



Arborfield & Newland Parish Council
Minutes of the Meeting of the Council
Held on Tuesday 17th November 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.

Also Present: Borough Councillor Gary Cowan. Resident, Andrew Braysher

Not Present: Cllrs Kaiser & Strong.

The Clerk was the Zoom host of the meeting.

The meeting was chaired by the Parish Council Chairman, Cllr Mark Picken.

130/21 To receive and accept any apologies for absence – TV Police

131/21 To receive any declarations of interest on items on the Agenda - None

132/21 Minutes of Council Meetings – to approve the minutes of the Council meetings held on Tuesday 22nd September and 20th October 2020 – the minutes were read, approved and will be signed at a later date.

133/21 Public Participation (allotted time - 15 minutes) – Resident Andrew Braysher attended to raise his concerns regarding his neighbouring property, Apple Tree Cottage, who have submitted planning application 202735. His main concerns are the impact the size of the proposed application would have on his property and that he believes it contravenes CP11.

It was noted that the new planning legislation introduced in September 2020 would allow a bungalow to have a 1st floor added as permitted development if it were built between 1st July 1948 and 28th October 2018. It is not known what age the property is. The Council asked Andrew Braysher to submit any additional comments he may have to the Clerk. It was noted by Cllr Cowan that as a member of the WBC Planning Committee he would lose his right to a vote if the application was put to Committee if he were to comment now.

134/21 Clerks Report –for information only

- D of E students have completed their volunteering section of the Silver award. Their cards have been signed off. Bohunt School hope to restart the scheme in January and are aware we would be interested in taking 2 students.
- Arborfield News – deliverer still needed for Valon Road and other roads now D of E have finished. No uptake for Valon Road on Facebook. Need to put a slip in the next issue. Will need assistance to deliver this issue. There is one new advertiser and Bohunt School PTA have requested frequent inclusion. They are a charity so there is no fee.
- WDALC AGM is being held on Wednesday 25th November 2020 via Zoom. It was previously agreed to keep a watching brief but not attend.
- A panel of glass in the bus shelter by the village shop has been smashed.

- Someone has removed the signs in Pudding Lane regarding dog mess.
- There have been 2 incidents of fly tipping in Greensward Lane. WBC were very quick to remove it.
- Food waste bags are continually being requested. It is good to see so many residents partaking in this recycling scheme.

135/21 Reports from external bodies:

- Borough Council – See appendix A.

Cllr Cowan was asked if he knew whether an adjoining Parish could speak on an application within the parish. He will check this. The Parish Council confirmed they would not be speaking on the Solar Farm application as their comments have already been submitted.

Several signs relating to the relief road require correcting. Cllr Cowan is collating a list to submit to WBC. Concern was also raised regarding the lack of fencing on one side of the bridge crossing. This is to be reported ASAP.

A considerable amount of planting is still to be done.

There appears to be an exit off the relief road where the possible site of a petrol station is. Cllr Cowan to ask for an update on the pre-application advice.

Cllr Cowan to chase up find out when the development on the site of the former Bramshill Hunt pub will commence

- Police – no report

Andrew Braysher left the meeting

Reports from meetings attended by Councillors:

- Arborfield Village Hall, AGM & Meeting – Cllr Stevens –

AGM – a good attendance and no matters arising from the last meeting. A new treasurer/booking clerk. Former treasurer will remain as trustee. All other trustees remain the same. Despite the difficult year due to Covid finances remain healthy. 6 regular groups remain, 3 have closed due to Covid and 2 new ones have started.

Meeting – new guides have been handed to all trustees. The floor will be stripped during the current lockdown. Christmas lights will be put up to bring some cheer. The next meeting is 14th January 2021.

136/21 COVID-19 – review Covid document – the document had been circulated to all prior to the meeting. Updates referred to the separate risk assessment for Remembrance Day and changes due to the current lockdown.

137/21 Planning

- **Planning Report** – for information only

- **Planning applications decisions:**

Adjoining Parish Consultation:

202622 – Winnersh Community Centre – Full application for the proposed erection of a single storey side extension to form storage area and replacement of existing external cladding – approved

- Following the October meeting where it was agreed to make no comments regarding planning application 163547 – Reading FR Training Ground, Park Lane, Finchampstead it was subsequently agreed to reiterate supporting Finchampstead Parish Councils objection.

