

Members are summoned to the Meeting of Sonning Common Parish Council

On Monday 11 September 2023 at **19.30** hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend.

AGENDA

- 24/051 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.
- 24/052 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 24/053 Christ the King Church request for SCPC support – N Room to speak.
- 24/054 To review, receive Chairpersons' comments on and approve as correct the draft minutes already circulated of the following meetings:
 - 054.01 Planning Committee held on 7 August.
 - 054.02 Parish Council held on 17 July.
 - 054.03 Finance Committee held on 12 July and 9 August.
- 24/055 County Councillor's Report – as circulated.
- 24/056 District Councillor's Report – as circulated.
- 24/057 Parish Clerk's Report – see Appendix A attached.
- 24/058 Decision Paper DP2023.01: incorporate Decision Paper Template into Standing Orders
- 24/059 Decision Paper DP2023.02 Members Code of Conduct – adopt the updated version.
- 24/059 Decision Paper DP2023.03 HR Committee – approve formation and Terms of Reference.
- 24/060 Decision Paper DP2023.04: - Disciplinary and Grievance – to adopt this policy.
- 24/061 Decision Paper DP2023.05: - approve removal of 10 O'clock motions from Standing Orders.
- 24/062 Decision Paper DP2023.06: - to adopt the national Civility and Respect Pledge.
- 24/064 Memorial Park WP – update including on Tarmac grant request.
- 24/065 Verbal update from the Cycleway project.
- 24/066 Verbal update from Village Centre & Transport WP.
- 24/067 SC Youth Club update.
- 24/068 Request for members of the council to join the Emergency Team with update on plan.
- 24/069 2024/25 Budget and Precept guidelines.
- 24/070 Matters for future agendas.

Next meeting: 16 October 2023.

Signed by Philip Collings - Parish Clerk

Appendix A

SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 13 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 to SCPC.	High	Open
Respond to Construction Traffic Management Plan.	Medium	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
Parks and Environment Working Party		
B 'Old Copse' - Green Gym asked to indicate work needed	Low	Ongoing
A Allotments. Two vacant plots.	Low	Open
A Widmore Pond Wall – Brickwork repairs being investigated. Paused pending resolution of responsibility	Medium	Ongoing
Memorial Park Working Party		
A Transfer of Kidmore End Memorial Hall to SCPC deferred. Trustees will take back full responsibility.	High	In progress
B Need autumn plan for moving trees and other Agrostis recommendations	Medium	Ongoing
B Installation of Lighting	High	On hold
B Ongoing Income generation and events for 2023.	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 potential new role of facilities and events coordinator.	Medium	In progress
A Develop training programme for new and existing Cllrs and staff as part of Respect agenda.	Medium	Open
Summary		
A Adopt recommended civility and respect pledge and actions	High	Ongoing
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