

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 14TH APRIL 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

In Attendance: Mrs. E. A. Halson (Clerk)

Members of the Public: Mr. S. Munro (Borough Councillor)

3194 APOLOGIES FOR ABSENCE

Mr. R. Chapman, Mrs. L. Edmonds, Mr. P. Schulz

3195 DECLARATIONS OF INTEREST

None.

3196 CHAIR'S ANNOUNCEMENTS

3196.1 Cllr. S. Munro - Cllr. Anderson thanked Cllr. Munro for his 22 years of service as borough councillor representing the Swallowfield Ward and wished him well for his retirement. Cllr. Munro stated that he and enjoyed working with the parish council during his tenure.

3196.2 Spring Litter Pick – it was **NOTED** that the council would like to extend its gratitude to Peter and Claire Sampson for orchestrating the day which was a great success. Peter has indicated that he would be prepared to lead another litter pick in the Autumn.

3197 MINUTES OF LAST MEETING

3197.1 Minutes of the meeting held on 10th March – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

3198 CLERK'S UPDATE - available at the meeting

3198.1 Matters arising from previous minutes

3198.1.1 3182.1.1 Prevention of Sexual Harassment in the Workplace – to **NOTE** that 2 councillors have not completed the course. ²

3198.1.2 3182.1.3 Atrium Roof – it was **NOTED** that the architect and builder had agreed a solution. It is hoped that work to implement this would start w/c 20th April.

¹ JA

² LE, PS to complete the course

- 3198.1.3 3183.2 Welcome Letters – it was **NOTED** that Cllrs. McDonald and Taylor had delivered newsletters and a welcome letter to the occupied houses in The Meadows. The same was posted to the properties in the new Swallowfield East Ward.
- 3198.1.4 3191.1 Bench – it was **NOTED** that the new bench for the children’s play area had arrived and would be installed as soon as possible.
- 3198.2 Other Updates
- 3198.2.1 Food Waste – it was **NOTED** that regulations are now in force which require commercial businesses to ensure that food waste is separated from general waste. Businesses with less than 10 employees have until 31st March 2027 to comply. Costings and mechanics for implementing this at both parish halls would be investigated. ³
- 3198.2.2 Riseley Bench – it was **NOTED** that the wooden slats on the bench on Riseley Green had rotted. The slats had been removed to make the bench safe. ⁴
- 3198.2.3 Hall Checks – it was **NOTED** that the process for checks to be completed after major events at the hall was in place.

3199 PLANNING

Chairman of Planning Committee: Cllr. Taylor

- 3199.1 Current applications – for details see page 2026/1416.
- 3199.1.1 260608 - Riseley Recreation Ground, Odiham Road, Riseley No Comment
- 3199.1.2 260613 - Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY (Retrospective) No Comment
- 3199.1.3 260674 - Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE No Comment
- 3199.1.4 260689 – Brandywell, Spring Lane, Swallowfield RG7 1SU No Comment
- 3199.1.5 260815 – 3 Villa Place, The Street, Swallowfield RG7 1RG No Comment
- 3199.2 Tree Protection Orders (for information only) – for details see page 2026/1417.
- 3199.2.1 260599 - Glasspool Farm, Part Lane, Riseley RG7 1RU
- 3199.3 Results – for details see page 2026/1417.
- 3199.3.1 243207 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY Approved
- 3199.3.2 243208 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY Approved
- 3199.3.3 243249 - 4 Farley Court, Church Road, Farley Hill, Wokingham, RG7 1TT Approved
- 3199.3.4 252790 - Rows Farm Clubhouse, Farley Hall Equestrian Centre Church Road, Swallowfield RG7 1TJ (Retrospective) Approved
- 3199.3.5 253127 - 6 School Road Riseley RG7 1XP (retrospective) Approved
- 3199.3.6 260126 - Riseley Farm, Part Lane, Swallowfield RG7 1TB Approved
- 3199.3.7 260139 - Riseley Farm, Part Lane Swallowfield RG7 1TB Approved
- 3199.3.8 260351 – Glasspool Farm, Part Lane, Riseley RG7 1RU Split Decision
- 3199.3.9 260352 – Glasspool Farm, Part Lane, Riseley RG7 1RU Split Decision

³ Halls WG/Clerk/RFO

⁴ LS/ST/Clerk to investigate options for replacement

3200 FINANCE

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

3200.1 Monthly Accounts

3200.1.1 February 2026 – it was **NOTED** that the accounts had been circulated. It was **PROPOSED** and seconded that these be accepted. All in favour.

