultants) on 19th November 2013 at Victory Hall was noted.3
- Arborfield Cross Relief Road – the WBC Briefing note dated 24 October was noted; also the correspondence with WBC regarding the inadequacy of the consultation for Swallowfield Parish residents. The Chairman reported his recent conversation with the Leader of the Borough Council in this connection who had offered to meet with the PC if necessary. It was agreed that the PC would take no further action on the matter for now.

6.4 Wokingham Traffic Forum update – the meeting with Shinfield members and WBC on 12th Nov was noted and that another forum meeting would be arranged in due course.

6.5 Sheepbridge Court Farm Solar Farm – the public consultation on Tuesday 26th November (3.30-7.30pm) in the Rose Room was noted.

6.6 Loddon Court Farm – the continuing problems for residents as detailed earlier in the meeting were noted and that a meeting would be arranged with the various departments at Wokingham in order to try and progress matters.4

7. FINANCE

(Budgets/investments/sinking fund/grants/properties/risk assessments/insurance

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

7.1 Finance – Mrs. Clark reported on progress of the 2014 budget and asked members to submit any comments ready for further discussion at the next finance working group meeting (5th December) with a view to finalising the budget at the PC’s December meeting. There was discussion regarding the recent Borough/Parish Conference where WBC had made it clear that they would need in future to rely more heavily on the towns and parishes to provide services that the Borough was being forced to cut.

7.2 Property valuations – the quote from Cunningham Lindsey for the insurance valuations of the halls and garage at Riseley and Swallowfield (£800) and £350 for providing a market valuation for The Marshes (required for registering the property) were approved.6

7.3 Revenue transfer – the transfer of £35,000 (‘revenue’ currently held by the investment brokers) to the new Sinking Fund account was agreed.

7.4 Fieldfayre – agreed this matter would be further discussed under Part II [and in that part of the meeting it was agreed that a meeting would be held on 12th December to progress this issue].7

7.5 Risk Assessment Policy annual review – the revised policy, as circulated, was agreed. All in favour.

7.6 Training – it was noted that the RFO and Mrs. Clark would be attending the BALC Finance for councillors training event on Wed 4th December at 6pm (£40 per person)8

7.7 Investment annual review – it was noted that the annual review would take place on Tuesday 10th December at 6.45pm.9

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3 All PC
4 Clerk
5 All members
6 Clerk
7 Clerk
8 RFO/CC
8. BILLS FOR PAYMENT

1. Moorepay - Payroll costs for September 26.72
2. Moorepay - Payroll costs for October 26.72
3. Cobwebs - Parish Hall cleaning 07.10.13 - 10.11.13 210.00
4. Cobwebs - Office cleaning 07.10.13 - 10.11.13 30.00
5. Cobwebs - Communal Cleaning at Fieldfayre 07.10.13 - 10.11.13 25.00
6. The Royal British Legion - Poppy Wreath 25.00
7. Soop Theatre - Performance of Radio Soop Paid 800.00
Refunded by events group
8. D2D - Distribution of Autumn newsletter 312.00
9. Nigel Jeffries - Grounds maintenance for October 433.20
10. West Berks & Wokingham - Premises Licence at the Parish Hall 180.00
11. Mrs Philips - Hall deposit refund
12. Loddon Reach - Rose Room advert November 2013 - April 2014 216.00
13. Property Protection - Installation of bench at Riseley Orchard 470.00
14. Hawkesworth - PAT testing at Parish Hall 152.52
15. Marshalls - Repair & service bollards at the Parish Hall 462.00
16. PRS - Music licence at the Parish Hall 372.08
17. WBC - 1 x refuse vehicle for September 207.60
18. NALC - Book Local Councils Explained 55.99
19. Premier Office Supplies – stationery 53.24
20. John Dollin - Printing of Autumn newsletter 826.00
21. Morris Electrical - electrical tests at Riseley Hall, the Tennis Club & the Parish Hall 822.00
22. Morris Electrical - Repair fault on heater at Riseley Hall 96.00
23. Morris Electrical - Relocate storage radiator at the Marshes 225.60
24. Morris Electrical - Install new track light in atrium & repair faults on external lights at hall and replace bulbs & photo cells 1012.80
25. Earley Town Council - Football pitch remarking - reimbursed by club 151.20
26. Grundon - Bins at Riseley Hall October 73.51
27. Grundon - Bins at the Parish Hall October 73.51
28. Faulkners - Repair fault on auto pressurization unit 117.60

Direct Debits
29. Payroll - October 2995.10
30. Pension - October 524.31
31. Tax & Ni - October 549.68
33. British Gas - Parish Hall 11.07.13 - 14.10.13 274.55

It was noted that there had been some minor damage in the hall following an event on 8th November and agreed that some of the deposit (no. 11 above) would be withheld to cover the cost of the repairs. Subject to this, the bills as listed were approved for payment. All in favour.

