



Arborfield & Newland Parish Council

Arborfield, Berkshire, RG2 9PQ

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Clerk: Mrs Annabel Wood

Minutes - Tuesday 18th October 2022

Present: Cllrs Clint, Starkey, McIntosh, Kaiser, Strong and Hughes, also the Responsible Financial Officer and the Clerk.

Absent: Cllrs Murphy and Stevens.

Other – no members of the public were present

52/23 To receive and accept any apologies for absence - Cllrs Murphy and Stevens

53/23 To receive any declarations of interest on items on the agenda - none

54/23 Minutes of Council Meetings

- to approve the minutes of the Council meeting held on Tue 21st June 2022 – the minutes were read and will be edited ready for approval at the November meeting.
- to approve the minutes of the Council meeting held on Tue 19th July 2022 - the minutes were read, approved, and signed by Cllr Clint.
- to approve the minutes of the Council meeting held on Tue 20th September 2022 – the minutes were read, approved, and signed by Cllr Clint.

55/23 Public Participation (allotted time - 15 minutes) – no members of the public were present.

56/23 Clerk's Report – for information only - see each section.

57/23 (a) Reports from external bodies:

- 1) Borough Council – a report was submitted covering the complaints received following the recent Arborfield Village Improvement Scheme and, the removal of some benches in an attempt to reduce anti-social behaviour.
- 2) Police – report submitted covering 01-08-22 – 17-10-22

(b) Reports from meetings attended by Councillors

Cllr Clint met with the head at The Coombes Primary School who is keen to establish links with the Parish Council.

58/23 Arborfield Village Improvements – Progress and Plans – update from Cllr Murphy

Cllr Murphy submitted a written report updating on the delivery of the Village Improvement Scheme. He suggested that the incomplete delivery of the scheme is largely responsible for the negative

feedback received. Some signage, road markings and lighting are yet to be implemented. When the scheme is complete, Wokingham Borough Council in conjunction with the Police will undertake a safety audit.

Individual concerns/complaints should be directed to Wokingham Borough Council who are responsible for implementation and highways safety.

59/23 Council Priorities

1) Anti-social behaviour (ASB) – Lead Cllr Clint

Cllr Clint has met with the head at The Coombes Primary School, and is due to meet with The Bohunt School. Also, to attend the Neighbourhood Action Group meeting. The Council is going ahead with CCTV at the Park to protect council assets, and members of the public, from the anti-social behaviour and vandalism that has been a recent problem.

2) Planning – Lead by Planning Committee

Planning committee to meet with senior councillors in Planning at Wokingham Borough Council. Cllr Clint/Clerk to arrange this

3) Council Property – Lead by Parks Committee

Park – The Council decided the rotten posts which are part of a play unit in the park should be replaced now as they pose a health and safety hazard. Replacing the whole unit was considered, and will be put forward as part of the Park’s budget proposal for next year but a more immediate solution is needed.

Pound Copse – Works are required on the fencing, especially at the entrances to the woodland, benches need maintaining, and the work started on the trees needs finalising before next year’s bird nesting season.

4) Community and Communication - Lead by Cllr Starkey

The Council decided that the Arborfield News needs to be reviewed to decide: what content should be included, for example more content from the local community would be welcome, the format and frequency of the publication and whether house-to-house delivery is still appropriate for all areas. After publication of the next edition the council will form a sub-committee to review and recommend the way forward, members of the public interested in shaping the future of the Arborfield News should contact the Clerk.

The Council agreed to run the carols and thank-you tea over the winter

5) Climate Emergency – Lead by Cllrs Stevens and Strong

Earlstage suggestions included installing solar carports/canopies at the park, generating electricity whilst providing shade and exploring planting and bio-diversity in council owned land

6) Cost of Living Crisis – Lead by Cllr Hughes

It was suggested the Parish Council could work with other organisations in the Parish to provide a collective response to support local people. Clerk to invite the specialists in this field from WBC / Citizens Advice to suggest how we could actively help people.

