



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, Starkey, McIntosh, Stevens, Kaiser, Hughes, the Clerk.
Also Present: Borough Councillor Gary Cowan. Nick Fraser & Mark Wilson from Fraser Retail.
Not Present: Cllrs Picken & Strong

The Clerk was the Zoom host of the meeting.

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

191/21 To receive and accept any apologies for absence – Cllrs Picken & Strong

192/21 To receive any declarations of interest on items on the Agenda – Cllr Stevens regarding agenda item 199/21 – Planning - Application 210651 – Arborfield Village Hall, Eversley Road – Application for advertisement consent for 1no single post sign 4.4m high non illuminated & 1no double pole post sign non illuminated.

It was noted that this application is for information only and therefore no decision needs to be agreed.

193/21 Minutes of Council Meeting – to approve the minutes of the Council meetings held on Tuesday 16th February 2021 – the minutes were read and approved. They will be signed by Cllr Clint at a later date in accordance with Covid regulations.

194/21 Minutes of Committee Meeting – to approve the minutes of the Executive Committee meeting held on Tuesday 2nd March 2021 – the minutes were read and approved. They will be signed by Cllr Clint at a later date in accordance with Covid regulations.

195/21 Public Participation (allotted time - 15 minutes) – Nick Fraser and Mark Wilson from Fraser Retail introduced themselves and confirmed that they will be submitting a planning application in April for a Proposed Convenience store, EV charging centre, valeting and fuel station. They provided a presentation which was emailed to all Councillors. They feel it is a good site and will not conflict with the Co-op store currently being build on the other side of the road.

They were thanked for their time and if there are any queries once the Parish Council is in receipt of the planning application they will be contacted.

Nick Fraser and Mark Wilson left the meeting

196/21 Clerks Report –for information only

- CCG update – Healthwatch has been contacted and referred to the local area. A response has not been received.

- A considerable amount of litter was collected along Mole Road / Sindlesham Road while it was closed. Thanks go to all the litter pickers for their hard work. The signage, chevrons and bollards along the road were cleaned by the handyman. WBC collected all the piles of litter and rubbish very quickly.
- Numerous complaints from residents have been received regarding the following. Actions taken to date and further suggestions are also listed:
 - Litter in the ditches along Observer Way – no response from WBC to our question requesting details of the litter picking frequency. Chase up.
 - Litter in other areas of the parish – some areas will be cleared by WBC. Raise awareness again of the Adopt-A-Street litter picking scheme. Arborfield News article, Facebook etc.
 - Speeding on Reading Road now the traffic is lighter due to Observer Way opening – numerous requests for the TVP speed van have got nowhere. Speedwatch volunteers are needed as other Parishes have and consider purchasing speed kit as Barkham and Finchampstead Parishes have done.
 - Speeding and racing on Observer Way, mainly on weekend evenings – Several residents have reported this direct to the Police. TVP Traffic department have been asked to attend.
 - Multi use path along Observer Way – complaints about horse poo. This is now being picked up by several local livery yard owners.
 - Multi use path along Observer Way – confusion as to who can use the path as one stretch is tarmacked and the other is horse friendly. Request confirmation of use.
 - Lack of bins along Observer Way – a request for bins has been submitted to WBC.
 - Young people throwing items off Observer Bridge – Police have been made aware.
 - The state of Old Wokingham Lane where 4x4s have caused considerable damage. A temporary closure order has been made and comes into effect on 18th March. Physical barriers are to be installed, initially temporary ones to prevent vehicle access. Longer term barriers will be installed once they've been sourced. Temporary notices will be displayed until long term ones have been produced. A consultation will take place to determine whether the order should be made permanent. The surface can't be repaired until the byway dries up. It's likely a culvert will be required.
 - When will the district centre be opening and exactly what will be there? This has been forwarded to Crest Nicholson.

Does the Council have any further suggestions regarding actions?

