

MINUTES OF THE ANNUAL MEETING
OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 12th MAY 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

In Attendance: Mrs. E. A. Halson, Clerk

Members of the public: 6

3212 ELECTION OF THE CHAIR OF THE PARISH COUNCIL – it was **PROPOSED** and seconded that Cllr. J. Anderson be **ELECTED** as Chair of the Parish Council. There were no other nominations. 6 in favour, 2 abstentions (Cllrs. Edmonds and McDermott). Motion carried.

Cllr. Anderson signed the declaration of acceptance of office.

3213 DECLARATIONS OF INTEREST

None.

3214 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.

3214.1 Riseley Residents – the residents requested that the council registers its opposition to the proposed development off Sun Lane (260774, 260917 and 26/00541/OUT).

Residents explained their key reasons for opposition to the proposed development.

Cllr. Taylor – circulated the draft response he had prepared to present to council (item 3219.1.1/3219.1.2/3219.1.3), proposing that the council object to the application but making request that if it is approved mitigation measures be put in place to alleviate the issue of flooding. He asked residents to forward background information to himself, copying the Clerk. He thanked the residents for their input.

He explained that the parish council does not have the power to approve or reject this application.

3215 ELECTION

- 3215.1 Parish Council Election – it was **NOTED** that at the recent 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.
- 3215.2 Acceptance of Office – the elected councillors **SIGNED** their Declaration of Acceptance of Office.
- 3215.3 Councillor Vacancy – it was **NOTED** that as there were no candidates for the East Ward of the Parish of Swallowfield election this vacancy could 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. ¹
- 3215.4 Borough Council Elections – it was **NOTED** that Mr. C. Johnson had been elected as borough councillor for the borough ward of Spencers Wood and Swallowfield. He would serve the ward alongside Cllrs. Edmonds and Glover.

3216 COUNCIL BUSINESS

- 3216.1 Vice-Chair – it was **PROPOSED** and seconded that Cllr. Taylor be **ELECTED** as Vice-Chair of the council. All in favour.
- 3216.2 Planning Committee – it was **PROPOSED** and seconded that Cllr. Taylor be **ELECTED** as Chair of the Planning Committee. All in favour.
- 3216.3 Working Groups/External Bodies – it was **AGREED** that Lead Councillors for Working Groups would remain as is and would be reviewed at a future meeting. It was **AGREED** that the representatives on external bodies would continue as documented.
- 3216.4 General Power of Competence – it was **PROPOSED** and seconded that the council **CONFIRM** that it 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]. All in favour.
- 3216.5 Parish Council Meetings – it was **AGREED** that Parish Council meetings would take place in the Rose Room on the 2nd Tuesday of every month and Planning Committee Meetings on the 4th Tuesday of every month if required.

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

¹ Clerk to advertise

3216.6 Documents

3216.6.1 Adoption of documents – it was **PROPOSED** and seconded that the council **CONFIRM** that it had reviewed the documents listed below and **AGREED** to re-adopt them for the year 2026/2027. All in favour.

- 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

3216.6.2 Statements/Pledges – it was **PROPOSED** and seconded that the council **CONFIRMS** its **COMMITMENT** to the following. All in favour.

- Climate Change Emergency Statement
- Civility & Respect Pledge

3217 MINUTES OF LAST MEETING

3217.1 Minutes of the meeting held on 14th April - it was **PROPOSED** and seconded that the minutes of this meeting **APPROVED**. All in favour. ²

