



**Arborfield & Newland Parish Council**  
**Minutes of the Meeting of the Council**  
Held on Tuesday 16<sup>th</sup> June 2020  
Remotely via Zoom Conferencing: 7.30pm

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually via Zoom Conferencing.

**Present:** Cllrs Picken, Clint, Starkey, Murphy, Stevens, McIntosh, Hughes & the Clerk.  
**Not present:** Cllrs Strong & Kaiser

The Clerk was the Zoom host of the meeting.

The meeting was chaired by Cllr Picken the Parish Council Chairman

**39/21 To receive and accept any apologies for absence** – Cllrs Kaiser & Strong. Borough Councillor Cowan

**40/21 To receive any declarations of interest on items on the Agenda** - None

**41/21 Minutes of the Full Council Meeting** – to approve the minutes of the meeting held on Tuesday 21<sup>st</sup> April 2020 – the minutes were read and approved. The minutes will be signed by Cllr Picken when Covid-19 lockdown ends.

**42/21 Public Participation** (allotted time - 5 minutes) - None

**43/21 Clerks Report** –for information only

- Visits to the office continue, generally on a Monday and a Thursday. The remainder of the time I continue to work from home.
- Fly tipping reports continue unfortunately, but WBC are very quick to be clearing it.
- Green food waste bags remain in high demand.
- The climate change template supplied by WBC has been received. It is very comprehensive, and a couple of the larger parishes are testing it to see how user friendly it is.
- Travellers have set up encampments in Twyford and then on to the car parks of Asda at Lower Earley, Sainsbury's, Halfords and Premier Inn all within one week. They are being moved on quickly by use of bailiffs. Twyford Parish Council has shared their information on using Bailiffs which although is expensive is very quick.
- NALC is consulting on a new model Code of Conduct. Information was circulated to all Councillors on 11<sup>th</sup> June.
- A while back I started working with Gemma Gallant from Cratus to set up a Community Watch to include Arborfield Green, Penrose Park, ex-military houses and surrounding roads. This took a back seat for a while however progress has been made in the last week regarding Neighbourhood Watch and No Cold Calling Zones. A more detailed update will be available at the next meeting.
- Information from CAB and Link was circulated to all prior to the meeting.
- Correspondence with WBC is ongoing regarding the closure of the pop up library at the Royal British Legion.

#### 44/21 Reports from external bodies:

- Borough Council – Borough Councillor Cowan was unable to join the meeting but supplied a written report – see appendix A
- Police – No report
- Arborfield Village Hall Management Committee – Cllr Stevens reported the following:
  - Swallowfield Medical Practice have requested restarting surgeries at the hall
  - The caretaker/cleaner has handed in his notice. An advert for his replacement is being circulated
  - The Village Hall Management Committee now has a Zoom account to be able to hold their meetings
  - Working party has cleared the external areas of the hall
  - The village show is postponed to next year
  - All hall users have been contacted to find out about restarting now that lockdown is starting to ease. Some will be able to but for others it isn't possible.
  - The hall has been measured out and it is possible to have 14 people in the hall allowing for social distancing with an instructor/leader being on the stage.

**45/21 COVID-19** – Parish Council update report and recovery strategy paperwork including discussing and agreeing whether football training can be held at Arborfield Park – the report was circulated having been updated a couple of times since the last meeting. It was unanimously agreed that Finchampstead FC could restart football training at the park subject to them accepting there will be no use of the pavilion and that they follow the FA Covid-19 rules for grassroot training. If they are reported to the Parish Council for not following the FA rules they will not be permitted to continue. There will be no fee charged to train, but they must provide a completed booking form and the relevant paperwork.

#### 46/21 Planning

- **Planning Report** – for information only
  - **Planning applications decisions:**

**201075 - Land at Bearwood Park, East of Mole Road, Sindlesham, Wokingham** - Application to vary condition 2 of planning consent 192967 for the erection of a single storey Groundsman's Building with appropriate access and parking. Condition 2 relates to approved details and the variation is to move position of the Groundsman's building from the proposed south east location to the north east area of the site – approved

**200899 – Oakland House, Church Lane** – Householder application for the proposed erection of a single storey rear extension with the insertion of 2no. roof lights – approved

**200940 – 14 Walden Avenue** – Householder application for proposed erection of single story front extension to form porch, two storey side extension following the demolition of existing side extension, single storey rear extension including the insertion of 1no. rooflight following the demolition of existing conservatory plus changes to fenestration – approved

**200934 – 33 Rayner Drive** – Householder application for the proposed garage conversion to create habitable accommodation – approved. A letter has been sent to Clare Lawrence at WBC querying this decision due to parking issues and Highway comments being ignored. No response as yet. Clerk to chase up.

