

Members are summoned to the Meeting of
Sonning Common Parish Council

On Monday 8 July 2024 at 8.00pm in the Village Hall, Sonning Common

Public and Press are welcome to attend.

AGENDA

- 25/036 Apologies of absence and declarations of interests: To receive apologies for absence and any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- 25/037 Public Question Time: Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 25/038 To review, receive the Chairs comments on and approve as correct the draft minutes already circulated of the following meetings:
- 038.01 Planning Committee held on 3 and 24 June 2024.
 - 038.02 Annual Meeting of the Parish Council on 13 May 2024.
 - 038.03 Parish Council meeting held on 10 June 2024.
 - 038.02 Finance Committee meeting held on 12 June 2024.
- 25/039 To receive the County Councillor's Report.
- 25/040 To receive the District Councillor's Report
- 25/041 To consider the Parish Clerk's Report – Appendix B
- 25/042 To receive an update from the Parks and Environment Working Party
- 25/043 To receive an update from the Village and Transport Working Party
- 25/044 To receive an update from the Cycleway Working Party
- 25/045 To receive an update from the Memorial Park Working Party
- 24/046 Motion to delegate all Council powers to the Finance Committee until the September meeting.

Signed by Philip Collings Clerk to the Parish Council

Appendix B
SONNING COMMON PARISH COUNCIL

Parish Clerks Report to the meeting on Monday 8th July 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 Committees or WP; C: To note.

Actions	Priority	Status
General		
A Ongoing contracts Management Progress	Medium	In
A Adding links to website for 'Useful Contracts'	Medium	Open
A Events information to be added to website <i>Jess has been collating the information and a draft version is nearly ready</i>	Medium	Open
Finance Committee		
A Open Youth Club Bank Account	High	Open
A AGAR - completing forms and accompanying documents as requested by External Auditor <i>All forms and supporting documents were sent to the External Auditor on 27th June.</i>	Low	Open
A Charity Commission – need to file accounts as per External Auditor report <i>We are looking into this at present as the Council owns the Village Hall but is registered as a Trustee. We will need to speak to a solicitor with regard to this.</i>	High	Open
Planning Committee		
B Inspired Villages - £7.5m allocated for affordable housing - how to get funds for SCPC use	Medium	Open
B Monitoring Construction Traffic Management	Medium	Open
C 33-35 Peppard Road – unmanaged property	Low	Open
Village Centre and Transport Working Party		
B Phone Box – plan for next steps agreed	Medium	Open
B VC working party to follow up on Village centre plans	Medium	Ongoing
A To obtain quotes to upgrade CCTV around Village Hall and Car Park	Medium	Ongoing
A To obtain quote to replace fuse board in Village Hall so that we can obtain a EICR certificate to comply with insurance requirements	Medium	Ongoing
A To get a survey of the Village Hall roof done to comply with insurance requirements	Medium	Ongoing
Parks and Environment Working Party		
A Allotments – one plot vacant	Low	Ongoing
A Widmore Pond Wall – have emailed back Inspired Villages and waiting to hear back <i>Isobel Balsdon is following up with Inspired Villages.</i>	Medium	Ongoing
Memorial Park Working Party		
A KEMH – Trustees will not take back full responsibility until 31 st August 2024	High	In

Progress

A Remedial works in the play area at Memorial Park High In
Kompan have agreed to rectify works on the mound Progress
and we are waiting to hear back with a start date.

B Ongoing income generation and events for 2024 Medium Open

Cycleway Working Party

B Ongoing raising profile of proposal Low In

Progress

HR Committee

A Ongoing management of staff and training Medium In
Jess Moss booked on several courses between Progress
July and October 2024

A Health and Sickness Policy Low
In

Progress

A Develop training programme for new and existing Medium Open
Cllrs and staff as part of Respect agenda

A Staff Contracts – update contracts High
Open/In

Progress

Youth Club

A Giving the Youth Leader and staff ongoing High Ongoing
management and support

Summary

A Agree future staffing of the office High Open

B Register of Interests – Cllrs must review own High
Ongoing information

A Annual Risk Assessment Medium Ongoing

A Annual Review of Register of Assets & Investments Medium Ongoing

A Finance Committee to review Annual Governance Medium Ongoing
Statement

A Annual Review of Finance Regulations Low Open