

Title	Clerk Report
Authors	Clerk & RFO
Meeting	Goring Parish Council – 11 th January 2021

Facilities Assistant

The position is advertised on our Website, please do point anyone you think may be interested to apply.

Staffing Committee

The Clerk, in consultation with the members of the Staffing Committee agreed to appoint GapHR to provide an up-to-date staff contract, and create a Staff Handbook, this will remove to the need to produce a vast raft of much needed policies to ensure GPC are meeting the statutory obligations with regard to the employment of staff. The sum was agreed to be small relative to the number of hours it would take, and potential mistakes incorporated into such documents being produced by staff inexperienced in these matters. Costs to be covered from unused wages budget due to current vacant position and reduced cleaning wages bill for the year 2020-2021

Proposal: To formally approve the spend of £750 for the production of both documents.

Christmas Trees.

£50 donation was gratefully received toward the Christmas tree expenditure from Mr Brian Goldthorp, [confirmed by e-mail 07/12/2020 we should include his name in this report]. Mr Goldthorp’s kind donation covers some of the additional expenditure to secure the tree, which had not been previously budgeted for. In the interests of safety and to ensure volunteers did not need to risk flouting social distancing rules to apply stays to the tree in the event of inclement weather, at additional cost of £150 was incurred.

The Goring Gap Business Network have provided an updated mandate stipulating £500 from the monies lodged with us could be used toward the large tree. The total cost of the tree being £614.80 this year, formal approval is sought for £64.80 budget which was spent to ensure the safety of the tree and residents.

Proposal: Approve the spend of £64.80 for safety measures relating to the Christmas tree.

Office Clearance and Shredding

In December, some time was allocated to reviewing some of the extensive boxes of past data stored in the OJFS office. In accordance with the Document retention scheme, as detailed below the office back archive will continue to be processed to remove archives no longer needed.

Document	Minimum	Proposal
Minute Books / Minutes	Indefinite	Minute books date from 1895. To scan back catalogue to 2000 (where electronic versions are not available), transfer all minutes books to the county archives.
Accounts / Annual return	7 years	Data back to 2004 still stored. Shred all data not needed, put retention dates on all remaining archive boxes.
Bank statements	7 years	
Cheque book stubs	Last completed audit	
Paying in books	Last completed audit	
Tenders / Quotations	7 years	
Paid invoices	7 years	
VAT records	7 years	
Salary records	7 years	
Tax & NI records	7 years	
Insurance policies	2 years	Create single point archive as other folders are emptied.
Certificate of Employers Liability	40 years	
Certificate of Public Liability	40 years	
Assets register	7 years	Create single point archive as other folders are emptied.
Deeds / Leases	Indefinite	Archive
Electoral Register	1 year	Shred all historical copies – legislative requirement to do this.
Personnel records	6 years after employment ceases	Create single point archive as other folders are emptied; record retention dates.
Declaration of acceptance	Term of office + 1 year	Create single point archive as other folders are emptied – shred old copies
Register of interests	Term of office + 1 year	
Complaints	1 year	To be stored electronically by date, regular review and deletion of old data
General information	6 months	The store has a significant amount of general information, including old brochures; flyers; mailings etc. Recycle as much as possible. Shred

		anything deemed to have sensitive data
Routine correspondence and emails	6 months	The largest body of routine correspondence is supporting planning information – at least 22 full archive boxes, dating back to 1995. All planning data is retained on the SODC planning portal. See proposal below regarding shredding or recycling

The majority of the documentation to clear can be recycled, and could be disposed of using the routine office recycling collections, every 2 weeks. There will still be a notable amount of shredding to complete.

A quote has been received for offsite shredding. £55 per 240L bin plus £25 for each subsequent bin.

Proposal: Particularly with the back catalogue of historical planning documentation and considering the time associated with reviewing all documentation to filter out any sensitive pages which need shredding, to consider paying for professional off-site shredding of the planning back catalogue [NOTE: not the minutes these must be kept indefinitely]. Suggested budget £300 to start with and review by the council if the budget is exhausted.

COVID Response

The Villages Helpline has submitted a request for financial support as England has entered full lockdown with shielding again and they are coordinating patient transport to vaccination clinics.

[To note: at the time of issue of this report, the only Power to do this, is use an S137 grant]

In the previous lockdown, GPC used SODC grant monies to fund 80% of the costs incurred, with Streatley contributing 20%.

Proposal: To approve paying up to 80% of the helpline costs relating to

- Additional DBS Checks, a number of the previous volunteers have been instructed by their work place that they must not volunteer and put themselves at increased risk of infection. More volunteers must be DBS'd to help with the patient transport to the vaccination clinics. Maximum £600.
- phone costs up to a maximum of £75 per month
- Costs associated with the GDPR secure database, to manage the volunteers, call logs etc, this is essential due to the sensitive data it includes, £10 per month.

Whilst monies remain in the COVID-19 EMR 80% of costs incurred by the helpline related to COVID-19 during periods of government mandated lockdown and enforced shielding, and mass vaccination of vulnerable persons who are unable to get to vaccination centres themselves.

To note, that the COVID EMR, contains the business grant to support GPC as a business during Lockdown. The funding of the helpline must not adversely affect the management of the Parish Council. During the lockdown which commenced March 2020, SODC provided grant monies to support the costs as detailed above.

Proposal: To request from SODC similar grant monies to cover the costs as per the first lockdown.

The helpline is also requesting an undefined sum of monies to provide PPE and Cleaning materials to the people providing the voluntary service to transport those unable to get themselves to vaccination clinics.

Title	Facilities Report
Authors	Clerk & RFO
Meeting	Goring Parish Council – 11 th January 2021

Yew Tree Court Fence and Maintenance.

NOTE Previous Debated July & Nov 2020, addition of new information.

Additional Information at the November Meeting

The council previously agreed to remove the fence at Yew Tree Court. GPC have now received a quote for these works of £400 + VAT; to include full removal of the fence and making good the end which is not removed. The contractor has confirmed thought that the fence is in very good condition, just not as straight as it once was. Upon discussion the contractor has confirmed that the fence could have a continued lifespan of 10-15 years, if £590 + VAT, were spent now.

Additional Information for the January 2021 Meeting

After the November meeting a member of public wrote the council offering to make a donation to cover the uplift in the fence costs to retain the current fence.

It has been confirmed by SODC that the fence was originally installed due to a planning condition, when the Yew Tree Court was built, no notice of expiration of this planning condition can be found on the granting of this application.

Being within the conservation area and above the specified height, to remove the fence would require the council to formally apply for planning permission to remove the fence.

The Clerk requests that the council debate this item again in light of the additional information. If the council is inclined to proceed with an application to remove the fence, the residents of Yew Tree Court would like a formal meeting with the council to discuss the situation prior to the pursuance of this application.

No proposal given.

Summary of Facilities Work Completed

The Pavilions continue to see significantly reduced usage, particularly as England has now entered Lockdown 3, planned preventative maintenance (PPM's) continue in accordance with the normal schedules, however it has been noted that the showers are experiencing more scaling than normal. This is most likely because the weekly flushing is done to ensure hot water has been run through the system, whereas in normal use of showering of people the water would run for much longer which actually helps to "blast off" some of the scale.

Proposal: Monitor situation; if scale continues to build-up consider either more regular descaling with current practices, £77 per descale, completed quarterly (total for both pavilions), or consider a deeper clean with an alternate method.

Felling of 1-off Tree, White Hill Burial Ground, has now been completed. Also completed, Priority 2 works in accordance with the Health and Safety Duty of Care Report, Feb 2020.

Requests for Memorial Benches 3-off.

The decision to not approve the memorial bench at the Rectory Garden was relayed to the requestor. As a family they have looked around the village at other locations. The family are requesting whether a bench could be placed overlooking the river at the Ferry Lane space. The family have been advised that due to misuse of the space for launching of watercraft, this area is under consideration by the Landscape Architect to look at other methods of deterrent and the council may wish to delay making any decision regarding this space. The family are also contacting the managers of the Thames Path, regarding possibly siting a bench between the Ferry Lane Space and the Lock.

A resident of Goring has placed a new request for a memorial bench for their parent (non-UK resident), initially requesting for it to be sited at the WHBG, but then asking for it to be under the trees at the top of the slope of the Sheepcot Recreation Ground.

A 2nd Request has also been made for a memorial bench overlooking the Thames for a recently deceased Goring on Thames Resident.

Proposal to the Council: To consider each of the requests as detailed above and for future bench requests, approve in line with the Memorial Bench Policy, Annex A to Burial Ground Regulations (to be approved as item 12.3 to this meeting)

Goring in Bloom Request – Poles

Subsequent to declining the offer to form a committee of the council for the management and funding of the hanging baskets, Goring in Bloom have submitted a request to:

“Please confirm that there will be no objections from the Council to Goring on Thames in Bloom continuing to hang the baskets on the bridge and the High Street lamp posts”

Proposal: To approve the use of the poles, subject to receiving copies of the Risk Assessments, Insurance, and confirmation any damages to the poles due to the baskets are repaired, and planting and methods to be completed in accordance with the GPC Sustainability and Environmental Policy (See meeting item 12)

Approved Facilities Items to Progress [Cllr DB tracking]

Rectory Garden Verge Landscaping – to seek approval from Highways

Community Centre Car Park – Bollards to be installed, spaces to be advertised.

High Street Planter (Outside Goring Grocer) – to be progressed if monies left from High Street works budget.

Lockstile Way / Wallingford Road junction Yellow Lines – to delegate to the Traffic and Parking Committee



TERMS AND CONDITIONS FOR THE USE OF THE HANGING BASKET POLES ON BRIDGE AND HIGH STREET, GORING-ON-THAMES

Agreement to use the poles for the purposes of displaying hanging baskets.

Goring on Thames Parish Council (the Council) owns and manages the hanging basket poles on the bridge over the Thames, and on the High Street in Goring on Thames.

