

<b>Title</b>	Clerk's Report
<b>Authors</b>	Clerk & RFO
<b>Meeting</b>	Goring-on-Thames Parish Council – 08 <sup>th</sup> March 2021

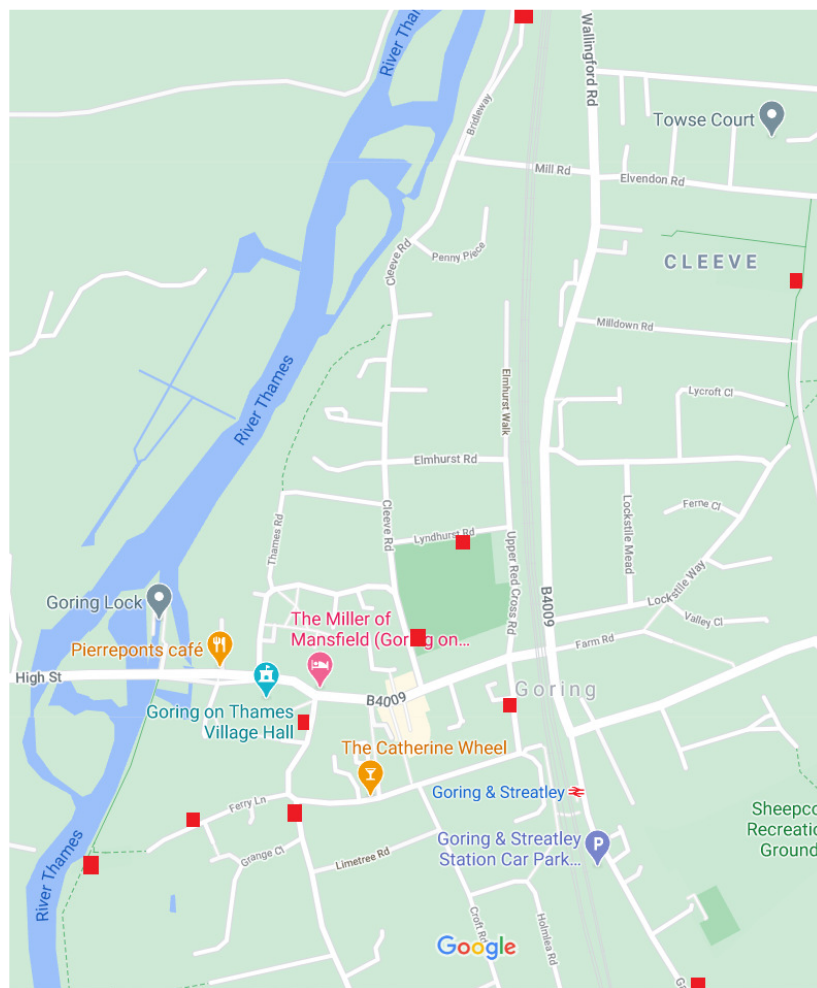
### Dog Waste Bins

In April 2021 SODC will be raising the fee for dog waste collection to £6 per bin per collection plus admin fees.

Requested to approve cancelling the dog waste contract with SODC, and delegate selection of the new provider to the Clerk subject to the following criteria:

Two quotes have been received, both cheaper than SODC. A third quote will be sought, plus reference from their other customers and confirmation the provider has the correct disposable and transfer licences.

Additionally, to consider repositioning some bins (SL to discuss in the meeting)



## Allotments

Streatley Allotment Association have asked that it be kept on record, that there a number of villagers on the waiting list for allotments, some for many years. It is acknowledged that the original provision in Streatley was set up with financial contributions from GPC to provide allotments for residents of both Parishes. As such, were additional provision found in Goring be that through developments; Public Spaces Review or on other GPC owned land, Streatley Allotment Society (SAS) would like it recorded “that if a potential site came up we would discuss with GPC and SPC how this might best be managed for the greatest benefit of the community [and we] are willing to be helpful”.

## OALC Membership

Letter from the Chairman of OALC:

As Chairman of the Oxfordshire Association of Local Councils (OALC), I hope your Council will continue its membership of our Association for the coming financial year 2021 – 22.

