

GORING-ON-THAMES PARISH COUNCIL

**All Councillors are summoned to a meeting of Council, to be held at the
Bellême Room, Village Hall, Goring on Monday 14 August 2017 at 7.30pm
Public and press are invited to attend**

Members are respectfully reminded of the obligation to declare any interests relevant to business to be conducted at this meeting and of the convention as to withdrawal from the meeting for the relevant item unless the interest is not one that debars the member from speaking thereon.

AGENDA – COUNCIL MEETING

Please note that the public and the media have a right to make audio and visual recordings of council meetings. It would be helpful if those wishing to record could contact the Council before the meeting so that we can ensure the necessary facilities are in place. The Chair of the meeting will advise the public that the meeting is being recorded. A request to record a meeting shall only be refused if the Chair of the meeting believes recording would disrupt the meeting. There are no restrictions on anyone at a council meeting using Twitter, blogs, Facebook or similar social media provided that the Chair does not consider their actions are disrupting the proceedings of the meeting.

1. To receive apologies for absence.
2. To receive declarations of interests.
3. Public forum: *An opportunity for the public to address the council. With the permission of the chairman, the public may also speak about specific items of business as they arise.*
4. To approve minutes of the meeting held on 10 July 2017.
5. Matters arising from those minutes not elsewhere on the agenda.
6. To receive chairman's report and announcements.
7. To consider a report on the Neighbourhood Plan. (Appendix A)
8. Parish Finance:
 1. To approve payments for July 2017. (Appendix B)
 2. To note receipts for July 2017. (Appendix C)
 3. To note the bank account and reserves balances as at 31 July 2017. (Appendix D)
 4. To note 2017-18 expenditure against budget as at 9 August. (Appendix E)
9. To note reports from County Councillor / District Councillor Kevin Bulmer. (Appendix F)
10. To consider a report from the Police.
11. To consider a report on High Street issues. (Appendix G)
12. To consider a report on Recreation Grounds issues. (Appendix H)

GORING-ON-THAMES PARISH COUNCIL

13. To approve a Fire Risk Assessment for Gardiner Pavilion (Appendix I)
14. To consider a report on White Hill Burial Ground issues.
15. To consider a report conducted on behalf of SODC on councillors' allowances. (Appendix J)
16. To consider the future of the Community Centre Car Park following notice that Hitachi Capital Finance are relocating, given the lease renewal is due in October.
17. Reports from Planning Committee – to receive minutes of meetings held on 6th, 20th June and 4th, 18th July 2017.
18. Correspondence.
19. Matters for future discussion.
20. Confidential Business - To consider and, if thought fit, approve the following motion:
In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw.
21. To consider quotes for the Parish Council's Insurances.

MINUTES OF THE MEETING OF GORING ON THAMES PARISH COUNCIL
Bellême Room, Goring Village Hall 7.30pm Monday 10 July 2017

Members Present:

Chairman	Kevin Bulmer (KB)
Members	Emrhys Barrell (EB)
	Matthew Brown (MBr)
	Mary Bulmer (MBu)
	Catherine Hall (CH)
	Bryan Urbick BU)
	Carmela Boff (CB) (After item 17/55)

Officers Present:

Clerk	Colin Ratcliff (CR)
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8 members of the public and press

17/54 To receive apologies for absence.

Apologies for absence were received from John Wills (JW), David Brooker (DB) and Lawrie Reavill (LR)

17/55 To co-opt Carmela Boff to Goring on Thames Parish Council

Resolved: That CB be co-opted to GPC. KB welcomed her to the meeting on behalf of GPC.

17/56 To receive any declarations of interests

None.

17/57 Public Forum

None

17/58 To approve minutes of the meeting held on 12 June 2017

Resolved: That the minutes be approved and signed by the Chairman.

17/59 Matters arising from those minutes not elsewhere on the agenda

None

17/60 To receive chairman's report and announcements

KB stated the George Michael weekend had gone without a hitch, a reasonable number of visitors came, there were no reported problems in the village and the extra rubbish bins supplied were useful. He thanked Ron Bridle for running the information stand.

He said that the Biffa waste lorries are due for replacement in the autumn but there had been some breakdowns recently. Stephanie Bridle asked if domestic refuse bins left out around the village could be emptied and cleared before Wednesday for the Britain in Bloom judging. CR was asked to contact SODC.

17/61 To consider a report on the Neighbourhood Plan

David Wilkins had taken over as Chairman of the NPSG. Item 17 was brought forward. He referred to Appendix G and added that the substantial documents of the Plan and Sustainability Appraisal were almost complete. Funded external review will take place and the hope is that those documents will be available to GPC by the end of the month with the Basic Conditions Document to follow shortly after. Mike Stares said that grants have been made available by Locality for reviewing and health checks. The School Governors were holding a drop in session the following day but the NPSG believe the school's submission is far from complete and the NPSG is not in a position to give a final response. It was requested therefore that GPC receive the minutes and draft response at Appendix G and support the reply to the school governors. BU suggested minor amendments.

Signed:

Dated:

KB said that concerns had also been expressed by South Stoke School and OCC about proportionality and other issues. A relevant SODC meeting had been postponed until August, causing further delay.

Resolved: That (with minor amendments) the response to the School be supported by GPC.

17/62 Parish Finance:

1 To approve payments for June 2017 (to 26 June)

Resolved: That the payments be approved

2 To note receipts for June 2017 (to 26 June)

Noted

3 To note the bank account and reserves balances as at 26 June 2017

Noted

4 To consider a s.72 RTRA 1984 grant for signage regarding Goring CE Primary School

Appendices D and D1 referred.

BU proposed that as the signs will eventually belong to GPC, that the council buy and fit the signs with the proviso that funds so far raised and any others be passed onto GPC.

Resolved: That GPC arrange for the purchase and fitting supported by donation of funds already and potentially to be raised for that purpose from the school.

5 To consider an adjustment to the Gardiner Pavilion Refurbishment budget by £6,600 due to architect's fees paid in 2016-17 being missed when forwarding the remaining budget for 2017-18

Resolved: That the adjustment to the budget be approved.

6 To consider a review of fees / tariff of charges for the current financial year

BU explained the rationale behind Appendix E.

Resolved: That the proposals in appendix E be approved.

17/63 To note a report from County Councillor / District Councillor Kevin Bulmer.

KB ran through his report which had been circulated to councillors and will be available as an appendix to the minutes.

17/64 To consider a report from the Police

CR reported on behalf of JW that the police had dealt with a number of parking offences and had attended the School fete and George Michael weekend with no issues raised.

17/65 To consider a report on High Street issues

CR reported on behalf of DB that OCC may now be able to assist with plan drawing and basic costings for the High Street improvements.

