



## **Minutes of a Full Council Meeting held on Tuesday 20 February 2024 at Arborfield Pavilion at 7:30pm**

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

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

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

Concerns were raised by a member of the public with regard to:

- i) the nature of the changing room provision for home and away football teams
- ii) the nature of the flooring that was planned for the changing room area

The member of the public left the meeting.

### **297/23 To receive and accept any apologies for absence**

Apologies have been received from Cllr Murphy and accepted by the Councillors present.

Apologies for late arrival have been received from Cllr Stevens and accepted by the Councillors present.

### **298/23 To receive any declarations of interest on items on the agenda.**

Cllr Fox declared his interest with relation to item 306/23 (c) and refrained from voting on this item.

Cllr Fox is a Scouts section leader and his wife is the Secretary for The Coombes School PTA.

### **299/23 To approve the minutes from the Parish Council meeting held on Tuesday 16 January 2024**

The minutes were approved with all in favour. Cllr Clint signed the minutes.

### **300/23 Co-option of Councillor**

Mr Frank Akers-Douglas was co-opted onto the Parish Council in line with our co-option policy. The decision was unanimous.

### **301/23 Council noted the following draft minutes: (as per standing orders all committee draft minutes are presented to full council)**

**a) Executive Committee meeting held on Tuesday 30 January 2024**

**b) Coombes Woodland Committee draft minutes and update 22 January 2024**

### **302/23 To receive reports from:**

a) The Clerk – A written report was circulated prior to the meeting. The transfer of funds to allow payment for the Pavilion project was proposed, seconded and unanimously approved.

b) The Borough Councillor – A written report was circulated prior to the meeting.

c) Police – A crime report for the period 9 December 2023 to 8 February 2024 was circulated prior to the meeting.

### 303/23 To receive reports from external meetings attended by Councillors

- a) Arborfield Green Community Liaison Group – The Clerk circulated her report prior to the meeting. Cllr Starkey stated that she would be happy to attend these meetings.

### 304/23 Consultations

- a) Overview and Scrutiny Committee – response due by 22 February 2024 . The draft response to this consultation was proposed, seconded and unanimously approved.
- b) Local Transport Plan 4 – response due by 23 February 2024 – subject a minor amendment, the draft response was proposed, seconded and unanimously approved.
- c) Affordable Housing Strategy 2024-2028 – online input due by 18 February 2024. Cllr Bailey to re-draft the Council’s response and circulate to Councillors on 21 February 2024.
- d) Young People’s Housing Strategy – online input due by 18 February 2024. The Parish Council did not have capacity to respond to this consultation in the light of items 304/23 (a) to (c).

### 305/23 Planning

- a) To consider and agree recommendations on planning applications received before 9 February 2024 to include:

- I. **PA232795 – Site Address:** Tanners Dairy, Swallowfield Road, Arborfield, Wokingham, RG2 9LA  
**Description:** Full application for the change of use of land to a car recovery yard. **To note: A summary response was made to this PA on 6 February 2024 – Deadline extended to 22 February 2024**

The Parish Council revisited the response submitted to WBC on 6 February 2024 and decided to add the risk of contamination to the environment and population resulting from change of use of this land. This was proposed, seconded and unanimously agreed by the Council.

- II. **PA240283 – Site address:** Bound Oak Industrial Estate, Wokingham Lane, Arborfield, Wokingham, RG2 9PN **Description:** Application to vary Conditions 2 and 31 of planning consent 201573 for the Full application for the erection of 4No buildings for B1c,B2 and B8 industrial and commercial use with the addition of a sui generis Energy Centre comprising a Combined Heat and Power facility and a Lithium Ion Battery store in Unit 1 with associated landscaping and access works, following demolition of the existing buildings. Condition 2 (approved plans) is to be varied by amendments to floor space, layout, parking provision and materials. Condition 31 (Energy Statement) is to be varied to account for the changes in floor space. **Deadline: 26 February 2024**

After discussing this application, it was agreed that Cllr Fox would circulate a response to Councillors for approval prior to the deadline.

