

Members are summoned to the Meeting of
Sonning Common Parish Council

On Monday 15 May in the Village Hall Sonning Common immediately after the Annual Meeting.
Public and Press are welcome to attend.

AGENDA

- 24/014 To approve the Minutes of previous meetings:
017.02 Parish Council meeting held on 24 April 2023
017.03 Finance Committee meeting held on 20 April 2023
- 24/015 To receive the County Councillor's Report
- 24/016 To receive the District Councillor's Report
- 24/017 To receive the Parish Clerk's Report - Appendix B.
- 24/018 To authorise the Chairman and the Responsible Financial Officer to sign the Balance Sheet as of 31 March 2023.
- 24/019 To note reports circulated regarding Cycleway and Parking restrictions.
- 24/020 To review and approve the current Risk Register.
- 23/021 Matters for future consideration.

Next meeting: Monday 12 June 2023 at 20.00

Signed by
Philip Collings
Clerk to the Parish Council

Appendix A

Committees and Working Parties as at 3 May 2023

A Committee or Working Party may not have more than six members who are councillors i.e. 50% of the council itself.

Council Chairman: John Stoves. Vice-Chairman now: Vicky Boorman

Parish Council Committees and Working Parties:

Planning Committee x Cllr Members

Chair: Cllr Leigh Rawlins members: Cllrs Robinson, Pearman and Diwell

Remit: To respond to Planning consultations and review other planning matters.

Finance Committee x Cllr Members

Chair: vacancy, Members Cllrs Rawlins, Howe, Robinson and Boorman.

Remit: To review and direct the management of SCPC's finances and budget setting processes including the identification of new funding sources. Guiding the budget setting process and the management of SCPC's assets to deliver services for local people. Ensure compliance with financial regulations and Audit recommendations.

Current Sub-Committees/Working Parties:

HR Sub-committee x Cllr Members

Chair: Cllr Boorman with Cllrs Stoves and Scannell.

Remit: To support the Parish office in the development of appropriate HR policies and processes.

Memorial Park Working Party x Cllr Members

Chair: Cllr Pearman with Cllrs Rawlins, Boorman and James, with co-opted members Mrs P Snowden, Mr I McGowan and Mr A Gibbon.

Remit: To promote the use of and consider the future facilities on Memorial Park and Kidmore End Hall.

Village Centre and Transport Working Party x Cllr Members

Chair: Cllr Bidgood with Cllrs Boorman, Howe, Rawlins and Pearman. Lay Members Messrs J Hargreaves and J Aspinall.

Remit: To improve infrastructure and the built environment and encourage safer active travel.

Parks and Environment Working Party x Cllr Members

Chair: Cllr Boorman with Cllrs Stoves and Diwell. No Lay members

Remit: To ensure the efficient and safe ongoing management of the following Council Assets: Play areas at Lea Road, Baskerville Road and Churchill Crescent, Sonning Common Skatepark, The SCPC wood between Old Copse and the RUFC ground, Widmore Pond and Allotments.

Cycleway Working Party x Cllr Members

Chair: Cllr Bidgood with Cllrs Robinson and Diwell. Lay Members Ms Higson, Mr Murray, Mr Waterman and Mr Warren

Remit: To create a dedicated green cycle way adjacent to the B481 between Sonning Common and Emmer Green.

Neighbourhood Development Plan Working Party – in abeyance

External Bodies: Council is represented by custom or by requirement on various external bodies.

Current representation is as follows:

Allotments Committee: John Stoves.

Sonning Common Magazine Committee: Vacancy.

Club SC: Vacancy.

Sonning and District Welfare and Educational Trust; Cllr Diwell.

Chiltern Edge Community Association: Vacancy.

Poor's Land Trust – two trustees from SCPC: Cllrs Rawlins and Diwell.

On Your Bike (Health Centre) Committee: Vacancy.

Scouts/Guides Hut Management Committee: Cllr Howe.

Appendix B

SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 15 May 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		
B May Elections not contested - two new members appointed.		Closed
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 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
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. Three vacant plots.	Low	Open
A Widmore Pond Wall – Brickwork repairs being investigated	Medium	Ongoing
Memorial Park Working Party		
A Transfer of Kidmore End Memorial Hall to SCPC.	Medium	In progress
B Installation of Lighting	Medium	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 Sub-committee		
A Ongoing management of staff	High	In progress
A Health and Sickness Policy	Low	In progress
A Job Description for potential new person.	Medium	In progress
A Develop training programme for new and existing Cllrs and staff as part of Respect agenda.	Medium	Open
Summary		
A Donation applications being progressed	Medium	Ongoing
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 Annual Review of financial regulations	Low	Open
A Internal Audit asked to provide annual report	Low	Open

Parish Clerk