

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 9th DECEMBER 2025 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Attendees: Mr. J. Anderson, Mr. R. Chapman, Mrs. C. Drew, Mrs. L. Edmonds,
Mr. J. McDermott, Mrs. M. McDonald, Mr. P. Schulz, Mrs. L. Smith, Mr. S. Taylor

In attendance: Mrs. E. Halson (Clerk)

Members of the Public: 0

3135 DECLARATIONS OF INTEREST

None.

3136 COUNCILLOR CO-OPTION

3136.1 Councillor Co-option – it was **PROPOSED** and seconded that Paul Schulz be co-opted to the council and would sign his Declaration of Acceptance of Office in front of the Clerk in the parish office. All in favour. ^{1 2 3 4 5} Cllr. Schulz joined the meeting and confirmed that he had no declarations of interest.

[Cllr. Drew joined the meeting and confirmed that she had no declarations of interest.]

3137 MINUTES OF LAST MEETING

3137.1 Minutes of the meeting held on 11th November - it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ⁶

3138 CLERK'S UPDATE

3138.1 Matters arising from the previous minutes

3138.1.1 3077.1 BlackCat – it was **NOTED** that another parish in the borough had expressed an interest in purchasing this device, but as yet no commitment had been made. ⁷

3138.1.2 3108.1 Bulbs – it was **NOTED** that WBC had not given permission for bulb planting on the highway verges without further investigative work about. Cllr. Edmonds agreed to plant them on land owned by the parish council. ⁸

¹ PS sign declaration of acceptance of office

² Clerk to inform WBC

³ PS to complete DPI

⁴ Clerk to arrange for email address

⁵ Clerk to update website

⁶ JA

⁷ Clerk

⁸ LE

- 3138.1.3 3114.1 Playground Repairs – it was **NOTED** that the cost of making the full repair in hardwood was an additional £300 so within the agreed spend.
- 3138.1.4 3101.4 Tree Work – it was **NOTED** that the priority tree work had been carried out at Van Demans, Swallowfield Recreation Ground and Swallowfield Meadow. The work required at The Marshes was underway, however, one tree cannot be removed until the power cables have been covered. A request had been made to SSEN. ⁹
- 3138.1.5 3107.1 Playground Inspection Training – it was **NOTED** that the caretaker had completed and passed the Operational Playground Inspection Course.
- 3138.1.6 3123.2 Website – it was **NOTED** that a list of changes had been circulated and reviewed, Cllr. McDermott had proposed some changes to text. The feedback would be submitted to Hive so that the changes could be implemented. ¹⁰
- 3138.2 Other Items
- 3138.2.1 Winter Newsletter – it was **NOTED** that the newsletter had been delivered on 30th November, ahead of schedule. It was **NOTED** that several houses had not received a copy, this would be addressed with the delivery team. ¹¹ Any household not receiving a copy could collect one at the parish office. Cllr. McDermott would distribute copies to other third party outlets. ¹²
- 3138.2.2 Planning and Building Control Breaches – it was **NOTED** that residents wishing to report potential planning and building control breaches should log these directly with Wokingham Borough Council (WBC), such reports would be treated confidentially, and the name of the resident would not be disclosed to the third party. Reports should not be made in the name of the parish council as these would be considered by WBC as anonymous so would not be investigated because WBC officers need to be able to discuss reports with the person who has witnessed the potential breach.
- 3138.2.3 HR Training – it was **NOTED** that all councillors and staff had been enrolled on a Sexual Harassment training course, which should be completed by 31st December 2025. ¹³

3139 PLANNING

Chairman of Planning Committee: Cllr. Taylor

- 3139.1 Current applications – for details see page 2025/3177
- 3139.1.1 243207 – Stanford End Farm, Barge Lane, Swallowfield RG7 1SY Object
- 3139.1.2 243208 – Stanford End Farm, Barge Lane, Swallowfield RG7 1SY Object
- 3139.1.3 252498 – Hall Farm, Church Lane, Arborfield RG2 9HX Defer until Jan 2026

⁹ Clerk to monitor

¹⁰ Clerk

¹¹ Clerk

¹² JM

¹³ All councillors / Staff

3139.2 Results – for details see page 2025/3179

- | | | |
|----------|-------------------------------------------------|----------------------------|
| 3139.2.1 | 252285 – 34 Glover Crescent, Arborfield RG2 9TS | Approved |
| 3139.2.2 | 252480 – 30 Glover Crescent, Arborfield RG2 9TS | Approved |
| 3139.2.3 | 252570 – Lancambria, Basingstoke Road, RG7 1PY | Would not have been lawful |

3139.3 Wyvols Court Farm – it was **NOTED** that Cllrs. Anderson and Taylor had met with the owner of Wyvols Court Farm to hear about plans to erect three additional business units on the site. The council would consider the application once it had been submitted.

