

# Members are summoned to the Annual Meeting of Sonning Common Parish Council

On Monday 14 May 2018 at 19.30 hrs in the Village Hall Wood Lane Sonning Common to be followed by a Meeting of the Parish Council. Public and Press are welcome to attend

## AGENDA

- AMPC18.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- AMPC18.2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
- AMPC18.3 To receive any apologies for absence.
- AMPC18.4 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.
- AMPC18.5 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).
- AMPC18.6 To approve the minutes of the Annual Meeting held on 15 May 2017.
- AMPC18.7 To nominate and appoint Councillors as members of the:
  - AMPC18.7.1 Finance Committee;
  - AMPC18.7.2 Planning Committee.
- AMPC18.8 To confirm/nominate members of sub-committees, working parties etc. See Appendix A for current memberships.
- AMPC18.9 To nominate or confirm Councillors to represent the Parish Council on or to relevant external bodies. See Appendix A for current memberships.
- AMPC18.10 To confirm the continuing appropriateness of the Standing Orders for Sonning Common Parish Council as adopted on 21 October 2013.
- AMPC18.11 To confirm that the next Annual Meeting will be on Monday 13 May 2019.

## Parish Council AGENDA

- 19/018 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.
  - 19/019 Public Question Time under Section 30 of Standing Orders.
  - 19/020 Police Matters: To consider report circulated by email and any other relevant matters.
  - 19/021 To approve Minutes of previous meetings:
    - 021.01 Finance Committee held on 2 May.
    - 021.02 Planning Committees - none.
    - 021.03 Parish Council meeting held on 16 April 2018.
  - 19/022 County Councillor's Report.
  - 19/023 District Councillor's Report.
  - 19/024 Parish Clerk's Report - Appendix B attached.
  - 19/025 Annual Governance Statement 2017/18 (Audit) to review and approve this statement circulated separately.
  - 19/026 Memorial Hall Field Working Party (MHFWP) update.
  - 19/027 Village Centre Working Party (VCWP) – no report.
  - 19/028 Village clean-up – report back from Geoff Davis/Emma Lawrence.
  - 19/029 Environment Working Party – report from Mr Rust.
  - 19/030 Widmore Pond Wall update from Parish Clerk.
  - 19/031 SON6 Appeal update and report on CAGE appeal.
  - 19/032 Risk Assessment and Asset Register – to review and approve these documents as finalised.
  - 19/033 Mrs Lewis will preview of Annual Parish meeting on 21 May.
  - 19/034 Matters for future agendas.
- Next meeting: Monday 18 June 2018 at 20.00.



Philip Collings - Parish Clerk

## Appendix A

**Council Chairman** now: Carole Lewis. **Vice-Chairman** now: John Stoves

### **Committees and Working Parties**

Members are nominated by Council and each elects a Chairman and may also elect a Vice-Chairman if desired. A Committee may not have more than six members – 50% of the council itself. Working Parties may co-opt people who are not Councillors and such co-options are decided by the Working Party not by Council.

**Finance Committee** now: John Stoves (Chair); Chrissie Phillips-Tilbury; Dirk Jones; Douglas Kedge; Barrie Greenwood; Carole Lewis.

**Planning Committee** now: Stan Rust (chair); Tom Fort; Douglas Kedge; Carole Lewis; Chrissie Phillips-Tilbury; Leigh Rawlins; John Stoves (non-voting ex officio as Vice Chair)

**Environment Working Party** Stan Rust (Chair); Jane Diwell; Tom Fort; Dirk Jones; Douglas Kedge; John Stoves. No Co-optees so far. Has absorbed Widmore Pond WP.

**Neighbourhood Development Plan 2 Working Party** now: Tom Fort (Chair); Barrie Greenwood; Stuart Howe; Leigh Rawlins; Stan Rust plus co-opted members.

**Memorial Hall Field Working Party (MHFWP):** Leigh Rawlins; Mika Rinta-Suksi; Chaired by Diana Pearman with several active co-opted members. Parish Clerk and Deputy both attend.

**Village Centre Working Party (VCWP):** Stuart Howe (Chair); Jane Diwell; Tom Fort; Chrissie Phillips-Tilbury; Leigh Rawlins; Stan Rust. Parish Clerk and Deputy both attend. Co-options will take place soon.

**Recreation Working Party (Skate Park)** now: Carole Lewis; Dirk Jones; Douglas Kedge; Chrissie Phillips-Tilbury.

**Footpaths Working Party:** John Stoves; Stan Rust.

**ClubSC Working Party:** Mika Rinta-Suksi; Parish Clerk or Deputy; Other members as ToR.

**Village Hall Working Party:** To be nominated.

**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: Tom Fort

Sonning and District Welfare and Educational Trust: Jane Diwell.

Chiltern Edge Community Association: Chrissie Phillips-Tilbury

Poor's Land Trust: Leigh Rawlins; Bernard Winnington.

On Your Bike (Health Centre) Committee: Tom Fort.

Scouts/Guides Hut Management Committee: Tom Fort; Stuart Howe.

## Appendix B SONNING COMMON PARISH COUNCIL

### Parish Clerk's Report to the meeting on 14 May 2018.

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.

	<b>Summary</b>	<b>Source</b>	<b>Resp.</b>	<b>Status</b>
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Clerk	OPEN
A	Hedges – work being authorised for PC hedges to be cut.	13/070	Clerk	OPEN
A	Knotweed outside and on land inside 33/35 Peppard Road. Still seeking action from OCC Highways. New body investigating as well.	Clerk	Clerk	OPEN
A	Plaque to be sourced for Widmore Pond to recognise the Brownjohns. Wording agreed by Mr Fort.	Clerk	Clerk	OPEN
A	Play areas resurfacing quotes in progress for 2 <sup>nd</sup> and 3 <sup>rd</sup> sites.	Deputy Clerk	Deputy Clerk	OPEN
A	Widmore Pond extension. 'Back pond' transfer under way. Fencing will be needed.	Clerk	Clerk	OPEN
A	Baskerville Road play area resurfacing - grant of £21,771 offered for this by Tarmac via DET.	Deputy Clerk	Deputy Clerk	OPEN
A	Brinds Corner Bus Stop – modification complete.	Clerk	Clerk	CLOSED
A	Scout hut lighting. Grant of £1K received towards what is needed. Plans to be agreed.	Clerk	Clerk	OPEN
A	Village Hall roof. New quotes being sought to qualify for grants.	Clerk	Clerk	OPEN
B	Resourcing the Neighbourhood Plan update.	Deputy Clerk	Deputy Clerk	OPEN
B	MHF Working party – office supporting this long term activity.	17/079	Clerk	OPEN
B	Village Centre Working Party being supported.	Deputy Clerk	Deputy Clerk	OPEN
B	Environment Working Party (EWP) being supported.	Clerk	Clerk	OPEN
B	Allotments. Two half-plots vacant.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
C	Website – looking at plan to improve.	Deputy Clerk	Deputy Clerk	OPEN
C	Document standards. Work being done to standardise and index properly as part of developing an operational manual.	Clerk	Clerk	OPEN
C	New GDP Regulations – Effect and implications being worked on.	Deputy Clerk	Deputy Clerk	OPEN



**Philip Collings**  
Parish Clerk