



Arborfield & Newland Parish Council

Arborfield Green Community Centre,
Sheerlands Road, Arborfield,
Berkshire, RG2 9ND

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Clerk: Mrs Annabel Wood

Minutes of a Full Council Meeting held on Tuesday 12th December 2023 at Arborfield Pavilion 7:30pm

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

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

Other: No members of the public were present.

272/23 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.

273/23 To receive and accept any apologies for absence.

Apologies have been received from Cllr Bailey

274/23 To receive any declarations of interest on items on the agenda.

No declarations of interest were made.

275/23 Minutes of Council Meeting

The minutes from the Parish Council meeting held on Tuesday 21st November 2023 were approved with all in favour, Cllr Clint signed the minutes.

276/23 The Council noted the draft minutes from the Coombes Woodland Committee Meeting held on Thursday 16th November 2023 (as per standing orders all committee draft minutes are presented to full council).

277/23 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 08/10/2023 – 08/12/2023 had been circulated prior to the meeting.

278/23 To receive reports from external meetings attended by Councillors.

- Cllr Clint attended the Borough Parish Liaison Forum on Wednesday 6th December. Agenda items included: budget update, there has been a very substantial increase in the costs for adult social care and children's services; and also, Community Vision and Partnership Working.

2. Cllr Murphy attended the Arborfield Village Hall AGM on Tue 28th November. More trustees for the Village Hall are required; the Doctor's surgery may return to the Village Hall.
3. Cllr Stevens attended the Wokingham Health Watch meeting on 5th December. The attendees stressed the benefits of Swallowfield Medical Practice returning to the Village Hall.

279/23 Planning

1. To consider and agree recommendations on planning applications received before 12th December to include:

a. 232927 Approval of Reserved Matters Consultation

Parish: Barkham

Site Address: Land At Nine Mile Ride Extension, Reading, RG2 9GB

Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Consent O/2014/2280 (dated 02/04/2015). The Reserved Matters (access, appearance, landscaping, layout and scale) comprise details of a foodstore, including the creation of the store building, public realm area, service vehicle access and service yard, customer car park with access from district centre spine road, landscaping, drainage and associated infrastructure.

Deadline: 19/12/2023

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

b. 232978 Address: Lockey Farm, Sindlesham Road, Arborfield, Wokingham, RG2 9JH

Description: Full application for the change of use of land from agricultural to equestrian use including the erection of a ménage and fencing. (Part retrospective)

Deadline: 24 December 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.

c. 232853 Parish: Arborfield Site Address: Arborfield Court, The Lodge, Swallowfield Road, Arborfield, Wokingham, RG2 9JS

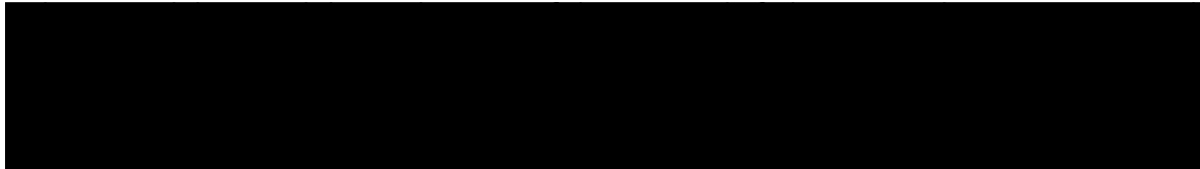
Description: Householder application for the proposed erection of a single storey rear extension. Raising of the roof to create habitable accommodation, to include 4no. dormers plus changes to fenestration following demolition of existing chimney and garage.

Deadline: 27/12/2023

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

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



3. Any Planning matters considered urgent.

The following item was considered as received before the meeting date but after agenda had been finalised.

