

Members are summoned to the Meeting of Sonning Common Parish Council

On Monday 11 December 2023 at **20.00** hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend.

AGENDA

- 24/103 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.
- 24/104 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 24/105 To review, receive Chairpersons' comments on and approve as correct minutes already circulated of the following meetings:
 - 105.01 Parish Council held on 11 September 13 November 2023.
 - 105.02 Finance Committee held on 8 November 2023.
 - 105.03 HR Committee held on 28th November 2023.
- 24/106 County Councillor's Report – as circulated.
- 24/107 District Councillor's Report – as circulated.
- 24/108 Parish Clerk's Report – see Appendix A attached.
- 24/109 National Civility and Respect Pledge – Any members who have not yet done so are asked to sign that they subscribe to the pledge and have watched the recorded code of conduct training.
- 24/110 Council is asked to nominate a new sponsor for the Emergency Plan - circulated.
- 24/111 Memorial Park WP update.
- 24/112 Cycleway project update – circulated.
- 24/113 Village Centre & Transport WP update – circulated.
- 24/114 SC Youth Club update.
- 24/115 To ratify updated Standing Orders as circulated.
- 24/116 To confirm meeting dates for 2024 - circulated.
- 24/117 To confirm Mrs S Underwood as a signatory to SCPC's NatWest bank account.
- 24/118 Matters for future agendas.

Next meeting: 15 January 2024.

Signed by Philip Collings - Parish Clerk

Appendix A

SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 11 December March 2023

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.

Actions	Priority	Status
General		
A Ongoing Contracts Management	High	In progress
Finance Committee		
A Open Youth Club account.	High	Open
Planning Committee		
B Inspired Villages - £7.5m allocated for affordable housing – how get funds for SCPC use.	High	Open
B Monitoring Construction Traffic Management.	High	Open
C 33/35 Peppard Road – Unmanaged property	Low	Open
Village Centre and Transport Working Party		
B. Phone box –plan for next steps being finalised.	Medium	Open
B VC working party to follow up on Village centre plans	Medium	Ongoing
Parks and Environment Working Party		
B 'Old Copse' - Green Gym asked to indicate work needed	Low	Ongoing
A Allotments. Five vacant plots.	Low	Open
A Widmore Pond Wall – Brickwork repairs being investigated. Awaiting resolution of responsibility	Medium	Ongoing
Memorial Park Working Party		
A Kidmore End Memorial Hall - Trustees will take back full responsibility on 31st March 2024.	High	In progress
A Organising surface treatments around MP.	High	Ongoing
B Need autumn plan for moving trees.	High	Ongoing
B Installation of Lighting	High	On hold
B Ongoing Income generation and events for 2024.	Medium	Open
Cycleway Working Party		
B Ongoing raising profile of proposal	Medium	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 assistant Clerk	High	In progress
A Develop training programme for new and existing Cllrs and staff as part of Respect agenda.	Medium	Open
Summary		
A Agree future staffing of office.	High	Open
B Register of interests - Cllrs must review own information.	High	Ongoing
A Annual Risk Assessment	Medium	Ongoing
A Annual review of Register of Assets and Investments	Medium	Ongoing
A Finance Committee to review Annual Governance Statement	Medium	Ongoing
A Annual Review of financial regulations	Low	Open