

# Members are summoned to the meeting of Sonning Common Parish Council

On Monday 20 February 2012 at 19.30 hrs in the Village Hall Wood Lane Sonning Common.  
Public and Press are welcome to attend

## AGENDA

- 12/160 Apologies for absence
- 12/161 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.
- 12/162 Co-option of a new member to the Parish Council: Following the resignation of Mr Rooke it is necessary co-opt a new member to hold office until the next elections (2015). Applicants will speak briefly about their suitability and the members will then vote for one to be co-opted.
- 12/163 Public Question Time under Section 30 of Standing Orders
- 12/164 Bishopswood Sports Ground: Mr Davies has asked for and been allocated 10 minutes to brief members the plans for this area prior to a public meeting he has convened for 27 February.
- 12/165 Twinning: Mr Kedge will propose the motion that: 'This council welcomes in principle the move by a group of residents to form a local committee to investigate the possibility of Sonning Common's being twinned with a similar area in France. The council will give sympathetic consideration to requests for appropriate help and support.' See also Appendix A.
- 12/166 To ratify the Minutes of the Finance Committee meeting held on 8 February 2012
- 12/167 To receive and approve the Minutes of previous meetings:
  - 167.01 Planning Committee held on 6 February 2012
  - 167.02 Parish Council meeting held on 16 January 2012
- 12/168 To receive the Police Report
- 12/169 To receive the County Councillor's Report
- 12/170 To receive District Councillor's Report
- 12/171 Parish Clerk's Report: See Appendix B attached.
- 12/172 Amended Meeting dates for 2012/13: Members will be asked to agree changes to the Finance Committee meeting dates in April, July and September as in Appendix C.
- 12/173 Standing Orders: The installation of the microphones has prompted the Parish Clerk to suggest amendments to Standing Orders. These are set out in Appendix D for consideration.
- 12/174 Neighbourhood Plan: Ms Noble will report on progress made on this project.
- 12/175 Office Assistance: The Finance Committee (F12/108.1) has recommended 'that the previously agreed appointment of a suitable person able to deputise for the Parish Clerk/RFO should be expedited at the next full council meeting.' A suitable candidate has been working as a temp in the Parish Office and the Council is asked to agree now to her appointment to work part-time on a permanent basis subject to the normal probationary period, references etc.
- 12/176 Snow plan: Mr Jones will brief the Council on how the Snow Plan has worked out in practice and on the lessons learnt from it.
- 12/177 Prisoner rehabilitation: The proposal to help in this has foundered as Huntercombe's role has been changed to hold prisoners who cannot work in the community.
- 12/178 SODC Core Strategy: Members are asked to note that proposed modifications are available in the Parish Office and comments can be made until 16 March 2012.
- 12/179 Matters for future consideration:

The next Meeting will be on Monday 19 March 2012 at 20.00 hrs.



Philip Collings  
Parish Clerk

## Appendix A

### Twining arrangements – note from Mr Kedge:

Jo Quinton and I have had an informal meeting regarding the twinning proposals she outlined at the last GM. It is in the light of this that I am proposing the agenda motion, which has Jo's total support.

Jo is not proposing that the parish council should take the lead in possible twinning arrangements. She and two other local teachers hope to form a twinning committee from interested residents (notice in S.C. Magazine) and at this early stage would like the support in principle from the parish council. It would certainly be very helpful if, in addition, one or more councillors agreed to join the committee. Further involvement by the parish council - practical support etc - could well ensue but key fundraising for possible visits by residents or councillors, for example, would be the responsibility of the twinning committee.

There is still some question over whether the twinning should be with the two hamlets originally suggested by Jo. They have a primary school but not a secondary school in the local area. As a key factor behind the proposal is contact between schools, the position of Chiltern Edge needs to be considered by the committee.

An alternative might be to link in with Henley's twinning with Falaise.