1. Supervision

The User shall, during the period of the use of the poles be responsible for:

- a. Safety from damage of any Council property associated with the use
- b. The behaviour of all persons using the property in relation to the hanging of the baskets whatever their capacity, including proper supervision of the watering of the hanging baskets so as to avoid obstruction of the highway or impeding the public from maintaining social distancing requirements in place at that time.
- c. The User shall make good or pay for any damage (including accidental damage) to the property

2. Use of Property

- a. The User shall not:
 - i. Use the property for any purpose other than described in this Agreement
 - ii. Shall not sub-hire or use the property in any unlawful way nor do anything which may endanger the same or invalidate any insurance policies in respect thereof.
 - iii. Allow the property to be used for any unlawful or unsuitable purpose
- b. The User shall ensure:
 - i. That the filling, disposal and maintenance of the hanging baskets and their contents be completed to be complimentary to and support the Goring Parish Council Environmental and Sustainability Policy.

3. Insurance and Indemnity

- a. The User shall be liable for:
 - i. The cost of repair of any damage (including accidental and malicious damage) done to any part of the property
 - ii. All claims, losses, damages and costs made against or incurred by the Council, its employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the property by the User

- iii. All claims, losses, damages and costs made against or incurred by the Council, its employees, volunteers, agents or invitees in respect of any nuisance caused to a third party as a result of the use of the property by the User, and the User shall indemnify and keep indemnified accordingly the Council and its employees, volunteers, agents and invitees against such liabilities

The User shall take out comprehensive insurance cover for all activities conducted during the usage period including public liability insurance of at least £10 million and shall produce the policy and current receipt or other evidence of cover to the Clerk of the Council not less than 14 days before the usage period commences. Failure to produce such policy and evidence of cover will void this agreement.

4. Public Safety Compliance

The User shall take all necessary precautions to ensure the safety of all passers-by during the period of the use. A Risk Assessment, covering the period of the use and all activities to be undertaken during the use, shall be completed by the User prior to the installation of the hanging baskets.

5. No Rights

The Usage Agreement constitutes permission only to use the property and confers no tenancy or other right of occupation on the User.

6. Period of the Use

The Usage Agreement commences on the date it is signed and is valid until _____ 2021

The Usage Agreement will be terminated for failure to comply with the terms of the Agreement

DECLARATION & INDEMNITY I hereby agree to the conditions to which the Usage of Parish Council Hanging Basket Poles is granted. I declare that our Goring in Bloom is insured against third party risks.

Signature.....

Print Name.....

Position.....

Goring in Bloom

Date.....

7. Review

This Agreement was approved for use at the meeting of the Parish Council on XXth XXX 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman

GORING-ON-THAMES PARISH COUNCIL

Appendix F

Authority to Hold Virtual Public Meetings

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020 [LACP 2020] came into effect on the 4th April 2020

LAPCP 2020, allows for the use of Virtual Public Meetings until 6th May 2021, to enable local councils to continue to work and support their communities, and legally allow the council as a body to make decisions.

Please note, LAPCP 2020 also removed the requirement to hold an Annual Council Meeting during the month of May 2020. All appointments normally approved in the ACM now rollover to the next ACM in May 2021, with the current appointments and committees continuing by extension.

MINUTES OF A MEETING OF THE PLANNING COMMITTEE GORING ON THAMES PARISH COUNCIL Tuesday 20 October 2020 at 7.30pm, Virtual Meeting

Members Present:

Chairman Matthew Brown (MBr)
Members Lawrie Reavill (LR)
Bryan Urbick (BU)
John Wills (JW)
David Brooker (DB)
Sonia Lofthouse (SL)

Observer:

Councillor Tony Virgo-Harris (TVH)

Officers Present:

Clerk Laura White (LW)
Assistant Clerk Mike Ward (MW)

3 members of the public were present at the meeting

20/118 To receive apologies for absence

Mary Bulmer (MBu).

20/119 To receive declarations of interests

None declared

20/120 Public forum

Two members of the public commented on application P20/S3061/HH, contending that the proposed front and rear balconies would overlook neighbouring properties.

20/121 To approve minutes of the meeting held on 15 September 2020.

Resolved: The minutes were approved and signed.

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix F

20/122 Matters arising from those minutes not elsewhere on the agenda.
None identified.

20/123 To review the following Applications:

1. **P20/S2961/FUL – Land at Glendale Elmhurst Road Goring RG8 0BA – Erection of a 3-bedroomed detached dwelling.** (Amended plans received 12 October 2020 to show an increase in the amount of soft ground at the front of the site to allow for more landscaping design and details regarding the raised planter).

Resolved: That GPC has a response:

Subject to Forestry Officer concerns being satisfied

2. **P20/S3061/HH – Timbers Cleeve Road Goring RG8 9DA – Demolition of existing garage and flat roof extensions. Erection of new to storey side extensions and front entrance porch, existing flat roof dormer to rear of roof removed and replaced with new pitched roof dormers.**

Resolved: That GPC Objects for the following reasons:

- Front and rear balconies overlook adjacent properties; contravenes South Oxfordshire “saved policies from the Local Plan 2011” Policy H13 Extensions to dwellings or the erection and extension of ancillary buildings within the curtilage of a dwelling, will be permitted provided that:
(iii) the amenity of occupants of nearby properties is not materially harmed.
- It should be a condition that the mature trees and hedges are protected and maintained

3. **P20/S3384/LB – The Old Farmhouse Station Road Goring RG8 9HD – To replace decaying asbestos guttering with new heritage black aluminium gutters and downpipes, which will be in keeping with those on the main Old Farmhouse building and consistent with the gutters already in place on the gable-end of the Barn.**

Resolved: That GPC has no objections

20/124 To note the following South Oxfordshire District Council decisions:

1. **P20/S2495/HH – 3 Milldown Road Goring RG8 0BA**

Remove existing timber garden rooms x 2, replace with a single timber garden room. Garden room will be used for personal leisure activities and occasional office to work from home.

Granted (GPC had a response: Not to be used for residential purposes)

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix F

2. P20/S2989/FUL – Buildings adjacent 1 Grove Farm Cottages Grove Farm Goring RG8 OLU

Removal of 2 bays of existing agricultural portal frame building and relocation of its access opening. Alterations to existing traditional brick and flint building to (phase A) provide additional rooms to adjoining Cottage at No1 and (phase B) create new independent dwelling. Provision of garden, parking and new access for new dwelling.
Granted (GPC had no objections)

3. P20/S3006/HH – 94 Elvendon Road Goring RG8 ODR

Part single, part double storey rear extension, Part garage conversion. Additional window to ground floor shower room.
Granted (GPC had no objections)

4. P20/S3082/HH – Waterfield Cottage Manor Road Goring RG8 9EN

Demolition of existing single storey open fronted storage element, and erection of one and a half storey side extension and erection of orangery.
Granted (GPC had no objections)

All were noted.

20/125 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (NB5) and Permitted Development for the following applications:

1. P20/S3280/DIS – The Pavilion Thames Road Goring RG8 9AH

Discharge condition 3 Materials on planning application P19/S3274/FUL Construction of inlet from River Thames into the garden of the property to allow mooring within the site boundary; enlargement of permitted riverside garden room and raising on stilts.

2 P20/S3351/DIS – 10 Heron Shaw Goring RG8 OAU

Discharge of condition 3 - materials on application ref. P18/S1166/HH Proposed 2 storey side and single storey rear extension following demolition of attached garage and sun-room.

3 P20/S3471/N5B - Junction of Station Road with Red Cross Road Goring RG8 9HG

Change of use of ground floor from hairdressers to two flats

All were noted.

The Committee requested that clarification be sought on whether the change of use application P20/S3471/N5B also allowed modifications to be made to the interior of the property in an area of AONB.

Action A1: MW to contact the Planning Officer to confirm if a separate application would need to be made for internal alterations to the property.

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix F

20/126 To note and review planning applications and decisions reported by West Berkshire Council

None to note.

20/127 Affordable Housing

To review action from previous meeting: District Councillor Maggie Filipova-Rivers to invite an officer from SODC to meet with GPC to explain the policy. It was noted that SODC has over £4.3m unspent in the Affordable Housing Fund which can be applied for. It was also noted that the developer of Ash Hurst has indicated they are amenable to providing one or two affordable houses as part of the application for 4 additional houses.

Action carried forward.

20/128 To review Community Infrastructure Levy (CIL) status / payments

The Clerk reported that £4,926.11 was due to be received at the end of October in respect of P19/S1853/FUL (Linwood Limetree Road Goring RG8 9EY), second instalment (40%).

20/129 To note reports of action by SODC in respect of enforcement notices and consider reporting issues not already being progressed by SODC

Items listed in Appendix 1 were duly noted.

20/130 To consider correspondence received

1. Letter dated ? October 2020 concerning a structure within the grounds of Glendale House, Elmhurst Road.

Noted by the Committee,

2. Email dated 15 October 2020 from SODC Planning Officer concerning the Fish and Chip shop signage at the former Lloyds Bank Building in Goring High Street

Action A2: MW to suggest the Conservation Officer and Enid Worsley might be able to advise on what style of signage would be appropriate for the premises.

20/131 Matters for future discussion

None.

20/132 To confirm the date of the next meeting – Tuesday 24th November 2020

The Chairman declared the meeting closed at 20.05 hrs.

Abbreviations (where used):

GPC Goring on Thames Parish Council

OCC Oxfordshire County Council

MFR Maggie Filipova-Rivers

CIL Community Infrastructure Levy

NP Neighbourhood Plan

SODC South Oxfordshire District Council

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix F

APPENDIX 1

CURRENT SODC ENFORCEMENT NOTICES

- 1 SE19/463 (28.8.19):** Without planning permission the material change of use of a residential property to a mixed use comprising 1) residential; and 2) parcel delivery hub. Status as at 14.10.20: Site visited 9.12.19. 'Investigation' (no change from previous report).
Note: following the recent sale of the property this activity appears to have ceased.
- 2 SE19/552 (15.10.19):** Breach of condition 13 of planning permission P19/S0538/FUL (tree protection measure). Status as at 14.10.20: Site visited 16.09.20. 'Investigation' (no change from previous report).
- 3 SE19/654 (6.12.19):** Without planning permission, erection of fence over 1 metre adjacent to road. Status as at 14.10.20: 'Investigation' (no change from previous report).
- 4 SE20/6 (6.1.20):** Without planning permission the erection of a building (see the attached plan showing the enforcement site on the island just south of Goring Bridge). Status as at 14.10.20: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Negotiations ongoing'.
(Additional site visit since previous report).
- 5 SE20/156 (11.5.20):** Without consent the display of flag adverts in an AONB. Status as at 14.10.20: Voluntary compliance – case closed.
- 6 SE20/224 (25.6.20):** Without planning permission the installation of an air conditioning unit. Status as at 14.10.20: 'Major Monitoring' (no change from previous report).

