

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 9TH JUNE 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

Attendance: Mrs. E. A. Halson

Other: Catherine Glover, Borough Councillor

3228 APOLOGIES FOR ABSENCE

Mrs. L. Edmonds, Mr. J. McDermott

3229 DECLARATIONS OF INTEREST

None.

3230 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.

3230.1 Cllr. Glover gave an update on the following:

- 3230.1.1 Parking at Twyford Station, discussions on-going
- 3230.1.2 After school classes, difficult for parents because of transport provision, review underway.
- 3230.1.3 Waste collection, new contractor has started, no issues reported, one change has caused a little confusion, residents must now book to have brown sacks of garden waste removed.
- 3230.1.4 State of "Church Road" sign at the junction of Swallowfield Road has been reported. Cllr. Anderson reported that it has been replaced.
- 3230.1.5 Swallowfield Bridge – the bridge will be reinstated as was, the timetable for repair has not yet been agreed. WBC will carry out a review of signage. It has been pointed out that it is not necessarily the type of vehicle (articulated) which is causing problems but the length of the vehicles.
- 3230.1.6 Part Lane Drainage – to NOTE that following an on-site meeting with residents and WBC experts work has been scheduled for August to clear blockages so that the drainage system runs as it should.
- 3230.1.7 Junction of Swallowfield Road and Observer Way – a resident has reported an incident caused by a driver on Observer Way overtaking on the wrong side of the road.
- 3230.1.8 Loddon Long Distance Footpath – Local Access Forum has been working on a route which joins together SANGS and country parks. It comes to an end in Spencers Wood as there is no public access or a way to cross the Loddon. Further work with landowners will be necessary.
- 3230.1.9 People's Emergency Briefing – it has been proposed that Shinfield PC host a showing of a briefing film from independent experts (50 minutes) on the threats posed by climate change and nature loss. The objective being to understand the emergency action now needed. Further details will follow. The proposed date is Friday 19th July, 7:30pm.

3230.1.10 Cllr. Drew asked Cllr. Glover why only 1 of the traffic calming buildouts had been removed at Arborfield Cross as this caused traffic build up on the side where the build out remained. Cllr. Glover explained that this was a temporary measure whilst Barkham Road was closed but she didn't know the logic of only removing one side. She suggested that Cllr. Drew could raise a question on the Highways General Enquiry Form.

3231 MINUTES OF LAST MEETING

3231.1 Minutes of the meeting held on 12th May – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

3232 CLERK'S UPDATE

3232.1 Atrium Update – it was **NOTED** that during the recent wet weather there had not been any leaks in the atrium. A meeting is scheduled with the architect and builder for Thursday 10th June. Cllr. Drew explained that given that there had been no further leaks that she proposed to instruct the architect to sign the final certificate. However, she would make it clear that the council would hold him liable if there were further issues in the future. It was **AGREED** that this was an appropriate course of action

3232.2 Parish Shop Chiller – it was **NOTED** that the chiller and condenser had been installed. The final payment would not be released until the problems with the self-closing doors had been addressed. ² It was **NOTED** that work was now required to identify an appropriate solution to replace the temporary barriers. ³

3233 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

3233.1 Current applications – for details see 206/1439

3233.1.1	260925 – Church Lodge, Church Road, Swallowfield RG7 1TH	No Comment
3233.1.2	261171 – Charlton Lane, Swallowfield	Object

3233.2 Results – for details see page 2026/1441

3233.3	252832 – Land to The West of Trowes Lane, Swallowfield	Approved
3233.4	260069 – Land West of Trowes Lane & North of Charlton Lane, Swallowfield	Approved
3233.5	260689 – Brandywell, Spring Lane, Swallowfield RG7 1SU	Refused
3233.6	260815 – 3 Villa Place, The Street, Swallowfield RG7 1RG	Approved

3233.7 Tree Protection Orders – for details see 2026/1442

3233.8	260599 – Glasspool Farm, Part Lane, Riseley RG7 1RU	Split Decision
3233.9	260821 – Oak Cottage, Basingstoke Road, Swallowfield RG7 1PY	Approved

¹ JA

² Clerk to follow up

³ Property Working Group

3234 FINANCE

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

Lead Councillor: Cllr. J. Anderson

3234.1 Monthly Accounts

3234.1.1 April 2026 – it was **PROPOSED** and seconded that the accounts be **APPROVED**. All in favour.

3234.1.2 May 2026 – it was **NOTED** that the accounts had been circulated.

3234.2 Year End

3234.2.1 Year End Accounts – it was **NOTED** that the Year End Accounts had been circulated.

It is **PROPOSED** and seconded that these be accepted. All in favour.

