

# Members are summoned to the Meeting of Sonning Common Parish Council

On Monday 12 June 2023 at **20.00** hrs in the Village Hall Wood Lane Sonning Common. Public and Press are welcome to attend.

## **AMENDED AGENDA**

- 24/022 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.
- 24/023 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 24/024 Policy debate around proposed CIL policy from Finance Committee. The Chairman wishes to establish that all policy proposals must first be put to and determined by Council as a whole not by Committees/Working Parties.
- 24/025 To receive Chairpersons' comments on and to approve the minutes of the following meetings:
  - 025.01 Planning Committee held on 22 May.
  - 025.02 Parish Council held on 15 May.
  - 025.03 Finance Committee held on 17 May.
- 24/026 County Councillor's Report – as circulated.
- 24/027 District Councillor's Report – as circulated.
- 24/028 Parish Clerk's Report – see Appendix A attached noting the first two items under Memorial Park WP.
- 24/029 Annual Governance and Accountability Report – AGAR. To review and approve the report, to follow, and to receive the Internal Audit report on same as prepared on 8 June.
- 24/030 Memorial Park WP – Ms Boorman will present a request to Tarmac for funding of £100K towards identified costs (details circulated to members) noting that if granted SCPC will have to contribute 10% of the total.
- 24/031 Update from the Cycleway WP as circulated with proposal for separate page on SCPC website.
- 24/032 Verbal update from Village Centre & Transport WP.
- 24/033 SC Youth Club update.
- 24/034 To review and approve policies regarding: Bullying & Harassment; Complaints; Equality & Diversity; Lone Workers; Public Complaints and Vexatious Complaints – all circulated with agenda.
- 24/035 To review progress towards signing up to the national Civility and Respect Pledge – see appendix B.
- 24/036 To consider a proposal from the Parish Office for immediate advertising to recruit an Assistant Parish Clerk to take on some of the workload.
- 24/037 Matters for future agendas.

Next meeting: 17 July.

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.

<b>Actions</b>	<b>Priority</b>	<b>Status</b>
<b>General</b>		
A Ongoing Contracts Management	High	In progress
<b>Finance Committee</b>		
A Open Youth Club account.	High	Open
<b>Planning Committee</b>		
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
C 33/35 Peppard Road – Unmanaged property	Low	Open
<b>Village Centre and Transport Working Party</b>		
B VC working party to follow up on Village centre plans	Medium	Ongoing
<b>Parks and Environment Working Party</b>		
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
<b>Memorial Park Working Party</b>		
A Transfer of Kidmore End Memorial Hall to SCPC – deferred as Trustees wish to take back responsibility for and running of the hall for the foreseeable future.	High	In progress
B The planting of trees and whips, using a contractor chosen by Mr Rawlins, has been carried out very unsatisfactorily, and is incurring remediation costs now and later to rectify.	High	Ongoing
B Installation of Lighting	High	On hold
B Ongoing Income generation and events for 2023.	Medium	Open
<b>Cycleway Working Party</b>		
B Ongoing raising profile of proposal	Medium	In progress
<b>HR Working Party</b>		
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
<b>Summary</b>		
A Adopt recommended civility and respect pledge and actions	Medium	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
A	Annual Return to be provided to Council in May. Including annual statement of accounts, annual report	High	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.