



## Arborfield & Newland Parish Council

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Clerk: Mrs Hilary Carless

### Minutes from a Full Council Meeting held on Tuesday 16<sup>th</sup> January 2024 at Arborfield Pavilion 7:30pm

**Present:** Cllrs Clint (Chair), Murphy, Fox, Starkey, Bailey and Stevens  
**In Attendance:** Mrs Carless, Clerk, and Mr Watts, Responsible Financial Officer (RFO), Mrs Flenley, Locum Parish Clerk

#### Questions from members of the public in respect of the business on this agenda

Concerns were raised by a resident in relation to PA223764 with regard to:

- i) the lack of parking spaces planned in relation to the volume of amenities provided
- ii) the failure of the planned community centre to meet the needs of the community

#### 284/23 To receive and accept any apologies for absence

Apologies have been received from Cllr Strong.

#### 285/23 To receive any declarations of interest on items on the agenda

No declarations of interest were made.

#### 286/23 To approve the minutes from the Parish Council meeting held on Tuesday 12<sup>th</sup> December 2023

The minutes from the Parish Council meeting held on Tuesday 12<sup>th</sup> December 2023 were approved with all in favour after being proposed by Cllr Murphy and seconded by Cllr Starkey. Cllr Clint signed the minutes.

#### 287/23 The Council noted the following draft minutes: (as per standing orders all committee draft minutes are presented to Full Council)

1. **Parks Committee meeting held on Tuesday 9<sup>th</sup> January 2024**

#### 288/23 To receive reports from:

1. **The Clerk** – A written report was circulated prior to the meeting. A revised budget of £700 for the Thank You tea on 27<sup>th</sup> January 2024 was proposed by Cllr Clint, seconded by Cllr Stevens and agreed unanimously.
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 was not available for this meeting.

**289/23 To receive reports from external meetings attended by Councillors**

- a) **Pound Copse** – legal matters arising were discussed in some depth.
- b) **Coombes Woodland Committee** meeting will be held on 22<sup>nd</sup> January 2024. It was noted that actions had been defined and allocated to members and the Clerk.

**290/23 To resolve the appointment of Hilary Carless as Clerk and Proper Officer to Arborfield and Newland Parish Council with a start date of 2<sup>nd</sup> January 2024**

The adoption of this resolution was proposed by Cllr Clint, seconded by Cllr Murphy and agreed unanimously. It was noted that the Parish Council would continue to be supported by the Locum Clerk until mid-February.

**291/23 To elect Cllr Bailey to the Parks Committee**

Cllr Starkey proposed and Cllr Stevens seconded the motion to elect Cllr Bailey. The other members present were unanimously in favour.

**292/23 Planning**

- a) **a) To consider and agree recommendations on planning applications received before 16<sup>th</sup> January 2024 to include:**

- i) **223764 – Site Address:** Sports and Community Infrastructure, West and East of Princess Marina Drive, Reading, RG2 9BH. **Description** - Application for approval of Reserved Matters pursuant to Outline Permission O/2014/2280 for refurbishment of existing sports facilities, erection of a new pavilion, play facilities and allotments. Re-consultation on revised plans and supporting information. Amendments to red line boundary (incorporating tennis courts), pavilion building design, sports pitch and allotment layout, car and cycle parking, design of play areas and landscaping scheme. Additional pedestrian crossing and maintenance access. As described within applicant cover letter.

**Deadline:** 18/01/24

**Agreed response:** To approve in principle subject to conditions relating to anti-social behaviour and parking provision being met.

- ii) **233174 – Site Address:** 10 Tyler Drive, Arborfield, Wokingham, RG2 9NG. **Description:** Householder application for proposed construction of a Single storey rear extension.

**Deadline:** 21/01/24

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

- b) **Council to review implications of decision on planning application 223083 – Land South of Bridge Farm Reading Road Arborfield Wokingham RG2 9HT**

It was noted that this review was undertaken earlier in the meeting at point 289/23 a).

- c) **Any Planning matters considered urgent**

None noted.

**d) To agree a response to Wokingham Local Transport Plan 4. Feedback due 23/02/24**

Cllr Stevens volunteered to draft a response to the Wokingham Local Transport Plan 4.

**293/23 Finance and General Purpose**

**a) To approve and sign payments for January**

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

**b) To receive the bank reconciliation for the month of December**

The bank reconciliation was received and signed by Cllr Murphy.

