



## **Minutes of a Full Council Meeting held on Tuesday 16 July 2024 at Arborfield Pavilion at 7:30pm**

**Present:** Cllrs Clint (Chair), Akers-Douglas, Bailey, Stevens and Starkey

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

No members of the public were present.

**32/24 To receive and accept any apologies for absence**

Apologies have been received from Cllrs Murphy, Strong and Fox and were accepted by the Councillors present.

**33/24 To receive any declarations of interest on items on the agenda**

None noted.

**34/24 To approve the minutes from the Full Council meeting held on Tuesday 18 June 2024**

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

**35/24 To note the following draft minutes:**

- a) Coombes Woodland Committee meeting on 12 June 2024 – this meeting was not quorate therefore no minutes were produced.
- b) Parks Committee meeting on 2 July 2024 – the draft minutes for this meeting were duly noted with no amendments.
- c) Executive Committee meeting on 2 July 2024 – this meeting was not quorate therefore no minutes were produced.

**36/24 To receive reports from:**

- a) The Borough Councillors submitted reports prior to the meeting which were duly noted. Cllrs Barley and Evans referred to the safety of the buildouts in Arborfield and the proposed development on School Road behind The Coombes School. Cllr Betteridge referred to the Local Plan Update by Wokingham Borough Council (WBC) and public consultation on the closure of School Road.
- b) The Clerk and RFO's report was submitted prior to the meeting and it was noted that:
  - The Multi-Use Games Area has now been installed and repairs to the playground are being scheduled
  - The Clerk will start work on the Certificate in Local Council Administration in order to serve the Council and the Community to the best of her ability
  - The Pavilion sewage pump has been replaced and the final work will be completed on 17 July
  - Work has started on sorting out all the Council's old documents in line with the Document Retention Policy
  - Two instances of vandalism to Council assets occurred in the last month

- c) Police – it was noted that the incidents reported to the Police in the last month continued to mostly relate to anti-social behaviour.

**37/24 To receive reports from external meetings attended by Councillors:**

- a) CPRE meeting 20 June 2024 – attended by Cllr Stevens and Bailey and the Clerk. This workshop covered many aspects of planning and was very informative.
- b) Arborfield Green Community Centre working group 3 July 2024 - Cllr Bailey noted that a report had been submitted to Crest Nicholson, the developer, following the community engagement sessions. A response is awaited.
- c) Friendship Alliance 9 July 2024 – no one was available to attend this meeting.
- d) Community Vision workshop feedback – the Community Vision Steering Group has issued a Update document compiling community feedback. It was noted that the document lacked clarity and was not easy to interpret.

**38/24 To receive reports from the Working Groups:**

- a) Local Plan Update (LPU) Working Group – to be discussed under item 51/24
- b) Road Safety Audit (RSA) Working Group – the Group has met and is in the process of compiling questions to send to the Highways department at WBC. Questions will be sent to the Clerk within 3 weeks for submission to the relevant officer.

**39/24 Planning**

- a) To consider and agree recommendations on planning applications received before 12 June 2024 to include:

- I. 241490 - Site address:** St Clair, Walden Avenue, Arborfield, Wokingham, RG2 9HR **Description:** Householder application for proposed single storey rear extension , first floor rear extension with changes to the fenestration Householder application for proposed erection of a single storey side extension to existing outbuilding to form car port (retrospective). **Deadline: 9 July 2024**

To ratify response previously agreed and submitted on 8 July 2024: *Arborfield & Newland Parish Council has no objections to this planning application.* The Council proposed, seconded and unanimously ratified the submitted response.

- II. 241517 - Site Address:** The Bull, Swallowfield Road, Arborfield, Wokingham, RG2 9QD **Description:** Full application for proposed rebuilding of fire damaged barn adjacent to the Bull Inn, Arborfield **Deadline for comment: 10 July 2021**

To ratify response previously agreed and submitted on 1 July 2024: *Arborfield & Newland Parish Council actively support the sympathetic re-building of this heritage asset which is integral to the aesthetic of Arborfield Cross.* The Council proposed, seconded and unanimously ratified the submitted response.

- III. 241569 – Site Address:** 13 Emblen Crescent, Arborfield, Wokingham, RG2 9PA **Description:** Householder application for proposed single storey rear extension with the insertion of 5 no. rooflights with changes to the fenestration following the demolition to the existing conservatory **Deadline: 15 July 2024**

To ratify response previously agreed and submitted on 1 July 2024: *Arborfield & Newland Parish Council has no objections to this planning application.* The Council proposed, seconded and unanimously ratified the submitted response.