3200.1.2 March 2026 – it was **NOTED** that the draft end of year accounts had been circulated.

3200.1.3 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. All in favour. ⁵

3201 BILLS LIST

3201.1 Payments – it was noted that items 36, 37, and 38 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 Taylor. All in favour. ⁶

| | | | |
|----|-----------------------------|----------|----------------------------------|
| 1 | Deposit Refund | 286.00 | INV 545 |
| 2 | Deposit Refund | 300.00 | INV 612 |
| 3 | Deposit Refund | 300.00 | INV 608 |
| 4 | Lafford & Leavey | 11060.00 | Replacement windows - RMH |
| 5 | Nigel Jeffries | 2036.94 | Grounds Maintenance |
| 6 | Ricoh | 228.33 | Photocopier |
| 7 | Highway Planning Ltd | 720.00 | RMH - Planning App |
| 8 | Lucas Plumbing | 1575.90 | RMH - Water Tank/Shower Heads |
| 9 | Lucas Plumbing | 447.49 | RMH - Water Tank |
| 10 | Moorepay | 106.60 | Payroll |
| 11 | Wellington Estates | 900.00 | Car Park Rent - RMH |
| 12 | Hawkesworth | 309.90 | Appliance Testing - SPH |
| 13 | Record | 0.40 | Door Maintenance (correction) |
| 14 | SG Services | 110.00 | SPH Window Cleaning |
| 15 | We are Hive | 756.00 | Spring Newsletter |
| 16 | GLS | 98.35 | Cleaning Consumables |
| 17 | The Play Inspection Company | 411.54 | 3 x Annual Inspection |
| 18 | The Alpha Experience | 651.00 | Spring Newsletter |
| 19 | Select | 88.45 | Waste Collection-SPH |
| 20 | Select | 68.26 | Waste Collection-SPH |
| 21 | Select | 88.45 | Waste Collection-RMH +O/W Charge |

⁵ JA

⁶ JA/ST

| | | | |
|----|----------------------------------|----------|-------------------------------------|
| 22 | Select | 22.18 | Waste Collection-Recreation Ground |
| 23 | Select | 22.18 | Waste Collection-Recreation Ground |
| 24 | Select | 22.18 | Waste Collection-Recreation Ground |
| 25 | Select | 22.18 | Waste Collection-Recreation Ground |
| 26 | Select | 22.18 | Waste Collection-Recreation Ground |
| 27 | Select | 22.18 | Waste Collection-Recreation Ground |
| 28 | Select | 22.18 | Waste Collection-Recreation Ground |
| 29 | Select | 22.18 | Waste Collection-Recreation Ground |
| 30 | Select | 41.66 | Waste Collection - SPH |
| 31 | Select | 37.63 | Waste Collection - SPH |
| 32 | WBC | 57.56 | Council Tax - Fieldfare void period |
| 33 | C Bell | 240.00 | March Exercise Classes |
| 34 | Sundew Ecology | 1962.47 | Van Demans Survey |
| 35 | Karen Luke Cleaning | 182.00 | March Cleaning |
| 36 | Lafford & Leavey | 11060.00 | Replacement windows - RMH |
| 37 | Low Carbon Products Ltd | 896.70 | Replacement Bench |
| 38 | Sunshine Commercial Services Ltd | 7934.70 | Fencing |
| 39 | CASTLE WATER | 70.10 | Water - SPH |
| 40 | CASTLE WATER | 114.88 | Water - RMH |
| 41 | HMRC PAYMENTS | 1235.30 | Payroll |
| 42 | Lloyds Bank (Alto Card) | 83.46 | DIY, H&S |
| 43 | Payroll | 6950.46 | Payroll |
| 44 | BACs Charge | 17.12 | Payroll |
| 45 | BACs Charge | 17.20 | Payroll |
| 46 | PWLB | 9606.75 | Loan Repayment |
| 47 | PWLB | 3612.51 | Loan Repayment |
| 48 | SSE | 1561.34 | Electricity - SPH |
| 49 | Blucando | 94.76 | IT |
| 50 | Blucando | 66.00 | IT |
| 51 | Blucando | 33.00 | IT |
| 52 | Unity Trust Service Charge | 13.30 | Bank Charges |
| 53 | Unity Trust Manual Credit Charge | 6.30 | Bank Charges |
| 54 | Other | 304.51 | |
| 55 | Maintenance | 64.48 | |
| 56 | Mileage | 144.00 | |
| 57 | Office | 92.00 | |

