



**Present:** Cllrs Picken, Clint, Stevens, McIntosh, Murphy, Strong, Hughes & the Clerk.  
**Absent:** Cllrs Starkey, Kaiser

**119/20 To receive and accept any apologies for absence** – Cllr Starkey, Borough Councillor Cowan

**120/20 To receive any declarations of interest on items on the Agenda** - None

**121/20 Minutes of the Full Council Meeting** – to approve the minutes of the meeting held on Tuesday 19<sup>th</sup> November 2019 – the minutes were read, approved and signed as a true record by Cllr Picken

**122/20 Public Participation** (allotted time - 15 minutes) - None

**123/20 Clerks Report** –for information only

- The Heritage Officer at WBC has now been in contact regarding the Conservation Area. He has said that the local authority should review its Conservation Areas, but it doesn't appear to have done any reviews for a number of years and the Arborfield Cross one hasn't been reviewed at all since it was designated around 1998. He has said that it is a long process to change the designated area. It has been highlighted to him that a review and ideally the change to the area should be done in conjunction with the Village Improvement project. This is an item that has been raised with Susan Parsonage.
- Declaration of office form needs to be signed by Cllr Clint
- A certificate of thanks is being presented to Balfour Beatty on Thursday 12<sup>th</sup> December by the RBL on behalf of the branch and Barkham and Arborfield & Newland Parish Councils. Cllrs Murphy and Stevens will attend to represent the Parish Council.
- Remembrance Day – the wooden cross erected at the Bull roundabout is to be stored in the pavilion till next year. All the poppies have been collected up ready to store until next year. The invoice for the Military Wives Choirs musical director is awaited.
- There have been a number of reported burglaries in Arborfield over the past few weeks including a house having its patio door completely removed in daylight to gain access. Information and advice have been circulated by the Police, which has been forwarded via the email list held in the office. Several concerned residents have raised the issue and asked what the Parish Council thinks about the burglaries. They have been told that installing CCTV would be advantageous and setting up a What's App group can help to share information quickly. Several roads already have a What's app group which they say work well. It was also mentioned about setting up NCCZs but that residents need to door knock each resident to get them to sign up. None have offered to do this.
- Considerable problems continue in and around Poperinghe Way with fly tipping and cars being parked up which aren't always road legal. A number of residents have now got together to carry out litter picking with the existing Adopt-A-Street litter picker who lives there.
- Meeting with Susan Parsonage – held on 4<sup>th</sup> December at Shute End. It was a very productive meeting. A list of the main issues were discussed, which included a lack of responses from officers, anonymity with the department emails, that we were promised bus shelters but then told we can't have them, items just appearing on the CIL list with no warning or discussion and

the general response from WBC being 'no' whether it is actually possible or not or is or isn't their responsibility and items which have remained outstanding for too long. The list is to be emailed to Susan, which she will work through to try to solve some quick fixes and look into the rest. She has suggested a further meeting with her January/February time along with Nick Austin the WBC Interim Assistant Director for Customer and Localities.

- The Doodle Polls for the Christmas tree checking, and the gates need to be completed.
- Christmas cards require signing at the meeting.
- Henry Street Garden Centre have suggested sinking a pipe into the ground for the Christmas tree to be slotted into each year rather than a hole needing to be dug then filled in again. This can be looked into in time for next year.

It was noted that Borough Councillor Cowan had submitted a written report and is attached as Appendix A of these minutes

## **124/20 Planning**

- **Planning Report** – for information only
  - Planning applications – responses agreed via email:
    - 192967 – East of Mole Road, Sindlesham** – Full application for the erection of a single storey groundsman's building with appropriate access and parking – the Council agreed, via email that it had no objections to this application.
  - Planning Training – Wednesday 27<sup>th</sup> November 6-7.30pm in the Council Chamber at WBC. Report by Cllr McIntosh is attached as Appendix B of these minutes
  - A consultation regarding strengthening Police powers to tackle unauthorised encampments will run until February. Can a Councillor please take this on and propose the Council's response at the January meeting? Cllr Picken will look through the information and report to Council in January.
  - Following notification that a strip of land in the Coombes has been put up for sale for £10,000 advice was sought as to whether purchasing it would be beneficial in protecting the land around it. Having carried out extensive searches via the land registry and deeds of the surrounding plots of land it transpires that right of access has already been granted meaning purchasing the land would not protect it. It was a valuable exercise to carry out and the information gained will be held on file. Thanks go to Barry Thorne for his time and expertise. Barry's expenses for the land registry documents totals £38.79. It was agreed to reimburse Barry from Petty Cash using a signed slip as confirmation of payment.
  - It has been established that the land cleared of trees and undergrowth opposite the Bramshill Hunt pub belongs to Bryant Homes Southern, but they say they handed to WBC as public open space. WBC don't believe that they did hand it over and are looking into it. It is not known who has carried out the tree works. It could have been done by SSE as there are wires above this area.
  - It was noted that a tree has fallen across one of the byways in the Coombes, Clerk to report it.
- **To discuss planning applications received by the date of the meeting – to include:**
  - 192666 – 8 Sheerlands Road** – Householder application for the proposed erection of a part two storey part single storey side/rear extension following demolition of existing single storey garage and outbuildings, plus internal alterations – all agreed no objections.
  - 193089 – The Coombes, Coombes Lane** – Full application for the proposed erection of a closed board fence 2m in height and 1 no gate – Object based on previous response to fencing application on plots in the Coombes.