- III. **TPO No. 1952/2024 - Site Address:** Trees on land at the junction of Mole Road and Ellis’s Hill, Sindlesham, Wokingham, Berks, RG2 9JF **Description:** New TPO in effect from 9 February 2024 for 6 months until confirmation/non-confirmation. **Deadline for comment: 7 March 2024**

The Parish Council agreed that it supports this tree preservation order. This was proposed, seconded and unanimously agreed by the Council.

- IV. **For information: PA230901 – Site Address:** Lockey Farm, Sindlesham Road, Arborfield, Reading RG2 9JH. **Description:** Enforcement appeal - Without planning permission, the material change of use of the Land to residential use; erection of a building and swimming pool; formation of concrete base and hardstanding; and erection of retaining wall and associated changes to ground levels.

Cllr Stevens entered the meeting at 20:18.

- b) Any Planning matters considered urgent.

**PA240433 - Site Address:** 1 Upper Terrace, Bearwood Road, Sindlesham, Wokingham, RG41

**5BT Proposal:** Householder application for proposed construction of new wider gates following the removal of the existing gates, widening of the concrete kerb by one unit. Deadline: 8 March 2024

The Parish Council agreed that the response would be A&NPC have no objections to this planning application.

### **306/23 Finance and General Purpose**

- a) **To approve and sign payments for January 2024**

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

- b) **To receive the bank reconciliation for the month of January**

The bank reconciliation was received and signed by Cllr Clint.

- c) **To approve the grant applications for 2024**

It was noted that all applicants from the previous year had been contacted about receiving a grant this year. Two applicants from the previous year did not re-apply; however, funds were allocated to two new applicants this year. The schedule of grant allocations was proposed, seconded and agreed by the Council; Cllr Fox did not participate in this vote.

- d) **To note the Internal Audit report**

The Internal Audit report was duly noted by the Parish Council.

- e) **To agree a budget and plan for the litter pick on 24 March 2024**

A budget of £100 for the litter pick on 24 March 2024 was proposed, seconded and unanimously agreed.

- f) **To consider the options for CCTV near Poperinghe Way**

Further information about total outlay and annual costs is needed prior to making a decision on this matter. The Council would also like to consult with the police and WBC to ensure they would be able to act on any CCTV data from Parish Council equipment. The Council would also like to consult with residents at the planned meeting under item 306/23 (j).

**g) To consider bus shelter repairs/replacement**

A budget of £800 to repair the Eversley Road bus shelter was proposed, seconded and unanimously agreed by the Parish Council. The Clerk will obtain a comprehensive quote from WBC to complete all the necessary works.

**h) To consider options to appoint handyman**

The Clerk and RFO informed the Council that a meeting with a job coach from Optalis had been very positive. Optalis will contact the Clerk within the next two weeks with a proposal. The Community Payback Scheme is scheduled to contact the RFO within the next month to discuss how they may be able support us to fulfil the handyman's duties. Cllr Starkey informed the Clerk that the Council supports the Duke of Edinburgh Award (volunteering section). The Clerk agreed to make contact with Bohunt School to see if there are any volunteers who wish to undertake tasks like litter picking for the Parish Council.

**i) To agree date and budget for Annual Parish meeting**

The Councillors agreed that the Annual Parish Meeting should be combined with the Pavilion opening event on Bank Holiday Monday 6 May 2024. The venue will be the Pavilion at the Arborfield Recreation Ground on Swallowfield Road. The format and budget will be approved at the March Full Council Meeting.

**j) To agree date and budget for event with ASB officer and police**

It was agreed that the planned meeting should occur in the two weeks before Easter (18-28 March). In order to make the event more visible and accessible to residents, it was agreed that the meeting would be held in the locality, using gazebos and the Parish Council banner.

**k) To receive a verbal update from the RFO on the Pavilion building project, Phase 2**

The RFO informed the Council that the build is on schedule and is going well. Currently the walls are being plastered and the second fix of electrics is underway.

**l) To agree a date, budget and plan for Pavilion opening event**

Refer to item (i) above.