9. PARISH VISION
(Parish plan/future of the parish/WDALC/BALC/AWE)
Mrs King/Mr. Anderson/Mrs. McDonald/Mrs. Lewis

9.1 Parish Vision – it was noted that an overview booklet was being prepared by Mrs. King.
9.2 WDALC Annual Meeting – Mrs. Lewis reported on the meeting held on 17th October which she had attended that had mostly involved discussion regarding the forthcoming Borough/Parish Conference, but also some mention of the issue raised earlier in the meeting regarding WBC in future having to rely more on towns and parishes to deliver services.

9.3 BALEC AGM – 7th November 7.30 at Grazeley Village Hall – noted. Mrs. King would try and attend.

9.4 CPRE AGM 16th October (Speaker – Susan Servais from the EA talking about focusing on flood risk) – noted.

9.5 Borough/Parish Conference – Mr. Sampson, Mrs. McDonald, Mrs. King and the Clerk had attended the conference on 6th November and each gave a brief account of the workshops they had attended in this connection. It was noted that all the 17 towns and parishes in the Borough had this time been represented at the conference which was very good. There followed some discussion regarding the new Community Infrastructure Levy (CIL) where towns and parish councils would in future receive substantial sums of money from developments in their area. It was noted that WBC would be approaching towns and parishes to consult on how the CIL could be administered.

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

Mr. Handley
10.1 MPG court – it was agreed that the court be cleaned at a cost of £320 + VAT and that this work should take place just prior to the new play lines being painted next spring. All in favour.

10.2 Tennis courts at Riseley – it was noted that there still was a slight dip in one of the courts and the resurfacing company had agreed to monitor the situation over the winter with a view to rectifying the matter in the spring.

10.3 Farley Hill Play area – the quote for repairs to slide (£378+VAT) were agreed.

10.4 Play area painting – it was agreed that quotes would be obtained for painting all the play areas but with each contractor being asked to also price each play area individually.

10.5 Shed at Riseley – it was noted that the shed had been repeatedly damaged recently and often left in a dangerous state with nails sticking out etc. After some discussion it was agreed that the shed, which was anyway in a poor state, should be demolished as soon as possible. All in favour. It was also agreed that people should be canvassed to establish what, if anything, should be put in its place. It was noted that there was some S.106 money available that could be used in this connection.

11. ENVIRONMENT
(The Marshes/Van Demans/Swallowfield Meadow/Community Orchard/biodiversity/footpaths/waste)

Mr. Sampson/Mrs King/Mrs. McDonald
11.1 Footpath 17 – copy correspondence between The Ramblers and WBC re continual ploughing up of the path (across Springalls farmland off Trowes Lane) was noted.

11.2 Campaign Against Waste – notes of the meeting held on 7th October had been received and circulated. The next meeting would be in April 2014 at Smallmead.
11.3 Rural Matters Conference – 21st November at the Berkshire College of Agriculture. Mr. Sampson, Mrs. King and Mrs. McDonald would attend if possible.17

11.4 Blackwater Valley Countryside Partnership (BVCP) – Mrs. King reported on the event she had attended on 8th November and her recommendations, below were discussed.

- For the PC to consider being a formal partner in the BVCP and make a donation of, say, £100
- For the PC to meet with the Manager of BCVP (Steve Bailey) and Chairman of the Blackwater Valley Countryside Trust (Dave Pilkington) to look at ways of working together especially due to the importance of the environment to the PC and community, as well as addressing recreational and wellbeing issues.

It was agreed that the suggested donation would be discussed further by the finance working group when looking at the budget.18

11.5 Tree inspections – it was noted that the periodic H&S check on all parish trees, last carried out in 2011, was due and agreed that a maximum cost for the work be approved at £500.19 All in favour.

11.6 Bench in Orchard – noted that the bench donated by the Reading Gospel Hall Trust was now in situ and noted that it was one of 100 that had been donated across the country, including one in Shinfield and one in Finchampstead. A letter of thanks had been sent to the trust who had also donated £50 towards the cost of installation.

12. HUMAN RESOURCES
(Appraisals/recruitment/staff training)
Mrs. Stanley/Mrs. McDonald

12.1 Clerk’s retirement – the letter of resignation received from the Clerk was noted and an update had been provided on progress with paperwork in relation to engaging a new clerk including the issue of the advert, effective 1st December. It was also noted that staff appraisals had been completed.

13. TRANSPORT
(Road and traffic issues)
Mr. Handley/ Mrs. King/Mrs. Lewis

13.1 Charlton Lane & HGVs – it was noted that a meeting had been held at WBC with representatives from Springalls which had resulted in some subsequent actions. Feedback from WBC was now awaited following which it was expected that further discussions between the authorities, including the PC, would then take place. It was agreed WBC would be contacted for an update on the situation.20

13.2 Riseley Gateways – it was noted that the matter was on hold until the budget had been finalised.

14. COMMUNICATION
(Newsletter/website/Annual Report/media)
Mr. Collender/Mrs. Clark/Mrs. Lewis

14.2 New Website – Mrs. Clark reported that the new website was nearly ready to go live.
14.3 Social Media training event Wed 12th Feb 2014 – Mrs. Clark to attend.

