



Arborfield & Newland Parish Council

Minutes of a meeting of the Council

Held on Tuesday 19th July 2022

Arborfield Pavilion, 7.30pm

Clerk: Mrs Annabel Wood

Minutes - Tuesday 19th July 2022

Present: Cllrs Clint, Murphy, McIntosh, Hughes, Stevens

Not present: Cllrs Starkey, Kaiser

Also Present: 5 members of the public

2 representatives from Angle Property

Accountant used by the Parish Council

17/23 To receive and accept any apologies for absence – Cllr Starkey, Cllr Kaiser.

18/23 To receive any declarations of interest on items on the Agenda - None

19/23 **Minutes of Council Meeting** – to approve the minutes of the Council meetings held on Tuesday 14th June 2022 - the minutes were read, approval proposed by Cllr Murphy, seconded by Cllr Hughes and signed by Cllr Clint.

20/23 **Public Participation** (allotted time - 15 minutes)

A resident attended to raise a complaint about the grass cutting on the verges adjacent to the roundabout – Council agreed to look into the matter and ensure that the whole area was cut (either by WBC or the PC depending on who was responsible for the area in question)

Representatives of Angle Property attended to present their proposal for an industrial estate on land between Observer way and Pound Copse – details are available in the parish office for interested residents. Cllr Clint said that the Council would review the full planning permission when submitted to WBC and pointed out that the Council had a consistent position on proposed development that is in contravention of the Neighbourhood Plan and the Core Strategy. Councillor Clint also reminded Angle Property that the Council is the owner of Pound Copse which is maintained for the enjoyment of the community.

A resident of Carters' Hill attended to make representations relating to planning application 221788 and their concerns that, if approved, it would increase the risk of flooding to neighbouring properties. The Council noted that these concerns had not been raised prior to the deadline for submission of comments and encouraged the residents to approach the council in advance of submission date if they had any concerns about future planning applications.
Proposed response detailed in Planning.

21/23 Clerk's Report – for information only

- Following the changes in roles on the council, councillors need to complete transition of the role-specific e-mail accounts.
- Clerk will update list of councillors on each sub-committee of the council.
- There have recently been several fires in the wood by Poperinghe Way – police and fire brigade called. Notified PSCO, Gary Cowen aware – notified WBC Anti Social Behaviour team.
- Had two complaints regarding the grass at Arborfield Cross roundabout – grass in different areas is cut at different times some managed by WBC, some managed by The Council. When daffodils in flower on phone box side of grass, grass not cut, left to get very long while the leaves of the daffodils die down.

22/23 (a) Reports from external bodies:

- 1) Borough Council – a report was submitted
- 2) Police – a report was submitted

(b) Reports from meetings attended by Councillors

- Cllr Stevens attended the July NAG meeting. Notable points were:
- Illegal use of electric scooters.
- Fines for people parking on double yellow lines at Shinfield School
- SpeedWatch is now in Swallowfield
- Anti-Social Behaviour has increased. Action on Cllr Stevens to provide the Clerk with the contact for the ASB team.

Cllr Clint attended a meeting with the Acting Head at The Coombes Primary School to discuss graffiti in the park that was linked to a pupil from the Coombes; the Acting Head agreed to discuss the matter with the pupil and their parents and both parties agreed to pick up again after the school summer holidays. Cllr Clint also attended a meeting with the Deputy Head at Bohunt School to discuss reports that Bohunt pupils had been seen in the vicinity of the fires being started in the woods near Poperinghe Way, both parties agreed to pick up again after the school summer holidays.

23/23 Arborfield Village Improvements – Progress and Plans – update from Cllr Murphy No further update to report.

24/23 Planning

1) Planning Report – for information only

Brian Conlon is the Planning contact at Shute End – approach Brian if we need further details or have any queries regarding an application.

Car Park at St Bartholomew's Church - The Clerk had a visit from a parishioner who has been speaking to a surveyor? regarding the possible building of a large car park – 500sq foot - by St Bartholomew's Church. Her concerns are the removal of trees and hedgerows, and the impact this would have on the wildlife. She believes some of the trees are protected under the Forestry Act.

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

220421 - Revised Plans Consultation - Site Address: Parcel V2n, Biggs Lane, Arborfield Garrison, Arborfield

Application for the approval of reserved matters pursuant to outline planning consent O/2014/2280 for the erection of 73no. dwellings within parcel V2N with associated internal access roads, parking, landscaping, open space, footpaths and drainage. (Access, Appearance, Landscaping, Layout and Scale to be determined).

We have received revised/additional plans for the above application. The revised details show: Revised plans received: re-configuration of site layout and dwelling mix, amendments to hard & soft landscaping scheme.

Email from Emily Bell - Ducks Nest Farm, Eversley Road, Arborfield, RG2 9PJ

Email sent to Emily Bell 27/06/2022

We thank you for your offer to meet with the parish councillors to discuss your proposals. However, we respectfully decline your offer.