- IV. 241524 – 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 s.73 planning permission 181194, dated 14/11/2018). The Reserved Matters comprise details of 186 dwellings across Parcels P4 and P5, access via Wheat Street and Sheerlands Road, associated internal roads, parking, landscaping, footpaths, cycle ways and sustainable urban drainage systems (SuDS). Details of access, appearance, landscaping, layout and scale to be considered. **Deadline: 22 July 2024**

The following response was proposed, seconded and unanimously agreed by the Council): *A&NPC have no objections to this planning application.*

- V. 241595 – Site Address:** The Bull, Swallowfield Road, Arborfield, Wokingham, RG2 9QD  
**Description:** Full application for proposed reinstatement of fire damaged tent, pergola and associated buildings. **Deadline: 19 July 2024**

The following response was proposed, seconded and unanimously agreed by the Council): *A&NPC actively support the sympathetic re-building of this heritage asset which is integral to the aesthetic and community of Arborfield Cross.*

- VI. 241478 – Site Address:** Julkes House, Julkes Lane, Arborfield, Wokingham, RG2 9JJ **Description:** Householder application for proposed two storey front extension , part single part two storey side extension , two storey front to create a porch, insertion of a balcony to the rear elevation with changes to the fenestration following the demolition of the existing conservatory and side extension (utility room). **Deadline: 31 July 2024**

The following response was proposed, seconded and unanimously agreed by the Council: *A&NPC have no objections to this planning application.*

- VII. To note: 241637 – Site Address:** Reddam House School, Bearwood Road, Sindlesham, RG41 5BG  
**Description:** SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T1, Cedar – Fell.

This application was noted by the Council.

- b) Any Planning matters considered urgent.

- I. 241636 - Site Address:** 18 Link Way, Arborfield, Wokingham, RG2 **Description:** Householder application for proposed erection of a single storey rear extension, installation of a front flat roof to create porch following demolition of the existing porch along with changes to fenestration. **Deadline for comment:** 12 July 2024

The following response was proposed, seconded and unanimously agreed by the Council): *A&NPC have no objections to this planning application.*

- II. 241658 - Site Address:** Bound Oak Industrial Estate, Wokingham Lane, Arborfield, Wokingham, RG2 9PN **Description:** Application for removal or variation of a condition following grant of planning permission(201573). Condition [2, Approved drawings 3, Materials 12, Cycle parking 13, Construction method statement 14, Highway construction details 16, Walking and Cycling 18, Electric vehicle charging 19, Ground and Building Levels 20, Details of boundary wall 22, Contamination 23, Landscaping 25, Protected Trees 27, Control of environmental effects

including biodiversity during construction 28, Drainage Strategy 32, BREEAM Levels and 33 Travel Plans . **Deadline for comment:** 1 August 2024

The following response was proposed, seconded and unanimously agreed by the Council):  
*A&NPC do not object in principle to the proposed changes in this application; however, the Parish Council would like officers to confirm that the applicant has fulfilled all the pre-start conditions prior to commencing work.*

**40/24 To discuss and agree on items to be included in the WBC Community Safety template**

The Clerk presented a completed template document relating to anti-social behaviour in the Poperinghe Way area of Arborfield for submission to the WBC Community Safety team. Councillors reported that an increase in anti-social behaviour has been noted in the Tyler Drive/Whitehall Drive area. Cllr Starkey agreed to complete a similar template for that area to be submitted alongside.

**41/24 To undertake actions in relation to The Coombes Woodland Committee:**

- a) To approve and sign the Arborfield & Newland Parish Council and Barkham Parish Council Management Agreement relating to The Coombes Woodland  
The Management Agreement was proposed, seconded and unanimously approved by the Council. The document was signed by Cllrs Clint and Stevens.
- b) To review and adopt the revised Terms of Reference for the Committee  
Following review, the Terms of Reference were proposed, seconded and unanimously agreed to be adopted by the Council.

**42/24 To review and re-adopt the following Council policies:**

- a) **Disciplinary Policy and Procedure**  
This policy was proposed, seconded and unanimously adopted by the Council.
- b) **Electronic Communication Policy**  
Subject to the change of name of this policy to Social Media Communication Policy, this policy was proposed, seconded and unanimously adopted by the Council.
- c) **Grants and Donations Policy**  
This policy was proposed, seconded and unanimously adopted by the Council.
- d) **Grievance Policy and Procedure**  
This policy was proposed, seconded and unanimously adopted by the Council.
- e) **Lone Working Policy**  
This policy was proposed, seconded and unanimously adopted by the Council.
- f) **Publication and Editorial Policy**  
Subject to the removal of the first sentence of section 4 of the policy, this policy was proposed, seconded and unanimously adopted by the Council.

