

# Draft - Minutes of the meeting of Sonning Common Parish Council

Held on Monday 18 April 2011 in the Village Hall, Wood Lane, Sonning Common at 18.45

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**Present:** Mr Rooke (Chairman), Mr Kedge, Miss Hunt, Mrs Noble, Mrs Phillips-Tilbury, Mrs Lewis, Mr Reynolds, Mrs Poska, Mrs Diwell, 4 members of the public, 1 member of the press

**12/01 Apologies for absence:** Mr Greenwood, Mr Fort, Mr Stoves, Mrs Viney (OCC)

**12/02 Declarations of Interests by Members on Agenda Items:** Members of Village Gardeners: Mrs Lewis, Mrs Diwell, Mrs Phillips-Tilbury, Miss Hunt and Mrs Noble.

**12.03 Minutes of previous meetings:**

**03.01 Planning Committee held on 4 April 2011 - approved**

**03.02 Parish Council held on 21 March 2011 -** Mrs Diwell raised a number of points to do with the previously agreed closure of the General Purposes Committee and to do with the conduct of working parties and the obtaining of quotations for work. After a brief discussion there was no seconder to her views and the meeting moved on to approve these minutes.

**03.03 Finance Committee held on the 6 April 2011 – approved.**

**12/04 Matters arising from the minutes - none**

**12/13 Village Gardeners grant request –** this item was brought forward in the agenda in case one member might be called away. The Clerk advised that a dispensation had now been given for Mrs Lewis to vote on this grant of £300 for the Village Gardeners to purchase seeds etc for the benefit of the whole village- a matter that had been deferred due to the lack of a quorum. Mr Rooke proposed and Mrs Lewis seconded the motion to approve the grant and it was passed unopposed.

**12/05 To receive the County Councillor's Report -** Mrs Viney had sent her apologies.

**12/06 To receive District Councillor's Report –** Mr Harrison reported briefly in light of the forthcoming elections. He reminded the meeting of the contents of the Core Strategy that has now been submitted to Government regarding the allocation of housing between towns (60%) and rural areas and that as yet no rural areas have been identified.

**12/07 Public Question Time under Section 30 of Standing Orders –** no items were raised. Mr Kedge proposed that a formal vote of thanks should be recorded to Laura Viney for the sterling work that she had done as acting Parish Clerk over the past several months. This was agreed by acclamation.

**12/08 Village Hall and Car Park**

**08.01 Public Toilets progress update –** the Clerk advised that work is to begin shortly.

**08.02 Car Park signage costs update -** the Clerk advised that costs were still being sought and would be reported to the next meeting

**08.03 Responsibilities of VHMC and PC update –** the Chairman advised that the Management Committee are content with the agreements reached.

**08.04 Upgrade of PA system costs update –** Mrs Phillips-Tilbury advised that quotations were still awaited.

**12/09 Footpaths, Green, Play areas and Open Spaces**

**09.01 Play Area Inspection Reports -** the Clerk advised that regular reports are being sent in and that it has been agreed that Mrs Phillips-Tilbury will now take responsibility for inspecting the Churchill Crescent Play area.

**09.02 Allotments – water charges dispute update -** the Clerk advised that a meeting with the lady concerned had been arranged and that he was hopeful of an amicable resolution.

Signed.....Date.....



**12/10 Finance Committee**

- 10.01 Year End Reports on Revenue, Expenditure, VAT, Annual Return and current Ring Fenced Funds** – circulated to members.
- 10.02 March Bank reconciliation** – circulated to members.
- 10.03 Report on new Finance software implementation** - the Clerk advised that this had been successful and that all entries for the whole of the past year were now on the new system which would form the basis of the audit. Members were asked to let him know what additional reports would be useful to them.
  
- 12/11 Report on Website replacement** – Mrs Noble reported that this was successfully live and would be on public demonstration later in the evening.
- 12/12 Quality Parish Council opportunity – Members feedback** – the Chairman asked members for views now that they had had time to study the information. After brief discussion it was agreed that priority should be given to this after the election on 5 May. In this context Miss Hunt raised the question of responding to requests to complete a questionnaire about car parking. It was agreed that she should complete the questionnaire using the resources of the Planning Committee.
- 12/14 Ventilation in the Village Hall – options to improve** - the Clerk advised that quotations were coming in for solar film covering on the windows most affected by solar gain and would be presented at the next meeting. Quotes are also being sought to allow two upper windows to be opened.
- 12/15 Dog gates** – it was agreed that this item should not have been on the agenda.
- 12/16 Notice Board maintenance options** - Mrs Phillips-Tilbury led a discussion about the bad state of most of the Notice Boards and the poor image of the Village that they convey. It was agreed without dissent that she should convene a working party to obtain quotations for replacements and for a new board for Widmore Pond to include historical information.
- 12/16a Additional motion under the ten o'clock rule** - the Chairman announced that the Clerk had requested immediate approval an additional motion under this rule. The Clerk explained that he had discovered that the Parish Council is not registered under the Data Protection Act nor has it agreed to comply with the provisions of the Model Publications Scheme as required under the Freedom of Information Act 2008. He requested immediate approval of a resolution requiring him to rectify these serious omissions as a matter of urgency. This was proposed by Mrs Phillips-Tilbury, seconded by Miss Hunt and approved with one abstention. Clerk to action.
- 12/17 Matters for future consideration** – Dealing with the increases in litter despite the efforts of Mr Parisi. Finding a way to increase litter bin capacity outside the Co-op.

**The next Meeting is the Annual Meeting on 16 May 2011**

Signed.....Date.....