

Members are summoned to the Meeting of
Sonning Common Parish Council

On Monday 14 November 2022 at **20.00** hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend.

AGENDA

- 23/061 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.
- 23/062 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 23/063 To receive Chairpersons' comments on and to approve the minutes of the following meetings:
 - 063.01 Planning Committee held on 17 October.
 - 063.02 Parish Council held on 17 October.
 - 063.03 Finance Committee held on 12 October.
- 23/064 County Councillor's Report.
- 23/065 Cycleway update from Mr Bidgood.
- 23/066 District Councillor's Report – as circulated.
- 23/067 SC Youth Club update.
- 23/068 Decision Paper 2022.06 – Ms Boorman will propose the acceptance of the four proposals set out in the circulated Committees and Working Parties Decision Paper.
- 23/069 To receive an update from the Village Centre Working Party.
- 23/070 Parish Clerk's Report – see Appendix 4 of DP 2022.06 above.
- 23/071 To introduce the draft SCPC Members Handbook for review.
- 23/072 Matters for future agendas.

Next meeting: 12 December 2022

Signed by Philip Collings - Parish Clerk

Minutes of the Meeting of Sonning Common Parish Council held on Monday 17 October 2022 in the Village Hall

Present: Mr Stoves (Chairman), Ms Boorman, Mr Bidgood, Mrs Diwell, Mr James, Mr Rawlins, Mr Robinson and Mr Collings (Parish Clerk), Mrs Underwood (Deputy Clerk) and Cllr D Bartholomew.

23/050 Apologies for absence: Mrs Lewis, Mr Howe and Mrs Pearman. No declarations.

23/051 Public Question Time – none present.

23/052 Minutes of the following meetings were presented and approved:

052.01 Planning Committee held on 3 October.

052.02 Parish Council held on 21 September.

052.03 Finance Committee held on 14 September – Minute only.

23/053 County Councillor's Report - Cllr Bartholomew commented on his emailed report.

23/054 District Councillor's Report – - Cllr Rawlins commented on his emailed report.

23/055 Parish Clerk's Report – the need for members to review the accuracy of their Register of Interests entries on SODC website was noted.

23/056 SC Youth Club update – Mrs Underwood reported that the club continues to thrive and is operating at its maximum capacity.

23/057 Mr Bidgood reported that the Village Centre Working Party is making good progress on all the matters to do with speed limits and signage including yellow lines. Enforcement will be an issue.

23/058 The meeting reviewed and approved the Cycleway Working Party Terms of reference with the proviso that it should conform with the SCPC Media policy and not conduct separate social media activities.

23/059 The meeting considered the national Civility and Respect Pledge and resolved that once SCPC is able to agree all the conditions listed below it will formally sign up.

Statements to be agreed to:

Our council 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.

Our council has put in place a training programme for councillors and staff.

Our council has signed up to Code of Conduct for councillors.

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

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

Our council will commit to calling out bullying and harassment if and when it happens.

Our council 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.

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

23/060 Matters for future agendas:

Ms Boorman's paper on Working Parties and Committees; The Councillor's Manual; Cycleway progress reports.

Meeting closed at 20.45 - next meeting: 14 November 2022

Chairman:

Dated:

Sonning Common Parish Council

Minutes of the meeting of the PLANNING COMMITTEE held on Monday
17 October 2022 in the Village Hall.

Present: Mr Rawlins (Chair), Mrs Diwell, Mr Robinson, Mr Stoves and Mr Collings Parish Clerk.

P23/056 Apologies for absence: Mrs Lewis, Mr Howe and Mrs Pearman.

P23/057 Declarations of interest - none.

P23/058 Public question time – none present.

P23/059 New applications:

059.01/P22/3444/HH Single storey side and rear extensions, and dormer loft conversion including alterations to roofing at 53 Peppard Road. The committee supported the application.

059.02/P22/3428/HH Erection of an entrance feature wall required in connection with the approved (P19/S4576/O) Continuing Care Retirement Community (CCRC) on the site at Little Sparrows, Sonning Common at Little Sparrows Sonning Common. The committee was concerned the there is no reference to the pre-application advice received and was concerned about the urbanisation it represents but otherwise agreed the application.

