

MINUTES OF THE MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 11TH AUGUST 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

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

Members of the public: 0

3255 APOLOGIES FOR ABSENCE

Cllr. L. Edmonds

3256 DECLARATIONS OF INTEREST

Cllr. L. Smith declared an interest in item 3269.1.

3257 MINUTES OF LAST MEETING

3257.1 Minutes of the meeting held on 14th July – it was **PROPOSED** and seconded that the minutes be **APPROVED**. All in favour. ¹

3258 CLERK'S UPDATE

3258.1 Matters arising from previous minutes

3258.1.1 3101.4 Tree work – it was **NOTED** that the tree work identified at The Marshes had not been completed as SSEN had not yet installed the shrouding necessary for the contractor to carry out the work safely. ²

3258.1.2 3221.1 Riseley Memorial Hall and Sports Pavilion – it was **NOTED** that the moss clearance of the roof would take place on 8th September.

3258.1.3 3236.1 Solar Panels – it was **NOTED** that quotes had been received, however, they were not detailed enough to allow the council to make a decision before the deadline for acceptance. It was **AGREED** that the quotes would not be pursued at this time.

3258.1.4 3234.8 Insurance – it was **NOTED** that the Clerk and Cllr. Drew were working actively with two of the brokers, a third had requested further information and the fourth had still not responded. A proposal would be brought to the September meeting.

¹ JA

² Clerk to chase SSEN

- 3258.1.5 3238.1.1 Breast Screening Van – it was **NOTED** that the electrical supply had been fitted and the van would arrive on Thursday 13th August.
- 3258.1.6 3170.3 Riseley Height Restriction Barrier – it was **NOTED** that the highways officer would not approve full closure of the exit, so the plans had been amended to reflect this. Once planning permission is received the property working group will review the options and ask for updated quotes for the work required. ³
- 3258.2 Other Items
- 3258.3 VAT on Investment management fees – it was **NOTED** that advice had been received from the SLCC Financial Advisor confirming that the council could reclaim VAT for this expenditure. ⁴
- 3258.4 Trees – it was **NOTED** that a summary of the priority 2 and 3 work had been sent to several contractors. ⁵
- 3258.5 Fieldfare – it was **NOTED** that the foul water pump was not operating correctly. The contractor had attended and reset the system.
- 3258.6 Anti-social behaviour – it was **NOTED** that 3 nitrous oxide cannisters and several balloons had been discarded in Swallowfield Parish Hall car park. The police had been notified, and CCTV footage will be passed over to them.

3259 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

- 3259.1 Current applications – for details see page 2026/1455.
- | | | |
|----------|--|------------|
| 3259.1.1 | 260386 – Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY | No Comment |
| 3259.1.2 | 261409 – Orchard Paddock, Basingstoke Road, Swallowfield | No Comment |
| 3259.1.3 | 261635 – Land West of Trowes Land, Swallowfield | No Comment |
| 3259.1.4 | 261693 - 4 Beehive Cottages Trowes Lane Swallowfield RG7 1RP | No Comment |
- 3259.2 Appeals – for details see 2026/1455.
- 3259.2.1 261508 – The Loft Part Lane, Swallowfield RG7 1TB
- 3259.3 Results – for details see 2026/1456.
- | | | |
|----------|--|----------|
| 3259.3.1 | 260457 – Land to the South West of 1 Norton Road | Approved |
| 3259.3.2 | 260925 – Church Lodge, Church Road, Swallowfield RG7 1TH | Approved |
| 3259.3.3 | 261171 – Charlton Lane, Swallowfield | Refused |
| 3259.3.4 | 261342 – Land used for storage, Cheriton Farm, Jouldings Lane, Farley Hill | Approved |

³ Property WG, Clerk

⁴ RFO

⁵ Clerk

3259.4 Enforcement Investigations – it was **NOTED** that there is one open investigation, and 3 has been closed (2 Application submitted, 1 No breach).

3259.5 CIL Consultation – it was **PROPOSED** and seconded that the council would not comment on Wokingham Borough Council's Community Infrastructure Levy (CIL) Draft Charging Schedule as it had no impact on the parish. All in favour.

