



Arborfield & Newland Parish Council
Minutes of the Meeting of the Council
Held on Tuesday 20th October 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 Clint, Starkey, Murphy, Stevens, McIntosh, Kaiser, Hughes, the Clerk.

Also Present: Borough Councillor Gary Cowan

Not Present: Cllrs Picken & Strong.

The Clerk was the Zoom host of the meeting.

In the absence of the Parish Council Chairman the meeting was chaired by Cllr Clint the Parish Council Vice Chairman.

113/21 To receive and accept any apologies for absence – Cllrs Picken & Strong

114/21 To receive any declarations of interest on items on the Agenda - None

115/21 Minutes of Council Meetings – to approve the minutes of the Council meeting held on Tuesday 22nd September 2020 – Cllr Stevens felt that the minutes do not accurately reflect comments he made regarding the Arborfield Village Improvement Scheme consultation. The Clerk is to check the video recording from the meeting. The minutes were not signed off. It was reiterated that the improvement scheme is to benefit the village hence the consultation not covering the entire parish.

116/21 Public Participation (allotted time - 15 minutes) - None

117/21 Clerks Report –for information only

- A fridge for the office has been purchased.
- Community Watch – a pull out and keep information leaflet has been inserted into the latest issue of the Arborfield News providing information and asking for volunteers to come forward.
- Arborfield News – deliverer still needed for Valon Road. Post put on Facebook.
- The BALC AGM normally held in November has been postponed. A new date will be circulated in the new year.
- Finally the boulder to mark the ROC post has been installed adjacent to the green bridge on the relief road. Photos have been circulated to all. Thanks to go to Diana Thorne for persisting with this project, the Coombes School for providing the boulder and Balfour Beatty who have paid for it and installed it. An official unveiling needs to be arranged.
- Halloween – guidance has been provided by the Public Protection Partnership to have a safe Halloween ‘Pumpkin Trail’ and discourage anyone from trick or treating. This can be shared on Facebook.
- A resident’s group has been set up in Arborfield Green. I have offered any support they may need but also suggested they contact both Barkham and Finchampstead Parish Councils too as

the majority of the new houses are within these parishes. I have offered to attend one of their meetings and told them about the Community Watch initiative.

- The email system has been moved to Outlook as Windows Live Mail is no longer supported.

118/21 Reports from external bodies:

- Borough Council – see Appendix A
- Police – No report

Reports from meetings attended by Councillors:

- Borough Parish Liaison Group – Cllr Starkey
 - Climate Change - Woodley Town Council stated a climate emergency in October 2019. They have changed to LED lighting etc. This is something the Parish Council could consider.
 - Changes to Planning – Wokingham Borough has been targeted with a 107% increase in housing numbers, which are currently being objected to. The presentation from the meeting is to be circulated to all.
 - Covid – main issues during lockdown has been ASB, fly tipping, outdoor fitness. Constant messages are being circulated and are proving successful. Different challenges are faced during the winter months.

Cllr Kaiser reported that Theresa May had spoken in the House of Commons regarding the increase in housing numbers Wokingham Borough are expected to take. Ministers can decide number and there is no opportunity for a judicial review. There are currently weekly meetings with all local MPs. Very few applications and less appeals are being received. The approved planning applications should be built out before additional housing is approved and penalties should be imposed for lack of building of approved development. Cllr Kaiser to circulate WBC response to the planning changes. Cllr Stevens to circulate his personal comments.

Cllr Cowan reported that the government isn't just looking at Councils who have already delivered their housing but also house prices and where they are higher. He reported that Cllr Wayne Smith, the Executive Member for Planning is responding to the White Paper at 3.30pm on 27th October.

- Fields NAG – Cllr Stevens held via Zoom conferencing. Main points were
 - ASB was the main issue including criminal damage caused by a catapult. One person has been caught but not charged.
 - Dangerous driving and parking
 - Problems not being reported to the Police but put on local social media instead. All Parish Councils asked to highlight the problem to their residents.
 - Community Watch is being set up centred around Arborfield Green.
 - A monthly Police report will resume.
 - Concerns over half-term and Halloween.
 - Knife incident in Swallowfield back at the beginning of the year. No support provided to the victim.
- Arborfield Village Hall – Cllr Stevens
 - New treasurer, Stefanie Windall
 - New cleaners/gardeners to replace Hugh Payen
 - Some classes not resumed and no social events. Kitchen remains closed.
 - Trustees are consulted on any new groups wishing to use the hall
 - Loss of income has balanced against cheaper caretaker costs.
 - The AGM will be held on 19th November.

