

Members are summoned to the meeting of Sonning Common Parish Council

Public and Press are welcome to attend

Date: Monday 18 July 2011 at 20.00 hrs.

Venue: The Village Hall, Wood Lane, Sonning Common.

AGENDA

- 12/48 Apologies for absence
- 12/49 Declarations of Interests by Members on Agenda Items: It is each Member's responsibility to advise the Clerk promptly of changes to his/her Register of Interests or Register of Gifts and Hospitality.
- 12/50 Public Question Time under Section 30 of Standing Orders
- 12/51 To ratify the Minutes of the Finance Committee held on 6 July 2011
- 12/52 To receive and approve the Minutes of previous meetings:
 - 52.01 Planning Committees held on 20 June and 4 July 2011
 - 52.02 Parish Council held on 20 June 2011
- 12/53 Matters arising from those minutes
- 12/54 To receive the County Councillor's Report
- 12/55 To receive District Councillor's Report
- 12/56 To receive the Police Report
- 12/57 Financial Regulations: To approve changes to outdated limits as set out in Appendix A to this agenda.
- 12/58 Parish Clerk's Report: Appendix B attached.
- 12/59 Working Parties (Advisory Committees) reports:
 - 59.01 Play area security: Only two quotations will have been received as of 13 July with a third expected shortly thereafter. The Clerk will describe those received. Council is asked to delegate to the Clerk limits within which he can award the contract in order to avoid a two month delay in starting work.
 - 59.02 Footpath improvements: Report for discussion from Ms Noble and Mr Stoves is attached as Appendix C.
- 12/60 Widmore Pond: Mrs Phillips-Tilbury to summarise her findings from the files. Mrs Diwell will propose the setting up a Working Party to replace the old Pond Committee.
- 12/61 Delegation of Powers during August: Motion to delegate the Parish Council's powers to deal with urgent matters to the Finance Committee during August when there is no meeting.
- 12/62 Chiltern Edge Youth Club Grant: At its meeting on 6 April 2011 the Finance Committee agreed (Minute 12/07) *'that the council can donate £4,500 this year and agree to budget for this for the next two years subject to receiving appropriate supporting information and accounts on a yearly basis.'* The required supporting information was provided and Council is now asked to ratify payment in this year and its commitment to further grants in each of the next two financial years.
- 12/63 Public Meeting of Friends of Sonning Common Library: Mr Fort will brief the Council.
- 12/64 Confirm six attendees for course on 12 October Mrs Phillips-Tilbury, Mrs Lewis and Mr Kedge already nominated.
- 12/65 Matters for future consideration

The next Meeting will be on 19 September 2011 at 20.00 hrs.



Philip Collings
Parish Clerk

Appendix A to Parish Council Agenda for 18 July 2011. Proposed amendments to Financial Regulations

The Responsible Financial Officer (the Parish Clerk) reviewed the current regulations with the Internal Auditor and with a Parish Clerk from a slightly larger Parish because the limits imposed some time ago are making it extremely difficult to get simple and necessary things done in a timely and cost effective way. Both advised that the limits in place are too low for a Parish Council with this size of precept.

The £250 limit on RFO authorised expenditure makes it almost impossible to get any useful amount of work done quickly whilst the £1,000 limit above which formal competitive tenders are required is almost unworkable as few companies are prepared to go to the expense of tendering for such a small amount. The advice received is that the following should now be set into the Financial Regulations. Changes are italicised and highlighted in yellow with the current situation shown in []. These proposals were supported by the Finance Committee on 6 July 2011.

Sections 3.1 and 3.4a under Budgetary Control

Section 3.1: Expenditure on revenue items may be *authorised by the RFO and* [] incurred up to the amounts included for that class of expenditure in the approved budget.

Section 3.4a The RFO may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of *£750.00* [£250] The Clerk shall report the action to the Council as soon as practicable thereafter.

Section 10.3 under Orders for Work, Goods and Services

Section 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. Where the expected cost is to exceed *£2,000* [£1,000] three or more quotations or estimates must be obtained from appropriate suppliers, unless the Chairman of the Council/Chairman of the Finance Committee and the RFO agree that it is impractical to do so.

Sections 11.1(b), 11.1(f) and 11.1(g) under Contracts

Section 11.1(b) Where it is intended to enter into a contract exceeding *£2,000* [£1,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall invite tenders from at least three firms to be taken from the appropriate approved list (drawn up by the RFO and approved by Council but shall be based, where possible on the list maintained by the District Council for such works), unless the Chairman of the Council/Chairman of the Finance Committee and the RFO agree that it is impractical to do so.

