

MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL  
ON TUESDAY 10<sup>TH</sup> MARCH 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, Mr. P. Schulz

Attendance: Mrs. E. Halson

**3177 APOLOGIES FOR ABSENCE**

Mrs. L. Smith, Mr. S. Taylor

**3178 DECLARATIONS OF INTEREST**

None.

**3179 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

*\*NB: this is not a verbatim account of the questions and answers but information is provided to give a flavour of what was said.*

3179.1 Resident – I am here to answer any questions about planning application 260386.

**3180 CHAIR'S ANNOUNCEMENTS**

3180.1 Spring Litter Pick – it is **NOTED** that this will take place on Saturday 21<sup>st</sup> March 10am to 4pm, refreshments will be served. Peter and Claire Sampson will be orchestrating the day and would much appreciate the support of all councillors to set up/clear up at the beginning and end of the day. <sup>1</sup>

**3181 MINUTES OF LAST MEETING**

3181.1 Minutes of the meeting held on 10<sup>th</sup> February – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. <sup>2</sup>

**3182 CLERK'S UPDATE**

3182.1 Matters arising from previous minutes

3182.1.1 3165.1.1 Prevention of Sexual Harassment in the Workplace – it was **NOTED** that 2 councillors have still to complete the course. <sup>3</sup>

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<sup>1</sup> All Councillors

<sup>2</sup> JA

<sup>3</sup> LA, PS

- 3182.1.2 3165.1.6 Hall Update, Atrium – it was **NOTED** that the builder has identified a company to manufacture the ridge and will be working with the architect to confirm the rest of the work to be completed.
- 3182.1.3 3165.2.1 Fly-tipping, Fox's Run – it was **NOTED** that the culprit had been identified and dealt with by WBC.
- 3182.1.4 3167.1.2 Monthly Reports – it was **NOTED** as requested at the last meeting that the Income & Expenditure Report showing the variance has been circulated. It is not possible to customise this report. Cllr Edmonds requested some further information. <sup>4</sup>
- 3182.1.5 3170.1 Riseley Memorial Hall – it was **NOTED** that the cold-water tank had been removed.
- 3182.1.6 3170.2 Riseley Sports Pavilion – it was **NOTED** that the cold-water tank had been removed and the shower heads had been replaced.
- 3182.1.7 3173.2 Mobile Phone Signal – it was **NOTED** that the resident had now made contact with AWE and our MP regarding the lack of signal.
- 3182.2 Other Updates
- 3182.2.1 Annual Play Inspection Reports – it was **NOTED** that these reports had been received and reviewed. In summary, Farley Hill and Riseley have an overall rating of Low Risk and Swallowfield is rated as a Moderate Risk due to the metal nets which have been attached to the basketball hoops on the MUGA by users, these will be removed. The Low Risk items will be reviewed and an action plan prepared. <sup>5</sup>
- 3182.2.2 Appeal – Gravelley Bridge Farm, Grazeley Green Road, Grazeley Reading RG7 1LG – it was **NOTED** that this appeal had been dismissed.
- 3182.2.3 Village Gateways – it was **NOTED** that the council had received a request for the Riseley village gateways to be repainted. The gateways were installed by Wokingham Borough Council (WBC) and the parish council does not have the authority to carry out work, which for safety reasons would require traffic management. The resident has been asked to raise a request with WBC.
- 3182.2.4 CCTV at Wellington Country Park roundabout – it was **NOTED** that an email had been received from the estate manager regarding CCTV.

### **3183 COUNCIL BUSINESS**

#### 3183.1 Meetings

- 3183.1.1 Annual Meeting of the Parish Council – it was **NOTED** that this meeting would be held on Tuesday 12<sup>th</sup> May 2026.

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<sup>4</sup> Clerk

<sup>5</sup> ST/Clerk

3183.1.2 Annual Parish Meeting – it was **PROPOSED** and seconded that this meeting takes place on Wednesday 3<sup>rd</sup> June 2026. <sup>6</sup>

3183.2 Community Governance Review – it was **NOTED** that following this review the parish boundary had changed. Approximately 100 residences from the other side of the A327 have moved to Arborfield Parish and 10 on the north side of New Mill Lane have moved into our Parish.

It was **PROPOSED** and seconded that the council deliver a “Welcome Letter” and a copy of the next newsletter to; i) the 10 properties in the new area. It was **PROPOSED** and seconded that a similar letter be delivered to each of the houses on The Meadows, off Trowes Lane, as they become occupied. Cllr. McDonald suggested that an additional paragraph is added to the letter inviting residents to Coffee Corner. All in favour. <sup>7</sup>

3183.3 Councillor Code of Conduct – it was **PROPOSED** and seconded that the council adopt the revised Code of Conduct and that all councillors **AGREED** to abide by the Code of Conduct. All in favour.