- Swallowfield Road highway issues – Cllrs Picken & Murphy
 - Present were Cllr Murphy, Cllr Picken, Borough Councillor Cowan, Jay Judge from WBC and the residents of the Lodge.
 - A productive meeting agreeing that a true reflection won't be known until the relief road opens.
 - The main concerns is the sight lines and visibility. The road is now a double bend but does meet requirements.
 - Pedestrian use is the main concern. Possibly remove several small trees to improve this if the landowners agrees.
 - A third stage safety audit will be carried out 6 months after the road has opened.
 - A re-evaluation of speed limits would be preferable, reducing to 30mph.
 - The residents appeared satisfied with the outcome of the meeting and will stay in touch moving forwards.

119/21 COVID-19 – review Covid document – no changes to the document. The Pavilion Covid Risk Assessment to be amended to include change to keeping gate to external area outside the pavilion closed during use with access only being available via the key holder. The Remembrance Sunday risk assessment needs to be carried out.

120/21 Planning

- **Planning Report** – for information only
 - **Planning applications decisions:**
 - 201947 – 51 Melrose Gardens** – Householder application for the proposed erection of a single storey rear extension including the insertion of 3no. roof lights, following demolition of existing conservatory – approved
 - Appeal – APP/X0360/W/20/3249588 – Land adjacent to Ellis Hill Farm, The Coombes** – Proposed erection of a close boarded fence 2m in height and 1 no. gate – appeal dismissed. Award for costs was refused.
 - Concern has been raised by residents in Church Lane regarding the felling of a number of trees in a neighbouring property. WBC has confirmed that the trees are not protected by a TPO or in a Conservation Area so there is no requirement for prior authorisation.
 - Several new speed limit signs have been installed along Swallowfield Road south of the relief road. They appear to be incorrect and are being looked into by Balfour Beatty and WBC.
- **To discuss planning applications received by the date of the meeting – to include:**
 - 202303 – Land at Baird Road** – Outline application with appearance, landscaping, layout and scale reserved for the proposed erection of a two storey building providing ten 1, 2, 3 bedroom apartments with consideration of means of access to be determined

All agreed to strongly object for the following reasons:

 - The site is located outside the settlement boundary of Arborfield and Arborfield Garrison, as defined by policy CC02 of the Managing Development Delivery Local Plan 2014, within the countryside and also adjacent to Eversley Road which is designated a Green Route. It currently acts as a buffer between the edge of the settlement and the countryside beyond as it contains rough grassland and tree planting. and therefore is contrary to the Arborfield & Barkham Neighbourhood Plan Policy IRS1 (The Preservation of Separation of Settlements).
 - Development within this location will not be in keeping with the character of this landscape buffer strip which forms a consistent open area, often vegetated, between Baird Road and Eversley Road and therefore, a residential development within the site will be contrary to Core Strategy Policy CP11 and Policies IRS1 and IRS2 of the Arborfield & Barkham Neighbourhood Plan.

- There are no other buildings in this buffer, apart from a small pump house, therefore we believe that development within this site would also be contrary to Core Strategy Policy CP3.
- There would be limited scope for replacement planting of the existing trees to satisfy the requirements of MDD Local Plan Policy CC03 which requires consideration of the proposals on Green Routes, retention of existing vegetation and provision of a high quality landscape scheme.

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

No objections

Revised Pans Consultation

163547 – Reading FC Training Ground, Park Lane, Finchampstead - Outline application (all matters reserved except access to the site) for up to 140 residential units (Use Class C3) and all associated parking, soft and hard landscaping within the site and ancillary works. (Means of access into the Site off Park Lane, demolition of existing buildings and 2.83ha of SANG to be determined in full detail).UPDATE the application was originally consulted January 2017 but has been in abeyance. We have now received updated information and the scheme is being progressed towards being reported to Planning Committee for determination.

It was agreed that there is no requirement to resubmit previous comments.

