



Present: Cllrs Picken, Clint, Murphy, Hughes, Strong, Stevens, McIntosh, the Clerk.

Not Present: Cllrs Kaiser, Starkey

Also Present: 2 members of the public – Frank Rawlings and Nick Davis

The meeting was chaired by Cllr Picken and was held outside to allow for social distancing

45/22 To receive and accept any apologies for absence – Cllr Starkey. Cllr Kaiser may attend later following another meeting he his attending. Borough Councillor Gary Cowan sent apologies.

46/22 To receive any declarations of interest on items on the Agenda - None

47/22 Minutes of Council Meetings –

- to approve the minutes of the Council meeting held on Wednesday 5th May 2021 – the minutes were read, approved and signed by Cllr Murphy
- to approve the minutes of the Extraordinary Council meeting held on Tuesday 29th June 2021 – the minutes were read, approved and signed by Cllr Picken

48/22 Public Participation (allotted time - 15 minutes) –

Frank Rawlings spoke about the grass cutting along Swallowfield Road to Chamberlain Gardens and round to Eversley Road which is within the Arborfield Conservation Area. The grass recently grew to approx. 3 foot high. It was then cut but the grass just left on the ground. The area around the War Memorial and the centre of the roundabout are cut more frequently and there's therefore no weeds. The daffodils look lovely for a short time but are then left to die off for approx. 3 months so the area looks a mess. Residents and visitors to the properties facing Swallowfield Road have been unable to walk across the grass to access their cars due to it being too long or a trip hazard due to the clumps left behind when cut.

Clerk to ask WBC for cuts to be aligned with the other areas of the roundabout.

Frank Rawlings left the meeting

Nick Davis only wished to observe the meeting

49/22 Clerks Report –for information only –

- CCG update – Healthwatch has been contacted and referred to the local area. A response has not been received.
- Borough Parish Liaison Forum – a date hasn't been set yet to meet with Simon Price, the new WBC Assistant Director of Neighbourhoods and Communities.
- Observer Way –
Two accidents have occurred – the damage from one has been repaired and the cost passed to the driver, the other is not repaired yet.
A number of complaints about the verge not being cut at the junction with Swallowfield Road. This should have been done by now.
Car racing continues and the Police are actively looking into it however the problem lies with the Council.

PROW have confirmed that a Breedon surface is for horses etc. If the surface is tarmac it is for pedestrians and cyclists

Many compliments received about the poppies and wildflowers growing along the verges

- Gary is meeting with residents and WBC regarding the problems at Poperinghe Way including the state of Old Wokingham Road byway now that it has dried out.

50/22 Reports from external bodies:

- Borough Council – no report
- Police – no report
- Reports from meetings attended by Councillors, if any:
Village Hall Management Committee – Cllr Stevens reported that the hall is open and the first usage is this coming Thursday. Melvin Yardley is putting the new external sign up which is being made by Barry Mann. The Trustees had met and discussed the future plan. Information was requested regarding the pavilion upgrade so it was known how long the VHMC can expect to receive rent from the Parish Council. The answer isn't known at the current time.

51/22 Covid update –

Parish Office – currently closed to members of the public. Clerk currently attends the office generally on Mondays and Thursdays. It was agreed that following carrying out a risk assessment it could possibly open to the public from 10am till 12 noon on these days with a review once a new Clerk is in place.

Pavilion – there are no restrictions to the pavilion usage following easing of the Covid restrictions. It is required for 3 days during the summer holidays by Kicks and the football season will commence at the beginning of September. Each user will be required to carry out their own risk assessment.

52/22 Planning

- **Planning Report** – for information only –
 - **Planning applications decisions:**
 - 201573 – Bound Oak Ind Estate** – 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 to include landscaping and access works, following demolition of the existing Buildings - approved
 - 211417 – Laurelbank, Julkes Lane, Carters Hill** – Householder application for the proposed erection of a two storey side extension and a porch to the rear - approved
 - 211469 – 3 Newlands Cottages, Mole Road** – Householder application for the proposed erection of a single storey rear extension following demolition of existing timber lean-to, erection of a single storey front extension to form porch - approved
 - 211527 – 27 Rayner Drive** – Householder application for the proposed erection of a single storey rear extension following demolition of of existing single storey rear addition - approved
 - 211478 – 12 Rickman Close** - Householder application for the proposed erection of a single storey rear extension with first floor balcony area to the rear, plus changes to fenestration - approved
 - TPO 1764/2020 – land in the vicinity of the pump house, Baird Road – confirmed
 - TPO 1796/2021 – Merrie Bells, Church Lane – 6-month notice served
 - Licence for kebab van at the Royal British Legion car park – approved via email.
- **To discuss planning applications received by the date of the meeting – to include the below and any further application received between the date of agenda being published and the date of the meeting:**