Rushmoor Borough Council

Variation of Condition 2 (aircraft movements) and 6 (aircraft weight), replacement of conditions 7 (1:10,000 risk contour) and 8 (1:100,00 risk contour), of planning permission 20/00871/REVPP determined on the 22/02/2022, in order to:

a) to increase the maximum number of annual aircraft movements from 50,000 to 70,000 per annum, including an increase in non-weekday aircraft movements from 8,900 to 18,900 per annum, and

b) to amend the aircraft weight category of 50,000 - 80,000 Kg, to 55,000 - 80,000 Kg, and an increase from 1,500 to 2,100 annual aircraft movements within this category, including an increase from 270 to 570 annual aircraft movements for non-weekdays, and to

c) replace Conditions Nos. 7 (1:10,000 risk contour) and 8 (1:100,000 risk contour) with a new condition to produce Public Safety Zone maps in accordance with the Civil Aviation Authority/ Department for Transport Requirements at Farnborough Airport Farnborough Road Farnborough Hampshire GU14 6XA

Deadline: 06/01/2024

Agreed Response: The Council decided no response was required for this application.

280/23 Finance and General Purpose

1. To approve and sign payments for December.

Payments for December 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.

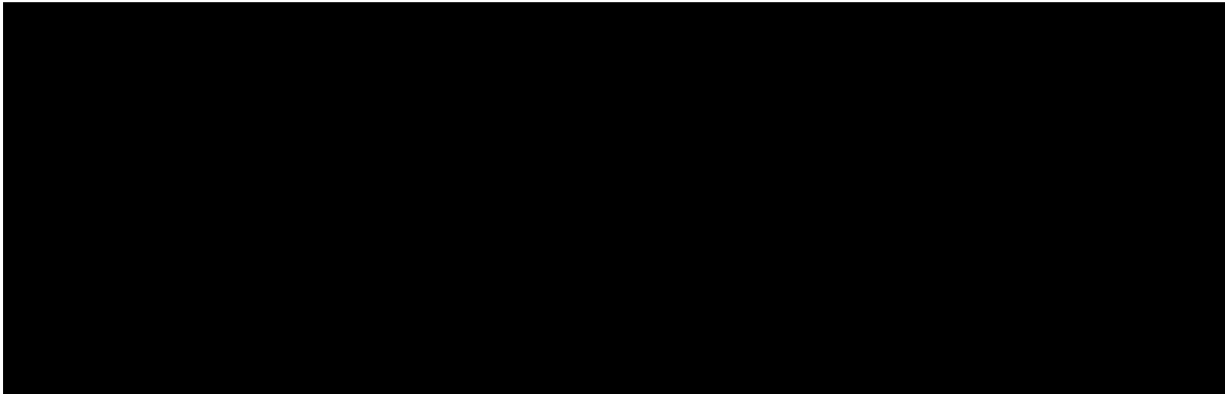
2. To receive the bank reconciliation for the month of November.

The bank reconciliation was received for November and signed by Cllr Murphy.

3. Preliminary Budget 2024/25 discussion to form a draft budget for approval at the January meeting.

The RFO had circulated a draft 2024-25 budget which had been discussed with the Chair of the F&GP Committee. The draft budget was discussed and a number of minor amendments suggested. The RFO was instructed to produce a final version of the budget for the January 2024 Council meeting, which would include different scenarios on the final precept.

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4. Council to discuss using cameras to record fly tipping along Gravelpithill Lane and Coombes Lane.

Information from Barkham parish council for costings of cameras for the length of Gravelpithill Lane and Coombes Lane had been circulated prior to the meeting. The Council did not feel it could spare the money required for this project and, concerns were raised regarding the quality of the cameras which would be used for this.

5. To receive quotes for further work to Pound Copse.

Three quotes were received for the remaining work at Pound Copse. The Council agreed to undertake the work using the cheapest company. Proposed by Cllr Starkey, Seconded by Cllr Strong; with all in favour.

6. Council to consider options in response to WBCs proposed reduction in local environmental services.

The various options were discussed and a price given to cut additional areas at Arborfield Cross Roundabout. This was incorporated into the draft budget and will be taken forwards to the January full council meeting.

7. Council Noted the following expenditure:

£4000 plus VAT for legal advice from Barrister regarding PA 223083; Land at Bridge Farm, proposal: Outline application for the erection of up to 11 commercial units which was approved on 8th November 2023.

