



## **Minutes of a Full Council Meeting held on Tuesday 19 March 2024 at Arborfield Pavilion at 7:30pm**

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

**In Attendance:** Mrs Carless, Clerk, and Mr Watts, Responsible Financial Officer (RFO), two members of the public

### **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 demise of two trees in the avenues of trees in Arborfield Park, the reason for this and the viability of re-planting in the same area
- ii) the format of the Annual Parish Meeting in the context of presenting the History Society's new display

The members of the public left the meeting.

### **317/23 To receive and accept any apologies for absence**

Apologies have been received from Cllrs Clint, Akers-Douglas and Fox and accepted by the Councillors present.

### **318/23 To receive any declarations of interest on items on the agenda.**

None noted.

### **319/23 To approve the minutes from the Parish Council meeting held on Tuesday 20 February 2024**

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

### **320/23 To approve the minutes from the Extraordinary Council meeting held on Tuesday 5 March 2024**

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

### **321/23 Council noted the following draft minutes: (as per standing orders all committee draft minutes are presented to full council)**

#### **a) Parks Committee meeting held on Tuesday 5 March 2024**

### **322/23 To receive reports from:**

- a) The Clerk – A written report was circulated prior to the meeting. An update was provided on
  - the Wokingham Lane byway – entrance blocks have been re-instated and the byways officer is awaiting legal status information
  - Litter pick – bags and litter pickers have now been received
  - Thank you tea survey results to date: 77% look forward to the event, 75% prefer the January date, 45% would like the event to start later
- b) The Borough Councillor – No report was received from the Borough Councillor on this occasion.
- c) Police – A crime report for the period 9 February 2024 to 12 March 2024 was circulated prior to the meeting. It was noted that the 4WD incident, the Council was aware of, was included.

**323/23 To receive reports from external meetings attended by Councillors**

- a) Arborfield Village Hall Management Committee – Cllr Stevens updated up on the activities at the Village Hall and noted that an energy audit is due to be undertaken.
- b) Berkshire Nature Recovery – Farmers & Landowners engagement – Cllr Stevens attended this group for the first time and highlighted our ownership of the Coombes Woodland along with Barkham Parish Council. He is happy to continue to attend their meetings and workshops.
- c) Coombes Woodland Committee – Cllr Starkey updated us about the necessary tree works happening in the woodland shortly. It was noted that an Arborfield resident has now been co-opted onto the Coombes Woodland Committee.
- d) Cllr Stevens informed us that he has attended a meeting of the Friendship Alliance and will continue to attend.
- e) Cllr Bailey informed us that he is attending the Arborfield Green Community Centre Working Group meetings and will continue to do so.

**324/23 Planning**

- a) To consider and agree recommendations on planning applications received before 13 March 2024 to include:
  - I. **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: 7 March 2024**

**Response agreed by JM, PS, AB, FAD and NF and submitted 6 March 2024**

The response was proposed, seconded and unanimously ratified by the Parish Council.

- II. **PA233089 - Site Address:** 24 Bramshill Close, Arborfield, Wokingham, RG2 9NF **Description:** Full application for the proposed part demolition of existing dwelling and extensions to the existing garage including raising of the roof to create 1 no. two bedroom dwelling. **Deadline for comment: 21 March 2024 (extension)**

It was agreed that a response would be circulated, prior to the deadline, for Councillor approval. The response will include concerns about overdevelopment of the plot and the impact of overlooking onto other premises.

- III. **PA240558 – Site Address:** Ducks Nest Farm, Eversley Road, Arborfield, Wokingham, RG2 9PJ. **Description:** Listed Building Consent Consultation - Application for Listed Building consent for the proposed erection of a single storey rear extension, following the demolition of existing conservatory. **Deadline for comment: 4 April 2024**

**Proposed response:** A&NPC have no objection to this planning application. This response was proposed, seconded and unanimously agreed.

- IV. **PA230901 – Site Address:** Lockey Farm, Sindlesham Road, Arborfield 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.

**Proposed response:** Arborfield and Newland Parish Council notes that this is another retrospective application from this applicant. While we wish to support local businesses and their owners, 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.

This response was proposed, seconded and unanimously agreed.

- V. **PA240391 – Site Address:** Woodpeckers, Church Lane, Arborfield, Wokingham, RG2 9JA. **Description:** Householder application for the proposed erection of a two-storey side extension, following demolition of existing conservatory. **Deadline for comment: 5 April 2024**

**Proposed response:** A&NPC have no objection to this planning application.

This response was proposed, seconded and unanimously agreed.

