



Arborfield & Newland Parish Council

Arborfield Green Community Centre,
Sheerlands Road, Arborfield,
Berkshire, RG2 9ND
Tel 0118 976 1489
E-mail parishclerk@arborfield.org.uk
Clerk: Mrs Annabel Wood

Full Council Meeting Tuesday 18th July 2023 at Arborfield Pavilion 7:30pm

Public Attendance

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. **If you would like to ask a question at this meeting, please contact the Parish Clerk by 12 noon on the day of the meeting via email at parishclerk@arborfield.org.uk.** (If you are unable to attend you are entitled to send in a written representation). Subject to standing order 3(f), a member of the public shall not speak for more than three minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

AGENDA

211/23 Questions from members of the public in respect of the business on this agenda. (allotted time - 15 minutes)

212/23 To receive and accept any apologies for absence – (Cllr Clint has already submitted apologies)

213/23 To receive any declarations of interest on items on the agenda.

214/23 Minutes of Council Meeting - to approve minutes from the Parish Council meeting held on Tuesday 20th June 2023 – Item A

215/23 To note the draft minutes from the following committees (as per standing orders all committee draft minutes are presented to full council)

1. Planning Committee meeting held on Tuesday 8th November 2022 – Item B
2. Executive Committee meeting held on Monday 3rd July 2023 - Item C
3. Parks Committee meeting held on Tuesday 4th July 2023 – Item D

216/23 To consider amendments to Terms of Reference of Committees.

For Councillors to consider the recommendations made in the Executive Committee meeting held on 3rd July 2023 (in accordance with Standing Orders item 4d) Terms of Reference and Standing Orders will be edited by the Clerk if approved.

1. Parks Committee
 - a) Reduce the quorum of the committee from 4 to 3 Councillors.
 - b) Remove the item “to review and recommend fees for the use of the Council’s facilities”.
 - c) Amend the item regarding “control spending in Areas of Responsibility” to become: **“To control spending within the agreed limits of the budget in compliance of the Standing Orders”**.
2. Finance and General Purposes
 - a) To add to Terms of Reference “To review and recommend fees for the use of the Council’s facilities” to Areas of Responsibility in the F&GP Committee Terms of Reference.
3. Planning Committee
 - a) To replace the Planning Committee with a Planning Working Party and Terms of Refence to be revised to reflect this change.

217/23 To nominate Councillors to Committees:

1. Planning (if required, maximum 6 Cllrs)
2. Parks (maximum 6 Cllrs)
3. Finance and General Purpose (maximum 6 Cllrs)

218/23 To nominate Councillors to lead on Council Priorities

1. Anti-social behaviour (ASB)
2. Planning
3. Council Property
4. Community and Communication
5. Environmental Considerations
6. Cost of Living

219/23 To nominate Councillors as a representative to external organisations if required.

1. Arborfield Village Hall
2. Wokingham Borough Parish Liaison Forum
3. SpeedWatch
4. WBC Standards Committee
5. Berkshire Association of Local Councils
6. WBC Campaign against Waste
7. Rights of Way Representative
8. Old Churchyard
9. Police/Parish Liaison and Rural Crimes
10. Fields Neighbourhood Action Groups
11. SPPG/Community Parish Liaison
12. Roads, Traffic, Transport
13. School Liaison
14. SDL Steering Group
15. SDL Community Liaison Group
16. WBC Major Contracts
17. Other organisations.

220/23 To receive Clerk's report– for information only – Item E

221/23 To receive reports from:

- 1) Borough Councillor – Item F
- 2) Police – Item G

222/23 To receive reports from external meetings attended by Councillors, if any.

223/23 Council Priorities: To receive updates from Councillors on the following:

- 1) **Anti-social behaviour (ASB)**
- 2) **Planning**
- 3) **Council Property**
- 4) **Community and Communication**
 - a) To note the resignation of Cllr Kaiser and to consider the next steps to fill the current vacancies.
- 5) **Environmental Considerations**
- 6) **Cost of Living**

224/23 Planning

- 1) **To discuss planning applications received by the date of the meeting as listed below – Item H**
 - a) NOTIFICATION OF APPLICATION FOR FULL VARIATION OF PREMISES LICENCE - THE BULL (PR0042)
- 2) **Traffic Surveys** – To receive feedback on the traffic surveys by WBC on Church Lane.
- 3) **Council to discuss the following questions:**
 - a) To what extent is it valid for the Local Plan Update to include plans to build houses beyond the end of the plan period of 2037/38?
 - b) To what extent could the decision to include houses beyond the plan period be challenged and what is the likelihood of making a successful challenge?
- 4) For Council to consider a request from Councillor Stevens to see legal advice on the above two questions.
- 5) **To agree an upper limit of the cost of this legal advice.** (RFO to update the meeting).
- 6) **Any Planning matters considered urgent.**

225/23 Finance

- 1) **To receive the RFO Report, including the Quarter 1 Spend Versus Budget Report – Items I and J.**
- 2) **To approve and sign payments for July** – hard copy of invoices to be signed at the meeting.
- 3) **To receive the bank reconciliation for the month of June.**
- 4) **To receive an update on the purchase of the Coombes Woodland – Joint with Barkham PC.**
- 5) **To receive an update on Pavilion Phase II Project Update**
- 6) **To update to HSBC Bank signature mandate if necessary.**
- 7) **To consider any urgent finance matters.**

226/23 Parks

- 1) **Parks Report** (included withing Clerk's report)
- 2) **Feedback from the survey at Annual Parish Meeting.**
- 3) **Approval of spend to remove the SportActive game.**
- 4) **Any Parks matters considered urgent.**

227/23 Risk Management

1) Risk Assessments and Checklists

| Risk area | Annual Risk Assessment assigned to: | Due Date of Risk Assessment | Check List Frequency | Due date of Checklist |
|-----------------------|-------------------------------------|-----------------------------|----------------------------------|------------------------------------|
| Playground | Vanessa Starkey | 18/04/2024 | Weekly | 15/03/2023 |
| | Play Inspection Company | July 2023 | 6 Monthly | N/A |
| Park | | 08/11/23 | Quarterly | RA deferred pending pavilion works |
| Pavilion | Elliot Strong | 04/08/23 | Monthly | RA deferred pending pavilion works |
| Carpark | | 08/11/23 | Quarterly | RA deferred pending pavilion works |
| Parish Office & Store | Paul Stevens | 27/04/2024 | 6 monthly | 27/10/2023 |
| 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 | 6 monthly | 06/05/22 |
| Street furniture | Nick Fox | 13/09/23 | 6 monthly | 13/03/23 |
| Streetlights | Colin Watts | N/A | 6 monthly when the clocks change | 29/09/2023 * |

* Streetlights were checked on 16/05/2023 – still need to check lights are working.

2) Any RM matters considered urgent.

228/23 **Action list** – to run through and update the action list.

229/23 **Any items for consideration to include items for the next meeting agenda** – information only.

230/23 **Date of next meeting** – The next full council meeting will be a full Council meeting on **Tuesday 19th September 2023.**