3260 COUNCIL

3260.1 Use of Artificial Intelligence Policy - it was **PROPOSED** that the council **ADOPT** the revised policy circulated by Cllr. McDermott. The resolution was not seconded so no vote was taken.

It was **PROPOSED** and seconded that the policy circulated by the Clerk be **ADOPTED**. 5 for, 2 abstentions (Cllr. McDermott). Motion carried. ⁶

3260.2 Artificial Intelligence Tools – it was **PROPOSED** and seconded that the council purchase an annual licence of GovAssist for the Clerk at a cost of £200 plus VAT. The RFO would sign up to a free limited use account. 6 for, 1 abstention (Cllr. McDermott). Motion carried. ⁷

3261 FINANCE

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

Lead Councillor: Cllr. J. Anderson

3261.1 Monthly Accounts

3261.1.1 June 2026 – it was **PROPOSED** and seconded that these accounts be approved. All in favour.

3261.1.2 July 2026 – it was **NOTED** that the accounts had been circulated.

3262 BILLS LIST

3262.1 Payments Due – 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. ⁸

1	British Recycled Plastics	913.63	Bench
2	Select	22.75	Waste Collection-Public Bins
3	Deposit Refund	100.00	INV 645
4	Deposit Refund	100.00	INV 636

⁶ Clerk

⁷ Clerk

⁸ JA / ST

5	C Bell	240.00	Exercise Classes
6	Lucas Plumbing	172.25	Repair - RMH
7	Gem Tec Security Systems	30.00	Alarm Maintenance
8	SWA	4,758.00	Hall/Atrium Project
9	Select	89.64	Waste Collection-RMH
10	Select	46.26	Waste Collection-SPH
11	Select	11.09	Waste Collection-Public Bins
12	Select	11.09	Waste Collection-Public Bins
13	Select	11.09	Waste Collection-Public Bins
14	Select	11.09	Waste Collection-Public Bins
15	Select	118.40	Waste Collection-RMH
16	Select	41.66	Waste Collection-SPH
17	Select	22.75	Waste Collection-Public Bins
18	Select	22.75	Waste Collection-Public Bins
19	Select	22.75	Waste Collection-Public Bins
20	Select	40.32	Waste Collection-SPH
21	Select	22.75	Waste Collection-Public Bins
22	Select	116.93	Waste Collection-RMH
23	Select	91.98	Waste Collection-SPH
24	Select	23.21	Waste Collection-Public Bins
25	Select	23.21	Waste Collection-Public Bins
26	Select	23.21	Waste Collection-Public Bins
27	Select	232.20	Waste Collection-RMH
28	Select	44.64	Waste Collection-SPH
29	Select	23.21	Waste Collection-Public Bins
30	Select	23.21	Waste Collection-Public Bins
31	Select	41.76	Waste Collection-SPH
32	Select	85.28	Waste Collection-SPH
33	Select	23.21	Waste Collection-Public Bins
34	Select	23.21	Waste Collection-Public Bins
35	Select	94.02	Waste Collection-RMH
36	Moorepay	110.28	Payroll
37	Karen Luke	156.00	Cleaning
38	Hicks Baker	3,609.72	Insurance Reinstatement Costs Report
39	Select	34.81	Waste Collection-Public Bins
40	Select	34.81	Waste Collection-Public Bins

41	Select	72.60	Waste Collection-SPH
42	Select	108.89	Waste Collection-RMH
43	Select	34.81	Waste Collection-Public Bins
44	Select	34.81	Waste Collection-Public Bins
45	Select	43.15	Waste Collection-SPH
46	BACS Charge	17.20	Payroll
47	CASTLE WATER	82.37	Water
48	CASTLE WATER	137.71	Water
49	HCLLRC PAYMENTS	1,218.70	Payroll
50	Lloyds Bank (Alto Card)	97.76	IT
51	Payroll - June	6,788.68	Payroll
52	Crown Gas & Power	159.66	Gas
53	Crown Gas & Power	229.61	Gas
54	EDF Energy	244.04	Electricity
55	Wokingham Council	112.00	Business Rates
56	Wokingham Council	214.00	Business Rates
57	Service Charge	14.05	Bank Charges
58	BT	563.33	Phone / broadband
59	Other	46.97	APM
60	Maintenance	76.45	Light, paint, postcrete
61	Mileage	131.61	
62	Office	28.25	Supplies

3263 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 3263.1 Request for permission to site a food van at Swallowfield Parish Hall – 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.