- The relief road opened at 2pm on Monday 16th November 2020. A significant number of signs were incorrect and have now been amended. Planting needs to be completed. A statement from Cllr Picken has been included in the press announcement from WBC.

- Confirmation has been received that the relief road is officially called Observer Way and the green bridge is called Observer Bridge.
 - The former Bramshill Hunt Public House has been renamed Co-Op Store, 27 Bramshill Close.
 - Solar Farm planning application – Does the Council wish to speak at the WBC Planning Committee meeting regarding this application? Swallowfield PC have strongly objected to the application and are finding out if they are able to speak. The Council agreed it will not be speaking. Cllr Cowan to find out if Swallowfield PC can speak as an adjoining parish.
- **To discuss planning applications received by the date of the meeting – to include:**
 - 202823 – 2 Rickman Close** – Householder application for the proposed erection of a single storey side and rear extension
No comments
 - 202930 – Arborfield School House, School Road** – Householder application for the proposed erection of single storey rear extension with insertion of 4no. roof lights
No comments
 - 202706 – 12 Barker Close** – Application to remove condition 5 of planning consent 170729 for the proposed erection of single storey rear extension, front porch extension and partial conversion of existing garage to habitable accommodation. Condition 5 refers to the retention of the garage space shown on the plans for parking purposes; removal of the condition will enable the conversion of this space into habitable accommodation
This application is not listed on the planning portal. It was noted that it is listed under the original application number: 170729. Cllr Macintosh to review the application and circulate a proposed response via email.
 - 202735 – Apple Tree Cottage, Church Lane** – Householder application for the proposed erection of a first floor to existing dwelling and the erection of a new entrance gate, fence and railings to front of property
It was agreed that it needs to be known when the property was originally built to know whether it is affected by the new planning legislation. Further research regarding CP11 is also needed before a decision can be made.
 - **Update on the Arborfield Village Improvement Scheme** – Cllr Murphy reported that the relief road opened on Monday 16th November and Condition 6 had been approved. An article from the Steering Group to appear in the next issue of the Arborfield News is currently in draft. This will provide residents with an update. A meeting is scheduled tomorrow with WBC and WSP. Cllr Murphy highlighted some of the concerns Cllr Stevens had made regarding the improvement scheme and offered to support him taking on the lead role to look at further roundabout improvements. Cllr Stevens will look into this.
 - **Any Planning matters considered urgent - None**

F&GP

- **F&GP Report** – for information only
 - The underclaimed VAT from September 2019 was paid to the Council in October. The total was £6,834.00.
 - The bus shelters will be installed in January now. The notice board will be installed at the same time.

- HMRC working from home tax relief has been applied and a new Tax code has been received for the Clerk
- CIL funding joint projects. This should have been an agenda item but will now be included on the December agenda.
- **To agree to readopt the Asset Register with updates** – the asset register was reviewed and amendments agreed. It was noted that the old laptop has not been disposed of and remains in the Parish Office. Proposed by Cllr Clint, seconded by Cllr Picken all agreed to readopt the register.
- **To agree reinvestment of HSBC Bonds** – it was agreed to reinvest the two large bonds for 6 months and the other 3 for 3 months. Funds from the HSBC Current Account to be moved to the Unity Trust Current account to cover the cost of up and coming fees for the pavilion planning process.
- **Any F&GP matters considered urgent** - None

Parks

- **Parks Report** – for information only
 - New padlocks have been ordered for the height bars.
 - Tivoli who empty the dog mess bins had not been raising invoices. It has finally been resolved and one invoice has been received the whole year to make it simpler.
 - Berkshire Conservation Volunteers are continuing to carry out work at Pound Copse.
 - A quote to carry out a Negative Impact Survey at Pound Copse and the Old Churchyard by Sarah Duckworth is awaited.
- **5 year Parks Plan** – review and update – a Parks meeting to be held on Tuesday 24th November 2020 to discuss the plan
- **Trees** – to discuss and agree replacement of trees removed from the roundabout – the Clerk to ask Sarah Duckworth when she provides a quote for the survey for Pound Copse and the Old Churchyard

Playground – review inspection and discuss/agree works required – a copy of the latest inspection report from PIC had been circulated to all. Main items to be considered are:

- Aerial runway – replace A frames, check cable and trolley – this has previously been discussed but funding not secured.
- Trim trail – replace some of the wooden parts and surfacing – this needs to be looked at as some parts are starting to wear quite badly, especially the wet pour surfacing.