3183.4 Training Programme – it was **PROPOSED** and seconded that the council **ADOPT** the councillor training programme. All in favour.

3183.5 Civility Pledge – it was **PROPOSED** and seconded that the council sign up to this pledge and record that it has done so on the NALC website. All in favour. <sup>8</sup>

## 3184 PLANNING

Chairman of Planning Committee: Cllr. Taylor

3184.1 Current applications – for details see 2026/1407.

3184.1.1	260351 - Glasspool Farm, Part Lane, Riseley RG7 1RU	Comment
3184.1.2	260352 - Glasspool Farm, Part Lane, Riseley RG7 1RU	No Comment
3184.1.3	260381 - The Meadows, Trowes Lane, Swallowfield RG7 1RP	No Comment
3184.1.4	260386 - Wyvols Court Farm, Basingstoke Road, Swallowfield	No Comment

[The meeting was adjourned so that councillors could ask questions about the application]

[The meeting was reconvened]

3184.1.5 260457 - Land to the South West of 1 Norton Road, Riseley RG7 1SH No Comment

3184.2 Results – for details see 2026/1408.

3184.2.1 253141 – Lancambria, Basingstoke Road, Swallowfield RG7 1PY Approved

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<sup>6</sup> All Councillors

<sup>7</sup> ST/MM/Clerk

<sup>8</sup> Clerk

3184.3 Arborfield and Barkham Neighbourhood Plan – it was **NOTED** that Cllr. Taylor had attended a presentation on Arborfield and Barkham’s Neighbourhood Plan Review.

**3185 FINANCE**

(Budgets/investments/reserves/grants/risk assessments/insurance)  
 Lead Councillor: Cllr. J. Anderson

3185.1 Monthly Accounts

3185.1.1 January 2026 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

3185.1.2 February 2026 – it was **NOTED** that the accounts had been circulated.

3185.2 Signatories

3185.2.1 CCLA - it was **PROPOSED** and seconded that Cllr. Chapman be added as a signatory for the Public Sector Deposit Fund held with CCLA. All in favour. <sup>9</sup>

3185.2.2 Unity Trust – it was **PROPOSED** and seconded that Cllr. Chapman be added as a signatory and on-line approver to the bank accounts held with Unity Trust. All in favour. <sup>10</sup>

**3186 BILLS LIST**

3186.1 Payments due – it was noted that items 8 and 10 had been approved as interim payments by Cllrs. Anderson and Taylor. It was **PROPOSED** and seconded that the payments listed below be **APPROVED**. On-line payments would be authorised by Cllrs. Anderson and McDonald. All in favour. <sup>11</sup>

1	Deposit Refund	300.00	Inv 568
2	Moorepay	106.60	Payroll - February
3	RES	84.30	Fire Extinguisher Testing - RMH
4	RES	49.74	Fire Extinguisher Testing - Shop
5	RES	315.42	Fire Extinguisher Testing - SPH
6	We are Hive	264.00	Website
7	Coral Bell	180.00	February Exercise Classes
8	L Hill	780.00	Riseley Roof Repairs
9	Karen Luke	208.00	February Cleaning
10	F Cold Ltd	4161.30	27/02/2026 - Fieldfare Fridges
11	CASTLE WATER	177.89	Water - SPH
12	CASTLE WATER	122.82	Water - RMH

<sup>9</sup> JA/MM/RC/RFO

<sup>10</sup> JA/MM/RC/RFO

<sup>11</sup> JA/MM

13	HMRC PAYMENTS	1235.30	Payroll
14	Lloyds Bank (Alto Card)	981.33	DIY Items, Councillor Course, IT
15	Payroll	6950.46	Payroll
16	SSE	1797.22	Electricity
17	PWLB	9824.18	Loan Repayment
18	Blucando	94.76	IT
19	BACS Charge	17.12	Payroll
20	Unity Trust Manual Credit Charge	16.20	Bank Charges

### 3187 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)  
Lead Councillor: Cllr. M. McDonald

- 3187.1 Swallowfield Parish Hall Hire Rates – it was **PROPOSED** and seconded that due to commercial sensitivities 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.

### 3188 HUMAN RESOURCES

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

- 3188.1 HR Documents – it was **PROPOSED** and seconded that the council **ADOPT** these documents as circulated. All in favour.

