

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 10TH FEBRUARY 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

In Attendance: Mrs. E. Halson, Clerk

Members of the Public: 0

3162 APOLOGIES FOR ABSENCE

Mr. P. Schulz

3163 DECLARATIONS OF INTEREST

None

3164 MINUTES OF LAST MEETING

3164.1 Minutes of the meeting held on 13th January – Cllr. Edmonds asked that further wording be added to item 3154.1, namely “Cllrs Edmonds and McDermott sought further clarity beyond this amendment. This was discussed by the Council, but no further amendment was agreed.”

It was **PROPOSED** and seconded that the minutes, with the amendment detailed above, be approved. All in favour. ^{1 2}

3165 CLERK’S UPDATE

3165.1 Matters Arising from previous minutes

3165.1.1 3155.1.5 HR Training – it was **NOTED** that 7 councillors had now completed the training, 2 were working though the module. ³

3165.1.2 3155.1.5 HR Policies – it was **NOTED** that 5 draft polices had been circulated to the HR Working Group for review. ⁴

3165.1.3 3157.3 – Budget for 2026/2027 – it was **NOTED** that the Clerk circulated a paper which explained why the reserves were a key part of the budget process and should be approved annually alongside the main budget.

¹ Clerk to amend minutes

² JA

³ LE/PS

⁴ HR Working Group

- 3165.1.4 Transport Network Review – it was **NOTED** that Wokingham Borough Council had launched a consultation on the bus network. It was **AGREED** that Cllr. Taylor would prepare a response on behalf of the council and councillors were encouraged to submit their personal response. A post on the Parish Council Facebook page had been made encouraging residents to do the same. ⁵
- 3165.1.5 Property revaluation – it was **NOTED** that the surveys had been carried out. ⁶
- 3165.1.6 Hall Update, Atrium – it was **NOTED** that Cllr. Drew and the Clerk had met with the builder and architect to discuss the issues. The meeting was constructive and further work would be carried out before a solution was proposed. ⁷
- 3165.2 Other Items
- 3165.2.1 Fly-tipping – it was **NOTED** that 3 incidents of fly-tipping had occurred by the bin at the end of Fox's Run. This had been reported to the Anti-Social Behaviour team at Wokingham Borough Council who were investigating. ⁸
- 3165.2.2 Dog Mess – it was **NOTED** that several incidents of dog mess being left in prominent places had been reported around the parish. The council urges all dog owners to behave responsibly and pick up after their dogs to prevent it being a hazard to other residents.
- 3165.2.3 The Meadows Development off Trowes Lane – it was **NOTED** that properties on this site were starting to be occupied. It was **AGREED** that the council should deliver a welcome letter and a copy of the newsletter as houses were occupied. ⁹

3166 PLANNING

Chairman of Planning Committee: Cllr. Taylor

- 3166.1 Current applications – for details see page 2026/1396
- | | | |
|----------|--|------------|
| 3166.1.1 | 260126 - Riseley Farm, Part Lane, Swallowfield RG7 1TB | No comment |
| 3166.1.2 | 252790 - Rows Farm Clubhouse Farley Hall Equestrian Centre, Church Road, Swallowfield, RG7 1TJ | No comment |
| 3166.1.3 | 260139 - Riseley Farm, Part Lane, Swallowfield RG7 1TB | Comment |
| 3166.1.4 | 253127 - 6 School Road, Riseley RG7 1XP | No comment |
| 3166.1.5 | 260069 - Land West of Trowes Lane and North of Charlton Lane, Swallowfield | Object |
| 3166.1.6 | 253141 - Lancambria, Basingstoke Road, Swallowfield RG7 1PY | No comment |
| 3166.1.7 | 252832 - Land To The West Of Trowes Lane, Swallowfield | No comment |
| 3166.1.8 | 252315 - Land North Of Sheepbridge Court Farm, Basingstoke Road, Swallowfield RG7 1PT | No comment |
| 3166.1.9 | 252263 - Land North Of Sheepbridge Court Farm, Basingstoke Road, Swallowfield RG7 1PT | No comment |

⁵ All councillors

⁶ Clerk

⁷ CD/Clerk

⁸ Clerk

⁹ ST/MM

3166.2 Results – for details see page 2026/1398

3166.2.1 253049 - Glasspool Farm, Part Lane, Riseley RG7 1RU Prior Approval Required and Given