3202 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 3202.1 Riseley Memorial Hall and Sports Pavilion – it was **PROPOSED** and seconded that the council engage LH Hill Roofing Ltd to clear the moss from roof at a cost of £1,300 plus VAT. All in favour. ⁷

3203 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 3203.1 Clearance – it was **PROPOSED** that Berkshire Recycling be engaged to clear the items which have been collected for disposal at a cost of £442.50 plus VAT. All in favour. ⁸

3204 ENVIRONMENT

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

Lead Councillor: Cllr. L. Smith

- 3204.1 Van Demans – it was **NOTED** that the paperwork had been prepared for submission to Natural England to declare Van Demans as a Local Nature Reserve (LNR).
- 3204.1.1 Sealing of the declaration – it was **PROPOSED** and seconded that the council approve the declaration of Van Demans as a Local Nature Reserve by affixing the council's seal. All in favour. ⁹
- 3204.1.2 Publication of Notice – it was **PROPOSED** and seconded that the notice is published in the Reading Chronicle at a cost of £533.11 plus VAT. All in favour. ¹⁰
- 3204.1 NAG – it was **NOTED** that the last meeting was held on 9th April, Cllr. McDonald attended. Cllr. McDonald reported that the PCSOs had followed up regarding the removal of 2 burnt out cars in the parish, one of which has been removed.

3205 RESILIENCE

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

Lead Councillor: Cllr. M. McDonald

- 3205.1 Swallowfield Meadow Ditch – it was **NOTED** that several trees had fallen into the ditch which runs across Swallowfield Meadow.

It was **PROPOSED** and seconded that NJL, the parish council's grounds maintenance contractor be asked carryout Option 2 at a cost of £2,100. All in favour. ¹¹

⁷ Clerk to confirm action to be taken to reseal the guttering

⁸ Clerk

⁹ Clerk to seal the document in the presence of 2 councillors

¹⁰ Clerk

¹¹ Clerk to clarify that the 3rd task listed is unnecessary for this option.

3206 TRANSPORT

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

- 3206.1 WBC Consultation on Speed Limits in the Parish – it was **PROPOSED** and seconded that the council would submit comments as circulated by Cllr. Taylor. All in favour. ¹² See page 2026/1419 for a summary.

3207 HUMAN RESOURCES

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

- 3207.1 HR Support – it was **PROPOSED** and seconded that the council subscribes to the LCPD service offered by Hampshire Association of Local Councils at a cost of £231 per annum. Information circulated. All in favour. ¹³

3208 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. S. Taylor

- 3208.1 Swallowfield Parish Allotment Association – it was **NOTED** that the minutes of the last meeting had been received.

3209 CORRESPONDENCE

- 3209.1 Fly-tipping – it was **NOTED** that an email had been received regarding the use of CCTV to catch fly-tippers.

The council agreed that the use of CCTV was a difficult area and one which the council felt it did not have the expertise or resource to implement. It is understood that Wokingham Borough does have cameras which can be installed at hotspots.

- 3209.2 Potential Development, Sun Lane, Riseley – it was **NOTED** that an email had been received regarding a leaflet delivered to houses in Riseley outlining a proposal to submit a planning application for 40 houses in a field at the end of Sun Lane. It was **NOTED** that the council would not be discussing its response to this proposal until an application had been submitted.

