

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL  
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED  
TO ATTEND THE ANNUAL MEETING OF SWALLOWFIELD PARISH COUNCIL  
ON TUESDAY 12<sup>th</sup> MAY 2026 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk  
23/04/26

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

Note: This meeting is open to the public and press who are welcome to attend.

## A G E N D A

To **NOTE** that Cllr. Anderson, or in his absence Cllr. Taylor will preside over the meeting until the election of a Chair.

- 1        **ELECTION OF A CHAIR** – to **ELECT** a Chair of the Parish Council and to receive the declaration of acceptance of office from that individual.
  
- 2        **APOLOGIES FOR ABSENCE**  
  
          To receive any apologies for absence.
  
- 3        **DECLARATIONS OF INTEREST**  
          To receive declarations of interest in any matters to be discussed by the Council at this meeting.
  
- 4        **QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**  
          To receive questions or comments from the public, including those on planning. Up to 20 minutes will be allocated for questions/comments from members of the public with a guideline of no more than 5 minutes per subject. If several members of the public wish to speak on the same subject, they are requested to nominate a spokesperson. Comments will be minuted. For more details please read the document *Guidelines for Public Participation at Parish Council Meetings* which is available on the Parish Council website or at the Parish Office.
  
- 5        **ELECTION**
  - 5.1      Parish Council Election – to **NOTE** that following nominations for the upcoming election the following individuals were declared elected unopposed for the West Ward of the Parish of Swallowfield: Mr. J. Anderson, Mr. R. Chapman, Mrs. C. Drew, Mrs. L. Edmonds, Mr. J. McDermott, Mrs. M. McDonald, Mrs. L. Smith, Mr. S. Taylor.
  
  - 5.2      Acceptance of Office – to **RECEIVE** from all elected councillors their Declaration of Acceptance of Office.

- 5.3 Councillor Vacancy – to **NOTE** as there were no candidates for the East Ward of the Parish of Swallowfield election this vacancy may now be filled in accordance with Rule 8 of the Local Elections (Parishes and Communities) Rules 1986 and eligible persons may now be co-opted.

## **6 COUNCIL BUSINESS**

- 6.1 Vice-Chair - to **ELECT** a Vice-Chair of the council.
- 6.2 Planning Committee – to **ELECT** a Chair of the Planning Committee.
- 6.3 Working Groups/External Bodies – to **AGREE** Lead Councillors for Working Groups and representatives on external bodies. See Appendix B, page 6.
- 6.4 General Power of Competence – to **CONFIRM** that the Council does meet the eligibility criteria (a qualified clerk and two thirds elected members at the last election) and could therefore proceed to use this power from now and until the next election in 2030, as provided through the Localism Act 2011 [sections 1-8 and specifically by s(1)0].

It is **PROPOSED** that the council grant itself the General Power of Competence.

- 6.5 Meetings – to **AGREE** that Parish Council Meetings will be held in the Rose Room, at 7:30pm on the 2<sup>nd</sup> Tuesday of each month and Planning Committee Meetings in the Rose Room, at 7:30pm on the 4<sup>th</sup> Tuesday of each month if required.

Councillors are reminded that notification of these meetings represents a summons, and attendance is one of the few legal requirements of a councillor.

### 6.6 Documents

- 6.6.1 Adoption of documents – it is **PROPOSED** that the council **CONFIRMS** that it has reviewed the documents listed below and **AGREES** to re-adopt them for the year 2026/2027. To **NOTE** all documents are published on the council website.

- 1.1 Standing Orders
- 1.2 Financial Regulations
- 1.3 Risk Management Policy and Risk Assessment
- 1.4 Grants, Donations and Financial Support
- 1.5 Sale of Land owned by Swallowfield PC
- 1.6 Tree Management Policy
- 1.7 Code of Conduct
- 1.8 Social Media Policy (Apr 2014)
- 1.9 Investment Strategy (July 2022)
- 1.10 CCTV Policy (July 2021)
- 1.11 Filming, Recording, Reporting of Council Meetings (Apr 2025)
- 2.1 GDPR Privacy Notice
- 2.2 GDPR Hirers Privacy Notice
- 2.3 Privacy Notice for Email contact
- 2.4 Privacy Notice for Staff
- 2.5 Privacy Notice for Councillors
- 2.6 Consent Forms
- 3.1 Model Publication Scheme
- 3.2 Publication Scheme