This past year has been exceptional and membership of OALC has provided support and information to its member Councils and Parish Meetings in an ever changing Covid pandemic. We have tried to assist our member councils by providing guidance, frequent briefings and advice to keep ahead of the constantly altering situation. We will continue to do this for our member councils as we will hopefully emerge from this crisis.

OALC is entirely independent of all of the Oxfordshire district councils and the county council as well. We receive no funding from them but we do have constructive relationships with all of them.

What are the benefits of membership?

- Representation at district, county, regional and national level, 95% of town and parish councils, in Oxfordshire belong to OALC; we represent your interests at all levels of local government. Membership of OALC includes membership of the National Association of Local Councils (NALC) which lobbies Ministers and central government on our behalf. They have successfully lobbied to ensure no cap on precepts, no requirement for councils to have a Data Protection Officer for GDPR and the removal of business rates on public toilets (currently receiving its second reading). NALC also respond to the flow of government consultations, to emphasise those issues affecting town and parish councils.
- Advice, guidance, briefings and information; we answer hundreds of queries by phone and email for member councils, the queries cover all manner of governance, procedure and administration. If we don't know the answer, we can pass the query on to NALC solicitors for their opinion or to other experts in appropriate organisations without cost.
- Monthly Update for councils; keeping you and your council up to date on new legislation, news and consultations – these updates have been particularly important throughout the coronavirus pandemic and will continue to provide information and guidance for councils on local activities including playgrounds, playing fields and the opening of village/community halls.
- Specialised advice from OALC consultants on HR/Employment issues and Finance, Audit and VAT. Initial advice is free of charge. We pay for member councils to benefit from this specialised advice.
- Training; an expanding and comprehensive on line training programme for clerks and councillors, with

reduced rates for member councils. Look at the events section of the website. There are 20+ training sessions planned for this year. Topics include GDPR, end of year audit, Finance for Councillors, Councillor Fundamentals, Chairmanship, Neighbourhood Planning, Cemetery Management, VAT and employment matters..

- Access to the Members Areas of OALC and NALC websites, which provides many useful reference documents, briefings, including 88 Legal Topic Notes.

Members of our Executive Committee represent the interests of local councils on various outside bodies at both county, regional and national level. We participate in County and District partnerships where they still exist. We work to improve the efficiency, transparency and professionalism of town and parish councils and parish meetings and use every opportunity to lobby relevant bodies on parishes' behalf. At the present time there are a number of vacancies on the Executive and we would like to hear from anyone interested in joining.

Our income comes from just two sources, subscriptions and training. The subscription is calculated on your electorate and is a combination of the NALC affiliation fee and OALC's membership fee. This year there will be an increase of 4% (equivalent to just 0.592 pence per elector) which includes the 3% NALC increase. An invoice for the annual subscription is attached to this email. We would encourage your council to pay the invoice by BACS, if possible, quoting the invoice number as reference. This helps us to keep administrative costs down and is safer in the current covid environment.

The Association office is staffed by Christine Lalley, the County Officer and Lucy Dalby, Assistant County Officer, both of whom will be happy to provide further information about our work if you wish to contact them.

### **Social Media**

A significant amount of contact is made to me as Clerk through Facebook from residents of Goring. I have a separate "Laura White Parish Clerk" profile used only for Clerk work, due to my other Role as Clerk of South Stoke PC also. At the moment I do use it from time to time to post information about Goring, such as Play Equipment Areas closures etc, but there is no official GPC presence on Facebook.

Particularly with items such as the suspended Garden Waste Collections in January & February, I was telling residents of Goring to keep an eye on the South Stoke PC page, as I would put an update on there when I had one. As the manager of both pages it would be very simple to put the same messages up on them both at the same time, or Parish Specific ones only on the relevant parish page.

Other posts approved by the Communications Committee could also be posted.

Note: Those with administrative access can only be employees of the Council, not councillors to ensure the "no councillor can act alone" rules are followed.

**Proposal:** As per the management of the South Stoke PC Page, to set up a similar GPC page. The page would be for *outgoing* information only, with all commenting and messaging switched off, and details of the official way to communicate with GPC still being the normal e-mail; letter to the office or the office telephone number.