The following actions were agreed:

1. Cllr Kaiser to ask WBC for litter bins along Observer Way and other areas.
2. Cllr Kaiser to ask WBC what the litter picking frequency is on Observer Way
3. Speeding and anti-social behaviour to be raised at the next Fields NAG meeting. Speedwatch is being relaunched.
4. Raise awareness of Old Wokingham Lane in the next issue of the Arborfield News.
5. Request confirmation of legal users of the paths along Observer Way.

- Borough Parish Liaison Forum – Simon Price, the new WBC Assistant Director of Neighbourhoods and Communities would like to meet the Chairman and Clerk of all the Parish and Town Councils. Confirmation of availability has been asked for. Clerk & Cllr Clint to agree some dates to be put to Simon Price.

197/21 Reports from external bodies:

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

Reports from meetings attended by Councillors, if any - none

198/21 Covid update – it was reported that there is no update to the Council’s Covid document. The national lockdown remains in place. It was noted that a risk assessment for the pavilion and office is required prior to reopening. Grass roots football can restart on 29th March.

199/21 Planning

- **Planning Report** – for information only –

- **Planning applications decisions:**

200711 – Swallowfield Road – Full planning application for installation of a solar park to include 40,000 solar photovoltaic panels, 11 inverter/transformer cabins, a single control building and associated works to include vehicle access and fencing with Environmental Statement – approved

203646 – Monks Cottage, Carters Hill 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 – approved.

210182 – 1 Arborfield Court, Swallowfield Road – the Parish Council had been notified of this application at the February meeting however the documents were not available to view at the time of the meeting. Cllr McIntosh reviewed the application once the documents were made available. It was proposed via email to all Councillors to submit no objections. This was agreed via email.

- CIL funding – this was raised at the last meeting. It was unknown whether CIL funds would be forthcoming on various sites around the parish. The response is shown in italics:

1. New house on Baird Road – Land rear of 26 Bramshill Close. Now known as Oak View House, Baird Road, Arborfield, RG2 9XZ. Planning application 183501. *No. Self-build relief.*
2. New co-op store on the site of the old Bramshill Hunt Pub, Bramshill Close. Planning application 200362. *No CIL. Retail is £0 rated for CIL in the Arborfield SDL.*
3. The Firs, Carters Hill – Planning application 201610. *No CIL – No additional floorspace (change of use)*
4. Arborfield Stores – new apartment – Planning application 201813. *Not processed but we have an application for an exemption. Follow up information is: We did not grant the applicant’s claim for annex relief as the new apartment does not qualify as an annex. We have issued the CIL liability notice for £28,335.47. However, self-build exemption for a whole new dwelling could be claimed if the applicant can meet the requirements for this. In this case, we would grant exemption and issue a revised CIL liability notice.*

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

210490 – Merrie Bells, Church Lane – Full application for the proposed erection of 1np. Dwelling following demolition of existing bungalow

It was noted that several residents had submitting concerns regarding the application. It was agreed to support Gary Cowan's comments that the neighbouring properties concerns be addressed and if they can't be then the application is listed as requested.

Adjoining Parish Consultation

210837 – Land South of Cutbush Lane (West of Oldhouse Farm Lane) and gateway 4 plot at TVSP – Full application for the erection of Film studio stages and workshop (for a temporary period of 5 years). To include access to the site via Old House Lane / Cutbush Lane, car parking, ancillary

building to support the use of the site and landscaping, with a workshop to be included on Gateway 4 plot at TVSP. Potential departure from the Local Plan.

All agreed to fully support this application as it will be of huge benefit to the local economy.

For information only

210545 – Former Bramshill Hunt Pub – Application for advertisement consent for 2no fascia internally illuminated signs. 1no fascia sign non illuminated. 1no totem sig (double sided) non illuminated. 4no car park pole signs non illuminated. 1no vinyl wall mounted & 2no banner frame wall mounted non illuminated. 10 in total. Period 1/4/21 – 1/4/26.

The Clerk was asked to find out whether the illuminated signs will only be lit when the shop is open and if so what are the opening and closing times.