3140 FINANCE

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

Lead Councillor: Cllr. J. Anderson

3140.1 Monthly Accounts

3140.1.1 November 2025 – it was **NOTED** that the accounts had been circulated.

3140.1.2 October 2025 – it was **PROPOSED** and seconded that the accounts be **APPROVED**. All in favour.

3140.2 Finance Working Group – it was **NOTED** that the working group met on 3rd December. Cllr. Anderson had circulated notes. The amended 2026/227 Draft Budget had been circulated and would be considered at the next meeting. Further comments should be submitted to the Clerk, copying the Lead councillor for Finance, prior to that meeting. ¹⁴

3140.3 Investments – it was **NOTED** that the Investment Manager from Charles Stanley had met with the council for an annual review on 9th December.

3141 BILLS LIST

3141.1 Payments Due – it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Anderson and Taylor. All in favour. ¹⁵

1	Deposit Refund	400.00	INV: 482
2	Deposit Refund	300.00	INV: 517
3	Deposit Refund	100.00	INV: 507
4	Deposit Refund	300.00	INV: 522
5	Deposit Refund	100.00	INV:524
6	Deposit Refund	100.00	INV 528
7	Karen Luke	208.00	November Cleaning
8	Xylem	2783.92	Repair at Fieldfare

¹⁴ All councillors

¹⁵ JA/ST

9	Earley Town Council	43.20	Pitch Mark out
10	We Are Hive	756.00	Winter Newsletter Design
11	SG Services	110.00	SPH Window Cleaning
12	GLS	50.40	Kitchen Noticeboard
13	The Alpha Experience	651.00	Winter Newsletter Printing
14	Moorepay	106.60	November Payroll
15	C Bell	200.00	Exercise Classes
16	Select	131.76	SPH Waste Collection
17	Select	111.92	RMH Waste Collection
18	Select	88.70	Waste Collection-Recreation Ground
19	Ricoh	238.38	Photocopier Rent
20	Lucas	321.78	Repair at Tennis Club, siphons, taps
21	Blucando	88.96	IT
22	Blucando	33.00	IT
23	CASTLE WATER	131.24	Water
24	CASTLE WATER	60.02	Water
25	HMRC PAYMENTS	1073.69	Payroll
26	Lloyds Bank (Alto Card)	661.84	DIY Supplies, Poppy Wreaths, Training, Bulbs
27	Payroll	8591.27	Payroll
28	SSE (Electricity)	1412.27	Electricity
29	Wokingham BC	122.00	Business Rates
30	Wokingham BC	88.00	Business Rates
31	ICO	47.00	Annual Licence
32	UT Service Charge	15.45	Bank Charges
33	Petty Cash payments	50.00	Other
34	Petty Cash payments	179.86	Maintenance
35	Petty Cash payments	79.65	Mileage
36	Petty Cash payments	74.24	Office

3142 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. L. Smith

- 3142.1 Van Demans – it was **NOTED** that the Working Group had met to discuss its vision for Van Demans and would meet with the consultant early in 2026.

- 3142.2 Swallowfield Meadow – it was **NOTED** that following the last meeting Cllrs. Smith and Taylor re-visited the site and concluded that the knee rail posts were in a worse condition than original stated. The cost for complete replacement was one of the options presented at the previous meeting.

It was **PROPOSED** and seconded that the contractor be asked to replace all the posts at an additional cost of £1,500. All in favour. ¹⁶

3143 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')

Lead Councillor: Cllr. M. McDonald

- 3143.1 FRG – it was **NOTED** that the Flood Resilience Group had met on 26th November. Plans were underway to recruit new members and to carry out checks of the emergency equipment held. ¹⁷
- 3143.2 Natural Flood Management (NFM), Phase 2 – it was **NOTED** that a report had been received from Graham Stanley, FRG Chair explaining that it would not be possible to progress with the next phase due to land rights. The council extended its thanks to Graham for all the work he had put into this project. It was **NOTED** that the reserves set aside for this project would be re-allocated.

