

MINUTES OF THE MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 8TH SEPTEMBER 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

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

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

Members of the Public: 1

3270 APOLOGIES FOR ABSENCE

None

3271 DECLARATIONS OF INTEREST

None

3272 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

- 3272.1 Resident – I would like to thank the organisers of the Swallowfield Show for their amazing work. I doubt many people realise that it is organised and run totally by volunteers. As a volunteer myself I know how exhausting it can be. I would like to encourage more local people to give up just a small amount of time over the 2 days (just 2 hours would be enormously helpful) to keep this wonderful tradition alive for many years to come.

Cllrs. Anderson and McDonald endorsed these comments. ¹ It was agreed that they would meet with members of the Horticulture Society to investigate ways in which the Parish Council could support the show in the future. ²

3273 MINUTES OF LAST MEETING

Minutes of the meeting held on 11th August – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED** with the corrections to the voting record of 2 items, detailed below. 6 for, 1 against (Cllr. McDermott), 1 abstention.

- 3260.1 - 5 for, 2 abstentions (Cllr. McDermott). Motion carried.
- 3260.2 - 6 for, 1 abstention (Cllr. McDermott). Motion carried.

3274 CLERK'S UPDATE

- 3274.1 Matters arising from previous minutes

- 2882.3.1 APP/X0360/W/24/3340006 (WBC Ref: 230422) – Land West of Trowes Lane – it was noted that Cllr. Taylor had met with our MP, Clive Jones to discuss concerns about the handling of foul water from new developments and the discharge of Condition 8 on the Trowes Lane West development. Our MP has also written to the Chief Executive of Thames Water seeking information about the steps the company will take to prevent

¹ JA to write a thank you letter

² MM to arrange a meeting

surcharging in wet conditions. It was **AGREED** that the letter would be published on the parish council website and facebook and shared by councillors. Cllr. Taylor would draft a piece to go with it. The letter would also be circulated to our borough councillors. ³ See Appendix B, Page 2026/1466

It was **NOTED** that the developer had filled in the culvert on Trowes Lane to form an entrance into the land. This had been reported to Wokingham Borough Council and copied to the 3 borough councillors.

- 2882.3.1 3237.2 – Replacement Bench – it was **NOTED** that the replacement bench had been installed on Riseley Green. Cllr. McDonald expressed her thanks to the Caretaker and Parish Warden for completing the installation.

3275 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

- 3275.1 Current applications – for details see page 2026/1462.

3275.1.1	261859 - Fairlands Caravan Site, Church Road, Farley Hill	Object
3275.1.2	261902 - Hatherley, Basingstoke Road, Riseley RG7 1QS	No Comment
3275.1.3	261905 - The Old Church, Church Road, Farley Hill, RG7 1TR	No Comment
3275.1.4	261929 - 19 Foxborough, Swallowfield, RG7 1RW	No Comment
3275.1.5	261946 - Little Chesters Sandpit Lane Farley Hill Wokingham RG7 1XJ	No Comment
3275.1.6	262020 - 1 Chapel Lane Riseley Wokingham RG7 1QU	No Comment

- 3275.2 Results – for details see page 2026/1464

3275.2.1	250217 – Land Off Basingstoke Road, to south & west of Spencers Wood	Withdrawn
		No decision taken by WBC
3275.2.2	260608 – Riseley Recreation Ground, Odiham Road, Riseley	Approved

3276 COUNCIL BUSINESS

- 3276.1 Insurance Renewal – to 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.

3277 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 3277.1 Monthly Accounts

- 3277.1.1 July 2026 – it was **PROPOSED** and seconded that these accounts be approved. 7 for, 1 abstention. Motion carried.

³ ST

3277.1.2 August 2026 – it was **NOTED** that the accounts had been circulated.

3277.1.3 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation statements be **APPROVED**. All in favour. ⁴

3278 **BILLS LIST**

3278.1 Payments Due – it was **PROPOSED** and seconded that the payments listed below be **APPROVED**. It was **NOTED** that item 12 was approved by Cllrs. Anderson and Taylor as an interim payment. On-line payments would be authorised by Cllrs. Chapman and Taylor. All in favour. ⁵