17/66 To consider a report on Recreation Grounds issues

None

17/67 To consider a report on White Hill Burial Ground issues

MBu reported the grass had been cut the previous Thursday. She said GPC receives compliments when cut and complaints when not. The contractor is looking at using a mulching mower.

17/68 To consider whether Goring has sufficient public notice boards

Appendix F refers. EB said that a third of the village live beyond Jacks Store and asked about the damaged sign at Icknield Road. John Boler said it was erected in 2007,

Signed:

Dated:

damaged soon after, repaired at some expense and vandalised again immediately. Since then it has been left as a community board rather than used by GPC.

Resolved: That the clerk obtain an estimate for a new cover or board at Icknield Road.

17/69 To consider a request from Lyndhurst Residential Home for a new disabled access to Gardiner Recreation ground and an offer to pay up to two thirds of the cost.

CR said the previous estimate (a year ago) was £460.

Resolved: That GPC support a third of the cost subject to checking details with the Cricket Club and an updated estimate.

17/70 To receive draft minutes of the NPSG Meeting 19 June 2017

Dealt with at item 61.

17/71 Correspondence

- 1** CR reported an appeal is likely to the Information Commissioner on GPCs failure to obtain emails held on a private server regarding the NP. KB noted GPC had supplied some of the information but do not hold the rest.
- 2** An email had been received from Goring Robins asking for permission to park Team Managers' cars on grass behind the pavilion on match days. It was agreed this could be dealt with by the clerk and would be allowed subject to any damage being made good by the Robins.

17/72 Matters for future discussion

CH gave an update on the Town and Parish Forum that she attended with JW.

The Chairman declared the meeting closed at 2020 hrs.

Abbreviations:

GPC	Goring on Thames Parish Council
NP	Neighbourhood Plan
NPSG	Neighbourhood Plan Steering Group
OCC	Oxfordshire County Council
SODC	South Oxfordshire District Council

GORING NEIGHBOURHOOD PLAN STEERING GROUP

REPORT TO GORING PARISH COUNCIL AUGUST 2017

1.0 Members of the Steering Group are now engaged intensively in finalising the draft of the Neighbourhood Plan which will be passed to Goring Parish Council ready for the Pre-submission Consultation.

2.0 A new timetable for the process leading to the referendum is being published in the Goring Gap News and is set out below.

PROVISIONAL TIMETABLE

Early September: GPC Pre-submission Consultation

Comments, advice, opinions invited from the village community

Consultative events will be organised

Public meetings in the Village Hall and Storton Lodge

Residents living close to allocated sites invited to discuss site mitigation

Meetings with developers and land-owners

Meetings with other interest groups as requested

By early November: plan revised and adopted by GPC for submission to SODC

Mid November to mid January: SODC Consultation on revised plan

Mid January: plan passed by SODC to The Examiner for final examination and approval

February 2018: Village Referendum

3.0 The Steering Group is concerned that in spite of the statement approved at the last meeting of the GPC in relation to the scheme for a new school, the Governors have continued to conduct a vigorous public relations campaign in favour of the immediate adoption of the scheme and its inclusion in the Neighbourhood Plan. The Steering Group is seriously concerned at the omissions from and misleading nature of much of the material being produced. An article will appear in the next edition of the Goring Gap News which attempts to balance the one-sided view being promoted by the Governors.

4.0 The Steering Group welcomes the proposal of the GPC to hold a public meeting in September on the topic of the new school and hopes that it will provide an opportunity for those attending to obtain a full understanding of all the major issues involved.

Goring-on-Thames Parish Council					
Accounts for payment 27 June - July 2017					
Payee	Description			Amount	Date Ref
Current Account					
BGG Garden & Tree Care	Litter picking June	3560		£ 460.80	13/07/2017 BACS122/17
C Ratcliff	Salary (June)	2310	£ 1,395.45		
C Ratcliff	Car Allowance (June)	2110	£ 20.00	£ 1,415.25	30/06/2017 BACS113/17
C Ratcliff	Salary (July)	2310	£ 1,395.45		
C Ratcliff	Car Allowance (July)	2110	£ 20.00	£ 1,415.25	31/07/2017 BACS132/17
C Fox	Salary (June)	2310		£ 120.00	30/06/2017 BACS114/17
C Fox	Salary (July)	2310		£ 120.00	31/07/2017 BACS131/17
Complete Weed Control	Control of weeds and grasses	3110		£ 492.00	28/06/2017 BACS112/17
First Line IT	Email link to website	2240		£ 5.94	13/07/2017 BACS121/17
Goring & Streatley (Gap) Festival	s.145 Grant	3330		£ 2,000.00	28/06/2017 BACS111/17
Goring & Streatly Food Festival	s. 145 Grant	3330		£ 250.00	28/06/2017 BACS110/17
Goring Hardware	Gardiner Pavilion & Lamp cleaning	var		£ 15.94	13/07/2017 BACS124/17
Goring Press	Stickers for bins	3560		£ 18.00	28/06/2017 BACS117/17
HMRC	PAYE & NI (June)	2310		£ 749.91	28/06/2017 BACS116/17
HMRC	PAYE & NI (July)	2310		£ 752.51	31/07/2017 BACS134/17
J M Krzak	Cleaning (June)	2310		£ 284.80	30/06/2017 BACS115/17
J M Krzak	Cleaning (July)	2310		£ 282.20	31/07/2017 BACS133/17
Letterworks	Welcome Signs	3910		£ 96.00	28/06/2017 BACS119/17
M & C Landscapes	Grave Digging June	3210		£ 423.84	20/07/2017 BACS130/17
M & C Landscapes	Hedge cutting Bourdillon	3120		£ 360.00	13/07/2017 BACS120/17
OALC	Training Course	2110		£ 78.00	20/07/2017 BACS129/17
Paul V Devine	Architect Fees Gardiner Pavilion	6324		£ 1,080.00	20/07/2017 BACS128/17
SSE	Street Lights Maintenance June	3420		£ 1,033.62	14/07/2017 BACS126/17
SSE	Street Light Quarterly rechargeable repairs	3420		£ 71.88	13/07/2017 BACS125/17
Swift Clik Ltd	Paper	2210		£ 34.80	13/07/2017 BACS123/17
Tracy Averies	Gardiner Pavilion refurbishment	6324		£ 4,366.32	28/06/2017 BACS118/17
Direct Debits/Standing Orders					
Biff Bang Pow	Website hosting package monthly fee	2240		£ 26.10	03/07/2017 DD
Castle Water	Water OJFS	2260		£ 12.60	12/07/2017 DD
Castle Water	Water Sheepcot pavilion	2260		£ 104.57	12/07/2017 DD
Castle Water	Water Gardiner pavilion	2260		£ 106.29	12/07/2017 DD
Castle Water	Water Gardiner Pitch Sprinkler	2260		£ 111.57	12/07/2017 DD
Castle Water	Water WHBG	2260		£ 2.57	24/07/2017 DD
Grundon Waste Management	Waste Transfer Notice WHBG	3560		£ 78.62	20/07/2017 DD
Grundon Waste Management	Waste Transfer Notice OJFS	3560		£ 78.62	20/07/2017 DD
Information Commissioner	Data Protection Registration	2410		£ 35.00	28/07/2017 DD
Mainstream Digital	Phone	2240		£ 1.98	14/07/2017 DD
NEST	Pension Contributions	2310		£ 35.19	24/07/2017 DD
SODC	Business rates	2290	£ 51.00		
SODC	Business rates	2290	£ 84.00	£ 135.00	03/07/2017 DD
SSE	Street lights unmetered electricity	3420		£ 351.84	21/07/2017 DD
Talk Talk	Broadband	2240		£ 22.31	10/07/2017 DD
Utility Warehouse	Gas Gardiner & Sheepcot	2260		£ 30.27	31/07/2017 DD
Utility Warehouse	Gas Gardiner & Sheepcot	2260		£ 15.30	30/06/2017 DD
Xerox Finance	Quarterly Lease Copier / Printer	2210		£ 90.58	03/07/2017 DD
Neighbourhood Plan					
Total:					
				£ 17,165.47	