3234.2.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the Year End Bank Reconciliation Statements be **APPROVED**. All in favour. ⁴

3234.3 Internal Audit

3234.3.1 Internal Audit Report – it was **NOTED** that the internal audit had been completed and the report issued.

3234.4 Annual Governance and Accountability Return (AGAR)

3234.4.1 Annual Governance Statement – it was **NOTED** that this had been circulated.

It was **PROPOSED** and seconded that the Annual Governance Statement be **APPROVED**. All in favour. ⁵

3234.4.2 Accounting Statements – it was **NOTED** that this had been circulated.

It was **PROPOSED** and seconded that the Accounting Statements be **APPROVED**. All in favour. ⁶

3234.5 Exercise of electors' rights – it was **NOTED** that the inspection period would commence on 11th June 2026 and end on 22nd July 2026. ⁷

3234.6 Internal Auditor – it was **PROPOSED** and seconded that the council appoint Claire Connell as its Internal Auditor for the financial year 2026/2027. All in favour. ⁸

⁴ JA to sign

⁵ JA / Clerk to sign

⁶ JA / RFO to sign

⁷ Clerk

⁸ Clerk

- 3234.7 Investment Management – it was **NOTED** that the annual report from Charles Stanley had been received.
- 3234.8 Insurance – it was **PROPOSED** and seconded that the council approach the brokers identified in the paper. All in favour. ⁹
- 3234.9 Berkshire Association of Local Councils (BALC) – it was **PROPOSED** and seconded that the council continue its membership of BALC at a cost of £593.63. All in favour. ¹⁰

It was **NOTED** that BALC had continued to sub-contract the delivery of services including collection of membership fees to Hampshire Association of Local Councils (HALC).

3235 **BILLS LIST**

- 3235.1 Payments Due – it was noted that items 20 and 21 had been approved as interim payments by Cllr. 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. ¹¹

1	Deposit Refund	300.00	INV 629
2	Deposit Refund	100.00	INV 529
3	Deposit Refund	276.00	INV 627
4	Crown Gas and Power	285.51	Gas
5	C Connell	310.00	Audit
6	Embrace IT	34.20	IT
7	Rialtas	1118.40	IT
8	Hive	756.00	Newsletter
9	Churches	72.30	Emergency Lighting Test
10	Moorepay	110.28	Payroll
11	Lucas Plumbing & Heating	132.62	Plumbing Repair
12	D2D	420.00	Newsletter
13	The Alpha Experience	657.00	Newsletter
14	Karen Luke Cleaning Services	208.00	Cleaning
15	Coral Bell	240.00	May Classes
16	Ricoh	216.24	May Photocopying
17	Nigel Jeffries	2947.62	GM & Ditches
18	BALC	593.63	Membership
19	Sundew Ecology	1440.00	Grant Application
20	Embrace IT	94.76	IT
21	F Cold	1050.00	Electrical work for chiller

⁹ CD/ST

¹⁰ RFO

¹¹ JA/ST

22	BACS Charge	17.20	Payroll
23	CASTLE WATER	80.21	Water
24	CASTLE WATER	122.82	Water
25	CASTLE WATER	83.13	Water
26	CASTLE WATER	128.89	Water
27	Lloyds Bank (Alto Card)	693.70	DIY, LNR advert
28	Payroll	6966.66	Payroll
29	HMRC (VAT)	1218.70	Payroll
30	Wokingham Council	214.00	Business Rates
31	Wokingham Council	474.00	Business Rates
32	SSE	928.27	Electricity
33	EDF	361.94	Electricity
34	Unity Trust Service Charge	17.35	Bank Charges

3236 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 3236.1 Solar Panels, Swallowfield Parish Hall and Riseley Memorial Hall and Sports Pavilion – it was **PROPOSED** and seconded that the council register an interest in the “Switch Together Scheme” run by WBC. It was **AGREED** that each building would be registered separately. ¹²