- 3188.1.1 Anti-harassment and Bullying Policy
- 3188.1.2 Prevention of Sexual Harassment in the Workplace Policy
- 3188.1.3 Diversity, Equity and Inclusion Policy
- 3188.1.4 Disciplinary and Capability Procedure
- 3188.1.5 Grievance Procedure

### 3189 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')  
Lead Councillor: Cllr. M. McDonald

- 3189.1 Flood Resilience Group
- 3189.1.1 Meeting – it was **NOTED** that notes from the meeting held on 26<sup>th</sup> November 2025 had been received.
- 3189.1.2 Ditch Maintenance – it was **NOTED** that the Chair of FRG had confirmed that no maintenance work was required on the ditches this year. It was **NOTED** that some trees had fallen into the ditch on Swallowfield Meadow which would need to be removed. <sup>12</sup>

<sup>12</sup> Clerk

**3190 TRANSPORT**

(Road issues/speeding/public transport/police liaison)

Lead Councillor: Cllr. S. Taylor

- 3190.1 Speed Limits – it was **NOTED** that following the adoption of an updated Speed Limit Policy, Wokingham Borough Council are investigating priorities for lowering speed limits. The council has been asked for feedback before the public consultation begins. Cllr. Taylor would be engaging with residents who have previously made representations about speed in the parish. <sup>13</sup>

**3191 RECREATION**

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

Lead Councillor: Cllr. S. Taylor

- 3191.1 Bench – it was **PROPOSED** and seconded that a bench be installed in the children's play area at Swallowfield. All in favour.
- 3191.2 Councillors were asked to vote on whether the bench should be black at a cost of £664.80 plus VAT or brown at a cost of £764.80 plus VAT. 5 for brown, 1 for black and 1 abstention
- It was **AGREED** that a brown bench would be installed at a cost of £764.80. Motion carried. <sup>14</sup>

**3192 DATE OF NEXT MEETING**

- 3192.1 Tuesday 14<sup>th</sup> April 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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<sup>13</sup> ST

<sup>14</sup> Order bench

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.

**3193 HALLS**

- 3193.1 Swallowfield Parish Hall Hire Rates – it was **PROPOSED** and seconded that from 1<sup>st</sup> September 2026 the hall hire rates would be increased as presented in the paper prepared by Cllr. McDonald. All in favour. <sup>15</sup> <sup>16</sup>

[The meeting closed at 20:33]

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<sup>15</sup> Clerk to update website

<sup>16</sup> RFO to inform hall users

## Appendix A

### 3184 PLANNING

#### 3184.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3184.1.1	260351	Condition Variation	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Application for submission of details to comply with the following conditions of planning approval 253049 dated 02.02.2026. Condition 3 relates to preliminary risk assessment, 5 to asbestos refurbishment and demolition survey and removal plan.</p> <p>It was <b>PROPOSED</b> and seconded that the council would respond as detailed below. All in favour.</p> <p>The applicant has provided an asbestos report that does not address this building. It is therefore not clear that a suitable investigation has been carried out. Swallowfield Parish Council therefore suggests that the applicant should be required to submit a survey specifically for this building.</p>
3184.1.2	260352	Condition Variation	Glasspool Farm, Part Lane, Riseley RG7 1RU	<p>Application for submission of details to comply with the following conditions of planning approval 253094 dated 02.02.2026. Condition 3 relates to preliminary risk assessment, 5 to asbestos refurbishment and demolition survey and removal plan.</p> <p>It was <b>PROPOSED</b> and seconded that the Parish Council would not comment on this application. All in favour.</p>
3184.1.3	260381	Householder	The Meadows, Trowes Lane, Swallowfield RG7 1RP	<p>Householder application for the proposed conversion of the existing domestic garage, including changes to fenestration.</p> <p>It was <b>PROPOSED</b> and seconded that the Parish Council would not comment on this application. All in favour.</p>

Agenda Ref	App No	Type	Address	Application
3184.1.4	260386	Full Application	Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY	Full application for the erection of 3 no. commercial units, comprising use classes B2 (General Industrial) and B8 (Storage and Distribution), including associated landscaping and drainage infrastructure.  It was <b>PROPOSED</b> and seconded that the Parish Council would not comment on this application. All in favour.
3184.1.5	260457	Full Application	Land to the South West of 1 Norton Road Riseley RG7 1SH	Full application for the proposed erection of 1no. 4-bedroom detached dwelling to include rooflights and 7no. dormers plus double carport, parking and access.  It was <b>PROPOSED</b> and seconded that the Parish Council would not comment on this application. All in favour.

## 3184.2 Results

Agenda Ref	App No	Type	Address	Application	Result
3184.2.1	253141	Certificate of lawfulness	Lancambria Basingstoke Road Swallowfield RG7 1PY	Application for a certificate of lawfulness for the proposed erection of 2no. detached outbuildings following demolition of existing outbuildings.	Approved