For information only

Listed Building Consent notification - 202390 – 6 Upper Terrace, Bearwood Road – Application for listed building consent for proposed internal alterations at first floor level consisting of division of existing bathroom into a bedroom and shower room with access to corridor, and removal of bedroom fireplace surround and cylinder cupboard

No comments

For information only

Listed Building Consent notification – 202577 – Reddam House, Bearwood Road – Application for listed building consent for the proposed removal of an internal wall on the second floor to open up the original corridor and archway, and internal alterations

No comments

For information only

202256 – Plot B, Coombes Woodland – Application for works to protected tree(s) TPO1679/2019 – Coppice Sweet Chestnuts

All agreed to reiterate standard response relating it to trees. Cllr McIntosh to reword to reflect tree work.

- **Update on the Arborfield Village Improvement Scheme** – Cllr Murphy updated as follows:
 - The consultation has finished. A draft report has been sent to the Steering Group. The Steering Group has responded with a few minor comments.
 - The draft report states that over 80% are in favour of the proposals.
 - As previously reported the document needs to be signed off to satisfy Condition 6 of the relief road planning application then a full design will be drawn up and implemented within 2 years of the road opening.
 - A report will be put in the December/January issue of the Arborfield News.
 - The road is due to open w/c 9th November.

- **Agree response to the following documents:**
 - Planning for the future - the planning white paper - deadline: approx. end of October 2020 (runs for 12 weeks from 6 August)
 - Transparency and competition: a call for evidence on data on land control deadline: 11:45pm on 30 October 2020
Responses to be considered.
- **Any Planning matters considered urgent** – It was noted that planning application 201458 – Newlands, for an equestrian centre has been refused. The DEFRA comments were noted, and it was a surprise that the decision was made by an Officer not the Planning Committee.

F&GP

- **F&GP Report** – for information only
 - Opus Gas invoice is the closing balance invoice. I have queried the amount.
 - The notice board on Reading Road has been removed, tidied up and mounted on the pavilion wall to replace the single door board which was originally from the NAAFI shop wall. It will last a couple of years and provides double the space for notices.
 - The Unity Trust current account has just benefitted from the second 50% instalment of the precept. Some should be moved to the Savings account. The Clerk and Cllr Clint to discuss exact amount to transfer.
 - WBC has informed Externiture that we are not required to pay the street works licence for the shelters to be installed. This will be removed from the invoice once the shelters have been installed. Installation will be 15th – 17th December.
 - Standing Orders and Financial Regulations – no updates have been received from NALC. It is suggested that they should be put on the November agenda to propose readoption.
- **Freckles Pre-school** – update regarding closure
An email was received from Freckles on 15th October agreeing to the terms of the Councils letter dated 8th October. The keys have been returned. A payment is scheduled to be made to their nominated bank account for the balance of the deposit. The lease is now terminated. The Clerk to write to Freckles to confirm this.
- **Arrange staff appraisals to take place prior to the November meeting**
Cllr Starkey will arrange to meet with Jackie and Mick during the week commencing 9th November. The meetings will be held socially distanced in the picnic shelter at the park. The Clerk will arrange to meet with Cllr Picken prior to the November Council meeting. All will be reported in a Part II item at the November meeting.
- **Installation of new notice board on Reading Road** – agree quote to install – follow up from last meeting
It was unanimously agreed to accept the quote from Exturniture. The notice board can be installed at the same time as the bus shelters in December.
- **Agree response to the WBC Code of Conduct consultation** – email with details circulated to all on 13th October
As the Parish Council follows the NALC Model Code of Conduct it was agreed that there were no comments to make.
- **Help from Paul Townsend** – to agree a thank you for his time setting up the new laptop, setting up new email system and his report on the Minerals plan.
It was unanimously agreed to formally minute thanks to Paul for his recent help.

It was noted that funds in the budget for community events such as the Carol Singing and the afternoon tea could be used to thank those who would have been invited to the tea.

