

Members are summoned to the Meeting of Sonning Common Parish Council

On Monday 21 October 2019 at 20.00 hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend

AGENDA

- 20/081 Apologies for absence and declarations of interests: To receive any apologies for absence and any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- 20/082 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 20/083 Police Matters: To consider any report circulated by email.
- 20/084 To approve Minutes of previous meetings:
- 084.01 Finance Committees held on 4 September 2019.
 - 084.02 Planning Committees held on 16 September and 7 October 2019.
 - 084.03 Parish Council meeting held on 16 September 2019.
- 20/085 County Councillor's Report.
- 20/086 District Councillor's Report.
- 20/087 Parish Clerk's Report - Appendix A attached.
- 20/088 FISH Accommodation – update on progress.
- 20/089 Memorial Hall Field Working Party (MHFWP) update from Mrs Pearman.
- 20/090 Environment Working Party – update from Mr Stoves.
- 20/091 NDP II preparation – update from Mr Fort.
- 20/092 Village Centre Working Party (VCWP) – update from Mr Howe.
- 20/093 Website – update from Mr Shanagher.
- 20/094 Plastic Free Communities – Ms Boorman will propose that: Sonning Common Parish Council should support Plastic Free Communities and to help the community to take action the council will establish a Working Party to work to the aims of 'Surfers Against Sewers' plastic free communities <https://www.sas.org.uk/plastic-free-communities/>
- 20/095 To consider and approve External Auditor Report and Certificate circulated separately.
- 20/096 To consider approving the amended Terms of Reference for Working Parties at Appendix B noting requirement for at least two Members to be on each WP.
- 20/097 To consider Finance Committee recommendation that council should acquire a Billy Goat MV650SPH self-propelled Industrial Duty Vacuum machine and accessories for a cost up to £2,900 ex VAT.
- 20/098 Budget for 2020/21 – reminder of calls for inputs.
- 20/099 Matters for future agendas.
- Next meeting: Monday 18 November 2019 at 20.00.



Philip Collings - Parish Clerk

Appendix A
SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 16 September 2019.

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.

New items in bold.

	Summary	Source	Resp.	Status
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Clerk	OPEN
A	33/35 Peppard Road. Still seeking action from SODC.	Clerk	Clerk	OPEN
A	Widmore Pond – Estimates being sought for repairs to the 'jetty' on the south side. Fencing of back pond still to be agreed.	Clerk	Clerk	OPEN
A	Implementing Asset Register feature in our Alpha accounting system.	Clerk/BJ	Clerk/BJ	OPEN
A	Cycling on footpaths. 'No cycling' sign to be replaced on Sibella Way to replace one that was destroyed.	Clerk	Clerk	OPEN
A	Transfer of Kidmore End Memorial Hall to SCPC. Planning under way to formalise in November.	Clerk	Clerk	OPEN
A	Lea Road Play Area resurfacing starts w/c 4 November.	Deputy Clerk -BJ	Deputy Clerk -BJ	OPEN
B	Resourcing the Neighbourhood Plan update.	Deputy Clerk	Deputy Clerk-RV	OPEN
B	MHF Working party – office supporting this long-term activity. Arrangements made to secure site and clear undergrowth. New water supply to KEMH is next activity.	17/079	Clerk	OPEN
B	Village Centre Working Party being supported.	Clerk	Clerk	OPEN
B	Environment Working Party (EWP) being supported.	Clerk	Clerk	OPEN
B	Allotments. No vacant plots.	Clerk	Clerk	OPEN
B	Lockup garage in Brinds Close. Ready and in use with salt stock moved in.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Village Hall – once confirmed that FISH do not need space plans will be revised to create additional office space.	Clerk	Clerk	OPEN
C	33/35 Peppard Road – still no progress.	Clerk	Clerk	OPEN
C	Document standards. Work being done to standardise and index properly as part of developing an operational manual.	Clerk	Clerk	OPEN
C	New GDP Regulations – Effect and implications being worked on and on and on.	Clerk	Deputy Clerks	OPEN



Philip Collings
Parish Clerk

Appendix B
Sonning Common Parish Council
Generic Terms of Reference for a
WORKING PARTY

1. From time to time Sonning Common Parish Council will decide to set up a working party to guide and oversee a specific area or activity deemed important by the council.
2. These Generic Terms of Reference must be taken as the basis on which a working party will operate in pursuit of its objectives. They may be added to in the interests of clarity, but no part may be set aside.
3. The initial membership of any Working Party (WP) will be determined by Council as part of the resolution setting it up. Any WP must include at least two members of the council though it is not necessary for either of them to chair it. Those Councillors must be re-appointed at the Annual Meeting of the Parish Council.
4. At its first meeting, presided over by the chairman of the parish council, a new WP must elect a chairman. 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.
5. The Working Party may co-opt additional members as it sees fit and such co-options must be reported to the next meeting of the full council.
6. All WP members will have equal voting rights and majority decisions will be taken. If votes are tied the chairman will have the casting vote.
7. All working party members will abide by the Parish Council's Code of Conduct.
8. The remit of each Working Party will be determined and published by council when it is set up. Once in being, a WP may propose changes to its remit to council. The remit should be as specific as possible including desired outcomes where identifiable.
9. The remit must include provision for public consultation at appropriate stages during the WP's life.
10. The Parish Office will assist each Working Party by:
 - a. preparing and circulating agendas and minutes of meetings;
 - b. booking venues for meetings;
 - c. managing any tendering process and liaison with contractors/suppliers;
 - d. handling legal and professional affairs, in association with professional bodies;
 - e. liaising with any principal authorities and other statutory bodies, as appropriate, on behalf of the WP;
 - f. as official spokespeople for council, publicising the work of the WP and liaising with the media.
11. Where appropriate a WP may nominate a member to liaise with the parish council's committees to promote on-going dialogue between both parties.
12. Each Working Party chairman (or delegated nominee) will update the council on progress to date by providing written or verbal reports to each meeting including the state of its finances.
13. WP Meetings should follow Procedure as follows:
 - a. Items for discussion/resolution shall normally be on the agenda circulated to members (copy Parish Office).
 - b. Non-agenda items that may be raised at meetings may be voted upon if the meeting so decides.
 - c. The minutes of each meeting shall include details of any motion voted upon, whether or not it was carried. (Copy minutes to Parish Office).

- d. All actions by individual members of the Working Party shall be as formally agreed at a meeting or in emergencies as agreed with the Chairman.

14. Budgets and Financial Control

- a. For each annual budget the Working Party will be asked to provide an itemised estimate of funds needed for the next two financial years with notes of what, if approved, will be spent and why and split between recurring and one-off items. Ideally, the timing of the expenditure should be stated.
- b. As part of its annual budget and precept setting, council will allocate budgets for WP activities and the RFO will report on them to the appropriate body throughout the year.
- c. Approval levels for commitments and actual expenditures must align with the approval limits and mechanisms used by council and its finance committee. 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.

15. Meetings:

- a. Each Working Party will decide on its meetings' schedule according to desire/need but will meet at least once a quarter.
- b. As a Working Party of the parish council, the group is not required to hold meetings in public but may invite attendees as desired.

16. Each 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.

17. The working party may, if it so wishes, request Full Council to consider and resolve any specific issue within the working party's remit.

18. These Terms of Reference will be modified for each WP by the addition of its name and remit and any specific matters relevant to it such as time constraints etc.

Terms of reference approved at the Full Council meeting on