



Arborfield & Newland Parish Council

Minutes of the Council

Held on Tuesday 22nd November 2022

At Arborfield Pavilion 7.30pm

Clerk: Mrs Annabel Wood

Minutes - Tuesday 22nd November 2022

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

Absent: Cllrs Hughes and McIntosh

Other – no members of the public were present.

70/23 To receive and accept any apologies for absence – Received from Cllr Hughes
Cllr McIntosh – has resigned with immediate effect.

71/23 To receive any declarations of interest on items on the agenda - None

72/23 Minutes of Council Meeting – the minutes of the Council meetings held on Tue 21st June 2022 and Tue 18th October 2022 the minutes were approved and signed by Cllr Clint.

73/23 Public Participation - no members of the public were present.

74/23 Clerk's Report – see individual sections.

75/23 (a) Reports from external bodies:

- 1) Borough Council – A report was submitted, topics covered included incidents of flooding, potholes, increased traffic on Church Lane, Cross Lanes Farm housing development, Climate Emergency Policies and Foodbanks.
- 2) Police – Crime report for the period 18-09-22 to 18-11-22 was submitted.

75/23 (b) Borough/parish liaison forum

Cllr Clint reported on his recent attendance on 8th November.

Action on Cllr Clint to invite Ian Bellinger to a Parish meeting.

The Council decided the three priorities from Arborfield Parish to be taken forwards to future Borough liaison meetings would be:

- 1) Anti-Social Behaviour
- 2) Housing Numbers/Planning
- 3) Climate Emergency

76/23 Arborfield Village Improvements – Progress and Plans – update from Cllr Murphy

This scheme needs completing and in some areas adjusting. Areas yet to complete are: road markings, speed limits signage, road narrowing, lighting on two buildouts, and the landscaping. The positions of

the paired buildouts will be assessed as part of the safety audit, residents' feedback has been shared with WBC. A safety Audit – Level 3 will be conducted at the end of November by Wokingham Borough Council in conjunction with the Police.

77/23 Council Priorities

1) **Anti-social behaviour (ASB)** Cllr Clint will be attending an assembly at the Coombes School on Friday 25th November to talk about the role of the Parish Council, the repercussions of ASB and how the school and the council can work effectively together. The school attended the Remembrance Sunday Parade and laid a wreath at the war memorial and they have been invited to attend the community carol singing in December.

2) **Planning** – The Council approved the quote of £4000 + VAT on hiring a Planning Lawyer to advise on various planning matters affecting the parish.

3) **Council Property** - An order for a replacement picnic shelter has been placed, broadband is being installed in the pavilion and an order for CCTV for future crime prevention has been placed with the selected supplier

The pavilion refurbishment project was discussed and a proposal raised that the work could be completed in stages to enable tight cost control: building out at the front, providing new changing rooms at the side, replacing all the windows, and doing the internal refurbishment. Action on Cllr Murphy to obtain quotes for these for the budget meeting on Monday the 12th of December.

4) **Community and Communication**

Carol singing - to be held at Arborfield Village Hall on Wednesday the 7th of December. The Clerk to advertise by displaying posters, and also to print off the carol sheet. Action on Cllr Starkey to buy refreshments.

Christmas Tree - action on the Clerk to test the lights. Cllr Strong to approach the electrician working on the pavilion to connect the lights to the power supply.

Thank You Tea - held in January. The Clerk to send out invitations in December and order the food.

5) **Climate Emergency**

Action on the Clerk to e-mail the Woodley Clerk to find out what action they take to combat the climate emergency.

Suggestions included planting trees and wild flowers.

6) **Cost of Living Crisis**

It was discussed how the parish council could help with the cost of living crisis a paper was submitted by Cllr Hughes on the cost of living.

It was suggested the Royal British Legion could be a potential warm space for people. Action on the clerk to e-mail the RBL to see if this is a possibility.

The Council suggested that we signpost people to places where they can get help, for example the Citizens Advice Bureau. The Parish Council has some money available to help in an emergency. Action on the Clerk to invite the Citizens' Advice Bureau to talk to the council about the help available to local residents.

78/23 Planning

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

222752: - Discharge of Conditions

Address: Former Bearwood Golf Course Mole Road Sindlesham Wokingham RG415DB

Proposal: Application for submission of details to comply with the following condition of planning consent F/2014/2119 dated 20/07/2015. Condition 21 Access Roads 23 Footpath on Drg No 28289 SK007 24 footway to Mole road 30 Boundary treatments (fences and walls).

Discharge of Conditions Application 222752 has been received in relation to conditions 21, 23, 24 and 30.