3144 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 3144.1 Building Re-valuation – it was **PROPOSED** and seconded that the council engage Hicks Baker to carry out re-valuation surveys of all the council's buildings for insurance purposes at a cost of £3,250 plus mileage. All in favour. ¹⁸
- 3144.2 Riseley Memorial Hall
- 3144.2.1 Heaters – it was **PROPOSED** and seconded that NH Electricals be engaged to install new and replacement heaters at a cost of £ 2,025.00. All in favour. ¹⁹
- 3144.2.2 Doors and Windows - it was **PROPOSED** that due to commercial sensitivities the press and public be excluded during discussion of this item in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

¹⁶ Clerk

¹⁷ MM / GS

¹⁸ Clerk

¹⁹ Clerk

3145 HR

(Appraisals/recruitment/staff training)
Lead Councillor: Cllr. C. Drew

- 3145.1 Staff – it was **PROPOSED** and seconded that due to personal data relating to this item the press and public be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

3146 EDUCATION, HEALTH, WELL-BEING AND SCHOOLS

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

- 3146.1 Grant Requests – it was **NOTED** that the council does not routinely consider grant applications. The requests below were considered against the council's policy on *Grants, Donations and Financial Support* and using data provided by each organisation. It was **NOTED** that both organisations are giving support directly to residents of the parish.
- 3146.1.1 Citizens Advice – it was **PROPOSED** and seconded to award a grant of £900 to Citizens Advice Wokingham. All in favour. ²⁰
- 3146.1.2 Link Visiting Scheme – it was **PROPOSED** and seconded to award a grant of £300 to the Link Visiting Scheme as they are currently supporting 11 residents in the parish. All in favour. ²¹

3147 TRANSPORT

(Road issues/speeding/public transport/police liaison)
Lead Councillor: Cllr. S. Taylor

- 3147.1 Transport Network Review – it was **NOTED** that Cllr. Taylor and the Clerk met with a representative from Wokingham Borough Council to discuss the progress with this review and potential options. It was **NOTED** that funding for the 600 bus route had been secured until April 2027. An updated proposal would be circulated for feedback so the options could be refined before WBC go out to public consultation. ²²

3148 CORRESPONDENCE

- 3148.1 Events Group – it was **NOTED** that a resident was considering resurrecting the Swallowfield Parish Events Group. A proposal would be brought to the next meeting. ²³
- 3148.2 Farley Hill – it was **NOTED that** a resident had requested that the parish council investigate the possibility of installing village gateways in Farley Hill. ²⁴

²⁰ Clerk/RFO

²¹ Clerk/RFO

²² ST/Clerk

²³ MM

²⁴ ST

3149 DATE OF NEXT MEETING

- 3149.1 Tuesday 13th January 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Due to commercial sensitivities and personal data, the press and public were excluded during discussion of the following items in accordance with the Local Government Act 1972 & Public Bodies (Admissions to Meetings) Act 1960.

3150 Riseley Memorial Hall, Doors and Windows

- 3150.1 Doors and Windows – it was **PROPOSED** and seconded that the council suspend Swallowfield Parish Council's Financial Regulation 5.8 for consideration of the next item for the reasons detailed below:

In 2022 the council approached 4 companies to quote to replace all the windows and doors at Riseley Sports Pavilion and 2 doors and 1 window in Riseley Memorial Hall. The contractor selected was not the cheapest but was considered to have provided the most comprehensive quote and was offering a high-quality product. They provide excellent post-installation service and are responsive to issues. The remaining doors and windows in the Memorial Hall should match those previously installed and it is preferable for all windows and doors in the building to be sourced from the same supplier.

7 in favour, 2 against (Cllrs. Edmonds and McDermott). Motion carried.

