



Minutes – Tuesday 21st March 2023

Present: Cllrs Clint, Murphy, Strong, Kaiser and Stevens, also the RFO and the Clerk.

Absent: Cllrs Starkey, Hughes and Fox

Other: No other people were present.

142/23 To receive and accept any apologies for absence – apologies received for Cllrs Starkey, Hughes and Fox.

143/23 To receive any declarations of interest on items on the agenda. – As Chair of Arborfield Village Hall Committee, Cllr Stevens declared 151/23 14) Parish Office – options to relocate, as an item of interest.

144/23 Minutes of Council Meeting – the Tuesday 21st February 2023 minutes were approved and signed. Proposed by Cllr Clint, seconded by Cllr Stevens, all in favour.

145/23 Public Participation (allotted time - 15 minutes) - No members of the public were present.

146/23 Clerk's Report – for information only

The Following items were submitted on 01st March 2023 to WBC for the Overview & Scrutiny Work Programmes 2023/24:

- Parish owned street lighting – move to WBC ownership.
- Waste collections
- Litter
- Delivery of services and facilities in Arborfield Garrison strategic development location.

Wokingham Borough Council (WBC) are due to pick litter from Observer Way and Sindlesham Road before the end of March. However, there is no litter pick schedule but it will be monitored. WBC have confirmed there are no plans for litter bins along Observer Way, signage will be erected by ASB to advise residents to take their litter home or face a penalty.

Clerk has reported various things to WBC including: metal drain cover in underpass is not fixed to the wall but leaning up against it; Herts close road sign has been removed from the ground.

Clerk putting together a check list for the cameras, lights and other items at the pavilion not currently checked regularly.

The Church have no plans to carry out any maintenance to the Old Churchyard.

The Clerk has received a Freedom of Information Request to provide details about each Councillor as follows:

1. The date when a member of this Council was last elected via a contested public election?
2. The date each of the current members/representatives were appointed to serve on the Parish Council
3. The process by which each member/representative was appointed i.e. whether the member/representative was appointed by "Co-Option", "Elected unopposed", or whether they were elected by a public ballot.

147/23 (a) Reports from external bodies:

- 1) Borough Council – a report was received topics covered included: the SHARE food bank at the Royal British legion, Planning Application 230532, the Arborfield Village Improvement traffic calming measures and borough boundary changes.
- 2) Police - A Crime Report was submitted for Arborfield and Barkham for the period 14/01/2023 – 14/03/2023.

148/23 (b) Reports from meetings attended by Councillors, if any.

Cllrs Murphy, Stevens and the Clerk attended the Community Futures workshop on the 6th March. Wokingham Borough Council consultants 'New Local' received feedback from Parish Councils regarding how parishes work with WBC.

149/23 Council Priorities

1) Anti-social behaviour (ASB)

Cllr Clint reported about two areas of fire damage to the road on Biggs Lane. The Police or Fire services had not received any reports of any incidences to cause this.

The Clerk has asked Arborfield Community FaceBook group to make it a rule for members to report items of Anti-social behaviour (ASB) to the Police or WBC before referring to it on the group. The group have stated they do monitor posts, and, encourage people to report issues of ASB.

2) Planning

The Council will form a sub-group to respond to Duck's Nest Farm Planning Application 230532.

3) Council Property

- a) Pavilion refurbishment and obtaining net zero carbon footprint.

The building work on the pavilion is currently in progress. The council would like to thank Cllr Murphy and the RFO for all their work in bringing this to fruition.

4) Community and Communication

a) Easter egg hunt

This is being organised by Cllrs Starkey and Hughes. So far 10 children are signed up for this event.

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

Cllr Stevens is going to book a ukulele band for the bank holiday Monday 8th May. It will be an event for residents to bring their own food and chairs / gazebos. The parish council agreed the toilet facilities could be used in the pavilion, and also, people would be allowed to park on the grass area at the end of the pavilion, avoiding the football pitch.