**Oxfordshire Playing Fields Association**

To continue to receive the benefits of membership, £74 annual membership needs to be paid for again for the FY 2021-2022.

<b>Title</b>	Facilities' Report
<b>Authors</b>	Clerk & RFO
<b>Meeting</b>	Goring-on-Thames Parish Council – 08 <sup>th</sup> March 2021

### **Footballer – Season Extension**

Goring United have asked that they be allowed to extend their season in to June to help account for the extended period without play due to the Coronavirus Pandemic this winter.

We have had a request for provisional use by the Fun Fair during June or July, this would be subject to the Government's lifting of social distancing laws to happen not before 21<sup>st</sup> June 2021.

This would be a variation on their normal usage and therefore should be approved by the council, until such time as the Clerk fully understand what usage variations are delegated to them.

### **Weed Control**

To approve weed control measures for FY 2021-2022, budget of £1150.

Weed control is normally done in the following areas:

- Parish Council Offices – RG8 9HG – Weeds & Algae rear/front
- Burial Ground Entrance – RG8 0LL – Algae
- All Streets with Kerb/Channel – Weeds & Grasses
- All back edges where applicable – Weeds & Grasses
- Footpaths, Council Garages., Council Car Parks; Burial Ground Car Park & Footpath – Weeds & Grasses.
- 

### **Leaking Roof OJFS**

Documentation found to data shows flashing was replace a number of years ago, but an additional circa £10k works to prevent future leaks was not actioned.

Council guidance is requested from the Clerk regarding what action the council would like to be taken with regard to the leak and any repair quotes to be sought.

### **Planned Preventative Maintenance and Legionella Risk Assessments**

The annual quote for these works has exceeded the £2000 procurement limit for requiring 3 quotes. The clerk is currently seeking 2 additional quotes for the works.

To note, if the council were to complete the monthly temperature checks and quarterly shower descaling “in house” the quote would be lower than the £2000 threshold for requiring additional quotes.

**Proposal:** To delegate to the Clerk, in consultation with a minimum of a quorum of councillors (4) selection of the contractor for the FY 2021-2022, a maximum budget to be set for all of the work of £2500, and report at the next council meeting.

<b>Title</b>	District Councillor's Report
<b>Author</b>	Cllr Maggie Filipova-Rivers
<b>Parish</b>	Goring and South Stoke Parish Council
<b>Date</b>	15 <sup>th</sup> February 2021

### **Support for residents and businesses during lockdown**

Support is ramping up across the council, with staff now redeployed to process business grants, to help with the logistics at mass vaccination centres (e.g. Kassam Stadium), to handle calls made to the Community Hub and offer help wherever it's needed. This has had a knock-on impact on normal services, such as the initiation of new s106 projects, but we are trying to keep all essential activities going.

As ever, we would like to promote the Community Hub phone number – 01235 422600 – for individuals, and the SVBS website – [www.svbs.co.uk](http://www.svbs.co.uk) – for small businesses. There has been huge demand for the Winter Support grant, which is designed to help with food and fuel voucher for families in financial difficulties.

### **Garden Waste Collections**

We are now able to restart garden waste collections as of the 22<sup>nd</sup> of Feb. Although this is a paid-for service, the contract with residents is that they will receive 20 collections per year and in a normal year they actually get 26 with extra collections made during the busier times of the year. Once the service starts again we will be ensuring that all contractual collections are made, and hopefully more when they're most needed. Christmas trees will be collected eventually, but in the meantime they can be taken to the County Council's waste disposal sites; some local charities are offering to collect trees in return for a donation.

### **Risk Management and Health & Safety at SODC**

You may be reassured to know that the Council maintains, and regularly reviews, a comprehensive Risk Register, and puts in place mitigation strategies to minimise the impact of any specific risk. At the most recent Joint Audit and Governance Committee, our cabinet member for corporate services was able to present the most recent update and explain which areas had increased their risk profile (e.g. Covid-19 impacts on staff and activities, fraud relating to payment of business grants, cyber-security due to home-working) and how these risks are being minimised, if not completely mitigated. The Council is going through significant cultural change where risk registers are seen as enabling frameworks to ensure successful project delivery, rather than ways to point fingers of blame. Similarly, a new Health & Safety strategy, produced since this function was brought back in-house along with Human Resources, focuses on supporting staff in their roles and providing education and clear guidelines. Both areas fall into Andrea's Cabinet portfolio of Corporate Services.