- 3209.3 Parish Hall – it was **NOTED** that an email had been received from a resident regarding noise from the parish hall. The council **NOTED** that hall users are asked to keep the doors shut to minimise disruption to local residents and that evening parties are not a regular occurrence, 5 in 2024, 5 in 2025 and 1 so far in 2026.

¹² Clerk

¹³ Clerk

3210 ITEMS FOR FUTURE AGENDAS

None.

3211 DATE OF NEXT MEETING

3211.1 Tuesday 12th May 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield. To **NOTE** that this will be the Annual Meeting of the Parish Council.

[Meeting closed at 20:40]

Appendix A

3199 PLANNING

3199.1 Current Applications

| Agenda Ref | App No | Type | Address | Application |
|------------|--------|--|--|--|
| 3199.1.1 | 260674 | Householder | Kingsbridge Farm Lambs Lane Swallowfield Wokingham RG7 1JE | Full application for the proposed erection of a detached single storey dwelling following demolition of 2 no. agricultural buildings. It was PROPOSED and seconded that the Parish Council would not comment on this application. All in favour. |
| 3199.1.2 | 260608 | Full application | Riseley Recreation Ground, Odiham Road, Riseley | Full application for the erection of a height restriction barrier and associated works including installation of bollards and alteration of vehicular access arrangements at Riseley Recreation Ground. It was PROPOSED and seconded that the Parish Council would not comment on this application. All in favour. |
| 3199.1.3 | 260613 | Full application for change of use (Retrospective) | Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY | Full application for the change of use of existing Unit 13 to Use Classes B2 (General Industrial) and B8 (Storage and Distribution). (Retrospective) It was PROPOSED and seconded that the Parish Council would not comment on this application. All in favour. |
| 3199.1.4 | 260689 | Existing Lawful Certificate | Brandywell Spring Lane Swallowfield RG7 1SU | Application for a certificate of existing lawful development for the use of land as residential garden. It was PROPOSED and seconded that the Parish Council would not comment on this application. All in favour. |
| 3199.1.5 | 206815 | Householder | 3 Villa Place, The Street, Swallowfield RG7 1RG | Householder application for the proposed erection of a single storey rear extension. It was PROPOSED and seconded that the Parish Council would not comment on this application. All in favour. |

3199.2 Tree Protection Orders

| Agenda Ref | App No | Type | Address | Application |
|------------|--------|--------------------------|--|--|
| 3199.2.1 | 260599 | TPO – Work to a TPO tree | Glasspool Farm, Part Lane, Riseley RG7 1RU | APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1836/2021. T1, Ash, fell to ground level. |

3199.3 Results

| Agenda Ref | App No | Address | Application | Result |
|------------|--------|--|--|----------|
| 3199.3.1 | 243207 | 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>Swallowfield Parish Council objected to this application for the following reasons: size of the extension not in keeping with the surroundings and of detriment to the Grad II Listed farmhouse, loss of visual amenity.</p> | Approved |
| 3199.3.2 | 243208 | 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>Swallowfield Parish Council objected to this application for the following reasons: size of the extension not in keeping with the surroundings and of detriment to the Grad II Listed farmhouse, loss of visual amenity.</p> | Approved |
| 3199.3.3 | 243249 | 4 Farley Court, Church Road, Farley Hill, RG7 1TT | <p>Application for Listed Building consent for the proposed replacement of 5 no. sash windows on the front elevation at first floor level.</p> <p>Swallowfield Parish Council did not comment on this application.</p> | Approved |

