



## Arborfield & Newland Parish Council

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Clerk: Mrs Annabel Wood

### **Minutes from a Full Council Meeting held on Tuesday 21<sup>st</sup> November 2023 at Arborfield Pavilion 7:30pm**

**Present:** Cllrs Clint (Chair), Murphy, Fox, and Stevens

**In Attendance:** Mrs Wood, Clerk, and Mr Watts, Responsible Financial Officer (RFO)

**Other:** No members of the public were present.

#### **258/23 Questions from members of the public in respect of the business on this agenda.**

There were no questions; no members of the public were present.

#### **259/23 To receive and accept any apologies for absence.**

Apologies have been received from Cllrs Starkey and Strong.

#### **260/23 To receive any declarations of interest on items on the agenda.**

No declarations of interest were made.

#### **261/23 Co-option of Councillor**

Although Mr Bailey was unable to attend, he was Co-opted on to the Council as per the Co-option policy.

#### **262/23 Minutes of Council Meeting**

The minutes from the Parish Council meeting held on Tuesday 17<sup>th</sup> October 2023 were approved with all in favour, Cllr Clint signed the minutes.

#### **263/23 The Council noted the following draft minutes:** (as per standing orders all committee draft minutes are presented to full council)

- 1. Executive Committee Meeting held on Tuesday 3<sup>rd</sup> October 2023**
- 2. Park's Committee meeting held on Monday 6<sup>th</sup> November 2023**

#### **264/23 To receive reports from:**

- 1. The Clerk** – A written report was circulated prior to the meeting.
- 2. The Borough Councillor** – A written report was circulated prior to the meeting.
- 3. Police** – A crime report for Arborfield & Newland, and Barkham Parish Councils for the period 16/09/2023 – 16/11/2023 had been circulated prior to the meeting.

## **265/23 To receive reports from external meetings attended by Councillors.**

Cllr Fox verbally updated the Council following the Coombes Woodland Committee (CWC) meeting held on Thursday 16<sup>th</sup> November. The CWC had suggested a budget for the remainder of the current financial year and the following financial year. The CWC are forming a management plan for the woodland and will send a joint press release to the local paper as well as organising a formal “opening” event.

## **266/23 Planning**

### **1) To consider and agree recommendations on planning applications received before 21<sup>st</sup> November to include:**

**a) 231095 - Site Address:** Hogwood Farm Sheerlands Road Arborfield Wokingham RG40 4QY

**Description:** Application for the 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 256 dwellings across Parcel P10 with access via the Nine Mile Ride Extension (NMRE) and Southern Bus Loop, associated internal roads, provision of Public Open Space and play areas, together with parking, cycle ways, footpaths, landscaping and sustainable urban drainage systems (SuDS). Details of access, appearance, landscaping, layout and scale to be considered.

**Deadline 27-11-2023**

**Agreed Response:** Arborfield and Newland Parish Council have no objection to this application.

**b) 232490 Parish:** Barkham **Site Address:** Land off Langley Common Road, Arborfield, Wokingham

**Proposal:** Outline planning application for a proposed residential development of up to 50 dwellings together with open space and associated works. Means of Access to be considered (with Appearance, Landscaping, Layout and Scale to be reserved).

**Deadline 01-12-2023**

**Agreed Response:** Arborfield and Newland Parish Council object to this planning application. For full response please visit:

[https://publicaccess.wokingham.gov.uk/PublicAccess\\_Live/Document/ViewDocument?id=687E5BD5B08F4AE99069ECCFD7A5A1E7](https://publicaccess.wokingham.gov.uk/PublicAccess_Live/Document/ViewDocument?id=687E5BD5B08F4AE99069ECCFD7A5A1E7)

### **2) Any Planning matters considered urgent.**

**The following items were considered as received before the meeting date but after agenda had been finalised.**

**a) 232374 Site Address:** Catkins, 2 Betty Grove Lane, Sindlesham, Wokingham RG41 5DR  
**Description:** Householder application for the proposed single storey rear extension plus changes to fenestration.

**Deadline: 06-11-2023, extension granted to 24-11-2023**

**Agreed Response:** Arborfield and Newland Parish Council have no objection to this application.

**b) 232175 Site Address:** Land at Arborfield Garage Eversley Road Arborfield Wokingham RG2 9PG

**Description:** Full application for the change of use of land to a depot for the storage of traffic management equipment and light goods vehicles. (Retrospective)

**Deadline:** 16-11-2023

**Agreed Response:** Considering the concerns of local residents, we would urge officers to take into account the timings of any vehicle movement which may cause disturbance to local residents.