Goring-on-Thames Parish Council					
Receipts received 26 June to July 2017					
From	Description	Code	Date	Ref	Amount
AB Walker	Interment Adcock & Memorial Simmonds	1130	30/06/2017	Inv 1096/9	£310.90
SSE	Wayleave Cleeve Road Kiosk	1140	18/07/2017	427764	£10.00
HMRC	VAT Refund	105	18/07/2017	DC	£15,762.60
TSB	Bank Interest	1190	10/07/2017	DC	£2.39
P.Johnson	Wayleave Yew Tree Dell	1140	19/07/2017	DC	£1.00
AF Nisbet	Burial Rights	1130	26/07/2017	Inv 1107	£711.20
Goring Care Homes	Donation towards new entrance Gardiner	1132	26/07/2017	Inv 1101	£368.00
Groundwork UK	Grant for Neighbourhood Plan	1132	28/07/2017	BGC	£2,000.00
Goring Robins FC	Licence for Sheepcot	1143	31/07/2017	Inv 1105	£1,343.65
				Total:	£20,509.74

Goring on Thames Parish Council
Monthly Report Bank Account and Reserves Balances

As at: **31 July 2017**

Reconciled Bank Account Balances

Current TSB		£46,469.33
TSB Reserves		£55,326.90
Unpresented Payments		£0.00
Unpresented Receipts		£0.00
VAT Control Account		£418.94
Total		£102,215.17

Earmarked Reserves (Capital and Contingency)

Operating Reserve Account	R	£24,000.00
Rectory Garden	R	£1,000.00
Ferry Lane Riverbank Repairs	R	£0.00
Ferry Lane Fence	R	£750.00
Tree Purchase and Replacement	R	£12,500.00
Playground Equipment	C	£11,267.00
Weir Legal Fees	R	£5,809.90
Wallingford Road Widening	R	£0.00

Total Revenue Reserves £44,059.90

Total Capital Reserves £11,267.00

Total Reserves **£55,326.90**

General Funds Available **£46,888.27**

Detailed Income & Expenditure by Account 09/08/2017

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
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Income Detail

1130 White Hill Burial Ground	4,449	14,525	10,076			30.6%
1132 Grants Received	30,612	10,000	(20,612)			306.1%
1134 Miscellaneous Income Other	75	500	425			15.0%
1135 Community Car Park	(125)	6,000	6,125			(2.1%)
1140 Miscellaneous Property Income	96	150	54			63.9%
1141 Gardiner Ground and Pavilion	819	2,000	1,181			41.0%
1143 Sheepcot Ground and Pavilion	2,024	3,500	1,476			57.8%
1176 Precept	47,533	95,066	47,533			50.0%
1190 Interest Received	12	100	88			12.2%
Total Income	85,495	131,841	46,346			64.8%

Expenditure Detail

Total Direct	0	0	0	0		0.0%
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Expenditure Detail

2110 Allowances Expenses Training	213	750	538		538	28.3%
2200 Security, Fire & Safety	58	800	742		742	7.2%
2210 Postage, copies and printing	269	660	391		391	40.8%
2240 Telephone & Internet	309	800	491		491	38.6%
2250 Office Equipment, Software etc	58	1,000	942		942	5.8%
2260 Utilities - Gas, Water, Electr	2,715	6,800	4,085		4,085	39.9%
2270 Insurance	0	2,400	2,400		2,400	0.0%
2290 Rates & Taxes	680	2,000	1,320		1,320	34.0%
2295 Inspections Surveys & Reports	42	500	458		458	8.4%
2300 Miscellaneous Expenditure	0	150	150		150	0.0%
2310 Staff Costs	10,278	32,500	22,222		22,222	31.6%
2410 Subscriptions	600	1,000	400		400	60.0%
2510 Audit & Accountancy Fees	681	1,750	1,069		1,069	38.9%
2520 Legal Fees	0	1,500	1,500		1,500	0.0%
2540 Hire of Meeting Room	117	750	633		633	15.6%
2550 Publications	0	100	100		100	0.0%
2570 OJFS Sundries & Maintenance	25	2,600	2,575		2,575	1.0%
2600 Vandalism	120	750	630		630	16.0%
3100 Misc Burial Ground Costs	8	500	492		492	1.6%
3110 Grass Weeding Strimming Fertil	4,148	15,000	10,852		10,852	27.7%
3120 Hedges/Fences/Paddocks/Gates	300	1,500	1,200		1,200	20.0%
3170 General Maintenance & Repair	1,021	5,000	3,979		3,979	20.4%
3210 Grave Digging	706	5,600	4,894		4,894	12.6%
3310 Churches S214(6) LG Act 1972	0	50	50		50	0.0%
3330 S137 Payments	2,910	8,000	5,090		5,090	36.4%

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Detailed Income & Expenditure by Account 09/08/2017

