

Members are summoned to the Meeting of
Sonning Common Parish Council

On Monday 17 July 2023 at **20.00** hrs in the Village Hall Wood Lane Sonning Common. Public and Press are welcome to attend.

AGENDA

- 24/038 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.
- 24/039 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 24/040 To review, receive Chairpersons' comments on and approve as correct the draft minutes already circulated of the following meetings:
 - 040.01 Planning Committee held on 12 June.
 - 040.02 Parish Council held on 12 June.
 - 040.03 Finance Committee held on 14 June.
- 24/041 County Councillor's Report – as circulated.
- 24/042 District Councillor's Report – as circulated.
- 24/043 Parish Clerk's Report – see Appendix A attached.
- 24/044 Memorial Park WP – update including on Tarmac request.
- 24/045 Update from the Cycleway WP as circulated plus presentation by Mr Varnham.
- 24/046 Verbal update from Village Centre & Transport WP.
- 24/047 SC Youth Club update.
- 24/048 To review progress towards signing up to the national Civility and Respect Pledge – see appendix B.
- 24/049 Motion to delegate all Council powers to the Finance Committee until the September meeting.
- 24/050 Matters for future agendas.

Next meeting: 11 September 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 to SCPC. Respond to Construction Traffic Management Plan.		
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 as Trustees wish to take back responsibility for and running of the hall for the foreseeable future.	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	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.