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix G

Authority to Hold Virtual Public Meetings

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020 [LACP 2020] came into effect on the 4th April 2020

LACP 2020, allows for the use of Virtual Public Meetings until 6th May 2021, to enable local councils to continue to work and support their communities, and legally allow the council as a body to make decisions.

Please note, LACP 2020 also removed the requirement to hold an Annual Council Meeting during the month of May 2020. All appointments normally approved in the ACM now rollover to the next ACM in May 2021, with the current appointments and committees continuing by extension.

MINUTES OF A MEETING OF THE PLANNING COMMITTEE GORING ON THAMES PARISH COUNCIL Tuesday 24 November 2020 at 7.30pm, Virtual Meeting

Members Present:

Chairman	Matthew Brown (MBr)
Members	Lawrie Reavill (LR) Bryan Urbick (BU) John Wills (JW) David Brooker (DB) Sonia Lofthouse (SL)

Officers Present:

Clerk	Laura White (LW)
Assistant Clerk	Mike Ward (MW)

1 members of the public was present at the meeting

20/133 To receive apologies for absence

Mary Bulmer (MBu).

20/134 To receive declarations of interests

None declared

20/135 Public forum

One member of the public commented on P20/S3471/N5B. It was noted that a full planning application for this work is expected to be submitted.

20/136 To approve minutes of the meeting held on 20 October 2020.

Resolved: The minutes were approved and signed.

20/137 Matters arising from those minutes not elsewhere on the agenda.

None identified.

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix G

20/138

To review the following Applications:

1. P20/S3832/HH - Chalfont Croft Road Goring RG8 9ES

Amendment: No. 1 - dated 11th November 2020 Addition of x2 high level rooflights to north and east pitches of new extension roof. Slate roof covering to rear single storey extension. (As amended and clarified by Agent's email and drawings received 11 November 2020, with the Elevations annotated to show the floor level and the roof light heights above floor level)

Resolved: That GPC has no objections (1 abstention)

**2. P20/S3858/FUL - Shepcot Recreation Ground, Goring Tennis Club
Gatehampton Road Goring RG8 0EN**

Erection of purpose built disabled toilet unit

Resolved: That GPC has no objections

3. P20/S3945/HH - Upper Gatehampton House Gatehampton Road Goring RG8 9LT

Outdoor swimming pool.

Concerns were expressed that there could be a problem with light pollution.

Resolved: That GPC has a response:

No objections subject to adequate preventative measures to prevent excessive light pollution.

4. P20/S3979/FUL - Thurle Down Bridle Way Goring RG8 0HS

Demolition of existing dwelling house and construction of replacement dwelling complete with associated external works.

Resolved: That GPC has no objections

5. P20/S4051/FUL - Heathercroft Elvendon Road Goring RG8 0DT

Variation of conditions 2 (Approved plans) & 10 (Landscaping) on application P20/S0017/FUL Demolition of existing dwelling and outbuildings and the erection of three dwellings with detached garages. Associated landscaping works to include the formation of a new access

Resolved: That GPC has no objections

6. P20/S4126/HH - 6B Summerfield Rise Goring on Thames Oxfordshire RG8 0DS

Construction of single storey rear and side extensions with the addition of a dormer window and roof light to existing pitched roof.

Resolved: That GPC has no objections

7. P20/S4137/HH - 33 Springhill Road Goring RG8 0BY

Single storey front alterations/extension replacing integral garage with study. Erection of bike store/shed.

Resolved: That GPC has no objections (1 abstention)

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix G

20/139

To note the following South Oxfordshire District Council decisions:

1. P20/S2239/HH – Primrose Cottage Fairfield Road Goring RG8 0EU

Variation of condition 3 (Materials) - change existing house from red brick painted white to white render and change extension from white render to red facing brickwork on planning application P19/S2458/HH. Side and rear two storey extension.

Granted (GPC had no objections)

2. P20/S2349/FUL – Gatehampton Farmhouse Gatehampton Road Goring RG8 9LU

Amendment to planning permission reference P19/S1283/HH, for changes to the first floor extension and revision to the garage building. Omission of basement to garage. Increase of garage length by 2m. Increase in garage height by 600mm. Revision to front elevation to include single door, circular window and facing flintwork.

Granted (GPC had no objections)

3. P20/S2452/HH – Thurle Down Bridle Way Goring RG8 0HS

Extension of existing bungalow.

Granted (GPC had no objections)

4. P20/S2961/HH – Land at Glendale Elmhurst Road Goring RG8 9BN

Erection of a 3-bed detached dwelling

Granted (GPC had a response)

5. P20/S3471/N5B - Junction of Station Road with Red Cross Road Goring RG8 9HG

Change of use of ground floor from hairdressers to two flats

Withdrawn prior to determination on 11th November 2020 (GPC was not consulted but made representations)

All were noted.

20/140

To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (NB5) and Permitted Development for the following applications:

1. P20/S3852/DIS – Heathercroft Elvendon Road Goring RG8 0DT

Discharge of condition 3 - surface water drainage, 4 - foul water drainage, 5 - biodiversity mitigation and enhancement strategy, 7 - bat licence, 8 - schedule of materials and 9 - lighting spill mitigation on application ref. P20/S0017/FUL Demolition of existing dwelling and outbuildings and the erection of three dwellings with detached garages. Associated landscaping works to include the formation of a new access.

Signed:

GORING-ON-THAMES PARISH COUNCIL

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2. P20/S3947/DIS – Owl Dene Mill Road Goring RG8 9DD

Discharge conditions 5 Drainage and 6 Parking on planning application P20/S1621/HH
Demolition of flat roof existing garage, proposed new oak frame two-bay garage.

3. P20/S4191/DIS - 3 Elmcroft Goring RG8 9EU

Discharge of conditions: 4 - Schedule of Materials, 5 - Construction Traffic Management & 13 - Surface Water Drainage on application P19/S3011/FUL.

Variation of condition 2 (drawings) - alteration of design of the dwellings on application ref. P18/S2900/FUL. Erection of 2 dwellings.

All were noted.

20/141 To note and review planning applications and decisions reported by West Berkshire Council

None to note.

20/142 Affordable Housing

To review action from previous meeting: District Councillor Maggie Filipova-Rivers to invite an officer from SODC to meet with GPC to explain the policy.

It was noted that the developer of the land at the rear of Cleeve Cottages, Icknield Road (now known as Ash Hurst) has agreed to amend the planning application to include one affordable house. The application is expected to be discussed at the next meeting.

20/143 To review Community Infrastructure Levy (CIL) status / payments

Nothing new to report.

20/144 To note reports of action by SODC in respect of enforcement notices and consider reporting issues not already being progressed by SODC

Items listed in Appendix 1 were duly noted. It was also noted that work on SE20/416 was taking place daily, including weekends. MFR agreed to take this up with the enforcement officer.

20/145 To consider correspondence received: None.

20/146 Matters for future discussion: None.

20/147 To confirm the date of the next meeting – Tuesday 15th December 2020

The Chairman declared the meeting closed at 20.10 hrs.

Abbreviations (where used):

GPC	Goring on Thames Parish Council	CIL	Community Infrastructure Levy
OCC	Oxfordshire County Council	NP	Neighbourhood Plan
MFR	Maggie Filipova-Rivers	SODC	South Oxfordshire District Council

Signed:

GORING-ON-THAMES PARISH COUNCIL

Appendix G

APPENDIX 1

CURRENT SODC ENFORCEMENT NOTICES

- 1 SE19/463 (28.8.19):** Without planning permission the material change of use of a residential property to a mixed use comprising 1) residential; and 2) parcel delivery hub. Status as at 18.11.20: Site visited 9.12.19. 'Investigation' (no change from previous report).
Note: following the recent sale of the property this activity appears to have ceased.
- 2 SE19/552 (15.10.19):** Breach of condition 13 of planning permission P19/S0538/FUL (tree protection measure). Status as at 18.11.20: Site visited 16.09.20. 'Investigation' (no change from previous report).
- 3 SE19/654 (6.12.19):** Without planning permission, erection of fence over 1 metre adjacent to road. Status as at 18.11.20: Case closed. 'No expedient'
- 3 SE20/6 (6.1.20):** Without planning permission the erection of a building (see the attached plan showing the enforcement site on the island just south of Goring Bridge). Status as at 18.11.20: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Negotiations ongoing'. (no change from previous report).
- 4 SE20/224 (25.6.20):** Without planning permission the installation of an air conditioning unit. Status as at 18.11.20: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Major Monitoring'. (no change from previous report).
- 5 SE20/404 (9.11.20):** Development not built in accordance with the approved plans for P19/S1699/FUL Additional flues on roof (new this report).
- 6 Reported to SODC (6.11.20):** Apparent building work for which no corresponding planning permission could be found (not on SODC website 19.11.20).

Signed:

Title	20 is Plenty Campaign
Authors	Campaign Leader 20's Plenty for Oxfordshire
Meeting	Goring Parish Council – 11 th January 2021

Dear Councillors

Oxfordshire residents from over 30 villages, towns and local communities have united to campaign for 20mph mandatory speed limits where pedestrian and cyclists mix with vehicles.

- 7 out of 10 people in the UK agree with 20mph in residential streets: [UK Government National Travel Attitudes Study](#)
- Over 20 million people live in Local Authorities where 20mph is the norm for residential areas.
- This year 20mph default speed limit was endorsed by the United Nations and World Health Organisation and recognised on a global level as best practice.
- The UK government has signed the Stockholm Declaration recognising 20mph as the maximum speed limit where people and motor vehicles mix: http://www.20splenty.org/un_says_20splenty
- Speed limiting technology, standard on all new cars from 2022, will revolutionise speed limit compliance.