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
3350 Transport S26-29 LGR Act 1997	350	800	450		450	43.8%
3420 Street Lighting	4,050	16,500	12,450		12,450	24.5%
3525 Trees	0	3,000	3,000		3,000	0.0%
3560 Waste / Litter / Street Cleani	1,782	6,000	4,218		4,218	29.7%
3562 Winter & Flooding	0	600	600		600	0.0%
3650 Car Park	1,075	2,500	1,425		1,425	43.0%
3910 Seats & Tables	80	2,250	2,170		2,170	3.6%
4902 Consultancy NP	1,180	3,055	1,875		1,875	38.6%
4903 Printing / Exhibitions NP	65	875	811		811	7.4%
4906 Referendum Preparation NP	0	2,000	2,000		2,000	0.0%
4908 Misc Expenses/ purchases NP	120	620	500		500	19.4%
6322 Ferry Lane Fence	0	750	750		750	0.0%
6324 Gardiner Pavilion Refurbishme	62,102	66,470	4,368		4,368	93.4%
6325 Tree Purchase and Replacement	0	12,500	12,500		12,500	0.0%
6327 Rectory Garden	0	1,000	1,000		1,000	0.0%
6331 Playground Equipment	0	11,267	11,267		11,267	0.0%
6332 Wallingford Road Widening	2,960	2,960	0		0	100.0%
6350 Legal Fees	3,694	9,504	5,810		5,810	38.9%
Total Overhead	102,717	235,111	132,394	0	132,394	43.7%
Total Income	85,495	131,841	46,346			64.8%
Total Expenditure	102,717	235,111	132,394	0	132,394	43.7%
Net Income over Expenditure	(17,222)	(103,270)	(86,048)			
plus Transfer from EMR	43,774					
Movement to/(from) Gen Reserve	26,552					

District report by District Councillor Kevin Bulmer

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SODC A Conservative District Councillor's View (Or What The Council Is Doing)

August 2017.

Councillor community grants

Every South Oxfordshire district councillor has a grant budget of £5,000 to award for projects or services that will offer community benefits in their own ward area.

Applications should focus on projects that deliver a clear and demonstrable benefit to the people of South Oxfordshire, specifically in the ward area of the district councillor considering the request.

Basic rules of the scheme

- Projects must benefit the community in the councillor's ward area
- The minimum grant is £500 and the maximum £5,000 for each councillor (budget permitting)
- A councillor can fund up to 100 per cent of the total cost of a project (budget permitting)
- The project must be completed within 12 months of the grant award decision

Who is eligible?

- Town and parish councils and parish meetings (unless they run their own grant scheme with a set budget and application process)
- Local constituted 'not for profit' organisations whose primary purpose is to benefit the residents of South Oxfordshire.

Who is not eligible?

- Other local authorities/public sector bodies (for example Oxfordshire County Council, NHS trusts)
- Individuals (this includes making any payments to individuals on behalf of community groups)
- Profit-based businesses (private businesses)
- Political and lobbying groups
- Organisations who give grants or fund other not-for-profit organisations
- Nationwide organisations

Link

<https://southandvale.flexigrant.com/areadetail.aspx?farea=483>

Please note you will need to provide the following documents to support your application

- Signed constitution (not town or parish councils)
- Detailed financial records
- Signed authorisation from organisation to apply on their behalf

Planning Matters.**Oxfordshire Infrastructure Strategy (OxIS)**

Joint work of Oxfordshire councils, pulling together Oxfordshire's infrastructure, as existing (stage 1) now published on website. Current stage working on what our priorities are for infrastructure up to 2031 and potential in the pipeline up to 2050 (stage 2). This is an evidence document to all our Local Plans.

Joint Spatial Plan for Oxfordshire (JSPO)

The Growth Board agreed to receive a business case for the production of a Joint Spatial Plan by all Oxfordshire authorities. Such a plan could become a statutory document if all councils agree to that. It would be a strategic document, pulling together adopted and emerging Local Plans and setting the scene for growth in the future - up to 2050 and beyond. As our Local Plans cannot work in isolation, it would help to co-ordinate policy making and infrastructure (including help Utility companies) to help delivery of growth, assist in securing funding for infrastructure and it is fundamental to our Duty to Cooperate (DTC). It needs to be seen in the context of the Government's suggestion about the Oxford to Cambridge growth corridor.

NIC Cambridge-Milton Keynes-Oxford Corridor discussion paper

We will need to comment on this paper from the National Infrastructure Commission. Discussion about the potential for a strategic corridor strategy and potential governance arrangements, ensuring local democracy.

Enforcement

- 39 new cases opened
- 28 cases closed
- Six cases closed were more than six months old

Our six week performance was 85 per cent this month (target 80 per cent). This includes a site visit for all new cases within our priority targets and to assess whether a breach has occurred. The number of new cases remains high this month and although we closed more cases than last month we ended the month with eleven more cases on the books.

Upcoming public appeals

Tetsworth – Inquiry for a traveller site of 12 pitches outside the Green Belt scheduled for 6 and 7 June has been postponed by the Planning Inspectorate until Autumn. New dates: 21-24 November.
Venue – Tetsworth Memorial Hall

CABI, Crowmarsh – Awaiting decision

Benson – appeal against refusal of outline application for 130 houses off St Helens Avenue, inquiry runs 1 and 2 August.

Venue – Howbery Park

Long Wittenham – an appeal is taking place against our non-determination of application for 35 homes. There is to be an inquiry scheduled for November 2017.

Judicial Reviews/Challenges

East Hagbourne – 170 units dismissed on appeal - was the subject of a JR by Savills – Judgement just received - refusing permission to pursue.

Waste**Plastic bags can now be used to line food waste bins**

Residents in South Oxfordshire can now use plastic bags to line their food waste bins and caddies. Food waste is collected every week and taken to Agrivert's anaerobic digestion plant near Wallingford to be recycled into gas for electricity and fertiliser for local farmland.

The processing plant is now able to accept thin plastic bags, such as carrier bags, bread bags, paper wrappings, or normal pedal bin liners. Residents can also continue to use compostable bags or newspapers to line their caddies and bins, or put food straight in without any liner. Any bags used as liners will be removed at the processing plant and sent to an Energy Recovery Facility to be turned into energy.

Cllr Tony Harbour, Cabinet Member for Waste at South Oxfordshire District Council, said: "We know that compostable bags can be expensive and easily tear, so it's great news that the processing plant can now take plastic bags.

"We are very grateful to our residents for their efforts in recycling – which have helped our district to achieve the highest recycling rates in the country. We are always looking for opportunities to work with our partners to improve services for our residents and this is a good example of this."

All cooked and uncooked food can be put into food waste bins. Residents are advised that plastic retail packaging, or anything other than food waste, should not be put in. For example, bacon should be removed from its plastic packet and fruit taken out of punnets.

During 2016/17, 10,024 tonnes of food waste was collected and sent for recycling in South Oxfordshire and Vale of White Horse.

For further information about food waste recycling and other household waste and recycling collections, see the councils' websites: www.southoxon.gov.uk/waste or call [03000 610610](tel:03000610610).

