

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

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

Attendance: Mrs. E. A. Halson

Members of the Public: 1

3241 APOLOGIES FOR ABSENCE

Mrs. L. Edmonds

3242 DECLARATIONS OF INTEREST

3242.1 Councillor L. Smith registered an interest in Item 3252.

3243 MINUTES OF LAST MEETING

3243.1 Minutes of the meeting held on 19th June – it was **PROPOSED** and seconded that the minutes be **APPROVED**. All in favour. ¹

3244 CLERK'S UPDATE

3244.1 Matters arising from previous minutes

3244.1.1 3170.3 Riseley Height Restriction – it was **NOTED** that no progress had been made, dialogue with the planning officer is on-going. A request would be made to extend the deadline for determination. ^{2 3}

3244.1.2 3134.1 Fence on Part Lane – it was **NOTED** that work would be completed in next 2 weeks.

3244.1.3 3218.1.3 Parish Shop, Chiller – it was **NOTED** that the doors had been adjusted to everyone's satisfaction and the outstanding balance would be paid.

Parking – it was **NOTED** that the bumpers in front of the condensing unit cannot be moved forward as there is a manhole cover in the way. The bumpers would be removed, and 2 large planters set in front of the unit. ^{4 5}

3244.1.4 3236.1 Solar Panels – it was **NOTED** that the three community buildings owned by the Parish Council had been registered with the "Switch together scheme".

¹ JA

² Clerk

³ JA/CD Review options

⁴ Clerk

⁵ JA/MM

3244.1.5 3234.8 Insurance – it was **NOTED** that the 4 brokers identified had been approached. ⁶

3244.1.6 3238.1.1 Breast Screening Van, Riseley – it was **NOTED** that this would be in place for appointments from the middle of August.

3244.2 Other Updates

3244.2.1 Swallowfield Recreation Ground – it was **NOTED** that a part fallen tree had been removed due to safety concerns. The cost was £450 plus VAT.

3244.2.2 Riseley Memorial Hall – it was **NOTED** that the float valve had been replaced in the water heater at a cost of £143.54 plus VAT.

3245 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

3245.1 Current applications – for details see page 2026/1447.

3245.1.1 260925 – Cheriton Farm No Comment

3245.2 Results – for details see 2026/1447.

3245.2.1 260988 – 11 Curlys Way, Swallowfield RG7 1QZ

Approved

3245.2.2 260613 - Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY

Approved

3246 FINANCE

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

Lead Councillor: Cllr. J. Anderson

3246.1 Monthly Accounts

3246.1.1 May 2026 – it was **PROPOSED** that these accounts are approved. All in favour.

3246.1.2 June 2026 – it was **NOTED** that the accounts had been circulated.

3247 BILLS LIST

3247.1 Payments Due – it was noted that item 16 had been approved as an interim payment 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. ⁷

1	All Saints Church	159.9	Payment Refund
2	Deposit Refund	300	INV:640
3	Deposit Refund	300	INV:637
4	Deposit Refund	100	INV:639

⁶ CD/Clerk

⁷ JA / ST

5	Air intelligence	219.5	Maintenance of air conditioning unit
6	Nigel Jeffries	1261.56	Grounds Maintenance
7	Calico Charity	291.5	Allotment Rent
8	Moorepay	110.28	Payroll
9	CCB	189	Membership
10	D2D Distribution	570	Newsletter
11	Coral Bell	180	Exercise Classes
12	GLS	49.16	Cleaning
13	Fcold Ltd	12483.9	Chillers
14	Arborfield Tree Care	540	Treework
15	Karen Luke	208	Cleaning
16	Lindum Construction	12384.8	Hall/Atrium
17	BACS Charge	17.2	Payroll
18	CASTLE WATER	187.36	Water
19	CASTLE WATER	78.81	Water
20	HMRC PAYMENTS	1219.1	Payroll
21	Lloyds Bank (Alto Card)	160.67	DIY, Defibrillator
22	Payroll	6433.15	Payroll
23	Wokingham Council	214	Business Rates
24	Wokingham Council	110.91	Business Rates
25	EDF Energy	273.97	Electricity
26	Unity Trust Service Charge	13	Bank Charges
27	Unity Trust Credit Handling Charge	7.4	Bank Charges

3248 **PROPERTY**

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 3248.1 Residential Properties – it was **PROPOSED** and seconded that due to commercial sensitivities the press and public be excluded during discussion of this item in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

3249 **RESILIENCE**

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

Lead Councillor: Cllr. M. McDonald

- 3249.1 Flood Resilience Group, replacement equipment/training – it was **PROPOSED** and seconded that the council **APPROVES** the purchase of 12 2-way radios, replacement batteries for head torches and loud hailers and fuel for the generator and approves a budget of £750 for FRG team members to attend on-line water and flood awareness training at a total cost of up to £1956 incl VAT. All in favour.^{8 9}

⁸ RFO

⁹ Clerk

3250 CORRESPONDENCE

It was **PROPOSED** and seconded that due to commercial sensitivities the press and public be excluded during discussion of the next 2 items in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. All in favour.

- 3250.1 Request to site a food truck in Swallowfield Parish Hall car park.
- 3250.2 Request to site a food truck in Swallowfield Parish Hall car park and at Riseley Memorial Hall car park.

3251 ITEMS FOR FUTURE AGENDAS

None

3252 DATE OF NEXT MEETING

- 3252.1 Parish Council Meeting, Tuesday 11th August 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Due to commercial sensitivities the press and public were excluded during discussion of the following items in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

3253 PROPERTY

- 3253.1 Residential Properties – it was **PROPOSED** and seconded that the rents be increased by the amounts detailed in the paper circulated. All in favour. ¹⁰

[Cllr. Smith left the meeting]

3254 CORRESPONDENCE

- 3254.1 Request – it was **NOTED** that a request has been received for permission to site a food truck in Swallowfield Parish Hall car park. Further information had been requested but nothing had been received. It was **AGREED** no further action would be taken.
- 3254.2 Request – it was **NOTED** that a request has been received for permission to site a food truck in Swallowfield Parish Hall car park and at Riseley Memorial Hall car park. It was **AGREED** that further information was required. ¹¹

[The meeting closed at 20:22]

¹⁰ Clerk

¹¹ CD / Clerk

Appendix A

3245 PLANNING

3245.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3245.1.1	261342	Certificate of existing lawful development	Land Used For Storage, Cheriton Farm Jouldings Lane Farley Hill	Application for a certificate of existing lawful development for the use of land for waste management and recycling (Sui Generis). It was PROPOSED and seconded that the council would not comment on this application. All in favour.

3245.2 Results

Agenda Ref	App No	Address	Application	Result
3245.2.1	260988	11 Curlys Way, Swallowfield RG7 1QZ	Householder application for the proposed part conversion of the existing double garage to habitable accommodation with associated changes to fenestration. The council did not comment on this application.	Approved
3245.2.2	260613	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) The council did not comment on this application.	Approved