1	Deposit Refund	276.00	INV : 670
2	Ricoh	236.17	Photocopier
3	Nigel Jeffries	1108.80	Grounds Maintenance
4	GLS	51.52	Cleaning
5	GLS	102.20	Cleaning
6	Cees Fasteners	26.05	Maintenance
7	Pro Carpet Cleaning	358.80	Hall Chairs
8	Karen Luke	234.00	Cleaning
9	Moorepay	111.92	Payroll
10	Nigel Jeffries	1243.32	Grounds Maintenance
11	C Bell	240.00	Exercise Classes
12	SG Services	120.00	Cleaning
13	BACS Charge	17.20	Payroll
14	CASTLE WATER	138.94	Water - RMH
15	CASTLE WATER	78.81	Water - SPH
16	HMRC PAYMENTS	1219.10	Payroll
17	Lloyds Bank (Alto Card)	808.96	Planters, Pest Control, IT
18	Payroll - August	6788.88	Payroll
19	Crown Gas & Power	149.48	Gas
20	EDF ENERGY	346.06	Electricity
21	Wokingham Council	214.00	Business Rates - RMH
22	Wokingham Council	112.00	Business Rates - SPH
23	PWLB Loan Repayment	9824.18	Loan Repayment
24	Embrace IT	95.77	IT
25	Embrace IT	94.76	IT
26	Unity Trust	14.50	Bank Charges

⁴ ST

⁵ RC/ST

3279 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

- 3279.1 School Provision – it was **NOTED** that Wokingham Borough Council are consulting on a proposal to move Bearwood Primary School to Spencers Wood to rebalance school places.
Councillors expressed their concerned that this proposal does not make any additional provision for children in our parish. It was **AGREED** that the council would like to see more school provision for the parish and would respond to the consultation stating those concerns. ⁶
<https://engage.wokingham.gov.uk/en-GB/projects/bearwood-primary-school-relocation-and-new-specialist-base>

3280 RECREATION

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

- 3280.1 Swallowfield Parish Allotment Association – it was **NOTED** that the minutes the May meeting had been received.

3281 CORRESPONDENCE

- 3281.1 Wokingham District Veteran Tree Association (WDVTA) – it was **NOTED** that a newsletter had been received along with a request for a grant. The council received a similar request last year. It was **AGREED** that the request would be revisited once there was a new Grants Policy in place. ⁷
- 3281.2 Request for a bin on Trowes Lane – it was **NOTED** that the Parish Council does not own any land on Trowes Lane and that WBC had previously removed a bin. It was **AGREED** that the Clerk would discuss with WBC. ⁸
- 3281.3 Proposal for water management from Swallowfield Parish Allotment Association (SPAA) – Cllr. Taylor explained that SPAA had submitted a proposal and were in the process of redrafting the plot holder agreement which would be brought to council for approval. ⁹

3282 DATE OF NEXT MEETING

- 3282.1 Parish Council Meeting, Tuesday 13th October 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

⁶ ST to prepare a response

⁷ All councillors

⁸ Clerk

⁹ ST to notify the Calico Trust

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.

3270 INSURANCE

3270.1 Renewal – Cllr. Drew explained that as agreed 4 brokers had been approached, but only one had submitted a report and quote. The broker had provided a comprehensive report and had sought quotes from 2 companies.

It was **PROPOSED** and seconded that the council would accept the recommendation of James Hallam Limited and enter into a 3 year deal as detailed below. All in favour. ¹⁰

It was **NOTED** that work would be required to updated various policy documents. ¹¹

Policy Type	Insurer	Effective Date	Quoted / Renewal	Premium (GBP)	IPT (GBP)	Admin Fee (GBP)	Underwriter Fee (GB))	Total (GBP)
Commercial Combined including Terrorism Cover	Aviva Insurance Limited	1/10/26	Quoted	6,778.22	813.39	60.00	0.00	7651.61
Commercial Combined Terrorism Cover	Aviva Insurance Limited	1/10/26	Quoted	473.64	56.84			530.48
Aviva GPA/Sickness/Business Travel	Aviva Insurance Limited	1/10/26	Complete	300.00	36.00	60.00	0.00	396.00
Cyber Package	Coalition Risk Solutions Ltd	1/10/26	Pending	477.00	57.24	60.00	50.00	644.24
Total								9,222.33

[The meeting closed at 20:40]