### **Judicial Review on the Local Plan**

You may have seen in the media that a local Community Interest Company (CIC) called Bioabundance has launched a Judicial Review of the decision to adopt the South Oxfordshire Local Plan 2035. The grounds for challenge are that:

- the worsening effect on climate change of excessive housing numbers is not given adequate attention
- the calculation of housing numbers is not coherent

- at the adoption vote, councillors unlawfully took account of threatened consequences of government intervention, and the vote was dictated by MHCLG

The Council will respond to the claim, and as Members we both respect the right of any member of the public or organisation to launch a legal process of this kind.

### **2021/2022 Budget**

At its meeting on 11<sup>th</sup> February, Council considered and approved the proposed revenue budget for 2021/22 in line with our statutory duties to set the Council Tax and to determine the level of deficit that will need to be covered by reserve funds. Given the on-going uncertainties around future income streams (e.g. from our leisure centre or from central government grants), the budget will be kept under review and, if necessary, revised mid-year. We are very pleased that many of the new projects identified in our new Corporate Plan, particularly around the establishment of a housing delivery vehicle to enable the Council to build genuinely affordable homes, are already underway and are therefore included in the budget.

### **2022 Elections**

The Government has now confirmed that local elections will take place in early May as scheduled, and officers are working on the logistics planning needed to accommodate both voting and vote-counting. Counting would be more risky if done under current arrangements where all votes are counted overnight in a single session with an army of specially recruited tellers. The leader of the council had been advocating that counting should not be done centrally for these elections but it is for the monitoring officer to determine. Social distancing is much easier for small scale events. It is also quicker to count smaller numbers of votes! But our polling stations could have different numbers of elections. We all have the Police & Crime Commissioner and a County Councillor to vote for. But some could have by-elections or a Neighbourhood Plan referendum.

We would strongly encourage people to consider applying for a postal vote if they are concerned about voting in person – see <https://www.gov.uk/government/publications/apply-for-a-postal-vote>

### **New Parking Order agreed**

At Cabinet on 4<sup>th</sup> February, the proposed new Car Park Order was approved (subject to call-in by Scrutiny) to improve consistency across the district and to address a shortfall in revenue from this service. This means that, from 1<sup>st</sup> April, we will be introducing charges on Sundays in SODC town centre car parks (from 10am, with a free first hour), with the exception of the Goldsmith's Lane car park in Wallingford, which we co-own with others who must also approve the new charging regime. All SODC-owned car parks will provide one hour's free parking at any time of the day, and will also offer half-priced permits for electric vehicles. In response to the public consultation on this matter, charging on Sundays has been pushed back by an hour to accommodate many church services.

### **Help with paying your Council Tax**

The Council has recently agreed to increase the amount of discount available to those on low incomes who qualify for a reduction in their Council Tax, up to a maximum of £270. The amount will be applied automatically and the resident will receive a revised bill; they do not have to contact the Council or apply for the extra discount.



# GORING-ON-THAMES PARISH COUNCIL

## 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 4<sup>th</sup> April 2020

LAPCP 2020, allows for the use of Virtual Public Meetings until 6<sup>th</sup> 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 15 December 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)

20 members of the public were present at various stages of the meeting

**20/148 To receive apologies for absence**  
Mary Bulmer (MBu).

**20/149 To receive declarations of interests**  
None declared

### **20/150 Public forum**

One MOP asked to be allowed to speak when item 9 on the agenda is considered. One MOP commented that with regards to application P20/S2488/FUL how could we be sure that a subsequent application would not be made to develop the triangle and menage areas excluded from the current application. One MOP explained the history behind the one affordable house now proposed in application P20/S0767/FUL. One MOP contended that even with the modifications made in the revised application, P20/S2488/FUL did not meet the criteria in the Neighbourhood Plan for site GNP6.