- **Any F&GP matters considered urgent** - None

Parks

- **Parks Report** – for information only
 - Rubbish continues to be left by the bottle banks in the park. Seems CCTV will be the only thing that prevents this from happening.
 - Football - there continues to be no shower or changing facilities but there is access to a toilet. An issue with the barriers being breached and the closed toilets being used was raised with the teams after use during the weekend of 10th/11th October. No team owned up and it was raised that members of the public were seen entering the pavilion. It was made clear to the teams that they are responsible for who accesses the toilet and that if it happens again then unfortunately the facility will be closed as it's a breach of the Councils risk assessment and a risk to any subsequent users. The past weekend's use was without concern. It has been agreed that the gate into the fenced area outside the pavilion will remain locked shut during matches with access being available only upon request from the key holder.
It was noted that chewing gum is being left along the touchline and had been picked up and eaten by a dog which subsequently became very ill. Football teams to be informed and asked to ensure they clear any litter from the pitch area.
 - HMRC working from home tax relief. I have applied and been accepted. I need to wait for a new tax code. I have therefore not reset up a standing order for my wages this month as it will change.
 - The fitness permit information has been posted on Facebook. One enquiry has been received. Another group has been tracked down. Both are for discussion in any urgent Parks business.
- **Pavilion Planning** – update
The environment officer at WBC highlighted a number of things he wasn't happy with regarding the bat survey. These have been addressed by the company who carried out the bat surveys and a decision on the application is awaited.
- **Any Parks matters considered urgent** –
 - Emails from both the below groups were circulated to all prior to the meeting:
Group 1 - confirmed that they are just a couple of friends meeting up to spur each other on to exercise. No money is exchanged. They are all residents who live close to the park and walk there.
It was agreed that this group does not require a permit but that their email is to remain on file for the future.
Group 1 - A cycling group has requested a permit to meet on a Wednesday evening from approx. 4.30pm – 7pm.
It was unanimously agreed that the park is not a suitable place for a cycling club as the ground isn't suitable.
 - It was reported that Arborfield Tree care are able to dress and undress the village Christmas tree using their cherry picker. It was noted that it would be prudent for an electrician to check the light installation.

Risk Management

- **Risk Management Report** – for information only
 - Covid-19 recovery plan covered separately.
 - Remembrance Sunday arrangements covered under separate agenda item.

- PAT testing for the pavilion and the office will be carried out on 11th November.

- **Arrange the annual risk assessments and check sheets** – the following risk assessments and check sheets will be carried out and returned to the Clerk prior to the November meeting:

Park & Car park – Cllr Stevens

Pound Copse – Cllr Clint

Old Churchyard – Cllr Kaiser

Streetlights and Parish Owned Land – Cllr Starkey

Street furniture – Cllr Hughes

The Parish Office and the Pavilion will not be done at this time. The pavilion is mostly closed and an up to date Covid risk assessment is in place. The Parish Office remains closed at the present time to the public and is only being used very briefly by the Clerk.

The Clerk is to circulate the paperwork to the above Councillors.

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

121/20 Accounts – To agree and sign bank reconciliations for September 2020 and agree accounts and payments for October 2020

Bank statements, reconciliations, petty cash and the credit card statement for September and payments for October were circulated to all prior to the meeting and agreed at the meeting. Cllrs Clint and Stevens to authorise October payments on the bank account the following day. The Clerk will arrange for signing of the paperwork in line with social distancing regulations.

Payments for October 2020			
BACS	SCS	£1,141.90	Ground Maintenance for Sept 2020
BACS	Oaktree	£490.00	Magazine
BACS	Heart Internet (Steve Bacon)	£21.58	History Society
BACS	Arborfield Village Hall	£1,873.00	Office rent
BACS	Mr M Bodington	£652.05	Handyman
BACS	Staff Wages	£2,612.44	Staff wages - includes PAYE & Pension
DD	Opus (Electric)	£18.85	Pavilion utilities
DD	British Gas Lite	£29.30	Pavilion utilities
DD	BT	£105.72	Office running expense
DD	Lloyds Bank	£252.71	Credit Card
DD	Cheaper Waste	£85.54	Pavilion/Park maintenance
DD	CF Corporate	£70.04	Printer
DD	SSE	£124.37	Street lighting usage

122/21 Correspondence

Date received	Who from	Content	Minuted date	Minute item
28/09/2020	SSE	Invoice	20/10/2020	Accounts
05/10/2020	Unity Trust	Bank Statement	20/10/2020	Accounts
05/10/2020	HSBC	Bank Statement	20/10/2020	Accounts
07/10/2020	Unity Trust	Bank Statement	20/10/2020	Accounts
08/10/2020	Lloyds	Card Statement	20/10/2020	Accounts

123/21 Parish Plan – report from Cllr Picken – no report as Cllr Picken wasn't present at the meeting

124/21 To agree to readopt the following documents:

- Risk Management – Cllr Picken – in the absence of Cllr Picken, Cllr Clint will review the document for readoption at the November meeting

125/21 Remembrance Sunday arrangements – information will be circulated to all residents in a letter format. It will be published in the Arborfield News, on the Councils Facebook page and on the village website. The Risk Assessment needs to be completed and will be circulated to all.