Both the above items to be considered at Parks meeting. It was noted that both are recorded as Low Risk.

- Multi play – top up bark chippings – Clerk to place order
- Moss on surfaces – it's so difficult to keep on top of this due to the surrounding trees. Mick has used some moss remover on some parts and it's worked well. The cost to do this 3 times a year (Sept/Dec/March) would be approx. the same as having the external company come in once a year. It would make sense to have it done a few times a year to keep on top of it than just once a year. Agreed.

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

Risk Management

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

- Covid-19 recovery plan covered separately.
- PAT testing for the pavilion and the office was carried out on 11th November. All items passed including the Christmas tree lights.
- **Review and agree risk assessments and check sheet outcomes** – a summary of the risk sheets which have been carried out was circulated to all. It was noted that the majority of items are in hand and over all noted risks are being managed.
- **Any RM matters considered urgent** - None

138/20 Accounts – To agree and sign bank reconciliations for October 2020 and agree accounts and payments for November 2020 - Bank statements, reconciliations, petty cash and the credit card statement for October and payments for November were circulated to all prior to the meeting and agreed at the meeting. Cllrs Clint and Stevens to authorise November payments on the bank account the following day. The Clerk will arrange for signing of the paperwork in line with social distancing regulations.

Retrospective payment for November 2020			
BACS	Morgan Security	£111.65	Park maintenance
Payments for November 2020			
BACS	SCS	£1,141.90	Ground Maintenance for Oct 2020
BACS	Tivoli	£1,092.00	Park maintenance - annual dog bin emptying
BACS	Berkshire Conservation Volunteers	£112.00	Pound Copse
BACS	Oaktree	£505.00	Magazine
BACS	PTS Compliance	£112.92	PAT testing (pavilion/office) 31/46 share with VH
BACS	Mr M Bodington	£512.28	Handyman
BACS	Staff Wages	£2,625.63	Staff wages - includes PAYE & Pension
DD	Opus (Electric)	£28.96	Pavilion utilities
DD	British Gas Lite	£12.08	Pavilion utilities
DD	BT	£104.64	Office running expense
DD	Lloyds Bank	£719.66	Credit Card
DD	Cheaper Waste	£85.54	Pavilion/Park maintenance
DD	CF Corporate	£70.04	Printer
DD	Sage	£20.16	Office running expense

139/21 Correspondence – all items dealt with under separate agenda items

Date received	Who from	Content	Minuted date	Minute item
27/10/2020	HMRC	Tax code change	17/11/2020	F&GP
04/11/2020	HMRC	Vat refund letter	17/11/2020	F&GP
05/11/2020	HSBC	Bank Statement	17/11/2020	Accounts
09/11/2020	Unity Trust	Bank Statement	17/11/2020	Accounts
09/11/2020	Lloyds Bank	Credit Card Statement	17/11/2020	Accounts

140/21 Parish Plan – report from Cllr Picken – no report available

141/21 To agree to readopt the following documents:

- Risk Management – Cllr Clint – Clerk to resend document to Cllr Clint to review and propose at the December meeting
- Financial Regulations – proposal to readopt without change at the December meeting
- Standing Orders – proposal to readopt with changes at the December meeting

142/21 Remembrance Sunday - review – a scaled down event took place on Sunday 8th November for wreath layers to attend. Volunteer marshals manned the cross. Despite widespread notification asking for residents to Remember at Home some people did still turn up at the cross but current social distancing rules were adhered to. Thanks go to Trevor Bowman and George Brown for their help and for decorating the roundabouts. The Police were in attendance to lay a wreath and they had no issues. Despite no traffic management being in place vehicles still stopped for the 2 minutes silence.

143/21 Pavilion planning – update and to discuss and agree quote for full plans – the planning application has been approved with a couple of conditions. Cllr Murphy to investigate the electric charging point condition. Quotes are awaited for the bill of quantity, schedule of works, project management, principle design and landscaping. The quote from Paul Edwards to draw up detailed plans was proposed by Cllr Murphy, seconded by Cllr Picken and all agreed. It was agreed that approx. £15,000 would be needed within the next couple of months to cover the costs of the above. Once the above has been completed it will be possible to go out to tender. The complete cost will then be known. The Clerk to investigate submitting an Early Engagement notice on Contract Finder. Opt to Tax needs to be applied for asap. Advice is required from Alan Harland.

