

Members are summoned to the Annual Meeting of
Sonning Common Parish Council

On Monday 17 May 2021 at 19.30 hrs in the Village Hall Wood Lane Sonning Common to be followed by a Meeting of the Parish Council. Public and Press are welcome to attend.

AGENDA

- AMPC21.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- AMPC21.2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
- AMPC21.3 To receive any apologies for absence.
- AMPC21.4 To receive any declarations of interest from Members: To receive any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- AMPC21.5 Public Participation. Members of the public may raise questions about and comment on items on the agenda. This session is limited to 15 minutes (3 minutes per person).
- AMPC21.6 To review and approve the proposal in Appendix A, to set up, populate and support two new full committees, the Parks & Recreation Committee and the Village Environment & Environment Committee.
- AMPC21.7 To nominate and appoint Councillors as members of the:
- AMPC21.7.1 Finance Committee
 - AMPC21.7.2 Planning Committee
 - AMPC21.7.3 Parks & Recreation Committee
 - AMPC21.7.4 Village Centre & Environment Committee
- AMPC21.8 To confirm/nominate members of sub-committees, working parties etc. See Appendix A for current memberships.
- AMPC21.9 To nominate or confirm Councillors to represent the Parish Council on or to relevant external bodies. See Appendix A for current memberships.
- AMPC21.10 To confirm adoption Standing Orders for Sonning Common Parish Council and the Code of Conduct as circulated.
- AMPC21.11 To confirm that the Parish Council is qualified to use the General Power of Competence.
- AMPC21.12 To confirm that the next Annual Meeting will be on Monday 16 May 2022.

Parish Council AGENDA

- 22/020 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.
- 22/021 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 22/022 To approve Minutes of previous meetings:
 - 022.01 Finance Committee held on 14 April 2021.
 - 022.02 Planning Committees held on 15 March and 6 April 2021.
 - 023.03 Parish Council meeting held on 19 April 2021.
- 22/023 County Councillor's Report.
- 22/024 District Councillor's Report.
- 22/025 Parish Clerk's Report - Appendix C attached.
- 22/022 Memorial Park (MHFWP) - update.
- 22/023 Village Centre Working Party (VCWP) - update.
- 22/024 Environment Working Party – no report.
- 22/025 Risk Assessment and Asset Register – to review and approve these documents as circulated.
- 22/027 Preview the Annual Parish meeting on 21 May.
- 22/028 Matters for future agendas – updated Standing Orders.
- 22/029 Presentation to Mr D Kedge by the outgoing Chairman.

Next meeting: Monday 21 June 2021 at 20.00.

Signed by

Philip Collings - Parish Clerk

Appendix A
Sonning Common Parish Council
Proposed New Committee Structure

In recent years the remit and responsibilities of Sonning Common Parish Council have expanded significantly with the council now being responsible for the management and development of Memorial Park, the major new sport and recreational facility on Reade's Lane, Sonning Common and Kidmore End village halls, Widmore Pond, parts of Old Copse, the village's youth club and skatepark along with long-standing responsibilities for its allotments and three children's play areas.

In addition the Council is seeking permission to significantly enhance the village centre and to improve access and parking issues therein. A village centre improvement programme has been commissioned and professionally designed and moves are being made to take this forward, as resources allow.

Working parties, made up of both councillors and residents, have been ably assisting full Council to discharge its duties and responsibilities in relation to Memorial Hall Field (renamed Memorial Park) and the village centre improvement programme.

It is recommended that a new committee structure be introduced in recognition of the Council's expanding role and to support it in fulfilling its duties and functions in the above areas. It is recommended that the council's existing Environment Committee and Memorial Hall Field and Village Centre working parties be absorbed into this proposed new committee structure.

Motion proposed

(for discussion and resolution at the annual meeting of 17 May 2021)

That Sonning Common Parish Council adopt a revised standing committee structure and introduce a new Parks and Recreation Committee and a new Village Centre and Environment Committee, each with delegated powers including finances, to its existing standing committee structure of Finance and Planning.

The existing Environment Committee and Council working parties for Memorial Hall Field and the Village Centre will be absorbed into these new committees.

Both new committees and any sub-committees will operate according to the Council's Financial Regulations and Standing Orders.