Cllr Stevens to obtain an event licence required for this from WBC.

The RFO to check if our current Parish Council insurance would cover this event.

Cllr Stevens to obtain a quote for the hire of portable toilets and produce a poster to advertise this.

The Clerk to pass first aid contact details from the Remembrance Parade to Cllr Stevens.

The council approved a spend figure of £500 for this event; proposed by Cllr Clint, seconded by Cllr Murphy, all in favour.

c) Official opening of the gazebo

This will be held on Friday 31st March at 2.30PM. Clerk has asked the press to attend.

5) Climate Emergency

Cllrs Stevens and Clint to meet to discuss implementing ideas discussed previously.

6) Cost of Living Crisis

Clerk to continue to signpost people to places where they can get help.

150/23 Planning

1) Planning Report – for information only

230516 Existing Lawful Certificate Notification

Parish: Arborfield and Newland

Site Address: Bartletts Farmhouse, Swallowfield Road, Arborfield, Wokingham, RG2 9JX

Proposal: Application for a certificate of existing lawful development for hard standing within the residential curtilage. One area is used as a games pitch and is covered with crushed limestone, the other as a parking/storage area covered with small gravel/pea shingle.

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

223775 NOTIFICATION OF DECISION

Site Address: Arborfield Court, The Lodge, Swallowfield Road, Arborfield, Wokingham, RG2 9JS

Proposal: Householder application for the proposed erection of a single storey rear extension. Raising of the roof to create habitable accommodation, to include 4no. dormers plus changes to fenestration following demolition of existing chimney and garage.

The decision: **not** determine the application as it has been withdrawn upon instruction from the applicant/agent. This means the Council **have not** made a decision on the application and will not be pursuing it any further.

223670 NOTIFICATION OF DECISION

Site Address: Lockey Farm, Sindlesham Road, Arborfield, RG2 9JH

Proposal: Full planning permission for recreational vehicle storage and erection of an infill building for use as a hairdresser plus associated works (retrospective).

Thank you for your observations on the above planning application. Your views are important to the Council and were fully taken into account in reaching a decision on this case.

The decision was to **approve** the proposal.

230020 NOTIFICATION OF DECISION

Address: Lockey Farm, Sindlesham Road, Arborfield, RG2 9JH

Proposal: Full planning permission for the erection of 2 buildings for Class E use. (Retrospective)

Decision – to **refuse** the proposal.

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

223125 Approval of Reserved Matters Adjoining Parish Consultation

Parish: Finchampstead

Address: Hogwood Farm, Sheerlands Road, Arborfield, Wokingham, RG40 4QY

Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Permission O/2014/2179 as varied by 181194 (dated 14/11/2018) in respect to the

"Employment" land parcel as defined by the approved Land Use Parameter Plan. The Reserved Matters comprise details of buildings for General Industrial use (ClassB2), together with associated parking, landscaping and sustainable urban drainage systems. Access via the Nine Mile Ride Extension. Details of appearance, landscaping, layout and scale to be considered.

Deadline: 27/03/2023

Agreed response: Arborfield Parish Council has no objection to this application but would like to see improved screening along the Nine Mile Ride Extension and queries why access to the site is not from one of the roundabouts which are already constructed at both ends of the site.

230594: Full Planning Approval Consultation

Address: St Bartholomews Church, Church Lane, Arborfield, Reading, RG2 9JA

Proposal: Full application for the proposed formalisation of existing parking area to provide 24no. parking bays

Deadline: 31/03/2023

Agreed Response: Arborfield Parish Council supports this application which will improve congestion and parking on Church Lane

230532 Full Planning Approval Consultation

Address: Land at Ducks nest, Arborfield, Eversley Road

Proposal: Hybrid planning application. Outline application for the proposed erection of up to 210 dwellings with access to be considered (Design, Landscaping, Layout and Scale being Reserved Matters). Full application for the proposed change of use from agricultural land to an area of Suitable Alternative Natural Greenspace (SANG) with associated landscaping, drainage measures, parking, walking routes and other works associated with the creation of the SANG.

