



Minutes - Tuesday 13th December 2022

Present: Cllrs Clint, Murphy, Kaiser, Stevens, Hughes, also the Responsible Financial Officer and the Clerk.

Absent: Cllrs Starkey, Strong,

Other – no members of the public were present.

89/23 To receive and accept any apologies for absence – Cllrs Starkey sent her apologies.

90/23 To receive any declarations of interest on items on the agenda - None

91/23 Minutes of Council Meeting – the minutes of the Council meeting held on Tuesday 22nd November 2022 will be carried forward for approval at the January meeting.

92/23 Public Participation (allotted time - 15 minutes) - **Citizens Advice Wokingham, Chief Executive to attend. Discussion on how we can help residents with the cost-of-living crisis.**

The representative from Citizens Advice was unable to attend.

93/23 Clerk's Report – for information only

Travellers have set up an unauthorised encampment at Woodley. They were served with a seeking possession notice on the 7th of December; the hearing date is the 12th of December. The enforcement company have estimated that eviction from the site will not happen before 20^h Dec. If there are any delays in the process then eviction will likely not take place until well into January.

Action on the clerk to alert local farmers to ensure their land is secure.

94/23 (a) Reports from external bodies:

1) Borough Council – a report was received, the main topics were: safety audit for Arborfield Village Improvement scheme, PA 223370 Cross Lanes farm screening report, flooding on Eversley Road and climate emergency policy.

2) Police - Arborfield Crime Report was submitted, for the period 12th October to 12th December 2022.

95/23 (b) Reports from meetings attended by Councillors, if any - None

96/23 Arborfield Village Improvements – Safety Report from Wokingham Borough Council

This has not yet been received. Safety Audit 2 (SA2) was carried out on the 19th of October; SA3 was carried out at the end of November. Speed limit signs are yet to be displayed, and planting is yet to be completed.

97/23 Council Priorities

1) **Anti-social behaviour (ASB)** - Cllr Clint attended an assembly at The Coombes School and spoke about how ASB impacts the community.

2) **Planning** – no further planning applications received.

3) Council Property

Installation of the CCTV at the Pavilion/playground is almost complete; training for the CCTV is scheduled for the 23rd of December.

The replacement shelter is scheduled to be installed in mid-January 2023.

Figures for the Pavilion refurbishment costings are yet to be obtained.

4) **Community and Communication** – The Carol singing evening was a great success and very well attended, over 70 people came including the Military Wives Choir and, the headteacher and pupils from The Coombes Primary School, and many residents.

The 'Thank you tea' will be held on Saturday the 21st of January 2023, the Clerk to send out invitations this month.

5) **Climate Emergency** - The Clerk has received climate emergency information from Woodley Parish Council, this is to be carried forward and discussed in January.

6) **Cost of Living Crisis** - Representative from Citizens Advice Bureau not present, to be carried forwards to January meeting.

98/23 Planning

1) Planning Report – for information only

Planning Application Decisions:

222343 - Oak View House, Baird Road, Arborfield, Householder application for the proposed loft conversion into habitable space with 1no rear facing dormer, 1no front facing dormer to include Juliet balcony, plus insertion of rooflights to the front and rear. Approved.

223166 - The Pheasantries, Church Lane, Arborfield - Application to vary condition 3 of planning consent 212356 for the proposed erection of a two-storey rear extension, plus changes to fenestration. Condition 3 relates to the external materials and the variation is to allow the use of grey slate instead of clay tiles. Approved.

2) **To discuss planning applications received by the date of the meeting** - no further applications received.

3) Cross Lanes Farm Planning Application 223370

The Council emailed a response for planning application 223370, Land at Cross Lanes Farm, Reading Road, Arborfield. The date displayed on Wokingham Borough Council website was incorrect.

The environmental issues for this item will be addressed at the planning stage.

4) Any Planning matters considered urgent – None.

99/23 F&GP

1) F&GP Report

The broken lamppost in Whitewell Drive will be replaced at the end of January /beginning of February 2023. In the meantime, a free standing solar powered light will be delivered on Wednesday 14th December.

Declaration of Acceptance of Office forms and, Disclosable Pecuniary Interests forms are all complete apart from the forms for one Councillor.

Trees were successfully given out as part of the Wokingham Garden Forest Scheme, 14 parishioners collected 57 trees. Organisers of this scheme were very grateful we were able to help.

2) Accounts

- To agree and sign payments for December – a hard copy of invoices was signed at the meeting. Cllrs Murphy and Stevens to authorise online payments.
- The RFO advised that the end of November bank reconciliations had been completed with no outstanding items. Cllr Murphy signed the reconciliation.