Council tax discount review

Over the next few weeks we will be checking that everyone who currently claims a 25 per cent single person discount on their council tax is entitled to do so.

This review will involve us working with credit reference agencies to check that our records are accurate and that people are only receiving the discounts they are entitled to.

We will be encouraging anyone that currently receives a discount to contact us if they're unsure about their entitlement to avoid any action being taken at - sodc.counciltax@secure.capita.co.uk / [0345 302 2313](tel:03453022313)

This is part of our continuing work to prevent and detect fraud on behalf of our residents.

Grants**Grants Scheme Awards**

Five play areas are set to receive a facelift as part of a £423,000 boost for community facilities across South Oxfordshire. South Oxfordshire District Council has awarded grants to 13 projects to benefit local residents with play areas in Benson, Berinsfield, Hagbourne, Long Wittenham and Little Milton all receiving funding.

Grants have also been awarded for a replacement pavilion in Ewelme and £170,000 needed to carry out a much-needed roof replacement at Wallingford Corn Exchange. Funding will also help pay for replacement facilities at clubs and village halls in Lewknor, Benson, Peppard Stoke Row, Sandford on Thames, Wallingford and Watlington.

The full awards were:

Benson Parish Council - £6,050 for play area improvements

Berinsfield Parish Council - £33,922 for play area improvements
 Corn Exchange Wallingford Ltd and Sinodun Players - £170,000 towards a replacement roof and heating system
 Ewelme Parish Council - £75,000 for the rebuilding of Ewelme Pavilion
 Hagbourne Village Hall - £10,000 for village hall play area improvements
 Lewknor Village Hall - £4,585 for replacement doors
 Long Wittenham Parish Council - £7,291 for play area improvements
 Little Milton Parish Council - £50,000 for play area improvements
 Millstream Day Centre (Benson) - £17,590 for a replacement kitchen
 Peppard Stoke Row Cricket Club - £2,765 for a replacement cricket roller
 Sandford on Thames Village Hall - £1,799 for a storage shed
 The Watlington Club - £19,453 – for replacement squash court flooring, fire doors and lawn aerator
 Wallingford Rowing Club - £24,882 – for replacement boat launching platforms

Cllr Elizabeth Gillespie, Cabinet Member for Grants at South Oxfordshire District Council, said: “This funding achieves our goals to make a real difference in our communities across South Oxfordshire, helping ensure existing facilities are upgraded and that new ones become available for residents to use.”

“The next round of grant funding is now open for applications - we’ve still got more than £105,000 available so I urge groups with a project that will benefit the local community to contact our grants team on [01235 422644](tel:01235422644).”

Community groups have until 6 September to apply for a minimum of £1,000 – for more information visit southoxon.gov.uk/grants.

Grants for rural community projects

Last month we reported that Grant funding up to £75,000 was available from the LEADER Programme for farmers, foresters, businesses and community groups in rural Oxfordshire. Good news; they can now apply for even more grant funding for projects which support the local economy.

Individual projects can now apply for up to £100,000 funding from Oxfordshire LEADER and, under exceptional circumstances, they may qualify for even more money. The scheme aims to support a wide range of rural activities including: farm productivity and diversification, forestry productivity, tourism, community services, heritage and culture and small business development. Oxfordshire LEADER would particularly welcome applications that will revive local waterways, support local food markets, create vibrant villages, or unlock the potential of woodlands.

To find out if your project could qualify for this funding visit www.oxfordshireleader.org.uk. All grants must be allocated by March 2019, so don't delay in finding out more.

You can also find out more at the Oxfordshire LEADER information event on Tuesday 22 August at Faringdon Old Town Hall (SN7 7HL) – drop in any time from 10am until midday.

The Oxfordshire LEADER Programme is open to applicants until March 2019. Anyone with a viable idea is being urged to contact Oxfordshire LEADER Programme Manager Sophie Milton by calling [01235 422245](tel:01235422245) or via oxfordshire.leader@southandvale.gov.uk.

Elizabeth Gillespie, Chairman of the Oxfordshire Local Action Group said: “We know there are lots of projects across Oxfordshire which could benefit from this funding and support our local

communities. To ensure we support as wide a variety of projects as possible we've increased the amount that individual schemes can apply for to £100,000, with even more money available in exceptional circumstances.

"We've got £1.5 million available but this must be allocated by March 2019 so I urge anyone with a viable scheme to get in touch and start the application process as soon as possible."

Leisure

New £353,000 pool changing area open at Thame Leisure Centre

Swimmers at Thame Leisure Centre are enjoying using an upgraded changing area, thanks to a £353,000 investment from South Oxfordshire District Council.

The main changing and shower areas have been significantly improved, while new bench seating, cubicles, lockers, toilets and dryers have also been added. New ceilings, including LED lighting, along with significant redecoration, have also resulted in a better overall environment in the changing area.

Cllr Lynn Lloyd, Cabinet Member for Leisure at South Oxfordshire District Council, said: "I'm sure swimmers at Thame Leisure Centre will appreciate their new changing facilities. This upgrade marks a real improvement to the overall environment of the changing area in the centre and highlights our ongoing commitment to providing the best leisure facilities for all our residents."

Reminder - Wallingford Riverside outdoor pool now open

The heated outdoor swimming pool by Wallingford Bridge has opened its doors. The site features a 23 metre pool, changing rooms, refreshments and a campsite. Jubilee Splash Park has been open for a while for younger children to enjoy.

A swim costs just £4.45 for adults, £2.85 for junior/seniors or £13.40 for a family swim (two adults and two children). Regular swimmers are also able to take advantage of a season pass for £69 for adults and just £34 for juniors and seniors.

Riverside Outdoor Pool is now open until 3 September* at the following times:

Monday - Friday 7am-6pm

Saturday-Sunday 9am-6pm

*subject to adverse weather conditions

For more information about Riverside Park and Pools please visit <http://www.better.org.uk/leisure-centre/south-oxfordshire/riverside-park-and-pools> or call 01491 835232.

Information leaflet on rats and mice available

Rats and mice can be highly destructive as they can cause structural damage by gnawing and burrowing. Our Environmental Protection Team can help residents by investigating properties and gardens where signs of harbourage or evidence is reported.

The team has produced a handy booklet that explains what signs to look out for and tips for preventing any problems.

You can download the booklet from here:

<http://southandvale.us8.list-manage1.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=528bce359f&e=eda6ce4f57>

For any further information, you can contact the team on [01235 422403](tel:01235 422403) or by email: env.health@southandvale.gov.uk

Gypsy and Traveller Accommodation Assessment

We've updated our Gypsy and Traveller Accommodation Assessment (GTAA) by reviewing all previous assessments and taking into account the revisions made to national guidance in 2015 which included a change to the definition of Travellers for planning purposes. We prepared the assessment jointly with Vale, Cherwell, Oxford City Councils.

