



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, Murphy, McIntosh, Stevens, Kaiser, Strong, Hughes, the Clerk.

**Also Present:** Borough Councillor Gary Cowan.

**Not Present:** Cllrs Picken

The Clerk was the Zoom host of the meeting.

The meeting was chaired by the Parish Council Acting Chairman, Cllr Andrew Clint.

It was noted that Cllr Starkey will be arriving late to the meeting.

**162/21 To receive and accept any apologies for absence – Cllr Picken**

**163/21 To receive any declarations of interest on items on the Agenda - None**

**164/21 Minutes of Council Meeting –** to approve the minutes of the Council meetings held on Tuesday 15<sup>th</sup> December 2020 – the minutes were read, approved and will be signed by Cllr Clint at a later date due to Covid-19 restrictions

**165/21 Public Participation** (allotted time - 15 minutes) - None

**166/21 Clerks Report –**for information only

- The Christmas tree – Gareth Brown kindly plugged the lights in with the help of Cllr Picken. All elements of the tree were carried out by volunteers this year, so thanks go to Henry Street Garden Centre for supplying and erecting the tree, Yardley Builders for supplying the fencing, Arborfield Tree Care for installing the lights and for removing the tree and to Gareth Brown for the electrics. As it was the first-year volunteers have been used for installing the lights there were a few hick ups, which are easily rectified. A post is required, attached to the fencing, to hold the cable higher across to the streetlight. The tree stump and posts for the guy ropes have been left on site. Mick is to remove them today. New lights are required and will be purchased during the year. This has been budgeted for.
- There is a smart drainage trial being carried out in Earley and Arborfield which will provide real time data on sewers to allow the Council to resolve issues before they arise.
- ACRR – planting continues. A fence is to be erected on the north side from the bridge right down to the Swallowfield Road junction. The Observer Bridge signs are ready to be installed.
- Complaints about speeding vehicles along Reading Road have been reported. It seems that now there is less traffic travelling along it the speed of the remaining cars has increased. The Police have been asked to carry out some speed checks along this stretch of road.

- Complaints about the amount of litter along the A327 from the southern roundabout of the ACRR and the Farley Hill turning have been received. It has been forwarded to WBC.
- Problems with Old Wokingham Lane byway (by Poperinghe Way) continue with off road vehicles having damaged a considerable amount of the surfacing and a dumped vehicle. WBC Localities and Rights of Way are currently looking into what can be done.
- The next meeting of the Arborfield Village Improvements Steering Group with WBC is on Wednesday 20<sup>th</sup> January.
- The next meeting of the Arborfield Green Community Liaison Group meeting is on Thursday 21<sup>st</sup> January. Cllr Murphy and the Clerk to attend.
- Bus shelter replacement – the Clerk reported that work to replace the bus shelters along Reading Road had commenced today but upon dismantling the old ones asbestos was found. An asbestos specialist was called out to remove it. This means there will be additional costs involved to have the asbestos removed, possible extended traffic management time and time wasted because the crew had to be removed from site. The additional cost is not known at this point in time. All agreed this was disappointing but understood once the work had commenced it needed to be sorted.

#### **167/21 Reports from external bodies:**

- Borough Council – See appendix A
  - Police – No report
- Reports from meetings attended by Councillors, if any – none attended

Cllr Starkey joined the meeting

**168/21 Covid update** – the Clerk reported that the Covid working document, Playground Risk Assessment and Football Risk Assessment have all been updated to reflect the restrictions of Lockdown 3. All three documents had been circulated to all prior to the meeting. It was agreed that the Arborfield News issue for February & March would not be produced in hard copy as it wasn't right to expect the volunteers to deliver it. An online version will be published instead. The advertisers to be informed. Cllr Kaiser reported that vaccinations are going well in Wokingham Borough and they have moved on to the over 70s being called.

#### **169/21 Planning**

- **Planning Report** – for information only
  - **Planning applications decisions:**
    - 203221 – The Old Swan, Eversley Road** – Application to vary conditions 2 and 4 of planning consent 201068 for the proposed part conversion of existing garage to create habitable accommodation, plus changes to the fenestration. Condition 2 refers to the approved documents and condition 4 to the submission of joinery details and finishes and the variation is to allow the new ground floor window in the south elevation to be double glazed – Approved
    - 202735 – Apple Tree Cottage, Church Lane** – Householder application for the proposed creation of first floor habitable accommodation to existing dwelling, part single, part two storey side/rear and front extension, balcony to rear elevation and the erection of a new entrance gate, fence and railings to front of property – Approved
    - 203116 – 15 Attwood Drive** – Householder application for proposed garage conversion to create habitable accommodation and single storey rear extension including the insertion of 2 no. roof lights – Approved

