



## Arborfield & Newland Parish Council

Minutes of a meeting of the Council  
Held on Tuesday September 20<sup>th</sup> 2022  
Arborfield Pavilion, 7.30pm  
Clerk: Mrs Annabel Wood

### **Minutes - Tuesday 20<sup>th</sup> September 2022**

**Present:** Cllrs Clint, Murphy, Stevens, Strong, McIntosh. Accountant - Colin Watts, Clerk.

**Not Present:** Cllrs Starkey, Hughes, Kaiser.

**Also Present:** 1 member of the public

**33/23 To receive and accept any apologies for absence** – Cllrs Starkey, Hughes and Kaiser.

**34/23 To receive any declarations of interest on items on the agenda** - None

**35/23 Minutes of Council Meeting** – to approve the minutes of the Council meetings held on Tuesday 19<sup>th</sup> July 2022 – Minutes will be reviewed and approved at the October meeting.

**36/23 Public Participation** (allotted time - 15 minutes)

A local resident attended to find out more about the Parish Council. Cllr Clint highlighted that there are currently two Councillor vacancies should he be interested in joining the council.

**37/23 Clerk's Report** – for information only – see specific sections.

**38/23 (a) Reports from external bodies:**

- 1) Borough Council – received.
- 2) Police – received.

**(b) Reports from meetings attended by Councillors**

Cllr Stevens attended the September Neighbourhood Action Group (NAG) meeting. The main topics discussed were anti-social behaviour (ASB), fly tipping and parking. It was decided a multi-organisational approach was needed to tackle ASB across the whole borough. The ASB representative is aware ASB has increased, particularly in Arborfield.

Cllrs Clint and Stevens met to discuss CCTV surveillance used at Arborfield Village Hall.

Cllr Clint and the Clerk met with the Clerk at Swallowfield, and also with a member of Wokingham Borough Council to discuss the CCTV surveillance they use. It was agreed that the WBC CCTV which is primarily to catch fly-tippers was not appropriate for the park but the systems in place in the Village Hall

and in Swallowfield would be appropriate. Council agreed that Cllr Clint should obtain quotes from three local suppliers for consideration at the next meeting

**39/23 Arborfield Village Improvements (AVI) – Progress and Plans – update.**

There are some items of this project which have been delayed due to obtaining the building material, therefore these items are incomplete. Four village entry signs are yet to be added, road markings need correcting and lighting is yet to be actioned. On Eversley Road, two build outs are yet to be added, and the road narrowing which has been built needs correcting. There have been many comments on FaceBook about the AVI project including cars driving around bollards which are meant to block off School Road. The AVI committee lead, a local resident, is taking the lead on this and working with Wokingham Borough Council to resolve any issues. The build out on Swallowfield road nearest to the park entrance moves cars over to the right-hand side of the road, then becoming in the direct path of any cars exiting the park. To improve visibility for cars leaving the park, the Clerk to communicate with handyman to cut back the hedge on the left-hand side.

**40/23 Council Priorities**

The following priorities were proposed by Cllr Clint as priorities for Arborfield and Newland Parish Council from September 2022 to end of March 2023. Councillors agreed to take the lead in each area, as shown below.

**1) Anti-social behaviour (ASB) - Lead by Cllr Clint**

- a. bringing together schools, police, WBC and develop action plan to tackle ASB in the council area
- b. improve security in the park and pavilion – install CCTV

**2) Planning - Lead by Planning Committee**

- a. meet with new WBC leadership to ensure our voice is heard
- b. status update on LPU and Arborfield’s position ref proposed LP
- c. agree on next steps ref major developments being promoted by various developers in the Parish

**3) Council property – Lead by Parks Committee**

- a. New 5-year plan for park, pavilion, pound copse, grass areas under our control

**4) Community and Communication – Lead by Cllr Starkey**

- a. making Arborfield a better place to live and work, events and support for residents
- b. delivering the benefits of Observer Way and the Arborfield Village Improvements
- c. bringing the community together