For the Vale, the assessment identifies a need for two additional pitches for households that meets the planning definition of a Gypsy or Traveller and for the South, a need for nine additional pitches is required.

You can view the GTAA on our website:

<http://southandvale.us8.list-manage1.com/track/click?u=33bec1cf8b5523ad47c7183a0&id=39e237aef7&e=eda6ce4f57>

Report by :-



Kevin Bulmer

District Councillor

Goring & South Stoke Ward

M: 07803 005680 E: Kevin.Bulmer@southoxon.gov.uk

REPORT TO GORING DIVISION PARISH COUNCILS **AUGUST 2017** **FROM CLLR KEVIN BULMER**

GENERAL OCC REPORT

GOVERNMENT CASH PAVES WAY FOR MAJOR UPGRADE TO THE A34 IN ABINGDON

Major improvements to the A34 in Abingdon got the green light today on 26 July 2017 after Communities Secretary Sajid Javid pledged more than £9 million of Government funding. Two new south-facing slip roads at the Lodge Hill Interchange will help end years of congestion and pave the way for up to 1,700 new homes in Abingdon. The long-awaited scheme, which will receive up to £9.45 million over 4 years, will also boost growth in the wider Science Vale area, where up to 20,000 new jobs and 20,000 new homes will be created by 2031. This is on top of the £2.3 billion Housing Infrastructure Fund, announced earlier this month, which will pay for local infrastructure across the country to support local housing delivery.

COUNCIL AND CARILLION REACH AGREEMENT OVER CONTRACT

Oxfordshire County Council is to exit a significant proportion of the contract with Carillion that sees the latter provide many services on the council's behalf. Constructive negotiations have been ongoing for many months and both parties have now reached a mutually beneficial agreement, which involves no termination costs for the taxpayer and allows for changes to the contract that were not efficient for either side. The deal was originally signed in 2012 and the vision at that time was that it would last for 10 years through to 2022. Since 2012 the council's policies and strategies – particularly in relation to property and its estate – have evolved in such a way that the tie-up with Carillion makes less commercial sense now than it did in 2012. New arrangements for the design and construction element of the contract that has been terminated will take effect later this year on September 1. They will be procured externally. One element of the contract, strategic asset management, had already been agreed to transfer back to being directly run by the county council. This is on track for a transfer date of August 1. The Council will continue to work with Carillion on a non-exclusive basis to deliver elements of strategic asset management where it is in the Council's interest to do so to meet its corporate and financial objectives. A key area of the contract that will remain in operation is Facilities Management – the work that takes place to ensure the general upkeep and day to day operation of council buildings. A review is to be carried out to ensure that this operates in the best way for the council.

OXFORDSHIRE MINERALS AND WASTE LOCAL PLAN

A plan which will govern how Oxfordshire's minerals and waste needs will be met for fifteen years has received Government support. The County Council's new minerals and waste core strategy, which outlines the planning strategy and policies for the supply of minerals and the management of waste in Oxfordshire until 2031, has received support from the Government's Planning Inspectorate, and following approval by Cabinet on 18th July will now go to Full Council in September. Following an independent examination of the strategy, the Inspector concluded that the strategy, with modifications, meets legal requirements and provides a sound and appropriate basis for the planning of future quarrying and waste management in Oxfordshire for the next 15 years. More information can be found here; <http://news.oxfordshire.gov.uk/inspector-backs-oxfordshire-minerals-and-waste-strategy/>

OXFORDSHIRE COUNCILS NEED £9BN FOR INFRASTRUCTURE TO SUPPORT GROWTH

An independent report commissioned by Oxfordshire's six councils who make up the Oxfordshire Growth Board sets out the investment in transport, schools, hospitals and other infrastructure needed to support the predicted growth in population, jobs and homes to 2040 and beyond. The report by AECOM, a professional and technical services firm highlights the need for long-term investment that will be required to plan for and manage growth in a way that supports the local economy and protects quality of life across the county. For the first time Oxfordshire councils are working together to develop a joint infrastructure strategy, detailing the county's key infrastructure requirements. Some of these have been outlined already in individual Local Plans and the Local Transport Plan, but the Oxfordshire Growth Board has looked more comprehensively at what is going to be required further into the future across all areas.

LIBRARIES LAUNCH 'ANIMAL AGENTS' READING CHALLENGE FOR CHILDREN

Oxfordshire County Council's libraries are inviting thousands of youngsters to take part in a detective-themed reading challenge this summer. Children aged four to 11 can 'join' the Animal Agents investigative team and solve a mystery by reading six library books and collecting special stickers. All children need to do is sign up at their local library and receive a collector's folder. As they read their books over the summer, they will receive stickers to help them crack the clues and help the Animal Agents find out what's really been going on behind the scenes! When they've completed the Challenge they can claim their medal and certificate. Young volunteers aged 13-24 are also needed to help library staff promote the challenge, talk to children about the books they have read and help them to choose others. More information and application forms for volunteers can be found at www.oxfordshire.gov.uk/libraries

SCHOOLS WIN AWARDS FOR SUPPORTING YOUNG CARERS

Eight Oxfordshire schools have received awards as part of a county council support scheme for pupils who care for family members at home. The Young Carers Standard recognises schools' efforts to identify young carers and provide targeted support to help them achieve their potential. Since its launch in 2013 more than 60 schools have received training and support to deliver the scheme and earn an accreditation. Any school across Oxfordshire can sign up to the programme run by Oxfordshire County Council Young Carers Team. The team offers free support, advice and guidance for schools to identify and support young carers. Schools can work towards the Bronze, Silver and Gold Award level. Schools interested in taking part should email the Oxfordshire County Council Young Carers team: young.carers@oxfordshire.gov.uk

SPECIFIC REPORT FOR CONTACT DETAILS

Address: Councillor Kevin Bulmer, County Hall, New Road, Oxford OX1 1ND

Email/Tel: kevin.bulmer@oxfordshire.gov.uk. 07803005680

Twitter: Kevin Bulmer @bulmer_kevin

<https://www.facebook.com/CllrKevinBulmer/#>



Goring Parish Council - Goring High St – Report

7 August 2017

Proposed High St roadworks

We are seeking to get a fee from OCC Highways to prepare the drawings and specification for the proposed works to enable the construction costs to be established.

As we have to pay for this works, once we have established the cost we will be able to instruct for the works to be carried when we have sufficient funds in our CIL pot.

We are still awaiting a report from SODC of what CIL funds have been allocated to us, I believe this is nearly a year overdue.