60/23 Planning

1) Planning Report – for information only

Works to a TPO tree Notification

Application Number: 222916

Parish: Arborfield and Newland

Site Address: 43 Tyler Drive, Arborfield, Wokingham, RG2 9NG

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 566/1992
pruning and lifting canopy over footpath

Appeal Decisions

Appeal A Ref: APP/X0360/W/22/3296759

Ducks Nest Farm, Eversley Road, Wokingham, Arborfield, RG2 9PJ

Appeal against refusal of planning application – appeal dismissed

Appeal B Ref: APP/X0360/Y/22/3296763 Ducks Nest Farm Eversley Road, Wokingham, Arborfield, RG2 9PJ

Appeal against refusal of planning application – appeal dismissed

Planning enforcement Cases Closed.

RFS/2021/08684

Lockey Farm, Sindlesham Road, Arborfield, Reading, RG2 9JH

Case Details: U/A extensions to farm shop/cafe and u/a hair salon & architect office

Closure date 23/09/22

Closure Reason: Application submitted

RFS/2021/086907

1 Highfield Park, Eversley Road, Arborfield Cross, Reading, RG2 9PP

Case details: non-compliance with conditions on F/2012/0276

Closure date: 16 September 2022

Closure Reason: Application submitted

2) To discuss planning applications received by the date of the meeting

Oak View House Application Number 222343

The council agreed to submit an objection to the application which can be seen at Wokingham.gov.uk using the following link:

<http://publicaccess.wokingham.gov.uk/NorthgatePublicDocs/00920791.pdf>

3) Any Planning matters considered urgent – none

61/23 F&GP

1) F&GP report

From Colin Watts

- The end September bank reconciliations and October payments are tabled for authorisation. There are no outstanding items on any of the bank recs. The October payments comprise normal expenses, such as utilities plus wages. Also included are invoices relating to the rent for the parish office, fire safety and playground checks at the park.
- The quarterly VAT return has been submitted to HMRC, which results in a VAT refund of £718.
- Smaller Authorities Audit Appointments (SAAA) have advised that we have until 28 October 2022 if we wish to take responsibility for the appointment of a new external auditor for the next five years. Alternatively, we can stay with the previous arrangement through SAAA. No action is required if A&NPC wish to remain part of the central auditor appointment arrangements.

From the Clerk

- Colin Watts now has access to set up payments in online banking.
- Parish mobile phone now in use
- Remembrance Parade Traffic management - use UK TMS. Clerk to produce the order of service for this.
- Waiting to hear back from Wokingham Garden Forest Scheme regarding delivery of trees for residents to collect.
- Clerk on leave – The RFO agreed to monitor emails when the Clerk is on leave.

2) Pavilion - quote to repair damage to pavilion

The Council approved the quote to repair the cracked wall.

3) Pavilion – quote to replace emergency lighting

As quotes had not been received from suppliers in time for the meeting, this will be taken to the November meeting

4) External Auditor for the parish council

The Council decided to continue with the current external auditor.

5) Remembrance Parade – Sunday 13th November 2022

- Traffic Management** - The Council agreed to use UK TMS for traffic management of the Remembrance Parade. They have agreed to provide a free service, only charging for costs they incur such as signs and extra marshals if required.
- Order of service** – The Clerk will compile this and organise publishing. The Council agreed to the quote to provide 700 copies and that the costs should be shared with Barkham Parish Council.
- Marshals required** – Some Councillors may be required to marshal for this. This will be arranged when we have further details from UK TMS. It was suggested to ask the SpeedWatch Team of Arborfield/Barkham to help with marshalling.