- VI. **For info: PA232927 – Site Address:** Land At Nine Mile Ride Extension, Reading, RG2 9GB. **Description: NOTIFICATION OF DECISION** - 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.
- VII. **For info: PA232978 – Site Address:** Lockey Farm, Sindlesham Road, Arborfield, Wokingham, RG2 9JH. **Description: NOTIFICATION OF DECISION** - Full application for the change of use of land from agricultural to equestrian use including the erection of a ménage and fencing. (Part retrospective)

- b) Any Planning matters considered urgent.

### 325/23 Coombes Woodland Committee

- a) To receive an update from the Coombes Woodland Committee on their meeting and any actions being undertaken – see item 323 (c)
- b) To review and adopt the revised BPC and ANPC Coombes Woodland Committee Terms of Reference – the adoption of these terms of reference was proposed, seconded and unanimously agreed.
- c) To review the draft Terms of Agreement with Barkham PC and approve that it be sent to Geldards to be put into a final contract for the two councils to sign – the approval of the draft document was proposed, seconded and unanimously agreed prior to it being sent to solicitors for final copy.

### 326/23 Consultations

- a) To ratify the revised submission of the Affordable Housing Strategy response to WBC previously agreed by JM, VS, PS, NF and AC – the final response was proposed, seconded and ratified by the Parish Council.
- b) To review the response received from WBC and consider if further action is needed – Cllr Bailey agreed to review the responses received from WBC and feed back to the Parish Council if any further reply is deemed necessary.

- c) To resolve whether to respond to Arborfield Speed Limits Traffic Regulations Order – deadline 29/03/24 – it was proposed, seconded and unanimously agreed that no response is considered appropriate as this a confirmation of existing speed limits.

**327/23 To review and discuss the civility and respect pledge**

- a) To adopt the most recent code of conduct – a draft revised code of conduct was provided to the Parish Councillors. It was agreed that Councillors will review fully and discuss at next meeting.
- b) To adopt the Dignity at Work policy - a draft Dignity at Work policy was provided to the Parish Councillors. It was agreed that Councillors will review fully and discuss at next meeting.
- c) To review available training courses – Councillors will consider their training needs at the next meeting.

**328/23 Finance and General Purpose**

**a) To approve and sign payments for March 2024**

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 February**

The bank reconciliation was received and signed by Cllr Murphy.

**c) To adopt the revised Fixed Asset Register**

It was noted that moving office had given the opportunity to tidy up the Fixed Asset Register. It was suggested by Cllr Bailey that asset location is identified on the Register using What3Words. The adoption of the Fixed Asset Register was proposed, seconded and unanimously agreed.

**d) To resolve that the next F&GP meeting will take place on 16 April 2024**

It was proposed, seconded and unanimously resolved that the next F&GP meeting will take place on 16 April 2024 prior to the Full Council Meeting on the same date.

**e) To confirm Committee membership**

To be considered and confirmed at the Annual Meeting of the Parish Council on Tuesday 21 May 2024.

**f) To approve the offers of employment for two individuals to fulfil the vacant handy person position**

One individual has been offered the post of handyman for 6 hours per week with a plan to commence employment on 27 March 2024. An offer has also been made to an additional individual who will provide bin emptying and litter picking handyman services for 2 hours per week. Some sundry expenditure will be needed on boots and equipment. These appointments and associated expenditure were proposed, seconded and unanimously agreed by the Parish Council.

**g) To receive a verbal update on the Pavilion works**

Some variations to the original work plan have been required which have cost in the region of £2,000. Additional expenditure will be needed to resolve drainage issues resulting from the higher level of the car park in relation to the Pavilion, These costs will be covered by the contingency built into the original budget. Overall, the project will be completed within budget.

Councillors had a tour of the new extension for which the estimated completion date is the third week in April.

In the next financial year, the budget includes funds for a bike shelter, further drainage and car park line marking.

**h) To consider the cost of CCTV near Poperinghe Way**

Costings were reviewed in relation to the CCTV quote received to date: however, no reference site has been provided by the supplier despite regular contact.

Overall, it was decided that purchasing a CCTV system would provide more autonomy for the Parish Council, in respect to its location and ability to view the images recorded, and would be a more cost effective than the rental offer provided by WBC.

It was therefore proposed, seconded and unanimously agreed to decline the CCTV rental offer from WBC.