² JA

3218 CLERK'S UPDATE

- 3218.1 Matters arising from previous minutes
- 3218.1.1 3182.1.1 3198.1.1 Prevention of Sexual Harassment in the Workplace – it was **NOTED** that 1 councillor had not completed the course. ³
- 3218.1.2 3165.1.6 Atrium Update – it was **NOTED** that the remedial work had been completed and a meeting scheduled with the builder and architect. ⁴
- 3218.1.3 3176.2 Chillers – it was **NOTED** that installation would start on Wednesday 20th May and would take 2 days.
- 3218.1.4 3170.3 Height barrier – it was **NOTED** that WBC had asked for more information and revised drawings, these have been completed and are being reviewed. ⁵
- 3218.1.5 3205.1 Removal of trees – it was **NOTED** that NJL had confirmed the small brushwood chippings would be left on site and the logs removed.
- 3218.1.6 3204.1.2 it was **NOTED** that Van Demans had been declared as a Local Nature Reserve. It would now be registered with Natural England. ⁶
- 3218.2 Other Updates
- 3218.2.1 Blucando – it was **NOTED** that the council's IT provider had ceased operation and transferred its work to Embrace IT. ⁷
- 3218.2.2 Swallowfield Recreation Ground – it was **NOTED** that Spencers Wood Football Club would no longer need to use the football pitch. ⁸
- 3218.2.3 Thames Valley Environmental Records Centre (TVERC) – it was **NOTED** that TVERC would be undertaking a habitat survey of The Marshes, Riseley on behalf of local unitary authorities as part of their statutory biodiversity commitments. The council would receive a copy of the report.
- 3218.2.4 Newsletter Delivery – it was **NOTED** that D2D had notified the council that delivery costs would increase. ⁹

³ LE

⁴ Clerk to confirm date

⁵ CD/JA

⁶ Clerk

⁷ Clerk to confirm the terms of the transfer

⁸ Clerk

⁹ Clerk

3218.2.5 Abandoned car – it was **NOTED** that the owner had “claimed” the car. It was **AGREED** that if it was not removed the council would take legal advice. ¹⁰

3218.2.6 Swallowfield bridge – it was **NOTED** that an update had been received from Borough Councillor Glover; a review of the design took place at the end of April, the work was now being planned. WBC had been asked to consider whether the work could be completed before the Swallowfield Show at the end of August. If this was not possible then could they plan for the work not to take place two weeks before the show and one week afterwards.

3219 PLANNING

Chairman of Planning Committee: Cllr. Taylor

3219.1 Current applications – for details see page 2026/1429

3219.1.1 260774 – Land North of Sun Lane

Object

3219.1.2 260917 – Land at Sun Lane, Basingstoke Road, Heckfield

Object

3219.1.3 26/00541/OUT - Land At Sun Lane Basingstoke Road Heckfield

Object

3219.1.4 260988 – 11 Curlys Way, Swallowfield RG7 1QZ

No Comment

3219.2 Tree Protection Orders (for information only) – for details see page 2026/1430

3219.2.1 260821 – Oak Cottage, Basingstoke Road, Swallowfield RG7 1PY

3220 FINANCE

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

Lead Councillor: Cllr. Anderson

3220.1 March 2026 – it was **NOTED** that draft accounts for March had been circulated. These would be finalised and approved at the June meeting as part of the Year End Reporting and approval of the Annual Governance and Accountability Return.

3220.2 April 2026 – it was **NOTED** that the accounts for April would be produced once the Year End process had been completed.

3220.3 Internal Auditor – it was **NOTED** that the annual internal audit took place on 20th April.

¹⁰ Clerk

3221 BILLS LIST

3221.1 Payments – it was noted that items 13 and 14 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. ¹¹

1	Deposit Refund	300.00	INV : 616
2	Deposit Refund	300.00	INV : 614
3	Deposit Refund	300.00	INV : 613
4	Deposit Refund	126.00	INV : 595
5	Deposit Refund	261.00	INV : 610
6	NJL	2036.94	Grounds Maintenance
7	Earley Town Council	86.40	Grounds Maintenance
8	Moorepay	44.27	Payroll
9	Moorepay	219.64	Payroll
10	C Bell	240.00	Class Expenses
11	GLS	123.44	Cleaning Materials
12	K Luke Cleaning Services	234.00	April Cleaning
13	Berkshire Clearance Services	531.00	Waste Clearance - 22/04/2026
14	Lafford & Leavey	11060.00	Windows RMH - 01/05/2026
15	BACS Charge	17.20	Payroll
16	HMRC PAYMENTS	1235.30	Payroll
17	Lloyds Bank (Alto Card)	231.88	TV License, DIY, IT, Land Registry
18	WBC	217.70	Business Rates
19	WBC	470.67	Business Rates
20	Payroll	6967.06	Payroll
21	Unity Trust Service Charge	14.80	Bank Charges
22	SSE	1064.50	Gas
23	Blucando	66.00	IT
24	Blucando	94.76	IT
25	BT	513.66	Telephone/Broadband
26	SSE	1264.96	Gas

