



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

149/20 To receive and accept any apologies for absence – Cllr Murphy & Strong

150/20 To receive any declarations of interest on items on the Agenda –
Cllr Stevens & Cllr Hughes – agenda item 155/20 – Planning – Neighbourhood Plan
Cllr Stevens – agenda item 155/20 – F&GP – Grant for Village Social Club

151/20 Minutes of the Full Council Meeting – to approve the minutes of the meeting held on Tuesday 21st January 2020 – the minutes were read, approved and signed by Cllr Clint who had chaired the meeting.

152/20 Public Participation (allotted time - 15 minutes) - None

153/20 Clerks Report –for information only

- An Executive Committee meeting is due. When? Dates to be circulated tomorrow.
- Thank you tea review – another successful and very well attended event with lots of thank you notes received afterwards. Note for next time – more sandwiches per head and less savoury items.
- The annual litter pick has been confirmed at Saturday 28th March, 1-3pm starting at the pavilion. Refreshments will be available. The posters have been produced and put up in the noticeboards. It's also listed as an event on the website.
- Blue waste bags are currently being delivered.
- The food waste caddy liners will not be delivered to each household with the blue bags. Residents will have to collect them from the outlets listed on the WBC website. It has proved very successful holding stock in the Parish Office however residents who work are not able to collect within the Parish Office opening times. Some have been delivered to their properties, but this is not possible for all households now it's known that WBC won't be automatically delivering a supply annually. This is currently an ongoing issue with WBC.
- WBC have also put out a note looking for additional sites to stock black recycling boxes as well as the food caddies and bags. They are offering to pay for the cost of storage i.e. a shed if needed.
- It would be far more carbon neutral for WBC to have delivered the food caddy bags to each household whilst delivering the blue bags rather than residents all now having to go to collect them.
- Details regarding the Farley Hill School proposal were circulated to all via email.
- The WBC Localities Environmental Office has changed from Ricky Josey to Dave Hare.
- Much of the past couple of weeks since the Clerk returned from leave has been spent resolving the transfer of the emails to the new provider.

154/20 Reports from external bodies:

- Borough Council – No report
- Police – No report

To receive reports from meetings attended by Councillors – to include:

- VHMC – Cllr Stevens – A new booking Clerk will start soon, replacing Paul Townsend. The next quiz will be on 14th March.
- BPLG – Cllr Picken – Clerk to circulate minutes from the meeting to all. Main points included Bookfest where authors will visit schools, but the cost is £500 per school. The transport online reporting system (HIMS) is proving useful and easy to use. Climate Emergency – a carbon reduction action plan template for Parish Councils will be circulated soon. Fly tipping – Draft strategy was discussed; CCTV and signage is available for known hotspots. Volkors remove fly tipping and they aim to inspect within 2 days and clear within 2 days.
The transport plan for the ACRR needs to be checked to find out where the constant flow of lorries are coming from along Swallowfield Road.
- Fields NAG – Cllr Stevens – Nick Austin, Interim Assistant Director Customer and Localities at Wokingham Borough Council attended and proved very helpful. Discussion at the meeting covered travellers, CCTV for fly tipping hot spots, fires at sites just off Poperinghe Way, increase in theft from sheds and from Swallowfield Stores, catapults being used to fire at birds and buses. Everyone is encouraged to report issues to the Police. There is a community engagement flat in Shinfield but the youth group has closed.
Following reports of an assault on two very young girls by a boy on a bike in Valon Road, the Clerk was asked to invite the Neighbourhood Inspector to a Council meeting to explain the lack of support for the parent of the two girls and to update on other issues within the parish.

