



12<sup>th</sup> October 2022

**Notice of Meeting of the Parish Council**  
**Tuesday 18<sup>th</sup> October 2022 at Arborfield Pavilion 7:30pm**  
**The Business to be transacted is as shown under**

- 52/23** To receive and accept any apologies for absence
- 53/23** To receive any declarations of interest on items on the agenda
- 54/23** **Minutes of Council Meeting** – to approve the minutes of the Council meetings held on Tue 21<sup>st</sup> June 2022 - document A, Tue 19<sup>th</sup> July 2022 - document B and Tue 20<sup>th</sup> September – document C.
- 55/23** **Public Participation** (allotted time - 15 minutes)
- 56/23** **Clerk's Report** – for information only – document D
- 57/23** **(a) Reports from external bodies:**
- 1) Borough Council – document E
  - 2) Police – document F
- (b) Reports from meetings attended by Councillors, if any.**
- 58/23** **Arborfield Village Improvements** – Progress and Plans – update from Cllr Murphy
- 59/23** **Council Priorities**
- 60/23** **Planning**
- 1) **Planning Report** – for information only – document D
  - 2) **To discuss planning applications received by the date of the meeting** – document G
  - 3) **Any Planning matters considered urgent**
- 61/23** **F&GP**
- 1) **F&GP report** - see document D
  - 2) **Pavilion - quote to repair damage to pavilion**
  - 3) **Pavilion – quote to replace emergency lighting.**
  - 4) **External Auditor for the parish council**
  - 5) **Remembrance Parade**
    - a. **Traffic Management**
    - b. **Order of service**
    - c. **Marshals required**
  - 6) **Christmas Tree for this year**

- 7) Christmas Carols
- 8) Thank you tea
- 9) Any other F&GP matters considered urgent

**62/23 Parks**

- 1) Parks Report – for information only – see document D
- 2) Any Parks matters considered urgent

**63/23 Risk Management**

- Risk Management Report – See document D
- Risk Assessments and Checklists – all to be completed

Risk area	Risk Assessment (annually)	Who by?	Check List Frequency	Next check due
Playground	Carried out by external company 6 monthly	Play Inspection Company – Every 6 months	6 Monthly	March 2023
		Handyman – Weekly Check List	Week	w/c 17/10/22
Park	John Kaiser	John Kaiser	Quarterly	Now
Pavilion	Vanessa Starkey	Vanessa Starkey	Monthly	Prior to reopening
Carpark	John Kaiser	John Kaiser	Quarterly	Now
Parish Office & Store	Karen Hughes	Karen Hughes	6 monthly	Prior to reopening
Pound Copse	Andrew Clint	Andrew Clint	6 monthly	Now
Old Churchyard	Paul Stevens	Paul Stevens	6 monthly	Now
Parish Owned Land	Vanessa Starkey	Vanessa Starkey	6 monthly	Now
Street furniture	Karen Hughes	Karen Hughes	6 monthly	Now
Streetlights	Vanessa Starkey	Vanessa Starkey	6 monthly when the clocks change	when clocks change

- Any RM matters considered urgent

**64/23 Accounts** – To agree and sign payments for September – hard copy of invoices to be signed at the meeting.

**65/23 Correspondence** – document H

**66/23 Action list** – to run through and update the action list

**67/23 Any items for consideration to include items for the next meeting agenda** – information only

**68/23 Date of next meeting** – The next full council meeting will be **Tuesday 22<sup>nd</sup> November.**

**Part II of Meeting**

**69/23 Approval of CCTV quotes.**