Deadline: 03/04/2023

Agreed Response: Subgroup to be formed and draft a response.

221844 Approval of Reserved Matters Consultation

Address: Hogwood Farm, Sheerlands Road, Arborfield, Wokingham, RG40 4QY (Finchampstead Parish)

Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Consent O/2014/2179 (as varied by 181194, dated 14/11/2018). The Reserved Matters comprise details of 60. no dwellings, associated internal access roads, parking and landscaping. Details of access, appearance, landscaping, layout and scale to be considered.

Deadline: 05/04/2023.

Agreed Response: Arborfield Parish Council has no objection to this application.

230654 Works to a TPO tree Consultation

Address: 25 Kelvin Close and Land to the North of 25 Kelvin Close, Arborfield, Wokingham, RG2 9NT

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1428/2012, GROUP 3 and T16

T1, Ash (Part of G3) – Dismantle canopy down to crown break, reducing by approx. 9m in height and approx. 16m in spread to a height of 8m and a spread of 5m. T16, Silver Birch – Fell to ground level.

Deadline: 30/03/2023.

Agreed Response: Based on the evidence presented, Arborfield parish council has no objection to this application but would like to see replacement of the TPO tree being removed.

230658 Householder Consultation

Address: 44 Attwood Drive, Arborfield, Wokingham, RG2 9FE

Proposal: Householder application for the proposed conversion of existing store area to habitable accommodation, and changes to fenestration.

Deadline: 08/04/2023

Agreed Response: Arborfield Parish Council has no objection to this application.

223435 Reserved Matters Application

Address: Hogwood Farm Sheerlands Road Arborfield Wokingham RG40 4QY

Proposal: pursuant to Outline Planning Consent O/2014/2179, as varied by application 181194. The Reserved Matters comprise details of 100no. dwellings, associated internal access roads, parking and landscaping. Details of access, appearance, landscaping, layout, and scale to be considered.

Deadline: 22/03/23

Agreed Response: Arborfield Parish Council has no objection to this application.

3) Any Planning matters considered urgent - none.

151/23 F&GP

1) F&GP report

From the RFO:

- 2) **Accounts** - To agree and sign payments for March – a hard copy of invoices was signed at the meeting. Cllrs Murphy and Stevens to authorise online payments. The list of payments included a transfer of £10,000 from the Unity Trust Savings account to the Unity Trust current account.

The RFO advised that the end of February bank reconciliations had been completed and there were no outstanding items. Cllr Murphy signed the reconciliation.

Arborfield & Newland Parish Council March 2023 Payments

Payee	Amount	Description
Shinfield Window Co.	2,738.50	Deposit on Pavilion windows
OPUS Energy	45.09	Electricity 20/1 to 16/2/23
BT	53.97	Office telephone February 2023
Gigaclear	36.00	Pavilion internet Jan 2023
Waste Managed	120.00	Park Bin Emptying 21/3 to 20/4/23
EE	19.20	Parish mobile phone - March
SCS	1,197.85	Grounds Maintenance - February
SCS	177.60	Ditch clearance
SSE	103.75	Street lighting 2/2/23 to 1/3/23
Tivoli	119.22	Dog bin emptying February 2023
RES	942.14	Repairs to Pavilion emergency lighting
London Hearts	1,453.20	Purchase of Defibrillator