155/20 Planning

- **Planning Report** – for information only
 - Planning applications decisions:
 - 193044 – The Spinney, Church Lane** – Householder application for the proposed erection of single storey side car port and shed extensions to existing detached garage – approved
 - 193087 – The Coombes, Coombes Lane** – Full application for the proposed erection of a closed board fence 2m in height and 1no gate – refused
 - 193337 – Copse Barn Hill Lane, Carters Hill** – Full application for the erection of a two storey dwelling and detached garage following demolition of the 2no existing stables - refused
 - Adjoining Parish Consultation decisions:
 - 192609 – Land at Arborfield Garrison – Reserved matters for Parcel J** – approved
 - 192997 – Land at Hogwood Farm, South of Nine Mile Ride Extension** – Reserved Matters application pursuant to Outline Planning Consent O/2014/2179, as varied by application 181194. The Reserved Matters comprise details of the Nine Mile Ride Extension (southern section) and Hogwood Spur roads, together with associated landscaping, footpaths, cycleways and Sustainable Urban Drainage Systems. Details of access, appearance, landscaping, layout and scale to be considered - approved
 - Representatives of the Co Op have door knocked residents near the Bramshill Hunt Pub to gauge their interest in a shop.
 - The latest Central and Eastern Berkshire Joint Minerals and Waste Plan information regarding Regulation 18 Consultation for Sand & Gravel provision and operator performance was circulated to all via email. Is anyone able to attend the consultation drop in event on Wednesday 11th March at Swallowfield Village Hall, 5-7pm? Check diaries.
 - A Woodland Management Plan for The Coombes, Coombes Lane has been received as the landowner is required to consult the Parish Council. The information has been sent to the

Planning Chairman and Planning Vice Chairman to look at. Clerk to ask for advice from Richard Cole from the Berkshire Conservation Volunteers

- **To discuss planning applications received by the date of the meeting – to include:**

200153 – White Heart Grove, The Coombes – Full planning application for the proposed installation of woodland security fencing – strongly object

193136 – 1 Court Cottages, Swallowfield Road – Householder application for proposed erection of a single storey side/rear extension to existing dwelling including the insertion of 6no. rooflights, following the demolition of existing conservatory – no objections

Appeals

192803 – Land at Coombes Lane – Prior approval submission for the proposed erection of a single storey wooden shed – comments to the inspectorate by 10th March – sent comments to the Inspector in support of WBC refusal

191669 – Mallards, Eversley Road – Outline application for the proposed two storey detached dwelling following demolition of existing garage. (Layout to be considered) – comments to the Inspectorate by 26th February – leave WBC to submit comments already made

Application for Good Vehicle Licence – Thames Water Ltd – Arborfield STW, School Road – no comments

- **To discuss and agree response to the consultation on Strengthening Police Powers to tackle unauthorised encampments** – confirmation of response answers following discussion at the last meeting. All agreed the revised response. Clerk to submit online and send to BALC as requested.

- **Neighbourhood Plan** – update and referendum result and to include discussion and agreement on whether to continue to pay for the arbarplan.com website and domain name.

Cllr Stevens reported the result of the referendum – 24% turnout with a majority of 96% in favour of the Neighbourhood Plan. It was agreed to add the NP information onto the new Arborfield.org.uk website subject to there being sufficient space. Agreed to pay 50% of the £12 annual cost to keep the domain name arbarplan.com. Barkham Parish Council will pay the other 50%. The draft letter written by Barkham Parish Council to the local press was approved by Cllr Picken.

It was noted that the NP overrides but includes reference to the Arborfield Village Design Statement.

- **Any Planning matters considered urgent –**

- Bearwood Nurseries – the Clerk was asked to find out the status of the enforcement due to the state of the site.
- The TPOs recently put on trees in the garden of a house in Swallowfield Road have been removed as they are not seen to be at risk.
- Proposed Solar Farm off Swallowfield Road – there is a meeting on Friday at Arborfield Village Hall, 5-7pm. Cllrs Stevens and Hughes are attending. It was noted that solar farms are being proposed for land in Barkham on farms owned by WBC.

