

Minutes of the Annual Meeting of Sonning Common Parish Council held on Monday 16th May 2022 in the Village Hall Sonning Common.

Present: Mr Cann, Mrs Diwell, Mrs Lewis, Mrs Pearman, Mr Rawlins, Mr Robinson and Mr Stoves with Mrs Jenkins (Deputy Clerk) and Mrs Underwood (Office/Finance Manager), Cllr D Bartholomew, Ms M Casals (Henley Standard).

- AMPC23.1 Mr Cann proposed that Mr Stoves be elected the Chairman of the Council which was seconded by Mr Rawlins and resolved unanimously. Mr Stoves then signed the Chairman's Declaration of Acceptance of Office and took the chair.
- AMPC23.2 Mr Cann proposed that Ms Boorman be elected the Vice Chair of the Council which was seconded by Mrs Lewis and resolved unanimously. Mrs Boorman should sign the Vice Chair's acceptance of office at her earliest convenience.
- AMPC23.3 Apologies for absence recorded and accepted: Mr Bidgood, Mr Howe and Ms Boorman.
- AMPC23.4 No declarations of interest from Members regarding any item on the agenda.
- AMPC23.5 Public Participation: No members of the public present.
- AMPC23.6 It was resolved to dissolve the Parks and Recreation and Village Centre and Environment Committees and set up a Parks and Recreation Working Party and Village Centre and Environment Working Party with any proposal for expenditure from the working parties to be passed via the finance committee before presentation to full council for consideration.
- It was resolved to set up an Office Support Working Party (name amended from HR Advisory Group) to provide assistance to the Parish Office with staffing, HR and systems.
- AMPC23.7 Councillors were appointed members of the following committees/working parties:
- AMPC23.7.1 Finance Committee: Mr Cann, Mr Howe, Mrs Lewis, Mr Rawlins, Mr Stoves (ex officio) and Mr Robinson and Ms Boorman.
- AMPC23.7.2 Planning Committee: Mrs Diwell, Mrs Lewis, Mr Rawlins, Mrs Pearman, Mr Howe, Mr Robinson and Mr Stoves (ex officio)
- AMPC23.7.3 Parks & Recreation Working Party: Ms Boorman, Mr Howe, Mr Rawlins, Mrs Pearman, Mr Stoves.
- AMPC23.7.4 Village Centre & Environment Working Party: Mr Bidgood, Ms Boorman, Mrs Diwell, Mr Howe, Mrs Pearman, Mr Rawlins, Mr Stoves.
- AMPC23.7.5 Office Support Working Party: Mrs Lewis, Ms Boorman, Mr Stoves.
- AMPC23.8 Councillors were appointed to represent the Parish Council on or to relevant external bodies as follows:
- Sonning Common Magazine:** Mr Bidgood
- Sonning Trusts:** Mrs Diwell
- Chiltern Edge Community Association:** Mrs Lewis
- Poor's Land Trust:** Mr Rawlins and Mrs Diwell
- Scouts/Guides Management Committee:** Mrs Lewis, clarification required from Mr Howe.
- Sonning Common Primary School:** Mr Robinson
- Maiden Erlegh Chiltern Edge:** Mrs Pearman and Mr Rawlins

- AMPC23.9 It was resolved to confirm the continued adoption of Standing Orders for Sonning Common Parish Council as circulated.
- AMPC23.10 It was resolved that as per Standing Order 15A that the Deputy Clerk, Mrs Jenkins is nominated by the Parish Council to undertake the work of the Proper Officer in his absence and may authorise expenditure as the Proper Officer if required up to the limits set in SCPC Financial Regulations. Mrs Jenkins is CiLCA qualified.
- AMPC23.11 It was resolved that as per Standing Order 16A that the Finance Manager/Office Manager, Mrs Underwood is nominated by the Parish Council to undertake the work of the RFO in his absence and may authorise expenditure as the RFO if required up to the limits set in SCPC Financial Regulations. Mrs Underwood is FiLCA qualified.
- AMPC23.12 It was resolved that Parish Council is qualified to use the General Power of Competence.
- AMPC23.13 It was resolved to confirm that the next Annual Meeting will be on Monday 15 May 2023.

Meeting closed: 19.55.

Chairman: Dated:

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Present: Mr Stoves (Chairman); Mr Cann; Mrs Diwell; Mrs Lewis; Mr Rawlins; Mr Robinson and Mrs Pearman with Mrs Jenkins (Deputy Parish Clerk), Mrs Underwood (Office/Finance Manager), Cllr D Bartholomew, Ms Casal (Henley Standard).

- 23/001 Apologies of absence: Mr Howe, Ms Boorman, Mr Bidgood. No declarations of interest from Members regarding any item on the agenda.
- 23/002 Public Participation. No members of the public present.
- 23/003 Minutes of the following meetings were presented and approved:
- 003.01 Planning Committee held on 11 April and 25th April 2022.
 - 003.02 Parish Council meeting held on 11th April 2022.
 - 003.03 Finance Committee held on 13th April 2022.
- In addition, minutes were approved for the following: Planning Committee held on 14th March, Parish Council meeting held on 14th March and Finance Committee held on 9th and 30th March.
- 23/004 County Councillor's Report Cllr Bartholomew commented on his emailed report and shared the news the B481 SID had been repaired, and Widmore Triangle flooding and drainage works are now complete.
- 23/005 District Councillor's Report Cllr Rawlins' emailed and verbal report was noted.
- 23/006 Parish Clerk's Report: noted and suggested this is broken down to priorities for future information.
- 23/007 Memorial Park update: progress towards opening at the end of June is being carefully monitored. Mr Rawlins noted there could be funding available from a District opportunity, which he is investigating.
- 23/008 Jubilee plans update: The Beacon has now been erected at the Butcher's Arms. Jubilee programme as follows: Weds 1st June: WI Tea Party in the Village Hall, Thurs 2nd June: Beacon at the Butchers Arms, Friday 3rd June: FISH Jubilee Tea Party in the Village Hall. Saturday 4th June/Sunday 5th June various street parties organised by residents.
- 23/009 Matters for future agendas- Financial Risk Assessment, Asset Register and Insurance to be approved.
- 23/010 Confidential matters to be discussed without Press or Public present. It was resolved to approve the circulated confidential paper.

Next meetings: Monday 23 May – Annual Parish Meeting at 18.30.
 Monday 20th June – Full Council at 20.00

Chairman: Dated: