

Members are summoned to the meeting of
Sonning Common Parish Council
Public and Press are welcome to attend
Date: Monday 19 September 2011 at 20.00 hrs.
Venue: The Village Hall Wood Lane Sonning Common.

AGENDA

Please note that in the absence of the Parish Clerk Mrs Lewis will act as Clerk to this meeting and will therefore be ineligible to take part in the meeting or to vote.

- 12/66 Apologies for absence
- 12/67 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.
- 12/68 Public Question Time under Section 30 of Standing Orders
- 12/69 To ratify the Minutes of the Finance Committees held on 3 August and 7 September 2011
- 12/70 To receive and approve the Minutes of previous meetings:
 - 70.01 Planning Committees held on 1 and 15 August 2011
 - 70.02 Parish Council held on 18 July 2011
- 12/71 To receive the Police Report
- 12/72 To receive the County Councillor's Report
- 12/73 To receive District Councillor's Report
- 12/74 Parish Clerk's Report: Appendix A attached.
- 12/75 Footpath improvements: Mr Stoves will seek approval for expenditures on proposals already circulated.
- 12/76 Community Resilience: Mr Jones will talk through his paper – Appendix B – and seek support for one of the proposed actions.
- 12/77 Winter preparedness: Mr Jones will outline proposals being made by OCC Highways and suggest and seek approval for actions specific to Sonning Common.
- 12/78 Neighbourhood Plan: Mr Greenwood will seek approval for work to begin immediately on to produce an SCPC Neighbourhood Plan that will be effective in light of new policies regarding new housing development coming from Government.
- 12/79 Widmore Pond: Working Party - Mr Fort will brief the Council.
- 12/80 Friends of Sonning Common Library - Mr Fort will brief the Council.
- 12/81 Brinds Wood – Ms Noble will brief the Council
- 12/82 Matters for future consideration

The next Meeting will be on 17 October 2011 at 20.00 hrs.



Philip Collings
Parish Clerk

Appendix A
SONNING COMMON PARISH COUNCIL
Parish Clerk's Report to the meeting on 19 September 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;

	Summary	Source	Resp.	Status
A	Car Park signage: No Entry sign for the other side of the exit has been purchased and will go up shortly.	12/25.02	Clerk	OPEN
A	How to be a better Councillor Wednesday 12 October Minibus to be booked.	Clerk	Cllrs.	OPEN
A	Village Hall. Sensors and all now working in toilets. Outside light and light sensor replaced plus Office lobby light. Advised that several fluorescent lights approaching end of life.	Clerk	Clerk	CLOSED
A	Allotments. All information updated. Ready to invoice continuing holders. Eight vacant allotments with three offered to waitlist. Notices to go up advertising remainder. Should one be offered to school/youth club?	Clerk	Clerk	OPEN
A	Legal Title. Solicitor briefed to ensure all Parish Council property is registered with the Land Registry.	Clerk	Clerk	OPEN
A	Road weeding. Hand weeding followed by spraying has cleared almost every kerbside in the village. All will be complete by end September.	Clerk	Clerk	CLOSED
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Now aim for end November.	12/16a	Clerk	OPEN
A	Play Area Reporting. Considering online reporting.	12/09.01	Clerk	OPEN
A	Play Area hedges – work authorised for Baskerville Road and Churchill Crescent asap. Also around Allotments.	12/43.01	Clerk	CLOSED
A	Play area security. Quotes obtained. Work authorised and to be completed by mid October.	12/43.01	Clerk	CLOSED
A	New Public Toilet. Work complete – opened on 23 August	11/58.01	Clerk	CLOSED
A	Baskerville Road 2 nd litter bin - awaiting response from SODC.	Clerk	Clerk	OPEN
A	Parish Office organisation. 14 sacks of paper sent for shredding. Filing indexes completed. Jessica finished work on 5 September.	Clerk	Clerk	CLOSED
A	Updated Financial Regulations posted on website.	12/57	Clerk	CLOSED
A	New Bus stop seat on Peppard Road. Will be in by 16 September.	12/45	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Footpath repairs. Initial quote received to determine likely costs prior to issuing a full RFP.	12/59.02	Clerk	OPEN
C	Waste Wheeler. This is being used too often as a dumping place for domestic rubbish. Need to watch and decide if action needed.	Clerk	Clerk	OPEN
C	Parish signed up as Public Sector Mapping Agreement Member for free access to Ordnance Survey data	Clerk	Clerk	CLOSED
C	Quality Parish Council. Clerk developing portfolio 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



Philip Collings
Parish Clerk

APPENDIX B

Sonning Common Parish Emergency Plan

Outline for proposal to create a Parish Emergency Committee (PEC)

(Version 2: 18/08/2011)

Purpose of the Plan

This plan has been designed to enable a Parish to identify its resources and any immediate actions it should consider during an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further outside assistance can be received.

Activation of the Plan

The activation of the plan is to increase the 'short-term resilience' of the community to an emergency, by the identification of appropriate community procedures.

- The plan would only be activated should the normal emergency services (999) or County Council activities be unavailable or subject to undue delay due to a wider area emergency or severe conditions.
- The plan would be a 'holding action' until outside support is available or as a 'supporting action' to those services once they arrive.

Distribution

Copies of the plan are held by all members of the Parish Emergency Committee (PEC) and by the Oxfordshire County Council Emergency Planning Unit.

Resources

Every Parish has human and material resources. The best way to find 'people' and 'things' that can be used during an emergency is to send questionnaires around the Parish. *(An example of how this could be done is shown in full document in Office).*

Human Resources (People)

It is sensible for the PEC to keep a record of volunteers with special skills. Besides WRVS, St John Ambulance, British Red Cross Society and the Amateur Radio Network (RAYNET), the PEC should know where it can find doctors, nurses, veterinary surgeons, chemists, drivers, plant operators and others with clerical skills. Don't rely too heavily on members of voluntary organisations because they may be needed elsewhere.

Material Resources (Things)

Another important record the PEC should keep is a list showing owners of useful resources, equipment or vehicles. Those who agree should be warned that their support might be needed in an emergency at any time. *(Including portable furniture and equipment needed to set up the Parish Coordination Centre)*

Earmarked Property

All members of the PEC should know where important resources are and how to access them in an emergency.

- The PEC will co-ordinate the Parish's response from the Parish Coordination Centre which may be any location (ideally, but not necessarily, the Parish Office)
- The PCC (Parish Coordination Centre) should be properly equipped and needs a communications hub.

The full guidelines and recommendations document is available from the Parish Office or may be e-mailed on request. (Word.doc format)

Proposals

Proposal (1) That this Council, in conjunction with the Oxfordshire County Council Emergency Planning Unit, forms a Parish Emergency Committee (PEC) to create a Sonning Common Parish Emergency Plan.

Proposal (2) That this Council invites Peppard Parish Council to join the above committee as a combined effort on behalf of both the Parish Councils which jointly administer the total village area known as Sonning Common. *(Current ratio: SCPC 63% / PPC 37%)*

Proposal (3) In the event of both Parishes agreeing to a combined plan and a joint committee that it be called the Sonning Common Village Emergency Plan and the Sonning Common Emergency Committee respectively. *(ie no references to Parishes.)*

Author: Cllr. Dirk Jones.

Version 2: 18/08/2011