**200883 – 1 Upper Terrace, Bearwood Road** – Householder application for the proposed erection of a single storey timber store/plant room adjacent to the existing annexe, plus

demolition of existing utility room, internal alterations changes to fenestration on the main dwelling and new entrance gates (Part retrospective) – refused

**200603 – Land rear of 20 Anderson Crescent** – Full planning application for the proposed change of use of land as a single pitch caravan site, creation of a new access and associated parking – refused

**201068 – The Old Swan, Eversley Road** – Householder application for proposed part conversion of existing garage to create habitable accommodation, plus changes to the fenestration – approved

**201069 – The Old Swan, Eversley Road** – Listed Building Consent for the above - approved

For information only –

**201183 – Reddam House, Bearwood Road** – Tree works in the Sindlesham Conservation Area to allow safety and continuity of electricity supply

The Coombes Woodland is now listed on the inventory of Ancient Woodlands. It is hoped that this will afford the Coombes additional protection.

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

**201263 – Sunrise, Eversley Road** – Householder application for the proposed erection of a single storey side extension and a single storey rear extension with 2 no. rooflights, plus changes to fenestration – no comments

**201321 – 27 Tyler Drive** – Householder application for the proposed erection of a single storey rear extension including 2no. Rooflights following demolition of existing conservatory – no objections

**201308 – 5 Newlands Cottages, Mole Road, Sindlesham** – Householder application for the proposed erection of a two storey rear extension – no objections

**Application to renew street trading consent** – Food van at Royal British Legion – it was unanimously agreed to support the application. It was noted that there have been no complains about litter however, it was also noted that the RBL is currently closed so the late evening trade is no doubt much quieter.

- **To receive update report and consider proposals for the Arborfield Village Centre Improvement Scheme** – Cllr Murphy reported that the Steering Group had met via Zoom and subsequently submitted an example drawings of a gateway to WBC. WBC had circulated the whole scheme proposals to the Steering Group. The Steering Group has responded that in general the scheme is as required except for two main points: the declassification of Eversley Road so that it does not become an extension of the B3030 and that some of the signage is wrong and should be rectified now, not as an item for review once the scheme is in place. Both these points are seen as non-negotiable. Specifics such as the exact location and design of the gateways to be put to public consultation. The budget costings for the most recent scheme have not been seen yet. A list of people who should be consulted on parts of the scheme has been submitted to WBC. It was requested that a response be received from WBC by Monday regarding the non-negotiable items, but nothing has been received yet. It was agreed to chase up towards the end of the week if nothing is forth coming.

- **To receive report from visit to Bound Oak Industrial Estate** – Cllrs Murphy & McIntosh. Both Councillors had met with Alison Knight on Friday 12<sup>th</sup> June at the site. They considered the proposals to be a significant improvement on the existing state of the site. Access off the roundabout was raised, which the developer felt wasn't their problem. This needs to be resolved to stop vehicles, in particular HGVs, from missing the entrance and ending up in Poperinghe Way, which apparently happens regularly. A couple of residents of Poperinghe Way had met Alison Knight via Zoom last week and raised concerns regarding the entrance, security and operating times. The Clerk was asked to circulate the drawing of the proposed site to all. Alison Knight has stated that they plan to submit a planning application to WBC in the next couple of months.
- **Borough Wide Speed Review** – to agree roads to be submitted to WBC – the information about this had been circulated to all Councillors prior to the meeting. Mole Road was instantly highlighted although it was noted that a number of roads around Arborfield needed to be considered. It was noted that speed limits through the village are being considered within the Village Improvement Scheme. It may be required that a sign is installed at the entrance/exit to Henry Street Garden Centre to advise no through traffic heading towards the village.
- **Any Planning matters considered urgent** – Arborfield Pavilion – it was noted that the initial bat survey had been carried out earlier in the day. No obvious evidence of bats was found. Due to the previous survey carried out in 2015 finding some evidence it is likely that WBC would require a full survey carried out again. It was unanimously agreed that the second phase bat survey be booked and carried out as soon as possible then the planning application could be submitted with all the necessary surveys included.