## Appendix B

### SONNING COMMON PARISH COUNCIL

Parish Clerk's Report to the meeting on 16 January 2012

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;

A	Poor Lands Trust. Miss Hunt will represent SPC.	12/133	Clerk	CLOSED
A	Rehabilitation of offenders. This is no longer possible as the nature of the prison has been changed. Alternatives to be sought.	12/115	Clerk/Mr Reynolds	CLOSED
A	Letter sent to owners of land behind PO to enquire if it could be made available for parking.	Clerk	Clerk	OPEN
A	Owners of 2A Grove Rd have made contact and are now pursuing tree safety works and site development options.	Clerk	Clerk	OPEN
A	Formal approach made to Co-op to meet their contractual obligations regarding car park maintenance, facilities and layout.	Clerk	Clerk	OPEN
A	Legal Title. Progress being made to ensure that Parish Council property is registered with the Land Registry.	Clerk	Clerk	OPEN
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Clerk	OPEN
A	Allotments - successful meeting with majority of tenants held on 23 January. Work still needed to clear areas - hope to get all to help.	12/113	Mr Stoves + Clerk	OPEN
A	Play Area gates. One gate to Baskerville Rd area to be replaced with a new post and stronger fixings to see if problem goes away.	Clerk	Clerk	OPEN
A	Play Area Reporting. New forms ready this month.	12/09.01	Clerk	OPEN
A	Baskerville Road 2 <sup>nd</sup> litter bin - awaiting response from SODC.	Clerk	Clerk	OPEN
B	Road Crossing petition. Awaiting proposal for solar powered SID.	12/111	Clerk	OPEN
B	Register of Interests - Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Winter preparedness. The value of the plan has now been well demonstrated on several occasions. Now fully established.	12/77	Mr Jones	CLOSED
B	Footpath repairs. Discussions ongoing re next steps.	12/75	Clerk	OPEN
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 C

### SONNING COMMON PARISH COUNCIL REVISED MEETING DATES IN 2012 Changes highlighted

MONTH IN 2012	Parish Council	Finance Committee	Planning Committee	
	Monday 20.00	Wednesday 19.30	Monday 19.30	Monday 19.30**
JANUARY	Thu 5:Precept only 16	4:Budget only 11	3	16
FEBRUARY	20	8	6	20
MARCH	19	7	5	19
APRIL	16	4	2	16
MAY	14 AMPC (18.30) then APM 21	9	Tuesday 1	21
JUNE	18	6	6	18
JULY	16	4	2	16
AUGUST	-	8	6	20
SEPTEMBER	17	5	3	17
OCTOBER	15	10	1	15
NOVEMBER	19	7	5	19
DECEMBER	17	5	3	17
JANUARY 2013	21	9	7	21
** Will start at 19.00 if a long agenda.				

## Appendix D

### SONNING COMMON PARISH COUNCIL Proposed changes to Standing Orders

The provision of microphones makes it sensible to review the rules about the conduct of meetings to take account of their presence. It is therefore proposed to amend Standing Orders as follows:

#### **SO 1f now reads:**

*A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.*

#### **It is proposed that in future SO1f should read:**

A person shall raise his/her hand when requesting to speak. When given the floor he/she shall remain seated and use a microphone, if available, when speaking. Councillors shall stand to raise points of order whether or not a microphone is available.

This change further affects SO6 t and u which presently read:

*SO6 t A member shall stand when speaking unless permitted by the Chairman to sit.*

*SO6 u Members shall address the Chairman. If two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seats. Whenever the Chairman rises during a debate all other members shall be seated and silent.*

It is proposed that in future SO6 t and u should read:

SO6 t When given the floor a member shall remain seated to speak and shall turn on the microphone, if available, before speaking.

SO6 u Members shall address the Chairman. If two or more members raise their hands, the Chairman shall call upon one of them to speak and the others shall be silent. Whenever the Chairman intervenes during a debate all other members shall be silent.