126/21 Community Events – to discuss ideas in preparation for the 2021/22 budget – ideas to be sent to the Clerk.

127/20 Action list – the action list was run through and updated

128/21 Any items for consideration to include items for the next meeting agenda – information only

Cllr Kaiser provided an update from WBC regarding Covid

- Wokingham Borough adjoins 2 boroughs which are likely to move from Tier 1 to Tier 2 by the end of this week. If a marked increase continues within Wokingham Borough it will move to Tier 2 as well in the next few weeks.
- Actively talking to school children to educate them and hopefully take the information back to their family members.
- Care homes have been kept almost free of Covid. WBC has been asked by the government to take patients from hospital back into care homes, but it has refused without clear tests.
- More funding has been found for those who are having to self-isolate and therefore are losing wages. There is sufficient for 91 people to be given £500 each.
- Daily meetings are taking place.
- If the rates continue to increase the libraries will close and the staff will be used as marshals visiting 6th forms etc to educate about social distancing, wearing masks etc.
- Windsor & Maidenhead and Reading have high numbers, Bracknell & West Berks rates are lower.
- Approx. 20 cases have been reported at Reading University. They have increased their testing significantly.
- WBC has paid out £50m in grants, refunds on rates, PPE for care homes etc.
- No WBC staff have been furloughed – all have been redeployed.
- WBC reserves are high which has stood it in good stead to cope.
- The 2021/22 budget is being prepared that the current time
- Government funding is generally set just before the Christmas break. Providing Leisure is the biggest problem. WBC do not want leisure places to close as they are so important for health and wellbeing of its residents.
- Schools have done extremely well: 97% of children returned to the Coombes School. Over the whole borough 96% returned. Very low outbreaks have been reported.
- It was noted that a group called 'In your Area' lists all Covid cases within each parish.

Cllr Kaiser was thanked for the update.

129/21 Date of next meeting – Tuesday 17th November 2020

There being no further business the meeting closed at 9.17pm

Appendix A

Borough Councillors report – October 2020

Covid 19 cases continue to rise in Wokingham although I am pleased to say that the numbers are considerable much lower than in other worse hit parts of the country. It's important for residents to continue to take care and to also watch out for their neighbours particularly if they might be vulnerable.

The relief road is progressing and should be open very soon. There are the odd minor glitches (signage and possible flood issues) which needs to be finalised before its opening,

The Bramshill Pub has been demolished and I expect a mini supermarket will be built to replace it.

Fly Tipping continues to be a scourge locally, but the Council has promised a war against fly tipping so let's hope they can deliver.

Failed planning applications in the Coombes has led to a series of Planning appeals and to date they have all failed.

I have had a few cases recently where residents have asked for help when dealing with Wokingham Borough Council. It is very important to ensure that if anyone contacts the council on any matter they insist they get the Officers name. This is very important for one's own records and if I am asked to help out further down the line.

I have submitted a 7 page comment to the first phase of the Governments planning consultation on housing numbers. I have also submitted a second paper on the Governments planning for the future white paper.

The planning application for the erection of an equestrian facility with access via Gravel Pithill Lane and Ellis's Hill has been refused by Wokingham Borough Council.

Wokingham Borough Council has introduced a £500.00 self-isolation discretionary scheme for People having to self-isolate due to Covid-19 may be eligible to a £500 payment if they are unable to work from home subject to the following criteria. Further information is available on the Councils website.

- Have been told to stay at homes and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive
- Are employed or self-employed or are unable to work from home and will lose income as a result
- Are currently receiving Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit

Corona Virus update; Last week's data. Between October 6 and October 13, the figures show 108 people tested positive for the virus in the Wokingham borough. Finchampstead was the area with the highest number (15) of confirmed cases. Crowthorne North, Shinfield, and Barkham each recorded nine cases.

Wokingham Town, Spencer's Wood and Swallowfield, Twyford East and Wargrave, and Earley each recorded eight cases. Five cases were detected in Twyford West and Charvil, Lower Earley North, and Sonning and Woodley North.

Wokingham East, Wokingham West and South, Arborfield and Wokingham North and Hurst all recorded four cases each. Winnersh recorded the fewest cases (three) during that seven-day period. Some MSOA boundaries align with ward boundaries but many of them differ.

Stay safe

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