¹¹ JA/ST

3222 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. Drew

- 3222.1 Riseley Memorial Hall and Sports Pavilion – it was **PROPOSED** and seconded that the revised quote from the contractor appointed to clear the moss from roof be approved at a cost of £1,550 plus VAT. All in favour. ¹²

3223 ENVIRONMENT

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

Lead Councillor: Cllr. Smith

- 3223.1 Van Demans – it was **NOTED** that Sundew Ecology had completed the application for a National Lottery Heritage grant for work to deliver the vision previously agreed.

It was **PROPOSED** and seconded that the council would submit this application. All in favour. ^{13 14}

3224 COMMUNICATIONS

(Newsletter/Website/Annual Report/Media)

Lead Councillor: TBA

- 3224.1 Summer Newsletter – it was **NOTED** that deadline for copy is 13th May and the newsletter would be delivered w/c 8th June.

3225 RECREATION

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

Lead Councillor: Cllr. S. Taylor

- 3225.1 Swallowfield Parish Allotment Association – it was **NOTED** that the minutes of the last meeting had been received.

3226 OUTSIDE ORGANISATIONS

- 3226.1 AWE Local Liaison Committee Meeting – it was **NOTED** that Cllr. Taylor had attended this meeting on 30th April.

¹² Clerk

¹³ JM to send document with corrections highlighted

¹⁴ Clerk

3227 DATE OF NEXT MEETING

- 3227.1 Parish Council Meeting, Tuesday 9th June 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.
- 3227.2 Annual Parish Meeting, Wednesday 3rd June 2026 at 7.30 p.m. in the Main Hall, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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Appendix A

3220 PLANNING

3220.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3220.1.1	260774	Outline Planning Approval	Land North of Sun Lane	<p>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).</p> <p>It was PROPOSED and seconded that the council would object to the application. Cllr. Taylor would incorporate the appropriate input from the residents into the draft response circulated. All in favour.</p> <p>See page 2026/1432 for detailed response.</p>
3220.1.2	260917	Consultation from adjoining LA	Land at Sun Lane Basingstoke Road Heckfield	<p>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).</p> <p>It was PROPOSED and seconded that the council would object to the application. Cllr. Taylor would incorporate the appropriate input from the residents into the draft response circulated. All in favour.</p> <p>See page 2026/1432 for detailed response.</p>

Agenda Ref	App No	Type	Address	Application
3220.1.3	26/00541/OUT	Outline Planning Approval	Land At Sun Lane Basingstoke Road Heckfield	<p>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)</p> <p>It was PROPOSED and seconded that the council would object to the application. Cllr. Taylor would incorporate the appropriate input from the residents into the draft response circulated. All in favour.</p> <p>See page 2026/1431 for detailed response.</p>
3220.1.4	260988	Householder	11 Curlys Way, Swallowfield RG7 1QZ	<p>Householder application for the proposed part conversion of the existing double garage to habitable accommodation with associated changes to fenestration.</p> <p>It was PROPOSED and seconded that the council would not comment on this application. All in favour.</p>

3220.2 Tree Protection Orders

Agenda Ref	App No	Type	Address	Application
3220.2.1	260821	Application for works to protected trees	Oak Cottage, Basingstoke Road, Swallowfield RG7 1PY	<p>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.</p>

Response to Planning Application 260774/260917/26/00541/OUT

Swallowfield Parish Council strongly objects to this application. There are many known adverse conditions which apply. These have been detailed in previous objections to developments in Riseley (Duke's Field: 83 dwellings) and in Swallowfield (three developments on Trowes Lane: 20 and 81 dwellings approved, 79 pending). Approval of this application would compound the problems created by these developments. TO RESTATE, the area suffers from the following