**5) Climate Emergency – Lead by Cllrs Stevens and Strong**

- a. what practical steps can we take within the remit of our powers as a parish council (e.g. tree planting, management plan for wild flower areas)

**6) Cost of Living Crisis – Cllr Hughes to potentially take the lead on this, Cllr Clint to speak to Cllr Hughes.**

- a. what practical steps can we take within the remit of our powers as a parish council (e.g. open pavilion as a community “warm-hub” during winter)

**41/23 Planning**

- 1) Planning Report – for information only**
- 2) To discuss planning applications received by the date of the meeting**

**210777** - Woodlands Farm, Wood Lane, Arborfield, RG41 4TS - Informal hearing regarding breach.  
i. Without planning permission, the material change of use of 'the Land' to a sui generis use of a contractors yard (including the storage of materials, equipment associated paraphernalia and parking of vehicles) and offices.  
ii. Without planning permission the erection of two office buildings, the laying of hard surfacing, engineering operations to level the land, erection of security gates and fences.  
**Agreed response:** 'We refer to our original comments'

**220330** - Ducks Nest Farm, Eversley Road, Arborfield, Wokingham, RG2 9PJ - Appeal  
Appeal by householders to refusal of planning permission  
**Agreed response:** No response

**222162** - 11A Anderson Crescent, Arborfield, Wokingham, RG2 9PB  
Householder Application for: proposed erection of a first-floor side extension to include one rear and one front dormer.  
**Agreed response:** No response

**221961** - 55 Melrose Gardens, Arborfield, Wokingham, RG2 9PY  
Householder application for the proposed erection of a part single part two storey side extension and a single storey rear extension, plus changes to fenestration and modification of the existing detached garage to form a covered area to rear.  
**Agreed response:** No response

**221843** - Reddam House Bearwood Road Sindlesham Wokingham RG41 5BG  
Full application for the proposed erection of a sports hall and new pool building following demolition of existing ancillary buildings. Creation of new landscaped permeable parking area on the site of an existing car park  
**Agreed response:** "No objections"

**222319** - Reddam House Bearwood Road Sindlesham Wokingham RG41 5BG  
Listed building consent for the above  
**Agreed response:** No response

**220822** - Reading FC Training Ground Park Lane Finchampstead Wokingham RG40 4PT  
Reserved matters.  
**Agreed response:** No response

**222332** - Land adjacent to Highfield Park Eversley Road Arborfield Cross Reading RG2 9PP  
Application to vary conditions 4 and 7 of planning consent F/2012/0276 (122395) for the proposed extension and re-design of gypsy site to include the stationing of caravans for 8 pitches and 3 transit pitches together with the formation of additional hardstanding and utility/dayrooms ancillary to that

use. Condition 4 refers to provision and siting of the proposed mobile homes, utility/day rooms and touring caravans in accordance with the approved details, and the variation is to remove the requirement for the proposed utility/day rooms to be constructed prior to occupation. Condition 7 refers to the submission of material samples for the proposed utility/day rooms within 2 months of the permission.

**Agreed response:** No response

**220421** - Parcel V2n, Biggs Lane, Arborfield Garrison, Arborfield

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).

**Agreed response:** No response

**221788** - Swallowbrook, Julkes Lane, Arborfield, Wokingham, RG2 9JJ

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

Comments already submitted at July meeting.

**222343** Oak View House, Baird Road, Arborfield, Wokingham, RG2 9PL Proposal: 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.

**ClIr McIntosh** to draft a response.

### 3) Any Planning matters considered urgent – None.

## 42/23 F&GP

### 1) F&GP report

#### Finance (Colin Watts)

Since the last meeting the quarterly VAT refund has been received. The insurance claim has been settled in respect of the fire at the playing fields.