December 2022 Payments

Payee	Amount	Description
Landmark Chambers	4,800.00	Legal advice re planning
OPUS Energy	34.78	Electricity 20/10/22 to 18/11/22
BT	67.62	Office telephone November 2022
Gigaclear	36.00	Dec-22
CF Corporate	30.00	Printer - Final payment
Waste Managed	120.00	Park Bin Emptying 21/12 to 20/1/23
Waste Managed	36.00	One-off additional charge
EE	19.20	Parish mobile phone
SCS	1,197.85	Grounds Maintenance - October
Tivoli	119.22	Dog bin emptying November 2022
Castle Water	257.69	1/10/22 to 31/3/23
Oak Tree Communications	620.00	Arborfield News Nov/dec 2022

PTS Compliance	124.55	PAT testing. Part shared with Village Hall
Lloyds Bank	6.00	Card Fees
Unity Trust	28.95	Quarterly bank charges
HSBC	5.00	Bank account charges
Subtotal - Bills & Invoices	7,502.86	
Subtotal Wages July	2,897.03	
Total	10,399.89	

3) **Preliminary Budget 2023/24** – discussions were held and the Council formed a draft budget for approval at the January meeting.

4) **Pavilion upgrade** plans - already covered, see 97/23 (3)

5) **Sale of the Coombes ancient woodland** - This is to be sold as a whole lot, and includes 60 acres of woodland and 8 acres of grassland and, will be brought to the market in January 2023. The council agreed to explore the possibility of purchasing the woodland; to form a proposal along with Barkham Parish Council and the Woodland Trust. Cllrs Clint and Stevens agreed to form the working group from Arborfield, Cllr Kaiser will form part of the Barkham group.

6) **Any other F&GP matters considered urgent**

- Notice boards – The Council approved the purchase of three notice boards from the Parish Notice board Company; proposed by Cllr Murphy, seconded by Cllr Hughes, all in favour. RFO to place the order.
- Park gates – The Council approved the quote of £500 from Security Control Systems (SCS) to repair the park gates. Proposed by Cllr Murphy, seconded Cllr Kaiser, all in favour. RFO to arrange this.
- Emergency Lights at the Pavilion – The Council approved the internal lights to be replaced. Cllr Clint to be notified of the external lights which need replacing. The £793.12 + VAT quote from RES to replace the lights which do not work was approved. Proposed by Cllr Murphy, seconded by Cllr Hughes, all in favour.
- The council agreed to pay for a temporary solar light in Whitewell close. Proposed by Cllr Hughes, Seconded by Cllr Murphy, all in favour. This was calculated to be £681.40 for 10 weeks.

100/23 **Parks**

1) **Parks Report** – for information only

The handyman has been cutting back bushes and trees at Pound Cops and at the Old Churchyard following feedback from the risk assessments. Football matches have continued, although there were none scheduled for last weekend.

There are two field maples remaining following completion of the Wokingham Garden Forest Scheme, the Council agreed these are to be planted at the back of the park along the fence. Clerk to notify handyman. It was suggested we could display a plaque by one of these trees to commemorate the death of the Queen.

2) **Defibrillator Grant** - Clerk to complete initial survey to obtain further information.

- 3) **Branching Out Tree Survey** - This was completed by Cllr Stevens on behalf of the Parish Council.
- 4) **Any Parks matters considered urgent** - Clerk to follow up with arborist regarding the work carried out so far on Pound Copse.

101/23 Risk Management

- **Risk Management Report**

Clerk has amended the checklist for the Park and Car Park to show checks are quarterly (as shown in the Risk Assessment table) rather than monthly.

All risk assessments have now been completed apart from that for Street Lighting and Parish Owned Land.

- **Risk Assessments and Checklists**

Risk area	Risk Assessment (annually)	Who by?	Check List Frequency	Next check due
Playground	Vanessa Starkey	Play Inspection Company – Every 6 months	6 Monthly	March 2023
		Handyman – Weekly Check List	Week	14/12/22
Park	John Kaiser	John Kaiser	Quarterly	08/02/23
Pavilion	Elliot Strong	Elliot Strong	Monthly	22/11/22
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	Andrew Clint	Andrew Clint	6 monthly	
Street furniture	Karen Hughes	Karen Hughes	6 monthly	13/03/23
Streetlights	Vanessa Starkey	Vanessa Starkey	6 monthly when the clocks change	

Bank holiday coverage for park gates it was agreed as follows:

Cllr Clint to open on the 26th and 27th of December, Cllr Kaiser to Close on these dates.
Cllr Hughes To open and close on the 2nd of January 2023.

Christmas Tree

Clark to confirm responsibility for Christmas tree checks.

- **Any RM matters considered urgent** - none

102/23 Correspondence

Date received	Method	Sender	Content
28/11/2022	Letter	SLCC	Renewal of Membership.
28/11/2022	Magazine	CPRE	Countryside Voices

103/23 The following documents were re-adopted with the following changes:

- **Business Continuity Plan** – to correct spelling mistake on p3 and update Cllr details on p8.
- **Complaints**
- **Investment Strategy**
- **Risk Assessment – General**

104/23 **Action list** – to run through and update the action list – Action list to be placed in a shared area to enable individuals to check it.

105/23 **Any items for consideration to include items for the next meeting agenda:**

- budget approval
- Planning options following advice from lawyer

106/23 **Date of next meeting** – The next full council meeting will be a full Council meeting on Tuesday 17th January 2023.

There being no further business to discuss the meeting closed at 21:12