059.03/P22/3322/HH Erection of entrance gate and posts at 13A Kidmore Lane Sonning Common. The committee supported the application.

059.04/P22/S3581/FUL Proposed erection of replacement residential dwelling with detached garage following removal of existing bungalow at 1 Westleigh Drive Sonning Common. The committee had no strong views on this application.

P23/060 Completion of the SODC Settlement Assessment Questionnaire for Town and Parish Councils in progress.

P23/061 Plan for response to SODC re seeking £7.5 million from Inspired Villages. Mr Rawlins will convene a special meeting soon.

P23/062 Matters for future agendas.

Date of next meeting: Monday 14 November 2022 at 19.15.

Chairman: Dated:

SCPC Decision Paper for meeting on 14th November 2022

Reference: DP2022/06

Subject: Committees and Working Parties

Decision proposed: That the following changes to the remit of Working Parties are made:

Proposal 1: That the Village Centre and Environment Working Committee becomes the **Village Centre and Transport Working Party** and that the Parks and Recreation Committee becomes the **Parks and Environment Working Party**

Proposal 2: That the following working parties have amended remits as below:

Village Centre remit: The Widmore Pond and Allotments removed.

Parks and Environment remit: Play areas at Lea Road, Baskerville Road and Churchill Crescent; Sonning Common Skatepark; The SCPC wood between Old Copse and the RUFC ground; Widmore Pond and Allotments. Memorial Park removed.

Memorial Park Working Party remit: Includes future of Kidmore End Memorial Hall.

Proposal 3: That all Working Parties will observe one generic Terms of Reference as in Appendix 2. All issues that affect them areas should be brought first to the Working Parties for discussion.

Proposal 4: A new parish council Clerks Report to be produced set out using the format of the new Parish Committees and Working Parties – Appendix 4.

Note: The membership of SCPC Committees and Working Parties is set out in Appendix 1; Generic Terms of Reference are in Appendix 2; Media Policy which applies to all Committees and Working Parties is Appendix 3; Proposed new Parish Clerks report Appendix 4.

Actions required: To resolve that the four proposals made are adopted

Proposer: Ms Boorman

Meeting date: 14 November 2022.

Situation:

The parish office is under considerable pressure at this current time with the increasing workload and in accordance with the TOR which states: *These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council but may be reviewed at any time by the full council to ensure that they remain appropriate to the requirements of the Parish Council.*

The amendments set out above in the 4 proposals are made to Parish working parties to better reflect and separate the workloads, many of which were allocated when they were Committees and reflected the work areas of the Parish officer that supported them.

Although the Parish Office remains responsible for the operation of the Council, it is expected that the Working Parties provide an opportunity for discussion on Council direction and collect information to present to the Parish Council.

Appendix 1 Sonning Common Parish Council Committees and Working Parties:

Planning Committee

4 Cllr Members

Chair: Cllr Leigh Rawlins, Cllr Carole Lewis, Cllr Brian Robinson, Cllr Diana Pearman, Cllr Jane Diwell, Deputy Clerk Sara Underwood

Remit: To respond to Planning consultations and review other planning matters.

Finance Committee

5 Cllr Members

Chair: Cllr Carole Lewis, Cllr Leigh Rawlins, Cllr Stuart Howe, Cllr Brian Robinson, Cllr Vicky Boorman, Cllr John Stoves, Clerk Philip Collings.

Remit: To review and direct the management of SCPC's finances and budget setting processes including the identification of new funding sources. Guiding the budget setting process and the management of SCPC's assets to deliver services for local people. Ensure compliance with financial regulations and Audit recommendations.

These will both continue to adhere to their existing Terms of Reference

The following are the current Working Parties:

HR Working Party.

3 Cllr Members

Chair: Cllr Vicky Boorman, Cllr John Stoves and Cllr Carole Lewis

Remit: To support the Parish office in the development of appropriate HR policies and processes.

Memorial Park Working Party

4 Cllr Members

Chair: Cllr Diana Pearman, Cllr Leigh Rawlins, Cllr Vicky Boorman, Cllr Rob James, Clerk Philip Collings, Penny Snowdon - Parish Consultant, Lay Members Ian McGowan, Alan Gibbon

Remit: To promote the use of and consider the future facilities on Memorial Park and Kidmore End Hall.