For information only

210651 – Arborfield Village Hall, Eversley Road – Application for advertisement consent for 1no single post sign 4.4m high non illuminated & 1no double pole post sign non illuminated.

- **Minerals & Waste document** – to discuss if required. Following receipt of the document the Clerk was asked to ask Paul Townsend for his opinion on whether the Councils previous comments had been taken into consideration. Paul confirmed that there are no concerns with the document and there are no actions required by the Parish Council.

- **Any Planning matters considered urgent** - None

F&GP

- **F&GP Report** – for information only –
 - HSBC account signatories – the form has been completed and submitted to the Wokingham branch. Cllrs Starkey, Murphy and Stevens have all visited to produce their ID. The minutes of the meeting where the signatory changes were agreed have been emailed to HSBC.

 - HSBC bonds have been reinvested as follows:

Account	Amount	Reinvested	Matures
20716057	£40,854.61	For 3 months	1 st June 2021
20716065	£41,135.75	For 3 months	1 st June 2021
70716502	£27,604.95	For 3 months	1 st June 2021

- Claire Connell has carried out the interim audit and has confirmed verbally that no issues have arisen. A written report is awaited.

 - Alan Harland has reviewed and double checked that the vat being claimed is correct following the underclaim last year. He has confirmed the vat is all correct.
- **To discuss and agree insurance proposal following receipt of answers to the queries raised** – Cllr Hughes reported that she had read through the recently received information from the insurance company and had raised a number of queries. These have now been answered by the insurance company. April 2021 to March 2022 is the second year of a 3-year agreement. The premium was agreed. Actions agreed were:
 - Clerk to ask all Councillors individually regarding business insurance
 - Ensure the insurance company is informed prior to any works on the pavilion
 - Consider purchasing a safe
 - Investigate public liability insurance cover for handyman

- Clerk to ask insurance company why PAS cover is so low
- **Asset Register** – update on creating an asset register for insurance purposes – Cllr Hughes is looking at this and has started to work on a new document. Once it's completely populated Cllrs Clint, Hughes and the Clerk will meet to finalise
- **Any F&GP matters considered urgent** - None

Parks

- **Parks Report** – for information only –
 - Burst pipe in the pavilion – Yardley Builders have repaired the pipe and removed the wet insulation. An invoice is awaited for these emergency works and also a quote to repair the light fitting and reinsulate the loft. Subject to agreement in Part II of the meeting this evening to approve the repair works to the water damaged emergency light and smoke detector the works will be carried out tomorrow.
 - The rate demand for the pavilion has been received. The rateable value is £1050. Small business relief means there is nothing to pay.
 - SSE need to trim back some of the trees in the park as they are within 7 metres of the pylon wires. At a meeting on site last week, it was made very clear to SSE that the work is to be supervised and they will be letting the Council know when the works are to take place so that a Parish Council representative can be present.
 - Wokingham District Veteran Tree Association (WDVTA) have asked that all Parishes check and report back on the state of the Jubilee trees. Arborfield & Newland has 3 Jubilee trees – Old Churchyard at Hall Farm, Tyler Drive, Eversley Road by Ducks Nest Farm.
- **To discuss resiting of bottle banks at Arborfield Park** – RE3 have visited the park and said that the bottle banks must be moved from their current place because they are within 20m of the pylon cables. They do not support moving them to the far corner adjacent to the road because that is still too close. They have suggested siting them adjacent to the entrance on the left-hand side, halfway along the pedestrian footpath or by the hedge between the picnic shelter and the pavilion. A brief discussion was held at the Executive Committee meeting and it was agreed that none of the 3 suggested sites are suitable because they are all next to the footpath and too close to the playground. There is always broken glass around the bottle banks and this would be a hazard for park users. RE3 have been told this and further suggestions have been requested. No response has been received yet.
It was agreed that nothing further could be done until a response has been received from RE3.

