



11-01-2023

**Notice of Meeting of the Parish Council
Tuesday 17th January 2023 at Arborfield Pavilion 7:30pm**

The Business to be transacted is as shown under

AGENDA

107/23 To receive and accept any apologies for absence

108/23 To receive any declarations of interest on items on the agenda

109/23 Minutes of Council Meeting – to approve the minutes of the Council meeting held on Tuesday 22nd November 2022 – document A, and those for Tuesday 13th December 2022 – document B

110/23 Public Participation (allotted time - 15 minutes) – **Operational Lead - Development Management – Wokingham Borough Council to attend. Discussion about current planning within the Parish.**

111/23 Clerk’s Report – for information only – document C

112/23 (a) Reports from external bodies:
1) Borough Council – document D
2) Police – document E

113/23 (b) Reports from meetings attended by Councillors, if any.

114/23 Council Priorities

- 1) Anti-social behaviour (ASB)**
- 2) Planning**
- 3) Council Property**
- 4) Community and Communication**
- 5) Climate Emergency**
- 6) Cost of Living Crisis**

115/23 Planning

- 1) **Planning Report – for information only – document B**
- 2) **To discuss planning applications received by the date of the meeting – document F**
- 3) **Update from engagement from Planning Lawyer**
- 4) **Any Planning matters considered urgent**

116/23 F&GP

- 1) **F&GP report - see document B**
- 2) **Accounts - To agree and sign payments for January – hard copy of invoices to be signed at the meeting**
- 3) **Budget 2023/24 approval.**
- 4) **Pavilion upgrade plans**
- 5) **Sale of the Coombes ancient woodland**
- 6) **Agree paid weekly working hours of the Clerk**
- 7) **Annual Litter Pick**
- 8) **Any other F&GP matters considered urgent**

117/23 Parks

- 1) **Parks Report – for information only – see document C**
- 2) **Pound Copse (a) survey options and quote from arboriculturist
(b) fencing requirements update**
- 3) **Update on nursery and actions we need to take to be ready for opening.**
- 4) **Phone box – additional shelving and re-painting**
- 5) **Electronic Play Equipment – maintenance agreement**
- 6) **Defibrillator Grant**
- 7) **Any Parks matters considered urgent**

118/23 Risk Management

- **Risk Management Report – See document B**
- **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	18/01/2023
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	

- **Any RM matters considered urgent**

119/23 Correspondence – document G

120/23 Action list – to run through and update the action list

121/23 Any items for consideration to include items for the next meeting agenda – information only

122/23 Date of next meeting – The next full council meeting will be a full Council meeting on Tuesday 21st February 2023.