

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

On Monday 21 October 2013 at 20.00 hrs in the Village Hall Wood Lane Sonning Common.

Public and Press are welcome to attend

## AGENDA

- 14/067 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.
- 14/068 Receipt of donation: Kirsten Lowe, Area Manager of OneStop will present a donation towards the Skatepark Fund.
- 14/069 Public Question Time under Section 30 of Standing Orders.  
14/069.01 Proposed amendment to Standing Orders. Mr Kedge will propose the changes set out in Appendix A to allow for greater flexibility in this area.
- 14/070 To receive the Police Report
- 14/071 To ratify Minutes of Finance Committee meetings held on 11 September and 9 October 2013.
- 14/072 To approve the Minutes of previous meetings:
  - 072.01 Planning Committees held on 16 September and 7 October 2013.
  - 072.02 Parish Council meeting held on 16 September 2013.
- 14/073 To receive the County Councillor's Report
- 14/074 To receive the District Councillor's Report
- 14/075 To receive the Parish Clerk's Report - Appendix B attached
- 14/076 Parish Council Christmas Tree: To consider granting up to £250 for the purchase and erection of a tree outside the village hall and its subsequent disposal.
- 14/077 CCTV Installation: Mr Jones will brief the meeting on the status.
- 14/078 SODC's Town and Parish Forum on 6 November 2013: To determine who will take the two places on offer for this event (Details circulated on 1.10.13)
- 14/079 Neighbourhood Development Plan progress: Mr Greenwood will inform of the present situation.
- 14/080 Skatepark progress: Mrs Lewis will advise on progress.
- 14/081 WidmorePond: To receive an update on progress.
- 14/083 Margaret Allwright Way Hedge. The Parish Clerk will distribute a written proposal for consideration.
- 14/084 Appointment of Deputy Parish Clerk: To approve the appointment of Mrs Ros Varnes to this post.
- 14/085 Matters for future consideration.

Next meeting: Monday 18 November 2013 at 20.00.



Philip Collings  
Parish Clerk

## Appendix A - Proposed changes to Standing Orders:

### **The following are proposed:**

#### SO 1 - Meetings

1(e) now reads: 'Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda (See standing order 30)'

It is proposed to amend this to read:

1(e) 'Subject to Standing Order 1(c) above and Standing Order 30, members of the public from the Parishes of Sonning Common, Rotherfield Peppard, Kidmore End and Shiplake are permitted to make representations and ask and answer questions during Public Participation Time on any matter within the remit of Sonning Common Parish Council or which affects the Parish.'

SO 30 This now reads:

#### 30 Public Question Time.

- a. Any elector within the parish may put a question to the meeting about a matter for which the Council has a responsibility or which affects the parish.
- b. The Chairman may authorise a Councillor to respond to questions or comments made. Any further contributions are at the discretion of the Chairman. The Chairman may decide that the question be answered in writing and will make clear if this is the case.
- c. No discussion shall take place on any question put.
- d. In the interests of good record keeping, the Chairman can decide to bring forward any item on the agenda to be discussed by the Council which refers to a question or information brought up during public question time. Where a response forms a substantial part of the scheduled business.
- e. The period of time allocated to Public Question time is at the Chairman's discretion and shall not exceed 30 minutes.
- f. Questions do not have to be received by the council where the issue it concerns has been the subject of a decision of the council in the last 6 months. The chairman will acknowledge and use discretion.
- g. The Chairman may use his discretion at the length of time allowed for one person and if that person is allowed to ask multiple questions.
- h. The chairman may invite public participation from an individual during significant debates of the council.
- i. No resolutions at a meeting should be based solely on the comments and representations made in the public participation.
- j. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- k. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business

New SO 30 proposed reads:

#### **SO 30 - PUBLIC PARTICIPATION TIME**

- (a) The period of time allocated to Public Participation is at the Chairman's discretion but shall not exceed 15 minutes.
- (b) The Chairman may use discretion about the length of time allowed for one person to speak and whether a person is allowed to ask multiple questions.
- (c) Questions and contributions do not have to be received by the Council where the issue they concern has been the subject of a decision of the Council in the previous six months. The Chairman will acknowledge and use discretion.
- (d) No discussion shall take place on any question put or contribution made.
- (e) The Chairman may authorise a councillor to respond to questions or contributions made. Any further responses are at the Chairman's discretion. The Chairman may decide that any response shall be made in writing, and will make clear that this is the case.
- (f) In the interests of good record keeping, the Chairman can decide to bring forward any item on the agenda to be discussed by the Council which refers to a question or contribution made during the Public Participation Time, when the response forms a substantial part of the scheduled business.
- (g) The Chairman may invite participation from an individual member of the public during debates of the Council.
- (h) No resolution at a meeting shall be based solely on the representations made in the Public Participation Time.
- (i) The minutes of the meeting will include the names and residence of members of the public speaking in the Public Participation Time and a very brief indication of the nature of the issue(s) raised.

**Appendix B**  
**SONNING COMMON PARISH COUNCIL**  
**Parish Clerk's Report to the meeting on 21 October 2013**

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.

	<b>Summary</b>	<b>Source</b>	<b>Resp.</b>	<b>Status</b>
A	Land behind PO - Progress now being made via OneStop to find and approach owners to enquire if it could be made available for parking.	Clerk	Clerk	OPEN
A	2A Grove Rd site. Suggestion for development received for discussion.	Clerk	Clerk	OPEN
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	Bank between Red House Drive and B481 – proposal made to plant with Hypericum for ease of maintenance.	Clerk	Clerk	OPEN
A	Corner of Wood Lane and Green Lane – liaising with owners to agree use of red phone box site and to seek repairs to paving.	Clerk	Clerk	OPEN
A	Margaret Allwright Way – proposals being prepared to move this forward – see agenda.	Clerk	Clerk	OPEN
B	Private hedges – way forward agreed with OCC Highways to require overhanging hedge to be cut back.	Chairman + Clerk	Clerk	OPEN
B	Allotments gate to paddock installed on 13 September.	Clerk	Clerk	CLOSED
B	Village Hall heating and acoustics. Work about to begin to specify and budget for works.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Deputy Parish Clerk – advertising and shortlist selection was successfully completed. Shortlist interviewed and appointment made to be approved in item 14/083of agenda.			
B	Brind's Copse – awaiting agreement on future use of the site. Work has been authorised to clear bushes and trees from rear of garage block.	Clerk	Clerk	OPEN
B	Skatepark – supporting fundraising.	SPWP	Clerk	OPEN
C	Public participation at meetings – proposal on agenda.	Clerk	Clerk	CLOSED
C	Parish Boundary Review – briefing for residents around Churchill Crescent prepared and delivered. Awaiting sight of definitive TOR due out on 1 November to determine any action needed.	Chairman + Clerk	Clerk	OPEN
C	Neighbourhood Development Plan. Support work continuing for next phase.	Clerk	Clerk	OPEN
C	Quality Parish Council/GPC. Clerk completing portfolio to obtain CiLCA certification.	Clerk	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**