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17 PS/AK/MM
18 Finance w/g
19 Clerk
20 Clerk
15. RESILIENCE
(Flooding/ditches/rivers/ Flood Resilience Group ‘FRG’)
Mrs. McDonald/Mrs. King/Mr. Sampson

15.1 FRG – notes of the meeting held on 23rd October had been circulated and the date of the next meeting which was 27 November at 7.30pm. Mrs. McDonald reported that the group was still waiting for the EAs response to the ten areas submitted in their report.

15.2 Ditches – removal of debris from the ditch ends at The Naylors and Swallowfield Meadow where each meets Part Lane had been carried out. Mrs. King was in the process of preparing a summary of the history regarding the clearing of the PC’s ditches and following some discussion it was agreed that it was important that all the ditches and the balancing pond be listed in the PC’s grounds maintenance contract in order for this to formalise the inspection of these areas and act as a trigger for identifying any necessary works. It was noted that such work would need to be done in the autumn.21 It was noted that although TW had been inspecting the balancing ponds, and had identified that work needed to be done, no such work had been carried out. The matter had been pursued by the PC.

15.3 Loddon catchment and flooding – the EA events on 23 Nov and 27th Nov at the Parish Hall to discuss measures to address key issues affecting watercourses in the Loddon catchment were noted and it was hoped that a representative from the PC and FRG would attend.22

16. HALLS
(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Mrs. McDonald/Mrs. Clark/Mrs. King/Mr. Sampson

16.1 Fire alarm at Riseley Hall – agreed that an annual maintenance agreement with Westronics be accepted at £310.80. All in favour.23

16.2 Riseley Hall pump – agreed that the quote for repair to the buzzer alarm to alert that the station is at high level and could potentially flood (£318.38) be accepted. All in favour.24

16.3 RVTR – Mrs. McDonald report on the meeting held on 4th November, the notes of which had previously been circulated.

16.4 Sound and lighting upgrade – Mrs. Clark reported on her further meeting with Dinrino and it was noted that £2,000 had been allocated for this work in the sinking fund last year, so with their quote being just below this amount it was agreed to proceed. Agreed that with regard to the hearing loop, this would be reviewed again once the new system was in place.

17. POLICE LIAISON
(NAG; RCAG; Rural Matters Conf)
Mr. Sampson/Mrs. King

17.1 NAG – date of next meeting 3 December noted.

17.2 Rogue Traders Conference 8th November – noted.

17.3 Rural Crime Action Group – Mrs. King reported on the meeting held on 7th November.

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21 Clerk
22 MM/AK
23 Clerk
24 Clerk
18. LINKS WITH OUTSIDE ORGANISATIONS
(Links with other groups)

18.1 Healthwatch – the meeting at Swallowfield Medical Practice on Monday 18th November at 6.30pm was noted and that Mrs. Clark and Mrs. King would be attending on behalf of the PC. 25

18.2 AWE Local Liaison Committee – notes of the meeting held on 18th September had been circulated.

19. REPORTS/CORRESPONDENCE – noted.

- Letter from War Memorials Trust regarding the care of the parish’s War Memorial (copied to PS and MM only)
- Letter of support from Mr and Mrs. Thompson for the redevelopment of Balcombe Nurseries for 5-6 homes
- Copy letter to WBC re Arborfield Relief Road consultation from Mr. David Walder
- Stratfield Mortimer Parish Council – to note that the Council has made an application to West Berks Council to designate an area for a Neighbourhood Plan. The area proposed to be covered by the Plan consists of the whole parish of Stratfield Mortimer.
- Copy letter from the DCLG to NALC inviting councils to submit proposals under the Sustainable Communities Act (attached)
- Wokingham Borough Sports Council Sports Awards 2013 at Bearwood College Friday 29th November at 7.30 pm (rsvp by 15th November)

The meeting was temporarily adjourned for the next item

20. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

1. Mr. Norris – regarding the Riseley shed, is it worth considering investing in something like basketball hoops in that area?
   The PC felt that there was possibly not enough room, but any ideas were welcome.
2. Mr. Norris – will the tree inspections cover the trees in Riseley Orchard?
   Mr. Sampson replied that it would not, because the work needed on the new trees in the orchard was of a different nature, not related to health and safety. He did acknowledge that some work was necessary and that he had approached the Horticultural Society to see if they might offer some advice. The plan was then to organise a working party to help with mulching and pruning in the new year.
3. Mr. Norris – I am pleased you will be attending the Healthwatch meeting and I was also very pleased to see so many people turning up for the Remembrance Day service which was very good.
   Agreed.

21. URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA

For next agenda – review of office telephone provision

22. DATE OF NEXT MEETING

Tuesday 10th December 2013 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield

Members of the public left the meeting.

25 AK/CC