

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

On Monday 20 May 2013 at 19.30 hrs in the Village Hall, Wood Lane, Sonning Common.
Public and Press are invited to attend

AGENDA

- AMPC13.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- AMPC13.2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
- AMPC13.3 To receive apologies for absence.
- AMPC13.4 To receive any declarations of interest from Members: To receive any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- AMPC13.5 Public Participation. An opportunity for members of the public to raise questions about and comment on items on the agenda. This session is limited to 15 minutes (3 minutes per person).
- AMPC13.6 To nominate and appoint Councillors as members of the:
AMPC13.6.1 Finance Committee;
AMPC13.6.2 Planning Committee.
- AMPC13.7 To confirm the membership of sub-committees, working parties etc. See Appendix A for current memberships.
- AMPC13.8 To nominate or reconfirm Councillors to represent the Parish Council on or to relevant external bodies. See Appendix A for current memberships.
- AMPC13.9 To confirm the continuing appropriateness of the updated Standing Orders for Sonning Common Parish Council as adopted on 14 May 2012.
- AMPC13.10 To review and approve three Policy documents – Complaints Procedure; Publication Scheme; Press and Media Policy.
- AMPC13.11 To confirm that the next Annual Meeting will be on Monday 19 May 2014.

ROUTINE BUSINESS

- 14/015 To receive the Police Report
- 14/016 To ratify the Minutes of the Finance Committee meeting held on 8 May 2013
- 14/017 To approve the Minutes of previous meetings:
005.01 Planning Committee held on 18 March, 8 and 22 April 2013
005.02 Parish Council meeting held on 22 April 2013
- 14/018 To receive the County Councillor's Report
- 14/019 To receive the District Councillor's Report
- 14/020 To receive the Parish Clerk's Report - Appendix B attached
- 14/021 Skatepark progress: Mrs Lewis will advise on progress being made.
- 14/022 Neighbourhood Development Plan: Mr Greenwood will give a progress report.
- 14/024 Matters for future consideration.

Next meeting: Monday 17 June 2013 at 20.00



Philip Collings
Clerk to the Parish Council

Appendix A

Committees and Working Parties

Members are nominated by Council and each elects a Chairman and may also elect a Vice-Chairman if desired. Working Parties may co-opt people who are not Councillors but such co-options are decided by the Working Party not by Council.

Finance Committee now:

John Stoves
Jo Hunt
Chrissie Phillips-Tilbury
Dirk Jones
Douglas Kedge
Barrie Greenwood
Carole Lewis (substitute)

Planning Committee now:

Barrie Greenwood
Gail Noble
Jo. Hunt
Colin Reynolds
Carole Lewis
Leigh Rawlins
John Stoves (non-voting ex officio as Vice Chair)
Douglas Kedge (non-voting ex officio as Chair. Also voting substitute.)

Recreation - (Skate Park) Working Party

Carole Lewis
Dirk Jones
Douglas Kedge

Neighbourhood Development Plan Working Party.

Barrie Greenwood
Leigh Rawlins
Colin Reynolds
Tom Fort

Widmore Pond Committee

Jane Diwell
Tom Fort

Footpaths Working Party

John Stoves
Gail Noble

External Bodies: Council is represented by custom or by requirement on various external bodies. Current representation is as follows:

Allotments Committee

John Stoves.

Village Hall Management Committee

Barrie Greenwood.

S.C. Magazine Committee

Chrissie Phillips-Tilbury

Club SC

Colin Reynolds.

Sonning and District Welfare and Educational Trust

Jane Diwell.

Chiltern Edge Community Association

Jo Hunt

Poor's Land Trust – two trustees required from SCPC

Jo Hunt.
A N Other

On Your Bike (Health Centre) Committee

Tom Fort.

Appendix B

SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 20 May 2013

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;
- B. Progress with tasks being overseen by Members;
- C. Matters affecting the day-to-day running of the Council's business;
- D. Regulatory and legislative changes anticipated.

	Summary	Source	Resp.	Status
A	New approach to be made to find and approach owners of land behind PO to enquire if it could be made available for parking.	Clerk	Clerk	OPEN
A	2A Grove Rd site. In contact with owners re: development options. Have sought advice from Housing Association – progress glacial.	Clerk	Clerk	OPEN
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Deputy Clerk	OPEN
A	Allotments – Work complete.	12/113	Mr Stoves + Clerk	CLOSED
A	Hedges – work being authorised for PC hedges to be cut.	13/070	Clerk	OPEN
A	New bin in place outside Co-op. Arrangements made for bollards outside hall to be repainted in green.	Clerk	Clerk	CLOSED
A	Post Office: Laura Tarling Senior Stakeholder Manager – South West spoke at the APM on 13 May.	Clerk	Clerk	CLOSED
B	Car parking. Letter sent to SODC per minute 13/169. Response received and follow up to be made.	13/169	Clerk + Mr Greenwood	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Widmore Pond benches about to be installed. Information Board under way.	WPC	Mrs Diwell + Clerk	OPEN
B	Skatepark – supporting fundraising.	SPWP	Deputy Clerk	OPEN
B	CCTV - Co-op have agreed to put cameras on their wall. STILL awaiting written consent.	13/102	Mr Jones + Clerk	OPEN
C	Neighbourhood Development Plan. Support work continuing for next phase. NDP specific website is up.	Clerk	Clerk	OPEN
C	Quality Parish Council/GPC. Clerk and Deputy completing their portfolios to obtain CiLCA certification.	Clerk	Clerk	OPEN
C	Document standards. Work being done to standardise and index properly as part of assistant clerk developing operational manual.	Clerk	Clerk	OPEN
C	Data Protection Act and individual Councillors. Please discuss with the Clerk individually.	Clerk	Clerk	OPEN



Philip Collings
Parish Clerk