Village Centre and Transport Working Party

5 Cllr Members

Chair: Cllr Jonny Bidgood, Cllr Vicky Boorman, Cllr Stuart Howe, Cllr Leigh Rawlins, Cllr Diana Pearman, Lay Member Jerry Hargreaves.

Remit: To improve infrastructure and the built environment and encourage safer active travel.

Parks and Environment Working Party

3 Cllr Members

Chair: Vicky Boorman, Cllr John Stoves, Cllr Jane Diwell. No Lay members

Remit: To ensure the efficient and safe ongoing management of the following Council Assets: Play areas at Lea Road, Baskerville Road and Churchill Crescent, Sonning Common Skatepark, The SCPC wood between Old Copse and the RUFC ground, Widmore Pond and Allotments.

Cycleway Working Party

1 Cllr Members

Chair: Cllr Jonny Bidgood, Cllr Brian Robinson, Cllr Jane Diwell. Lay Members Jessica Higson, David Murray, Paul Waterman and Jim Warren

Remit: To create a dedicated green cycle way adjacent to the B481 between Sonning Common and Emmer Green.

Neighbourhood Development Plan Working Party

2 Cllr Members

Chair: Tom Fort, Cllr Diana Pearman, Cllr Leigh Rawlins. Lay Members Derek Wilmot, Barrie Greenwood, Michael Bowker, Stewart Woolfrey, Alastair Morris.

Remit: To deliver a Sonning Common Neighbourhood Development Plan which will set out the vision for an area and the planning policies for the use and development of land within Sonning Common Parish.

Appendix 2

Sonning Common Parish Council

Terms of Reference for all WORKING PARTIES

Each Working Party will be introduced, operated and dissolved according to the Council's Standing Orders and Financial Regulations.

1. At its first meeting the Working Party, presided over by the Chairman of the Parish Council, must nominate and 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.
2. A Working Party shall consist ideally of no more than 6 members.
3. A Working Party must include at least one member of the council at every meeting though it is not necessary for that person to chair it. This Councillor should be re-confirmed as part of the Working Party at the Annual Meeting of the Parish Council.
4. All Working Party members will abide by the:
 - a. Parish Council's Code of Conduct,
 - b. Standing Orders,
 - c. Financial Regulations,
 - d. Media Policy,
 - e. Social Media Policy,
 - f. GDPR policies,
 - g. Equality and Diversity Policy,
 - h. Anti-Bullying and Harassment Policy and
 - i. any other council governance documents applicable.

It is the Chair's responsibility to provide these to any new members or ensure all members on the Working Party during the Working Party and in any actions they take agreed by the Working Party comply with these at all times.

5. A Working Party can be formed of Councillors only but may co-opt members of the public as Lay members. The SCPC Chair and Vice Chair can attend all Working Parties meetings as an Ex Officio member.
6. A Lay member should be removed by the Chair if found not to have complied with the above listed documents. Lay members of the Working Party can be removed by the Parish Council at any time.
7. Any new member wishing to join should ask the chair of the relevant Working Party and a proposal for new member will be taken to the next meeting as an agenda item for the Working Party to agree.
8. Working Party must produce an Agenda and Minutes for all meetings held to be lodged with the Parish Office and sent to all members of the working group including ex officio members. These must note any changes to membership of the Working Party. These will be used by the Parish Office to form updates on matters to be included in the Parish Clerks report.
9. Working Party Chair (or delegated nominee) will update full council on progress to date when requested.
10. The Working Party does not have the authority to spend money, cannot authorise expenditure and does not have any delegated powers to spend money on the Council's behalf. Any proposals for expenditure should be submitted to the Clerk for approval or, if above the Clerk's scheme of delegation, be submitted to the Finance Committee and/or subsequently the Parish Council etc in accordance with the requirements set out in the financial regulations.
11. Any recommendations made by the Working Party for adoption are not decisions of the Parish Council until they are presented (in the form of a written paper) for approval at a Parish Meeting and have been wholly ratified by the Parish Council. Any recommendations made by Working Parties to Parish Council shall be drafted and presented to the office to be included in the Council Agenda in the agreed Decision Paper format.

