

# Minutes of the Meeting of Sonning Common Parish Council

On Monday 21 October 2019 at 20.00 hrs in the Village Hall.

Present: Mr Stoves (Chairman); Mrs Diwell; Mr Fort; Mr Giles; Mr Howe; Mr Jones; Mr Rawlins and Mr Shanagher plus Mr Collings (Parish Clerk), Mrs Varnes (Deputy Clerk) and Mrs Jenkins (Deputy Clerk) and Mrs L Henderson, a resident.

- 20/081 Apologies for absence: Ms Boorman; Mr Coombs; Mr Kedge and Mrs Lewis. No declarations.
- 20/082 Public Question Time under Section 30 of Standing Orders. None raised.
- 20/083 Police Matters: No report of local relevance.
- 20/084 Minutes of the following meetings were all presented and approved:  
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 – following his emailed report, Cllr Bartholomew expanded on the problems with the current proposals for a third bridge.
- 20/086 District Councillor's Report – Cllr Rawlins explained how the existing Local Plan is being revised by the new council. No progress on 33/35 Peppard Rd.
- 20/087 Parish Clerk's Report – noted.
- 20/088 FISH Accommodation – an update on progress was given, no action required yet.
- 20/089 Memorial Hall Field Working Party (MHFWP) Mrs Pearman briefed the meeting about progress and some differing views on the best approach to take. The view of the meeting was that the key matter is to provide the village with a good and accessible recreation area at optimal cost. Input on drainage proposals is awaited from Ms Boorman.
- 20/090 Environment Working Party – Mr Stoves advised that an initial meeting will be set up shortly involving himself and Mrs Diwell plus volunteer new members.
- 20/091 NDP II preparation – Mr Fort advised that a public meeting will be held on 14 November to review sites being proposed.
- 20/092 Village Centre Working Party (VCWP) – Mr Howe described actions being taken by Peter Brett Associates to agree requirements with OCC Highways and to develop costings based on the initial plans they have drawn up.
- 20/093 Website – Mr Shanagher updated members with thoughts on updating the website and managing a social media presence.
- 20/094 Plastic Free Communities – Mrs Henderson represented Ms Boorman to propose that the Parish Council should support Plastic Free Communities and establish a Working Party to work to the aims of 'Surfers Against Sewers' for plastic free communities. After discussion it was resolved to support the initiative.
- 20/095 The External Auditor Report and Certificate, circulated separately, were considered and approved by seven members with one abstention.
- 20/096 It was resolved to approve the amended Terms of Reference for Working Parties at Appendix B with the requirement for at least two Members to be on each WP. It was agreed that Mr Shanagher should therefore join the MHFWP.
- 20/097 It was resolved to support the 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 – a reminder of calls for inputs was made.
- 20/099 Matters for future agendas. None raised.
- Meeting closed at 21.30. Next meeting: Monday 18 November 2019 at 20.00.

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

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 21 October 2019. Minute 20/096.