- 1) Traffic levels: The Residential Travel Plan Statement suggests (in sections 3.3.4 and 3.2.5) that local roads "are unlikely to carry significant traffic flows" and refers to "quiet mixed traffic streets and lanes". In reality there are significant rush hour queues at both ends of the A33 (Wellington Roundabout and Three Mile Cross/M4 Junctions) as well as at the junction of Basingstoke Road and the B3349 about 130 metres south of the proposed Sun Lane site entrance. All other roads around Riseley are narrow rural roads and locals already have well justified concerns about traffic levels. In Hart DC's decision on Duke's Field 18/00242/REM, condition 5 is that non-emergency traffic should not access Basingstoke Road from the Duke's Field site due to safety concerns: The same situation exists here: Sun Lane is opposite the Duke's Field emergency access. So it would be equally inappropriate to allow Sun Lane to be used as access.
- 2) Bus service: one bus per hour Monday to Saturday north to Reading only. Funding for this service is not confirmed beyond mid 2027. This is inadequate.
- 3) School provision: The village and parish have NO pre-school, primary, secondary or sixth form provision nearby. We note that Hart DC put a condition of Duke's Field that Robert May's secondary school should have places funded for extra demand due to that development. We strongly believe WBC should be providing easily accessible LOCAL school places for children from our Parish: our school situation is dire.
- 4) Medical and dentistry: Swallowfield Medical Practice is overloaded. There is no nearby dental service.
- 5) Shops: there are no nearby supermarkets. Swallowfield Parish store is too small for a full shop. The nearest shop for comestibles is Wellington Farm Shop which sells only high end goods. The proposed development would have 40% affordable housing. However, without schools or adequate public transport and local facilities, residents are dependent on cars. In such an area, affordable/social housing is inappropriate.
- 6) Flooding: despite the Environment Agency maps, there is a history of surface water flooding along Bull Lane and Sun Lane. Swallowfield Flood Resilience Group and WBC worked together to provide some natural flood alleviation features to the north of Bull Lane around two years ago. Several houses close to the site were flooded in July 2007 due to runoff.
- 7) There are limited local employment opportunities.
- 8) The appeal Inspector for the Trowes Lane Application (Appeal Ref APPX0360/w/24/3340006, WBC app 230422) concluded that the application failed on almost all points, but that "tilted balance" led to approval. We believe the tilted balance has been taken too far in this parish and that the application should be refused. Concerns specific to this site on Sun Lane include
- 9) The site is outside the village envelope and is not suitable for development. It has been rejected in the past (1990 and 1996/7). Planning Inspectorate Decision Notice T/APP/X0360/A/97/288963/P7 details the dismissal of appeal (copy available on request).

- 10) The local landscape is of high quality and there are reports of nesting buzzards. There are other protected species in the area as well.
- 11) With respect to surface water drainage, foul drainage and drinking water infrastructure, we refer to and endorse the comments posted by Graham Stanley, chair of Swallowfield Flood Resilience Group. All aspects of these essential services are inadequate. We understand that Thames Water consider Riseley area to be a "red Zone" for current inadequate water supply. It makes no sense to load this system further.
- 12) Several homes on Sun Lane and Bull Lane were flooded in 2007. Loss of capacity in this field could increase risk of recurrence.
- 13) The area is subject to regular power cuts. Extra load on the system is not justifiable.
- 14) The character and environment of Listed Buildings on or near the site will be damaged. This is ably discussed by Miss Jessica Hughes in her objection to this application.

Should WBC and Hart DC be minded to approve, we request a number of conditions:

- i. No work until satisfactory foul drainage and water supply installed.
- ii. A fully independent flood survey and to clearly identify exposures, followed by properly designed and installed protection measures including protection for exposed existing houses.
- iii. School provision near to Swallowfield Parish iv. A condition that boundary vegetation be retained/enhanced for continued privacy of neighbouring properties
- iv. Medical services expanded
- v. Continued funding of bus service.