The parish council and the vast majority of our residents are totally opposed to any further housing development within our parish or in those parishes adjoining ours. Your proposal is outside of the "Red Line" and fails to meet the requirements of the Core Strategy or our Neighbourhood plan. We have already taken a decision to challenge and object to any applications that do not meet these criteria.

221788 - Full Planning Approval Consultation

Swallowbrook, Julkes Lane, Arborfield, Wokingham, RG2 9JJ

Full application for the proposed alterations to land levels to form orchard with raised vegetable beds.

Propose: The Council raise concerns over the impact this application might have to neighbouring properties, which may be at increased flooding risk due to floodwater being dispersed by this proposed development. We also draw your attention to the comments raised in the Heritage Assessment dated 19-06-2021 under planning reference 211585.

221700 - Variation/Removal of Condition Consultation

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

Application to remove condition 3 of planning consent F/2005/5215 (052308) for the proposed erection of a replacement building for use as a warehouse (B8). Demolition of existing agricultural buildings. Condition 3 refers to the use only being carried out by the named company and the removal of this condition is in order to lift this requirement.

Propose: No Comment, or No Objection

221981 PN Class R Agri to Flex COU Notification

Oakland Plant Nursery, Church Lane, Arborfield, RG2 9JD

Prior approval submission for proposed change of use of part of an agricultural building and its curtilage to a flexible use falling within Storage and Distribution (Use Class B8). Oakland Plant Nursery, Church Lane, Arborfield, RG2 9JD

This type of application does not require consultation and therefore this letter is for information only

221936 Householder Consultation

Targetts Farmhouse, Eversley Road, Arborfield, Wokingham, RG2 9PR

Householder application for the proposed erection of a single storey rear and side extension to provide a larger kitchen, dining area, snug, utility room and WC Large, detached property set in it's own grounds. Proportionate development request for a single storey extension to the rear, not overlooking any other premises.

Propose: No Objection

220175

Reserved Matters Application

Development Parcels P14 and P15 at Hogwood Farm, Arborfield.

This Reserved Matters Application will deliver the next phase of development at Finchwood Park comprising high-quality new market and affordable homes including a mix of one bed apartments and two to five bed family homes.

In addition, the proposals include areas of open space (PG2), a pocket park, a trim trail as well as play spaces.

Propose: No Objections

222044

Full Planning Approval Consultation

Old Gamekeepers Cottage, Milkingbarn Lane, Arborfield, Wokingham, RG2 9HT

Full application for the proposed erection of a detached 4no. bedroom dwelling with garage following demolition of existing cottage and outbuildings.

Propose: No Objections

3) Any Planning matters considered urgent - none

25/23 F&GP

1) F&GP report

Clerk access to Unity Trust – these forms were posted to Unity Trust; however, they never received them. New forms completed, scanned and emailed to Unity on 11th July. Called 12th July – confirmed

they have received both the online application and the submission form on email, this will take 10-14 days to process.

Need to sort out bank cards – Lloyds cards –the Parish Council are still being charged for cards for people who have now left.

2) Sign off accounts and statutory returns for year ended March 2022 including report from Alan Harland
Alan Harland guided the Council through the Financial Statements (unaudited) for the year ended 31st March 2022.

He explained that section M on the Annual Internal Audit Report 2021/22 completed by Claire Connell did not meet the specified requirement as 'The Council did not correctly provide for the period for the exercise of public rights as the notice was published on the first day of the period rather than the day before'. All other requirements were properly met.

Annual Governance and Accountability Return 2021/22 Form 3

Signing of Section 1 – Annual Governance Statement 2021/22 by the Clerk and Cllr Clint was proposed by Cllr McIntosh and Seconded by Cllr Murphy.

Signing of Section 2 – Accounting Statements 2021/22 for Arborfield and Newland Parish Council was proposed by Cllr Hughes and seconded by Cllr Murphy.

The notice of Public Rights needs to be put on the notice boards and be published on the Parish website.

Alan is now retiring and everybody at The Council would like to thank him very much for all the years he has worked on the Parish accounts.

Alan Harland left the meeting.

3) Proposal on accounting operations.

The Council were all in favour to appoint Colin Watts to undertake the duties of Responsible Financial Officer. Colin is a retired accountant. Appointment proposed by Cllr Clint, seconded by Cllr McIntosh.

Cllr Murphy suggested that Colin should make his focus the following:

1. Understanding / using Scribe (There are tutorials available and I suggest you might give these a go)
2. Running the payroll in HMRC real time index tools and ensuring we make payments to the staff, and HMRC on time. (If you are not familiar with the system I can show you - it's pretty straight forward).
3. Running our Nest pension scheme ensuring again that the deductions and payments are maintained up to date (again if you are not familiar with it I can show you)
4. Taking responsibility for maintaining the bank accounts, undertaking the monthly payment uploads, receipts and reconciliations etc. (we will need to get you approval to access and use the Unity Trust Bank accounts).
5. Run the budget monthly management accounts and reporting.
6. Ensure our VAT and any other statutory reports / payments are up to date.