**m) To have a preliminary discussion about allotments**

The Clerk confirmed that she held an allotment waiting list. There is clearly demand from Arborfield residents. To be carried forward to the March agenda for further discussion.

**307/23 Dates**

**a) Meeting dates for Council and Committees from April 2024 in line with terms of reference**

The schedule of meeting dates was proposed, seconded and unanimously approved by the Councillors.

**308/23 Any Risk Management matters considered urgent.**

- a) To review the tasks usually undertaken by the Handyman

The Councillors present confirmed that they were undertaking the handyman's tasks allocated in line with the Schedule of tasks provided at the meeting.

- b) To note letter to resident

The letter to a resident was proposed, seconded and unanimously approved by the Parish Councillors.

**309/23 Any items for consideration to include items for the next meeting agenda.** For information only.

- Civility and respect pledge
- Asset register review
- Allotments
- Annual Parish Meeting

**310/23 Date of next meeting** - The next full council meeting will be held on **Tuesday 19 March 2024.**

**Exclusion of public and press Public Bodies (Admission to Meetings) Act 1960 S1 (2)**

To agree that, in view of the confidential nature of the business about to be transacted, it is advisable that the public and press are temporarily excluded and are asked to withdraw for item 311/23 on the agenda.

**311/23 Council to review implications of decision on planning application 223083 – Land South of Bridge Farm Reading Road Arborfield Wokingham RG2 9HT.**

It was confirmed by the Clerk that the Letter before action was served on WBC on 14 February 2024 asking that they rescind approval for PA 223083. WBC have a deadline of 28 February 2024 in which to reply to the Parish Council.

The meeting closed at **21:15.**

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

Type	Payee	Amount	Description
BACS	Tivoli	119.22	Dog bin emptying December 2023
BACS	TeaPotty Party	182.00	Crockery hire - Thank You Tea
BACS	Landmark Chambers	3,600.00	Legal fees re planning
BACS	SCS	1,269.72	Grounds Maintenance - January
DD	BT	57.79	Office telephone January 2024
DD	OPUS Energy	108.22	Electricity 20/12 to 21/1/24
DD	British Gas Lite	389.02	Pavilion gas 10/1- 12/2/24
DD	Waste Managed	134.40	Park Bin Emptying 21/2 - 20/3/24
DD	EE	21.96	Parish mobile phone - February 2024
BACS	Tivoli	119.22	Dog bin emptying January 2024
DD	Gigaclear	36.00	Pavilion internet - February 2024
BACS	itQED	102.60	IT support - February 2024
DD	Castle Water	43.35	monthly direct debit
BACS	Shinfield Window Company	2,585.00	Pavilion Extension - completion window/door work
BACS	Claire Connell	212.50	Interim Internal Audit visit
BACS	Purco Print	590.00	Arborfield News printing
BACS	SLCC	2,199.48	Locum fees - December 2023
BACS	SLCC	300.90	Courses and books for Parish Clerk
BACS	SLCC	3,363.00	Locum fees - January 2024
BACS	L&L services	90.00	Grounds Maintenance - January
BACS	Calibra tree surgeon	3,240.00	Works at Pound Copse as per Arboriculturist report
BACS	WBC - Building Control Solutions	822.80	Building control inspection, Arborfield Pavilion
BACS	Yardley Builders	30,000.00	Interim payment - Phase 2 Pavilion works
BACS	Yardley Builders	288.00	Container hire - December & January
BACS	Southern Counties Plumbing	11,100.00	Interim payment - pavilion plumbing works
BACS	TSO Host	9.54	Domain name renewal arborfield.org.uk
DD	HSBC	5.40	Bank account charges
DD	Lloyds credit card	489.08	Microsoft subscription £7.90
			New tree for Pound Copse £88.30
			Stamps for office £19.50
			Thank You Tea milk £1.89
			Thank You Tea Food £368.49
			Card fee £3.00
	<b>Subtotal - Bills &amp; Invoices</b>	61,479.20	
	<b>Subtotal Wages</b>	2,837.38	
	<b>Total</b>	64,316.58	