

Members are summoned to the Meeting of
Sonning Common Parish Council

On Monday 18 October 2021 at 20.00 hrs in the Village Hall Wood Lane Sonning Common. Public and Press are welcome to attend.

AGENDA

- 22/077 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.
- 22/078 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 22/079 Palliative Care - Mr Bidgood will propose that Sonning Common Parish council calls upon the Oxfordshire Clinical Commissioning Group to properly analyse the need and provide suitable residential care with appropriate specialist care from Nurses, Doctors and Consultants for all residents in South Oxfordshire. Mr Stefan Gawrysiak will speak in support.
- 22/080 To approve Minutes of previous meetings:
080.01 Planning Committee held on 27 September 2021.
080.03 Parish Council meeting held on 27 September 2021.
080.04 Parks & Recreation Committee held on 11 October 2021.
- 22/081 County Councillor's Report.
- 22/082 District Councillor's Report.
- 22/083 Parish Clerk's Report – Appendix A attached.
- 22/084 Committee memberships. To consider appointing members to committees that are no longer up to strength to avoid their becoming inquorate - see Appendix B.
- 22/085 Parks & Recreation Committee – recommendations to Council arising from the PRC meeting on Monday 11 October for discussion/endorsement.
085.1 Members recommend to the council supplier 2 to supply and install the play area at Memorial Park to a design specification agreed by the play area working party. This recommendation, approved by Tarmac, is subject to satisfactory design and contract negotiations (see paper circulated).
085.2 Members recommend to the council the process - as outlined in Appendix C - for the handover of Memorial Park to the parish council from the groundworks' contractor.
085.3 Members recommend to the council that public toilets and café facilities should be prioritised in applying for grants for Memorial Park.
- 22/086 Village Centre and Environment Committee – no meeting to report.
- 22/087 NDP – Mrs Varnes to provide a verbal update.
- 22/088 Planning to celebrate and mark HM The Queen's Platinum Jubilee in June 2022 - update.
- 22/089 Matters for future agendas. Budget preparation.

Next meeting: Monday 15 November 2021 at 20.00.

Signed by

Philip Collings - Parish Clerk

Appendix A
SONNING COMMON PARISH COUNCIL
Parish Clerk's Report to the meeting on 18 October 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	Status
A Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme.	OPEN
A Transfer of Kidmore End Memorial Hall to SCPC. Hope to formalise soon and bring to Council.	OPEN
A Work started on budget for 2022/23	OPEN
B Third Bridge – supporting activity to keep in public eye.	CLOSED
B Jubilee celebration planning – office supporting set up and operation of committee to plan events.	OPEN
B Resourcing the Neighbourhood Plan update.	OPEN
B Numerous grant applications being progressed.	OPEN
B Memorial Park – work moves on under revised committee structure.	OPEN
B Village Centre & Environment Committee being supported.	OPEN
B Parks & Recreation Committee being supported.	OPEN
B Allotments. No vacant plots – Three on waitlist.	OPEN
B Register of Interests – Individuals must maintain own information. Up to date as of 16/09/20.	OPEN
C COVID-19. Both halls now taking bookings again.	CLOSED
C Document standards. Work being done to standardise and index properly as part of developing an operational manual.	OPEN
C New GDP Regulations – Policy being followed through – new email addresses rolled out.	CLOSED
D 33/35 Peppard Road – still no progress.	OPEN

Signed by
Philip Collings
Parish Clerk

Appendix B
Committee memberships

Note that a committee cannot have more than six voting members to avoid it being able to outvote council.

Present state:

Finance Committee: Mr Cann, Mr Howe, Mrs Lewis, Mr Rawlins, Mr Settle and Mr Stoves.

Planning Committee: Mrs Diwell, Mrs Lewis, Mr Rawlins and Mr Settle. Needs two more.

Parks & Recreation Committee: Ms Boorman, Mr Howe, Mr Rawlins, Mr Settle and Mr Stoves.
Needs one more.

Village Centre & Environment Committee: Mr Bidgood, Ms Boorman, Mrs Diwell, Mr Howe and Mr Rawlins. Needs one more.

Please note from Standing Orders:

SO 1.t:

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

SO 16.vii:

The Chairman and Vice-Chairman shall be ex-officio members of every committee, of which they are not full members with the right to speak, to propose motions and to second but not to vote.

Should there be nominated alternates to call on in case of sickness or absence?

Appendix C

Recommended process for the handover of Memorial Park from contractors Aurora and Sport and Play to Sonning Common Parish Council.

The recommended process, as approved by the Parks and Recreation Committee (minute PRC 21/048.02) on Monday 11 October 2021, is as follows:

1. Sport and Play (S&P) to advise Aurora when they consider that the snagging list has been completed, including the removal of stones to an acceptable and safe level.
2. Aurora to inform the Parish Council (PC) and the Memorial Park Working Party (MPWP) that this stage has been reached.
3. Aurora to arrange an initial walk-around of the site involving Mrs Pearman, Mrs Snowden (MPWP); Mr Jacobs (S&P); and Mrs Varnes (Parish Office) to check the suitability of the site for handing over to the PC.
4. Following this initial walk-around of the site a further site inspection to be arranged by Aurora and conducted among Mr Jacobs (S&P); Mrs Pearman, Mrs Snowden (MPWP); Mr Cann and Mr Rawlins (Sonning Common Parish Council); and Mr Collings and Mrs Varnes (Parish Office). This inspection will be to check the group's satisfaction with the completed groundworks and to agree any remedial work, including timescales.
5. The handover of the site to take place once any remedial works have been completed to the satisfaction of the full group detailed above.
6. S&P's insurance arrangements to remain in place until the handover; the PC's insurance arrangements to take over upon the handover.
7. The maintenance contract to be agreed between S&P, Aurora, Mrs Varnes and Mrs Snowden.
8. Outstanding invoices to be settled thereafter and Aurora's responsibilities to be discharged.