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Members are summoned to the Meeting of
Sonning Common Parish Council
On Monday 12 December 2022 at **20.00** hrs in the Village Hall Wood Lane
Sonning Common. Public and Press are welcome to attend.

AGENDA

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23/073   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.

23/074   Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.

23/075   To receive Chairpersons' comments on and to approve the minutes of the following meetings:

    075.01   Planning Committee held on 14 November.

    075.02   Parish Council held on 14 November.

    075.03   Finance Committee held on 9 November.

23/076   County Councillor's Report.

23/077   Cycleway update from Mr Bidgood.

23/078   District Councillor's Report – as circulated.

23/079   SC Youth Club update.

23/080   To receive an update from the Village Centre Working Party.

23/081   To receive an update from the Memorial Park Working Party.

23/082   Parish Clerk's Report – see Appendix A attached.

23/083   To seek feedback on draft SCPC Members Handbook circulated at last meeting.

23/084   To review progress towards signing up to the national Civility and Respect Pledge – see appendix B.

23/085   Matters for future agendas.

Next meeting: 16 January 2023

Signed by   Philip Collings - Parish Clerk

Appendix A
SONNING COMMON PARISH COUNCIL
Parish Clerk's Report to the meeting on 12 December 2022

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 and Officers

B. Progress with tasks being led by Members or Committee or WP

C. To note.

	Summary	Priority	Status
General			
B	Next May Elections - generate interest for additional Cllrs	High	Open
A	Ongoing Contracts Management	High	In progress
Finance Committee			
A	Open Youth Club account and separate Bank Account for CIL monies	High	Open
A	Spending review. Headlines	Medium	In progress
A	Investigate ways to reduce expenditure with increasing energy and other costs	High	Open
A	Budget for 2023/24 now due January	High	In progress
Planning Committee			
B	Inspired Villages - £7.5m allocated for affordable housing – how get to SCPC Respond to Construction Traffic Management Plan Chase IV for consultation with residents	High	Ongoing
B	Inspired Villages conditions to discharge	High	Open
C	33/35 Peppard Road – Unmanaged property	Low	Open
Village Centre and Transport Working Party			
B	VC working party to follow up on Village centre plans	Medium	Ongoing
B	20 mph zone consultation	High	Ongoing
B	Parking Improvements - Yellow lines	High	Ongoing
Parks and Environment Working Party			
B	'Old Copse' - Green Gym asked to indicate work needed	Low	Ongoing
A	Allotments. No vacant plots.	Low	Open
A	Widmore Pond Wall- Ownership clarification and Brickwork repairs to be quoted for next financial year budgeting	Medium	Ongoing
Memorial Park Working Party			
A	Transfer of Kidmore End Memorial Hall to SCPC - As sole trustee.	High	In progress
B	Installation of Lighting	High	In progress
B	Additional Landscaping proposed- Cllr Leigh Rawlins	High	In progress
A	Maintenance requirements for MP out to tender.	High	In progress
B	Ongoing Income generation and events for 2023.	Medium	Open
Neighbourhood Development Plan Working Party			
B	Consultation on neighbourhood plan	High	In progress
Cycleway Working Party			
B	Ongoing raising profile of proposal	High	In progress

HR Working Party

	Summary	Priority	Status
A	Ongoing management of staff	High	In progress
A	Health and Sickness Policy	Low	In progress
A	Job Description for potential new role of facilities and events coordinator.	High	In progress
A	Develop training programme for new and existing Cllrs and staff as part of Respect agenda.	Medium	Open
	Summary	**Priority**	**Status**
A	Grant applications being progressed	Medium	Ongoing
A	Adopt recommended civility and respect pledge and actions	Medium	Ongoing
B	Register of interests - Cllrs must update own information.	Low	Ongoing
A	Document standards. Work being done to standardise and index properly as part of developing an operational manual.	Low	Ongoing
A	Annual Meeting of the Parish Council in May	Low	Open
B	Annual General Meeting of the Parish Council in May	Low	Open
A	Finance Committee - Fix Precept Jan Annually	Medium	Open
A	Annual Risk Assessment	Low	Ongoing
A	Annual review of Register of Assets and Investments	Low	Ongoing
A	Finance Committee - Annual review of Salaries in October	High	Closed
A	Finance Committee to review Annual Governance Statement	Medium	Ongoing
A	Annual Review financial regulations	Low	Open
A	Annual Return to be provided to Council in May. Including annual statement of accounts, annual report	Low	Open
A	Internal Audit asked to provide annual report	Low	Open

Appendix B

Civility and Respect Pledge - all the conditions listed below must be met before SCPC can formally sign up.

Statements to be agreed to:

1. SCPC has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

2. SCPC has put in place a training programme for councillors and staff.

3. SCPC has signed up to Code of Conduct for councillors.

4. SCPC has good governance arrangements in place including, staff contracts, and a dignity at work policy.

5. SCPC will commit to seeking professional help in the early stages should civility and respect issues arise.

6. SCPC will commit to calling out bullying and harassment if and when it happens.

7. SCPC will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.

8. SCPC supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate