



15th March 2023

**Notice of Meeting of the Parish Council
Tuesday 21st 2023 at Arborfield Village Hall 7:30pm**

The Business to be transacted is as shown under

AGENDA

142/23 To receive and accept any apologies for absence.

143/23 To receive any declarations of interest on items on the agenda.

144/23 Minutes of Council Meeting – to approve the minutes of the Council meeting held on Tuesday 21st February 2023 – Document A

145/23 Public Participation (allotted time - 15 minutes)

146/23 Clerk's Report – for information only – document B

147/23 (a) Reports from external bodies:
1) Borough Council – document C
2) Police – document D

148/23 (b) Reports from meetings attended by Councillors, if any.

149/23 Council Priorities

1) Anti-social behaviour (ASB)

2) Planning

3) Council Property

a) Pavilion refurbishment and obtaining net zero carbon footprint.

4) Community and Communication

a) Easter egg hunt

b) How does Arborfield mark the King's coronation?

5) **Climate Emergency**

6) **Cost of Living Crisis**

150/23 Planning

- 1) **Planning Report – for information only – document B**
- 2) **To discuss planning applications received by the date of the meeting – document E**
- 3) **Any Planning matters considered urgent.**

151/23 F&GP

- 1) **F&GP report - see document B**
- 2) **Accounts - To agree and sign payments for March – hard copy of invoices to be signed at the meeting.**
- 3) **Insurance Renewal**
- 4) **Fixed Asset Register**
- 5) **Utility Renewals**
- 6) **Online access for HSBC bank account**
- 7) **Outcomes from the Traffic survey**
- 8) **Noticeboards**
- 9) **Pavilion project:**
 - a) **Progress update**
 - b) **Approve spend for water tank**
 - c) **Acknowledge variation to windows**
 - c) **Approve spend for disabled ramp.**
 - d). **Report on kitchen & flooring**
 - e) **Financial status and forecast**
 - f) **Nursery visit.**
- 10) **Approve spend for Easter Egg hunt.**
- 11) **Approve spend for gazebo opening.**
- 12) **Approve spend of fire-retardant paint.**
- 13) **Decide a date for Annual Parish Meeting in June.**
- 14) **Parish Office – options to relocate.**
- 15) **Any other F&GP matters considered urgent.**

152/23 Parks

- 1) **Parks Report – for information only – see document B**
- 2) **Pound Copse (b) fencing requirements update.**
- 3) **Update on nursery and actions we need to take to be ready for opening.**
- 4) **Any Parks matters considered urgent.**

153/23 Risk Management

- **Risk Management Report – See document B**

- Risk Assessments and Checklists

Risk area	Annual Risk Assessment Responsibility	Due Date of Risk Assessment	Check List Frequency	Due date of Checklist
Playground	Vanessa Starkey	09/11/22 Overdue	Weekly	15/03/2023
	Play Inspection Company	July 2023	6 Monthly	N/A
Park	John Kaiser	08/11/23	Quarterly	08/02/23
Pavilion	Elliot Strong	04/08/23	Monthly	22/11/22
Carpark	John Kaiser	08/11/23	Quarterly	08/02/23
Parish Office & Store	Karen Hughes	13/09/23	6 monthly	13/03/23
Pound Copse	Andrew Clint	13/10/23	6 monthly	13/04/23
Old Churchyard	Paul Stevens	22/11/23	6 monthly	22/02/23
Parish Owned Land	Andrew Clint	6/11/22 Overdue	6 monthly	06/05/22 Overdue
Street furniture	Karen Hughes	13/09/23	6 monthly	13/03/23
Streetlights	Andrew Clint	Overdue	6 monthly when the clocks change	Overdue

- Any RM matters considered urgent.

154/23 Correspondence – document F

155/23 Action list – to run through and update the action list.

156/23 Any items for consideration to include items for the next meeting agenda – information only.

157/23 Date of next meeting – The next full council meeting will be a full Council meeting on Tuesday 18th April 2023.