The Government and Oxfordshire County Council's Transport Strategy advocates walking or cycling both as a means of exercise and travel, but pedestrians and cyclists feel intimidated by HGV's and cars travelling too fast. Although there are 20mph speed limit zones in parts of Oxfordshire and Oxford City we want that extended to all towns and villages where vehicles mix with pedestrians and cyclists.

Please pledge your support for 20mph

We are asking you as a Parish Council to support, as policy, **20's Plenty for Oxfordshire**. Please persuade your District and County Councillors to support us and consider adding the campaign as an Agenda item at your next Traffic Advisory Committee meeting. Would you also consider generating a 20's Plenty Campaign for your Parish and help your residents enjoy the benefits of slower, safer roads? http://www.20splenty.org/form_a_campaign

Please will you support the people of Oxfordshire and our campaign by emailing us at oxfordshire@20splentyforus.org.uk to pledge your support?

Thank you.

Title	Allotment Plots e-mail
Authors	Chair Streatley Allotment Society (SAS)
Meeting	Goring Parish Council – 11 th January 2021

As you may know, there are allotments, on Thames Water land, behind St. Mary's Church in Streatley. Streatley Allotment Society was set up to manage those plots, on behalf of residents of both Goring and Streatley.

We currently have 16 names on the waiting list for a plot. Curiously, 8 of those are residents of Goring, the other 8 are from Streatley. The current allotment holders are also evenly split across the villages.

Most of the applications have come within the past two years as residents have realised the value of gardening and growing their own food, benefits both to the environment and for their physical and mental health.

Unfortunately however, there is so little movement on the list that we have only been able to offer 2 plots within the past couple of years. This means that people further down the list are likely to have to wait years before a plot might become available.

We are therefore contacting both Goring and Streatley Parish Councils to flag this, and to ask whether it might be possible to review whether any further land might be made available.

I believe GPC may have looked at this in the past, but it occurs to us that there could be an opportunity, through planning gain or similar, given the planned developments in Goring?

We would appreciate your advice on how to take this forward.



**Neighbour Plan, Strategic Project – Goring CofE Primary School Working
Group**

TERMS OF REFERENCE

1. Remit

- To provide support to the School and Governors in their plans to develop the site.
- To report to the council progress of the plans and requests for funding.

2. Frequency of Meetings

To meet as required to support the remit and scope of the NPSP-Goring CofE School Working Group.

3. Appointment of members

The Working Group will be comprised of a minimum of two members with a quorum of two. Membership of the NPSP-Goring CofE School Working Group will be agreed as needed at a full council meeting.

4. Delegated Authority

The NPSP-Goring CofE School Working Group has no delegated authority, decisions regarding any funding to be provided by the council to the project to be decided by the Parish Council

5. Scope

- To liaise with the school on their plans
- Aid with any grant applications
- Review any requests for funding from GPC for the project
- Provide advice where consulted

Noting: the Parish Council Standard Practice of not offering planning advice prior to a planning application being submitted.

6. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman



Neighbour Plan, Strategic Project – Traffic and Parking Committee

TERMS OF REFERENCE

1 Remit

- To support the aims and objectives of the Neighbourhood Strategic Project titled **Traffic and Parking**
 - “A full review of traffic management, pedestrian safety and parking in the village, especially in the village centre.”
- Where applicable, to work with the other stakeholders, to facilitate individual project.
- Projects to include
 - Pedestrian Safety Improvements in Station Road
 - Double Yellow Lines at the Junction of Lockstile Way / Wallingford Road
 - Monitoring the progress and long-term effect of the High Street Improvements to be completed in Spring 2021
 - Other projects relating to Traffic and Safety as decided by the Parish Council.

2 Frequency of Meetings

To meet as required to support the remit and scope of the NPSP – Traffic & Parking Committee. As long as legislation is in place to lawfully allow it, these meetings may be virtual.

3 Appointment of Members

The Committee will be comprised of 3 members with a quorum of two. Membership of the NPSP – Traffic & Parking Committee will be agreed as needed at a full council meeting.

A chairman shall be appointed at the first meeting of the Committee.

4 Delegated Authority

The NPSP – Traffic & Parking Committee has no delegated authority, decisions on any request or recommendation of the Committee will be made at the next available meeting of the full council.

Although the Clerk remains responsible in law for the work of the Council as Proper Officer, the Clerk may, at their discretion and under their direction, delegate any administrative task of the Committee to a Committee Member.

5 Scope

- To investigate and progress any projects as deemed by the council to be the responsibility of the Committee



- Where appropriate form a Sub-Committee with another organisation to do this
- Where required to define the brief for and commission on behalf of the Council a professional, expert report from a suitably qualified highways consultant
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the highway authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children
- Having regard to the results of (a) to (d), to recommend to the Council the most appropriate course of action
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.

6 Sub-Committees

When appropriate to form a Sub-Committee, this TOR shall also be applicable to the Sub-Committee, formed to complete a single project with the following modifications:

[NOTE: The following is written with respect the Station Road Pedestrian Safety Improvements Sub-Committee and refers to MIGGS as the other Stakeholder. The same principles should be followed for any other projects.]

6.1 Remit

The Council having agreed, in the interests of fairness and equality as well as road safety, that pedestrian safety improvements of some kind may be needed in Station Road, appoints the Station Road Sub-Committee to progress the project in partnership with MIGGS

6.2 Appointment of Members

The Station Road Sub-Committee shall consist of the three councillors appointed by the Council to the Traffic and Safety Committee, and three representatives appointed by MIGGS.

A chairman will be chosen at the start of each meeting from among those present. The chairman will normally alternate between a Councillor and a MIGGS representative between meetings.

In the absence of an officer of the council being present, the chairman will ensure a summary record of topics discussed and any decisions made is reported to the Clerk promptly after each meeting.



6.3 Quorum & Voting

The quorum for the Sub-Committee is four, including a minimum of two representatives of the Council and two representatives of MIGGS. It is expected that the work of the Committee will progress via consensus. Should any issue be subject to a vote, the votes of the MIGGS representatives will be regarded as advisory only.

6.4 Dissolution of the Sub-Committee

Unless the Council decides otherwise, the Station Road Sub-Committee will be dissolved when its task is complete or on the dissolution of the current Council, whichever is sooner.

7 Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman



Media & Communications Committee

TERMS OF REFERENCE

1. Remit

- To provide a decision making forum with regard to social media and communications projects relating to Goring-on-Thames Parish Council.
- The Committee will suggest, facilitate and approve articles and generate communication in order to engage, advise and exchange views with the residents for the Civil Parish of Goring-on-Thames.

For the purposes of this Committee, “communications and media” is defined as being any form of communication which is Parish Council owned and includes, but is not limited to the website; social media; newspapers; leaflets; newsletters, and e-mail distribution.

2. Frequency of Meetings

To meet as required to support the remit and scope of the Media and Communications Committee.

Due to the time-sensitive nature of media, engagement responses may be suggested via email to the Committee and approved for posting by a quorum, via email.

3. Appointment of members

The Committee will be comprised of three members with a quorum of two. Membership of the Media and Communications Committee will be agreed as needed at a full council meeting.

4. Delegated Authority

The Media and Communications Committee has the delegated authority to decide the content & distribution methods of Parish Council communication within the scope of the Communications Policy. The Committee has the delegated authority to spend up to the yearly approved budget for these purposes, ensuring value for money is sought in all spending.

5. Scope

- Provide up to date information for Goring-on-Thames Parish Council website, social media sites and noticeboards. All statutory information such as agendas, minutes, etc. will continue to be managed by the Clerk.
- Information published will be administered via the committee and is subject to their processes / procedures and amendments.
- The Council is responsible for policies and procedures in relation to communication and publications.



- Budget will be allocated & approved by the Parish Council annually.
- The Committee must be mindful of the allocated budget and consider costings when making decisions
- Parish Councillors who post information on their own social media accounts will be representing their own personal views and not that of Goring-on-Thames Parish Council.

6. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman



The Freedom of Goring

1. The Freedom

- 1.1. The Freedom of Goring (“the Freedom”) is intended to honour a resident, past or present, living or dead, of the parish of Goring on Thames who has given outstanding service in respect of enhancing the quality and / or diversity of village life.

2. Legislation

- 2.1. Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

- 2.2. The legislation continues, stating:

(8)A resolution under subsection (7) above must be passed—

- a. at a meeting of the relevant authority which is specially convened for the purpose and where notice of the object of the meeting has been given; and
- b. by not less than two-thirds of the members of the relevant authority (or, in the case of charter trustees, of the trustees) who vote on it.

3. Criteria

- 3.1. When considering candidates for the Freedom, the following should be considered:
- a. Candidates should have a strong and continuing connection with and commitment to Goring-On-Thames or have made a major contribution to village life and in doing so have enhanced the reputation of the village
 - b. Awards should not be for a job well done or because someone has reached a particular level. They should be awarded because an individual has ‘gone the extra mile’ in the contribution they have made or stand out ‘head and shoulders’ above others in what has been achieved.
 - c. To be considered, the nominee should meet at least two of the following criteria:
 - (i) delivered in a way that has brought distinction to Parish life and enhanced the Parish’s reputation in the area or activity concerned
 - (ii) contributed in a way to improve the lives of those less able to help themselves
 - (iii) demonstrated innovation and entrepreneurship which is delivering results in the Parish
 - d. Candidates should have made a substantial contribution to the Parish in any area of activity, which could include but is not limited to:



- (i) Artistic and Cultural endeavours
- (ii) Business, economic growth and prosperity
- (iii) Charitable work
- (iv) Improvement to the built and natural environment
- (v) Religious and spiritual life
- e. Candidates should be considered from all walks of life. The honour should not be considered exclusive to a particular endeavour or activity.
- f. Candidates should be considered from all parts of the Parish or to those outside of the village but have made a significant contribution to the village over a great number of years.

4. Nomination

- 4.1. A nomination for the Freedom shall, in the first instance, be initiated by the clerk having received a nomination form signed by not fewer than ten individuals listed in the current electoral roll for Goring.
- 4.2. A nomination shall be accompanied by a written summary setting out the reasons for the nomination.

