

Members are summoned to the Meeting of
Sonning Common Parish Council

On Monday 15 January 2024 at **20.00** hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend.

AGENDA

- 24/119 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.
- 24/120 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 24/122 To review, receive Chairpersons' comments on and approve as correct minutes already circulated of the following meetings:
 - 122.01 Parish Council held on 11 December 2023.
 - 122.02 Finance Committee held on 13 December 2023.
 - 122.03 HR Committee held on 3 January 2024.
- 24/123 County Councillor's Report – as circulated.
- 24/124 District Councillor's Report – as circulated.
- 24/125 Parish Clerk's Report – see Appendix A attached.
- 24/126 National Civility and Respect Pledge – Any members who have not yet done so are asked to sign that they subscribe to the pledge and have watched the recorded code of conduct training.
- 24/127 To consider DP2023.13 - proposal re phone box.
- 24/128 To review Internal Audit Report of 15 December.
- 24/129 To consider and approve proposed Budget and Precept for FY 2024/25.
- 24/130 Memorial Park WP update.
- 24/131 Cycleway project update.
- 24/132 Village Centre & Transport WP update.
- 24/133 SC Youth Club update.
- 24/134 Matters for future agendas.
- 24/135 Confidential meeting re Personnel matters without Press & Public

Next meeting: 12 February 2024.

Signed by Philip Collings - Parish Clerk

Appendix A

SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 15 January 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.

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 for SCPC use.	High	Open
B Monitoring Construction Traffic Management.	High	Open
C 33/35 Peppard Road – Unmanaged property.	Low	Open
Village Centre and Transport Working Party		
B. Phone box –plan for next steps being finalised.	Medium	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. OCC claim no responsibility.	Medium	Ongoing
Memorial Park Working Party		
A Kidmore End Memorial Hall - Trustees will take back full responsibility on 31st March 2024.	High	In progress
A Organising surface treatments around MP.	High	Ongoing
B Installation of Lighting going ahead from 1 February.	High	Ongoing
B Ongoing Income generation and events for 2024.	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 Advertising for Administrator/Assistant Clerk.	High	In progress
A Develop training programme for new and existing Cllrs and staff as part of Respect agenda.	Medium	Open
Summary		
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