12. The Working Party will seek funding external to Sonning Common Parish Council funds by pursuing grant application opportunities wherever they can be found. If necessary, these grants can be routed through the Parish Council.
13. The Working Party may work with other organisations and members of the public.
14. The Working Party will draft any letters or formal correspondence and submit for approval by the Parish Office. The Parish Office, Chair and Vice Chair of the relevant Working Party will be copied into all correspondence sent as a minimum.
15. The Working Party will submit for approval by the Parish Office ALL public consultation and publicity relating to its work, to ensure it is in accordance with the council's Media Policy.
16. The Working Party may wish to provide information that can be included on the Sonning Common Parish Council Webpages or for the Parish Council to circulate via Social Media or to go on the Sonning Common Magazine.
17. All media enquiries should be referred to the Parish Office for following up.
18. These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council but may be reviewed at any time by the full council to ensure that they remain appropriate to the requirements of the Parish Council.
19. This supersedes any previous Terms of Reference established for any Working Party.

Date Approved:

Minute and Reference Number:

Appendix 3 - Media Policy

SONNING COMMON PARISH COUNCIL

Parish Office VILLAGE HALL, WOOD LANE
SONNING COMMON, OXON, RG4 9SL

Parish Clerk – Philip Collings Tel 0118 972 3616
Email clerk@sonningcommonparishcouncil.org.uk

Social Media Policy

The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website and Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council/Neighbourhood Development Plan Facebook pages intend to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

Communications from the Council must meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk/Deputy Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising. In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:
 - Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
 - Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
 - Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
 - Stay on topic.
 - Refrain from using the Council's Facebook pages for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us. Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language

- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the website if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish Council email.

The Clerk to the council has their own council email address (clerk's email address). The email account is monitored, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate. The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting).

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype/Zoom/Teams. If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Date adopted: 16/11/20

Minute reference: 21/190

Appendix 4 - Parish Clerk's Report

Example:

SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 14 November 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.

Type	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 due November	High	In progress
Planning Committee			
B	Inspired Villages - 7.5 allocated to SCPC for affordable housing Respond to Construction Traffic Management Plan Chase IV for consultation with residents	High	Ongoing
B	Inspired Villages conditions to discharge	High	Open
B	Response to Bishopswood application	High	Closed
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 - Benches replaced	Medium	Closed
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	Investigating options and costs for rental and T and C and booking and access systems such as Code Locks	High	In progress
B	Additional Landscaping proposed- Cllr Leigh Rawlins	High	In progress
A	Writing scope for maintenance requirements for MP	High	In progress
B	Ongoing Income generation and events for 2023	Medium	Open
Neighbourhood Development Plan Working Party http://www.scpc-ndp.co.uk/index.html			
B	Consultation on neighbourhood plan	High	In progress
Cycleway Working Party			
B	Ongoing raising profile of proposal	High	In progress
HR Working Party			
A	Ongoing management of staff	High	In progress
A	Health and Sickness Policy	Low	In progress
A	Job Description for potential new role - facilities and events coordinator.	High	In progress
A	Develop training programme for new and existing Cllrs and staff. Include Pack of info created by Deputy Clerk Becky Jenkins and relevant documents such as: <ul style="list-style-type: none"> ● Structure of Parish, District and County Councils and relevant representatives. ● Info on Key useful organisations such as NALC etc ● Finance information <ul style="list-style-type: none"> ○ Budgetary Pack ○ Register of Assets ○ Financial Regulations, ● Council office structure and Job Descriptions ● Parish Council's Code of Conduct, 	Medium	Open

	<ul style="list-style-type: none"> ● Standing Orders, ● All relevant Policies <ul style="list-style-type: none"> ○ Media Policy, ○ Social Media Policy, ○ GDPR policies, ○ Equality and Diversity Policy, ○ Anti-Bullying and Harassment Policy and ● any other council governance documents applicable. 		
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To note annual ongoing requirements

	Summary	Priority	Status
A	Grant applications being progressed	Medium	Ongoing
A	Adopt recommended civility and respect pledge and associated actions	Medium	Ongoing
B	Register of interests - Cllrs must update own information. 16/09/20	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 <ul style="list-style-type: none"> ● Review TOR 	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	Open
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