

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 13th JANUARY 2025 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Attendees: 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

3152 APOLOGIES FOR ABSENCE

Cllr. J. Anderson

3153 DECLARATIONS OF INTEREST

None

3154 MINUTES OF LAST MEETING

3154.1 Minutes of the meeting held on 9th December – it was **AGREED** that to add clarity to the minutes item 3150.1 would be amended to state “Swallowfield Parish Council’s Financial Regulation”.

It was **PROPOSED** and seconded that the amended minutes be **APPROVED**. 6 in favour, 2 against (Cllrs. Edmonds and McDermott). Motion carried. ¹

3155 CLERK’S UPDATE

3155.1 Matters arising from the previous minutes

3155.1.1 3088.1 Riseley Entrance/Exit – it was **NOTED** that Cllr. Drew and the Clerk would meet with the Highways Consultant on 27th January.

3155.1.2 3132.1 Hall Update, Atrium – it was **NOTED** that Cllr. Drew and the Clerk would meet with the architect and builder on 3rd February. ²

3155.1.3 3138.1.2 Bulbs – it was **NOTED** that the bulbs had been planted on land owned by the Parish Council.

3155.1.4 3138.1.6 Website – it was **NOTED** that the updates to ensure compliance with WCAG2.2 had been completed. It was **NOTED** that further work would be required to ensure that.pdf documents are compliant. ³

3155.1.5 3138.2.3 HR Training – it was **NOTED** that all staff have completed a “Prevention of Sexual Harassment” training course. 6 councillors had completed the course and 3 would complete course as soon as possible. ⁴

¹ ST

² CD/Clerk

³ Clerk

⁴ LE, PS, LS

3155.1.6 3144.2.1 Riseley Memorial Hall – it was **NOTED** that the heaters had been installed.

3155.2 Other Items

3155.2.1 Swallowfield Parish Hall

3155.2.1.1 Roof - it was **NOTED** that the roof was leaking around the Velux windows, the cost of repairs would be £150 plus VAT. ⁵

3155.2.1.2 Main Hall, heating – it was **NOTED** that the thermostat in the main hall was not working, it would be replaced at a cost of £180.05 plus VAT. ⁶

3155.2.1.3 Main Hall floor – it was **NOTED** that the surface on the hall floor had become very worn, and it is likely that it would need to be resurfaced. ⁷

3155.2.2 Riseley Memorial Hall/Sports Pavilion

3155.2.2.1 Roof, Memorial Hall - it was **NOTED** that the roof was leaking due to mortar breaking up between the ridge tiles, the cost of repair would be £650 plus VAT. ⁸

3155.2.2.2 Toilets - it was **NOTED** that various repairs had been necessary on the toilets and urinals in both buildings.

3155.2.2.3 Pipes in the Sports Pavilion - it was **NOTED** that the pipes in the Ladies Toilet had frozen due to the heaters being switched off. Fortunately, the pipes had not burst. The Tennis Club had been reminded of their responsibility to ensure that heaters are left on a frost setting.

3155.2.3 Hall Usage – it was **NOTED** that the council had been approached by a commercial organisation who were exploring the possibility of running a Dementia Respite Day Care once a week at the Parish Hall.

3155.2.4 Swallowfield Parish Events Group (SPEG) – it was **NOTED** that a group of residents were considering resurrecting SPEG.

3155.2.5 Training – it was **NOTED** that the Clerk attended a Clerks Update Session run by HALC. The key topics were Martyn's Law and the importance of having professional HR support.