| Agenda Ref | App No | Address | Application | Result |
|------------|--------|---|---|----------------|
| 3199.3.4 | 252790 | 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) Swallowfield Parish Council did not comment on this application. | Approved |
| 3199.3.5 | 253127 | 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). Swallowfield Parish Council did not comment on this application. | Approved |
| 3199.3.6 | 260126 | 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. Swallowfield Parish Council did not comment on this application. | Approved |
| 3199.3.7 | 260139 | Riseley Farm Part Lane Swallowfield RG7 1TB | Full application for the proposed erection of a barn following demolition of existing barn. Swallowfield Parish Council asked that the applicant be required to confirm the material of the corrugated roof to ensure that it is dealt with appropriately. | Approved |
| 3199.3.8 | 260351 | Glasspool Farm Part Lane Riseley RG7 1RU | 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. Condition No. 3 is approved (risk assessment) Condition No. 5 is refused (asbestos assessment/removal) Swallowfield Parish Council noted that the asbestos reports provided did not address the building in the application. | Split Decision |

| Agenda Ref | App No | Address | Application | Result |
|-------------------|---------------|---|--|-------------------|
| 3199.3.9 | 260352 | Glasspool Farm Part Lane Riseley RG7 1RU | 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. Condition No. 3 is approved (risk assessment) Condition No. 5 is refused (asbestos assessment/removal) Swallowfield Parish Council did not comment on this application. | Split Decision |

3206 TRANSPORT

3206.1 Response to WBC Consultation

**Putting People First on our Streets
Safer Speed Limits Programme**

1. What locations within your town/parish would you consider to be priority candidates for a safer speed limit? Please give sufficient detail to identify the location and the roads included. If you have specific reasons to indicate where a lower limit may start and end, please share this.

Swallowfield PC comments: We suggest that all roads within Swallowfield parish should be subject to 30mph limits with the following exceptions:

- **A33;**
- **Possibly B3349 which is currently 40mph could be left as is, although with the introduction of 30 limits in Spencer's Wood last year and the existing 30 limit from the approach to Riseley it may be appropriate to make the limit consistent;**
- **20mph past the school in Farley Hill.**
- **Possibly 20mph for The Street, Swallowfield; Swallowfield Street, Swallowfield; Basingstoke Road in Riseley from the village gate sign south, and Odiham Road Riseley**

We have residents and parish councillors who would like to see 20mph on Part Lane and through all three villages in the parish, but do not know the majority parish views.

2. For each location, is this a town centre, village centre, residential neighbourhood, area around schools or rural road?

Swallowfield PC Comments: Swallowfield Parish is predominantly rural, and almost all the roads in the parish are narrow. The area is popular with walkers, horse riders and cyclists, all of whom qualify as vulnerable road users. Almost all of these roads are subject to the national speed limit, and most of them are unsuitable for such a limit.

We have three villages:

Farley Hill, We believe traffic is increasing through Farley Hill as traffic moving east from the south finds it safer to go through the village than to turn right onto Observer way (this is a very difficult/dangerous junction).

Riseley: Speedwatch readings in the past have shown around 20% of vehicles passing through the village exceed 35mph in a 30 limit. This is possibly due to the fact that the limit just north of the village is 40 and people don't react to the 30 limit sign.

Swallowfield. Speeding is not that common in the village, but increased development which will nearly double the size of the village will of course increase traffic significantly.

The only roads in the parish currently subject to speed limits below the National Speed Limit are the B3349 (40mph dropping to 30 mph in Riseley), The Street, Swallowfield,

Swallowfield Street, Odiham Road, Riseley. There is a 20mph limit during some school times in Farley Hill.

3. Please give reasons why you have prioritised this location? For example, the presence of schools, youth clubs, playgrounds, medical facilities, pubs or has a history of public concern, collisions or near misses?

Swallowfield PC comments: All roads in the parish are used also by walkers, horse riders and cyclists (all vulnerable road users). There are few pavements (and those that exist are narrow) and narrow verges, so the roads are shared use.

4. Do you have anything else relevant that you would like to share?

Swallowfield PC comments: limits without enforcement will have little effect. We therefore recommend that appropriate monitoring systems are needed. This could include permanent SIDS with ANPR.

If you come to the conclusion that the above is too much, then at least go for 20mph on main streets (The Street and Swallowfield Street plus Trowes Lane in Swallowfield; Odiham Road and Basingstoke Road in Riseley, and Bunglers Hill/Church Road in Riseley)