3166.2.2 253093 - Glasspool Farm, Part Lane, Riseley RG7 1RU Withdrawn

3166.2.3 253094 - Glasspool Farm, Part Lane, Riseley RG7 1RU Prior Approval Required and Given

3166.3 Enforcement Investigations – it was **NOTED** that there are 4 open investigations and 2 closed both with reason “Application Submitted”

3166.4 Arborfield and Barkham Neighbourhood Plan – it was **NOTED** that Arborfield and Barkham are in the process of revising this plan. Stakeholders had been invited to engage, Cllr. Taylor would attend a meeting on 18th February for a presentation and informal discussion.

3166.5 Local Plan Update – Notification of Examination Part 2 Hearings – it was **NOTED** that following the Part 1 hearing in November which focused on legal compliance and strategic matters the inspectors stated that the examination should proceed to Part 2 Hearings which will cover all other matters. These would take place during 4 separate weeks during March to June 2026. The hearings can be attended by members of the public.

3167 FINANCE

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

Lead Councillor: Cllr. J. Anderson

3167.1 Monthly Accounts

3167.1.1 December 2025 – it was **PROPOSED** and seconded that these be accepted. All in favour.

3167.1.2 February 2026 – it was **NOTED** that the accounts had been circulated.

3167.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. All in favour. ¹⁰

3168 BILLS LIST

3168.1 Payments due – it was **PROPOSED** and seconded that the payments listed below be **APPROVED**. On-line payments would be authorised by Cllrs. McDonald and Taylor. ¹¹

1	Deposit Refund	100.00	INV 561
2	Deposit Refund	300.00	INV 556
3	GLS	67.18	Cleaning Supplies
4	C Bell	240.00	Class Expenses
5	Record	448.80	Door Maintenance
6	Lucas Plumbing	216.06	Replacement Thermostat - SPH
7	Earley Town Council	86.40	Pitch Mark Out

¹⁰ JA

¹¹ MM/ST

8	Moorepay	180.40	Payroll - December & January
9	Select	88.70	Waste Collection – Litter bins
10	Select	121.32	SPH Waste Collection
11	Select	78.95	RMH Waste Collection + OW charge
12	Karen Luke	208.00	January Cleaning
13	L Hill	180.00	Parish Hall roof repairs
14	Country Care	4247.28	Playground Repairs–SPH/RMH
15	CASTLE WATER	60.02	Water - SPH
16	CASTLE WATER	127.03	Water - RMH
17	Wokingham BC	122.00	Business Rates
18	Wokingham BC	88.00	Business Rates
19	Blucando	95.14	IT
20	HMRC PAYMENTS	1171.70	Payroll
21	Lloyds Bank (Alto Card)	503.55	H&S sign, Training, Staff Cost
22	Payroll	6950.46	Payroll
23	Unity Trust Service Charge	14.40	Bank Charges
24	BACS Charge	17.12	Payroll
25	SSE (Gas)	1364.72	Gas - SPH

3169 ENVIRONMENT

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

Lead Councillor: Cllr. Louise Smith

3169.1 Van Demans

3169.2 Reports prepared by Sundew Ecology – it was **NOTED** that the initial report had been received and reviewed by the Van Demans Working Group.

3169.3 Update – it was **NOTED** that a paper prepared by Angela King (Van Demans Working Group Lead) and Cllr. Louise Smith (Lead Councillor for Environment) had been circulated which detailed the recommendations below:

3169.3.1 Management Plan – it was **PROPOSED** and seconded that the council **ADOPT** the management plan prepared by Sundew Ecology. All in favour.