¹⁰ Clerk

¹¹ Clerk

Appendix A

3275 PLANNING

3275.1 Current Applications

Agenda Ref	App No	Type	Address	Application
3275.1.1	261859	Full Application	Fairlands Caravan Site, Church Road, Farley Hill	Full application for the change of use of land to extend an existing Holiday Park to comprise 17 caravans for tourist accommodation, one site office, bin storage area and associated landscaping. It was PROPOSED and seconded that the council object to this application for the reasons detailed below. All in favour. SPC objected to application 231960, which was for change of use to a holiday park for 8 static caravans, and was approved by WBC. There was a condition in that approval that "The development hereby permitted shall be used for holiday purposes only and shall not be occupied for any more than 28 days per annum without the express written permission of the Local Planning Authority". It is not entirely clear what this 28 day condition means, but on a simple reading, and from the applicant's submission for this new application, it is certain that the development is occupied at least in part for most of the time. SPC continues to object to the use of this site as a holiday park and urges WBC to reject this expansion.
3275.1.2	261902	Householder	Hatherley, Basingstoke Road, Riseley RG7 1QS	Householder application for a single storey front porch extension and the removal of the garden shed. To be replaced with a garden office. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

Agenda Ref	App No	Type	Address	Application
3275.1.3	261905	Householder	The Old Church, Church Road, Farley Hill, RG7 1TR	Householder application for the proposed detached single storey outbuilding. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
3275.1.4	261929	TPO - Work to a TPO tree - info only	19 Foxborough, Swallowfield, RG7 1RW	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO-0794-1996 T1, English Oak (T6 on TPO) - Pruning of southern side to growth points. The trees canopy has a reach of 7m. Prune by 3m to leave 4m on the southern side to suitable growth points. Reason for Works: The trees canopy is encroaching the property and the tree is unbalanced.
3275.1.5	261946	Householder	Little Chesters Sandpit Lane Farley Hill RG7 1XJ	Householder application for the proposed erection of a single storey front extension creating porch, two storey side extension to create habitable accommodation to the first floor following part conversion of existing loft. Insertion of 2no. dormers to the rear elevation plus 1no. balcony. It was PROPOSED and seconded that the council would not comment on this application. All in favour.
3275.1.6	262020	Householder	1 Chapel Lane Riseley RG7 1QU	Householder application for the proposed erection of a two storey front/side extension following demolition of the existing conservatory, plus changes to fenestration. It was PROPOSED and seconded that the council would not comment on this application. All in favour.

3275.2 Results

Agenda Ref	App No	Address	Application	Result
3275.2.1	250217	Land Off Basingstoke Road, to south & west of Spencers Wood	Outline planning permission is sought with all matters reserved for future determination, save for the means of access via Basingstoke Road, for: up to 420 dwellings (Use Class C3), an 80 bed care home (Use Class C2), 1ha of employment land (Use Class E(g), primary school (Use Class F1), local centre (Use Classes E(a), (b), (c), (f)), GP Surgery (Use Class E(e), sports pitch and changing facility, public (b), (c), (f)), GP Surgery (Use Class E(e), sports pitch and changing facility, public open space, SANG provision and associated infrastructure.	Withdrawn No decision taken by WBC.
3275.2.2	260608	Riseley Recreation Ground, Odiham Road, Riseley RG7 1SD	Full application for the erection of a height restriction barrier and associated works including installation of bollards and alteration of vehicular access arrangements at Riseley Recreation Ground.	Approved

Appendix B

at the nearby village of Kilsley.

Swallowfield has a recent and severe history of flooding in order to remove sewage. Environmental concerns, lack of capacity in the local sewage system as well as

Given this history, and other history of foul sewer spillages, I am reasonably concerned about the impact of adding a new sewer network.

I accept that additional foul flow will not be significant, but is primarily caused by high levels of surface water entering the sewer, however, make surcharging sewage during these events, and handle surface drainage further, and the fact that surcharging is an indication that the current infrastructure is not coping with further development. Most people would reasonably expect the impact is zero, or at least that it should only be expected in

The Planning Inspector included a comment, paragraph 10, *the drainage provider rather than the developer to provide the capacity to accommodate demand.* The drainage planning inspector applied a condition (Condition 8) to his approval, agreed before construction commence. I understand the condition.

Constituent

Office 6, Trinity Court, Molly Milla

A handwritten signature in black ink that reads "Clive Jones". The signature is written in a cursive style with a horizontal line underneath the name.

Clive Jones
Member of Parliament for Wokingham