**c) 231955 Site Address:** 1 Anderson Crescent Arborfield Wokingham RG2 9PB

**Description:** Full application for the proposed subdivision of the existing plot and erection of 1 no. terraced dwelling with associated access and parking following demolition of the existing single storey side extension and outbuilding; erection of a new front canopy roof and single storey rear extension to the existing dwelling plus changes to fenestration, installation of a rear dormer and rooflights to facilitate conversion of the loft to habitable accommodation, and extension of the existing dropped kerb.

**Deadline:** 06/12/2023 Ext granted until 15/12/2023

**Agreed Response:** ANPC would draw attention to the Local Plan chapter 3 and policy TB06, we consider that this proposed development in the garden would fail to meet a number of the criteria in this policy.

TB06 section 2 aii – the proposed development fails to integrate with the surrounding properties and intended coverage of the plots and current parking areas assigned to other properties in the local vicinity. It will be an over development of the plot and contrast poorly with the surrounding street scene.

TB06 section 2 aiii – this development will completely change the frontage openings and boundary treatment and aims to introduce a widened drop kerb and extended vehicle parking to the fronts of the properties which is in contrast to the present small drop kerb and vehicle parking.

TB06 section 2b – the proposed development fails to provide suitable spacing around the building with regards to the present property and those in the local vicinity. There will be small separation to the current property and built right up to the southern boundary hedge line.

**d) 232741 Site Address:** Ducks Nest Farm Eversley Road Arborfield Wokingham RG2 9PJ

**Description:** Householder application for the proposed erection of single storey rear extension, following the demolition of existing conservatory.

**Deadline:** 06/12/2023

**Agreed Response:** Arborfield and Newland Parish Council have no objection to this application.

**e) 230020 Site Address:** Lockey Farm Sindlesham Road Arborfield RG2 9JH

**Planning appeal** made under section 78 (as modified) of the town and country planning act 1990

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

**Deadline: 28-11-2023**

**Agreed Response:** Arborfield and Newland Parish Council notes that this is another retrospective application from this applicant. While we wish to support local businesses, we also urge them all to follow the planning process for future applications. Despite this being a retrospective application, taking account of the merits of the case, the Council has no objection to this application being granted.

## **267/23 Finance and General Purpose**

### **1. To approve and sign payments for November.**

Payments were approved, and copies of invoices were signed at the meeting by Cllrs Stevens and Murphy. For full list of payments please refer to Appendix 1.

### **2. To receive the bank reconciliation for the month of October.**

The bank reconciliation was received and signed by Cllr Murphy.

### **3. To receive a verbal update from Cllr Murphy on the Pavilion building project, Phase 2.**

Cllr Murphy updated the council on the building project Phase 2. Building control will not accept the use of the existing slabs for the flooring, meaning an alternative, more expensive block and beam floor will be used in the old storeroom area. The variations to date for the build will result in an additional cost totalling £16,003. Additional items including furniture will need to be purchased from the 2024-25 budget.

This additional cost was approved by the council with all in favour.

### **4. To agree a budget for the Coombes Working Group for the remainder of the current financial year.**

The Coombes Working Group set a budget of £6885 to the end of the financial year. As per the proportional ownership of the woodland, Barkham Parish Council (BPC) of 72.63% and Arborfield and Newland Parish Council (A&NPC) 23.37% this equates to £1884.42 required from A&NPC.

The Council agreed to this budget; proposed by Cllr Clint, seconded by Cllr Murphy with all in favour.

A figure had been proposed for 2024-25 financial year, however, the Council requested a more granular budget submission before any such budget request could be approved.

### **5. Councillors to receive a report regarding the Parish Council website.**

The Clerk guided the council through the report which gave details of updates that had been made so far, and further updates required. Clerk to continue to make improvements. Should any external assistance be required, this would be at a cost of £20 per hour, but it was not felt this is needed at the moment.