#### **F&GP**

- **F&GP Report** – for information only
  - The National Salary Award for 2020-2021 has not yet been agreed.
  - Alan Harland will be visiting on Tuesday 23<sup>rd</sup> June to do the YE accounts. The office is too small for Alan and the Clerk and allow for the 2 metre social distancing rule. Alan will work in the office on the computer and the Clerk will work from the storeroom.
  - Utility suppliers – it was originally agreed to go with British Gas Lite via SwitchMyBusiness for both Gas and Electric on a 3 year contract. Opus, the existing supplier then contacted us directly and offered better rates. It was arranged to remain with Opus based on the cheaper rates. Opus successfully stopped the contract with British Gas Lite for the electricity which started on 15<sup>th</sup> May but was unsuccessful stopping British Gas Lite taking over the gas contract by approx. 1 hour. The gas account was transferred on 15<sup>th</sup> April and time was very tight to be able to do this. This means the utilities will be with separate suppliers for the duration of the next 3 years. Although the British Gas Lite direct debit had been cancelled it now needs to be set back up again. Opus have provided a £40 credit for the inconvenience of not managing to retain the gas account. Opus has also confirmed that it would not consider renewing the gas contract in the future due to the low usage.
  - Lamps & Tubes have confirmed they are no longer able to provide installation of the Christmas tree lights. Another supplier needs to be sought. The Councils lights need to be returned from Lamps & Tubes.
- **Any F&GP matters considered urgent** - None

#### **Parks**

- **Parks Report** – for information only
  - The carpark is now open to users. Playground, equipment, and shelters remain closed.

- Bottle banks still being emptied fortnightly. Clothing banks – one seems have been emptied. I have chased up emptying of the other one but not heard back from them yet.
- The family from Chamberlain Gardens who have requested a bench in the park have chosen the one they would like. An invoice needs to be raised to them and the bench can then be purchased. Yardley Builders are installing the bench free of charge. It will be placed on an existing concrete base at the top of the park.
- CheaperWaste have confirmed they will credit the Council for payment of May, June and July Nappy waste bin emptying. Emptying of this bin is on hold until Freckles reopen.
- The replacement wheelie bin arrived today. It has been chained and padlocked to a post in the car park to prevent it being stolen again. The collection lorry drivers have been provided with the padlock code.
- Freckles have confirmed that they have contacted all their parents and only 2 were willing to allow their children to return at the present time. They are not sure they will be open again before September.
- The boiler was serviced on 8<sup>th</sup> June 2020. The clock timer was not working so it was replaced at a cost of £75. The security alarm was serviced on 11<sup>th</sup> June 2020. The external security light was replaced on 2<sup>nd</sup> June.
- Group football training took place at the park on Tuesday 9<sup>th</sup> June. It turned out it was Shinfield Rangers FC. Jackie informed me at the time they were there and said they had told her they had booked so it was ok for them to be there. She permitted them to continue to train but told them the gates would be locked promptly at 8pm. They had not booked or enquired about using Arborfield Park. The chap has since emailed in. A reply has been sent to him stating the problems experienced by the Council in the past with Shinfield Rangers and that they are not permitted to train at the park.
- Finchampstead FC who have trained for the past 2 summers at the park made contact a couple of months ago to ask if they could come back this year. Since then we have kept in touch and they would like to start again as soon as possible. Once a decision has been made at the meeting as to whether training can commence yet or not they will be informed.

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

**Risk Management**

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

- Covid-19 recovery plan covered separately.
- Nothing else to report

● **Any RM matters considered urgent** – Continual replacement of the tape on the picnic shelter and youth shelter was discussed. Enclosing with Heras fencing was suggested but it was felt the Council was doing all it could to prevent usage of the shelters.

**47/21 Accounts** – To agree and sign bank reconciliations for May 2020 and agree accounts and payments for June 2020 (to be tabled) - bank statements, reconciliations, petty cash and the credit card statement for May and payments for June were circulated to all prior to the meeting and agreed at the meeting. Cllrs Clint and Murphy to authorise June payments on the bank account the following day. The Clerk will arrange for signing of the paperwork in line with social distancing regulations, as a significant amount has built up over the past couple of months.

Payments for June 2020			
BACS	SCS	£1,141.90	Ground Maintenance for April 2020
BACS	Arborfield Village Hall	£1,873.00	Office rent
BACS	NB Electrical	£131.22	Pavilion maintenance

BACS	Thermo-Tec	£147.00	Pavilion safety checks
BACS	GemTec	£108.00	Pavilion safety checks
BACS	Vanessa Starkey	£7.29	Parks 5 year plan (ties for walk 1 markers)
BACS	Mr M Bodington	£477.34	Handyman
BACS	British Gas Lite	£90.92	Pavilion Utilities
BACS	Staff Wages	£2,561.75	Staff wages - includes PAYE & Pension
DD	Opus (Electric)	£18.52	Pavilion Utilities
DD	BT	£95.32	Office running expense
DD	Lloyds Bank	£25.29	Credit Card
DD	Cheaper Waste	£132.34	Pavilion/Park maintenance
DD	CF Corporate	£70.04	Printer

**48/21 Correspondence** – a letter has been received from the person who complained about a dog at Bridge Farm in response to the letter sent to them. It will be placed on file.