Since the end of July Colin Watts has taken on the accounting role for the Parish Council. He has taken a number of Scribe courses to become familiar with the system. Unity Trust bank are being chased to provide a login for Colin to access the bank account and input payments.

The Clerk now has access to the Unity Trust Bank Accounts.

One of the HSBC bonds was re-invested at a higher interest rate.

It was noted the printing costs for Arborfield News have increased. Colin Watts to recommend advertising costs at the October meeting, in order for printing costs to be covered.

## **General Purpose Report**

- 1) **Representative for Arborfield Green Ward** – Following the resignation of Cllr Picken this has left the Ward of Arborfield Green without any representation. The Notice of this vacancy has now been published on the Parish website and noticeboards.
- 2) **Parish mobile** – this has been requested from BT - unlimited calls, unlimited texts, plus some data, costing £16 per month for a contract of three years.
- 3) **BT** will be replacing all lines which currently use a copper cable with internet calls.
- 4) **Surveillance** - Cllr Clint and I, met with the Swallowfield Clerk to look at their CCTV system – 11 cameras which were installed by GemTec. The cameras zoomed in when they detected motion. On one occasion when Police were shown footage of people, they said the quality of the footage wasn't conclusive enough to use. James Phillips from the ASB Team at Wokingham showed Cllr Clint and me footage from the iDefigo cameras. These did not pick up number plates in the dark, and did not always take an image of anything, although they are meant to work using motion sensors.
- 5) **Arborfield News** - need to recruit more people to deliver it.
- 6) **Remembrance Parade** - Traffic Management and First Aid have been booked by Clerk for this year's Remembrance Parade. WBC are satisfied with the traffic management plan. Just need to submit the details to the Safety Advisory Group at WBC.
- 7) **WBC – Garden Forest Scheme** – Saplings could be kept in the garage at the village hall until collected. Cllr Kaiser has offered to deliver trees to residence using his car.

## **2) Declaration of Acceptance of Office**

Declaration of Acceptance of Office and Disclosable Pecuniary Interests forms were completed and signed by Councillors Clint, Murphy, Stevens, and Strong. Cllr McIntosh to complete forms and return.

## **3) Pavilion**

Cllr Murphy to speak to Cllr Starkey in regard to the refurbishment. Cllr Clint and the Clerk to obtain three quotes for CCTV to be installed at the park and pavilion. The Council agreed to a GigaClear connection to the pavilion. Cllr Strong to action this.

- 4) **CIL Funding** - The Council decided it would not contribute to the refurbishment of the lakeside at California Country Park as these funds have already been earmarked for refurbishment of the pavilion.

- 5) **Shelter – feedback from insurance and agreement of plans to replace** see **Part 2** of Meeting  
The Council agreed to replace the shelter on a 'like-for-like' basis.

## **6) Remembrance Parade**

See 6) of General Purpose Report.

The Council agreed to donate £100 to the Poppy Appeal.

- 7) **Purchase of new shredder for Parish Office** – agreed by Council.

## 8) Re-adoption of Policy Documents

The Council agreed any reference to 'Chairman' to be changed to 'Chair' for all of the policy documents.

- Standing Orders - proposed by Cllr Clint, seconded by Cllr Murph, all agreed to propose re-adoption without change at the next meeting.
- Financial Regulations - proposed by Cllr Murphy, seconded by Cllr Strong, all agreed to propose re-adoption without change at the next meeting.

The following documents were read prior to the meeting and re-adopted.

Proposed by Cllr Stevens, Seconded by Cllr Murphy.

- Risk Management
- Sickness / Absence Policy
- Sick Pay Scheme

Proposed by Cllr McIntosh, seconded by Cllr Stevens

- Equality
- Planning Committee ToRs
- Training

Proposed by Cllr Strong, seconded by Cllr McIntosh

- Document Retention & Disposal
- Information & Data Protection
- Management of Transferable Data
- Press & Media
- Public Participation at Meetings

Proposed by Cllr Murphy, seconded by Cllr Strong

- Expenses
- F&GP Committee ToRs
- Risk Assessment – Financial

Proposed by Cllr Clint, seconded by Cllr Murphy.

