

## Minutes of the meeting of Sonning Common Parish Council held on Monday 12 September 2016 in the Village Hall

Present: Mr Kedge (Chairman); Mr Fort; Mr T'Anson; Mr Jones; Mrs Lewis; Mrs Phillips-Tilbury; Mr Rawlins; Mr Rust; Mr Collings (Parish Clerk) and Mrs Varnes (Deputy Parish Clerk).

Also present: Cllr D Bartholomew, Cllr P Harrison and Mr C McLoughlin Henley Standard.

- 17/054 Apologies for absence and declarations of interests: Mrs Diwell; Mr Greenwood; Mr Stoves. No declarations.
- 17/055 Public Question Time under Section 30 of Standing Orders. None.
- 17/056 Co-option of a new Member. It was resolved that the decision on whom to appoint to be made in closed session at the end of the meeting. Separately Mr Howe and Mr Negus set out their interests in joining the council and then left.
- 17/057 Police Report: Mr Kedge outlined the new process for briefing him and the email arising was discussed. The increased presence in the village was welcomed and it was agreed that a note of appreciation should be sent to Inspector Harling.
- 17/058 To approve the Minutes of previous meetings:
- 058.01 Finance Committees held on 6 July and 3 August 2016 were presented and approved.
- 058.02 Planning Committees held on 11 July and 15 August 2016 were presented and approved.
- 058.03 Parish Council meeting held on 11 July 2016 were presented and approved.
- 17/059 County Councillor's Report: Councillor Bartholomew reported that the views on possible future organisation of District and County Councils remain polarised; that electric blanket checks are available again; that Oxford Comet, a service using OCC minibuses, has been launched and that consultations are under way to identify and support many of the 61,000 family, informal or unpaid carers in Oxfordshire.
- 17/060 District Councillor's Report: Councillor Harrison reported that From 3 November, SODC will only empty green wheelie bins if the recycling in them is loose or in clear sacks; that the new Chief Executive David Hill started on Thursday 1 September; that each year SODC provides £100,000 to part fund six PCSOs; that residents to confirm who currently lives at their address to update the Electoral Register; that the organisation debate continues; that there will be electric blanket checks Wednesday 19 October in Henley and that Community Payback is on offer for appropriate works.
- 17/061 Parish Clerk's Report was noted.
- 17/062 Memorial Hall Field Working Party: A report on the first meeting was made and it was resolved to approve the Terms of Reference attached as Appendix A.
- 17/063 Allocation of Earmarked Reserves. It was resolved to accept the proposal from the Finance Committee to allocate capital funds received in the proportions of: 60% to Memorial Hall Field; 20% to Village Centre; 20% to Other Capital Projects with the proviso that funds may be reallocated at budget setting.
- 17/064 The actions placed upon the Parish Council NDP (NDP Pages 62-67) were reviewed briefly. It was agreed that they should be considered in more detail at the next meeting with a request from Mr Kedge that any member wishing to engage in pursuing a particular action should contact him. It was noted that a new Working Party will be needed to direct actions for the Village Centre.
- 17/065 Matters for future agendas.
- 17/066 In the closed session it was resolved by ballot to co-opt Mr Howe to the vacancy. Meeting closed at 21.35. Next meeting: Monday 10 October 2016 at 20.00.

Chairman: ..... Dated: .....

## Appendix A

### Terms of Reference for the **MEMORIAL HALL FIELD WORKING PARTY**

Sonning Common Parish Council resolved to create a new working party to guide and oversee the development of sports and recreation facilities on SON 3, now known as Memorial Hall Field (meeting of Monday 11 July 2016 in the Village Hall, minute 17/052).

1. The Memorial Hall Field (MHF) Working Party will elect a chairman, presided over by the chairman of the parish council, at its first meeting. A vice-chairman may be elected by the working party membership, if desired. The election of the vice-chairman will be presided over by the working party chairman. Where these officers are councillors they will be re-elected annually following the Annual Meeting of the Parish Council.
2. The MHF Working Party will have the power to co-opt additional members as it sees fit.
3. All working party members will have equal voting rights and majority decisions will be taken. If votes are tied the chairman will have the casting vote.
4. All working party members will abide by the Parish Council's Code of Conduct.
5. The remit of the MHF Working Party will be to oversee the development of suitable new sport, recreation and community facilities on Memorial Hall Field – as envisaged by the Sonning Common Neighbourhood Development Plan – for the benefit of the village community and residents of the surrounding area.

The working party will co-operate with Chiltern Edge School in the development of sport and recreational facilities on Memorial Hall Field for the mutual and on-going benefit of pupils and residents of all ages.
6. The proposed development of the field will take place in consultation with residents and community stakeholders including trustees of Kidmore End Memorial Hall, schools, sports' clubs, police and voluntary organisations.
7. The Parish Office will assist the MHF Working Party, as requested, and, for example, by:
  - preparing and circulating agendas and minutes of meetings
  - booking meetings' venues
  - managing the tendering process and liaison with contractors/suppliers
  - handling legal and professional affairs, in association with professional bodies
  - liaising with SODC's Planning Department, principal authorities and other statutory bodies, as appropriate, on behalf of the group
  - publicising the project and liaising with the media.
8. The working party will appoint a representative to the parish council's Planning Committee to promote on-going dialogue between both parties.
9. The MHF Working Party chairman (or delegated nominee) will update Full Council on progress to date by providing written or verbal reports on at least a quarterly basis.
10. The MHF Working Party chairman (or delegated nominee) will submit all spending proposals to the council's Finance Committee and/or Full Council for consideration/approval. The working party will not have authority to commit to any expenditure without prior approval from the council's Finance Committee and/or Full Council as appropriate.
11. The MHF Working Party will decide on its meetings' schedule according to desire/need but will meet at least once a quarter.
12. As a working party of the parish council, the group is not required to hold meetings in public but may invite attendees as desired.
13. The MHF Working Party will plan and prepare all publicity relating to the project in consultation with the Parish Office. All media enquiries should be referred to the Parish Office for answering and arranging interviews.
14. The working party may, if it so wishes, request Full Council to consider and resolve any particular issue within the working party's remit.