

MINUTES OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 13TH OCTOBER 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX

Present: Cllr. J. Anderson, 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: 1

3282 APOLOGIES FOR ABSENCE

Cllr. R. Chapman, Cllr. L. Edmonds

3283 MINUTES OF LAST MEETING

- 3283.1 Minutes of the meeting held on 8th September – it was **PROPOSED** and seconded that the minutes of this meeting be **APPROVED**. All in favour. ¹

3284 CHAIR'S ANNOUNCEMENTS

- 3284.1 Autumn Litter Pick – it was **NOTED** that this would take place on Saturday 24th October, 10am to 2pm. Councillors are encouraged to support this event which will be orchestrated by Peter Sampson. ²
- 3284.2 Remembrance Sunday Commemoration – it was **NOTED** that this would take place on Sunday 8th November: 10:15am at the War Memorial then 10:45am at All Saints Church Swallowfield.

3285 CLERK'S UPDATE

- 3285.1 Anti-Social Behaviour – it was **NOTED** that the office had received several calls from residents reporting anti-social behaviour in the parish, including drug use, dead rabbits and hares discarded by the road, motorcycles racing down The Devils Highway and noise disturbance. In each case the resident had been advised to report the incidents to the appropriate authority.
- 3285.2 Website – it was **NOTED** that an upgrade had been applied to the software which runs the website.
- 3285.3 Swallowfield Meadow – it was **NOTED** that the fencing along Part Lane had been replaced.
- 3285.4 Newsletter – it was **NOTED** that the cost of production would increase for the Spring 2027 Edition by £300 per edition. Added to the increase cost of delivery over the last year the total cost of delivering 4 copies to each household each year would now be £8.25.

¹ JA

² All councillors

3286 PLANNING

Chair of Planning Committee: Cllr. S. Taylor

3286.1 Current applications – for details see 2026/1475

- | | | |
|----------|--|------------|
| 3286.1.1 | 262046 – Lambs Farm Business Park, Basingstoke Road | No Comment |
| 3286.1.2 | 262303 – Brandywell, Spring Lane, Swallowfield RG7 1SU | No Comment |
| 3286.1.3 | 260774 – Land North of Sun Lane – it was AGREED that Cllr. McDermott would speak on behalf of the Parish Council. | |

3286.2 Results – for details see 2026/1476

- | | | |
|----------|--|----------|
| 3286.2.1 | 251413 – Robin's Lodge Nursery, Part Lane, Swallowfield | Refused |
| 3286.2.2 | 261693 – 4 Beehive Cottages Trowes Lane Swallowfield RG7 1RP | Approved |
| 3286.2.3 | 261905 – The Old Church, Church Road, Farley Hill RG7 1TR | Approved |
| 3286.2.4 | 262020 – 1 Chapel Lane, Riseley RG7 1QU | Approved |

3286.3 Enforcements – it was **NOTED** that there are 3 open investigations and 2 had been closed with **No Breach**.

3286.4 Neighbourhood Plan Area Boundary Changes – it was **NOTED** that Arborfield and Barkham Parish Council is working on a revision of their Neighbourhood Plan.

It was **PROPOSED** and seconded 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. All in favour. ³

3286.5 National Planning Policy – it was **NOTED** that changes had been made to the National Planning Policy which affect which applications would be considered by the Planning Committee. It was **AGREED** that councillors would meet on 27th October at 7pm to discuss ideas for progressing the creation of a Neighbourhood Plan for the parish. ⁴

3287 COUNCIL BUSINESS

3287.1 Open Space Risk Assessment – it was **PROPOSED** and seconded that the council **ADOPT** the *Risk Assessment for Public Open Spaces*. All in favour. ⁵

3287.2 Grants Policy – after discussion it was **PROPOSED** and seconded that the council **ADOPT** the *Grants Policy* with the following amendment: the sum set aside and the maximum grant awarded would not be defined in the policy but set during the budget cycle each year. All in favour. ⁶

It was **NOTED** that parish councils have a specific power which enables them to assist organisations which provide advice or assistance to residents to enable them to exercise

³ Clerk

⁴ All Councillors

⁵ Clerk

⁶ Clerk

their rights or obtain services, where the Council considers this to be in the interests of parishioners e.g. Citizen Advice and similar organisations so could be awarded a grant outside this process if an application was made. This would be considered when setting the total set aside in the budget.

- 3287.3 Hall Hire Conditions – it was **PROPOSED** and seconded that the council **ADOPT** the *Hall Hire Conditions* and *Hall Safety* document with the amendments circulated by Cllrs. Anderson, Taylor and Drew, Cllr. Drew would send the Clerk the precise form of words to cover Public Liability. All in favour. ⁷

3288 FINANCE

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

Lead Councillor: Cllr. J. Anderson

3288.1 Monthly Accounts

- 3288.1.1 August 2026 – it was **PROPOSED** and seconded that these accounts be approved. All in favour.

- 3288.1.2 September 2026 – it was **NOTED** that the accounts had been circulated.