Cllr Cowan left the meeting

- **To receive update on tree works at Pound Copse** – the following was reported at the Executive Committee meeting:
 - WBC has approved the works to the TPO trees
 - The Forestry Commission have visited the site and confirmed that the initial 5 trees to be felled do not require a felling licence. It was suggested that a Thinning Licence be applied for which will cover the whole area and the felling of the trees in the 6 – 18 month category. This has been done.

- Thames Valley Environmental Records Centre in Oxford and the Forestry Commission have said the Council needs to contact Natural England regarding bats and birds. To date they have not responded.

The Clerk was asked to contact the Bat Conservation Trust and the Ecologist who carried out the bat surveys at the pavilion to see if they can assist in order to carry out the works.

Since that meeting the Ecologist has been contacted and is visiting the site this week to take a look at the initial 5 trees and report back. Depending on his findings depends on whether a bird / bat licence will be required or not.

- **To discuss and agree whether to permit use of the pitch following advise that the football season will be extended to the end of June and what implications that has on the pitch** – the FA has extended the season to the last weekend in June. The last matches played in a normal season are the first weekend in May. Both Arborfield FC and W&E FC would like to finish their season. Finchampstead FC would also like to use the pitch for May and June as they lose their pitch at the end of April.

From SCS: The additional ground maintenance cost would be £40 for 2 additional markings as during lockdown the pitch has only been marked fortnightly so there are 5 markings in lieu. A bigger concern is that it would be very late to carry out renovation works. Over seeding in July is very late!

Does the Parish Council wish to allow the season to be extended until the end of June?

Following discussion, it was agreed that the season could be completed as it was important for players to restart having been in lockdown. Clerk to liaise with all teams including Finchampstead. All teams to be informed that due to usage to the end of June there may be implications on the quality of the pitch for the 2021-22 season.

- **To discuss and agree whether to allow SHINE to hold outdoor exercise classes at Arborfield Park** – all agreed this was possible. There is to be no charge unless the pavilion is required for toilet use.
- **Any Parks matters considered urgent - None**

Risk Management

- **Risk Management Report** – for information only –
 - The risk sheet for the pavilion and Parish Office need to be done prior to reopening.
- **Any RM matters considered urgent - None**

200/21 Accounts – To agree and sign bank reconciliations for February 2021 and agree accounts and payments for March 2021 - Bank statements, reconciliations, petty cash and the credit card statement for February and payments for March were circulated to all prior to the meeting and agreed at the meeting. Cllrs Clint and Stevens to authorise February payments on the bank account the following day. The Clerk will arrange for signing of the paperwork in line with social distancing regulations.

Retrospective payments for March 2021			
BACS	Keep Mobile	£550.00	Grant
BACS	Wokingham Job Support Centre	£400.00	Grant
BACS	Citizens Advice Bureau	£500.00	Grant
BACS	Berkshire Vision	£100.00	Grant

BACS	Me2 Club	£100.00	Grant
BACS	Pattern Associates Ltd	£1,080.00	Pavilion extension / SPF
Payments for March 2021			
BACS	SCS	£1,141.90	Ground maintenance - February
BACS	Mr M Bodington	£504.26	Handyman / Playground maintenance
BACS	Staff Wages	£2,626.83	Staff wages - includes PAYE & Pension
DD	Opus (Electric)	£26.10	Pavilion utilities
DD	British Gas Lite	£17.22	Pavilion utilities
DD	BT	£120.09	Office running expense
DD	Lloyds Bank	£25.29	Credit Card
DD	Cheaper Waste	£150.10	Pavilion/Park maintenance
DD	CF Corporate	£70.07	Office running expense
DD	Sage	£20.16	Office running expense

201/21 Correspondence -

Date received	Who from	Content	Minuted date	Minute item
18/02/2021	HMRC	Opt to tax confirmation	16/03/2021	F&GP
18/02/2021	HSBC	Bonds maturing	16/03/2021	F&GP
11/03/2021	HSBC	Bonds reinvestments	16/03/2021	F&GP
15/03/2021	WBC	Rate demand notice	16/03/2021	F&GP

202/21 Village scheme ideas – Cllr Stevens had circulated a document to all prior to the meeting. He confirmed that any possibility of land purchase behind the war memorial was not possible. It was noted that if the Council is to produce a Parish Plan, as per the next agenda item the village ideas scheme would be incorporated.