It was **AGREED** that Cllr. Schulz would work with the Clerk to prepare the processes and documentation necessary to comply with Martyn's Law. ⁹

It was **AGREED** that Cllr. Drew would work with the Clerk to investigate options for HR support. ¹⁰

⁵ Clerk

⁶ Clerk

⁷ Clerk/MM

⁸ Clerk

⁹ PS/Clerk

¹⁰ CD/Clerk

3156 PLANNING

Chairman of Planning Committee: Cllr. Taylor

3156.1 Current applications – for details see page 2026/1385.

3156.1.1	243242 - Glasspool Farm, Part Lane, Riseley RG7 1RU	No Comment
3156.1.2	253049 - Glasspool Farm, Part Lane, Riseley RG7 1RU	No Comment
3156.1.3	253093 - Glasspool Farm, Part Lane, Riseley RG7 1RU	Object
3156.1.4	253094 - Glasspool Farm, Part Lane, Riseley RG7 1RU	No Comment
3156.1.5	252498 - Hall Farm, Church Lane, Arborfield RG2 9HX	Object

3157 FINANCE

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

Lead Councillor: Cllr. J. Anderson

3157.1 Monthly Accounts

3157.1.1 November 2025 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

3157.1.2 December 2025 – it was **NOTED** that the accounts had been circulated.

3157.2 Bank Reconciliation Statements – it was **NOTED** that these had been circulated and would be reviewed at a later date. ¹¹

3157.3 Budget for 2026/27 – it was **PROPOSED** and seconded that the budget be **APPROVED**. All in favour.

3157.4 Precept for 2026/2027 – it was **PROPOSED** and seconded that a precept of £43,056 be set and submitted to Wokingham Borough Council. All in favour. ¹²

3157.5 Investment Management – it was **NOTED** that a summary of the topics covered in the annual review meeting had been received.

3158 BILLS LIST

3158.1 Payments due– it was **PROPOSED** and seconded that the payments as listed below be **APPROVED**. On-line payments would be authorised by Cllrs. McDonald and Taylor. All in favour. ¹³

1	K Luke	208.00	December Cleaning
2	NH Electrical	2430.00	RMH Heater
3	NH Electrical	150.00	RMH Repair
4	Deposit Refund	100.00	INV 506
5	Pretty Green Landscapes	288.00	Foxes Run

¹¹ JA

¹² Clerk

¹³ MM, ST

6	D2D	354.00	Newsletter Delivery
7	Churches	72.30	RMH Emergency Lights
8	Churches	248.89	RMH Fire Alarm
9	Paul Edwards Architecture	1813.00	Fieldfare
10	CAB	900.00	Donation
11	Link Visiting Scheme	300.00	Donation
12	Wokingham TC	582.00	Training
13	C Connell	310.00	Audit Fee
14	C Bell	150.00	Class Expenses
15	R3 Environmental Solutions	43.20	Office Costs (Data Destruction)
16	Moorepay	32.80	Payroll
17	Lucas Plumbing	360.00	SPH Boiler Service
18	Lucas Plumbing	437.36	RMH repair
19	Select	100.30	Waste Collection - RMH
20	Select	133.06	Waste Collection - Recreation Ground
21	Select	108.15	Waste Collection - SPH
22	Calico Charity	291.50	Allotment Rent
23	GLS	51.58	Cleaning Supplies
24	We are Hive	450.00	Website Compliance
25	Premier Supplies	84.51	Office Supplies
26	The Benefice of Loddon Reach	1228.00	Payment made to SPC in error
27	Heartwood	780.00	Tree Maintenance - 15/12/2025
28	CASTLE WATER	54.96	Water
29	CASTLE WATER	87.90	Water
30	Wokingham BC	122.00	Business Rates
31	Wokingham BC	88.00	Business Rates
32	Blucando	88.96	IT
33	HMRC PAYMENTS	1633.54	Payroll
34	Lloyds Bank (Alto Card)	230.60	DIY Supplies
35	Payroll	7014.06	Payroll
36	BT	536.58	Telephone and Broadband
37	SSE	643.08	Gas
38	SSE	830.72	Gas
39	Unity Trust Manual Credit Charge	14.10	Bank Charges
40	BACS Charge	17.12	Payroll
41	BACS Charge	17.12	Payroll
42	UT Manual Credit Handling Charge	11.40	Bank Charges