Section 11.1(f) If less than three tenders are received for contracts above *£2,000* (see 11.1 b above), or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

Section 11.1(g) When it is to enter into a contract less than *£2,000* in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall ensure that good value for money is obtained by where possible seeking alternative quotations/estimates (priced descriptions of the proposed supply). Otherwise, Regulation 10 (3) above shall apply.

Please note that the change to Section 3.1 will not be effected until the next Financial Year when there will be a properly detailed and annotated Budget to refer to.

Appendix B
SONNING COMMON PARISH COUNCIL
Parish Clerk's Report to the meeting on 18 July 2011

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;
- E. Information and comment on issues relevant to the Council that the Clerk believes relevant.

	Summary	Source	Resp.	Status
A	Car Park signage: A No Entry sign for the other side of the exit has been purchased and will go up as soon as possible.	12/25.02	Clerk	OPEN
A	Village Hall window film. Completed.	12/27.01	Clerk	CLOSED
A	Freedom of Information Act (FoI) 2008. Work continuing to ensure compliance with publications scheme. Aim to complete by end July.	12/16a	Clerk	OPEN
A	Play Area Reporting. Consider online reporting.	12/09.01	Clerk	OPEN
A	Effect Bank Mandate changes as agreed.	12/40	Clerk	CLOSED
A	Get hedges on the Baskerville Road Play Area cut.	12/43.01	Clerk	OPEN
A	Naish Way footpath to Essex Gardens cut back.	12/43.01	Clerk	CLOSED
A	Obtain Play area security quotes. Decision on 18 July	12/43.01	Clerk	OPEN
A	Public Toilet Refurbishment. Work almost complete	11/58.01	Clerk	OPEN
A	Village Hall PA system installation on 14 July.	12/44	Clerk	OPEN
A	Baskerville Road litter bin	Clerk	Clerk	OPEN
A	Parish Office organisation. Work continues.	Clerk	Clerk	OPEN
B	New Bus stop seat on Peppard Road. Information has been sought from OCC Highways to revive old plan.	12/45	Clerk	OPEN
B	Register of Interests – Individuals must fill in own forms asap.	12/46	Cllrs.	OPEN
B	Councillor training. Six nominations made for the OALC How to be a better Councillor course on Wednesday 12 October.	Clerk	Cllrs.	OPEN
B	Banking: £80,000 transferred to 12 month Fixed Term Bond Account to pay 2% interest vs. 1.05% previously.	Clerk	Fin. Cttee.	CLOSED
C	Quality Parish Council. Clerk registered to begin work to obtain CiLCA certification.	Clerk	Clerk	OPEN
C	Document standards. Work will be done to standardise and index properly.	Clerk	Clerk	OPEN
C	Data Protection Act and individual Councillors. Please discuss with the Clerk individually.	Clerk	Clerk	OPEN
D	Localism Bill now going through Parliament will have significant effects on and opportunities for the Council. Member(s) need to be fully informed about these matters sooner rather than later.	Clerk	Cllrs.	OPEN



Philip Collings
Parish Clerk

Appendix C
FOOTPATHS ADVISORY COMMITTEE
FOOTPATHS REVIEW 2011

Footpath Location/Address	Surface Material	Surface Condition S=Satisfactory P=Poor	Boundary Conditions	Other Notes Eg Steps, Stiles, Barriers, Signage, Obstructions, Signs of misuse
Baskerville Road to Orchard Avenue	Tarmac	S in main. P first 15m at Orchard Rd end – needs resurfacing. Spreading weeds beneath hedge -needs clearing to maintain width. 2 tree roots breaking path at Baskerville Rd end – needs resurfacing with ramps over roots.	Hedge already cut back	New dog bin needed at Baskerville Rd end.
Wood Lane to Grove Road	Tarmac	P 3 tree roots breaking path – needs resurfacing with ramps over roots and some making good beside fences on both sides at Wood Lane end.	Fences in good condition.	Repaint railings at Wood Lane end.
Grove Road to Peppard Road	Tarmac	S	Hedges already cut back	
Wood Lane to Grove Road (beside Health Centre)	Tarmac	S Edges need weed spraying	Brambles and trees overhanging footpath at both ends - needs letters to Heath & Watkins and 40 Grove Rd	
Naish Way 1. Peppard Rd to Birdwood Court, and 2. Birdwood Court to Essex Way	Tarmac Gravel	S P Weeds in gravel, pathway hidden in places - needs spraying and new compacted gravel surface (approx 200m)	Shrubs overhanging at Peppard Rd entrance. Shrubs overhanging entrance at Gym end, and along pathway behind gym to Essex way – beech hedge needs cutting back.	
Village Hall Carpark to Wood Lane	Tarmac	P with tree root breaking surface	Fence in good condition and VH wall	

Review date: 1st July 2011