F&GP

- **F&GP Report** – for information only

- £20,000 has been transferred from the Unity Trust Savings Account to the Unity Trust Current Account to ensure there are sufficient funds available till the precept is paid in April. The funds were low due to the cost of the playground equipment back in October being paid from the Current Account.
 - The Cheaperwaste contract has been renewed for a further year. They are providing an excellent, efficient service.
 - A proposed contract from the Village Hall Management Committee has been received for the Parish Office. This needs to be discussed. Clerk to send current contract to Cllr Clint.
 - Following meeting with Kevin Millard from Came & Co a couple of costings need to be confirmed to him prior to them issuing the Policy Schedule for April 2020 onwards.
 - There are changes to the Lloyds Bank card.
 - The utility contracts for the pavilion are available to signed at the meeting.
 - There is a very large variation between the tenders received for the ground maintenance. There are a number of questions needing answers from the companies and references required. This will be an agenda item at the March meeting.
- **To discuss and agree Grant donation requests for Financial Year Ending March 2020** – it was noted that a high number of requests have been received and Council wishes to share the fund out as fairly as possible in order to help as many as possible. The donations were discussed and proposed by Cllr Clint, seconded by Cllr Starkey, all agreed the following:
 - Keep Mobile - £550
 - Wokingham Job Support Centre - £100
 - Wokingham & District CAB - £350
 - Berkshire Vision - £100
 - Link Visiting Scheme - £100
 - WDVTA - £100
 - Berkshire Multiple Sclerosis Therapy Centre - £0
 - Arborfield Military Wives Choir - £250
 - Arborfield Social Club - £200
 - Arborfield History Research - £250 (paid on receipt)
 - Total fund £2,000
- **To discuss and agree purchasing marketing materials** – pop up banner, display board, pavement sign – proposed by Cllr Clint, seconded by Cllr Hughes, all agreed to purchase the marketing material at a cost of just under £200.
 - **To discuss and agree quote for noticeboard to replace the existing board opposite Church Lane on Reading Road** – the Clerk was asked to find out why the cost has increased as much as it has since purchasing an identical notice board this time last year and to negotiate a more favourable price.
 - **Any F&GP matters considered urgent** – three of the HSBC Bonds mature on 24th February. The Clerk was asked to reinvest them for 6 months.

Parks

- **Parks Report** – for information only
 - Waterlogging continues to prevent matches being played. Match figures this season are: Sept = 8, Oct = 4, Nov = 2, Dec = 1, Jan = 4 (3 were on the same weekend), Feb = 1
 - Arborfield FC – played 6, 5 cancelled. Income £480 instead of £880.
 - W&E FC – played 12, 12 cancelled. Income £754 instead of £1528.

It was questioned whether this was a one off very wet year or whether this could be the sign of things to come in future years.

- Vitaplay have completed the fencing and artificial grass area. The only outstanding works are the locks to be fitted to the gates. The supplier of the gates hasn't provided Vitaplay with a workable solution. Vitaplay have this in hand and are chasing it up.
- The playground was inspected by PIC on 24th January. All issues raised are Low Risk or Very Low Risk. A few of the items can be rectified by the Handyman, a few by Playscene and Vitaplay with the remainder being left to be monitored.
- Parks Plan - the 2 small park signs are installed. The large sign for the main entrance will be installed this week.

• **Any Parks matters considered urgent - None**

Risk Management

• **Risk Management Report** – for information only

- Risk sheets for the streetlights, parish owned land and street furniture need to be completed and returned.
- A number of small issues have been raised on the most recent Pavilion risk check. As many as possible will be rectified this week as it's half term and Freckles are closed.

• **Risk sheets** – to receive completed sheets and review/agree action for any issues raised – Street lights, parish owned land and street furniture to be completed.

• **Any RM matters considered urgent - None**

156/20 Accounts - Proposal to agree accounts and payments for February 2020 - the below accounts were approved for payment and will be authorised by Cllrs Clint and Stevens online the following day. The monthly bank reconciliations for the Unity Trust and HSBC current accounts were signed as correct by Cllrs Clint and Stevens. The Petty Cash spreadsheet for the previous month and the Lloyds card statement were both signed as correct by Cllrs Clint and Stevens.