3169.3.2 Maintenance work - it was **PROPOSED** and seconded that the council carry out the work detailed (2.2 items 1) & 2) of the paper) at the appropriate time of the year at a cost of up to £1,500. This would be an annual undertaking. All in favour. ¹²

¹² Clerk

3169.3.3 Welcome Sign - it was **PROPOSED** and seconded that Welcome signs (2.2 item 4 of the paper) be installed at the 2 official entrances to Van Demans at a cost of up to £300. All in favour. ¹³

3169.3.4 Vision - it was **PROPOSED** and seconded that the council **ADOPT** the vision presented by Sundew Ecology with the change recommended in the paper, i.e. removal of the orchard area, and that they are asked to pursue a grant application. It was **NOTED** that should the application not be successful the working group would look at which elements could be implemented over time and bring a proposal to council. All in favour. ¹⁴

3170 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

3170.1 Riseley Memorial Hall

3170.1.1 Water tank – it was **PROPOSED** and seconded that the cold-water tank in the loft be removed, and pipework reconfigured to provide direct mains cold feed water at a cost of £372.91. All in favour. ¹⁵

3170.2 Riseley Sports Pavilion

3170.2.1 Water tank – it was **PROPOSED** and seconded that the cold-water tank in the loft be removed, and pipework reconfigured to provide direct mains cold feed water at a cost of £372.91. All in favour. ¹⁶

3170.2.2 Shower heads and push buttons – it was **PROPOSED** and seconded that the shower heads and push buttons on 4 showers be replaced at a cost of £940.34. All in favour. ¹⁷

3170.3 Riseley Car Park Entrance – it was **PROPOSED** and seconded that a highways consultant be engaged to prepare drawings for submission with a Certificate of Lawfulness application at a cost of £600 plus VAT. The cost of the application being £65.50. All in favour. ¹⁸

3170.4 Parish Shop

3170.4.1 Chiller and condenser replacement – it was **PROPOSED** and seconded 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.

¹³ Clerk

¹⁴ Clerk

¹⁵ Clerk

¹⁶ Clerk

¹⁷ Clerk

¹⁸ Clerk

3171 RECREATION

- 3171.1 SPAA – it was **NOTED** that the minutes of the last meeting held in October 2025 had been received.

3172 COMMUNICATION

(Newsletter/Website/Annual Report/Media)

Lead Councillor: TBA

- 3172.1.1 Spring Newsletter – it was **NOTED** that the copy date for the next newsletter is 18th February with the target date for delivery of 20th March.

3173 CORRESPONDENCE

- 3173.1 Bus Service – it was **NOTED** an email had been received from a resident regarding the diversion of buses due to the Thames Water tankers which are in operation at the pumping station 24hrs a day. Cllr. Taylor had asked WBC to resolve this situation with the bus company, and it was confirmed that buses were now following the usual route.

- 3173.2 Mobile Phone Signal – it was **NOTED** that an email had been received from a resident regarding the lack of mobile phone signal in the village. The resident is in communication with mobile providers and will keep the parish council informed of responses.

3174 ITEMS FOR FUTURE AGENDAS

- 3174.1 Support for community groups and events – Cllr. McDonald reported that work was underway, and it was hoped that a proposal would be brought to the next meeting.

3175 DATE OF NEXT MEETING

- 3175.1 Tuesday 10th March 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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

3176 Parish Shop, Chiller and Condenser Replacement

- 3176.1 Financing - it was **PROPOSED** and seconded that this project be financed from ring fenced reserve 393 *RFR – CIL 24-25* as set out in the budget papers agreed in January 2026. 6 in favour, Cllrs. Edmonds and McDermott abstained. Motion carried. ¹⁹
- 3176.2 Chiller, condenser and acoustic hood – it was **PROPOSED** and seconded that contractor A, FCold, be appointed to install the items at a cost of £14,772 plus VAT. It was **NOTED** that as previously **AGREED** the tenant would be asked to sign an agreement that no additional chiller units would be brought into the shop without agreement from the parish council and responsibility for servicing the new units would be with the tenant. 6 in favour, Cllrs. Edmonds and McDermott abstained. Motion carried. ²⁰

[The meeting closed at 21:15]

¹⁹ Clerk/RFO

²⁰ Clerk

Appendix A

3166 PLANNING

6.1 Current Applications

Agenda Ref	App No	Type	Address	Application
31661.1	260126	Listed Building	Riseley Farm Part Lane Swallowfield RG7 1TB	Application for the Listed Building Consent for the proposed repair and renovation of existing Grade II listed farmhouse, including chimney/fenestration alterations, internal alterations and external landscaping. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
31661.2	252790	Full application	Rowes Farm Clubhouse Farley Hall Equestrian Centre Church Road Swallowfield RG7 1TJ	Full application for the change of use of the building to a fitness / massage business (Use Class E). (Retrospective) It was PROPOSED and seconded that the council would not comment on this application. All in favour.
31661.3	260139	Full application	Riseley Farm Part Lane Swallowfield RG7 1TB	Full application for the proposed erection of a barn following demolition of existing barn. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
31661.4	253127	Householder	6 School Road Riseley RG7 1XP	Householder application for the proposed temporary stationing of a mobile home for use incidental to the main dwelling (retrospective). It was PROPOSED and seconded that the council would not comment on this application. All in favour.