Footpath from the High St to Wheel Orchard car park

It is my understanding that R Bridle is still pursuing this matter with BT.

Lorry's through the High St

No comments at this time.

Installation of posts in the verge adjacent to the Rectory Gardens

We are still awaiting costs from OCC Highways.

Leaning sign post adjacent to Mary S

We have been advised that it will be repaired but not when.

General

As you will note from the above we are endeavouring to get works carried out but unfortunately we are at the mercy of the managers at OCC Highways.

Cllr David Brooker

Recreation Issues - August 2017 Update

Meeting with Sports Clubs Representatives

The meeting was held on Thursday 20 July. Sports Clubs representatives gave brief updates of their situation, and any concerns they may have.

The Robins was a growing club with 250 - 300 members, and their only concern was dog faeces on the pitches. The Cricket Club was pleased with the refurbished Gardiner pavilion, and had about 150 senior and junior members. The Tennis club also had about 260 senior and junior members, and was putting money aside for a complete refurbishment of their courts, anticipated cost £120k - 150k, within the next few years. It was agreed that a meeting would be set-up shortly to discuss heads of terms for the renewal of the Tennis Club lease.

The Bowls club was struggling with a limited membership of about 25, and was having discussions with other clubs. Goring United FC was also struggling with numbers, and was only breaking even financially.

Cllr. Urbick introduced the proposed fees for 2017/18 and explained their rationale. Clubs were asked to discuss these with their committees, and come back to GPC if there were any issues. Goring United and GPC are working together on options to increase contribution to reduce fees.

Gardiner Recreation Ground

All appears to be well with the use of the refurbished pavilion, but there is some “snagging” to be done, and the new safety and fire risk assessment to be promulgated. Roof insulation is to be fitted, some doors need adjustment, and the clock needs attention.

A new seat has been installed in the north-west corner of the field, and I think all future such installations should have paving stones, or another solid surface, in front of the seats.

The Fire Service has asked that no double parking takes place on Upper Red-Cross Road to allow emergency access. It was suggested that an approach be made to Richfield Properties for use of the Thames Court car park on evenings and week-ends.

The Cricket Club representatives confirmed that the new entrance proposed by Lyndhurst Residential Home would cause no problems. Lyndhurst had offered to pay up to two thirds of the cost. It was suggested that another entrance in the south-east corner of the Gardiner would be helpful, as this was frequently used unofficially.

Sheepcot Recreation Ground

The outcome of the experiment of removing the waste bins was discussed. Club representatives were convinced that the quantity of litter had increased, and asked GPC to consider an increase in the number of litter bins.

Bourdillon Field

The hedge on the northern side of the field has been trimmed back so that it no longer obstructs the footpath.

Now that the s106 money has been refunded to GPC from SODC, I hope we can find about £4000 from reserves to fund replacement of the swings in the children's recreation area. The swings were removed last year when they were declared unsafe following a routine inspection.

Rectory Garden

I have received feed-back from the Edmondson family with their views on the future of the Garden. They are very positive that the Garden should be made more attractive to the community, and its use encouraged. We must, however, await the review of the legal position which Cllr. Urbick is organizing before considering a plan for its future management.

Lawrie Reavill

04.08.2017



Fire Risk Assessment for Simple Premises record template

Building address and use	Gardiner Pavilion Upper Red Cross Road Goring, READING RG8 9BD Sports Pavilion	
Name of employer (responsible person/dutyholder/ occupier/owner)	Goring on Thames Parish Council	
Name and contact details of assessor	Colin Ratcliff 01491 874444 clerk@goringpc.org	
Job title of assessor	Clerk to Parish Council	
Assessor's signature	Date of assessment	20 July 2017

STEP 1: Identify Hazards

Sources of ignition

Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard
Electrical fittings and appliances		All tested and certified on fitting and PAT checked annually. Inspected 5 yearly.
Gas boiler and heating system		Tested and certified on fitting. Annual Service and service contract in place.
Burco Hot Water Boiler		To be turned off at mains when not in use.

Fuel Sources		
Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard
Gas supply		Tested and certified on fitting. Annual Service and service contract in place.
Petrol storage		Limited to 30litres in total Max 10 litres in plastic containers Max 20 litres in metal containers In dedicated storerooms (x2) only
Stored materials / equipment	No flammable equipment / kit to be stored in the main hall, kitchen or changing rooms.	Storage of equipment to be in the dedicated store rooms and kept in a tidy condition.

Action required?	Yes <input type="checkbox"/> (record at step 4)	No action required <input type="checkbox"/>
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STEP 2: Identify people at risk

People at risk (including employees, visitors, contractors and neighbours)

People at risk	Why they are at risk	Measures in place to reduce/remove the risk
Premises users / groundsmen	Use the building and services	To be aware of and comply with the fire risk assessment and procedures. No use without prior approval of the council.
Contractors	Exposure to electricity and gas supplies and as users of the building.	To be aware of and comply with the fire risk assessment and procedures. To conduct their own risk assessment dependent on the activity they are to perform.
Clerk / Councillors	Visitors / lone working	To be aware of and comply with the fire risk assessment and procedures

Action required?	Yes <input type="checkbox"/> (record at step 4)	No action required <input type="checkbox"/>
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STEP 3: Evaluate the risks of fire and assess existing fire safety measures

Evaluate the risks of fire

Accidental (eg smoking materials, candles or toasters)

Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)
Accidental – smoking etc	Slight	Unlikely	Low
Electrical appliances, left on	Moderate	Unlikely	Low

By act or omission (eg incorrectly maintained electrical equipment, waste being allowed to build up near a heat source)

Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)
Electrical or gas appliances, faulty	Moderate	Unlikely	Low
Poor storage habits	Moderate	Unlikely	Low

Deliberately (ie arson/wilful fire raising)

Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)
Burglary / Arson	Moderate	Unlikely	Low

Action required?

Yes ☐ (record at step 4)

No action required ☐

Consider the effectiveness of existing fire precautions to manage identified hazards:

A – Provision and protection of escape routes

Five exits from main building – all marked as fire escape routes and with emergency lighting.

No obstructions to be placed in the way of escape routes.

Double doors from main hall and kitchen mortice lock to be unlocked whenever the building is in use.

B – Emergency lighting (internal and external)

Mains controlled emergency lighting fitted.

Kitchen: Emergency lighting and signage

Main Hall – Emergency lighting x 2 and signage

Changing rooms corridor – Emergency lighting and signage

Store – Emergency lighting and signage

C – Emergency signage (eg running man signs, fire action notices)

Signs in place

D – Fire detection and warning system (eg smoke detectors)

Smoke and CO detectors in place (mains supplied)

Kitchen : Smoke and CO alarms

Main Hall – Smoke alarm

Changing rooms corridor – 2 smoke alarms

Store – smoke alarm

Accessible toilet – emergency cord alarm

E – Portable firefighting equipment

Kitchen: Fire blanket, CO2 extinguisher.