Security Control Systems	696.00	Repairs to Park gates
Playscene	890.40	Repairs to steps on Playground slide
Future Nature (BBOWT)	702.00	Woodland management assessment
Yardley Builders	19,260.00	First stage payment for Pavilion works
Oak Tree Communications	620.00	January Arborfield News printing
British Gas	86.06	Pavilion Gas 11-2 to 9-3-23
HSBC	5.00	Bank account charges
Unity Trust	30.15	Bank account charges
Keep Mobile Community Transport	500.00	2023 Charitable Grants
Citizens Advice Wokingham	500.00	2023 Charitable Grants
The Coombes School PTA	250.00	2023 Charitable Grants
Link Visiting Scheme	200.00	2023 Charitable Grants
Ist Arborfield Brownies	150.00	2023 Charitable Grants
Ist Arborfield Scouts	150.00	2023 Charitable Grants
Wokingham Job Support Centre	150.00	2023 Charitable Grants
Berkshire Vision	100.00	2023 Charitable Grants
Subtotal - Bills & Invoices	31,296.13	
Subtotal Wages	7,205.66	
Total	38,501.79	

3) Insurance Renewal

The RFO reported that the insurance broker had obtained a quote of £2,800 for the insurance renewal from Hiscox. The RFO advised that this annual premium was available for both a one year and three year period. The Council resolved to renew the insurance with Hiscox for the three year period. Proposed by Cllr Murphy seconded by Cllr Clint, all in favour.

4) Fixed Asset Register

In advance of the meeting the RFO had circulated the updated Fixed Asset Register. The Council Reviewed and Approved the updated register. Proposed by Cllr Clint, seconded by Cllr Murphy, all in favour.

5) Utility Renewals

The RFO advised that the existing three year contract with British Gas Lite for Arborfield Pavilion would come to an end in April. The renewal terms offered by British Gas Lite and also one of the independent energy brokers revealed that prices were around the 10p to 11p per kWh for one, two and three year fixed contracts. The Council approved the renewal of the Pavilion gas contract for a one year fixed period and the RFO was authorised to accept the one year fixed terms from British Gas Lite. Proposed by Cllr Clint, seconded by Cllr Murphy all in favour.

6) Online access for HSBC bank account

The RFO outlined that In order to have greater visibility of the funds and transactions in the HSBC bank account it would be helpful to have online access to view the HSBC current account. The access would be viewing only and give no ability to make payments or transfer funds.

It was therefore agreed that Arborfield & Newland Parish Council applies for Internet Banking access with HSBC Bank and that Colin Watts, the RFO, is nominated as the Primary User. The Payment Limit for the Business Internet Banking service with HSBC to be set to zero for all payment types. Any two signatories on the HSBC mandate are authorised to sign the Internet Banking Application Form. Proposed by Cllr Clint, Seconded by Cllr Murphy, all in favour.

7) Outcomes from the Traffic survey - data not yet available, carry forward to April meeting.

8) Noticeboards – Three new free standing noticeboards to be installed at: the Pavilion, Arbery Way, (both replacing vandalised ones), and, Cllr Starkey and the Clerk to propose a new location for the third in the South of the parish.

9) Pavilion project:

Progress Update

Ahead of the meeting a number of the Cllrs plus the Clerk and RFO had been to the Pavilion to inspect the building work. All agreed that excellent progress had been made. A number of detailed financial items regarding the Pavilion upgrade were discussed under Part II of the meeting, but in summary the following matters were discussed and approved:

- a) **Approval for spend for new water tank.**
- b) **Acknowledge variation to windows contract.**
- c) **Approval for spend for disabled ramp.**
- d) **Approval for spend on kitchen & flooring**

Nursery visit

The council needs to make contact with the leaseholder of the nursery, to ensure the needs of the nursery are met, nursery manager to visit the pavilion to check this. Cllr Murphy to make contact. The council decided the Nursery will supply its own kitchen appliances which should all have been portable appliance tested (P.A.T.) in accordance with our health and safety guidelines.

10) Approve spend for Easter Egg hunt.

The Council approved a maximum spend of £50 for the Easter Egg Hunt. Proposed by Cllr Clint, seconded by Cllr Stevens, all in favour.

11) Approve spend for gazebo opening.