5. Approval

- 5.1. The nomination will be approved provided it has the support of not fewer than two thirds of the councillors, as indicated by either their signatures on the nomination or their votes cast at the meeting at which the nomination is decided or a combination of both.

6. Confidentiality

- 6.1. The approval process must be conducted in the strictest confidence until such time as the nominee approved by the council has confirmed his or her willingness to accept the Freedom and the appropriate public announcement is made by the council.

7. Review of the Roll of Living Holders

- 7.1. The Freedom will be reviewed by the council at least once during its four year term to ensure that the award and the roll of its living holders remain appropriate to the conditions at that time.

6. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman



NOMINATION FOR FREEDOM OF THE PARISH

Nominee _____

Nomination form received by the Clerk _____ on _____

The nominee meets the following criteria (tick all which apply)

When completing this part of the form, consider:

- a. Candidates should have a strong and continuing connection with and commitment to Goring-on-Thames or have made a major contribution to village life and in doing so have enhanced the reputation of the village
- b. Awards should not be for a job well done or because someone has reached a particular level. They should be awarded because an individual has 'gone the extra mile' in the contribution they have made or stand out 'head and shoulders' above others in what has been achieved.
- c. Candidates should be considered from all walks of life. The honour should not be considered exclusive to a particular endeavour or activity.
- d. Candidates should be considered from all parts of the Parish or to those outside of the village but have made a significant contribution to the village over a great number of years.

The nominee should meet at least two of the following criteria:	
Delivered in a way that has brought distinction to Parish life and enhanced the Parish's reputation in the area or activity concerned	
Contributed in a way to improve the lives of those less able to help themselves	
Demonstrated innovation and entrepreneurship which is delivering results in the Parish	
Candidates should have made a substantial contribution to the Parish in any area of activity, which could include but is not limited to:	
Artistic and Cultural endeavours	
Business, economic growth and prosperity	
Charitable work	
Improvement to the built and natural environment	
Religious and spiritual life	
Other, please state	

Nominators

	Name	Elector #	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Reasons for Nomination

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White Hill Burial Ground Regulations

1. Introduction

- 1.1. White Hill burial ground is owned and managed by Goring on Thames parish council and supervised by the clerk to the council. **The public has no right of way on to or across the burial ground.**
- 1.2. Areas have previously been set aside for Church of England, Roman Catholic and other denomination burials. In each there are grave spaces for coffins and for cremated remains in caskets. There is no exclusive facility for scattering cremated remains: However, ashes may be scattered on existing graves, with the consent of clerk and the family.
 - 1.2.1. Once the plots in the current areas are all being used or previously reserved, the burial ground management will change to always using the next available plot, continuing from the current CofE designated section.
- 1.3. White Hill is a lawn burial ground. No planting of trees, shrubs, bulbs or other material of a temporary or permanent nature is permitted. In particular, in order to be able to mow and maintain the grass/lawn burial ground, the use of cages around the burial plots is not allowed. Also, all pots, vases, flowers, statuary, etc should be limited to the surface area of the plinth in front of the headstone. The intent is to keep the grass sections to be easily accessed for mowing and to maintain the overall appearance of a grass burial ground, but still allow individual, personal expressions of deceased loved ones.
- 1.4. There are regulations regarding monuments and inscriptions.
- 1.5. These regulations apply to public behaviour in the burial ground.
- 1.6. Fees are charged in accordance with the council's schedule applicable at the time of the burial or erection of a monument. Current fee scales can be viewed on the internet, at: www.goringparishcouncil.gov.uk. Residency qualification for charges for both interment and memorials are based upon the last permanent address of the deceased and not the exclusive rights owner. A maximum of 5 years limit applies when moving out of the home address for residential care etc.

2. Arranging burials and cremations

- 2.1. Arrangements are usually made by a funeral director, who is responsible for ensuring that the applicant is fully aware of the contents of these regulations including memorials and inscriptions before seeking permission to carry out an interment. Clients may make their own arrangements subject to the approval of the clerk to the council who shall be the first point of contact and is responsible for ensuring that the applicant is fully aware of these regulations. The council office is normally open on Mondays to Thursdays except on public holidays. Burials and interments of cremated remains can normally be arranged at three working days' notice.
- 2.2. Notice of interment must be given to the parish council at its office on the form provided by the council. The person making the arrangements must sign the notice. Information from this form is used in the burial register. The register is kept available for public inspection at the council's office. A plan showing the location of each grave space is also available for public inspection.



- 2.3. Estimates of fees can be given on the telephone. All fees must be paid at or before the time of burial. An official receipt will be issued on request.
- 2.4. A burial can take place only in a grave space for which an exclusive right of burial has been purchased. Burial rights are purchased at the time of the first burial, usually by a family member. The exclusive right is for 99 years from the date of purchase. The policy of the council is not to permit advance reservation or purchase of burial plots.
- 2.5. Second or subsequent burials in a grave space can only be carried out with the permission of the burial rights owner. Families must keep the council informed of the current ownership of the burial right if it is transferred or passes by inheritance.
- 2.6. Ownership of an exclusive right to burial conveys no other legal rights over the grave space, which remains the Council's property.
- 2.7. Coffin grave spaces generally have room for two coffin burials and a number of caskets of cremated remains. A triple depth grave can accommodate up to three coffin burials. Cremated remains grave spaces have room for two caskets.
- 2.8. Grave spaces for first burials will be selected by the council in the appropriate site of the burial ground and marked approximately two days before the burial. The policy of the council is normally to allocate the next space in line.

3. Preparing the Grave

- 3.1. Goring on Thames parish council will be responsible for the excavation of a coffin grave to the required depth and for backfilling immediately after the burial ceremony. The grave may be opened the day before the burial but must be left safely covered in accordance with current health and safety legislation. No work may be carried out whilst burials are taking place.
- 3.2. The first burial in a double depth coffin grave space shall be excavated to a depth of not less than 2000mm and the second burial to a depth of not less than 1300mm. When a grave is reopened for a second burial a minimum of 150mm of soil must be left between coffins. No brick graves or vaults are allowed.
- 3.3. A casket of cremated remains shall be buried so that its top is at least 300mm below ground level.
- 3.4. Only coffins made of perishable material will be used except with the prior approval of the council in special circumstances.
- 3.5. Surplus soil and chalk excavated from any grave will be disposed of by the parish council. At least 300mm of soil must be used to complete backfilling to ground level. A supply of topsoil is provided. The backfilling shall be well consolidated. A mound of soil not more than 300 mm high will be permitted to remain for a period of approximately twelve months following an interment. Then the grave space will be levelled and turfed or seeded. Thereafter the council will level and returf the grave space whenever it is considered necessary.
- 3.6. The area around the grave must be left clean and tidy.
- 3.7. The council reserves the right to provide an identification marker if no memorial is erected within two years from date of interment.



4. Burials

- 4.1. Burials are permitted between 9.30 a.m. to 4.30 p.m. on weekdays (excluding public holidays) and 9.30 am to 12.30 pm on Saturdays, unless the clerk to the council gives permission for some other time in a case of special emergency.
- 4.2. Arrangements for the conduct of any burial service are the responsibility of the relatives and friends of the deceased. The person making arrangements must inform the clerk of the name of a minister or other person conducting the service no later than twenty-four hours beforehand.
- 4.3. No extraordinary funeral procession will be permitted to enter the burial ground unless the council grants prior permission.
- 4.4. During a funeral a council officer may exclude from the burial ground anyone who is not a mourner or officially connected with that funeral, or who is behaving in an inappropriate manner.
- 4.5. Parts B & C of the registrar's certificate for disposal (green form) or the original certificate of cremation must be sent to the council's office within twenty-four hours of the burial. The minister or other person officiating at a burial shall complete a notice of burial having taken place and shall send it to the council's office within twenty-four hours.

5. Monuments

- 5.1. The council's written agreement to size, design, materials and wording of a monument and inscription must be obtained before it is erected. Written agreement of the council is also needed for additional inscriptions. To obtain the council's agreement and application signed by the burial right owner or the funeral director must be made to the council's office. It shall include a detailed drawing and description and must be accompanied by the appropriate fee. A monument installed without the council's written agreement or that deviates from the approved design, is subject to immediate removal.

6. Monument specification (see illustration below)

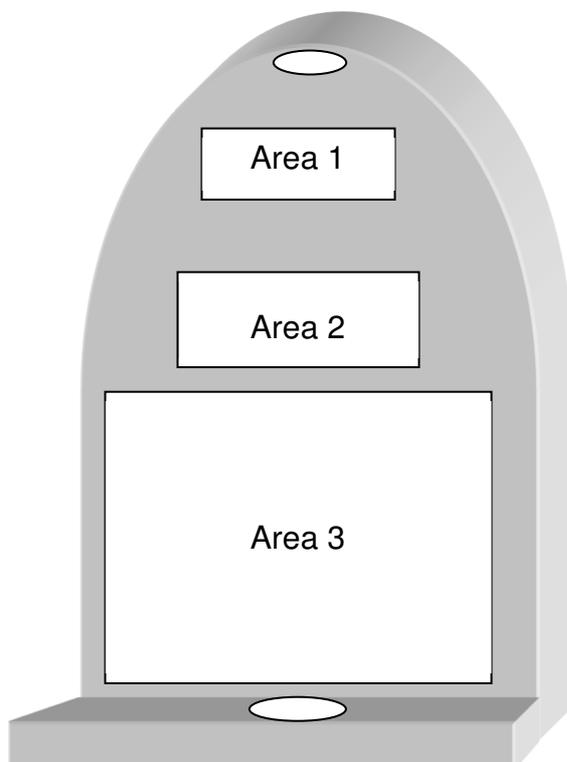
- 6.1. A monument must be dignified and made entirely of stone or wood and must be inscribed on the back in the bottom left hand corner with the grave number. Any cramps used in construction must be of non-ferrous metal. Loose stones, chippings and edgings are not permitted
- 6.2. For a coffin grave space only a head stone or cross is permitted. It must be positioned near the west (head) end of the grave space, in line with adjacent monuments, or where marked by the council. The maximum width permitted is 750mm and the monument shall be positioned centrally across the width of the grave space. No part of a monument may be more than 1200mm above ground level. The monument shall rise from a matching stone base, set level with the ground and not extending more than 450mm along the grave. The base may be pierced for a removable flower container.
- 6.3. For a cremated remains grave space, only a tablet set level with the ground or a "desk" tablet 75mm high will be permitted. This must not be greater in size than 450mm by 450mm.