The target decision date is 4 November 2022.

Response: Original response from Planning Application 220165 to be submitted.

223268 – Type: Householder Consultation

Address: 19 Chamberlain Gardens, Arborfield, Wokingham, RG2 9QA

Proposal: Householder application for the proposed erection of a first floor side extension, single story front extension with changes to fenestration.

The council had no comment.

223313 – Type: Listed Building Consent Notification

Address The Old Swan, Eversley Road, Arborfield, Wokingham, RG2 9PQ

Proposal: Application for Listed Building consent for the replacement of a rear door.
(Retrospective)

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

223447 - Type: Householder Consultation

Address: Woodpeckers, Church Lane, Arborfield, Wokingham, RG2 9JA

Proposal: Householder application for the proposed erection of a single storey side extension to existing outbuilding to form a car port.

Deadline 10-12-2022

The council had no comment on this application

223190 – Type - Householder Consultation

Address: Apple Tree Cottage, Church Lane, Arborfield, Wokingham, RG2 9JA

Proposal: Householder application for the proposed raising of the roof to create first floor habitable accommodation along with balcony to the rear and single storey rear extension. Erection of an entrance gate, fencing and brick piers with railings to highway frontage.

Response: The council has no comment on this application.

3) Cross Lanes Farm Planning Application 223370

Type: Screening opinion Notification

Address: Land at Cross Lanes Farm, Reading Road, Arborfield, Reading, RG2 9HP

Proposal: Screening Opinion application for an Environmental Impact Assessment for a proposed development of up to 450 homes (including 35% affordable housing) with main access from Swallowfield Road and secondary access from Reading Road, plus a green infrastructure network including a new SANG, open spaces, green corridors and play areas, and an integrated SuDS network.

The Council expressed concern that there is an intention from WBC to fast-track this application and the Council believes that the tests for requirement of an EIA have been met due to the scale and impact of the development. As this is a technical area the council agreed to seek professional advice about whether the Council could request WBC to treat this as an EIA application

4) Any Planning matters considered urgent - none

79/23 F&GP

- 1) F&GP report** – as (4) (5) and (6) below.
- 2) Ratification of acceptance of quote for the electrical work at the pavilion** – Quote of £250 obtained by Cllr Strong; proposed by Cllr Murphy, Seconded by Cllr Starkey; everybody was in favour.
- 3) Ratification of replacement street light – Whitewell Close – Quote of £2342.60 + VAT for the electrical work and replacement parts by Enerveo. Proposed By Cllr Murphy, Seconded by Cllr Clint, and everybody was in favour.**
- 4) Remembrance Parade** – The Remembrance Parade seemed to run very well, with a great turn out. Just had one complaint that a resident couldn't access her house on Emblen Crescent as all the roads leading to Arborfield Cross roundabout were closed. The Council agreed to review road closures for next year to see whether access could be granted after the parade had passed.
- 5) Christmas Tree** - Already covered in 77/23 (4)
- 6) Christmas Carols** - Village Hall booking is confirmed, Military Wives Choir and Coombes School have been invited.
- 7) Thank you tea** - Village Hall booking is confirmed
- 8) IT Management and Maintenance** – This will be proposed for approval in next year's budget 2023/24. at an indicative rate of £1000 a year for 1 hour per month of service.

9) Proposal to buy new Parish noticeboards – The Council decided that three new notice boards were needed at the following places: replacement at Arbery Way, replacement at the Pavilion and one also to be located in the South of the Parish, for example in Tyler Drive, subject to landowner approval.

10) Discuss progress on the potential nursery lease for the pavilion – The people proposing to run the nursery are still very keen to do so and have set up a Limited Company. The Council decided the following details: The hire charge will be £14 per hour, however, for the first year, there will be a rent-free period spread over the whole year. So, the costings and lease periods will be as follows:

Year 1 - £10 per hour for 1 year; proposed by Cllr Murphy, Seconded by Cllr Starkey, everybody in favour.

Year 2 – £14 per hour. The start of a five-year lease, to run for two years without a break clause, and then a rolling contract with a 12 month notice period; proposed by Cllr Murphy, Seconded by Cllr Starkey, everybody in favour.

The Council agreed to the nursery opening after the Easter holidays, and also for the nursery to instal CCTV inside the pavilion to be used just when the nursey is open. The Council agreed the nursery could be advertised at the Pavilion.

Clerk to get a set of keys ready for the nursery to use.

11) Pavilion upgrade plans - already covered, see 77/23 (3)

12) Any other F&GP matters considered urgent - None

80/23 Parks

1) Parks Report – for information only

Football games have continued to be played at the weekend, just had report of lights in the toilet left on.