Date received	Who from	Content	Minuted date	Minute item
01/06/2020	HSBC	Bond Renewal	16/06/2020	F&GP
01/06/2020	HSBC	Bond Renewal	16/06/2020	F&GP
04/06/2020	HSBC	Bank Statement	16/06/2020	F&GP
04/06/2020	N B Electrical	Invoice	16/06/2020	Accounts
04/06/2020	L&T	Letter	16/06/2020	F&GP
11/06/2020	Opus	Letter	16/06/2020	F&GP
11/06/2020	Lloyds Bank	Card statement	16/06/2020	Accounts
11/06/2020	Unity Trust	Bank Statement	16/06/2020	Accounts
11/06/2020	Unity Trust	Bank Statement	16/06/2020	Accounts

**49/21 Re adoption of Council Documents:** - this item was deferred to the July 2020 meeting

- Executive Committee Terms of Reference – Cllr Murphy
- Parks Committee Terms of Reference – Cllr Starkey
- Planning Committee Terms of Reference – Cllr Murphy
- F&GP Committee Terms of Reference – Cllr Clint
- H&S Policy – Cllr Picken
- Risk Management – Cllr Picken
- Risk Assessment – General – Cllr Picken
- Risk Assessment – Financial – Cllr Clint
- Risk Assessment – Staffing – Cllr Starkey
- Disciplinary & Grievance Policies (NALC updates) – Cllr Picken
- Electronic Communication - Cllr Clint / Clerk
- Publication & Editorial – Cllr Starkey / Clerk
- Document retention & Disposal – Clerk
- Grant & Donations Policy – Clerk

**50/21 Parish Plan** - update following collation of post it notes – this item was deferred to the July meeting

**51/21 Action List** – the action list was run through and updated

**52/21 Any items for consideration to include items for the next meeting agenda** – information only

- Document re adoption
- Parish Plan

- Signing off of Annual Accounts for YE 31<sup>st</sup> March 2020, Internal Audit and AGAR Annual Return

**53/21 Date of next meeting** – Tuesday 21st July 2020

The meeting closed at 8.25pm

**Part II – To consider and agree tender to replace bus shelters**

Details of the tenders received, as a result of advertising on the Governments Contract Finder website, had been circulated to all prior to the meeting. Initial queries had been followed up and answers received. It was agreed that Externiture Ltd.'s quote was the preferred one, but the Clerk was asked to follow up on the references supplied within the tender and also contact Bix & Assenden Parish Council as it was found that they also have had a shelter installed by Externiture. The Clerk is to circulate the referee's responses to all and subject to them being accepted by the Council an order could be placed.

Part II closed at 8.40pm

**Borough Councillors report June 2020**

Coronavirus and the day to day council business continue on albeit in a different way to before. The number of coronavirus cases has reached nearly 500 with over 100 deaths. It's roughly half and half between hospital and care home deaths with a small number at home or in a hospice.

The Borough Council offices remain closed with all of its business being conducted remotely at present. The vulnerable in our community can get help from Citizens Advice by visiting the Citizens Advice Wokingham website or by calling 0300 330 1189. Phone lines will be staffed Monday to Saturday, 9am to 5pm.

With the pandemic many council activities have been delayed, closed or put on hold. Wokingham Borough Council has re-opened its country parks car parks, with limited spaces at Dinton Pastures and California Country Parks. To ensure visitor numbers remain manageable and aid social distancing, the overflow car parks will not open at this stage. The reopening of recycling centres has seen an unprecedented demand in use so a booking service has been put in place. Details can be obtained on the Council's website or at <https://re3.fccenvironment.co.uk/click-tip-services/>

Sadly, an intense fire has extensively damaged a block of flats on Howell Close. All the residents have had to be temporarily rehoused by the Housing association and Wokingham Borough Council, I have offered help to the affected residents if they need it in these most difficult times.

Locally the usual fly tipping/the 'burning issue and toxic smoke' affecting the Coombes as well as the residents at Poperinghe Way. I am very pleased to say that the CCTV at Poperinghe Way has certainly improved fly tipping issues there. Its removal is a concern, but I have been advised that it has been replaced with a covert system. The Council is actively taking various actions to resolve these various problems and I will update residents as and when progress is made. I am pleased to say that the fence on Baird Road and the Bollard by the shop have been replaced/repared. Thanks Wokingham for these speedy repairs. The relief road is progressing well and the footbridge across it is now in use.

The Bramshill Pub has got planning permission for its demolition and replacement with a Co Op mini supermarket. A planning application for a solar farm is currently with Wokingham Borough Council. It will be determined by the Planning Committee eventually. Finally all there is to say is please stay safe and I will keep the Parish Council updated as and when events change.

Cllr Gary Cowan