



10<sup>th</sup> May 2023

**Notice of Meeting of the Parish Council  
Tuesday 16<sup>th</sup> 2023 at Arborfield Pavilion 7:30pm**

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

**174/23 To receive and accept any apologies for absence.**

**175/23 To receive any declarations of interest on items on the agenda.**

**176/23 Election of Chair, Vice Chair and the Committee Chairs**

**177/23 Signing of Declaration of Office**

**178/23 Minutes of Council Meeting** – to approve the minutes of the Council meeting held on Tuesday 18<sup>th</sup> April 2023 – Document A

**179/23 Public Participation** (allotted time - 15 minutes)

**180/23 Clerk's Report** – for information only – document B

**181/23 Reports from external bodies:**

- 1) Borough Council – document C
- 2) Police – document D

**182/23 Reports from meetings attended by Councillors, if any.**

**183/23 Council Priorities**

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

**2) Planning**

**3) Council Property**

a) Update on Coombes Woodland.

**4) Community and Communication.**

a) Celebrating the King's coronation

b) Annual Parish Forum

c) Feedback from Exec Cttee meeting on Council ways of working and filling council vacancies.

5) Climate Emergency

6) Cost of Living Crisis

**184/23 Planning**

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

**185/23 F&GP**

- 1) **F&GP report – for information only - see document B**
- 2) **Sign off accounts and statutory returns for year ended March 2023 including report from Claire Connell**
- 3) **Accounts - To agree and sign payments for May – hard copy of invoices to be signed at the meeting.**
- 4) **Pavilion Phase II Project Update**
- 5) **CIL Co-funding proposal by WBC**
- 6) **Nursery Opening Readiness Actions**
- 7) **Proposed Nursery signage and banner**
- 8) **Parish Office – relocation update**
- 9) **Any other F&GP matters considered urgent.**

**186/23 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.**
- 5) **Park Gate opening for Nursery – propose to change to 7.30AM**

**187/23 Risk Management**

- 1) **Risk Management Report – See document B**
  
- 2) **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>18/04/2024</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	RA deferred pending pavilion works
<b>Pavilion</b>	Elliot Strong	<b>04/08/23</b>	Monthly	RA deferred pending pavilion works
<b>Carpark</b>	John Kaiser	<b>08/11/23</b>	Quarterly	RA deferred pending

				pavilion works
<b>Parish Office &amp; Store</b>	Paul Stevens	<b>27/04/2024</b>	6 monthly	<b>27/10/2023</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</b>	6 monthly	<b>06/05/22</b>
<b>Street furniture</b>	Nick Fox	<b>13/09/23</b>	6 monthly	<b>13/03/23</b>
<b>Streetlights</b>	Colin Watts	<b>Overdue</b>	6 monthly when the clocks change	<b>Overdue</b>

**3) Any RM matters considered urgent.**

**188/23 Correspondence** – document E

**189/23 Action list** – to run through and update the action list.

**190/23 Actions from April Exec Committee Meeting and April Full Council Meeting.**

**191/23 Any items for consideration to include items for the next meeting agenda** – information only.

**192/23 Date of next meeting** – The next full council meeting will be a full Council meeting on **Tuesday 20<sup>th</sup> June 2023.**

**Part II**

**193/23 Final sign off of the Coombes purchase proposal**