**20/151 To approve minutes of the meeting held on 24 November 2020.**

Signed:

# GORING-ON-THAMES PARISH COUNCIL

**Resolved:** The minutes were approved and signed.

**20/152**      **Matters arising from those minutes not elsewhere on the agenda.**

None identified.

**20/153**      **To review the following Applications:**

**1. P20/S0767/FUL – Land to rear of Cleeve Cottages Icknield Road Goring RG8 ODG**

Erection of four terraced dwellings with associated parking and amenity space.

It was noted that there were a number of objections to the loss of the green triangle. The developer had worked with the SODC Planning Officer and GPC to come up with the revised plan including one affordable house. One Councillor noted that there should be a restriction placed on construction traffic that it must not pass through the village centre.

**Resolved: That GPC has a response: Construction traffic must not pass through the village centre. (1 abstention)**

**2. P20/S2488/FUL – 43 Springhill Road Goring RG8 0BY**

Residential development of 49 dwellings including demolition of 43 Springhill Road, vehicular and pedestrian accesses, play area, public open space and associated landscaping and earthworks (as amended by submission dated 18 November 2020).

**Resolved: That GPC objects for the reasons given in the document placed on the website (attached to these minutes)**

**3. P20/S4327/HH – 23 Springhill Road Goring RG8 0BY**

Demolition of existing rear lean-to and erection of a single storey side extension to create larger kitchen with lantern roof light and new dining area, additional utility space with rooflight and new WC with rooflight.

**Resolved: That GPC has no objections**

**4. P20/S4449/FUL – Station Road Goring RG8 9HG**

Change of use of hairdressers (A1) to two flats.

Felt to be gross overdevelopment although difficult to judge without proper dimensions being shown on the plans; as it is in a conservation area the shop front appearance should be maintained; it was noted that there is already a problem with bin storage for the existing flats above the Hardware Store so a covered space for bins sufficient for these too should be provided.

**Resolved: That GPC objects for the following reasons:**

**Appears to be gross overdevelopment (plans should show square footage as it is difficult to judge without that); No provision for parking; In a conservation area so shop front appearance should be retained; Need to provide a covered space for bins (including those of the existing flats above Goring Hardware)**

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## 5. P20/S4550/HH – 10 Lockstile Way Goring RG8 0AJ

Conversion of garage into a new kitchen and internal remodelling.

**Resolved: That GPC has a response: The two parking spaces in front of the building to be retained**

## 6. P20/S4556/HH – 6 Lockstile Mead Goring RG8 0AE

Demolition of existing conservatory. Erection of new side and rear ground floor extensions and first floor side extension and addition of partial pitched roof over existing garage.

**Resolved: That GPC has no objections**

## 7. P20/S4579/HH – Mulberry Croft Limetree Road Goring RG8 9EY

Proposed single-storey rear extension and detached rear outbuilding.

**Resolved: That GPC has a response: The outbuilding must be ancillary to a single use dwelling**

## 8. P19/S1612/HH – Bridge House Thames Road Goring RG8 9AH

Addition of new boundary garden wall to front of property. (Arboricultural Report received 2 September 2019). (As amended by drawing received 7 December 2020).

**Resolved: That GPC objects for the following reason: plans not clear if a hedge is being removed and replaced by a wall, not acceptable in a conservation area**

20/154

To note the following South Oxfordshire District Council decisions:

### 1. P20/S2989/FUL – Buildings adjacent 1 Grove Farm Cottages Grove Farm Grove Road Goring RG8 0LU

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)**

### 2. P20/S3006/HH – 94 Elvendon Road Goring RG8 0DR

Part single, part double storey rear extension, Part garage conversion. Additional window to ground floor shower room.

**Granted (GPC had no objections)**

### 3. P20/S3061/HH – Timbers Cleeve Road Goring RG8 9DA

Demolition of existing garage and flat roof extensions. Erection of new two storey side extensions and front entrance porch, existing flat roof dormer to rear of roof removed and replaced with new pitched roof dormers (as amended by drwgn0 PL-002B to introduce full height obscure glazed side panels to the rear facing balcony received on 20/11/2020).

Signed:

# GORING-ON-THAMES PARISH COUNCIL

**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)**

**5. P20/S3832/HH – Chalfont Croft Road Goring RG8 9ES**

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) (Further amended plans received 20 November showing removal of chimney).