212340 – 25 Attwood Drive – Householder application for the proposed part conversion of garage to create habitable space, facilitated by changes to fenestration

No objections

212236 – 18 Milam Close - Householder application for the proposed erection of a single storey front extension

No objections

212179 – Ducks Nest Farm, Eversley Road – Application to remove condition 2 of planning consent 98/68661/F for the proposed Change of Use of Barn to B2 and B8 use (storage and maintenance of machinery). Condition 2 refers to the use hereby permitted shall be carried on only by TH White (Trading as Reading Grass Care)

Agreed not to support as the original application was only approved subject to condition 2 being in place.

211819 – Land at Eversley Road - Full application for the proposed construction of new Petrol Filling Station comprising forecourt and canopy, 2 no. underground fuel tanks, fuel pumps, sales building, car wash, jet washes, car parking, EV charging, new access, cycle parking, car care, plant, landscaping and associated works

A 13-point objection response was circulated, which all agreed. It was also agreed that advice is required regarding predetermination. Cllr Murphy to follow this up.

A FOI request has been made to WBC for the pre application advice. This should be in the public domain now that an application has been submitted. Clerk to request a time extension to respond to the application in order to receive the FOI response.

Proposed by Cllr Clint, seconded by Cllr Murphy all agreed to publish the draft response on the village website plus any subsequent additions.

It was felt that the application wasn't widely known in the community and this needed to be addressed.

Discussed via email due to response dates:

211914 – 21 Bushell Way – Householder application for the proposed erection of a single storey rear extension with three roof lights and changes to fenestration following the demolition of existing conservatory.

Cllr Mcintosh declared an interest in this application, made no comment and didn't vote.

No objections

- **To discuss proposed development at Hall Farm and agree the Parish Councils actions** – Cllrs Murphy and Mcintosh had attended a workshop run by David Lock Associates. A number of WBC officers and representatives of Reading University were also present. In excess of 4,800 homes, could be as high as 7,000. Cllr Murphy, with assistance from Paul Townsend, have been in discussion with Bell Cornwell Planning Consultants.

Proposed by Cllr Murphy, seconded by Cllr Picken, all agreed to earmark up to £12,000 from the Planning/Legal reserves for Bell Cornwell to provide independent advice on the viability of such a development.

- **Arborfield Village Improvement Scheme** – to receive update report – Cllr Murphy reported that the scheme is going well. Kane, the main contact at WBC, has moved on but Angelica is continuing with the project. In principle approval has been given for Reading Road, Swallowfield Road, Eversley Road and Church Lane. The recommendation for School Road is option A model filter. This needs to go to the safety committee. Drawings to be circulated to all. Simple drawings to be obtained. Works to commence at the end of the summer.

Nick Davis left the meeting

- **Any Planning matters considered urgent - None**

F&GP

- **F&GP Report** – for information only –
 - HSBC Bonds – reinvested for 3 or 6 months
 - HSBC Current Account – safeguarding review almost complete
 - The AGAR form was submitted to Littlejohn’s on 2nd July 2021
- **Delivery of the Arborfield News** – there are several areas which need a deliverer:
 - Fleming, Faraday and Kelvin Closes
 - Carters Hill
 - Valon Road

Cllr Starkey delivered to Fleming, Faraday and Kelvin Closes as well as Valon Road last time but a deliverer for Valon Road is needed next time.
Can someone please take on Carters Hill and Valon Road? Cllr Stevens to do Carters Hill, Cllr Picken to do Valon Road
- **To agree whether to continue with Zoom subscription** – it was agreed to cancel the subscription. It can always be restarted if required.
- **To agree use of the CIL funds received from the Arborfield Stores planning application** – it was agreed to add the CIL funds to the Special Project Fund
- **Any F&GP matters considered urgent - None**

