



15th February 2023

**Notice of Meeting of the Parish Council
Tuesday 21st February 2023 at Arborfield Pavilion 7:30pm**

The Business to be transacted is as shown under.

AGENDA

123/23 To receive and accept any apologies for absence.

124/23 To receive any declarations of interest on items on the agenda.

125/23 Minutes of Council Meeting – to approve the minutes of the Council meeting held on Tuesday 17th January 2023 – Document A

126/23 Public Participation (allotted time - 15 minutes) **Citizens Advice Wokingham, Chief Executive to attend. Discussion on how we can help residents with the cost-of-living crisis - document B**

127/23 Co-option of Councillor

128/23 Clerk's Report – for information only – document C

129/23 (a) Reports from external bodies:
1) Borough Council – document D
2) Police – document E

130/23 (b) Reports from meetings attended by Councillors, if any.

131/23 Council Priorities

1) Anti-social behaviour (ASB)

2) Planning

3) Council Property

a) Pavilion refurbishment and obtaining net zero carbon footprint.

4) Community and Communication

a) Easter egg hunt

b) How does Arborfield mark the King's coronation?

5) Climate Emergency

6) Cost of Living Crisis

132/23 Planning

- 1) **Planning Report – for information only – document C**
- 2) **To discuss planning applications received by the date of the meeting – document F**
- 3) **Any Planning matters considered urgent.**

133/23 F&GP

- 1) **F&GP report - see document C**
- 2) **Accounts - To agree and sign payments for February – hard copy of invoices to be signed at the meeting.**
- 3) **Grant Applications Received and Grant Allocation.**
- 4) **Proposal for IT support**
- 5) **Arborfield News Update – including advertising and outsourcing as a paid role.**
- 6) **Safety Audit of Arborfield Village Improvements.**
- 7) **Ratification of ditch clearance.**
- 8) **Approve response for WBC Fire and Rescue survey.**
- 9) **Approve response for WBC survey ‘How could we improve journeys around Wokingham Borough?’**
- 10) **Decide a date for Annual Parish Meeting in June.**
- 11) **Items to feedback to WBC’s Overview and Scrutiny Committees.**
- 12) **Parish Office – options to relocate.**
- 13) **Any other F&GP matters considered urgent.**

134/23 Parks

- 1) **Parks Report – for information only – see document C**
- 2) **Pound Copse (b) fencing requirements update.**
- 3) **Update on nursery and actions we need to take to be ready for opening.**
- 4) **Electronic Play Equipment – maintenance agreement**
- 5) **Defibrillator Grant**
- 6) **Any Parks matters considered urgent.**

135/23 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	Vanessa Starkey	Weekly	22/02/2023
		Play Inspection Company – Every 6 months	6 Monthly	July 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.

136/23 Correspondence – document G

137/23 Action list – to run through and update the action list.

138/23 Any items for consideration to include items for the next meeting agenda – information only.

139/23 Date of next meeting – The next full council meeting will be a full Council meeting on Tuesday 21st March 2023.

Part Two

140/23 Pavilion upgrade plans

141/23 Sale of the Coombes ancient woodland