

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

Public and Press are welcome to attend

Date: Monday 21 November 2011 at 20.00 hrs.

Venue: The Village Hall Wood Lane Sonning Common.

## AGENDA

- 12/100 Apologies for absence
- 12/101 **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.
- 12/102 Public Question Time under Section 30 of Standing Orders
- 12/103 To ratify the Minutes of the Finance Committee held on 2 November 2011
- 12/104 To receive and approve the Minutes of previous meetings:
  - 104.01 Planning Committees held on 17 October and 7 November 2011
  - 104.02 Parish Council held on 17 October 2011
- 12/105 To receive the Police Report
- 12/106 To receive the County Councillor's Report
- 12/107 To receive District Councillor's Report
- 12/108 Parish Clerk's Report: See Appendix A attached.
- 12/109 Internal Audit: To reappoint Arrow Accounting (Mr P Hood) as Internal Auditor for the current financial year.
- 12/110 Snow plans. Mr Jones will summarise plans already circulated and seek support for a call for volunteers and for the Parish Council to provide prizes for young snowman builders.
- 12/111 Road Crossing Petition. Mr Jones will seek the Parish Council's support for a petition requesting that the Highway authorities investigate the safety aspects of the B481 crossing by the 'Bird in Hand' public house to consider creating a 'Safe Crossing Zone' there. It already has over 425 signatories.
- 12/112 Neighbourhood Plan: Mr Greenwood will report on advice received regarding the work and time commitments needed to produce a viable Neighbourhood Plan and request an increased budget for the acquisition of professional support.
- 12/113 Allotments: The Parish Council is asked to consider the Parish Clerk's paper (attached) on the management of the Allotments and to decide on the recommendations made as it sees fit.
- 12/114 Car Parking: The Parish Clerk will describe and seek approval for works to create additional space in the Village Hall car park.
- 12/115 Rehabilitation of offenders: Mr Reynolds will update members on progress with this project.
- 12/116 Budgets and precept for 2012/13. Miss Hunt will outline current thinking on this matter.
- 12/117 Matters for future consideration:

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



Philip Collings  
Parish Clerk

**Appendix A**  
**SONNING COMMON PARISH COUNCIL**

**Parish Clerk's Report to the meeting on 21 November 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;

A	Allotments. See agenda item 12/113	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. Now aim for end November.	12/16a	Clerk	OPEN
A	Play Area Reporting. Considering online reporting.	12/09.01	Clerk	OPEN
A	Play area security. Work completed.	12/43.01	Clerk	CLOSED
A	Baskerville Road 2 <sup>nd</sup> litter bin - awaiting response from SODC.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Winter preparedness. See agenda item 12/110.	12/77	Clerk/Mr Jones	OPEN
B	Footpath repairs. Discussions ongoing re next steps.	12/75	Clerk	OPEN
C	Work to begin shortly on Budget and Precept for 2012/13	Clerk	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

**HORSEPOND ROAD ALLOTMENTS**  
Briefing and recommendations for their management

1. Background: At present the site holds forty one full-sized (10 x 20 yards) Garden Allotment plots, three half-plots, two quarter plots and three one eighth plots. At the new rent of £20 per plot (and pro rata) and if all plots are let the site produces an income of £867.50. This is reduced by the annual site rental of £300 (due to rise soon) and water charges of around £200 p.a. Other costs incurred include administration, boundary hedge maintenance and the clearing and preparation of vacant plots. All in all, the site will now just about break even.
2. Initial situation: On taking on the administration it was quickly apparent that there was no organised system of record keeping and allotment management. This was not helped by there being, unusually, no Allotment Holders Society or equivalent and therefore no on site 'folk memory' of how things should be or how to get things done collaboratively. Beyond that administrative challenge, other problems found were long neglected plots that damaged the appearance of the whole site; plots that had been abandoned; neglect of hedge cutting and the encroachment (mostly for sheds) by a number of holders of plots 1 to 18 into the top strip that could be used to create a number of quarter or eighth plots for people who can not manage a full sized one. Inter alia, it is apparent that a number of full sized plot holders seem to find it difficult to cultivate their full areas.
3. Current situation: All bar three of the full sized plots now have properly organised tenancies though I still have to ensure that all 49 do actually have properly signed agreements. Of the three empty plots, one (No 3) is being eyed for Mr Reynolds' rehabilitation scheme, one (No 20) is part of what was a two plot vineyard and which the new tenant of No 21 will take on if offered and the last (No 42) has just been vacated and should, in my view, be split to offer as half plots for new starters. Most of the re-let plots have had to be cleared and rotovated to give the new tenants a good start. Work is going on as weather permits to get the boundary hedges cleaned up and cut back. The un-encroached top strip is also being cleared.
4. Work to do:
  - a.) Now that tenancies are clear, invoices for the year from 1 October can be issued;
  - b.) Decide if tenants who have encroached should be required to pull back into their plots;
  - c.) Improve access to the upper plots by widening paths. This would require a couple of plots to be made slightly narrower for which a small rent reduction could be offered.
  - d.) Determine if new small plots should be made at the top and if so to commission the work needed.
  - e.) Determine if Plot 42 should be split and if tenants of under used plots should be encouraged to have them split.
  - f.) Determine if it would be advisable to use the Allotment management package offered by our accounting system providers at a cost of £449 in year one and £104 thereafter. This would replace the present home grown spreadsheets and from year two reduce my hours by more than enough to cover the cost.
  - g.) Work to get a new Allotment Holders Society initiated. It would need to be set up as a Working Party led by a Councillor - Mr Stoves is an allotment holder! The council could facilitate its birth by hosting a get together for the tenants.
  - h.) It is probably sensible for the Parish Clerk to have formally delegated authority for the day to day management of the whole site and its administration.
5. Recommendation: That the Parish Council decide on items 4 f), g) and h) and mandate the Working Party Chairman to progress items 4 b) to e).



Philip Collings  
Parish Clerk