## **Adjoining Parish Consultation – Swallowfield**

**193190 – Parcel B** - Application for the approval of reserved matters pursuant to outline planning consent O/2014/2280 for the erection of 48 dwellings on 'Parcel B' with associated internal access roads, parking, landscaping, open space, bridleway, footpaths and sustainable urban drainage (Parcel resubmission of original reserved matters application ref:161747 for Land Parcels A to G). Reserved matters to be considered Condition 3 Appearance, Landscaping, Layout and Scale – no objections but run by Swallowfield Parish Council before submitting comment.

Discuss and agree response to the Planning Inspectorate regarding the appeals relating to Plot B, Coombes Lane – it was agreed that the Clerk would respond to reiterate the Council's previous comments and request that all three appeals for the same plot are dealt with together.

- **Any Planning matters considered urgent** - None

## **F&GP**

- **F&GP Report** – for information only
  - The Ministry of Housing, Communities and Local Government (MHCLG) has announced that the appropriate sum for the purpose of Section 137 (4)(a) of the Local Government Act 1972 for parish and town councils in England for 2020-21 is £8.32 per elector.
  - The HSBC bond has been reinvested for 3 months as agreed at the last meeting.
  - Sports Grant – following the last meeting the Council's Grant and Donation Policy has been checked. It currently has a number of points which would prevent support for individual young sports people. The Council needs to decide whether to keep the document as it is or propose changes to allow for this purpose. This will be an item on the January agenda.
  - The defibrillator at the Village Hall has recently been serviced and needed the pads renewed and the battery changed. The cost for these is approx. £200. I have asked for an invoice.
  - The radios purchased recently have been product recalled. They will be returned, and the Council will be refunded. Alternatives can then be purchased.
  - The website is ready to be populated. I just need some spare time to do this. Clerk to change initial email addresses to reflect committee chair and vice chairs rather than Councillors names.
- **SAI list** – to agree top 3 priorities – following discussion it was agreed the top 3 priorities on the list are:
  - 1 Pavilion extension/refurbishment
  - 2 Speed reduction / traffic calming through the village
  - =3 Replace a further notice board and install further salt bins

It was agreed to delete the items highlighted for removal from the list and to move the bus shelter replacement to the items in progress list.

It was noted that an architect has been appointed for the pavilion works and the speed reduction forms part of the Village Improvements plan. The Clerk is to obtain quote for a notice board to match the new board sited in Langley Common Road and locate suitable sites for additional salt bins.

The Clerk was asked to check past minutes to confirm what the Council had previously agreed regarding allocation of CIL funds and circulate to all.

A report on the use of CIL funds needs to be submitted to WBC for their records.

- **Parish Plan** – update on proposed timeline – to be an item on the January agenda to move this forwards

- **To agree to readopt the Councils Financial Regulations with updates** – Proposed by Cllr Hughes, seconded by Cllr Clint all agreed to readopt the Financial Regulations with amendments
- **To agree to adopt Investment Policy** – Proposed by Cllr Hughes, seconded by Cllr Clint all agreed to adopt the draft Investment Policy.
- **Pavilion – Refurbishment / extension** – update following visit by architect – Cllr Murphy reported that he and the Clerk had met at the pavilion with Paul Edwards. Measurements were taken and initial sketches and drawings will be available early January. Paul will attend the Council’s January meeting to discuss ideas.
- **NP referendum funding** – to agree additional funding of £500 if required - The cost of advertising via the parish websites, posters, leaflets, banners etc will be approx. £1,900 / 2,000. A&N and Barkham Parish Councils have already pledged £500 each but more is needed. It was agreed to fund a further £500 if required.
- **Any F&GP matters considered urgent** - None

### Parks

- **Parks Report** – for information only
  - Still no progress with the height bar gates. They are currently being left unchained every other Wednesday for the RE3 lorry to access the bottle banks
  - SSE regarding have now carried out the pylon painting.
  - Waterlogging continues to prevent matches being played however one was played last weekend.
  - The site of the Arborfield & Barkham WI centenary tree still needs to be decided.
- **Any Parks matters considered urgent** - None