The Council resolved a maximum spend of £300 on refreshments/food for the gazebo opening. Proposed by Cllr Clint, seconded by Cllr Stevens, all in favour. Clerk to purchase refreshments.

12) Approve spend of fire-retardant paint.

The RFO had circulated costings for the whole of the gazebo to be painted with fire-retardant paint. The council approved the purchase of three 5L containers of Rawlins Fire Retardant Solution at a cost of £468 + VAT+ carriage.

Proposed by Cllr murphy, seconded by Cllr Clint, all in favour.

13) Decide a date for Annual Parish Meeting in June.

The Clerk has booked the village hall from 6-8.30PM on Tuesday 23rd May. The actual meeting time will be 6.30-8.00PM. Clerk to buy refreshments for this meeting.

14) Parish Office – options to relocate.

A number of possible options had been explored, but no immediate solution of where to move the Parish Office. Cllr Murphy outlined how the Parish Office could be incorporated into phase two of the Pavilion upgrade.

Phase II of the Pavilion build/refurbishment would allow sufficient funding for a parish office to be built on to the pavilion. The parish council resolved to spend up to £1000 to submit a variation to the planning application to accommodate a parish office.

15) Any other F&GP matters considered urgent – officers pay rates have increased. Discussed in Part II.

152/23 Parks

1) Parks Report – for information only

- Whitewell Close - street light now replaced and working, with a temporary bulb.
- Bark chippings were added to the park on 06th March.
- Defibrillator order placed at a lower price of £1,453.20.
- Football matches have continued to take place when conditions are suitable.
- The light on the end of the pavilion has been vandalised and it on all the time, will be replaced with a more vandal proof option if possible.

2) Pound Copse (b) fencing requirements update.

Following receipt of a letter from WBC asking for approval to upgrade Footpath 22 to a Bridle Way, the Clerk has replied to WBC confirming the approval of the Parish Council to upgrade Footpath 22.

3) Update on nursery and actions we need to take to be ready for opening – see 115/23 (9)

4) Any Parks matters considered urgent – none.

153/23 Risk Management

Risk Management Report – Overdue risk assessments and checklists need completing ASAP. Clerk to re-send out risk assessment and checklists for overdue items.

- **Risk Assessments and Checklists**

Risk area	Annual Risk Assessment Responsibility	Due Date of Risk Assessment	Check List Frequency	Due date of Checklist
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Playground	Vanessa Starkey	09/11/22 Overdue	Weekly	15/03/2023
	Play Inspection Company	July 2023	6 Monthly	N/A
Park	John Kaiser	08/11/23	Quarterly	08/02/23
Pavilion	Elliot Strong	04/08/23	Monthly	22/11/22
Carpark	John Kaiser	08/11/23	Quarterly	08/02/23
Parish Office & Store	Karen Hughes	13/09/23	6 monthly	13/03/23
Pound Copse	Andrew Clint	13/10/23	6 monthly	13/04/23
Old Churchyard	Paul Stevens	22/11/23	6 monthly	22/02/23
Parish Owned Land	Andrew Clint	6/11/22 Overdue	6 monthly	06/05/22 Overdue
Street furniture	Karen Hughes	13/09/23	6 monthly	13/03/23
Streetlights	Andrew Clint	Overdue	6 monthly when the clocks change	Overdue

- Any RM matters considered urgent – none.

154/23 Correspondence

Date received	Method	Sender	Content
22/02/2023	Post	WBC	Cost of Living
07/03/2023	Magazine	SLCC - 'The Clerk'	Clerk/Parish Council info

155/23 Action list – to run through and update the action list.

With the upcoming IT support, the Action List will be made available to Councillors through Microsoft Teams.

156/23 Any items for consideration to include items for the next meeting agenda – information only.
Coronation event

157/23 Date of next meeting – The next full council meeting will be a full Council meeting on Tuesday 18th April 2023.

There being no further business to discuss, the meeting ended at 21:20