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

**203443 – Whites Farm, Swallowfield Road** – Householder application for the proposed erection of single storey rear extension after removal of existing orangery  
No objections

**203444 – Whites Farm, Swallowfield Road** – Listed building consent for the above application – for information only

**210062 – The Old Swan, Eversley Road** – Application to vary conditions of existing garage to create habitable accommodation, plus changes to the fenestration. Condition 2 refers to the approved documents and condition 3 to the submission of joinery details and finishes, and the variation is to allow the new ground floor window in the south elevation to be double glazed.  
No objections

Adjoining Parish Consultation – Barkham

**203326 – Woodlands Farm, Wood Lane** – Full application for the phased redevelopment, change of use of the site to a mixed-use contractors yard with storage buildings, office and residential, following demolition of existing stables and storage buildings and the existing bungalow to also include enhanced boundary landscaping

Strongly object. Agree to support comments made by Barkham Parish Council. It was noted that Barkham Parish Council had reviewed the long history of refused applications on the site and had included this information in their response.

Applications received after the agenda had been issued:

#### **Appeal**

**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. It was agreed to respond to the Planning Inspectorate to reiterate the Council's original objections to this application.

#### **Notification of application for new premises licence – CO-OP, 27 Bramshill Close**

It was noted that it was disappointing, but not unexpected, to see there is no inclusion of a Post Office counter in the application. It was also noted that it was good to see there will be an ATM and its siting in the premises is in a secure place. The Council agreed to submit no comments.

**203646 - Monks Cottage, Church Lane** – Householder application for the proposed erection of a single storey side extension and two storey rear extension, insertion of 5no. rooflights, internal alterations and changes to fenestration.

It was noted that no details of this application are available to view on the WBC Planning portal so it could not be discussed. Cllr McIntosh to review the documents when they become available and circulate to all for consideration.

- **To discuss recent outcome of agreed actions by the Parish Council regarding the decision by WBC Planning Committee to agree development at Reading FC training ground, Park Lane and to formally agree engagement of planning lawyer**

Cllr Murphy reported the following:

- A letter had been sent to Cllr John Halsall, Leader of Wokingham Borough Council but no response had been received until the past couple of days. A meeting via Teams has been arranged for Thursday afternoon. Cllrs Clint & Murphy to attend with Cllr Halsall.

- A letter had been sent to the Head of Planning at Wokingham Borough Council. A response has been received from Mark Cupit. It states that no precedence has been set. A response to the letter will be penned by Cllr Murphy and circulated for approval prior to sending.
- Council agreed to spend up to £500 from the Planning Reserves to attend a meeting via Teams with a Planning Lawyer to obtain generic information based on the concerns arising from the decision to approve the Hogwood Park application. The meeting will be held on Friday morning and will be attended by Cllrs Clint & Murphy.
- An update on all the above will be circulated in due course.
- **Medical provision in the SDL** – Barkham Parish Council has asked the Parish Council and Finchampstead Parish Council whether they would consider jointly signing a letter to the Secretary of Health regarding the CCGs decision not to provide a medical provision within the SDL. It was noted that Finchampstead PC had previously written to the CCG and Phillip Lee MP about this but the CCG had confirmed they were not required to provide a provision unless there are 30,000 new residents. It was agreed that no decision could be made until the letter had been seen.
- **Any Planning matters considered urgent** – A query regarding the state of the old Bearwood Nursery site was raised. The Clerk explained she had recently contacted WBC regarding this site and they confirmed they are aware of the problems with it and it was in hand.

#### **F&GP**

- **F&GP Report** – for information only
  - The quote for SCS to clear the ditch of leaves and debris around the edge of the old pond site was approved via email as it was urgent works to prevent flooding to the neighbouring property. There is still a question mark over registered ownership of the old pond site. There is historic paperwork confirming it belongs to the Parish Council but there is also reference to a solicitor stating it doesn't need to be registered with Land Registry. This needs to be looked into again.
  - HSBC account signatories need to be updated. A form from HSBC has been requested. It would make sense to have the same signatories as the Unity Trust account. Signatories to remain: Cllrs Picken & Clint. Councillors to be added: Cllrs Starkey, Murphy & Stevens. All agreed.
  - The cheque for £18,000 from the HSBC account to the Unity Trust account was returned due to incorrect signatories signing the cheque. Another cheque is to be raised signed by the correct signatories.
  - The interim audit is due. Claire has provided a list of documents/paperwork that she requires. These will be collated and delivered to her house.
  - Insurance – the insurance with Came & Co is due for renewal on April 1<sup>st</sup>. It will be Year 2 of a 3 year long term agreement. Paperwork has been sent which needs to be read through.
  - A grant applied for from WBC for Lockdown 3 has been applied for. It was noted that this could be approx. £6,000.
- **To agree Budget for 2021/22** – proposed by Cllr Starkey, seconded by Cllr Hughes all agreed the draft budget figures, which had been discussed at the December meeting.
- **To agree Precept figure for 2020/21 to submit to WBC** – proposed by Cllr Starkey, seconded by Cllr Hughes all agreed to precept upon WBC £103,578.47.
- **To agree earmarking of any unspent funds from the 2020/21 Budget** – it was agreed that this could not be discussed as costs for the tree works at Pound Copse was not yet known. This will be an agenda item at the February meeting.