**c) Council to approve Coombes budget for 2024/25**

A budget of £9,990 for Coombes Woodland budget 2024/25 was proposed by Cllr Starkey, seconded by Cllr Fox and unanimously agreed. Cllr Clint has requested that a more detailed budget is provided showing line item by month.

**d) Council to consider options in response to WBC's proposed reduction in local environmental services**

A sum of £1,300 was included in the budget to cover additional grass cutting costs in the event that the Parish Council takes over grass cutting for Arborfield village. The Parish Clerk will identify if a licence is needed in order to do this.

**e) Council to approve legal fees**

Cllr Clint proposed and Cllr Murphy seconded the legal fees required to address an issue within the parish. This was unanimously agreed. The RFO to monitor the timeline of events as needed.

**f) Council to approve Budget for 2024/25**

The budget for 2024-25 presented net expenditure of £112,164. This results in a band D precept of £86.35 an increase of 4.87% on prior year. This increase reflects inflation and is in line with the increases levied by WBC. The budget was proposed by Cllr Clint, seconded by Cllr Bailey and agreed unanimously.

**g) To receive a verbal update from Cllr Murphy on the Pavilion building project, Phase 2**

Cllr Murphy reported that the building works at the Pavilion are ahead of schedule and in line with budget. Works have been slightly disrupted by recent flooding as well as roof truss delays. Target end date is the end of March/beginning of April.

**h) To consider any urgent financial matters**

(i) HSBC Bond – The bond will be renewed for another month at the end of January. The motion was proposed by Cllr Clint, seconded by Cllr Murphy and unanimously approved.

(ii) Grants – a number of applications for grant have been received. The RFO is to contact Share and the Forest School teacher at The Coombes School if they would like to apply for grants.

**294/23 Any Risk Management matters considered urgent.**

None noted.

**295/23 Any items for consideration to include items for the next meeting agenda.** For information only.

- Grant applications
- Litter on Wood Lane
- Flood Management Plan

**296/23 Date of next meeting** - The next full council meeting will be held on **Tuesday 20<sup>th</sup> February 2024.**

**There being no further business to discuss, the meeting ended at 20:57.**

**Arborfield & Newland Parish Council**  
**January 2024 Payments**

**Appendix 1**

<b>Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
BACS	Shinfield Window Company	1,547.50	Pavilion Extension - completion of first stage of work
BACS	L&L services	120.00	Pavilion cleaning - December
BACS	NALC	120.00	Advertising Clerk vacancy
DD	Unity Trust	0.60	Bank account charges
BACS	SCS	1,269.72	Grounds Maintenance - December
DD	BT	57.79	Office telephone December 2023
DD	OPUS Energy	105.19	Electricity 20/11 to 19/12/23
DD	British Gas Lite	241.88	Pavilion gas 11/12/23 - 10/1/24
DD	Waste Managed	134.40	Park Bin Emptying 20/12 - 20/1/24
DD	EE	21.96	Parish mobile phone - January 2024
DD	Gigaclear	36.00	Pavilion internet - January 2024
BACS	itQED	102.60	IT support - December 2023
DD	Castle Water	43.35	monthly direct debit
BACS	Yardley Builders	43,200.00	Interim payment - Phase 2 Pavilion works
BACS	Shinfield Window Company	2,585.00	Pavilion Extension - deposit, second stage of window/door work
BACS	L&L services	150.00	Pavilion cleaning - January
BACS	Security Control Systems	540.00	Work undertaken on height bar at the Park
BACS	Barkham PC	137.95	A&NPC share of Coombes Woodland insurance
BACS	Mulberry training	156.00	New councillor training
BACS	Parish Online	108.00	Parish digital mapping
BACS	RES	224.97	Fire safety checks - semi annual
BACS	RES	43.92	Fire alarm call out
DD	HSBC	5.40	Bank account charges
BACS	SLCC	72.00	Coure for Parish Clerk
BACS	Calibra tree surgeon	3,240.00	Works at Pound copse as per Arborculturist report
DD	Lloyds credit card	321.01	The Bull - Mulled wine post Christmas singing £54.00
			Sainsbury's - Mince Pies post Christmas singing £33.00
			Replacement laptop power lead £19.14
			Microsoft subscription £7.90
			McAfee 2 year subscription £129.99
			Replacement speaker power lead £14.98
			Greenenvelope e-Christmas cards £59.00
			Card fee £3.00
	<b>Subtotal - Bills &amp; Invoices</b>	54,585.24	