It was **PROPOSED** and seconded that the council engage Lafford and Leavy to install replacement windows and doors as specified in the paper circulated at a cost of £27,650 plus VAT. 7 in favour, 2 against (Cllrs. Edmonds and McDermott). Motion carried. ²⁵

3151 HR

- 3151.1 Staff Christmas Gift – it was **PROPOSED** and seconded that all members of staff be given a small token of appreciation. All in favour. ²⁶

[The meeting closed at 20:55]

²⁵ Clerk

²⁶ Clerk / JA

Appendix A

3139 PLANNING

3139.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3139.1.1	252207	Full Application	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	<p>Full application for the proposed erection of a single storey extension to the existing dwelling following demolition of existing structures, with landscaping and changes to fenestration, plus the installation of a new sewage treatment plant with associated drainage works.</p> <p>It was NOTED that the council had commented on this application in February 2025 and as no further documents had been submitted it AGREED that the comment made then would be re-iterated. All in favour.</p>
3139.1.2	252208	Listed Building	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	<p>Application for Listed Building consent for the proposed demolition of the existing attached outbuildings, barns and conservatory and the erection of a single storey extension to the existing dwelling; changes to fenestration and refurbishment.</p> <p>It was NOTED that the council had commented on this application in February 2025 and as no further documents had been submitted it AGREED that the comment made then would be re-iterated. All in favour.</p>
3139.1.3	252498	Outline	Hall Farm, Church Lane, Arborfield RG2 9HX	<p>Hybrid planning application (part in full, part in outline) comprising outline application for: up to 2,800 residential units to include up to 100 custom and self-build plots; 2 primary schools (up to 3 forms of entry) to include early years provision and 1 secondary school (up to 12 forms of entry); one District Centre, to incorporate up to 11,000m² of Class E (Commercial, Business and Service, to include a food store of around 2,500m²), and Class F (Local Community and Learning); one Local Centre, to incorporate up to 2,400m² of Class E; a Sports Hub to include sports pitches and pavilion space; up to 4,250m² of further Class E, Class F, and sui generis development to include commercial, health care and</p>

Agenda Ref	App No	Type	Address	Application
				<p>public house; associated green infrastructure, landscaping, public open space, play areas, and ecological enhancement measures; 20 gypsy and traveller pitches; drainage and flood alleviation measures to include Sustainable Urban Drainage Systems (SUDS) and engineering measures within Loddon Valley for the River Loddon; associated highway / transport / supporting infrastructure including spine road, pedestrian and cycle connections; associated utilities, infrastructure, and engineering works, including the undergrounding of overhead lines and an electricity substation; up to 0.5ha of land adjoining St Bartholomew's Church for use as cemetery. All matters reserved other than access, incorporating: access to highways, incorporating: a new pedestrian, cycle and vehicular access to Lower Earley Way via a new 4th arm to the Meldreth Way roundabout; a new pedestrian, cycle and vehicular bridge over the M4; a new pedestrian, cycle and vehicular bridge over the River Loddon; a new vehicular access to the A327 Reading Road, via a new arm to the Observer Way roundabout; a new pedestrian, cycle and vehicular access to Thames Valley Science Park; Phase 1 of internal roads including pedestrian / cycle routes, associated infrastructure, drainage and landscaping. Application includes full permission for the delivery of proposed 40.4 hectares of Suitable Natural Greenspace (SANG), 18.35 hectares of SANG link, and provision of Biodiversity Net Gain measures, the demolition and clearance of buildings and structures at the Centre for Dairy Research (CEDAR) and at Hall Farm, the demolition of 3 existing dwellings, and the retention of specified buildings at Hall Farm as specified by the applications drawings.</p> <p>It was AGREED that the council would consider its comments on this application at the January meeting.</p>

3139.2 Results

Agenda Ref	App No	Address	Application	Result
3139.2.1	252285	34 Glover Crescent Arborfield RG2 9TS	Householder application for the proposed installation of two roof lights to the front roof slope and one roof light to the rear roof slope to facilitate a loft conversion. The Parish Council did not comment on this application.	Approved
3139.2.2	252480	30 Glover Crescent Arborfield RG2 9TS	Householder application for the proposed erection of a detached single-storey outbuilding within the rear garden, featuring a dual-pitched felt-covered roof, timber-panelled external walls, and associated garden works. (Retrospective) The Parish Council did not comment on this application.	Approved
3139.2.3	252570	Lancambria Basingstoke Road RG7 1PY	Application for a certificate of lawfulness for the proposed insertion of 2 no. first floor windows to the south elevation of the dwelling, plus erection of 2 no. single storey outbuildings. The Parish Council did not comment on this application.	Would not have been lawful