3264 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald

3264.1 Hall User Group – it was **NOTED** that a meeting was held with a group of regular hall users on 13th July. Cllr. McDonald circulated notes. ⁹

3264.2 Stage Lighting – it was **PROPOSED** and seconded that Henley Theatre Services be engaged to undertake the work detailed in their quote dated 28/07/2026 at a cost of £3,270.81 plus VAT. All in favour. ¹⁰

It was **NOTED** that the current system must not be used until the remedial work was completed and certified. ¹¹

3265 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. S. Taylor

3265.1 Swallowfield Parish Allotment Association

3265.1.1 AGM – it was **NOTED** that the minutes of their AGM had been received.

3265.1.2 Water Provision – it was **NOTED** that Cllr. Taylor and the Clerk met with representatives of SPAA to discuss potential changes to water provision on the allotment site.

It was **AGREED** that if requested the council would be able to update the agreement with SPAA to allow the use of hosepipes.

3265.2 Play Areas

3265.2.1 Interim Inspection – it was **NOTED** that the interim inspection of all three play areas took place on 23rd July. The reports had been circulated. All areas highlighted were flagged as Low or Very Low and would be dealt with as appropriate.

3265.2.2 Annual Inspection – it was **PROPOSED** and seconded that the council appoint The Play Inspection Company to carry out annual inspections of the play areas at Swallowfield, Riseley and Farley Hill at a cost of £357. All in favour. ¹²

⁹ MM to follow up on actions identified

¹⁰ Clerk

¹¹ MM

¹² Clerk

3266 CORRESPONDENCE

- 3266.1 Traffic Measures on Charlton Lane – it was **NOTED** that the council had received a request from a resident for the council to lobby for a reduced speed limit on Charlton Lane. Cllr. Taylor reported that he had replied to the resident explaining that the council had responded to the WBC consultation on speed limits which requested a reduction throughout the parish.

3267 ITEMS FOR FUTURE AGENDAS

- 3267.1 Hall Hire Updates – waste disposal and Martyn's Law

3268 DATE OF NEXT MEETING

- 3268.1 Parish Council Meeting, Tuesday 8th September 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

[Cllr. Smith left the meeting]

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.

3269 PROPERTY

- 3269.1 Request for permission to site a food van at Swallowfield Parish Hall – it was **PROPOSED** and seconded that the council give permission for a food van to be sited at Swallowfield Parish Hall, subject to appropriate planning and licences being obtained. 1 for, 4 against and 1 abstention. Motion not carried. ¹³

[The meeting closed at 20:51]

¹³ Clerk

Appendix A

3259 PLANNING

3259.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3259.1.1	260386	Full application	Wyvols Court Farm, Basingstoke Road Swallowfield RG7 1WY	Full application for the erection of 3 no. commercial units, comprising use classes B2 (General Industrial) and B8 (Storage and Distribution), including associated landscaping and drainage infrastructure. This application was considered in March 2026, the council agreed that it would not comment. Since that time some updated documents have been submitted.
3259.1.2	261693	Householder	4 Beehive Cottages, Trowes Lane Swallowfield RG7 1RP	Householder application for the proposed erection of a single storey rear extension.

3259.2 Appeals

Agenda Ref	App No	Type	Address	Application
3259.2.1	261508	Enforcement Appeal	The Loft Part Lane Swallowfield RG7 1TB	Breach alleged without planning permission, the material change of use of the Land for non-agricultural storage purposes, including but not limited to shipping containers, vehicles, caravans and building materials.

3259.3 Results

Agenda Ref	App No	Address	Application	Result
3259.3.1	260457	Land to the South West of 1 Norton Road, Riseley, RG7 1SH	Full application for the proposed erection of 1no. 4 bedroom detached dwelling to include rooflights and 7no. dormers plus double carport, parking and access.	Approved
3259.3.2	260925	Church Lodge, Church Road, Swallowfield RG7 1TH	Householder application for the proposed erection of a single storey rear extension following demolition of conservatory.	Approved
3259.3.3	261171	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.	Refused
3259.3.4	261342	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).	Approved