

Members are summoned to the meeting of Sonning Common Parish Council

On Monday 13 June 2016 at 20.00 hrs in the Village Hall Wood Lane Sonning Common.

Public and Press are welcome to attend

AGENDA

- 17/028 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.
- 17/029 Public Question Time under Section 30 of Standing Orders.
- 17/030 To review the Police Report previously circulated.
- 17/031 To approve the Minutes of previous meetings:
 - 031.01 Planning Committees held on 10 and 24 May 2016.
 - 031.02 Parish Council meeting held on 16 May 2016.
- 17/032 To receive the County Councillor's Report.
- 17/033 To receive the District Councillor's Report.
- 17/034 To receive the Parish Clerk's Report - Appendix A attached.
- 17/035 Neighbourhood Development Plan: Mr Greenwood will update members on the latest position.
- 17/036 Local Government Pension Scheme administration: Council is asked to 'resolve to change the designation of those employees eligible to join the Local Government Pension Scheme (LGPS), under their contracts of employment, from 'Philip Collings' and 'Ros Varnes' to 'Parish Clerk' and 'Deputy Parish Clerk'.
- 17/037 Play Areas Annual Inspections. The Deputy Parish Clerk will give a verbal report on the recently completed formal inspections.
- 17/038 Allotment site rental: To consider approving the terms of a proposed new agreement with the Poor's Land Trust – Appendix B.
- 17/039 Matters for future agendas.
- 17/040 Confidential matter – public and press excluded.

Next meeting: Monday 11 July 2016 at 20.00.



Philip Collings
Parish Clerk

Appendix A

SONNING COMMON PARISH COUNCIL Parish Clerk's Report to the meeting on 13 June 2016

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	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. No change.	Mr Jones	Clerk	OPEN
A	Annual formal play area inspections completed. Resulting work being planned and costed.	Deputy Clerk	Deputy Clerk	OPEN
A	Electricity poles in Wood Lane. New contractor is still investigating.	Clerk	Clerk	OPEN
A	ATM Installation not proceeding.	Clerk	Clerk	Closed
B	Allotments. No vacant plots.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Parking in Pages Orchard and Ashford Avenue. Still seeking quotes. Likely cost >£50K	15/082	Clerk	OPEN
C	Informal request for council to provide a member of Governors of SC Primary School.	Ros Varnes	Deputy Clerk	OPEN
C	Neighbourhood Development Plan. Awaiting work to respond to examination as required.	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	Data Protection Act and individual Councillors. Please discuss with the Clerk individually.	Clerk	Clerk	OPEN



Philip Collings
Parish Clerk

Appendix B

DATED 2016

TENANCY AGREEMENT

LANDLORD: THE TRUSTEES OF THE LIBERTY OF EYE AND DUNSDENS POOR'S LAND CHARITY

TENANT: SONNING COMMON PARISH COUNCIL

PROPERTY: HORSEPOND ROAD ALLOTMENTS SITE

THIS TENANCY AGREEMENT is made the day of 2016 BETWEEN:

(1) The Trustees of the Liberty of Eye and Dunsden Poor's Land Charity c/o The Glade Remenham Piece Remenham Hill Henley-on-Thames Oxon RG9 3ET (hereinafter called "the Landlord") of the one part and
(2) Sonning Common Parish Council of Parish Office Village Hall Wood Lane Sonning Common Reading Berkshire RG4 9SL (hereinafter called "the Tenant") of the other part

WHEREBY:

The Landlord agrees to let and the Tenant agrees to rent the parcel of freehold land off Horsepond Road Gallowstree Common Reading RG4 9BX in the County of Oxfordshire which is for the purposes of identification shown edged in red on the plan attached hereto (hereinafter called "the Property") amounting to 1.12 hectares (2.76 acres) or thereabouts for the term of 5 years commencing on 1st October 2016 and expiring on 30th September 2021 at the yearly rent of £750.00 (seven hundred and fifty pounds) and upon the following terms:-

1. A break clause may be implemented by either the Landlord or Tenant on 30th September 2019 upon giving a minimum of 12 months' prior written notice to the other. In order for the Tenant to effect the break clause all the terms of the tenancy agreement must have been complied with for it to become effective.
2. The Tenant agrees to pay the rent in two equal instalments in arrears on 1st April and 1st October in each year of the tenancy the first payment to be made on 1st April 2017 without set-off or deductions (whether demanded or not).
3. The Tenant shall pay all rates, taxes, tithes and any other outgoings on the Property.
4. The Tenant agrees to occupy and use the Property for the permitted use as allotment land only and to keep the same and all buildings thereon as neat and tidy as may be reasonably possible and in good heart and condition. The Tenant shall not deposit weeds, rubbish or manure upon or in any way obstruct the allotments roads or paths or permit any act which may be a nuisance or injurious. The Tenant agrees to cut all hedges on the Property annually. The height of the hedges must not exceed 2 metres.
5. The Tenant shall not assign sublet underlet or otherwise part with possession of the Property or any part thereof save that the granting of annual agreements to individual allotment holders shall not constitute a breach of this clause.
6. The Tenant shall maintain in good condition the stock and rabbit proof fence around the Property together with the main gates and the car parking area. The Tenant shall also maintain a small access gate between the Property and the Paddock Field also owned by the Landlord (shown hatched green on the plan attached hereto).
7. The Tenant shall provide a water supply to the occupier of the Paddock Field for an annual charge to be agreed between the occupier and the Tenant and paid directly to the Tenant.
8. The Tenant may erect buildings sheds greenhouses or any other structures ancillary to the permitted use on the Property and shall remove the same on the termination of this tenancy agreement and shall restore the Property to the condition it was in before any such building shed greenhouse or structure was erected. The Tenant will be responsible for obtaining planning permission as may be required.
9. The rent shall be reviewed at the end of the third year of the tenancy agreement. Such reviewed rent shall be agreed by negotiation between the Landlord and the Tenant and if no agreement can be reached between the parties they shall appoint an independent expert to fix the reviewed rent. In default of agreement of an independent expert a joint written application will be made to the President of the Royal Institution of Chartered Surveyors to appoint an independent expert who will determine the reviewed rent. The appointment of such expert shall specify that their decision shall be made following representations in writing by the parties and the costs of the expert shall be borne as directed by the expert and their decision shall be final and binding on all parties.