144/21 Community Events – to discuss ideas in preparation for the 2021/22 budget – agreed to ideally keep the same amount as 2020/21 in the budget however it was noted that this may not be possible due to other expenses.

145/20 Action list – the action list was run through and updated. Further funding is available due to Covid. Cllr Murphy to look into this.

146/21 Any items for consideration to include items for the next meeting agenda – information only

- Readoption of the following documents:
 - Risk Management
 - Financial Regulations
 - Standing Orders
- The 2021/22 Budget
- Joint CIL projects

147/21 Date of next meeting – Tuesday 15th December 2020 – Budget meeting

There being no further business the meeting closed at 9.21pm

Part II

Attendees: Cllrs Picken, Clint, Starkey, Murphy, Stevens, McIntosh, Hughes, the Clerk.

To review and discuss appraisals

Jackie Jenkins – Caretaker – Cllr Starkey met with Jackie on 11th November 2020 at an external socially distanced manner. There have been no changes to the job role over the past year. The effect of Covid-19 meant the park and pavilion have been closed for periods throughout the year. Jackie reported no issues.

The Parish Clerk left the meeting and exited the room. Cllr Picken to phone her when she can return.

Alison Ward – Parish Clerk -

Appendix A

Borough Councillors report – November 2020

Another quiet month at Wokingham Borough Council. The good news must be the opening of the relief road which sadly was kept a secret from most of us. There are some issues that need to be tidied up by Arborfield Court and there is a potential issue with noise on Greensward Lane. The Contractor/Council will review the relief road once it has been open for a few months.

Bound Oak Planning application, if finalised is scheduled for Committee in December. As the November meeting was cancelled there are two meetings scheduled for December on the 9th and the 16th. I have not seen any agendas for these meetings as yet but I expect the Reading FC Training Ground PA to be on one of them also.

Wokingham Borough Council has submitted its comments (objections) to the propose government consultation on housing numbers. I will update the Parish Council once I have the response.

The Councils website has more advice on Covid 19 on their website but its worth noting cases in Wokingham are on the increase but they are well below the national numbers.

WHERE TO GET WASTE AND RECYCLING ITEMS DURING LOCKDOWN

Wokingham Borough Council's Shute End offices will be one of several locations residents can get waste and recycling items if they're running out during lockdown. Woodley and Earley libraries will also reopen this week to provide these essential items to residents.

Shute End will be open under restricted days and hours, Tuesday to Thursday, 9am to 5pm, and with Covid-19 safe restrictions to allow residents to access essentials for these services only. The libraries in those areas will open on different weekdays (further information below) and this is only to provide waste items – library services will not be available.

This opening began this week and is to help distribute items relating to our waste and recycling collection services only. It includes collecting pre-ordered blue bags and garden waste sacks, as well as picking up food waste caddies (indoor and outdoor) and food waste caddy liners only. Those purchasing blue bags or garden sacks will need to pay in advance on our website and then bring the receipt with them.

The only entry point for residents will be via the main entrance off Biscoe Way. It will be on a one in one out basis. Distancing signage will be in place to ensure residents and staff can be kept safe.

If you do not live or work near one of our open locations, residents are now also able to order a delivery of blue bags via our website. These will be paid for online and then delivered within 10 working days. This process also applies for any residents wanting to purchase brown garden waste sacks. Residents are encouraged to use Shute End or other locations above if they can.

Other locations are currently open for collection of waste and recycling items only with distancing measures in place. These locations include:

Lower Earley library (RG6 5HZ) - open Monday, Thursday and Friday, 9.30am to 5pm

Woodley library (RG5 4JA) – open Wednesday, Thursday and Friday - 9:30am to 5pm (7pm on Thursdays)

Ryeish Green Sports Hub, Hyde End Road, Ryeish Green RG7 1ER - open Monday to Friday 9am to 3pm (term time only)

Rogers Hardware, [25 Greenwood Rd, Crowthorne RG45 6QX](#) (blue bags and garden waste sacks only)

Additional information on recycling centres use during lockdown and additional information on green waterproof bag provision is also available on the Borough Councils website.

Stay safe

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