- 3288.2 2027/2028 Budget – it was **NOTED** that a draft budget had been circulated. ⁸

- 3288.3 Consolidation of EMR's – it was **AGREED** to re-name and consolidate the EMRs as defined in the report circulated. It was **NOTED** that the figures on the report were correct and that no items were missing. It was **NOTED** that this does not change the total sum set aside in the EMRs. ⁶ in favour. Cllr. McDermott abstained. Motion carried. ⁹

- 3288.4 AGAR – it was **NOTED** that the limited assurance review had been completed by the external Auditor, PKF Littlejohn. It was **NOTED** that the certificate had been posted on the Parish Council Website.

- 3288.5 Digital AGAR – it was **NOTED** that from 2028 all councils would be required to submit the AGAR digitally.

It is **PROPOSED** and seconded that the council sign up to submit its AGAR digitally in 2027. All in favour. ¹⁰

- 3288.6 Suppliers – 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.

⁷ CD / Clerk

⁸ All councillors

⁹ Clerk / RFO

¹⁰ RFO

3289 BILLS LIST

3289.1 Payments Due – it was **PROPOSED** and seconded that the payments listed below be **APPROVED**. It was **NOTED** that items 32-36 were approved as interim payments. On-line payments would be approved by Cllrs. Anderson and Taylor. ¹¹

1	Deposit Refund	300.00	INV : 671
2	Deposit Refund	100.00	INV : 678
3	Deposit Refund	300.00	INV : 673
4	Select	23.21	Waste Collection-Public Bins
5	Select	23.21	Waste Collection-Public Bins
6	Select	23.21	Waste Collection-Public Bins
7	Select	114.26	Waste Collection-RMH
8	Select	72.60	Waste Collection-SPH
9	Select	41.76	Waste Collection-SPH
10	Select	23.21	Waste Collection-Public Bins
11	Churches	168.67	Alarm Service
12	PKF Littlejohn	1008.00	Audit
13	Premier Supplies	82.59	Printing & Stationery
14	Xylem	841.20	Repairs & Maintenance
15	Hive	756.00	Newsletter
16	The Alpha Experience	657.00	Newsletter
17	Select	72.60	Waste Collection - SPH
18	Select	23.21	Waste Collection - Public Bins
19	Select	87.72	Waste Collection - RMH
20	Select	23.21	Waste Collection - Public Bins
21	Select	23.21	Waste Collection - Public Bins
22	Select	43.15	Waste Collection - SPH
23	Select	23.21	Waste Collection - Public Bins
24	GLS	122.95	Cleaning
25	SCS Ltd	1406.00	Fencing
26	Hive	75.00	Website
27	C Bell	180.00	Exercise Classes
28	Lucas Plumbing	114.00	Repairs/Maintenance-Fieldfare
29	Moorepay	112.87	September Payroll
30	D2D Distribution	570.00	Newsletter
31	Mrs K Luke	208.00	Cleaning
32	L Hill	1872.00	Maintenance
33	James Hallam Ltd	8182.08	Insurance
34	James Hallam Ltd	396.00	Insurance
35	James Hallam Ltd	644.24	Insurance
36	Staff	350.00	Salary Back Payment

¹¹ JA/ST

37	BACS Charge	17.20	Payroll
38	CASTLE WATER	138.94	Water - RMH
39	CASTLE WATER	83.22	Water - SPH
40	HMRC PAYMENTS	1218.90	Payroll
41	Lloyds Bank (Alto Card)	494.07	Paint, Electricity, WC Licence
40	Payroll - August	6788.88	Payroll
41	PWLB	3612.51	Loan Repayment
42	PWLB	9606.75	Loan Repayment
43	UT Service Charges	18.85	Bank Charges
44	UT Manual Credit Charge	12.30	Bank Charges
45	Embrace IT	95.77	IT
46	SSE	721.82	Electricity - Street Lighting
47	EDF	268.59	Electricity - SPH
48	SSE	67.00	Electricity - Street Lighting
49	WBC	214.00	Business Rates - RMH
50	WBC	112.00	Business Rates - SPH
51	Crown Gas & Power	148.12	Gas - SPH

3290 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 3290.1 Waste Water Treatment, Fieldfare – it was **PROPOSED** and seconded that the service contract for the Xylem pump be renewed for 3 years at a cost of £1,738.50 per annum. All in favour. ¹² It was **NOTED** that once the invoice was received an interim payment would be raised. ¹³
- 3290.2 Waste Water Treatment, Riseley Memorial Hall/Sports Pavilion – it was **PROPOSED** and seconded that the service contract for the Xylem pump be renewed for 3 years of £1,300 per annum. All in favour. ¹⁴ It was **NOTED** that once the invoice was received an interim payment would be raised. ¹⁵

3291 ENVIRONMENT

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

Lead Councillor: Cllr. L. Smith

- 3291.1 Van Demans – it was **NOTED** that the council had 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. The council **NOTED** its gratitude to Cllr. Smith and Mrs. King for all their hard work to secure this grant.

