

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

On Monday 13 February 2023 at **20.00** hrs in the Village Hall Wood Lane  
Sonning Common. Public and Press are welcome to attend.

**AGENDA**

- 23/102 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.
- 23/103 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 23/104 To consider the co-option of Mr R Scannell onto the council.
- 23/105 To receive Chairpersons' comments on and to approve the minutes of the following meetings:
  - 105.01 Planning Committee held on 16 January.
  - 105.02 Parish Council held on 16 January.
  - 105.03 Finance Committee held on 11 January.
- 23/106 County Councillor's Report.
- 23/107 District Councillor's Report – as circulated.
- 23/109 To receive an update from the Village Centre Working Party.
- 23/110 To receive an update from the Memorial Park Working Party.
- 23/111 Cycleway update from Mr Bidgood – papers circulated.
- 23/112 Parish Clerk's Report – see Appendix A attached.
- 23/113 SC Youth Club update.
- 23/114 To confirm the adoption of the SCPC Members Handbook circulated previously.
- 23/115 To review progress towards signing up to the national Civility and Respect Pledge – see appendix B.
- 23/116 Matters for future agendas.

Next meeting: 13 March 2023

Signed by Philip Collings - Parish Clerk

## Appendix A

### SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 13 February 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.

<b>Actions</b>	<b>Priority</b>	<b>Status</b>
<b>General</b>		
B Next May Elections - generate interest for additional Cllrs	High	Open
A Ongoing Contracts Management	High	In progress
<b>Finance Committee</b>		
A Open Youth Club account and separate Bank Account for CIL monies	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 Parking Improvements - Yellow lines	High	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- Ownership clarification and Brickwork repairs to be quoted for next financial year budgeting	Medium	Ongoing
<b>Memorial Park Working Party</b>		
A Transfer of Kidmore End Memorial Hall to SCPC - as sole trustee.	High	In progress
B Installation of Lighting	High	In progress
B Additional Landscaping proposed- Cllr Leigh Rawlins	Closed	
B Ongoing Income generation and events for 2023.	Medium	Open
<b>Neighbourhood Development Plan Working Party</b>		
B Referendum on 23 February	Closed	
<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.	High	In progress

A	Develop training programme for new and existing Cllrs and staff as part of Respect agenda.	Medium	Open
<b>Summary</b>		<b>Priority</b>	<b>Status</b>
A	Grant applications being progressed	Medium	Ongoing
A	Adopt recommended civility and respect pledge and actions	Medium	Ongoing
B	Register of interests - Cllrs must update own information.	High	Ongoing
A	Annual Meeting of the Parish Council in May	Low	Open
B	Annual General Meeting of the Parish Council in May	Low	Open
A	Annual Risk Assessment	Low	Ongoing
A	Annual review of Register of Assets and Investments	Low	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	Low	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