

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 13TH OCTOBER 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
08/10/26

Members: Cllr. J. Anderson, Cllr. R. Chapman, Cllr. C. Drew, Cllr. L. Edmonds,
Cllr. J. McDermott, Cllr. M. McDonald, Cllr. L. Smith, Cllr. 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 8th September - to **APPROVE** the minutes of this meeting.

5 CHAIR'S ANNOUNCEMENTS

- 5.1 Autumn Litter Pick – to **NOTE** that this will take place on Saturday 24th October, 10am to 2pm. Councillors are encouraged to support this event which will be orchestrated by Peter Sampson.
- 5.2 Remembrance Sunday Commemoration – to **NOTE** that this will take place on Sunday 8th November: 10:15am at the War Memorial then 10:45am at All Saints Church Swallowfield.

6 CLERK'S UPDATE - available at the meeting.

7 PLANNING

Chair of Planning Committee: Cllr. S. Taylor

7.1 Current applications – for details see page 6.

- 7.1.1 262046 – Lambs Farm Business Park, Basingstoke Road
- 7.1.2 262303 – Brandywell, Spring Lane, Swallowfield RG7 1SU
- 7.1.3 260774 – Land North of Sun Lane

7.2 Results – for details see page 7.

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| 7.2.1 | 251413 – Robin's Lodge Nursery, Part Lane, Swallowfield | Refused |
| 7.2.2 | 261693 – 4 Beehive Cottages Trowes Lane Swallowfield RG7 1RP | Approved |
| 7.2.3 | 261905 – The Old Church, Church Road, Farley Hill RG7 1TR | Approved |
| 7.2.4 | 262020 – 1 Chapel Lane, Riseley RG7 1QU | Approved |

7.3 Enforcements - to **NOTE** there are 3 open investigations and 2 have been closed with **No Breach**.

7.4 Neighbourhood Plan Area Boundary Changes – to **NOTE** that Arborfield and Barkham Parish Council **is** working on a revision of their Neighbourhood Plan. Paper circulated.

It is **PROPOSED** that the Parish Council agrees that, for the purposes of neighbourhood planning, the former Swallowfield East Parish Ward, as identified in Wokingham Borough Council's Community Governance Review, should form part of the revised Arborfield and Barkham Neighbourhood Area and should not form part of the Swallowfield Parish Neighbourhood Area. This agreement is without prejudice to the legal commencement date of the corresponding parish boundary change.

7.5 National Planning Policy – to **NOTE** changes to National Planning Policy. Email circulated.

8 COUNCIL BUSINESS

8.1 Open Space Risk Assessment – it is **PROPOSED** that the council **ADOPT** the *Risk Assessment for Public Open Spaces*. Circulated.

8.2 Grants Policy – it is **PROPOSED** that the council **ADOPT** the *Grants Policy*. Circulated by Cllr. Chapman.

8.3 Hall Hire Conditions – it is **PROPOSED** that the council **ADOPT** the *Hall Hire Conditions* and *Hall Safety* document. Circulated.

9 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance)
Lead Councillor: Cllr. J. Anderson

9.1 Monthly Accounts

9.1.1 August 2026 – it is **PROPOSED** that these accounts be approved.

9.1.2 September 2026 – to **NOTE** that the accounts have been circulated.

9.2 2027/2028 Budget – to **NOTE** that a draft budget has been circulated.

9.3 Consolidation of EMR's – to **AGREE** to the consolidation of EMRs as circulated by Cllr. Anderson. To **NOTE** that this does not change the total sum set aside in the EMR.

9.4 AGAR – to **NOTE** that the limited assurance review has been completed by the external Auditor, PKF Littlejohn. Circulated. To **NOTE** that the certificate has been posted on the Parish Council Website.

9.5 Digital AGAR - to **NOTE** that from 2028 all councils will be required to submit the AGAR digitally.

It is **PROPOSED** that the council signs up to submit its AGAR digitally in 2027.

9.6 Suppliers – it is **PROPOSED** 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.

10 BILLS LIST

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

11 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

11.1 Waste Water Treatment, Fieldfare – to **APPROVE** renewal of the contract to service the Xylem pump for 3 years at a cost of £1,738.50 per annum. Circulated.

11.2 Waste Water Treatment, Riseley Memorial Hall/Sports Pavilion – to **APPROVE** renewal of the contract to service the Xylem pump at a cost of £1,300 per annum. Circulated.