- Code of Conduct
- Executive Committee ToRs
- Health & Safety
- Risk Assessment - Staff & Employment

## 9) Any other F&GP matters considered urgent - none.

### 43/23 Parks

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

- Pound Copse - John Wenman Ecology requested a bat survey for the emergence of birds and bats, however, this was meant to be carried out between May and August, so will need to wait until next year to be done.
- Duckworth Arborist need to be booked to survey trees at Pound Copse following the works carried out in response to the December 2020 tree survey.

- Cover for handyman – how do we cover when handyman on leave? Swallowfield use a Parish Warden for anything that would need doing outside, such as emptying bins. Last time the Handyman was on holiday, the Clerk covered one week, Cllrs Starkey and Stevens covered the second week. The Council agreed to ask the Village Hall cleaner to cover the handyman.
- Caretaker – cover for caretaker in periods of absence – agreed that the Council would ask the Village Hall cleaner to cover Caretaker’s cleaning duties.
- There was a fire in the concrete-based shelter in the park – the Police and Fire Brigade attended. The Clerk attended later on, only evidence was a black area on the concrete. The Clerk managed to take a photo of those suspected of starting the fire, this was emailed to the Police and ASB Team.
- Football goal up and pitch marked out ready for the new season. Matches delayed two weeks due to the extremely dry weather.

**2) Park items for ratification – see Part 2 of Meeting**

- 3) Any Parks matters considered urgent** - The Clerk to obtain two quotes to repair the broken wooden posts in the park (same unit where the slide is), rather than replacing the whole piece of play equipment.

**44/23 Risk Management**

- **Risk Management Report**

Following an inspection of the park by Play Inspection Company, they have requested Heras fencing to go around burnt-out shelter, rather than just the orange plastic fencing. This was requested on 15/09/22 by the Clerk for Yardley Builders to action this. Heras fencing erected by Yardley Builders on 21/09/22.

- **Risk Assessments and Checklists – to agree responsibilities and 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 19/09/22
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 & Storeroom	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

Risk Assessments have been completed for:

- Parish Office & Storeroom
- Street furniture
- Old Churchyard

Any RM matters considered urgent – none.

**45/23 Accounts** – To agree and sign payments for August and September

<b>Arborfield &amp; Newland Parish Council</b>			
<b>45/23 August 2022 Payments</b>			
<b>Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
DD	OPUS Energy	31.08	Electricity 17/2/22to 19/3/22
DD	CPRE	36.00	Annual membership Campaign for the Protection of Rural England
BACS	Alan Harland	1,125.00	Fee for preparation of accounts and AGAR y/e 31/3/22
BACS	SCS	1,197.85	Grounds Maintenance - July
BACS	BOWAK	26.06	Refuse sacks
DD	OPUS Energy	31.85	Electricity 19/6 to 19/7/22
DD	BT	63.40	Office telephone July 2022
DD	CF Corporate	70.04	Printer - Office running expense
DD	SSE	338.27	Electricity - street lights April to July 2022
DD	Lloyds Bank	13.90	Bank Fees £6.00
			Microsoft July £7.90
DD	HSBC	5.00	Bank account charges/interest
DD	Waste Managed	120.00	Park Bin Emptying 21/8 to 20/9/22
DD	British Gas Lite	12.50	Pavilion Gas Charges 8/6 - 9/7/22
BACS	Tivoli	596.10	Dog bin emptying April to August 2022
	<b>Subtotal - Bills &amp; Invoices</b>	3,667.05	
	<b>Subtotal Wages July</b>	2,011.39	
	<b>Total</b>	5,678.44	