### Risk Management

- **Risk Management Report** – for information only
  - The tender for the bus shelter replacement still needs to be uploaded to Contract Finder.
- **Risk sheets** – to receive completed sheets and review/agree action for any issues raised – risk sheets received from Cllr Strong for Pound Copse and the Old Churchyard. The Office check will be carried out by Cllr Hughes the day after this meeting.
- **Any RM matters considered urgent** - None

**125/20 Accounts** - Proposal to agree accounts and payments for December 2019 - the below accounts were approved for payment and will be authorised by Cllrs Stevens and Murphy online the following day. The monthly bank reconciliations for the Unity Trust and HSBC current accounts were signed as correct by Cllrs Stevens and Murphy. The Petty Cash spreadsheet for the previous month and the Lloyds card statement were both signed as correct by Cllrs Stevens and Murphy.

Retrospective payment from November			
BACS	Netwise UK	£899.00	Website
Payments - December 2019			
BACS	SCS	£1,492.74	Ground Maintenance

BACS	Tivoli	£68.40	Dog bins
BACS	Wicksteed	£346.33	Playground maintenance
BACS	BCV	£84.00	Pound Copse
BACS	Mr M Bodington	£429.30	Handyman / Playground maintenance
BACS	Staff Wages	£2,531.81	Staff wages - includes PAYE & Pension
DD	Opus (Gas)	£99.51	Pavilion Utilities
DD	Opus (Electric)	£29.05	Pavilion Utilities
DD	BT	£145.27	Office running expense
DD	Lloyds Bank	£133.96	Credit Card
DD	Cheaper Waste	£173.14	Pavilion/Park maintenance
DD	SAGE	£20.16	Office running expense

**126/20 Provisional discussion of the Budget 2020-21** – it was agreed to move this item to the end of the meeting

**127/20 Facebook** – following the last meeting a further discussion was held regarding setting up a new page or editing history from the existing page that Caroline administers. It was agreed that a new page would be set up which will only have posts added, no facility to comment and would steer enquiries to the website once it's set up. Clerk to set up.

**128/20 Correspondence** – the CPRE magazine was handed to Cllr Stevens

Date received	Who from	Content	Minuted date	Minute item
02/12/2019	HSBC	Bond renewal	10/12/2019	F&GP
05/12/2019	Unity Trust	Bank Statement	10/12/2019	Accounts
05/12/2019	Gas Works	Remittance	Office	
05/12/2019	CPRE	Magazine	10/12/2019	Correspondence
05/12/2019	HSBC	Bond Statement	10/12/2019	Accounts
05/12/2019	Lloyds Bank	Card Statement	10/12/2019	Accounts
09/12/2019	BCV	Invoice	10/12/2019	Accounts

**129/20 Action List** – the action list was run through and updated. Cllr Strong confirmed he is available to organise Arborfield's litter pick as part of the borough wide weekend of 28<sup>th</sup> & 29<sup>th</sup> March 2020.

Following agreement earlier in the meeting the following item was moved to this point

**126/20 Provisional discussion of the Budget 2020-21**

Cllr Clint ran through each of the budget headings individually. Following discussion several budget heading figures were revised. The Clerk is to obtain accurate figures for both the ground maintenance and the insurance premium in time for the January meeting when the budget and precept will be finalised and approved.

**130/20 Any items for consideration to include items for the next meeting agenda** – information only

- Finalise and agree budget and precept
- Parish Plan

- Agree consultation response on Strengthening Police powers to tackle unauthorised encampments
- Look at pavilion sketches

**131/20 Date of next meeting** – Tuesday 21st January 2020

**Part II**

- **To discuss and agree salary for caretaker for 2020-21**
- **To discuss and agree hourly rate for handyman for 2020-21**

It was noted that Part II would not take place as the file with the relevant information was not available at the meeting. The Clerk is to circulate the information via email for consideration and a decision.

There being no further business the meeting closed at 9.22pm

## Appendix A – Borough Councillors report

Following a meeting with residents and Officers last week to discuss the ongoing issues in Poperinghe Way. I received the following update;

- Investigated the cause of the streetlights that aren't working in the area. SSE have confirmed to us that it is an electricity supply fault and they have advised us they are scheduled to be operational by 23<sup>rd</sup> Dec. We have asked if this can be done more quickly and are awaiting a response.
- Arranged to meet a CCTV provider on site with a view to having at least one camera installed in the area.
- Identified all the landowners in the area and we will be contacting those who can help us in reducing fly-tipping in the area.
- Begun working with our Highways Service to agree options for restricting access to the land next to the entrance to the industrial estate

In the next couple of weeks we will look to have the CCTV installed, restrict access on land next to the site entrance and determine if restricting access to the byway is permissible.