- 6.4. No maker's name or other advertisement of any kind may be shown on any monument.
- 6.5. No work to a monument may be carried out on a Saturday, Sunday or public holiday, nor after sunset or whilst a burial is taking place. If any damage is done to council's land or premises, or another monument, the council will seek to recover the cost of repairs from the burial rights owner.
- 6.6. The burial rights owner must ensure that a monument complies with the British Standard BS8415, specification on monuments within burial grounds and memorial sites, and that it is installed and maintained in accordance with the NAMM code of practice on the installation, inspection, management and maintenance of memorials, published by the [National Association of Monumental Masons](#). The council does not maintain monuments. If a monument becomes dangerous the council will immediately make it safe. In case of general disrepair the council will give notice to the burial rights owner, at his or her last notified address, that the monument must be repaired within three months. If the repair is not carried out the council may remove the monument and seek to recover the expenses thereof from the burial rights owner.

Area 1: To contain a dignified simple and reverent sentence of factual content.

For example: "In loving memory of" or "In remembrance of".



Area 2: To contain the name/s of the deceased in a larger font, together with relevant dates

Area 3: Area for personal tributes of a solemn and dignified nature.

Footnotes:

- (a) Requests for engravings/carvings at the head of the stone, nicknames etc, may be considered at the council's discretion.
- (b) Special consideration will be given for memorials for children under the age of eleven (11) years.
- (c) A single ceramic photograph not more than 6 x 4 inches may be considered at the Councils discretion above Area 1.

The above principles will also apply to cremation tablets.

- This stone shape is an example only.
- Some other shapes are permitted within the overall dimensions.



7. Planting and wreaths

- 7.1. The council will remove any wreaths remaining on a grave more than three weeks following a burial.
- 7.2. After a grave has been levelled a holder to contain cut flowers will be permitted on a grave space if set level with the ground within 450mm of the eastern side of the base of any approved monument. The container must be removable.
- 7.3. No shrub may be planted on a grave. No glass case shall be placed on any grave. Artificial flowers or wreaths may be permitted on a grave. The council reserves the right to remove them if they become untidy.

8. Behaviour in the burial ground

- 8.1. Public admission to the burial ground will be allowed daily between sunrise and sunset, only for the purpose of visiting graves. No activities inconsistent with this purpose are allowed.
- 8.2. All visitors must observe decorum in all respects. No one may sit, stand, climb upon or over or damage any monument, gravestone or tablet in the burial ground. No damage may be caused to shrubs, plants, trees, flowers or fences.
- 8.3. No one may prevent, interrupt or delay a funeral.
- 8.4. Dogs are permitted only if on a lead.
- 8.5. No car, bicycle or other vehicle shall be driven from the access road onto the verge or other grass areas of the burial ground without the consent of the council and, if consent is given, shall not remain there longer than is necessary.
- 8.6. All vehicles when not in use shall be parked so as not to obstruct other vehicles or pedestrians.
- 8.7. No music is permitted and the use of radio prohibited unless in connection with a funeral.



Annex A - Standard letter for Historic Owners, to update them on the new regulations, if not in compliance

Dear [Registered Owner of Exclusive Rights]

We are writing to you because you are the registered contact for (name of deceased)'s burial plot at White Hill Burial Ground in Goring.

As part of the normal Council procedures and to address concerns raised by Councillors and members of the public, the Burial Ground Regulations were recently reviewed. In the main, the regulations are broadly appropriate, but in this review some issues were highlighted. To ensure the practices at the White Hill Burial Ground are similar to other locations, visits were made to other cemeteries and burial grounds, and guidance was sought.

In order to preserve a grass burial ground for all to be able to feel comfortable visiting loved ones graves, as well as finding the balance for reasonable ease for the Council to maintain it, a new section has been added into the Regulations to clarify some points:

1.3 White Hill is a lawn burial ground. No planting of trees, shrubs, bulbs or other material of a temporary or permanent nature is permitted. In particular, in order to be able to mow and maintain the grass/lawn burial ground, the use of cages around the burial plots is not allowed. Also, all pots, vases, flowers, statuary, etc should be limited to the surface area of the plinth in front of the headstone. The intent is to keep the grass sections to be easily accessed for mowing and to maintain the overall appearance of a grass burial ground, but still allow individual, personal expressions of deceased loved ones.

If this requires removal of anything, we will not take action for at least 6 months. If you need slightly longer to remove or rearrange items, please contact us so we can agree a new deadline. All remaining mementos, vases, statuary, etc will be removed to the office at the burial ground if not collected by arrangement within 1 year the item may be disposed of.

If you have any questions or concerns about your loved one's plot, please contact the Parish Council by e-mail (WHBG@GoringParishCouncil.gov.uk) or by post. We are not able to change the policy, but we will do all we can to assist you in being easily able to comply.



Annex B - Standard letter to those not adhering to the Regulations:

Dear [Registered Owner of Exclusive Rights]

We are writing to you because you are the registered contact for (name of deceased)'s burial plot at White Hill Burial Ground in Goring.

In order to preserve a grass burial ground for all to be able to feel comfortable visiting loved ones graves, as well as finding the balance for reasonable ease for the Council to maintain it, the Burial Ground Regulations in effect when the plot was purchased included:

1.3 White Hill is a lawn burial ground. No planting of trees, shrubs, bulbs or other material of a temporary or permanent nature is permitted. In particular, in order to be able to mow and maintain the grass/lawn burial ground, the use of cages around the burial plots is not allowed. Also, all pots, vases, flowers, statuary, etc should be limited to the surface area of the plinth in front of the headstone. The intent is to keep the grass sections to be easily accessed for mowing and to maintain the overall appearance of a grass burial ground, but still allow individual, personal expressions of deceased loved ones.

We are writing to you to remind you of these regulations as at a recent maintenance inspection of the burial ground it was found that.....

We kindly request that this be removed within 3 months of the date of this letter, at which point, all remaining mementos, vases, statuary, etc will be removed to All remaining mementos, vases, statuary, etc will be removed to the office at the burial ground if not collected by arrangement within 1 year the item may be disposed of. If you need a little longer to make the arrangements to remove or rearrange the items, please contact us so a new deadline can be arranged.

If you have any questions or concerns about your loved one's plot, please contact the Parish Council by e-mail (WHBG@GoringParishCouncil.gov.uk) or by post. We are not able to change the policy, but we will do all we can to assist you in being easily able to comply.



Annex C - Memorial Permit Application (original document available on website)



APPLICATION FOR PERMIT TO ERECT MEMORIAL / ADD INSCRIPTION

This form, together with drawings or plans drawing to scale and dimensions (inc. Height, width and thickness of plate, height, width and depth of base) figured thereon of the proposed Monument, Gravestone or Tablet, and a copy of the intended inscription, must be submitted to the Burial Ground Administration and approved before any such Memorial can be admitted to the burial ground.

All fees must be paid before admittance

The grave number must be inscribed on each memorial stone admitted.

All permits will expire 2 years from the date of issue.

Name of the deceased to whom the memorial stone is being erected.		
Date of Death of the Deceased		
Residential Status:	Goring / Non-Goring	Permit Applied For: New / 2 nd Inscription
Plot Number		Plot Type: Grave / Cremated Remains
Description of the Monument, Gravestone or Tablet (including dimensions):		Inscription:
<p>Note:</p> <p>(a) Requests for engravings/carvings at the head of the stone, nicknames etc, may be considered at the council's discretion.</p> <p>(b) Special consideration will be given for memorials for children under the age of eleven (11) years.</p> <p>(c) A single ceramic photograph not more than 6 x 4 inches may be considered at the Councils discretion above Area 1.</p>		
Memorial Material		
Anchor Type		



PLEASE READ THESE GUIDELINE CAREFULLY

1. No memorial will be allowed on a grave if the Exclusive Right of Burial has not been purchased.
2. The memorial application form must be fully completed including all the details of the proposed work and a diagram of the memorial. The application form must be signed by the registered owner or a person authorised by the grave owner to erect a new memorial or carry out work to an existing memorial.
3. It is the responsibility of the registered owner to ensure the continued maintenance and safe upkeep of the memorial. The Council recommends that memorial insurance be taken out to complement any warranty provided by the Memorial Mason. The Council is not responsible for making good any damage caused by circumstances over which it has no control.
4. For safety reasons, when a grave is excavated, the memorial may have to be removed from the burial ground by a Memorial Mason. The Funeral Director usually makes this arrangement in direct liaison with the family.
5. The Council has a duty to remove any potential danger from the burial ground and may therefore remove any breakable items, edging kerbstones or other unauthorised objects from any grave.
6. It is important that you notify the Council of any change of address or circumstances.

MONUMENT SPECIFICATIONS (SUMMARY ONLY, SEE BURIAL GROUND REGULATIONS FOR FULL DETAIL)

1. A monument must be dignified and made entirely of stone or wood and must be inscribed on the back in the bottom left hand corner with the grave number.
2. For a coffin grave space only a head stone or cross is permitted. It must be positioned near the west (head) end of the grave space, in line with adjacent monuments, or where marked by the council. The maximum width permitted is 750mm and the monument shall be positioned centrally across the width of the grave space. No part of a monument may be more than 1200mm above ground level. The monument shall rise from a matching stone base, set level with the ground and not extending more than 450mm along the grave. The base may be pierced for a removable flower container.
3. For a cremated remains grave space, only a tablet set level with the ground or a "desk" tablet 75mm high will be permitted. This must not be greater in size than 450mm by 450mm.
4. No maker's name or other advertisement of any kind may be shown on any monument.

DECLARATION BY APPLICANT

I declare that I have the authority to instruct these works. I have read and accept the Guidelines above.