- 3.3 Communication Policy
- 3.4 IT Policy
- 3.5 Accessibility Statement
- 4.1 Guide to Public Participation at Parish Council Meetings
- 4.2 Complaints Procedure
- 4.3 Councillor Co-option

6.6.2 Statements/Pledges – it is **PROPOSED** that the council **CONFIRMS** its **COMMITMENT** to:

- Climate Change Emergency Statement
- Civility & Respect Pledge

## **7 MINUTES OF LAST MEETING**

7.1 Minutes of the meeting held on 14<sup>th</sup> April - to **APPROVE** the minutes of this meeting.

**8 CLERK'S UPDATE** - available at the meeting.

## **9 PLANNING**

Chairman of Planning Committee: TBA

9.1 Current applications – for details see page 5.

9.1.1 260774 – Land North of Sun Lane

9.1.2 260917 – Land at Sun Lane, Basingstoke Road, Heckfield

9.1.3 260988 – 11 Curlys Way, Swallowfield RG7 1QZ

9.2 Tree Protection Orders (for information only) – for details see page 5

9.2.1 260821 – Oak Cottage, Basingstoke Road, Swallowfield RG7 1PY

## **10 FINANCE**

(Budgets/investments/sinking fund/grants/risk assessments/insurance)

Lead Councillor: TBA

10.1 March 2026 – to **NOTE** that draft March accounts have been circulated. These will be finalised and approved at the June meeting as part of the Year End Reporting and approval of the Annual Governance and Accountability Return.

10.2 April 2026 – to **NOTE** the accounts for April will be produced once the Year End process has been completed.

10.3 Internal Auditor – to **NOTE** that the annual internal audit took place on 20<sup>th</sup> April.

## **11 BILLS LIST**

11.1 Payments Due – to **APPROVE** payments. List to be provided at the meeting

**12 PROPERTY**

(Buildings, Land)

Lead Councillor: TBA

- 12.1 Riseley Memorial Hall and Sports Pavilion – to **CONSIDER** the revised quote from the contractor appointed to clear the moss from roof. Paper circulated.

**13 ENVIRONMENT**

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

Lead Councillor: TBA

- 13.1 Van Demans – to **NOTE** that Sundew Ecology has completed the application for a National Lottery Heritage grant for work to deliver the vision previously agreed.

It is **PROPOSED** that the council submit this application. Paper circulated.

**14 COMMUNICATIONS**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: TBA

- 14.1 Summer Newsletter – to **NOTE** that deadline for copy is 13<sup>th</sup> May and the newsletter will be delivered w/c 8<sup>th</sup> June.

**15 RECREATION**

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

Lead Councillor: Cllr. S. Taylor

- 15.1 Swallowfield Parish Allotment Association – to **NOTE** receipt of the minutes of the last meeting. Circulated.

**16 OUTSIDE ORGANISATIONS**

- 16.1 AWE Local Liaison Committee Meeting – to **NOTE** that Cllr. Taylor attended this meeting on 30<sup>th</sup> April.

**17 ITEMS FOR FUTURE AGENDAS**

**18 DATE OF NEXT MEETING**

- 18.1 Parish Council Meeting, Tuesday 9<sup>th</sup> June 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

- 18.2 Annual Parish Meeting, Wednesday 3<sup>rd</sup> June 2026 at 7.30 p.m. in the Main Hall, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

**Appendix A**

**9 PLANNING**

9.1 Current Applications

| <b>Agenda Ref</b> | <b>App No</b> | <b>Type</b>                    | <b>Address</b>                                    | <b>Application</b>  |
|-------------------|---------------|--------------------------------|---|---|
| 9.1.1             | 260774        | Outline Planning Approval      | Land North of Sun Lane                            | Outline application with all matters reserved except for access for the construction of up to 44 dwellings, including affordable housing together with access, landscaping and associated infrastructure (cross boundary application).  |
| 9.1.2             | 260917        | Consultation from adjoining LA | Land at Sun Lane<br>Basingstoke Road<br>Heckfield | Consultation from Hart District Council for the following proposal: Outline application with all matters reserved except for access for the construction of up to 44 dwellings including affordable housing together with access, landscaping and associated infrastructure (cross boundary application). |
| 9.1.3             | 260988        | Householder                    | 11 Curlys Way, Swallowfield RG7<br>1QZ            | Householder application for the proposed part conversion of the existing double garage to habitable accommodation with associated changes to fenestration.  |