3237 RECREATION

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

Lead Councillor: Cllr. S. Taylor

- 3237.1 Swallowfield Children’s Play Area – councillors considered the paper circulated by Cllr. Taylor.
- 3237.1.1 Replacement fencing – it was **PROPOSED** and seconded that the council should replace the old wooden fencing around the children’s play area. It was **NOTED** that money had been set aside in the earmarked reserves to cover the cost of replacement. All in favour.
- 3237.1.2 Fencing Type – it was **PROPOSED** and seconded that the council would obtain quotes for powder coated steel bowtop fencing, multicoloured 1m high for the northwest and southwest sides of the children’s play area and the scouts’ garden and green for the remainder which would be 1m high from road to the hall and 1.8m for the remainder, as per the current fencing. All in favour. ¹³

¹² Clerk/ST

¹³ Clerk/ST identify contractors

3237.2 Riseley Green Bench

It was **PROPOSED** and seconded that the council would purchase and install a Harewood recycled plastic bench, in brown at a cost of up to £770 plus VAT. The fixing method would be **AGREED** by the Clerk and Cllr. Taylor after consultation. ¹⁴

3237.3 Swallowfield Parish Allotment Association (SPAA)

3237.3.1 Accounts – it was **NOTED** that the annual accounts and bank statements had been received.

3237.3.2 Minutes – it was **NOTED** that the minutes of the last meeting held on 22nd April 2026 had been received.

3238 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

3238.1.1 Breast Screen Van – it was **PROPOSED** and seconded that the council would allow the NHS to site a Breast Screen van in the car park at Swallowfield Parish Hall for 6-8 weeks every 3 years. All in favour.

It was **PROPOSED** and seconded that the Clerk be delegated authority to work with the NHS and its contractor to establish whether it would be possible to install the necessary electrical connections and that the Clerk be delegated the authority to agree the installation details following consultation with the Property/Halls Working Group Lead councillors and/or the Chair. All in favour. ¹⁵

3239 TRANSPORT

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

Lead Councillor: Cllr. S. Taylor

3239.1 Transport Network Review – Cllr. Taylor reported that WBC had completed the Transport Network Review and had recommended that the existing timetable for buses through the parish be continued. WBC had now asked for tenders for the routes. Cllr. Drew asked whether it would be feasible for the bus to travel to the Green Park train station. ¹⁶

3240 DATE OF NEXT MEETING

3240.1 Parish Council Meeting, Tuesday 14th July 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

¹⁴ Clerk/ST

¹⁵ Clerk/CD/MM/JA

¹⁶ ST to investigate

Appendix A

3233 PLANNING

3233.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3233.1.1	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. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
3233.1.2	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. It was PROPOSED and seconded that the council would object to this application for the reasons detailed below. All in favour. Swallowfield Parish Council objects to this application for the following reasons: 1) Inappropriate development outside of the village envelope. 2) Increased traffic on very narrow roads: note that the two sites on Trowes Lane (apps 230422 and 252430) immediately north of this proposal envisage traffic heading north onto a wider stretch of Trowes Lane. This proposal is on narrower (single width) roads (Trowes Lane in both directions and Charlton Lane). Movement of caravans and large vehicles will create problems for which these roads are not designed. Note that these local roads are subject to national speed limit. They should be restricted to 30mph max.

Agenda Ref	App No	Type	Address	Application
				3) Infrastructure and services: this site is subject to all the challenges identified in other applications in Swallowfield and Riseley. a. inadequate local school provision; b. overloaded medical services, c. limited food shopping, d. limited public transport provision e. the application makes no comment on water supply or sewage disposal, which Thames Water would have difficulty in addressing. 4) The site is subject to surface water flooding. 5) Wokingham Borough Council emerging Local Plan Update for 1 April 23 31 March 2040 addresses Gypsies and Travellers under policies H9 and H10. This site is not allocated and does not meet the criteria. 6) The applicant's planning statement mentions "tilted balance" in several places as justification for approving this application. The tilted balance has been applied for the previous applications on Trowes Lane. We suggest that, as respects Swallowfield, the balance is now not so much tilted as overturned. This application should be refused.

3233.2 Results

Agenda Ref	App No	Address	Application	Result
3233.2.1	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
3233.2.2	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
3233.2.3	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
3233.2.4	260815	3 Villa Place, The Street, Swallowfield RG7 1RG	Householder application for the proposed erection of a single storey rear extension.	Approved

3233.3 Tree Protection Work

Agenda Ref	App No	Type	Address	Application	Decision
3233.3.1	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
3233.3.2	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