- 6) **Christmas Tree for this year** – It was decided the Council will provide a Christmas Tree. Clerk to approach Henry Street regarding donating a tree, and Yardley Builders regarding the fencing around the tree. Clerk to confirm location of the lights and agree arrangements for fitting the lights.
- 7) **Christmas Carols** – The Council decided it would organise a carol concert with refreshments – Clerk to book a date at the village hall for w/c 5th December.
- 8) **Thank you tea** – It was decided to provide a thank you tea for all the people who help with services to the Parish such as litter picking and delivery of Arborfield News. This is to be held in January one Saturday afternoon 1-4pm. Clerk to check hall availability.
- 9) **Any other F&GP matters considered urgent** – the Council ratified appointment of Colin Watts as Responsible Financial Officer and roles and responsibilities between the Clerk and the RFO have been agreed.

62/23 Parks

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

- There have been a number of matches at weekends on the pitch. Feedback from the caretaker and handyman had been showers not turned off properly, lights in men's and ladies' toilets left on, and tap in kitchen left running slightly. Clerk has fed this back to the respective teams.
- Showers at pavilion to be kept clear – they are used by footballers.
- The hedge at the roadside of the park has been cut back to give better visibility to cars exiting the park. Cars moving around the buildout from the roundabout move into the direct line of travel of cars exiting the park which are turning left.
- A resident living opposite the park has suggested the hedge is cut to enable residents to see into the park, and potentially be able to spot and report any anti-social behaviour
- Play Inspection Company carried out the 6 monthly Inspection (Operational) on 12th September. The following need(ed) addressing:
 - isolation of burnt out shelter (severe risk) – Heras fencing erected on 21st September
 - add more loose fill surface (moderate risk) – quotes to be obtained
 remove and replace timber on the slide affected with severe rot (moderate risk) – quotes to be obtained, "Danger, Do Not Climb" signs have been placed on the slide
- Safety Checks have been carried out at the pavilion by RES.
 - fire alarm sounding
 - external escape routes clear
 - fire extinguishers present in correct places
 - Emergency lighting 5 minute flash test
 - Final exit doors open correctly

Clerk has briefed Handyman, who will carry out these checks and record them in the Fire Safety Logbook - kept in the fire document box on the wall. There are videos available should anybody else need to do these checks.

The 6-monthly day staff fire drill will be carried out by the Clerk.

The Fire risk assessment review is to be completed annually by an external company.

- The trees in the park (one fallen) infected with fungus have now been removed.
- A vehicle has impacted into the pavilion wall causing a crack in the brickwork. Yardley Builders have provided a quote to repair this.
- Clerk currently arranging PAT for November.

- There has been a number of complaints about the build outs recently installed as part of the village improvement scheme. One resident extremely upset as it pushes all the traffic onto the side of the road by her driveway, making it very difficult to drive out.

2) **Any Parks matters considered urgent** -The RFO has contacted the supplier of the shelter and confirmed it is on approximately six weeks leadtime. The Council re-confirmed that CCTV should be in place before the shelter is replaced, it is expected that an order will be placed for CCTV before the end of October at which point leadtime for both projects will be confirmed.

63/23 Risk Management

- **Risk Management Report**
- **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 | Annual Inspection 12/03/2023 |
| | | 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 | TBC |
| 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 | TBC |
| Street furniture | Karen Hughes | Karen Hughes | 6 monthly | 13/03/23 |
| Streetlights | Vanessa Starkey | Vanessa Starkey | 6 monthly when the clocks change | TBC |

CLRs were asked to complete any outstanding risk assessments and checklists as soon as possible. Clerk to remind by email.

- **Any RM matters considered urgent**

64/23 Accounts – To agree and sign payments for September – hard copy of invoices signed by CLR Clint who also approved the online payments the following day.