203/21 Parish Plan – update following discussion at the Executive Committee Meeting – it was agreed that the Clerk circulate to all the template used for the Parish Parks 5-year plan together with the original SAI list to start off a list. It was noted that only items the Parish Council can directly control or strongly influence should be included on the list.

204/21 Pavilion update and agree quote from Stroma Built Environment to carry out SAP calculations and energy statements to approve the extension should the Building Inspector require them – the soft budget figures received are too high. Cllr Murphy has spoken to Paul Edwards, the architect, and a meeting is to be arranged to discuss the figures. The outcome will be reported back to the Executive Committee then the full Council.

205/21 To discuss and agree to adopt draft Business Continuity Plan – Proposed by Cllr McIntosh, seconded by Cllr Hughes all agreed to adopt two copies – one for internal use only which will include Councillors contact details, the second one to be redacted for public consumption.

- 206/21 To discuss proposal from Arborfield, Barkham & District RBL Branch to hold a Centenary tea** – further to the brief discussion at the February Council meeting where it was agreed to support this idea in principle, and subject to Covid restrictions, it was agreed that more details and information is required and that the same rules would apply as it has for previous events. The Parish Council will not be nominating a charity to receive funds from any profits made and it's assumed that all profits would be given to the Poppy Appeal. The Clerk is to contact Trevor Bowman with this information.
- 207/21 To agree not to hold an Annual Parish Meeting in 2021 as per informal discussion held at the last meeting and at the Executive Committee meeting** – it was agreed by all that an Annual Parish Meeting would not be held in 2021 but the annual report will be produced and posted on the village website.
- 208/21 To discuss and agree arrangements regarding Operation London Bridge** – Operation London Bridge is the name of the marking of the death of a senior national figure. Wokingham Town Council has created a document setting out their plans for when the need arises. Barkham PC have asked if we have any plans in place. It's suggested that, subject to agreement, it's a joint effort. Ideas include a condolence book, an electronic condolence book if Covid restrictions still apply, flags at half mast, website front page tribute for a set length of time etc etc. The church and the Legion branch have been asked whether they have any plans but neither do at the present time.
Does the Parish Council want to mark the occasion in any way when the time comes? And if so does it want to be a joint thing with Barkham PC?
It was agreed that notification would be put on the village website and the Parish Councils Facebook page. The Clerk is to contact Anne Hunter at WBC for their guidance and protocol. Wait to see what Barkham PC would like to do then agree whether it aligns with our ideas.
- 209/21 Action list** – the action list was run through and updated
- 210/21 Any items for consideration to include items for the next meeting agenda** – information only
- 211/21 Date of next meeting** – Tuesday 20th April 2021

There being no further business the meeting closed at 9.41pm

Part II

- **To agree Caretaker and Handyman rate of pay for April 2021-March 2022** – at the November meeting the appraisals were discussed but there was no mention of pay. Jackie is currently on £9.97 per hour. Mick is currently on £15.36 per hour. Is the Council increasing the rate of pay for Jackie and Mick? If so by how much?
Following discussion it was agreed that there would be no pay increase for 2021-22. The Clerk is to inform Jackie and Mick.
- **To discuss survey and agree quotes to carry out tree works at the old churchyard at Hall Farm** – following receipt of three quotes it was proposed by Cllr Clint, seconded by Cllr Starkey, all agreed to approve the quote from Arborfield Tree Care based on price.
- **To discuss and agree works to be carried out on play equipment** – following receipt of a further quote it was proposed by Cllr Clint, seconded by Cllr Starkey and all agreed to accept the quote from Vitaplay based on it being lower for exactly the same work.

