



12<sup>th</sup> April 2023

**Notice of Meeting of the Parish Council  
Tuesday 18<sup>th</sup> April 2023 at Arborfield Village Hall 7:30pm**

**The Business to be transacted is as shown under.**

**158/23 To receive and accept any apologies for absence.**

**159/23 To receive any declarations of interest on items on the agenda.**

**160/23 Minutes of Council Meeting** – to approve the minutes of the Council meeting held on Tuesday 21<sup>st</sup> March 2023 – Document A

**161/23 Public Participation** (allotted time - 15 minutes)

**162/23 Clerk's Report** – for information only – document B

**163/23 (a) Reports from external bodies:**

- 1) Borough Council – not submitted
- 2) Police – document C

**164/23 (b) Reports from meetings attended by Councillors, if any.**

**165/23 Council Priorities**

**1) Anti-social behaviour (ASB)**

**2) Planning**

- a) Update on Duck's Nest Farm objection.
- b) Agreement on retaining a planning lawyer in case of future planning appeals.

**3) Council Property**

- a) Update on Coombes Woodland.

**4) Community and Communication.**

- a) Feedback on easter egg hunt
- b) Feedback on gazebo opening.
- c) Celebrating the King's coronation.

**5) Climate Emergency**

## 6) Cost of Living Crisis

### 166/23 Planning

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

### 167/23 F&GP

- 1) **F&GP report - see document B**
- 2) **Accounts - To agree and sign payments for April – hard copy of invoices to be signed at the meeting.**
- 3) **HSBC Bond Renewal**
- 4) **Internal Audit Report**
- 5) **Utility Renewals**
- 6) **Pavilion project:**
  - a) Pavilion Phase 1 update (both progress and financial)
  - b) Pavilion Phase 2 plans, progress, estimated costs & timescales.
  - c) Plans for Nursery occupation.
- 7) **Parish Office – options to relocate.**
- 8) **Streetlighting Maintenance Contract**
- 9) **Bank Holiday cover for May.**
- 10) **Any other F&GP matters considered urgent.**

### 168/23 Parks

- 1) **Parks Report – for information only – see document B**
- 2) **Parks 3-year plan update.**
- 3) **Possible actions for 2023.**
- 4) **Any Parks matters considered urgent.**

### 169/23 Risk Management

- **Risk Management Report – See document B**
  
- **Risk Assessments and Checklists**

<b>Risk area</b>	<b>Annual Risk Assessment Responsibility</b>	<b>Due Date of Risk Assessment</b>	<b>Check List Frequency</b>	<b>Due date of Checklist</b>
<b>Playground</b>	Vanessa Starkey	<b>09/11/22 Overdue</b>	Weekly	<b>15/03/2023</b>
	Play Inspection Company	<b>July 2023</b>	6 Monthly	<b>N/A</b>
<b>Park</b>	John Kaiser	<b>08/11/23</b>	Quarterly	<b>08/02/23</b>
<b>Pavilion</b>	Elliot Strong	<b>04/08/23</b>	Monthly	<b>22/11/22</b>
<b>Carpark</b>	John Kaiser	<b>08/11/23</b>	Quarterly	<b>08/02/23</b>
<b>Parish Office &amp; Store</b>	Karen Hughes	<b>13/09/23</b>	6 monthly	<b>13/03/23</b>
<b>Pound Copse</b>	Andrew Clint	<b>13/10/23</b>	6 monthly	<b>13/04/23</b>

<b>Old Churchyard</b>	Paul Stevens	<b>22/11/23</b>	6 monthly	<b>22/02/23</b>
<b>Parish Owned Land</b>	Andrew Clint	<b>6/11/22 Overdue</b>	6 monthly	<b>06/05/22 Overdue</b>
<b>Street furniture</b>	Karen Hughes	<b>13/09/23</b>	6 monthly	<b>13/03/23</b>
<b>Streetlights</b>	Andrew Clint	<b>Overdue</b>	6 monthly when the clocks change	<b>Overdue</b>

- **Any RM matters considered urgent.**

**170/23 Correspondence** – document E

**171/23 Action list** – to run through and update the action list.

**172/23 Any items for consideration to include items for the next meeting agenda** – information only.

**173/23 Date of next meeting** – The next full council meeting will be a full Council meeting on **Tuesday 16<sup>th</sup> May 2023.**