3159 ENVIRONMENT

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)
Lead Councillor: Cllr. Louise Smith

- 3159.1 WBC Spring Litter Pick, Saturday 21st March – it was **PROPOSED** and seconded that the council would sign up to this initiative. Peter and Claire Sampson had agreed to co-ordinate the day. All in favour. ¹⁴

3160 ITEMS FOR FUTURE AGENDAS

- 3160.1 Support for community groups and events - it was **AGREED** that Cllr. McDonald would convene a Working Group to review the Grants, Donation and Financial Support Policy and also investigate other ways to support such groups. Cllrs. Chapman, Edmonds, McDermott and Smith indicated that they would like to contribute. ¹⁵

3161 DATE OF NEXT MEETING

- 3161.1 Tuesday 10th February 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

¹⁴ Clerk

¹⁵ MM

Appendix A
3156 PLANNING

3156.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3156.1.1	243242	Application to vary conditions	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Application to vary condition 4, 5, and 6 of planning consent 232273 for the change of use of land to residential for the proposed erection of 1 no. detached dwelling and garage following demolition of the existing garage and agricultural outbuilding. (Part retrospective). Condition 4, 5, and 6 refers to landscaping, bat mitigation, and ecological mitigation measures and the variation is to remove the 8-week period submission requirement following granting of planning permission by the local planning authority.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>
3156.1.2	253049	Prior Approval Submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for proposed conversion of an agricultural building to create 5 no. dwellings with associated works including partial demolition.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

Agenda Ref	App No	Type	Address	Application
3156.1.3	253093	Prior Approval Submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for the proposed change of use of 2 no. agricultural buildings to flexible commercial use, including partial demolition of both buildings.</p> <p>It was PROPOSED and seconded that the council object to this application for the reasons below. All in favour.</p> <p>Barn C: The planning statement says the barn will be used for storage of 20ft shipping containers. Movement of such containers on site is likely to need crange or careful manoeuvring of trailers, which will create noise. Part Lane is not suitable for large lorries carrying shipping containers. If the intent is that the containers will remain on site and be used for storage, then the purpose is not clear but is likely to involve frequent traffic movements.</p> <p>Barn D: this site is not suitable for an office building. Part Lane is not suitable for the increased traffic that this plus the other developments on the site (Barns A, B, C) would bring. Provision of 18 parking spaces seems inadequate for a 48 desk office with very limited public transport (one bus per hour from Riseley northwards; the bus stop is 0.6 miles from the site along a single track road with no footpath. Also, there are no local facilities (shops etc).</p> <p>We believe this application should be refused.</p>
3156.1.4	253094	Prior Approval Submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Prior approval submission for proposed conversion of an agricultural building to create 5 no. dwellings, with associated building operations.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

Agenda Ref	App No	Type	Address	Application
3156.1.5	252498	Outline	Hall Farm, Church Lane, Arborfield RG2 9HX	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 11,000m ² of Class E (Commercial, Business and Service, to include a food store of around 2,500m ²), and Class F (Local Community and Learning); one Local Centre, to incorporate up to 2,400m ² of Class E; a Sports Hub to include sports pitches and pavilion space; up to 4,250m ² of further Class E, Class F, and sui generis development to include commercial, health care and 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.

Agenda Ref	App No	Type	Address	Application
				<p>It was PROPOSED and seconded that the council object to this application for the reasons below. All in favour.</p> <p>Swallowfield PC objects to the Hall Farm proposals. The enormous amount of development in and around Shinfield and Arborfield over the last few years has already overloaded the infrastructure of the area. Our roads are overloaded. We are short of schools, medical facilities and decent public transport. The car is the major means of travel to schools, work and local facilities, but traffic congestion gets worse. The Hall Farm development will only increase these problems. We urge the planners and politicians of WBC to provide infrastructure ahead of development and to build in places near to transport links rather than in the countryside.</p>