

Minutes of the Meeting of  
**Sonning Common Parish Council**

On Monday 13 November 2023 the Village Hall Sonning Common

Present: Mr Stoves (Chairman), Mr Bidgood, Ms Boorman, Mrs Diwell, Mr Howe, Mrs McLellan, Mrs Pearman, Mr Rawlins and Mr Collings (Parish Clerk) plus Ms E Dodd Henley Standard and Mr T Fort.

- 24/089 Apologies for absence - Mr James, Mr Robinson and Mr Scannell. No declaration.
- 24/090 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 24/091 To review, receive Chairpersons' comments on and approve as correct the draft minutes already circulated of the following meetings:
  - 091.01 Parish Council held on 11 September and 16 October 2023.
  - 091.02 Finance Committee held on 13 September and 11 October 2023.
  - 091.03 Planning Committee held on 23 October 2023.
- 24/092 County Councillor's Report – as circulated.
- 24/093 District Councillor's Report – as circulated.
- 24/094 Parish Clerk's Report – see Appendix A attached.
- 24/095 National Civility and Respect Pledge – Members who have not yet done are asked to sign that they subscribe to the pledge and have watched the recorded code of conduct training.
- 24/096 Following the resignation of Mr Varnham, Council is asked to nominate a new sponsor for the Emergency Plan - circulated.
- 24/097 Memorial Park WP update.
- 24/098 Cycleway project update.
- 24/099 Village Centre & Transport WP update and presenting DP2023.11 - Phone box stage 2 – final fit-out for approval.
- 24/100 SC Youth Club update.
- 24/101 To ratify updated Standing Orders as circulated.
- 24/102 Matters for future agendas.

Next meeting: 11 December 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.

<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 funds to SCPC.	High	Open
Respond to Construction Traffic Management Plan.	Medium	Open
C 33/35 Peppard Road – Unmanaged property	Low	Open
<b>Village Centre and Transport Working Party</b>		
B. Phone box – awaiting plan for next steps.	Medium	Open
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. Five vacant plots.	Low	Open
A Widmore Pond Wall – Brickwork repairs being investigated. Awaiting resolution of responsibility	Medium	Ongoing
<b>Memorial Park Working Party</b>		
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.	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 assistant Clerk	High	In progress
A Develop training programme for new and existing Cllrs and staff as part of Respect agenda.	Medium	Open
<b>Summary</b>		
A Agree future staffing of office.	High	Open
A Adopt recommended civility and respect pledge and actions	High	Closed
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