There has not been a cleaner for Pavilion since Caretaker has been absent, Caretaker to return to light duties - week commencing 28th November.

In future we could ensure all lamp posts are working before Autumn so that repairs can be carried out before the winter.

Wokingham Garden Forest Scheme – Trees due to be delivered to Village Hall on Monday 28th November and stored in the garage. Registered residents will be able to collect on Tuesday 29th, Wednesday 30th November and Saturday 3rd December between 9am-12.00noon.

Portable Appliance Testing for Village Hall and Pavilion is booked for 1.30 Tuesday 29th November.

One of the low-level gates has dropped at the Park entrance – suppliers have been asked to investigate and quote for any repairs required.

The Council discussed creating a new three-year plan for the park to allow for replacement of some of major items of equipment and addition of new facilities.

2) Any Parks matters considered urgent – none.

81/23 **Risk Management**

- Risk Management Report – See document C
- Risk Assessments and Checklists - The responsibilities were agreed as below.

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	23/11/22
Park	John Kaiser	John Kaiser	Quarterly	08/02/23
Pavilion	Elliot Strong	Elliot Strong	Monthly	22/11/23
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	

- Any RM matters considered urgent

82/23 **Accounts**

- To agree and sign payments for November – hard copy of invoices signed by Cllrs Murphy and Stevens who also approved the online payments the following day.
- The RFO advised that the end of October bank reconciliations had been completed with no outstanding items. Cllr Murphy signed the reconciliation.
- To review year to date expenditure versus budget – the RFO circulated the figures for the first seven months of the year.
- The RFO advised that four HSBC money market bonds were maturing at the end of November. It was agreed that the three smaller bonds (£41,157, £40,876 & £27,619) should be combined into a single bond and re-invested for six months. Proposed by Cllr Murphy, Seconded by Cllr Clint, all in favour.
- The larger HSBC money market bond (£137,541) should be re-invested for 12 months. Proposed by Cllr Murphy, Seconded by Cllr Clint, all in favour.

Payee	Amount	Description
OPUS Energy	30.83	Electricity 19/9/22 to 19/10/22
BT	67.48	Office telephone October 2022
Gigaclear	236.00	Installation fee plus November service
CF Corporate	70.04	Printer - Office running expense
Waste Managed	120.00	Park Bin Emptying 21/11 to 20/12/22
British Gas Lite	41.82	Pavilion Gas Charges 8/10 - 10/11/22
PKF	480.00	External audit fee
SCS	1,197.85	Grounds Maintenance - October
Arborfield Tree Care	600.00	Remove fallen tree and grind stump
Bowak	15.61	Toilet rolls for Pavilion
Viking Direct	324.38	Shredder plus stationery
NetWise	396.00	Website hosting - annual fee
itQED	35.50	Additional email licenses
Tivoli	119.22	Dog bin emptying October 2022
EE	29.70	Parish mobile phone
Lloyds Bank	6.00	Card Fees
HSBC	5.00	Bank account charges/interest
Oak Tree Communications	150.00	Printing order of service for Remembrance Day Parade
Yardley builders	3,744.00	Repairs to Pavilion wall
Security Control Systems	5,900.18	50% deposit on CCTV installation
Subtotal - Bills & Invoices	13,569.61	
Subtotal Wages July	3,126.21	
Total	16,695.82	

83/23 Correspondence

Date received	Method	Sender	Content
19/10/2022	leaflet	MAC MIC Group	Cross Lanes Farm Housing Development
21/10/2022	email	Southern Electric Power Distribution	Cutting vegetation under pylon in the park
31/10/2022	magazine	Clerk and Councils Direct	Clerk/Council
14/11/2022	magazine	Barkham and Arborfield Green Village Info.	Village info
18/11/2022	Forms	HSBC	Mandate for Executors/Admin/Trustees Business Internet Application Form

84/23 The following documents were re-adopted:

- **Standing Orders**
- **Financial regulations to include the change RE RFO**
- **Pavilion Hire Contract**
- **Park Hire Form**
- **Park Accident Form**
- **Pavilion Accident Form**
- **Parks Committee ToRs**

The following document was re adopted for the first time:

- **CCTV**

85/23 Action list – to be emailed to everybody by the Clerk.

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**.

There being no further business, the meeting ended at 21.39.

The Clerk and the RFO left the room.

Part II of Meeting

88/23 Annual Pay Review

The council agreed the pay rates for council employees for the coming year.

The Clerk and the RFO returned when the meeting had ended at 21.45