Name of Applicant:	Address:
Telephone Number	
Email address:	Postcode:

Signature: _____

Date: _____

DECLARATION BY THE MEMORIAL MASON

I, the Memorial Mason, have read and understood the Council's Burial Ground Regulations and agree to abide by them. I am responsible for the settlement of Cemetery fees and charges.

Firm: _____

Signature: _____

Date: _____



Annex D – Notice of Interment (original document available on website)



Old Jubilee Fire Station • Red Cross Road • Goring • Reading RG8 9HG

Phone: 01491 874444 • WHBG@goringparishcouncil.gov.uk • www.goringparishcouncil.gov.uk

Notice of Interment – White Hill Burial Ground

Complete Section A & B plus either C or D as applicable, please return to the Parish office giving 3 clear working days notice.

Section A: The Deceased

First Name(s)

Surname

Date of Birth

Date of Death

Permanent Address at Time of Death

Postcode

Trade or Profession

Where Death Occurred (If different from permanent address)

Section B: The Interment

Day and Date

Time of Arrival at the Burial Ground

Officiant (if any)

Funeral director: Company; person; phone number(s)

Applicable Extract from the Burial Ground regulations:

- Burial rights are purchased at the time of the first burial, usually by a family member. The exclusive right is for 99 years from the date of purchase. The policy of the council is not to permit advance reservation or purchase of burial plots. If a plot is purchased without exclusive rights, there will be no right to erect memorials etc.
- Second or subsequent burials in a grave space can only be carried out with the permission of the burial rights owner. Families must keep the council informed of the current ownership of the burial right if it is transferred or passes by inheritance.
- Ownership of an exclusive right to burial conveys no other legal rights over the grave space, which remains the Council's property.
- Coffin grave spaces generally have room for two coffin burials and a number of caskets of cremated remains. A triple depth grave can accommodate up to three coffin burials. Cremated remains grave spaces have room for two caskets.
- Grave spaces for first burials will be selected by the council in the appropriate site of the burial ground and marked approximately two days before the burial. The policy of the council is normally to allocate the next space in line.



Section C: Burials

Purchase of Exclusive Right of Burial or Reopen?

- New Plot with Exclusive Right of Burial
- New Plot *without* Exclusive Right of Burial
- Reopen of an existing Burial Plot

New Purchases Only: Type of Plot Required

- Church of England
- Roman Catholic
- Non Denominational

Coffin Dimensions

Length: Shoulder
 Width:

Reopen Only: Details of Plot Row & Number

Full Name; Address & Phone Number of the plot **owner** and relationship to the deceased.

(For New plots, the purchaser. For Reopens, the present owner or new owner if previous owner is the deceased)

Section D: Cremated Remains

Purchase of Exclusive Right of Interment or Reopen?

- New Plot with Exclusive Rights
- Reopen of an existing Interment Plot

New Purchases Only: Type of Plot Required

- Church of England
- Roman Catholic
- Non Denominational

Reopen Only: Details of Plot Row & Number

Full Name; Address & Phone Number of the plot **owner** and relationship to the deceased.

(For New plots, the purchaser. For Reopens, the present owner or new owner if previous owner is the deceased)

Declaration by Applicant:

I confirm the details contained in this form are accurate and will be used to populate the burial register.

Name of Applicant

Company if Applicable

Signature

Date

Office Use Only

Plot Fees

Interment Fees

Total Fees

Plot Number



GORING-ON-THAMES PARISH COUNCIL

Job Title: Facilities Assistant

Job Purpose: To ensure the Council's estate, facilities and equipment are monitored, inspected, operated and maintained to the required safe and performance standards of the Council

Responsible to: Parish Clerk

Principal Duties and Responsibilities:

1. To monitor the internal and external condition of all the Council's Buildings, report any damage and take action in conjunction with the Clerk to ensure that the day to day maintenance, appearance and safety are to the agreed standard.
2. To monitor the condition of the Council's assets such as benches, fences, notice boards and other equipment belonging to and used by the Council (and residents).
 - a. To maintain the Council's Asset Register.
3. To supervise the Cleaning Personnel & Village Litter Picker ensuring that they are clear about expected standards of performance.
4. To make recommendations for and to monitor compliance with the Council's programme of repair and maintenance of its facilities and to assist in obtaining goods and services in furtherance of that objective.
5. To open, close and where applicable attend the Old Jubilee Fire Station, Gardiner Recreation Ground & Pavilion; Sheepcot Recreation Ground & Pavilion; Bourdillon Field & White Hill Burial Ground in accordance with pre-arranged inspections and contractor appointments/work as and when required.
6. To carry out and record routine testing of applicable building alarm systems (fire and security) and emergency lighting systems.
7. To carry out and record Planned Preventative Maintenance (PPM) testing of Old Jubilee Fire Station, Gardiner Pavilion; Sheepcot Pavilion to include but not limited to weekly flushing when the buildings are not used, monthly temperature checks and quarterly shower descaling.
8. As required, to set/adjust heating and lighting timer controls/systems to reflect seasonal and individual usage requirements.
9. To carry out weekly visual inspections and monthly recorded safety inspections and to co-ordinate the annual independent inspections of the Council's play equipment areas.

10. To take and record on a monthly basis, meter readings for electricity, gas and water supplies in Old Jubilee Fire Station, Gardiner Pavilion; Sheepcot Pavilion & White Hill Burial Ground.
11. To monitor and ensure that all agreed capital and maintenance work including independent risk assessments (fire, water hygiene, asbestos, energy, etc.,) is carried out in accordance with the programme agreed with the Clerk.
12. To monitor performance of any Council contractor carrying out works on or to the Council's facilities and take action if necessary to maintain standards.
13. To obtain formal quotations for approved minor work as required by the Council within their Financial Regulations.
14. To meet with Grave Diggers and Memorial Masons as required to ensure burials/interments/erection of memorials meet required health and safety standards and coincide with Burial Ground Plan.
15. To monitor and maintain cleaning materials inventory and either restock as appropriate or pass restocking requests to the Clerk by arrangement.
16. If appropriately skilled, to carry out such other maintenance and responsibilities in respect of the general efficiency and cleanliness of the village; which may from time to time be determined by the Clerk.
17. To deal with/attend out of office hours calls outs from hirers of facilities or lock the recreation spaces in exceptional circumstances, responsibility on rota with the Clerk.
18. There will be occasions when the post holder will be required to undertake tasks in relation to this job description outside the normal working hours. These hours will be recompensed by means of either time off in lieu or overtime payment at the contracted hourly rate as determined by Clerk.
19. To undertake any training deemed necessary.
20. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public. The hours of work will be up to 10 hours per week, worked flexibly to accommodate the needs of the service.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Facilities Assistant at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village.



ENVIRONMENTAL & SUSTAINABILITY POLICY

1. Policy Statement

Goring-on-Thames Parish Council aims to carry out its activities with environmental efficiency, actively seeking to protect and enhance the local environment and biodiversity within its area of operation whilst endeavouring to ensure wider adverse environmental impact does not occur as a result.

2. Context

The Parish Council recognises that a climate emergency has been declared at national, regional and within some organisations, local level.

The Parish Council will consider the impact its activities have on both climate change and biodiversity issues and will endeavour to introduce measures that either mitigate negative outcomes or actively support beneficial outcomes, where this is practicable and affordable within the resources and financial capabilities of council.

The Parish Council will specifically consider the following:

1. the impact that operating its assets has on the environment,
2. the impact that the goods and services it procures, including the environmental commitment of its suppliers, has on the environment,
3. where possible and appropriate, replace environmentally inefficient assets with environmentally friendly alternatives
4. the impact that execution of the Parish Council's activities may have on the environment.

3. Aims

In all its activities the Parish Council will aim to;

1. Minimise the consumption of all resources used in its operations, particularly in respect of the buildings and equipment it uses and the administration of its activities.
2. Seek, wherever possible, to only use contractors and suppliers who have their own environmental policy, which is continually reviewed, up-dated and measured against recognised, best practice examples.
3. where possible, affordable and commensurate with Parish Council powers and duties, support local initiatives aimed at climate change and or, biodiversity protection or enhancement. Scope

4. Principles

Goring-on-Thames Parish Council will:



1. Commit to the principles of stewardship, inclusivity, integrity, and transparency and leading by example in the field of sustainability.
 - a. Regularly update and improve standards in light of increased understanding and knowledge
2. Commit to the sustainability and environmental elements of all relevant legislation and regulations, including the Goring Neighbourhood Plan and the UN Paris Agreement.
3. Promote walking, cycling and public transport to visitors and residents.
4. Encourage use of local and sustainable products and services, especially food.
5. Respect and protect natural resources by practicing conservation and good management by
 - a. Improving utility consumption through investing in energy technology (e.g. low-power street lighting) and water efficiency (e.g. finding alternatives to tap water for watering council vegetation).
 - b. Recycling and reusing waste materials where possible.
 - c. Avoid the creation of unnecessary waste by adhering to a policy of considered, strategic purchasing
6. Commit to the prevention of pollution, and compliance with relevant legislation and other requirements such as using the services of sympathetic contractors, and lighting solutions that do not cause wildlife-disturbing light pollution and disposing of all necessary waste through safe and responsible methods
7. Send minimum organic waste to landfill, e.g. use compost heaps on GPC property for grass-cuttings, etc.
8. Commit to protecting the village's architectural and historic aspects including protecting the river from unsustainable development.
9. Encourage wildlife such as birds and bees via the use of suitable plants including perennials and self-seeding annuals.
10. Encourage its Members and employees to take responsibility for ensuring that the best environmental policy is used and adhered to at all times

5. Review

This document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman



Unreasonably Persistent or Vexatious Complaints

POLICY

1. Introduction

Goring-on-Thames Parish Council does not tolerate bullying, harassment or intimidation, in any form, of any of their employees or Councillors. This applies to such behaviour from members of the public and Parish Council employees/Councillors alike. A small percentage of people may correspond with, or complain to, Goring-on-Thames Parish Council in a way that could reasonably be described as obsessive, harassing, bullying, intimidating or abusive

2. Harassment

Under the Protection from Harassment Act 1977 S1(1)

A person must not pursue a course of conduct—

(a) which amounts to harassment of another, and

(b) which he knows or ought to know amounts to harassment of the other.

