

Members are summoned to the meeting of Sonning Common Parish Council

On Monday 15 October 2012 at 20.00 hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend

AGENDA

- 13/075 Apologies for absence
- 13/076 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.
- 13/077 Public Question Time under Section 30 of Standing Orders
- 13/078 To receive the Police Report
- 13/079 To ratify the Minutes of the Finance Committee meeting held on 5 September 2012
- 13/080 To approve the Minutes of previous meetings:
 - 063.01 Planning Committees held on 3 and 17 September 2012.
 - 063.02 Parish Council meeting held on 10 September 2012
- 13/081 To receive the County Councillor's Report
- 13/082 To receive the District Councillor's Report
- 13/083 To receive the Parish Clerk's Report - Appendix A attached
- 13/084 Planning Committee Vacancy: The departure of Mrs MacGowan has created a vacancy on this committee. Nominations will be sought in the meeting of a Member to take that place.
- 13/085 Town and Parish Forum: SCPC has been asked to send two representatives (Chairman + 1) to this event at the SODC Offices Wednesday 21 November 2012 from 17.15 to 21.15.
- 13/086 Neighbourhood Plan: Mr Greenwood will advise on progress being made, including the Design Day held on 15 September, and outline future steps.
- 13/087 Rollerpark progress: Mrs Lewis will advise on progress being made and plans.
- 13/088 Internal Auditor: Council will be asked to approve the re-engagement of Mr P Hood of Arrow Accounting to carry out the Internal Audit for 2012/13.
- 13/089 Budget and precept: The Parish Clerk/RFO will outline the timetable of events to ensure adequate consideration by the end of December.
- 13/090 Christmas Tree: Mrs Phillips-Tilbury will seek the Council's views on funding the provision of a tree this year.
- 13/091 Personnel Matters: Council will be asked to ratify the person specifications of Clerk and Deputy Clerk and the Contracts of both and to consider joining the Local Government Pension Scheme.
- 13/092 Matters for future consideration.

The next Meeting will be on Monday 19 November 2012 at 20.00.



Philip Collings
Parish Clerk

Appendix A
SONNING COMMON PARISH COUNCIL
Parish Clerk's Report to the meeting on 15 October 2012

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.

	Summary	Source	Resp.	Status
A	Letter sent to owners of land behind PO to enquire if it could be made available for parking. No response.	Clerk	Clerk	OPEN
A	2A Grove Rd site. Owners still preparing development options.	Clerk	Clerk	OPEN
A	Co-op car park - works should be completed by 12 October.	Clerk	Clerk	OPEN
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Clerk	OPEN
A	Allotments –Plans now being made for improvements needed. Quotes for fencing being sought. Cost likely to be over £5K.	12/113	Mr Stoves + Clerk	OPEN
A	Hedges – work being authorised for PC hedges to be cut. Other areas to be pursued over the autumn.	13/070	Clerk	OPEN
A	Play Areas 2 nd waste bin in Baskerville Road installed and then vandalised. About to be reinstated with stronger fittings.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Roller Park – Invitations to Tender being prepared – L Collison in support.			
C	Internal Audit – P Hood proposal for 2012/13 received.	Clerk	Clerk	OPEN
C	Neighbourhood Development Plan. This remains a significant workload on the office but coping.	Clerk	Clerk	OPEN
C	Deputy Clerk - Linda Collison appointed and in post.	F13/045	Cllrs/Clerk	CLOSED
C	Quality Parish Council. Clerk developing portfolio to obtain CiLCA certification. Attending second course in October.	Clerk	Clerk	OPEN
C	Document standards. Work being done to standardise and index properly as part of assistant clerk developing operational manual.	Clerk	Clerk	OPEN
C	Data Protection Act and individual Councillors. Please discuss with the Clerk individually.	Clerk	Clerk	OPEN
C	Information Commissioner's Office has now closed the complaint made on 31.12 2011 by a Mrs P Hughes.	Clerk	Clerk	CLOSED



Philip Collings
Parish Clerk