- **To agree to accept quote from Netwise to move to Version 2 on the website** – further to information provided by the Clerk at the December meeting it was agreed to accept the quote of £199 one off fee from Netwise to upgrade to Version 2
- **Any F&GP matters considered urgent** - None

### Parks

- **Parks Report** – for information only
  - The park remains busy during the current Covid lockdown with the car park often full at weekends.
  - The football goals remain in place with maintenance and line marking continuing so the pitch is ready should matches be permitted when restrictions are lifted. SCS continue to monitor unofficial use of the goals to ensure the goal mouth doesn't get too worn. If they become too worn the goals will be removed.
  - Moss killing in the playground, under the picnic shelter, the sport active court and around the jungle climber has been completed. It is working well but must be kept on top of. The substance can also be used on wooden surfaces so it would be suitable for wooden elements of the play equipment. The metal play equipment is looking dirty. A spring clean is needed.
  - The bottle banks continue to be filled quickly and it hasn't helped that the legion car park has been locked shut for much of the time preventing residents from using the banks that are there.
  - Detailed pavilion plans have been sent to us. We are awaiting news on the structural plans from Michael Pattern (his office has been self-isolating due to Covid) and a quote from Julian Stokes regarding budget figures for construction. Cllr Murphy added that he thought the process was currently approx. 6 weeks behind schedule and the next step, once the plans and quote have been received is to put together the fit out and obtain tenders
- **To discuss tree condition survey carried out in December at Pound Copse and the Old Churchyard** – the condition surveys had been circulated to all prior to the meeting. A number of trees in Pound Copse require felling or other works carried out. Quotes to carry out the works are currently being obtained. Permission from WBC is required to carry out any works as the whole site is subject to a TPO. The Clerk is to draft a letter to all residents of Greensward Lane explaining about the survey. A further letter will be sent to them once it's known when the works will be carried out.

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

### Risk Management

- **Risk Management Report** – for information only
  - Outstanding risk assessments and check sheets are:
    - Streetlights - Cllr Starkey reported that she has carried out the check and will pass it to the Clerk.
- **Any RM matters considered urgent** – already mentioned are the tree surveys at Pound Copse and the Old Churchyard and the asbestos found in the bus shelters. There are no other matters.

**170/21 Accounts** – To agree and sign bank reconciliations for December 2020 and agree accounts and payments for January 2021 – Bank statements, reconciliations, petty cash and the credit card statement for December and payments for January were circulated to all prior to the meeting and agreed at the meeting. Cllrs Clint and Stevens to authorise January 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 January 2021			
BACS	SCS	£1,141.90	Ground Maintenance for Dec 2020
BACS	Arborfield Tree Care	£180.00	Parks maintenance
BACS	Wicksteed	£432.00	Playground maintenance
BACS	Duckworths Arboriculture	£805.00	Pound Copse (£635). OCY (£170)
BACS	Fitzpatrick Woolmer	£138.00	Parks 5 year plan
BACS	Oaktree	£490.00	Parish Magazine
BACS	Parish Online	£72.00	Subscriptions
BACS	Mr M Bodington	£886.76	Handyman / Playground maintenance
BACS	Staff Wages	£2,626.83	Staff wages - includes PAYE & Pension
DD	Opus (Electric)	£28.68	Pavilion utilities
DD	BT	£98.25	Office running expense
DD	Lloyds Bank	£50.49	Credit Card
DD	Cheaper Waste	£100.66	Pavilion/Park maintenance
DD	SSE	£126.34	Street lights
DD	British Gas Lite	£30.74	Pavilion utilities - credit as estimated bill in Dec.
DD	CF Corporate	£70.07	Office running expense
DD	Sage	£20.16	Office running expense

**171/21 Correspondence** – it was noted that the letter from Dr Ridgeway had not been responded to. Cllr Cowan to request an update from WBC tree officer.

