

Members are summoned to the meeting of  
**Sonning Common Parish Council**  
Public and Press are welcome to attend

Date: Monday 20 June 2011

Venue: The Village Hall, Wood Lane, Sonning Common Time: 20.00 hrs.

## AGENDA

- 12/31 Apologies for absence
- 12/32 Declarations of Interests by Members on Agenda Items  
It is each Member's responsibility to advise the Clerk promptly of changes to his/her Register of Interests or Register of Gifts and Hospitality.
- 12/33 Public Question Time under Section 30 of Standing Orders
- 12/34 To receive Minutes of previous meetings:  
34.01 Planning Committees held on 16 May, 6 June and 13 June 2011  
34.02 Parish Council held on 16 May 2011  
34.03 Finance Committee held on 8 June May 2011 to ratify.
- 12/35 Matters arising from those minutes
- 12/36 To receive the County Councillor's Report
- 12/37 To receive District Councillor's Report
- 12/38 To receive the Police Report
- 12/39 Insurance renewal To approve the Finance Committee recommendation to accept the Zurich Insurance renewal offer of a discount of 9.8% for a five year commitment by the council, representing a saving of £2,353.20 over the period and fixing the premium at £4,315.12 per annum.
- 12/40 Internal Audit, Annual report and Financial regulations To review and approve the Internal Audit Report (circulated), the proposed Annual Report (part of External Audit - circulated) and the Parish Council's Financial Regulations (circulated) in which Section 5 is modified in light of the Internal Audit report to require the RFO (Parish Clerk) to be a signatory on all cheques and banking instructions. The changes are italicised in 5.1 and 5.3. If approved all three documents will be published on the website with the italics removed from the Financial Regulations.
- 12/40 Parish Clerk's Report (attached)
- 12/41 Office assistance The Parish Clerk seeks approval to employ on PAYE a student on a temporary basis during the summer holidays to carry out the essential task of weeding out and sorting the paperwork currently deposited in filing cabinets. This work is advised as being necessary by OCC Law & Governance.
- 12/42 Footpaths, Green, Village Gardeners and Open Spaces To receive a verbal report from Mrs Phillips-Tilbury.
- 12/43 Working Parties (Advisory Committees) reports  
43.01 Play area security To consider initial report and recommended actions (circulated)  
43.02 Footpath improvements To receive verbal report from Ms Noble.  
43.03 Noticeboards To receive verbal report from Mrs Phillips-Tilbury.
- 12/44 Village Hall PA System To consider proposals to be presented by the Parish Clerk.
- 12/45 Matters for future consideration

The next Meeting will be on 18 July 2011 at 19.30 hrs.



Philip Collings  
Parish Clerk

## SONNING COMMON PARISH COUNCIL

### Parish Clerk's Report to the meeting on 20 June 2011

This report is circulated to assist in the effective use of Councillors' time by informing Members of matters by type:

- A. Progress with tasks specifically assigned to the Clerk;
- B. Progress with tasks being overseen by Members;
- C. Matters affecting the day-to-day running of the Council's business;
- D. Regulatory and legislative changes anticipated;
- E. Information and comment on issues relevant to the Council that the Clerk believes relevant.

	<b>Summary</b>	<b>Source</b>	<b>Resp.</b>	<b>Status</b>
A	Car Park signage: This work has been completed for less than £250 by purchasing signs online and using a local handyman. Quotes received had been for up to £2,200.	12/25.02	Clerk	CLOSED
A	Village Hall window film. To be applied in week of 20.06.11	12/27.01	Clerk	OPEN
A	Registration under Data Protection Act completed	12/16a	Clerk	CLOSED
A	Freedom of Information Act (FoI) 2008 work continuing to ensure compliance with publications scheme. Aim to complete by end July.	12/16a	Clerk	OPEN
A	Play Area Reporting. Consider online reporting.	12/09.01	Clerk	OPEN
A	Public Toilet Refurbishment. Work has been delayed by sickness. Am advised that it is now progressing again.	11/58.01	Clerk	OPEN
A	Abbeycrest advised of SCPC support for tarmac path to Millennium Green	12/26.03	Clerk	
A	Parish Office organisation. Work continues.	Clerk	Clerk	OPEN
B	Councillor training. Still no nominations for the OALC How to be a better Councillor course on Wednesday 12 October.	Clerk	Cllrs.	OPEN
C	Quality Parish Council. Clerk registered to begin work to obtain CiCLA certification.			
C	Document standards. Work will be done to standardise and index properly.	Clerk	Clerk	OPEN
C	Sustainable Communities Act. Consulted members by email about a request to support Leiston Town Council's proposal under the Sustainable Communities Act to require applicants of major developments to - attend a meeting of the local Town or Parish Council, or of a duly called Town Meeting, to answer questions on the application for development; and - fund the council or duly called town meeting to commission an independent report on the application and critique of any reports that the applicant has submitted in support of the application for development.  In light of all positive responses informed Local Works team that they could add SCPC to supporters list for this matter.	Clerk	Clerk	CLOSED
C	Data Protection Act and individual Councillors. It is possible that individual Members are holding personal data in the course of their work that would require them to be DPA registered. Please discuss with the Clerk individually.			
D	Localism Bill now going through Parliament will have significant effects on and opportunities for the Council. Member(s) need to be fully informed about these matters sooner rather than later.	Clerk	Cllrs.	OPEN



Philip Collings  
Parish Clerk