¹² Clerk

¹³ RFO

¹⁴ Clerk

¹⁵ RFO

- 3291.1.1 Grant Acceptance - it was **PROPOSED** and seconded that the council accept the grant awarded by the National Lottery Heritage Fund to implement the vision previously reported and agrees to the *Terms and Conditions*. It was **AGREED** that Cllrs. Anderson and Smith would sign the agreement. All in favour. ¹⁶
- 3291.1.2 Grant Acknowledgement – it was **PROPOSED** and seconded and that the Clerk be delegated to generate and publish the communications necessary to meet the requirements listed on page 5 of the Acknowledgement Toolkit. All in favour. ¹⁷
- 3291.1.3 Project Manager – it was **PROPOSED** and seconded that the council invite 3 consultants/contractors to quote to provide Project Management Services as specified in the *Request for a Quote* document circulated. All in favour. ¹⁸

3292 RECREATION

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

- 3292.1 Swallowfield Parish Allotment Association (SPAA)
- 3292.1.1 Meetings – it was **NOTED** that the minutes of the August Committee Meeting and an Extraordinary meeting held on 22nd August had been received.
- 3292.1.2 Plot holder Agreement – it was **PROPOSED** and seconded that the changes to the plot holder agreement be **APPROVED**. All in favour. ¹⁹

3293 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')
Lead Councillor: Cllr. M. McDonald

- 3293.1 Swallowfield Flood Resilience Group (FRG)
- 3293.1.1 Volunteer Engagement– it was **NOTED** that Wokingham Borough Council (WBC) had enrolled all FRG volunteers onto the WBC On-line Training System to allow them to undertake the *Flood Awareness Course*. It was **NOTED** that the group would meet in November for an Equipment Familiarisation Session.
- 3293.1.2 Update – it was **NOTED** that Cllr. McDonald had met with Mr. Stanley, Chair of FRG. It was **NOTED** that a request had been made for the council to confirm what volunteer activities are covered by the council's insurance. The Clerk reported that she had spoken to the council's broker and would meet with Mr. Stanley to discuss and would report back to the council. ²⁰

¹⁶ Clerk/JA/LM

¹⁷ Clerk

¹⁸ Clerk

¹⁹ ST

²⁰ Clerk

3294 HALLS

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

- 3294.1 Seated Yoga Classes – it was **PROPOSED** and seconded that the council would commission the instructor identified by Age UK to run a seated Yoga Class in the hall. It was **AGREED** that the fee charged for attending this class would be £5 and, if necessary, the Parish Council would cover any shortfall in the cost of running this class for a period of 6 months. All in favour. ²¹

3295 HR

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

- 3295.1 Staff matters

It was **PROPOSED** and seconded 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. All in favour.

- 3295.1.1 2026 Salary Review

- 3295.1.2 Public Open Space Checks

- 3295.2 Staff Training – it was **NOTED** that the Clerk had attended an SLCC Training Day, the main topic was the digital AGAR.

3296 COMMUNICATIONS

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

- 3296.1 Newsletter – it was **NOTED** that the copy deadline for the next edition would be 4th November.

3297 CORRESPONDENCE

- 3297.1 Request from Swallowfield Park to advertise a fund-raising event in the Parish Newsletter. It was **AGREED** that further details would be requested.

- 3297.2 Loddon Riverside Park – it was **NOTED** that the Loddon Valley Ramblers were asking for support for this project. It was **AGREED** that whilst this was an interesting proposal the council did not want to commit resources at this stage. ²²

²¹ MM / Clerk to confirm with instructor

²² Clerk to speak to other parishes

3298 ITEMS FOR FUTURE AGENDAS

- 3298.1 Updates to the Financial Regulations

DATE OF NEXT MEETING

- 3298.2 Parish Council Meeting, Tuesday 10th November 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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

3299 Finance

- 3299.1 Suppliers – it was **AGREED** that the Clerk would write to the supplier in question to confirm that no further work should be undertaken and that the new project under discussion had been put on hold. ²³

3300 HR

- 3300.1 2026 Salary Review – it was **PROPOSED** and seconded that the pay review for April 2026 proposed by the National Joint Council be approved for all employees with immediate effect, and that this award be back dated to 1st April 2026. All in favour. ²⁴
- 3300.2 Public Open Space Checks – it was **PROPOSED** and seconded that the Caretaker be employed for an additional 3 hours per week to carry out these checks. All in favour. ²⁵

[The meeting closed at 21:05]

²³ CD / Clerk / RFO

²⁴ CD / Clerk / RFO

²⁵ Clerk / Caretaker /RFO

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). It was AGREED that Cllr. McDermott would speak on behalf of the parish council at the Wokingham Borough Council Planning Committee on Wednesday 14th October. It was AGREED that the statement would be as circulated by Cllr. McDermott with a correction highlighted by Cllr. Taylor which related to the size of the Medical Practice.

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. SPC did not comment on this application.	Approved