9.2 Tree Protection Orders

| <b>Agenda Ref</b> | <b>App No</b> | <b>Type</b>                              | <b>Address</b>   | <b>Application</b>   |
|-------------------|---------------|--|--|--|
| 9.2.1             | 260821        | Application for works to protected trees | Oak Cottage,<br>Basingstoke Road,<br>Swallowfield<br>RG7 1PY | APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO-1908-2022 T6, Willow – Reduce the overall height down to 12.5m (+/- 0.5m). Reduce the lateral spread on the north, east & south sides 1.5m (+/- 0.5m), respecting the natural weeping shape of the canopy. Remove all deadwood over 30mm diameter. Reason for Works: In the interests of personal safety and long-term tree preservation. |



| <b>Area</b>   | <b>Members<br/>2026-2027</b> | <b>Members<br/>2025-2026</b>   |
|---|------------------------------|--|
| <p><b>Halls</b></p> <p>Oversees the general maintenance, upkeep and running of our halls. This includes marketing, compliance, health and safety, engagement with users and safeguarding.</p>   | <p>Lead:</p> <p>Members:</p> | <p>M McDonald – Lead</p> <p>C Drew<br/>J McDermott</p>                               |
| <p><b>Health and Wellbeing</b></p> <p>Proposes and monitors projects and actions in relation to local health and wellbeing issues, including Wokingham Borough Council Health and Social Care, South Central Ambulance Service, the Clinical Commissioning Group, Swallowfield Medical Practice, Swallowfield Community Responders, Heartstart Swallowfield, Citizens' Advice Wokingham and the Calico Trust.</p> | <p>Lead:</p> <p>Members:</p> | <p>Simon Taylor – Lead</p> <p>M McDonald<br/>J Anderson</p> <p>L Smith (Schools)</p> |
| <p><b>Human Resources</b></p> <p>Oversees our members of staff and all HR matters, including performance management and appraisals, recruitment, staff training, remuneration, staff wellbeing &amp; discipline.</p>  | <p>Lead:</p> <p>Members:</p> | <p>C Drew – Lead</p> <p>J Anderson<br/>M McDonald</p>                                |
| <p><b>Property</b></p> <p>Oversees our premises and properties including Fieldfare Court, Swallowfield Parish Stores, our halls and clubhouse buildings (structure, fixtures &amp; fittings), leases, grazing licences and land titles.</p>   | <p>Lead:</p> <p>Members:</p> | <p>C Drew – Lead</p> <p>J Anderson<br/>S Taylor<br/>J McDermott</p>                  |

| Area   | Members 2026-2027            | Members 2025-2026   |
|--|------------------------------|---|
| <p><b>Recreation</b></p> <p>Proposes and monitors projects and actions in relation to our recreation grounds and play areas, football pitches, tennis courts and RSF Tennis Club, the skate park; allotments and Swallowfield Parish Allotment Association (SPAA).</p>   | <p>Lead:</p> <p>Members:</p> | <p>S Taylor – Lead</p> <p>L Edmonds<br/>L Smith</p>   |
| <p><b>Resilience</b></p> <p>Proposes and monitors projects and actions in relation to certain threats and issues, including flooding, ditches, rivers and sewerage. This also includes wider involvement with issues relating to public safety, a Local Emergency Plan and emergency equipment.</p> <p>Sub group: Flood Resilience Group (FRG)</p> | <p>Lead:</p> <p>Members:</p> | <p>M McDonald – Lead</p> <p>G Stanley (Resident) – Lead<br/>M McDonald<br/>plus residents</p> |
| <p><b>Transport</b></p> <p>Proposes and monitors projects and actions in relation to road issues, Speedwatch, public and private transport.</p>  | <p>Lead:</p> <p>Members:</p> | <p>S Taylor – Lead</p>  |

### 6.3 Outside Organisations

| Area                         | Representative 2026-2027 | Representative 2025-2026 |
|------------------------------|--------------------------|--------------------------|
| Borough Parish Liaison Forum |                          | J Anderson               |
| AWE Local Liaison Committee  |                          | S Taylor                 |
| Fields NAG                   |                          | M McDonald               |