It was proposed, seconded and unanimously agreed to purchase and install CCTV equipment and that the Clerk continues to pursue a reference site for the initial quote and obtain two further quotes

**i) To decide on a supplier for shredding documents**

Three quotes were presented to the Councillors. The recommendation for Woodside Recycling was proposed, seconded and unanimously agreed by the Parish Council.

**j) To agree the format of the Annual Parish Meeting**

The Council discussed the proposed date and location of the Annual Parish Meeting that had been agreed in February. It decided that, if the marketplace format was to be repeated, it may be more difficult to encourage participants to attend on a Bank Holiday. The size of the Pavilion office area was also considered too small for such an event. It was therefore proposed, seconded and unanimously agreed that the Annual Parish Meeting will take place at the Village Hall on Wednesday 15 May 2024 from 18:00 to 20:00.

The Pavilion opening will most likely take place in early June.

**k) To note moderate risk items in the Playground Inspection report**

The report was noted by the Councillors. Two of the five items have already been or are being addressed. The remaining three items will be discussed at the next Parks Committee meeting.

**l) To continue discussion about allotments**

The Clerk shared the letter she had sent to WBC and Crest Nicholson to declare an interest in taking on the allotment site planned for Arborfield. The Clerk and RFO are planning to meet with relevant WBC officer to have input into the conception of the allotments and discuss adoption in early April.

**329/23 Any Risk Management matters considered urgent.**

None noted.

**330/23 Any items for consideration to include items for the next meeting agenda.** For information only.

- Civility and respect pledge
- Pavilion Opening
- Allotments
- Residents survey

**331/23 Date of next meeting** - The next full council meeting will be held on **Tuesday 16 April 2024.**

The meeting closed at **21:35.**

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

Type	Payee	Amount	Description
BACS	SCS	1,269.72	Grounds Maintenance - February
DD	BT	57.79	Office telephone February 2024
DD	OPUS Energy	101.84	Electricity 22/1 to 18/2/24
DD	British Gas Lite	259.15	Pavilion gas 12/2- 11/3/24
DD	Waste Managed	134.40	Park Bin Emptying 21/3 - 20/4/24
DD	EE	21.96	Parish mobile phone - March 2024
BACS	Tivoli	119.22	Dog bin emptying February 2024
DD	Gigaclear	36.00	Pavilion internet - March 2024
BACS	itQED	102.60	IT support - March 2024
DD	Castle Water	43.35	Monthly direct debit
BACS	itQED	4.19	Additional Microsoft software license
BACS	DJ Mace	4,260.00	Electrical works re Pavilion extension
BACS	Home Network Solutions	429.00	Wi-Fi extension at Pavilion
BACS	RES	867.80	Service & repairs to Pavilion fire alarm
BACS	RES	2,534.01	Fire alarm works re pavilion extension
BACS	Yardley Builders	14,400.00	Interim payment - Phase 2 Pavilion works
BACS	Yardley Builders	144.00	Container hire - February
BACS	Barkham PC	424.24	A&NPC share of Coombes Woodland urgent treeworks
BACS	Playground Inspection Company	162.00	Arborfield Park playground inspection
BACS	Mulberry & Co	156.00	Training for Parish Clerk
BACS	Purco Print	38.00	Leaflet re ASB meeting
BACS	L&L services	120.00	Pavilion cleaning March
BACS	Arborfield Tree Care	360.00	Arborfield Park tree works re playground
BACS	Keep Mobile Community Transport	500.00	A&NPC 2024 Grant
BACS	The Coombes School PTA	325.00	A&NPC 2024 Grant
BACS	Berkshire Vision	200.00	A&NPC 2024 Grant
BACS	ARC	200.00	A&NPC 2024 Grant
BACS	Parenting Special Needs	200.00	A&NPC 2024 Grant
BACS	Link Visiting Scheme	200.00	A&NPC 2024 Grant
BACS	Wokingham jobSupport Centre	200.00	A&NPC 2024 Grant
BACS	Arborfield Scouts	175.00	A&NPC 2024 Grant
BACS	AJ Gallagher	3,144.21	Annual insurance premium
DD	HSBC	5.00	Bank account charges
DD	Unity Trust	31.50	Bank account charges
DD	Lloyds credit card	63.54	Tree stake & ties for new tree for Pound Copse £14.56
			Post box for Pavilion £31.99
			Black out blind for Pavilion fire door £13.99
			Card fee £3.00
	<b>Subtotal - Bills &amp; Invoices</b>	31,289.52	
	<b>Subtotal Wages</b>	4,320.66	
	<b>Total</b>	35,610.18	