

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED
TO ATTEND THE MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 9TH JUNE 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
04/06/26

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

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

To receive declarations of interest in any matters to be discussed by the Council at this meeting.

3 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.

4 MINUTES OF LAST MEETING

4.1 Minutes of the meeting held on 12th May - to **APPROVE** the minutes of this meeting.

5 CLERK'S UPDATE - available at the meeting.

6 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

6.1 Current applications – for details see page 4.

6.1.1 260925 – Church Lodge, Church Road, Swallowfield RG7 1TH

6.1.2 261171 – Charlton Lane, Swallowfield

6.2 Results – for details see page 4

6.2.1	252832 – Land to The West of Trowes Lane, Swallowfield	Approved
6.2.2	260069 – Land West of Trowes Lane and North of Charlton Lane, Swallowfield	Approved
6.2.3	260689 – Brandywell, Spring Lane, Swallowfield RG7 1SU	Refused
6.2.4	260815 – 3 Villa Place, The Street, Swallowfield RG7 1RG	Approved

6.3 Tree Protection Orders – for details see page 6

6.3.1	260599 – Glasspool Farm, Part Lane, Riseley RG7 1RU	Split Decision
6.3.2	260821 – Oak Cottage, Basaingstoke Road, Swallowfield RG7 1PY	Approved

7 FINANCE

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

Lead Councillor: Cllr. J. Anderson

7.1 Monthly Accounts

7.1.1 April 2026 and May 2026 – to **NOTE** that the accounts have been circulated.

7.2 Year End

7.2.1 Year End Accounts – to **NOTE** that the Year End Accounts have been circulated.

It is **PROPOSED** that these are accepted. Circulated.

7.2.2 Bank Reconciliation Statements – to **APPROVE** the Year End Bank Reconciliation Statements. Circulated.

7.3 Internal Audit

7.3.1 Internal Audit Report – to **NOTE** that the internal audit has been completed. Circulated.

7.4 Annual Governance and Accountability Return (AGAR)

7.4.1 Annual Governance Statement – to **NOTE** that this has been circulated, and all councillors are asked to confirm their understanding of the document.

It is **PROPOSED** that the Annual Governance Statement is **APPROVED**.

7.4.2 Accounting Statements – to **NOTE** that this has been circulated.

It is **PROPOSED** that the Accounting Statements are **APPROVED**.

7.5 Exercise of electors' rights – to **NOTE** that the inspection period commences on 11th June 2026 and ends on 22nd July 2026.

7.6 Internal Auditor – it is **PROPOSED** that the council appoint Claire Connell as its Internal Auditor for the financial year 2026/2027.

- 7.7 Investment Management – to **NOTE** receipt of a report from Charles Stanely with a review of the council's portfolio. Circulated.
- 7.8 Insurance – to **AGREE** an approach to obtaining quotes for renewal of the council's insurance. Paper circulated.
- 7.9 Berkshire Association of Local Councils (BALC) – it is **PROPOSED** that the council continues its membership of BALC at a cost of £593.63. To **NOTE** that BALC have continued to sub-contract the delivery of services including collection of membership fees to Hampshire Association of Local Councils (HALC).

8 BILLS LIST

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

9 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 9.1 Solar Panels – it is **PROPOSED** that the council register an interest in the “Switch Together Scheme” run by WBC. Paper circulated.

10 RECREATION

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

Lead Councillor: Cllr. S. Taylor

- 10.1 Swallowfield Children's Play Area – to **CONSIDER** the proposal prepared by Cllr. Taylor. Paper circulated.
- 10.1.1 Replacement fencing – it is **PROPOSED** that the council seeks quotes to replace the old wooden fencing around the children's play area. To **NOTE** that money has been set aside in the earmarked reserves to cover the cost of replacement.
- 10.1.2 Fencing Type – to **CONSIDER** options for replacement as described in the document circulated and select the preferred option.
- 10.2 Riseley Green Bench – to **CONSIDER** the proposal prepared by Cllr. Taylor. Circulated.
- It is **PROPOSED** that the council purchase and install a Harewood recycled plastic bench, in brown at a cost of up to £770 plus VAT.
- 10.3 Swallowfield Parish Allotment Association (SPAA)
- 10.3.1 Accounts – to **NOTE** receipt of the annual accounts and bank statements.
- 10.3.2 Minutes - to **NOTE** receipt of the minutes of the last meeting held on 22nd April 2026. Circulated.

11 EDUCATION, HEALTH, WELL-BEING AND SCHOOLS

(Local health & wellbeing issues, Medical Practice, WBC-Health & social care, SCAS, Responders, Heartstart, Clinical Commissioning Group, CAB, Calico Trust)

Lead Councillor: Cllr. S. Taylor

- 11.1 Breast Screen Van – it is **PROPOSED** that the council work with the NHS to enable siting of the Breast Screen van in Swallowfield Parish Hall car park for 6-8 weeks every 3 years.

12 TRANSPORT

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

Lead Councillor: Cllr. S. Taylor

- 12.1 Transport Network Review – to **RECEIVE** an update.

13 ITEMS FOR FUTURE AGENDAS

14 DATE OF NEXT MEETING

- 14.1 Parish Council Meeting, Tuesday 14th July 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Appendix A

6 PLANNING

6.1 Current Applications

Agenda Ref	App No	Type	Address	Application
6.1.1	260925	Householder	Church Lodge, Church Road, Swallowfield RG7 1TH	Householder application for the proposed erection of a single storey rear extension following demolition of conservatory.
6.1.2	261171	Full application	Charlton Lane, Swallowfield	Full application for the change of use of land to a caravan site for the proposed erection of 5no. gypsy and traveller pitches, each incorporating a static caravan, touring caravan, single-storey day room, bin store, associated parking, access, boundary treatment, hardstanding and hard and soft landscaping.

6.2 Results

Agenda Ref	App No	Address	Application	Result
6.2.1	252832	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.	Approved
6.2.2	260069	Land West of Trowes Lane and North of Charlton Lane, Swallowfield	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.	Approved

Agenda Ref	App No	Address	Application	Result
6.2.3	260689	Brandywell, Spring Lane, Swallowfield RG7 1SU	Application for a certificate of existing lawful development for the use of land as residential garden. Summary of reasons for refusal: It has not been demonstrated that the use of the land edged red as residential curtilage and residential 'garden' land associated with Brandywell has been occurring continuously for a period of ten years based on the evidence provided and the Local Authority's own information. As such, the development is unlawful. Swallowfield Parish Council did not comment on this application.	Refused
6.2.4	260815	3 Villa Place, The Street, Swallowfield RG7 1RG	Householder application for the proposed erection of a single storey rear extension.	Approved

6.3 Tree Protection Work

Agenda Ref	App No	Type	Address	Application	Decision
6.3.1	260599	Application for works to protected trees	Glasspool Farm, Part Lane, Riseley, RG7 1RU	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1836/2021. T1, Ash - fell to ground level. Ash T1 – fell to the ground Ash T1 - cut back	Split Decision Refused Approved
6.3.2	260821	Application for works to protected trees	Oak Cottage, Basingstoke Road, Swallowfield 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.	Approved