

Members are summoned to the Meeting of Sonning Common Parish Council

On Monday 16 October 2023 at **19.30** hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend.

AGENDA

- 24/071 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.
- 24/072 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 24/073 To review, receive Chairpersons' comments on and approve as correct the draft minutes already circulated of the following meetings:
 - 073.01 Parish Council held on 17 July and 11 September.
 - 073.02 Finance Committee held on 12 July, 9 August and 13 September.
- 24/075 County Councillor's Report – as circulated.
- 24/076 District Councillor's Report – as circulated.
- 24/077 Parish Clerk's Report – see Appendix A attached.
- 24/078 National Civility and Respect Pledge – Members will be asked to sign that they subscribe to the pledge and have watched the recorded code of conduct training.
- 24/079 DP2023.07 Use of Decision Papers
- 24/080 DP2023.08 - Memorial Park Lighting – to approve funding.
- 24/081 DP2023.09 – Traffic Surveys – to approve actions and funding.
- 24/082 DP2023.10 – Grounds Maintenance Contract – to approve extension of current contract.
- 24/083 Memorial Park WP – update including on Tarmac grant request and plans for Village Day on 6 June 2024.
- 24/084 Verbal update from the Cycleway project.
- 24/085 Verbal update from Village Centre & Transport WP.
- 24/086 SC Youth Club update.
- 24/087 To give formal approval to the 2023/25 budget as agreed by Finance committee and to be briefed about 2024/25 Budget and Precept plans.
- 24/088 Matters for future agendas.

Next meeting: 13 November 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. Phone box – awaiting progress to complete.	High	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. 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