**Granted (GPC had no objections)**

All were noted.

**20/155 To consider response to P19/S2923/O to be made at SODC Planning Committee Meeting to be held on 16.12.20:**

It was agreed that MBr would make a statement at the meeting on behalf of the Parish Council. One MOP contended that GPC's objection to this application was based on housing density which is inconsistent with its acceptance of P20/S2488/FUL. It was stated that the objection to P20/S2488/FUL was not based on density but on the fact that the development as proposed breached the ridge height. It was also noted that P19/S2923/O is an outline application, and that when a detailed application is submitted it will be discussed thoroughly and all site-specific requirements outlined in the Neighbourhood Plan would need to be met.

**20/156 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (NB5) and Permitted Development for the following applications:**

**1. P20/S3818/N1A – 12A The Old Bakehouse High Street Goring RG8 9AR**

Change of use from Offices to dwellinghouse.

**2. P20/S4324/DIS – West Croft Cleeve Road Goring RG8 9BG**

Discharge of condition 8 - turning areas and car parking on application ref. P20/S0665/FUL (Demolition of existing dwellinghouse, construction of replacement family home with ancillary outbuildings, parking and amenity space, landscaping, and associated works).

Both were noted.

Signed:

# GORING-ON-THAMES PARISH COUNCIL

**20/157 To note and review planning applications and decisions reported by West Berkshire Council**

None to note.

**20/158 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.

**20/159 To review Community Infrastructure Levy (CIL) status / payments**

Around £15,000 is expected in April 2021 if the developer pays on time.

**20/160 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.

**20/161 To consider correspondence received: None.**

**20/162 Matters for future discussion: None.**

**20/163 To confirm the date of the next meeting – Tuesday 27<sup>th</sup> January 2021**

The Chairman declared the meeting closed at 20.22 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

MOP Member of the Public

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## 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 09.12.20: 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 09.12.20: Site visited 16.07.20. 'Investigation' (no change from previous report).
- 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 09.12.20: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Monitoring'.
- 4 SE20/204 (c11.6.20):** Use of the land for residential purposes in breach of an extant enforcement notice. Status as at 09.12.20: 'Investigation'.
- 5 SE20/224 (25.6.20):** Without planning permission the installation of an air conditioning unit. Status as at 09.12.20: 'Investigation' (no change from previous report).
- 6 SE20/404 (9.11.20):** Development not built in accordance with the approved plans for P19/S1699/FUL Additional flues on roof. Status as at 09.12.20 'Investigation'.
- 7 SE20/416 (20.11.20):** Without planning permission the extension of a building housing flats. Status as at 09.12.20 'Investigation'.

Signed:

# GORING-ON-THAMES PARISH COUNCIL

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LAPCP 2020, allows for the use of Virtual Public Meetings until 6<sup>th</sup> 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 26 January 2021 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)

5 members of the public were present at various stages of the meeting

### 21/1 To receive apologies for absence

Mary Bulmer (MBu).

### 21/2 To receive declarations of interests

None declared

### 21/3 Public forum

BU gave a short presentation of the document forming the basis of GPC's proposed objection to P20/S4706/FUL. LR questioned whether Didcot Power Station had been consulted. One MOP presented statistics concerning the level of pollution that would be generated, and questioned why the landowner box 25 on the application had not been completed. Concerning application P20/S4403/HH one MOP presented a comprehensive analysis of why this application should be rejected. BU recommended that this analysis together with a comment by Prof. Brookes on the SODC website should form the basis for GPC's response.

### 21/4 To approve minutes of the meeting held on 15 December 2020.

Signed:

# GORING-ON-THAMES PARISH COUNCIL

**Resolved:** The minutes were approved and signed.

**21/5 Matters arising from those minutes not elsewhere on the agenda.**

None identified.

**21/6 To review the following Applications:**

**1. P20/S4456/HH Hillcrest 37 Springhill Road Goring RG8 0BY**

Thermal upgrade - external insulation and clear glass roof lights on the east, west and north face of the eastern pitched roof. Open plan kitchen-diner (wall removal and ceiling removal) Upgrading of bathrooms Air-source heat pump installation.