Parks

- **Parks Report** – for information only –
 - Previous problems with bin emptying by Biffa seem to have been resolved.
 - The security alarm service was carried out on 10th June 2021.
 - The boiler service was carried out on 2nd July 2021.
 - The 1st Arborfield Brownies used the park to meet for 4 Mondays from 21st June as they still can’t meet indoors and have had enough of Zoom meetings. They only used the park, not the playground equipment or the pavilion.
 - Kicks have booked the pavilion/park for 3 days in August. These are open to all.
 - A couple of exercise classes will be held over the summer.
 - The extended football season finished at the end of June. The goals have been removed for the summer. Some football training has been booked but it seems some clubs continue to just turn up.
 - Dave Williams, the Councils official pitch inspector, has now moved away and his replacement is Dave Goodwin. The football contract will need to be amended to reflect the change.
 - There has been a couple of occasions recently where cars are still in the car park at gate closing time. This has caused problems for Jackie as the people have knocked on her door to access their cars. This is not acceptable, there are a considerable amount of signs around the car park showing the opening/closing times.
 - The park, bus shelters and notice boards were starting to look a mess. Mick carried out 2 days work last week to tidy everything up.

- **To agree football pitch fees for the forthcoming season 2021/22** – it was agreed to keep the pitch rates the same as 2020/21
- **To agree to accept quote from John Wenman to carry out bird and bat survey at Pound Copse in order for the required tree works to be carried out** – it was agreed to accept the quote
- **Any Parks matters considered urgent** - None

Risk Management

- **Risk Management Report** – for information only –
 - The bus shelter sides have been changed to the correct material (perforated metal, not Perspex). Along the back of the shelter adjacent to Church Lane only has tape behind it. It was left like this until the sides were changed. It now requires fencing properly. Quote from Yardley Builders was agreed via email and the fencing will be done this week.
- **Risk sheets** – to agree responsibilities –

Risk area	Risk Assessment (annually)	Who by?	Check List Frequency	Next check due	Risk Assessment due
Playground	Carried out by external company 6 monthly	Handyman	Weekly		
		Mark Picken	Week a full Council meeting is held		
Park	Paul Stevens	Paul Stevens	Quarterly	Now	9/11/21
Pavilion	Paul Stevens	Paul Stevens	Monthly	Prior to reopening	13/8/21
Carpark	Paul Stevens	Paul Stevens	Quarterly	Now	9/11/21
Parish Office & Store	Karen Hughes	Karen Hughes	6 monthly	Prior to reopening	15/11/21
Pound Copse	Andrew Clint	Andrew Clint	6 monthly	Now	15/11/21
Old Churchyard	John Kaiser	John Kaiser	6 monthly	Now	19/11/21
Parish Owned Land	Vanessa Starkey	Vanessa Starkey	6 monthly	Now	6/11/21
Street furniture	Karen Hughes	Karen Hughes	6 monthly	Now	16/11/21
Streetlights	Vanessa Starkey	Vanessa Starkey	6 monthly when the clocks change	when clocks change	Dec 21

All remains the same as above except Cllr Picken and Clerk will carry out all weekly inspections of the playground on alternate weeks due to the absence of a Handyman.
The Parish Office and Pavilion risk checks need to be done prior to opening.

- **Any RM matters considered urgent** - none

53/22 Accounts – To agree and sign bank reconciliations for April, May & June 2021, agree retrospective payments for May & June accounts and payments and payments for July 2021
Cllrs Murphy and Stevens signed the relevant bank reconciliations and accounts.
Cllrs Murphy and Stevens to authorise April payments on the bank account the following day.

Retrospective payments for May 2021			
BACS	Scribe	£918.00	Accounts package

BACS	Willoughby Services	£115.00	Pavilion
Retrospective payments for June 2021			
BACS	SCS	£1,141.90	Ground maintenance - May
BACS	Tivoli	£112.48	Dog bins (1 twelfth of annual total £1,124.76)
BACS	Arborfield Tree Care	£816.00	Old Churchyard
BACS	Exturniture	£2,178.00	Street Furniture
BACS	RES	£134.52	Pavilion
BACS	Staff Wages - June	£2,737.28	
DD	Opus (Electric)	£30.51	Pavilion utilities
DD	British Gas Lite	£0.00	Pavilion utilities - bill not received yet
DD	BT	£118.53	Office running expense
DD	Lloyds Bank	£25.29	Credit Card
DD	CF Corporate	£70.07	Office running expense
DD	CPRE	£36.00	Subscriptions

BACS	Gem Security Systems Ltd	£136.20	Pavilion security
BACS	Alan Harland	£500.00	Audit/Accounts
BACS	Mr S P Bacon	£57.46	History
DD	Cheaper Waste	£85.54	Park
DD	British Gas Lite	£21.57	Pavilion