Payments - February 2020			
BACS	SCS	£1,492.74	Ground Maintenance
BACS	Tivoli	£68.40	Dog bins
BACS	Vitaplay	£8,400.00	Pavilion capital - external fenced area
BACS	Play Inspection Co	£150.00	Playground maintenance
BACS	Mr M Bodington	£503.86	Handyman / Repairs / Parks Plan
BACS	Signs Express	£517.20	Parks 5 year plan - park signs
BACS	Staff Wages	£2,531.81	Staff wages - includes PAYE & Pension
DD	Opus (Gas)	£111.06	Pavilion Utilities
DD	Opus (Electric)	£24.31	Pavilion Utilities
DD	BT	£102.98	Office running expense
DD	Lloyds Bank	£675.15	Credit Card
DD	Cheaper Waste	£247.54	Pavilion/Park maintenance
DD	SAGE	£20.16	Office running expense
DD	CF Corporate	£70.04	Printer

157/20 Correspondence

Date received	Who from	Content	Minuted date	Minute item
24/01/2020	HSBC	Bond account statements	18/02/2020	Accounts
24/01/2020	Keep Mobile	Grant Request	Office	
28/01/2020	HSBC	Bank Statement	18/02/2020	Accounts
28/01/2020		Tender proposal	Office	
28/01/2020		Tender proposal	Office	
06/02/2019	HSBC	Bank Statement	18/02/2020	Accounts
10/02/2020	Unity Bank	Bank Statement	18/02/2020	Accounts
10/02/2020	Lloyds	Card Statement	18/02/2020	Accounts
10/02/2020	Lloyds	Card information	18/02/2020	F&GP
10/02/2020	NALC	LCR magazine	18/02/2020	Correspondence
17/02/2020	HSBC	Bond maturing	18/02/2020	F&GP
17/02/2020	HSBC	Bond maturing	18/02/2020	F&GP
17/02/2020	HSBC	Bond maturing	18/02/2020	F&GP

158/20 Website, Emails, Facebook and What's App group –

- Website update – the new website is live. Cllrs Starkey and Kaiser to provide profile information and photo
- Email address update – some Councillors have set up their new @arborfield.org.uk email addresses. The Council's policy needs to be updated.
- Facebook update – the Clerk has started a page, but it isn't published yet. The Clerk to set up Cllr Hughes as an administrator. The Clerk to report to Facebook the page which purports to be the Parish Council.
- What's App group – to formally agree to set up a what's app group between all Councillors and Clerk for the purpose of providing information that does not require a discussion or agreement i.e. gate rota etc. All agreed to set up a What's App group. The relevant Council policy needs to be updated to include use of the group.

159/20 Parish Plan – update on initial meeting – Cllrs Starkey, Stevens and the Clerk met briefly yesterday. It was clear that each person has a different vision of what the Parish Plan actually is. With this in mind all Councillors present at this meeting were provided with a pile of post it notes at the beginning of the meeting and were asked to submit their vision. All were also asked to put ideas of what's important to them as a resident on the notes which will be collated by the Steering Group (Cllrs Starkey, Stevens, Hughes and Murphy) and brought to the next meeting.

160/20 Annual Parish Forum – Thursday 14th May 2020 – to agree who is to be invited to hold a stall – Clerk to ask those who have attended in the past. Also to be invited are the recipients of a Parish Council grant, Wessex Solar and representatives of the WBC Localities team. Cheese and wine refreshments to be served.

161/20 VE Day celebrations – Friday 8th May – Parish Council involvement – the Royal British Legion branch plan to hold a street party/picnic in the RBL car park. The Parish Council will support this event by way of advertising etc.

162/20 Carbon Neutral / Climate Emergency – to discuss ideas that the Parish Council can implement as part of the Wokingham Borough Climate Emergency Plan. It was agreed that the Parish Council wishes to

look into this and will wait until the template from WBC has been received. This will be an agenda item in the future.

163/20 Action List – the action list was run through and updated.

164/20 Any items for consideration to include items for the next meeting agenda – information only

- Ground Maintenance Contract
- Bus Shelter tender
- Pavilion
- Parish Plan
- Climate template

165/20 Date of next meeting – Tuesday 17th March 2020. Apologies have been received from Cllrs Starkey, Stevens and Hughes

There being no further business the meeting closed at 9.17pm

Part II

To discuss and agree contractor to install bus shelters on Reading Road - The Clerk reported that two tenders have been received and were opened jointly by the Clerk and Cllr Stevens. The tenders have not been looked at in depth so will not be discussed at this meeting. This will be an agenda item at the March meeting.