12 ENVIRONMENT

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)

Lead Councillor: Cllr. L. Smith

12.1 Van Demans – to **NOTE** that the council has been successful in its application to the

National Lottery Heritage Fund for a grant to carry out work on Van Demans as identified in the Vision document adopted by council in February 2026.

- 12.1.1 Grant Acceptance - it is **PROPOSED** that the council accepts the grant awarded by the National Lottery Heritage Fund to implement the vision previously reported and agrees to the *Terms and Conditions*. Link circulated.
- 12.1.2 Grant Acknowledgement – it is **PROPOSED** that the Clerk be delegated to generate and publish the communications necessary to meet the requirements listed on page 5 of the Acknowledgement Toolkit. Circulated.
- 12.1.3 Project Manager – it is **PROPOSED** that the council invites 3 consultants/contractors to quote to provide Project Management Services. Document circulated.

13 RECREATION

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

Lead Councillor: Cllr. S. Taylor

- 13.1 Swallowfield Parish Allotment Association (SPAA)
 - 13.1.1 Meetings - to **NOTE** receipt of the minutes of the August Committee Meeting and an Extraordinary meeting held on 22nd August. Circulated.
 - 13.1.2 Plot holder Agreement – to **CONSIDER** the changes requested by SPAA. Circulated.

14 RESILIENCE

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

Lead Councillor: Cllr. M. McDonald

- 14.1 Swallowfield Flood Resilience Group (FRG)
 - 14.1.1 Volunteer Engagement– to **NOTE** that Wokingham Borough Council (WBC) has enrolled all FRG volunteers onto the WBC On-line Training System to allow them to undertake the *Flood Awareness Course*. To **NOTE** that the group will meet in November for an Equipment Familiarisation Session.
 - 14.1.2 Update – to **NOTE** that Cllr. McDonald met with the Chair of FRG. Notes circulated.

15 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 15.1 Seated Yoga Classes – it is **PROPOSED** that, if necessary, the Parish Council covers any shortfall in the cost of running this class for a period of 6 months.

16 HR
(Appraisals/recruitment/staff training)
Lead Councillor: Cllr. C. Drew

16.1 Staff matters

It is **PROPOSED** that due to personal 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.

16.1.1 2026 Salary Review

16.1.2 Public Open Space Checks

16.2 Staff Training – it was **NOTED** that the Clerk had attended an SLCC Training Day, the main topic was the digital AGAR.

17 COMMUNICATIONS
(Newsletter/Website/Annual Report/Media)
Lead Councillor: TBA

17.1 Newsletter – to **NOTE** that the copy deadline for the next edition is 4th November.

18 CORRESPONDENCE

18.1 Request from Swallowfield Park to advertise a fund-raising event in the Parish Newsletter.

18.2 Loddon Riverside Park – proposal from Loddon Valley Ramblers.

19 ITEMS FOR FUTURE AGENDAS

Updates to the Financial Regulations

20 DATE OF NEXT MEETING

20.1 Parish Council Meeting, Tuesday 10th November 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	262046	Full application	Lambs Farm Business Park, Basingstoke Road	Full application for the proposed erection of a single storey agricultural store building in association with the existing stable building and to support the maintenance of land around the business park, with additional car parking.
6.1.2	262303	Existing Lawful Certificate	Brandywell, Spring Lane, Swallowfield RG7 1SU	Application for a certificate of existing lawful development for the use of land at rear as residential garden as approved under 160290 (Use Class C3).
6.1.3	260774	Outline	Land North of Sun Lane	Outline application with all matters reserved except for access for the construction of up to 44 dwellings, including affordable housing together with access, landscaping and associated infrastructure (cross boundary application). To NOTE that this application will be considered by the Wokingham Borough Council Planning Committee on Wednesday 14th October. The application is recommended for approval. To NOTE that this council submitted its objection to this application in May 2026. To AGREE the council's next steps.

6.2 Results

Agenda Ref	App No	Address	Application	Result
6.2.1	251413	Robin's Lodge Nursery, Part Lane, Swallowfield	Proposed erection of 2no. Buildings and open log store with associated parking, access and landscaping, repositioning of site boundary fence, plus installation of acoustic screen following demolition of existing buildings. SPC objected to this application	Refused
6.2.2	261693	4 Beehive Cottages Trowes Lane Swallowfield RG7 1RP	Householder application for the proposed erection of a single storey rear extension. SPC did not comment on this application.	Approved
6.2.3	261905	The Old Church, Church Road, Farley Hill RG7 1TR	Householder application for the proposed detached single storey outbuilding. SPC did not comment on this application.	Approved
6.2.4	262020	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.	Approved