- **To agree revised quote from Tivoli to empty dog mess bins April 2021 to March 2022** – at the February meeting it was agreed to accept the quote from Tivoli totalling £937.50 however, this quote omitted 2 of the 3 bins being emptied weekly throughout the year rather than just the summer months. Tivoli have been emptying all 3 bins weekly over the past year but didn't charge for it. The revised quote total £1,124.76 (3 bins emptied weekly for 52 weeks at £7.21 per bin. A second quote was obtained but it was £7.50 per empty. Proposed by Cllr Clint, seconded by Cllr Starkey, all agreed to accept the amended quote from Tivoli to cover weekly emptying of all three dog bins in Arborfield Park.
- **Pavilion water damage** – to agree quotes for repairs following the water damage – the quote from RES was proposed by Cllr Clint, seconded by Cllr Starkey, all agreed.

Part II closed at 10pm.

Appendix A

Borough Councillors report – Tuesday 16th March 2021

With Grazeley apparently dropping out of the picture for future housing sites Arborfield and Shinfield will come under pressure to deliver more housing in the new housing plan.

Observer Way is causing a problem for residents in Penrose Park with the traffic generation causing noise and pollution problems. The new trees are welcome, but more action is needed with perhaps a noise barrier, pollution monitoring and other traffic calming measures added. When the road is reviewed, we need to look at solutions to this new problem.

The relocation of Reading FC Training Ground has led to hundreds of trees on Gravel Pit Hill Land and along the dam bank of Bearwood Lake. being cut down.

I have made a formal complaint on the impact a dam burst could have on the Mole Road and its surrounds. Mark Cupit is looking into this, but I had wanted an independent inquiry.

Fly tipping issues, arson and 4x4 vehicles causing damage to a local byway continue to blight our community. The Borough Council is positively looking at options to resolve these issues.

With Farley Hill (200 pupils) going to move to the new Primary School on Biggs Lane there will only be 30 spaces there for the new house occupants in Arborfield Green. It would be very wrong if new occupants in Arborfield Green had to attend other schools. Although not in Arborfield it may impact on children who are.

The same problem could occur also for secondary school children with the Borough Council approving planning permission for 140 houses at the Reading Training Ground at Hogwood putting greater demand on places at Bohunt Secondary School.

The Leopard timetables have been revised and the revisions will allow for a 30-minute service to continue to Arborfield during the lockdown period, rather than the 20-minute service residents would normally receive had lockdown not been in place.

Church Lane traffic is becoming another problem with increased traffic not helped with the new Reading FC Training Ground in Sindlesham generating extra traffic in Church Lane. This will only get worse when the new Hotel is up and running in the Nirvana Health Spa.

Unfortunately SAT NAV will be a contributor to the traffic increases. The Parish Council Steering Group who are looking at village improvements now are aware of this problem.

Along with the Parish Council I support the quiet Lane signs at the request of residents of Carters Hill with the aim of reclaiming quiet lanes by providing appropriate traffic management schemes.

Thanks to a resident bringing the dreadful state of the various benches in Arborfield Green Crest has repaired them all so my thanks to the resident for reporting it and for Crest in repairing them so quickly. With the slight relaxation in meeting during the pandemic usable benches will be very welcome.

Rubbish on Sheerlands Road is another reported problem and thankfully the Borough Council is making arrangements for a team to come out and litter pick which is very welcome news.

Negotiations are ongoing with the Borough Council and Crest designed to resolve pitch access for the Arborfield Aces FC who I must say are going from strength to strength. Hopefully a successful outcome is not too far away.

Arborfield Garrison update. At the end of last year, Crest explored specialist commercial developers to work alongside us to deliver the Centre. They have now found a potential commercial developer and are in the process of agreeing legal terms. Once we have those agreed, they will be announcing the name of the partner and their intentions for the retail offer and marketing the potential resident/retirement opportunity.

They will look to secure an anchor food store and will be engaging with the local authority and stakeholders to review the proposals before consulting more widely. I hope this helps provide some reassurance that plans are progressing well and there should be some more detailed announcements due this year, likely towards the summer. Meanwhile the Bramshill Hunt development is ongoing, but I have no details of an opening date.

Cllr Gary Cowan.