**43/24 To discuss and agree how to progress CCTV installation**

The Clerk updated the Council on her findings from further meetings with a WBC asset management officer and the chosen supplier for the CCTV provision as well as consultation with an arboriculturist and the WBC Trees team. Following discussion, the following locations and additional funding were proposed, seconded and unanimously agreed by the Council:

- To permanently fix one camera on the streetlight at the entrance to Wokingham Lane
- To site one solar powered camera overlooking the area adjacent to Bound Oak Industrial Estate which is subject to frequent fly-tipping
- To site one solar powered camera at the entrance to Whitehall Drive
- To agree an increase in the re-quote of £195.00 for additional electrical works required

**44/24 To review and agree on the design of Parish Office signage at the Pavilion**

The Council reviewed digital mock ups of signage that Barrie Mann is planning to create for the Parish Office at The Pavilion on Arborfield Park. The Council was very impressed with the designs and a vote of thanks was given to Mr Mann and his craftsmanship.

**45/24 To review and adopt the policy for Park gates opening and closing**

A new policy over the opening and closing of the Park gates was proposed, seconded and unanimously adopted by the Parish Council.

**46/24 Finance and General Purpose**

**a) To approve and sign payments for July 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 June**

The bank reconciliation was received and signed by Cllr Murphy.

**c) To approve expenditure on the following items:**

- Annual maintenance contract for sewage pump – this item has been deferred until the October Council meeting
- CiLCA registration – the fee of £450 plus VAT, so that the Clerk can register to take this important qualification, was proposed seconded and unanimously approved by the Council
- Replacement Tyre swing joint – the expenditure of £2,724 plus VAT on a replacement tyre swing joint was proposed, seconded and unanimously approved by the Council
- Fire retardant paint for the Pavilion – in order to complete the work which has been started to protect the Pavilion building, the expenditure of up to £820 plus VAT was proposed, seconded and unanimously approved by the Council

**d) Any other F&GP matters considered urgent**

None noted.

**47/24 Any Risk Management matters considered urgent**

None noted.

**48/24 Any items for consideration to include items for the next meeting agenda. For information only.**

**a) To re-adopt the revised Financial Regulations**

**b) To re-adopt the revised Standing Orders**

**c) To re-adopt the Committee terms of reference as appropriate**

**d) To confirm the opening of the CCLA bank account**

**49/24 Date of next meeting - The Parish Council Meeting will be held on Tuesday 17 September 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 items 50/24 and 51/24 on the agenda.

**50/24 Staffing updates – to receive updates and discuss present staffing**

Following the decision to leave the Park gates open, unless the Council deem it necessary to close them in line with the Gates Policy and Procedure adopted at item 45/24, staffing matters were discussed and a proposal was put forward, seconded and unanimously approved.

**51/24 To consider proposals from the LPU Working Group**

It was proposed, seconded and unanimously agreed that contact with other parish and town councils impacted by the LPU be made. A fee of £10,000 plus VAT was proposed, seconded and unanimously approved in order to fund a specialist report from consultants, Bell Cornwell, with regard to the upcoming LPU.

**The meeting closed at 21:28.**

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**Arborfield & Newland Parish Council**

**July 2024 Payments**

<b>Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
	Paid since last meeting		
BACS	Infinity Playgrounds	33,408.00	New MUGA + playground repairs
BACS	A&C Pumps	3,402.00	Pavilion sewage pump repairs
BACS	SCS	1,345.91	Grounds Maintenance June
DD	BT	64.96	Office telephone June 2024
DD	OPUS Energy	98.37	Electricity 20/5 to 19/6/24
DD	British Gas Lite	68.40	Pavilion gas 12/6 - 10/7/24
DD	Waste Managed	146.40	Park Bin Emptying 21/6 - 20/7/24
DD	EE	23.69	Parish mobile phone - July 2024
DD	Gigaclear	36.00	Pavilion internet - July 2024
BACS	itQED	102.60	IT support -July 2024
DD	Castle Water	75.51	July 2024 statement
BACS	L&L services	187.50	Pavilion cleaning July
BACS	Viking	128.54	Stationery & signage
BACS	Barkham PC	340.19	Coombes Woodland costs
BACS	Drain Surgeons	544.00	Blocked drain call out + cesspit emptying
BACS	History Society (SB cc)	71.86	History Society website
BACS	Shelters4Less	1,122.00	Bike shed for Car Park
BACS	Farol (CW cc)	972.46	Cordless leafblower
BACS	SLCC	300.00	CILCA courses for Clerk
DD	HSBC	5.00	Bank account charges
DD	Lloyds credit card	206.78	Pavilion storeroom shelving £152.00
			Handyman tools & equipment £51.78
			Card fee £3.00
	<b>Subtotal - Bills &amp; Invoices</b>	42,650.17	
	<b>Subtotal Wages</b>	3,115.07	
	<b>Total</b>	45,765.24	

**Appendix 1**

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