10. The Landlord agrees with the Tenant that the Tenant paying the said rent performing and observing the terms of this tenancy agreement herein contained may peaceably hold the Property during the continuance of the tenancy agreement without any interruption by the Landlord or any person claiming under it with the exception of the Paddock occupier to access the water stop cock.
11. At the expiration or sooner determination of this agreement the Tenant shall deliver the Property in such condition as shall be consistent with the due performance of the obligations on its part herein contained. Provided always that if the whole or any part of the Rent (or any other sum reserved as rent) remains unpaid twenty-one days after becoming due (whether demanded or not); or if any of the Tenant's agreements in this agreement are not performed or observed; the Landlord may without prejudice to any other rights it may have at any time (and notwithstanding the waiver of any previous rights of re-entry) re-enter the Holding or any part of it whereupon the Tenancy shall end.
IN WITNESS whereof the parties hereto have hereunto set their hands as a Deed the day and year first before written

EXECUTED as a Deed for and on behalf of
The Trustees of The Liberty of Eye and Dunsden Poor's Land Charity acting by two Trustees
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EXECUTED as a Deed for and on behalf of Sonning Common Parish Council by two Members of the Council)

Minutes of the Annual Meeting of Sonning Common Parish Council held on Monday 16 May 2016 in the Village Hall

Present: Mrs Diwell; Mr Fort; Mr Greenwood; Mr Jones; Mr Kedge; Mrs Lewis; Mrs Phillips-Tilbury; Mr Rawlins; Mr Rust; Mr Stoves; Mr Collings (Parish Clerk) and Mrs Varnes (Deputy Parish Clerk).

- AMPC16.1 Election of the Chairman of the Council: Mr Stoves proposed and Mr Greenwood seconded the re-appointment of Mr Kedge. There being no other nominations Mr Kedge was elected unanimously, signed the Chairman's Declaration of Acceptance of Office and took the chair.
- AMPC16.2 Election of the Vice Chairman: Mr Kedge proposed and Mrs Phillips- Tilbury seconded the re-appointment of Mr Stoves. There being no other nominations Mr Stoves was elected unanimously and signed the Vice Chairman's Declaration of Acceptance of Office.
- AMPC16.3 Apologies for absence: None.
- AMPC16.4 Declarations of interest from Members: None.
- AMPC16.5 Public Participation: No participation.
- AMPC16.6 The minutes of the Annual Meeting held on 18 May 2015 were approved unanimously.
- AMPC16.7 The following were appointed as members of the:
AMPC16.7.1 Finance Committee: Mr Stoves; Mrs Phillips-Tilbury; Mr Jones; Mr Kedge; Mr Greenwood and Mrs Lewis (substitute)
AMPC16.7.2 Planning Committee: Mrs Lewis; Mr Rawlins; Mr Rust; Mr Fort; Mr Kedge and Mr Stoves (non-voting ex officio).
- AMPC16.8 Membership of sub-committees, working parties etc were agreed as:
Recreation - (Skate Park) Working Party Mrs Lewis; Mr Jones and Mr Kedge.
Neighbourhood Development Plan Working Party: Mr Greenwood; Mr Rawlins and Mr Fort.
Widmore Pond Committee: Mrs Diwell and Mr Fort.
Footpaths Working Party: Mr Stoves and Mr Rust.
Trees Working Party: Mr Fort; Mr Jones; Mr Kedge and Mr Rust.
- AMPC16.9 Councillors to represent the Parish Council on or to relevant external bodies were agreed as:
Allotments: Mr Stoves.
Village Hall Management Committee: Mr Greenwood.
Club SC: Mr Jones.
Sonning and District Welfare and Educational Trust: Mrs Diwell.
Chiltern Edge Community Association: Mrs Phillips-Tilbury
Poor's Land Trust – Mr Rawlins plus Mr B Winnington as lay volunteer.
On Your Bike (Health Centre) Committee: Mr Fort.
Police Neighbourhood Action Group: Mr Kedge
Scouts/Guides Hut Management Committee: Mr Fort
- AMPC16.10 It was resolved that the Standing Orders for Sonning Common Parish Council as adopted on 21 October 2013 remain appropriate.
- AMPC16.11 It was resolved that that the next Annual Meeting will be on Monday 15 May 2017.

Chairman: Dated: