

Members are summoned to:  
**THE ANNUAL MEETING of  
SONNING COMMON PARISH COUNCIL**

On Monday 13 May 2024 at 19.30 hrs in the Village Hall, Sonning Common.

Public and Press are welcome to attend.

**Prior to the start of the meeting all members are asked to sign their Declarations of Acceptance of Office so that the Parish Clerk can countersign them. Personal copies of the declaration will be in front of each seat.**

In accordance with the Local Government Act 1972 & Section 106 of the Finance Act 1992 Members are reminded that it is their responsibility to declare any interests in items that are to be discussed at the meeting.

### ANNUAL MEETING AGENDA

- AMPC25.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- AMPC25.2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
- AMPC25.3 To receive apologies for absence.
- AMPC25.4 To receive any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- AMPC25.5 Public Participation. Members of the public may raise questions about and comment on items on the agenda. This session is limited to 15 minutes (3 minutes per person).
- AMPC25.6 To approve the minutes of the Annual Meeting held on 16 May 2022.
- AMPC25.7 To nominate and appoint Councillors as members of the:
  - AMPC25.7.1 Finance Committee.
  - AMPC25.7.2 Planning Committee.See Appendix A for all current memberships.
- AMPC25.8 To confirm the membership of sub-committees/working parties - see Appendix A.
- AMPC25.9 To nominate or reconfirm Councillors to represent the Parish Council on or to relevant external bodies – see Appendix A.
- AMPC25.10 To confirm adoption of 'Model Standing Orders 2018 (England) – Updated April 2023' as the appropriate Standing Orders for Sonning Common Parish Council.
- AMPC25.11 General Power of Competence: To confirm that the Parish Council continues to meet the criteria needed to use this power.
- AMPC25.12 To confirm that the next Annual Meeting will be on Monday 15 May 2017.

Signed by  
Philip Collings  
Clerk to the Parish Council

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:  
014.01 Parish Council meeting held on 24 April 2023  
014.02 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.
- 24/021 To consider DP 2025.02 – Memorial Park Matters.
- 24/022 Matters for future consideration.
- 24/023 Two confidential matters without press and public present.

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 13 May 2024**

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: Vicky Boorman

### **Parish Council Committees and Working Parties:**

**Planning Committee** 5 Cllr Members

Chair: Cllr Leigh Rawlins Members: Cllrs Diwell, McLellan, Robinson, and Pearman.

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

**Finance Committee** 6 Cllr Members

Chair: Brian Robinson Members: Cllrs Boorman, Pearman, Rawlins, Scannell and Stoves.

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.

**HR Committee** 3 Cllr Members

Chair: Cllr Boorman with Cllrs Diwell, Robinson, Stoves and Scannell.

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

### **Current Working Parties:**

**Memorial Park Working Party** 4 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** 4 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** 3 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** 3 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 13 May 2024

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.	Medium	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 for SCPC use.	Medium	Open
B Monitoring Construction Traffic Management.	Medium	Open
C 33/35 Peppard Road – Unmanaged property.	Low	Open
<b>Village Centre and Transport Working Party</b>		
B. Phone box –plan for next steps agreed.	Medium	Open
B VC working party to follow up on Village centre plans.	Medium	Ongoing
<b>Parks and Environment Working Party</b>		
A Allotments – all plots tenanted.	Low	Open
A Widmore Pond Wall – Brickwork repairs being investigated. OCC claim no responsibility.	Medium	Ongoing
<b>Memorial Park Working Party</b>		
A Kidmore End Memorial Hall - Trustees will not take back full Responsibility until 31 August 2024.	High	In progress
A Organising surface treatments around MP.	Medium	Ongoing
B Ongoing Income generation and events for 2024.	Medium	Open
<b>Cycleway Working Party</b>		
B Ongoing raising profile of proposal.	Low	In progress
<b>HR Working Party</b>		
A Ongoing management of staff.	Medium	In progress
A Health and Sickness Policy.	Low	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
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

Parish Clerk