**6. The Council noted the following expenditures:**

- a) **£210 for printing Remembrance order of service** (half to be paid for by Barkham Parish Council).
- b) **£235 plus VAT for fitting blender valve in pavilion.**

**7. The Council agreed the following expenditures:**

- a) **£100 for Carol Singing refreshments.**
- b) **£850 for the Thank You Tea event held in January 2024.**
- c) **£39 for up to 40 electronic Christmas cards to be sent from the council.**

These were proposed by Cllr Clint; seconded by Cllr Murphy; with all in favour.

**8. To consider any urgent finance matters**

**a) HSBC bond**

The council agreed to re-invest the HSBC bond of £138k for a further two-month period, when it matures at the end of November 2023.

**b) Park Gates**

The initial quote of £295 from Security Control Systems to align the height bar and add a central clip was approved by the Parks Committee date. This quote was on the basis of the work being combined with automating the main gate. As a standalone task the quote was amended to £450.

The Council agreed to this quote of £450 and for the work to be carried out.

**9. The Standing Orders policy as reviewed at the October meeting was re-adopted.**

Proposed by Cllr Clint, seconded by Cllr Murphy with all in favour.

**10. The following policy documents were re-adopted:**

**a) Risk Assessment – Staff and Employment**

Proposed by Cllr Clint; seconded by Cllr Fox with all in favour.

**b) Financial Regulations**

Proposed by Cllr Murphy; seconded by Cllr Stevens with all in favour.

**11. Biodiversity Policy**

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England to have regard to conserving biodiversity as part of their

policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat.

The council agreed to drafting a Biodiversity policy part of a wider Environmental and Sustainability Policy.

**12. To agree a response to Reading Transport Strategy Consultation**

A draft response had been circulated prior to the meeting. A discussion was held, and the point was raised regarding co-ordinating buses with the train timetable. Cllr Clint to amend response and circulate to council before submission by the Clerk.

**268/23 Any Risk Management matters considered urgent.**

No Risk Management matters were raised.

**269/23 Any items for consideration to include items for the next meeting agenda.**

The next meeting will be the budget drafting meeting.

**270/23 Date of next meeting** - The next full council meeting will be held on **Tuesday 12<sup>th</sup>** December 2023.

**There being no further business to discuss, the meeting ended at 20:40.**

## Appendix 1

### Arborfield & Newland Parish Council November 2023 Payments

Type	Payee	Amount	Description
BACS	Aquoza Ltd	282.00	Plumbing repair pavilion
BACS	Geldards LLP	133,718.60	Joint purchase with Barkham of Coombes Woodland
BACS	SCS	1,269.72	Grounds Maintenance - October
DD	BT	57.79	Office telephone October 2023
DD	OPUS Energy	80.07	Electricity 19/9 to 19/10/23
DD	British Gas Lite	190.66	Pavilion gas 12/10 to 10/11/23
DD	Waste Managed	134.40	Park Bin Emptying 21/11 to 20/12/23
DD	EE	21.96	Parish mobile phone - November 2023
DD	Gigaclear	36.00	Pavilion internet - November 2023
BACS	itQED	102.60	IT support - November 2023
DD	Castle Water	5.00	monthly direct debit
BACS	Geldards	2,536.20	Legal fees re Coombes Woodland purchase
BACS	SLCC	1,625.40	Locum fees - September 2023
BACS	History Society	22.79	Ink cartridge
BACS	L&L Services	240.00	Pavilion cleaning - October/November
BACS	Netwise	396.00	Website hosting service
BACS	Oak Tree Communications	600.00	Arborfield news printing
BACS	Vita Play	1,224.00	Playground equipment repair
BACS	Yardley Builders	204.00	Installation of two parish noticeboards
BACS	Paul Edwards	3,051.35	Architect fees re Pavilion phase 2 works
DD	Waste Managed	36.00	Annual service fee
BACS	Oak Tree Communications	210.00	Printing Remembrance Service booklets
BACS	Shinfield Window Co	1,547.50	Deposit Pavilion phase 2 works
DD	HSBC	5.00	Bank account charges
DD	Lloyds credit card	70.77	Keys cut £13.00
			Wet & Forget playground cleaner £31.99
			Car park signs £14.38
			PDF converter £0.50
			Microsoft subscription £7.90
			Card fee £3.00
	<b>Subtotal - Bills &amp; Invoices</b>	147,667.81	
	<b>Subtotal Wages</b>	3,397.90	
	<b>Total</b>	151,065.71	