Payments for July 2021			
BACS	SCS	£1,141.90	Ground maintenance - June
BACS	Tivoli	£112.48	Dog bins (1 twelfth of annual total £1,124.76)
BACS	Arborfield Village Hall	£1,873.00	Office Rent
BACS	Wokingham Paper	£240.00	Office Expenses
BACS	Thermotec	£75.00	Pavilion safety checks
BACS	Oak Tree	£420.00	Magazine
BACS	Mr M Bodington	£200.00	Handyman
BACS	SEC	£187.02	Streetlight maintenance
BACS	Staff Wages - July	£2,735.69	
DD	Opus (Electric)	£0.00	Pavilion utilities
DD	British Gas Lite	£14.38	Pavilion utilities - bill not received yet
DD	BT	£99.39	Office running expense
DD	Cheaperwaste	£142.06	Park maintenance
DD	Lloyds Bank	£361.69	Credit Card
DD	CF Corporate	£70.07	Office running expense
DD	Southern Electric	£143.96	Street lighting

54/22 Correspondence

Date received	Who from	Content	Minuted date	Minute item
10/05/2021	HSBC	Bank Statement	20/07/2021	Accounts
10/05/2021	Unity Trust	Bank Statement	20/07/2021	Accounts
10/05/2021	Lloyds	Card Statement	20/07/2021	Accounts
15/05/2021	HSBC	Bond maturity	20/07/2021	F&GP
07/06/2021	HSBC	Bank Statement	20/07/2021	Accounts
07/06/2021	Involve	Grant request	Office	
07/06/2021	Lloyds	Card Statement	20/07/2021	Accounts
07/06/2021	Unity Trust	Bank Statement	20/07/2021	Accounts
08/06/2021	Unity Trust	Bank Statement	20/07/2021	Accounts
08/06/2021	HMRC	Tax code change	20/07/2021	F&GP
08/06/2021	Mrs Ridgway	Magazine delivering	20/07/2021	Clerks
21/06/2021	Scottish & Southern	Planned power cut	20/07/2021	Clerks
21/06/2021	Alan Harland	Invoice	20/07/2021	Accounts
21/06/2021	HSBC	Telephone banking info	20/07/2021	F&GP
21/06/2021	Castle Water	Bill	20/07/2021	F&GP
21/06/2021	HBCS	Bond renewals	20/07/2021	F&GP
05/07/2021	SSE	Invoice	20/07/2021	Accounts
12/07/2021	HSBC	Bank Statement	20/07/2021	Accounts
12/07/2021	Unity Trust	Bank Statement	20/07/2021	Accounts
12/07/2021	Unity Trust	Bank Statement	20/07/2021	Accounts
12/07/2021	Lloyds	Card Statement	20/07/2021	Accounts

55/22 Parish Plan – to receive feedback on ideas and discuss – this item to be delayed until new Clerk is in post

56/22 Remembrance Sunday Parade and Service – to agree provisional plans and financial commitment of providing traffic management. No costs were known. It should be possible to apply for a full road closure now that Observer Way is open. Costs to be circulated once known.

57/22 Community Events – to agree whether to hold Christmas Carols and thank you afternoon tea and if so when – it was agreed that these events could not be organised at the present time due to Covid. Revisit in the Autumn.

58/22 Pavilion update – update on draft costings – Paul Edwards is away, continue to wait for full building regulation approval

59/22 To agree to readopt the following documents:

- Standing Orders – proposed by Cllr Picken, seconded by Cllr Murphy, all agreed to propose readoption without change at the next meeting
- Financial Regulations – proposed by Cllr Picken, seconded by Cllr Murphy, all agreed to propose readoption without change at the next meeting

All the following documents were readopted without change. Proposed by Cllr Picken, seconded by Cllr Murphy, all agree.

- Committee Terms of Reference – Executive, Planning, F&GP, Parks
- Risk Management Policy

- Risk Assessments – General, Financial, Staff
- Health & Safety Policy
- Document retention & Disposal Policy
- Investment Policy

60/22 Handyman/woman & Parish Clerk/RFO recruitment update –

Handyman - no applicants had come forwards. Cllr Stevens to speak to the company who carry out maintenance and cleaning at the Village Hall.

Clerk/RFO – no applications have been received to date. Closing date is 30th July. The Clerk was asked to find out what happens if there is no Clerk in post.

61/22 Action list – the action list was run through and updated

62/22 Any items for consideration to include items for the next meeting agenda – information only

- Cllr Hughes reported that she will be away from September to December.

63/22 Date of next meeting – Tuesday 21st September 2021

There being no further business the meeting closed at 9.01pm