Within the Council we now have a weekly operation meeting about fly-tipping and the progress against the actions for Poperinghe Way will be discussed each week.

I have also raised concerns about broken fencing on Baird Road along with a missing post by one of the chicanes and I am awaiting a response from the Council.

Greensward Lane white edge markings were another recent concern. I was assured some months ago that once the weather clears up they would paint the edge markings but recently they seem to have suggested it is not in their programme. Again I am waiting for an answer to clarify the facts.

Happy Christmas one and all Gary Cowan

## Appendix B – Report from Cllr McIntosh on the planning training event held at WBC

### Town and Parish Councils Planning and Enforcement Training 27 November 2019

I had the opportunity to attend the above training at Shute End on behalf of A&NPC. It was a beneficial evening and the training covered the following points:

#### **The importance of the Local Plan**

Several appeals have recently been won because it was felt by the appeal panel that the local plan was “out of date”. No explanation was given as to HOW the plan became “out of date”, other than to say that it was “a matter of opinion” and that WBC did not agree.

Importantly however, if the Local Plan is deemed to be out of date, then Inspectors must determine appeals in accordance with national policies. It is important therefore to revise and update the plan.

The revised Local Plan will set out housing and infrastructure. It will guide what type of housing and where it will go.

#### **Timetable**

- Consultation January 2020
- Consultation on submission document Summer 2020
- Submit to Secretary of State Spring 2021
- Pre-hearing meeting Summer 2021
- Examination Summer 2021
- Inspector’s report Winter 2021
- Adoption Spring 2022

#### **Making Decisions on Applications**

There is a Statutory requirement to determine planning applications in accordance with the Development Plan (i.e. the Local Plan). Material Considerations are:

- **Representations**
- **Consultee responses**
- **Design and character of the area**
- **Impact on neighbours, ecology, flooding, heritage, traffic**
- **Appeal decisions**

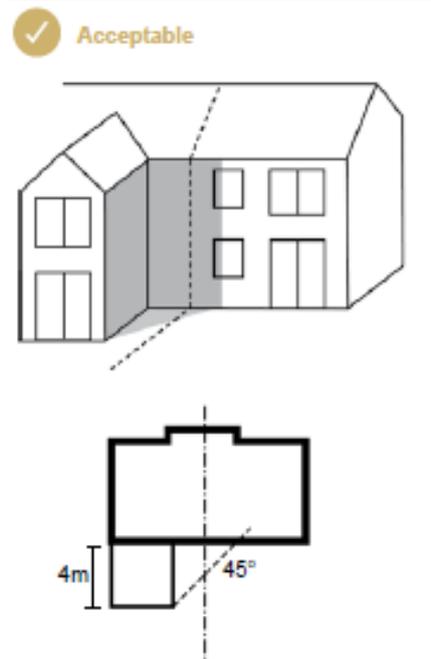
The following are NOT considered to be material considerations, and WBC will NOT therefore take them into consideration:

- **Number of objections**
  - Only the MERIT of the objection is considered, not the quantity
- **Private property rights**
- **Whether we like the applicant**
- **Property values**
  - The proposal would de-value my property
- **Loss of view**
- **Trade/Business Competition**
  - The new business will affect my business by taking sales away, etc.
- **Land ownership/boundary disputes**
- **Worries about damage to neighbouring properties**

On the whole, A&NPC are getting this right as we only object where there are grounds to object for planning reasons, and understand that we do not have the right to refuse an application!!

### The 45° Rule

Wokingham Without asked for clarification on the 45° Rule, with regard to extensions. This was explained as: If a 45° line is drawn from the edge of the extension nearest to the adjoining property, if the line goes beyond the vertical centre line of the nearest window to the extension, then there are grounds to object. If the line does NOT cross over the centre line, then it is acceptable (as shown below):



The importance of the Arborfield & Barkham Local Plan was stressed during the meeting. There is currently only one other Local Plan in place, and it is the Local Plan that gives the authority the grounds to object.

I had a brief conversation following the meeting with Jason Varley, regarding the attempted development of The Coombes. He stressed that under the Forestry Rules, the only structure that is permitted for Forestry purposes, is one that is of a sufficient size to store the necessary tools for the area of forestry that it serves (the rules were designed for a whole forest which would require considerable management). With the Coombes having been broken up into small parcels, none of them now require sufficient equipment to even require a storage facility. He felt that this may be a good approach for the PC to take if objecting to any future planning applications within The Coombes.

Kind regards,

*Mac.*