

Members are summoned to the rescheduled Meeting of  
**Sonning Common Parish Council**

**On Monday 21 December at 19.15 hrs** by video conference. Due to the regulations regarding the Covid-19 outbreak this meeting will be conducted via Zoom video conference. Further information on any agenda item is available from Sonning Common Parish Council. All Council meetings are open to the public and Press. Please contact the Parish Office on 0118 972 3616 if you wish to participate in this meeting.

**AGENDA**

- 21/195 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.
- 21/196 Public Question Time.
- 21/197 Minutes of previous meetings:
  - 197.01 As requested by the Finance Committee at its meeting on 9 December to rescind the 16 November approval of the minutes of the Finance Committee held on 4 November 2020 and replace them with the revised version herewith at Appendix B. The change only applies to minute F20/071.
  - 197.02 Finance Committee held on 9 December 2020.
  - 197.03 Planning Committee held on 2 November 2020.
  - 197.04 Parish Council meetings held on 26 October and 16 November 2020.
- 21/198 County Councillor's Report – circulated by email.
- 21/199 District Councillor's Report.
- 21/200 Parish Clerk's Report - Appendix A attached.
- 21/201 Village Centre Working Party (VCWP) – update from Mr Howe.
- 21/202 Environment Working Party – update from Mr Stoves.
- 21/203 Plastic Free Communities WP – update from Ms Boorman
- 21/204 Policies: to review and accept the updated Media Policy (circulated with this agenda) that has been in place since 2013.
- 21/205 Memorial Hall Field Working Party (MHFWP) update from Mrs Pearman.
- 21/206 NDP II preparation and the Inspired Villages situation – update from Mr Fort.
- 21/207 A 7.5t Heavy Goods Vehicle (HGV) zone limit for the parish of Henley – presentation of the proposal by Cllr Stefan Gawrysiak.
- 21/208 Meeting dates for 2021 – to accept proposed dates as circulated.
- 21/209 To consider and select which Web Content Accessibility Guidelines (WCAG) statement, A or B, should be adopted for the updated website. See separate briefing from Mrs Jenkins.
- 21/210 To decide on the implementation of new Members emails as required by GDPR as previously briefed by Mr Cann.

21/211 To seek suggestions as to which Councillor Grants should be applied for and for what purposes. The grants to consider are:

- SODC Councillor Community Grant Scheme (each councillor has £5K to award). Maximum cost of capital projects is £10K and focus is on 'protecting the natural world', 'action on climate emergency' and 'improving economic and community well-being'. Deadline 5<sup>th</sup> Feb.
- Oxfordshire County Councillor Priority Fund: each councillor has £15K to allocate. Deadline is 31<sup>st</sup> Jan, but early applications encouraged. Last time was the Pond End Road improvements.

21/212 Matters for future agendas.

Next meeting: **Monday 18 January 2021** at 19.45.

Signed by  
Philip Collings – Parish Clerk

Appendix A  
SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 16 November 2020.

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. Information.

**Key items in bold.**

	<b>Summary</b>	<b>Source</b>	<b>Resp.</b>	<b>Status</b>
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Clerk	OPEN
A	Widmore Pond – Banking complete. Fencing of back pond still to be done. Tree work looking necessary.	Clerk	Clerk	OPEN
C	33/35 Peppard Road – still no progress.	Clerk	Clerk	OPEN
A	Transfer of Kidmore End Memorial Hall to SCPC. Still hoping to formalise soon and bring to Council.	Clerk	Clerk	OPEN
B	Third Bridge – supporting activity to keep in public eye.	Clerk	Clerk	OPEN
B	Resourcing the Neighbourhood Plan update.	Deputy Clerk-RV	Deputy Clerk-RV	OPEN
B	Numerous grant applications being progressed.	Deputy Clerk - BJ	Deputy Clerk - BJ	OPEN
B	MHF Working party – office supporting this long-term 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 – 5 on waitlist.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information. Up to date as of 16/09/20.	12/46	Cllrs.	OPEN
B	Village Hall – work to create additional office space complete.	Clerk	Clerk	CLOSED
B	Budget preparation under way.	Clerk	Clerk	OPEN
C	COVID-19 has created a huge amount of compliance work for play areas and halls but being coped with. Both halls bookings on hold in lockdown.	Deputy Clerk - BJ	Deputy Clerk - BJ	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 – Policy to be agreed and approved.	Clerk	Deputy Clerk - BJ	OPEN
<b>D</b>	<b>Despite every household being provided with SODC wheelie bins we have ever growing occurrences of large amounts of household waste being deposited in, on or around our litter bins. Most seems to be drink related – bottles, cans and packaging.</b>	Clerk	Clerk	OPEN

Signed by  
Philip Collings  
Parish Clerk

## Appendix B

# Sonning Common Parish Council

Minutes of the meeting of the FINANCE COMMITTEE held using Zoom on Wednesday 4 November 2020. Participating: Mr Stoves (Chairman), Mr Cann, Mr Kedge, Mr Rawlins, Mr Shanagher and Mr Collings (RFO).

F20/063 Apologies for absence – Mrs Lewis

F20/064 Declarations of Interest - none.

F20/065 Public Question Time – none present

F20/066 Reconciliation of Accounts as at 31 October 2020 – presented and after discussion of some details, approved. It was agreed that a suitable Deposit Account should be sought in line with agreed Investment Strategy.

F20/067 Review of Financial Information at 31 October 2020– presented and after discussion of some details, approved.

F20/068 Accounts for payment: The following accounts for payment were reviewed and their payment was then authorised. Amounts and details relating to individuals have been concatenated for privacy:

F20/069 Grant requests - Christmas hampers, FISH and Lockdown Calendar. It was resolved to grant £300 to the Christmas Hampers fund, to discuss FISH's request with them further and to decline to fund the calendar.

F20/070 Progress with Internal Audit recommendations – Mr Cann reviewed this work which is progressing. One outstanding matter is to schedule bank account reconciliation meetings over the next year which will be agreed between Mr Cann and the RFO.

F20/071 MHF matters Mr Shanagher requested that the committee:

071.01 Approve the award of a £22,500 contract to Aurora CC to oversee on the parish council's behalf the tender, award and delivery of a contract to complete the groundworks for the field.

071.02 Specify how the working party may award a contract of up to £250,000 to deliver the groundworks project. The aim is to award the contract in December. The work, overseen by Aurora, should be complete in April 2021.

After a very full discussion of the whole project it was agreed:

1. To approve the appointment of Aurora CC to negotiate the contact on behalf of the council and in doing so to ensure adequate insurance arrangements are held by the contactor and that any/all stage payments are clearly defined against deliverables. Mr Shanagher is to oversee this activity with Mrs Snowden on behalf of the committee and Mr Cann will, likewise, review the contract before it goes to council.
2. Mr Rawlins, as a member of the MHFWP, will liaise with Mrs Snowden to confirm to the council that the scope of the works to be contracted for matches the planning approval granted by SODC.
3. Before coming to the Finance Committee for payment, stage payments will have to be approved by Mr Shanagher and Mrs Snowden.
4. The major contract for c.£250K, once defined, will have to be approved by the full council with members having been appraised of the process followed.

F20/072 Budgets for 2020/21: Requests have been made to Committee and Working Party Chairs for their best estimates for the next three year. Work to begin in week commencing 9 November.

F20/073 Setting Quarterly Review dates to end 2021/22 FY – to be agreed between Mr Cann and the RFO.

F20/074 Matters for future agendas – budgets and precepts.

Meeting closed at 19.35. Next Meeting: Wednesday 9 December 2020

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