If adopted this motion will result in:

1. Council setting up two new standing committees with delegated powers.
 - a. Parks and Recreation Committee**
(Responsible for supporting the management and development of the Council's parks and recreational assets including Memorial Park, Sonning Common Skatepark, parts of Old Copse and the play areas at Lea Road, Baskerville Road and Churchill Crescent).
 - b. Village Centre and Environment**
(Responsible for supporting the management and development of Sonning Common Village Hall, Kidmore End War Memorial Hall, the youth club, allotments, Widmore Pond as well as the planned improvement of the village's service and recreational centre and the environment generally).
2. These two new standing committees are introduced, operated and dissolved according to the Council's Financial Regulations and Standing Orders.
3. The new committees operate according to sections 1-3 of the standing orders, which relate to rules of debate, disorderly conduct and meetings generally.
4. Full Council appoints the committee membership, including the chairmen, and decides on the committees' functions, terms of reference, frequency and number of meetings (these to be fixed and published), in accordance with section 4 of its standing orders.

5. Membership of the new committees will be restricted to councillors since committee business is likely to include matters pertaining to the regulation and control of the Council's finances.
6. It is recommended that a minimum of 5 councillors serve on each committee and membership of each committee includes the Chairman and/or Vice-Chairman of the Council.
7. Members will be summoned to meetings by the Parish Clerk, meetings will be held in public in full accordance with transparency regulations, agendas and minutes produced and resolutions recorded. Agendas will be published giving three clear days' public notice.
8. Each committee may, at its discretion, appoint a sub-committee, as per section 4 of the standing orders, to support its work and advise on matters pertaining to its specific functions, as set out by full council.
9. Membership of such sub-committees may include both councillors and non-councillors. The sub-committee's membership, function, operation, terms of reference (which must not exceed those of parent committee), number and frequency of meetings will be determined by its parent committee, in accordance with sections 1-4 of the Council's standing orders.
10. Each sub-committee must produce agendas and minutes and report regularly to its parent committee, as requested, desired and agreed no less than 6 times annually.
11. It is recommended that each sub-committee nominates a member to liaise regularly with Parish Office staff to ensure efficient and cohesive working among the Council and its committees.

Prepared by:
Ros Varnes
Deputy Clerk, Sonning Common Parish Council
17 May 2021

Appendix B Information

Council Chairman now: Carole Lewis. **Vice-Chairman** now: John Stoves

COMMITTEES:

Members are nominated by Council. At its first meeting, after this one, each elects a Chairman and may also elect a Vice-Chairman if desired. A Committee may not have more than six members – 50% of the council itself.

Finance Committee now: John Stoves (Chair); Michael Cann; Carole Lewis; Leigh Rawlins with two vacancies.

Planning Committee now: Leigh Rawlins (chair); Jane Diwell; Tom Fort; Brian Giles; Carole Lewis; John Stoves (non-voting ex officio as Vice Chair)

Parks & Recreation Committee (if authorised) All to be proposed and seconded and voted if need be.

Village Centre & Environment Committee (if authorised) All to be proposed and seconded and voted if need be.

WORKING PARTIES:

Neighbourhood Development Plan 2 Working Party now: Tom Fort (Chair); Leigh Rawlins plus co-opted members.

EXTERNAL BODIES:

Council is represented by custom or by requirement on various external bodies. Current representation is as follows:

Sonning Common Magazine Committee: Tom Fort

Sonning and District Welfare and Educational Trust: Jane Diwell.

Chiltern Edge Community Association: Vacancy.

Poor's Land Trust: Leigh Rawlins; Vacancy.

On Your Bike (Health Centre) Committee: Tom Fort.

Scouts/Guides Hut Management Committee: Stuart Howe.

Appendix C
SONNING COMMON PARISH COUNCIL
Parish Clerk's Report to the meeting on 17 May 2021

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.

	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	Widmore Pond – Tree work completed.	Clerk	Clerk	CLOSED
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	Memorial Park – work will move on under revised committee structure.	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 – Two 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
C	COVID-19. Both halls now taking bookings.	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 being followed through – new email addresses rolled out.	Clerk	Deputy Clerk -BJ	OPEN

Signed by
Philip Collings
Parish Clerk