Date received	Who from	Content	Minuted date	Minute item
11/01/2021	Dr Ridgway	Tree concerns on Mole Road	19/01/2021	Correspondence
11/01/2021	Unity Trust	Bank statement	19/01/2021	Accounts
11/01/2021	Unity Trust	Bank statement	19/01/2021	Accounts
11/01/2021	HSBC	Bank statement	19/01/2021	Accounts
11/01/2021	Lloyds Card	Card statement	19/01/2021	Accounts
11/01/2021		Clerks & Council Direct	19/01/2021	Correspondence

**172/21 Village scheme ideas** – Cllr Stevens had shared a presentation of ideas prior to the meeting. The presentation was run through. All thought that some of the ideas were very good. Purchase of suitable land may be required to accommodate some of the ideas. This requires very careful consideration and engagement and support from residents. A consultation document needs to be put together. Cllr Stevens was thanked for his time on this.

**173/21 To agree to readopt the following documents:**

- Risk Management – proposed by Cllr Clint, seconded by Cllr Hughes all agreed to readopt without change

- Investment Policy – proposed by Cllr Clint, seconded by Cllr Hughes all agreed to readopt without change

**174/21 Action list** – the action list was run through and updated

**175/21 Any items for consideration to include items for the next meeting agenda** – information only

Other items raised:

- Pavement between Pudding Lane Nursery and the Bull Pub is very narrow. The Clerk explained she has reported this to WBC several times but was told it would be added to a list and may be lucky enough to receive funding. Cllr Kaiser asked the Clerk to email him the details to get the work done.
- White markings around the new ACRR are for planting purposes.
- There are no plans for a footpath between Henry Street Garden Centre and the ACRR
- Fly tipping of 2 Christmas trees in lay by approaching the ACRR on Swallowfield Road. Clerk to report.
- Cars have driven over the grass adjacent to the bollards by the entrance to Arborfield Court to park and walk. Additional bollards are needed to prevent this from happening.

Items for the next agenda:

- Grant requests
- Allocation of unspent funds

**175/21 Date of next meeting** – Tuesday 16<sup>th</sup> February 2021

There being no further business the meeting closed at 9.14pm

## Appendix A

### Borough Councillors report

This is the first opportunity to wish all a Happy New Year and let's hope 2021 is better than 2020.

I attended an online meeting last night for Covid Community Champions which turned out to be an excellent presentation. I will forward the notes from the meeting once I have them as it contained lots of useful information. The [berkshirerepublichealth.co.uk](http://berkshirerepublichealth.co.uk) website was mentioned as a reliable and accurate source of information.

Another very good source on information for our residents is Citizens Advice Wokingham. They work closely with many colleagues in the charity sector and Wokingham Borough Council to support our communities during the coronavirus (COVID-19) situation.

the CAB can help you find the right level of support, whether that be any practical problems or advice and information – please reach out. Visit their coronavirus page for more information or to request support.

For anyone requiring support, please call the CAB advice-line on 0300 330 1189 Monday-Friday 9am-5pm and Saturday 9am-1pm. You can leave a voicemail out of hours.

Locally it has been a quiet time over the festive period. Waste collection services have been disrupted over the period due to staff shortages with 40% of staff having to isolate due to covid issues.

Bound Oak, Reading FC Training Ground and a Solar Farm on the Swallowfield Road have all got planning permission. The usual pressures continue in the Coombes. Other issues around rubbish on our roads, fly tipping and byway damage continue to blight our environment.

Observer Way although very welcome has created other problems which with help will need to be addressed once the road has settled down.

On Flooding an ultrasonic sensors measure silt and water levels was installed in one of the gullies at the northern end of Greensward Lane, near the junction with Reading Road. This will remain in place as part of the trial until the end of 2021. Then the success of the system will be assessed with the potential to roll it out across the borough. Additional gully clearance by Arborfield Cross Roundabout has also been carried out.

Other highway issues can be dealt with by the following links:

To report anything such as potholes, broken signs, vegetation, faded lines etc. this can be done online at <http://www.wokingham.gov.uk/roads>. If you are reporting something dangerous or of an urgent nature, please call us on 0118 974 6000 and select the Highways option.

For information regarding highway & transport works programmes & major schemes:  
<http://www.wokingham.gov.uk/parking-roads-and-travel/roadworks-and-new-roads/major-road-projects-document-library/>

For information about current roadworks & road closures: [www.roadworks.org](http://www.roadworks.org)

To sign up for free advance warnings of major works which may cause delays:  
<http://www.wokingham.gov.uk/contact-us/sign-up-manage-text-and-email-alerts/>

Cllr Gary Cowan