8. Council to Readopt the following documents:

a. Business Continuity Plan

It was agreed that this could be re-adopted with updated councillor details. Proposed by Cllr Clint, seconded by Cllr Stevens; with all in favour.

b. Investment Strategy

Investment Strategy was re-adopted, proposed by Cllr Murphy, Seconded by Cllr Stevens; with all in favour.

9. Council to discuss the appointment of a Proper Officer following the departure of the

Clerk. The Council agreed to appoint the Locum Clerk recently recruited as the Proper Officer, with all in favour.

10. Council to agree a response to Berkshire Nature Recovery Survey.

The Council agreed it should be responding to this. Clerk to enquire if it is possible to have an extension to the survey for which the deadline is 2nd January 2024.

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

Cllr Murphy updated the Council. Work is progressing very well with the second phase of the building project. The block and beam flooring has been laid. The gas meter and internet cable have both been moved to allow work to progress. Approval was sought for the following:

- a. £7,750 for the electrical work.
- b. £17,750 plus VAT for plumbing, to be carried out by Southern Counties Plumbing.
- c. £1238.40 plus VAT to add one more security camera and to move the CCTV data storage box; to be carried out by Security Control Systems (SCS)
- d. £5170 (including VAT) for two windows and two doors for the parish office.
- e. A maximum expenditure of £2,000 to extend the alarm system to incorporate the additional build area.

The Council approved this expenditure, proposed by Cllr Starkey, seconded by Cllr Stevens, with all in favour.

12. To consider any urgent finance matters.

The Council resolved to allow the HSBC £114k bond to mature on 2 January 2024 and allow the RFO to transfer up to £135,000 from the HSBC current account to the Unity Trust current account, by means of a cheque countersigned by two bank signatories.

281/23 Any Risk Management matters considered urgent.

No risk matters were raised as urgent.

282/23 Any items for consideration to include items for the next meeting agenda, information only.

The next meeting will be the budget setting meeting in January.

The Chair thanked the Clerk for all her work whilst she had been in post.

283/23 Date of next meeting - The next full council meeting will be held on Tuesday 16th January 2024.

There being no further business to discuss, the meeting closed at 21:13.

Appendix 1

Arborfield & Newland Parish Council December 2023 Payments

Type	Payee	Amount	Description
BACS	Landmark Chambers	4,800.00	Legal advice re planning issues
BACS	SCS	1,269.72	Grounds Maintenance - November
DD	BT	57.79	Office telephone November 2023
DD	OPUS Energy	91.34	Electricity 20/10 to 19/11/23
DD	British Gas Lite	271.62	Pavilion gas 10/11 to 11/12/23
DD	Waste Managed	134.40	Park Bin Emptying 20/12 - 20/1/24
DD	EE	22.73	Parish mobile phone - December 2023
DD	Gigaclear	36.00	Pavilion internet - December 2023
BACS	itQED	102.60	IT support - December 2023
BACS	Tivoli	119.22	Dog bin emptying November
DD	Castle Water	5.00	monthly direct debit
BACS	Tivoli	715.32	Dog bin emptying May to October 2023
BACS	SLCC	229.00	Annual membership fee
BACS	SLCC	228.00	Job advert for Parish Clerk
BACS	Yardley Builders	43,200.00	Interim payment - Phase 2 Pavilion works
BACS	Yardley Builders	324.00	Container hire for building works
BACS	itQED	22.40	Additional software license for new councillor
BACS	Paul Edwards	600.00	Architect fees re Pavilion phase 2 works
BACS	DJ Mace	360.00	Initial electrical works Pavilion phase 2
BACS	PTS Compliance	46.70	Annual PAT testing
BACS	Fernoak tree surgeons	2,280.00	Coombes woodland - 72.63% to be recharged to Barkham PC
DD	HSBC	5.00	Bank account charges
DD	Lloyds credit card	374.78	Noticeboard magnets £14.97
			Microsoft subscription £7.90
			New lead for Christmas tree lights £43.98
			New rubbish bin for Park £304.93
			Card fee £3.00
DD	Unity Trust	30.75	Bank account charges
	Subtotal - Bills & Invoices	55,326.37	
	Subtotal Wages	2,621.40	
	Total	57,947.77	