Arborfield & Newland Parish Council			
45/23 September 2022 Payments			
Type	Payee	Amount	Description
BACS	SCS	1,197.85	Grounds Maintenance - August
BACS	Wokingham BC	645.00	Parish Election fee
BACS	Castle Water	132.02	Pavilion water April to Sept 2022
DD	OPUS Energy	31.20	Electricity 20/8/22 to 18/9/22
DD	BT	63.40	Office telephone August 2022
DD	CF Corporate	70.04	Printer - Office running expense
DD	Lloyds Bank	13.90	Bank Fees £6.00
			Microsoft July £7.90
DD	Waste Managed	120.00	Park Bin Emptying 21/8 to 20/9/22
DD	British Gas Lite	12.48	Pavilion Gas Charges 9/8 - 8/9/22
BACS	Oak tree Comms	620.00	September Parish Magazine
DD	Information Commissioner	35.00	GDPR renewal of annual license
DD	HSBC	5.00	Bank account charges/interest
DD	Unity Trust bank	27.15	Bank account charges
	<b>Subtotal - Bills &amp; Invoices</b>	<b>2,973.04</b>	
	<b>Subtotal Wages July</b>	<b>2,710.56</b>	
	<b>Total</b>	<b>5,683.60</b>	

### Actual Vs Budgeted Expenditure 2022-2023

#### Actual v Budget 2022-23

	Budget 2022/2023	Actual Aug-22	Actual YTD 5 months to 31/8/22	Forecast 12 months	Variance Forecast to Budget
<b>PAYMENTS</b>					
Administration total	50,855	2,617	13,371	41,697	9,158
F&GP total	17,550	1,121	5,551	16,268	1,282
Parks total	24,300	1,616	6,674	16,017	8,283
Planning, Legal & SP total	21,000	0	0	0	21,000
<b>EXPENDITURE</b>	<b>113,705</b>	<b>5,354</b>	<b>25,596</b>	<b>73,981</b>	<b>39,724</b>
<b>INCOME</b>	<b>113,705</b>	<b>855</b>	<b>55,151</b>	<b>112,970</b>	<b>-735</b>
<b>NET</b>	<b>0</b>	<b>-4,499</b>	<b>29,555</b>	<b>38,989</b>	

## 46/23 Correspondence

### 46/23 Correspondence list for Council 20th September 2022

Date received	Sender	Content	Meeting Date	Minute item
01/09/2022	SLCC	The Clerk	20/09/2022	29/23
01/09/2022	SLCC/NALC	Civility and Respect	20/09/2022	29/23
01/09/2022	WBC	Wokingham Borough News	20/09/2022	29/23
01/09/2022	SLCC	The Clerk	20/09/2022	29/23
05/09/2022	Clerks and Councils Direct	Clerks and Councils Direct	20/09/2022	29/23
14/09/2022	SLCC	The Clerk	20/09/2022	29/23

**47/23 Action list** – the action list was run through and updated.

### **48/23 Any items for consideration to include items for the next meeting agenda**

As an active member of SOLVE, Cllr Stevens proposed starting a petition against the building of houses at Hall Farm that could be presented to Wokingham Borough Council. The petition could be online or a physical petition at the village hall. Cllr Stevens also suggested placing a banner opposing this build temporarily on the fence at the Old Church Yard. The Council agreed to this.

**49/23 Date of next meeting** – The next meeting will be **Tuesday 18th October 2022**

**9.25PM** The member of the public left the meeting.

## Part II of Meeting

**50/23** Approval of quote for removal of two trees in the park by Arborfield Tree Care – the Council approved this.

**51/23** The Council approved the quote from the original supplier for renewal of the wooden shelter that was burnt down as the cost for replacement was covered by the insurance settlement received. This will include the removal of the remains of the old shelter. The Council agreed the replacement shelter is not to be installed until CCTV has been installed. Order to be placed for the replacement of the shelter.

**There being no further business the meeting closed at 9.30pm.**