4) Pavilion – update from Cllr Murphy

As building costs have increased significantly by 30-40%, The Council decided it was not an option to re-build the pavilion, but to restore/ refurbish what is currently there. There is a lady wanting to open a Montessori Nursery at the pavilion. Cllr Starkey to contact her to ask what is required. Cllr Murphy to contact the architect. Once costings have been established for revised plans, this will go back to full Council to get agreement.

5) CIL Funding – Clerk to respond that CIL money is earmarked for the refurbishment of the pavilion.

6) Shelter – feedback from insurance and agreement of plans to replace

Cllr Kaiser is corresponding with the insurer, Clerk to ask Cllr Kaiser for a written update on this matter.

7) Arborfield News

It was decided the next Arborfield News should be published for Sept/Oct, and Nov/Dec.

For people who have paid to advertise for a year in advance, we need to advertise in an extra issue due to there being no publications for some months.

8) Any other F&GP matters considered urgent

It was agreed there should be a Parish mobile phone and the Clerk was authorised to procure a phone.

26/23 Parks

1) Parks Report – for information only

- Play Inspection Company - carries out two external inspections per year - last inspection was Jan 2022, the next inspection is due at some point in Jul 2022. This is on a rolling contract – no need to book anything.
- Last playground report flagged up bark needed topping up under the slide - this was done in Feb/March.
- Need a record of when things have been actioned in the playground.
- We are in Year 4 of the 5-year parks plan, however, two years have been lost to Covid. At the end of this year, 2022, we need to review and extend the plan and ensure that spend requirements are reflected in the Council's budget.

2) Park items for ratification

1. Trees in the park No.1 and 4, - proposed that timber from trees that will be removed due to disease will be in memory of Katie Cowen. Cllr Stevens has a first-class honours degree in sculpture and has kindly offered to carve something for free. Agreed to get a quote for removal of both trees, cut No. 4 into three equal sections for carving.

2. Surveillance of the park

Following graffiti and arson incidents the council agreed that we need to explore CCTV for the park to protect council assets. We need to establish what legislation the Council would need to comply with and explore whether we can leverage existing CCTV contracts held by WBC for other parts of the borough.

3. Football prices, - to set the prices for the 2022/23 season.

Council agreed prices should remain the same.

3) Any Parks matters considered urgent

There needs to be sets of spare keys for the Pavilion.

27/23 Risk Management

- **Risk Management Report**

Risk assessment checks to be carried out on a regular schedule according to allocations to councillors and officers.

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

28/23 **Accounts** – To agree and sign payments for July 2022

Cllrs Murphy and Stevens signed the accounts.

Cllrs Murphy and Stevens to authorise April payments on the bank account the following day, apart from Thermo-Tec ad Gem Security Systems which have already been paid.

Arborfield & Newland Parish Council

Type	Payee	Amount	Description
BACS	Thermo-Tec ALREADY PAID	110.00	Boiler Service and Replacement Parts
BACS	Gem Security Systems ALREADY PAID	108.00	Routine maintenance - pavilion alarm
BACS	SCS	1,197.85	Grounds Maintenance - June
BACS	BOWAK	13.30	Graffiti Remover
BACS	Viking	90.95	Paper and wall planner - Office
BACS	Claire Connell	212.50	Internal Audit for end of year
BACS	Annabel Wood	49.39	Keypad and mouse for office
BACS	Annabel Wood	9.50	Stamps and meeting refreshments
DD	British Gas Lite	12.13	Pavilion Gas Charges 8/6 - 9/7/22
DD	BT	63.40	Office running expenses

DD	Lloyds Bank	13.90	July Statement
DD	Waste Managed	120.00	Park Bin Emptying
DD	HSBC	5.00	Bank account charges/interest
DD	CF Corporate	70.04	Office running expense
	Subtotal - Bills & Invoices	2,075.96	

29/23 Correspondence

29/23 Correspondence list for Council 19th July 2022

Date received	Sender	Content	Meeting Date	Minute item
28/06/2022	Glasdon	Bins and Seating for councils	19/07/2022	29/23
04/07/2022	Liberal Democrats	Wokingham Gazette	19/07/2022	29/23
07/07/2022	Clerks and Councils Direct	News	19/07/2022	29/23
06/07/2022	Countryside Charity - Berkshire	Annual Report	19/07/2022	29/23
13/06/2022	The Countryside Charity	Membership Letter	19/07/2022	29/23
11/07/2022	GOPAK	Furniture	19/07/2022	29/23
11/07/2022	Ther Clerk	SLCC	19/07/2022	29/23

30/23 Action list – the action list was run through and has been updated

31/23 Any items for consideration to include items for the next meeting agenda – none.

32/23 Date of next meeting – The next meeting will be Tuesday 20th September.

There being no further business the meeting closed at 9.47pm