Main Hall – CO2 and Water extinguishers.

F – Staff training and drills		
Management policies (eg non-smoking policy, housekeeping policy, hot works policy, visitors' policy)		
<p>No smoking policy and signage.</p> <p>Weekly checks on premises, equipment and storage</p>		
Evacuation plan (eg what duties staff have to perform to ensure all persons are evacuated, including any non-staff members such as customers and visitors)		
<p>Small pavilion – users to ensure compliance with this document and have their own system for accounting for all club members / visitors in case of emergency</p>		
Security measures to prevent arson and wilful fire raising		
<p>CCTV signage outside. Grills on windows during winter months. No materials stored outside. Integrity of doors, windows and locks regularly checked.</p>		
G – Provisions for disabled visitors and staff		
<p>Full disabled access to building inc. toilet / changing rooms. Accessible toilet protected by cord alarm – regularly tested.</p>		
H – Co-operation with neighbours		
I – Fire brigade access		
<p>Upper Red Cross Road to rear of pavilion.</p> <p>No double parking or in contravention of highways restrictions allowed by recreation grounds users in order to allow complete emergency access.</p>		
Action required?	Yes <input type="checkbox"/> (record at step 4)	No action required <input type="checkbox"/>

STEP 4: Record significant findings, assess and plan

Significant finding	Priority Low, Medium or High*	Details of remedial action (if any)	Person responsible	Completion date and sign
Fire Exit sign missing from Changing Room Corridor	Medium	New sign required	Clerk	

Record overall assessment of risk (Low, Medium or High)

Low risk – newly refurbished building with compliance to building regulations and recent gas and electric certification. New smoke and CO alarm systems fitted. New emergency lighting and signage fitted.

Disabled access and egress improved.

Prepare your emergency plan			
Does your emergency plan identify:	Yes	No	N/A
The actions to take on discovering a fire?			
Who is responsible for calling the brigade?			
The actions to take upon hearing the alarm?			
Location of escape routes and any specific requirements for their use?			
Arrangements for fighting the fire?			
The location of the assembly point?			
Routines and responsibilities for turning off non-essential equipment?			
Routines and responsibilities for isolating gas and other fuel supplies?			
Arrangements for evacuation of people especially at risk such as young people, lone workers or those with disabilities?			
Who is responsible for checking the building is evacuated and detail relevant procedures including those for staff, visitors and members of the public?			
Who will greet the fire brigade when they arrive?			
Who will ensure the building is secure and that no one returns to the building until the all clear is given by the fire brigade?			
Who is responsible for conducting the roll call?			
If you have fire wardens, who are they and is their training up to date			

If the answer to any of the above is 'No', review your emergency plan	
Have you provided staff with copies of the emergency plan and given adequate training?	
Yes <input type="checkbox"/>	(if 'No', detail actions taken to rectify)
No <input type="checkbox"/>	

Where applicable have you liaised with neighbours and other occupants of the building on fire safety issues?	
Yes <input type="checkbox"/>	(if 'No', detail actions taken to rectify)
No <input type="checkbox"/>	

Are your fire action notices complete and prominently displayed and copies provided to all staff and visitors?	
Yes <input type="checkbox"/>	(if 'No', detail actions taken to rectify)
No <input type="checkbox"/>	

STEP 5: Periodic review

review date

reviewed by

reviewing person's job role

reviewing person's signature

reason for review

outcome of review



REPORT OF THE INDEPENDENT REMUNERATION PANEL
FOR
VALE OF WHITE HORSE AND SOUTH OXFORDSHIRE PARISH AND TOWN
COUNCILS

FEBRUARY 2017

South East Employers
2 Crown Walk
Jewry Street
Winchester
Hampshire
SO23 8BB

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Report from the Parish and Town Councils Independent Remuneration Panel February 2017

1. Introduction

The Parish Remuneration Panel was convened by Vale of White Horse and South Oxfordshire District Councils as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish Councils regarding:

- Basic Allowance
- Chairman's Allowance
- Travel and Subsistence Allowance
- Indexing

The Parish Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on 18th, 25th and 26th January 2017 to review the allowances for Vale of White Horse and South Oxfordshire District Councils and the members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chairman)
- David Whittingham, Chief Executive, Oxford Brookes University and local resident
- Ian Snowdon- Local resident
- Keith Brooks – Local resident

The Panel met on the 18th, 25th and 26th January 2017 The Panel meeting was held in private session.

3. Approach

All Parish and Town Councils were invited to provide views and the opportunity to take part in a consultation workshop that took place on the 26th January 2017. The workshop informed participants of the legislation and sought participant views in respect of the Parish Basic Allowance, the Chairman's Allowance, Travel and Subsistence and the indexing of allowances.

A questionnaire (Appendix 1) was also sent to each Parish and Town Council; 29 Parish and Town Councils responded and a total of 58 individuals completed the questionnaire. The Panel would like the opportunity to thank all those who completed the questionnaire and/or attended the consultation workshop.

The Panel paid close attention to the Government Guidance.

4. Arriving at the Recommendations

The Panel noted that only one of the Councils that responded currently awarded an allowance and only 8 of the respondents felt that they should receive an allowance.

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Vale of White Horse and South Oxfordshire District Councils.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 5% of the Basic Allowance of Vale of White Horse and South Oxfordshire District Council.

The recommended Basic Allowance for the Councils for 2017/18 is £4,633; 5% of this is **£232. This should in accordance with the statutory regulations only be paid to Members who are elected not those co-opted.**

Chairman's Allowance.

The Panel felt that any decision regarding the payment of a Chairman's Allowance should be left entirely to the discretion of individual parish councils, taking into account local circumstances.

The Panel therefore recommends the Chairman's Allowance should be up to 15% of the District Councils Basic Allowance (namely £695). This could be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

Travel and Subsistence.

The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations, the same as the District Councils. Subsistence rates should also be paid in line with the District Councils.

Indexation of Allowances

The indexation of the allowances paid to Members of the parish and town councils should be in accordance with the indexation applied to Members' Allowances at the District Councils. The agreed approach to indexation is in line with District Councils staff salary increases.

Forgoing Allowances.

A parish/town councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish/town council.

Publicity

With regard to the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021) :

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request, and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

The Panel recommends that the Parish Clerk should also publicise the allowances scheme to all Parish Councillors

Implementation

The Panel recommends the new allowances should be implemented from April 2017.

Mark Palmer
Chairman of the Independent Remuneration Panel
February 2017

