



Arborfield & Newland Parish Council

Arborfield, Berkshire, RG2 9PQ

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Clerk: Mrs Annabel Wood

16th November 2022

Notice of Meeting of the Parish Council Tuesday 22nd November 2022 at Arborfield Pavilion 7:30pm The Business to be transacted is as shown under

- 70/23 To receive and accept any apologies for absence**
- 71/23 To receive any declarations of interest on items on the agenda**
- 72/23 Minutes of Council Meeting** – to approve the minutes of the Council meetings held on Tue 21st June 2022 - document A, and Tue 18th October 2022 – document B.
- 73/23 Public Participation** (allotted time - 15 minutes)
- 74/23 Clerk's Report** – for information only – document C
- 75/23 (a) Reports from external bodies:**
- 1) Borough Council – document D
 - 2) Police – document E
- 75/23 (b) Borough/parish liaison forum**
- 76/23 Arborfield Village Improvements** – Progress and Plans – update from Cllr Murphy
- 77/23 Council Priorities**
- 1) Anti-social behaviour (ASB)
 - 2) Planning
 - 3) Council Property
 - 4) Community and Communication
 - 5) Climate Emergency
 - 6) Cost of Living Crisis
- 78/23 Planning**
- 1) Planning Report – for information only – document C
 - 2) To discuss planning applications received by the date of the meeting – document F

3) Any Planning matters considered urgent

79/23 F&GP

- 1) **F&GP report** - see document C
- 2) **Ratification of acceptance of quote for the electrical work at the pavilion**
- 3) **Ratification of replacement street light – Whitewell Close**
- 4) **Remembrance Parade – feedback**
- 5) **Christmas Tree**
- 6) **Christmas Carols**
- 7) **Thank you tea**
- 8) **IT Management and Maintenance**
- 9) **Proposal to buy new Parish noticeboards**
- 10) **Discuss progress on the potential nursery lease for the pavilion**
- 11) **Pavilion upgrade plans**
- 12) **Any other F&GP matters considered urgent**

80/23 Parks

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

81/23 Risk Management

- **Risk Management Report** – See document C
- **Risk Assessments and Checklists**

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 21/11/22
Park	John Kaiser	John Kaiser	Quarterly	08/02/23
Pavilion	Vanessa Starkey	Vanessa Starkey	Monthly	
Carpark	John Kaiser	John Kaiser	Quarterly	08/02/23
Parish Office & Store	Karen Hughes	Karen Hughes	6 monthly	13/09/23
Pound Copse	Andrew Clint	Andrew Clint	6 monthly	13/04/23
Old Churchyard	Paul Stevens	Paul Stevens	6 monthly	17/04/23
Parish Owned Land	Vanessa Starkey	Vanessa Starkey	6 monthly	
Street furniture	Karen Hughes	Karen Hughes	6 monthly	13/03/23
Streetlights	Vanessa Starkey	Vanessa Starkey	6 monthly when the clocks change	

- **Any RM matters considered urgent**

82/23 Accounts

- To agree and sign payments for November – hard copy of invoices to be signed at the meeting.
- To review year to date expenditure versus budget.

83/23 Correspondence – document G

84/23 To agree to readopt the following documents:

- **Standing Orders**
- **Financial regulations to include the change RE RFO**
- **Business Continuity Plan**
- **Complaints**
- **Investment Strategy**
- **Risk Assessment – General**
- **Pavilion Hire Contract**
- **Park Hire Form**
- **Park Accident Form**
- **Pavilion Accident Form**
- **Parks Committee ToRs**

85/23 Action list – to run through and update the action list

86/23 Any items for consideration to include items for the next meeting agenda – information only

87/23 Date of next meeting – The next full council meeting will be the F&GP budget meeting on **Tuesday 13th December.**

Part II of Meeting

88/23 Annual Pay Review