**Arborfield & Newland Parish
Council
October 2022 Payments**

| Payee | Amount | Description |
|--|-----------------|--|
| | | |
| OPUS Energy | 31.20 | Electricity 20/8/22 to 18/9/22 |
| BT | 63.40 | Office telephone September 2022 |
| CF Corporate | 70.04 | Printer - Office running expense |
| SSE | 327.95 | Street light electricity 30/6 to 26/9/2022 |
| Waste Managed | 120.00 | Park Bin Emptying 21/8 to 20/9/22 |
| British Gas Lite | 20.88 | Pavilion Gas Charges 8/9 - 8/10/22 |
| Lloyds Bank | 13.90 | Bank Fees £6.00 |
| | | Microsoft 10/8 - 9/9/22 £7.90 |
| EE | 21.12 | Parish mobile phone |
| SCS | 1,197.85 | Grounds Maintenance - September |
| Arborfield Village Hall | 1,873.00 | Rent 1/10/22 - 31/3/23 |
| Hunters cleaning service | 45.00 | Caretaker holiday cover |
| Play Inspection Company | 114.00 | Operational inspection |
| RES | 229.32 | Pavillion 6 monthly service of fire alarm & emergency lighting |
| Steve Bacon | 23.98 | Reimbursement of domain name for Arborfield History Society |
| Tivoli | 119.22 | Dog bin emptying September 2022 |
| HSBC | 5.00 | Bank account charges/interest |
| Subtotal - Bills & Invoices | 4,275.86 | |
| Subtotal Wages July | 3,503.78 | |
| Total | 7,779.64 | |

65/23 Correspondence

65/23 Correspondence list for Council 18th October 2022

| Date received | Sender | Content | Meeting Date | Minute item |
|---------------|-----------------------|--|--------------|-------------|
| 23/09/2022 | HMRC | Tax Code for Colin Watts | 18/10/2022 | F&GP |
| 26/09/2022 | Unity Trust Bank | Confirmation of registration of Colin Watts to use internet banking service. | 18/10/2022 | Accounts |
| 29/09/2022 | Wokingham District | CPRE - St Barnabas Church AGM | 18/10/2022 | F&GP |
| 03/10/2022 | Castle Water | Notice regarding unpaid bill | 18/10/2022 | Accounts |
| 03/10/2022 | sse Southern Electric | Bill | 18/10/2022 | Accounts |
| 04/10/2022 | Unity Trust Bank | Update - FSCS annual review 2022 | 18/10/2022 | Accounts |

| | | | | |
|------------|--|---|------------|----------|
| 05/10/2022 | EE | Confirmation of set-up of Direct Debit | 18/10/2022 | Accounts |
| 09/10/2022 | Royal Mail | Using old stamps by 31/01/23 | 18/10/2022 | F&GP |
| 09/10/2022 | EE | Welcome to EE - for Parish mobile | 18/10/2022 | Accounts |
| 09/10/2022 | HSBC | Statement 01-30/09/22 | 18/10/2022 | Accounts |
| 09/10/2022 | Unity Trust Bank | Statement - September | 18/10/2022 | Accounts |
| 09/10/2022 | Lloyds Bank | Corporate card charges | 18/10/2022 | Accounts |
| 09/10/2022 | Yardley Builders Ltd | Quote to re-build pavilion wall | 18/10/2022 | F&GP |
| 11/10/2022 | Castle Water | Bill | 18/10/2022 | Accounts |
| 11/10/2022 | Admin of SAAA (central external auditor for smaller authorities) | Option to opt out of the SAAA central external auditor appointment arrangements | 18/10/2022 | F&GP |
| 18/10/2022 | SSE energy solutions | Electricity Rate is increasing | 18/10/2022 | F&GP |
| 18/10/2022 | Castle Water | Credit added to bill | 18/10/2022 | Accounts |

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 22nd November.**

There being no further business to discuss, the meeting closed at 21.16

Part II of Meeting

69/23 Approval of CCTV quotes.

Following the three quotes received for CCTV in the Park, from GemTec, SCS, and Galeco Communications, the Council decided to accept the quote from SCS as it provided the best technical solution and value for money. Cllr Clint and Cllr Strong aim to meet with SCS in the next week to discuss plans for installation before placing the order.

There being no further business to discuss, part II of the meeting closed at 21.25