Such action can be:

- Physical Conduct;
- Verbal Conduct;
- Non-Verbal Conduct.

3. Bullying

The council defines bullying as a pattern of offensive, intimidating, malicious, insulting, humiliating behaviour intended to undermine an individual or group, gradually and as a consequence eroding their confidence and capability possibly with the intention to force them to resign and this will not be tolerated.

Such behaviour may also be designed to annoy and/or to create extreme workload for a Parish Council which normally employs part-time officers up to a total of 40 hours per week, and to meet only 6 times a year as a full council.

Such behaviour might also be designed to cause extreme distress.

Such behaviour might also be repetitious.

Such behaviour from a minority of individuals can take up a disproportionate amount of limited council resources and can affect the Parish Council's ability to do its work and



provide a service to the community and can result in unacceptable stress for the Clerk, other Employees and Councillors.

4. Defining Vexatious or Unreasonably Persistent Complaints

Vexatious or persistent complaints and correspondence can be characterised in the following ways:

- Behaviour which is obsessive, persistent, harassing, prolific, repetitious and/or
- Behaviour which is designed to cause extreme distress, bully, humiliate and intimidate specific individuals and the Corporate Body and/or
- Frequent correspondence timed to cause the council maximum disruption and workload and/or
- Behaviour which displays an insistence on pursuing unmeritorious issues, trivial points and/or unrealistic outcomes beyond all reason and/or
- Displays an insistence upon pursuing complaints or issues in an unreasonable and abusive manner and/or
- Repeated and/or frequent and/or simultaneous requests for information, whether or not those requests are made under the access to information legislation, and/or
- Behaviour where ex-employees are contacted to try to undermine councillors and/or
- Behaviour which has the effect of hindering the council's ability to go about its democratic business due to the extreme workload generated.
- Behaviour where the aim is character assassination.
- Behaviour characterised by a refusal to accept that issues raised are not within the power of the Council to investigate, change or influence

5. Use of this Policy

In the first instance the Clerk will consult with the Chairman of the Council. With the Chairman's agreement, the complainant will be contacted in writing (also providing a copy of this policy), to explain why the behaviour is a concern and ask them to change their behaviour.

If the behaviours persist and Clerk or Councillors identify behaviour that they think exhibits these characteristics, and which they believe may be vexatious or unreasonably persistent, they should refer it to full council under closed session.

- In exceptional circumstances (for example significant time until the next available meeting), the policy can be triggered by e-mail consultation with a minimum of 5 Councillors including the Chairman or Vice-Chairman

If the council agrees with the assessment, it should prepare a brief statement of why it considers the complaint or correspondence to be vexatious, including its effect upon the Clerk, Councillors and/or the village. This should be accompanied by a report for the Council showing the workload effects and resource impact, and, if resources allow, information about the related correspondence via email, telephone and letter, including information



about whom the correspondence was addressed to, who it was copied to, and a brief description of each piece of correspondence.

Sanctions can include:

- Being allowed to communicate with one nominated member of the council or staff
- Receiving no responses further enquiries and communications on the same matter if no substantive new issue is raised
- Receiving no responses to all enquiries and communications made to the council for 6months if no substantive new issue is raised

6. Handling correspondence and complaints deemed to be vexatious

The Clerk/Council will write to the correspondent advising them that their complaint and/or correspondence has been determined to be vexatious and giving the reason for that decision.

7. Residents of the Parish

If the complainant is a **local resident of the parish**, the notification letter should state which sanction the council has imposed. They should be advised that the decision will be reviewed in six months from the date of the letter advising them that their complaint/correspondence has been determined to be vexatious. There is no route of appeal against the decision that a complaint or correspondence is vexatious. The District and County Councillors will be informed that a constituent has been designated as an unreasonably persistent or vexatious complainant.

Sanctions can include:

- Being permitted to only communicate with one nominated member of the council or staff
- Being permitted to only communicate in a specific way, for example, letter rather than e-mail or telephone.
- Receiving no responses further enquiries and communications on the same matter if no substantive new issue is raised
- Receiving no responses to all enquiries and communications made to the council for 6months if no substantive new issue is raised

Review of Sanction:

At the following full parish council meeting which occurs six months after the correspondent has been advised that their complaint and/or correspondence is vexatious, that decision should be reviewed. The council should consider whether there has been any improvement in the vexatious behaviour over that time. The Clerk should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has not been a significant



improvement, the correspondence will continue to be treated as vexatious and will be reviewed annually

8. Non-Residents of the Parish

If the complainant(s) does not reside in the parish, they will be advised that all future correspondence will be ignored and left unread. There is no route of appeal against the decision that a complaint or correspondence is vexatious.

9. Persistent communication on the same matter from multiple complainants.

If the persistent communication on one matter is from 4 or more complainants, rather than from one complainant, the Clerk or Councillors identifying the behaviour will draft a standard response to all further communications on that matter. As no sanctions are being imposed, this action can be triggered without approval at a full council meeting.

10. Review

This document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically.

Signed:

Dated:

K Bulmer, Chairman



Marking the Death of a Senior National Figure

POLICY DOCUMENT

1. Policy Application

This policy is applicable to the procedure is for marking the death of any prominent national or local figure such as the Monarch or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

- The Queen will be given a Royal State Funeral.
- The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral
- Other senior members of the Royal Family will be given Non-Ceremonial Royal Funerals.

Elements from the policy below may be selected to be appropriate for marking the death of, for instance, another member of the Royal Family, a Prime Minister / First Minister or former Prime Minister / First Minister, a serving Member of Parliament, a Mayor, Council Leader or other prominent person.

2. The Proclamation

High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant.

Plans to mark the death should only be implemented when a formal announcement has been made. For instance, if news agencies are saying that "*reports are coming in of the death of*" it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that "*it has been announced by Buckingham Palace / Downing Street that*").

3. Implementation of the Policy

Death of the Sovereign: The full policy may be implemented by the Clerk immediately after the confirmation of the Death of the Sovereign. In the absence of the Clerk the responsibility will fall to the Chairman, or then to any other Councillor.

Death of HRH Duke of Edinburgh or HRH Prince of Wales or other Senior members of the Royal Family: Either the full policy or elements of the policy may be implemented by:

- The Clerk in consultation with the Chairman
- The Clerk in consultation with 3 Councillors (In the absence of the Chairman)
- The Chairman in consultation with 3 Councillors (In the absence of the Clerk)
- A Quorum of Councillors (in the absence of both the Clerk and Chairman)



4. Flags

The Flag at the Rectory Garden is the responsibility of the Parish Council, other organisations in the Parish with flag poles will be advised of the protocols in this policy which the Parish Council will follow. Specific guidance on angled flag poles can be provided separately to those who need it.

A key for the flag is maintained by a community volunteer, who normally manages the raising and lowering of the flag. A key is also kept in the parish office. The community volunteer will be made aware of the policy.

The contact list for the key holders will be kept at the parish office.

On the formal announcement of Death, all flags are to be lowered to half-mast until 0800hrs. on the morning following the Funeral.

Proclamation Day

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half-mast.

All Flags will then be flown at the Masthead from 1100hrs. on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation. They will continue to fly at full-mast until 1300hrs. the following day, i.e., D+2. This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day. At 13.00 on D+2 they should be returned to half-mast (*See "Cancellation of existing planned events" of this Policy for further guidance on Proclamation Day.*)

Flag-flying Days

Should it happen that between the day of death and the funeral there is a period when the parish may be scheduled to fly the Commonwealth flag, the Merchant Navy flag or the Armed Forces flag, these days may be passed un-marked, instead to continuing to fly the Union flag at half-mast as a symbol of National mourning. It would be inconsistent to celebrate the Commonwealth, the Armed Forces or the Merchant Fleet by flying their flags at half-mast, but it would be inappropriate to fly them at full mast during a period of mourning. It is better therefore not to fly them at all.

Which flags to fly?

In marking a death it is right to lower to half-mast the Union Flag or any other the flags of the Nations of the United Kingdom. Flags of any other countries will be removed whilst marking a period of mourning.



5. Book of Condolence

A book of Condolence shall be opened on the first working day after the day of death. The book will be available at the Parish Office, using the Conference Room as an easily accessible place, which is quiet enough to enable those signing the books a moment of privacy and quiet reflection whilst doing so.

A table with cloth & chair will be provided, with a supply of pens and if necessary, a desk lamp. A suitable photograph in a frame will be provided if available.

The paper provided will have a black border and wide left hand margin, hole-punched to fit in a loose leaf binder as recommended. This will allow for the pages to be re-ordered, so that if the Mayor / Chairman, Council Leader and others cannot be the first to sign the book, their signatures can nevertheless be on the first page of the bound book.

At the discretion of the council, pages including any questionable comments may be permanently excluded.

The Parish Website will link to the Buckingham Palace e-Book of Condolence (www.royal.gov.uk).

The Book of Condolence shall be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, the book shall close at 5.00 p.m. on the Friday), and is a record of the sentiments expressed by local people on the death of the national figure. It will form part of the Parish archive and will be sent, once bound, to the County Archive in Oxford.

6. Events and Activities

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which should take place. The question 'why is it really necessary and appropriate for this event to go ahead' should be considered. For instance, if the Village Fete were to be due to take place during the time of mourning, it may not be appropriate, but it might be possible to hold the Parish Council meeting with an appropriate period of silence at the start.

7. Dress Code

Councillors will be encouraged to dress soberly on official business. The Councillors and the Clerk will be provided with black arm bands.

8. Letters of Condolence

The Parish Council will decide whether to send a letter of condolence to the Private Secretary of the deceased or the new Monarch's Private Secretary as appropriate.



9. Further Reference

Additional information can be found in the National Association of Civic Officers Guidance. Re-adopted at a Parish Council Meeting on 6 August 2020 to be reviewed in two years or when legislation dictates.

10. Review

This policy document was approved for use at the meeting of the Parish Council on 11th January 2021, it shall be reviewed periodically plus in the event the Deceased is a named person in this document.

Signed:

Dated:

K Bulmer, Chairman