Agenda Ref	App No	Type	Address	Application
31661.5	260069	Discharge of condition	Land West of Trowes Lane and North of Charlton Lane Swallowfield	<p>Application for submission of details to comply with the following conditions of planning consent 230422 (allowed under appeal ref APP/X0360/W/24/3340006 dated 19/07/2024). Condition 3 relates to a construction method statement; 4 to an exceedance flow routing plan; 5 to tree protection; 6 to archaeology; 7 to external materials; 8 to foul sewerage disposal, and 17 to solar panels and heat pumps.</p> <p>It was PROPOSED and seconded that the council object to this proposal for the reasons detailed below. All in favour.</p> <p>While considering the foul sewage disposal proposals for this application please bear in mind that Thames Water has had tankers obstructing the roundabout by Swallowfield Parish Hall for the last two weeks and will be continuing for some indeterminate time. This is due to inadequacy of the current sewage disposal system (both capacity and maintenance) and is disrupting the lives of the villagers due to traffic restrictions, noise, and rerouting of bus service (less mobile residents cannot get to the temporary bus stops).</p> <p>Approving plans for Vistry to push more sewage into an already failing system makes no sense.</p> <p>The Planning Inspector's Condition 8 goes way beyond site drainage details: para 63 of the appeal decision on this site explains the Inspector's reasoning and Vistry's drainage plans do not address this.</p> <p>The Chair of Swallowfield Flood Resilience Group, Graham Stanley, has provided his comments and we commend these and the analysis by Philip Guard for your consideration.</p>
31661.6	253141	Certificate of lawfulness	Lancambria Basingstoke Road Swallowfield RG7 1PY	<p>Application for a certificate of lawfulness for the proposed erection of 2no. detached outbuildings following demolition of existing outbuildings.</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
31661.7	252832	Discharge of condition	Land To The West Of Trowes Lane Swallowfield	Application to modify a Section 106 Planning Obligation to vary the definition of 'shared ownership dwelling' in the Deed of Undertaking dated 30th November 2017 and the Deed of Variation dated 27th February 2025 relating to planning permissions 162498 and 202845. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
31661.8	252315	Discharge of condition	Land North Of Sheepbridge Court Farm Basingstoke Road Swallowfield RG7 1PT	Application to discharge the requirements of the third schedule within the s106 agreement attached to planning permission 232653. The third schedule relates to a Skylark and Lapwing compensation plan. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
31661.9	252263	Discharge of condition	Land North Of Sheepbridge Court Farm Basingstoke Road Swallowfield RG7 1PT	Application for submission of details to comply with the following condition of planning consent 232653 dated 27/03/2025. Condition 5. Materials. 6. Drainage Strategy. 7. Construction Phase Emergency Plan. 8. End User Emergency Plan. 9. Construction Environment Management Plan. 10. Public Rights of Way. 12. Boundary Treatment. 13. Hard and Soft Landscaping. 18. Ecological Permeability. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

31662 Results

Agenda Ref	App No	Type	Address	Application	Result
31662.1	253049	Prior Approval Submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior approval submission for proposed conversion of an agricultural building to create 5 no. dwellings with associated works including partial demolition.	Prior Approval Required and Given

Agenda Ref	App No	Type	Address	Application	Result
31662.2	253093	Prior Approval Submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior approval submission for the proposed change of use of 2 no. agricultural buildings to flexible commercial use, including partial demolition of both buildings.	Withdrawn
31662.3	253094	Prior Approval Submission	Glasspool Farm, Part Lane, Riseley RG7 1RU	Prior approval submission for proposed conversion of an agricultural building to create 5 no. dwellings, with associated building operations.	Prior Approval Required and Given