It was **resolved that GPC has a response:** *No objections subject to Environmental Officer's noise concerns being addressed.*

**2. P20/S4603/HH The Beehive Station Road Goring RG8 9HB**

Retrospective application for the demolition of an existing single storey rear extension and the erection of a replacement extension. Re-instating of side door.

Following discussion in the Public Forum, it was **resolved that GPC Objects for the following reasons:**

*The Parish Council objects to the application as submitted on these grounds (as identified by Enid Worsley, currently on the Parish Council and SODC team working to develop the Conservation Area Appraisal):*

*The Beehive dates from the first part of the 1800s and is in a prominent position in the heart of the Goring Conservation Area, next door to The John Barleycorn, a Grade II listed building. Historically it was an ale house and the cellar remains evidence of this; it has also served as a shop and later as offices. While not listed, itself, the Beehive on the corner of Manor Rd and Station Rd makes a significant contribution to two historically important street scenes in the conservation area:*

*a) looking north along Manor Rd including the John Barleycorn, Wey Cottage, Tudor Cottage, The Old Vicarage (all listed) and Norfolk House.*

*b) looking east along Station Rd, once the main route through Goring and lined with traditional village houses, towards the Catherine Wheel, The Old Farmhouse and its barn (all listed).*

*1. The extension is visible from the road. It has the appearance of a crude garden shed and is totally out of keeping with the conservation area. Materials and finish are inappropriate.*

*2. It appears to be larger than the previous wooden lean-to which housed an outside WC and stairs to the cellar. The current application gives no floor plan so it is not possible to judge the scale of the extension, its purpose or its mode of construction, for example, is there insulation? It is larger than the original and extends almost to the rear boundary.*

Signed:



# GORING-ON-THAMES PARISH COUNCIL

3. Builders say this 'shed' houses a bathroom. This, plus the re-instated side door, points to the creation of two separate flats in here. The Clerk notes that there are already two separate addresses (one via front door, one via side door) registered yet there is no application for conversion from one to two units.
4. The property has a satellite dish on the roof, also visible from the road, and out of keeping with the conservation area. This is not mentioned in the application.

In application P03/E0685, where the change of use from office to a single dwelling was originally approved, SODC applied a sensible series of conditions to protect the character of the building and the conservation area. We suggest that SODC should re-apply these to the current proposal.

Also, the Parish Council is in agreement with the objections outlined by Prof. Alan Brookes (Sprimount House) which have been registered with SODC (with photographic images highlighting the points):

- 1) The timber shed type construction is quite inappropriate in this Conservation Area
- 2) The side door fitted is a 1950s style glass decorated door not in keeping with the character required in this Conservation Area.

### 3. P20/S4657/HH Haydown Elvendon Road Goring RG8 0DT

To Erect a garden shed at the rear of the garden.

It was **resolved that GPC has a response:** No objections subject to the condition that the shed must not become a habitable space.

### 4. P20/S4706/FUL Land to the west of Wallingford Road Adjacent to Sewage Works between Goring and South Stoke RG8 0JA

Development and operation of a Transitional Hybrid Energy Project and associated infrastructure including access.

Following discussion in the Public Forum, it was **resolved that GPC objects for the following reasons:** See attached document (Appendix 2).

### 5. P20/S4779/HH Upper Gatehampton House Gatehampton Road Goring RG8 9LT

Single storey side extension and alterations to existing garage to facilitate additional residential accommodation.

It was **resolved that GPC has a response:** No Objections subject to the condition that it is not to become or to be used as a separate dwelling.

### 6. P20/S4805/HH Hairoun Icknield Road Goring RG8 0DG

Detached Oak Framed Garage.

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It was noted that the property already appears to have a substantially sized garage. Although the plans on the website were not entirely clear, and 'superseded' plans had not been replaced, the new structure appeared to be larger than one would expect for a garage.

It was **resolved that GPC objects for the following reasons:** *The 'superseded' plans on the website do not appear to have been replaced. It is impossible to consider this application without seeing these plans. The superseded plans do not show how the 'garage' will be accessed. Unclear as to why this property needs two large garages.*

**7. P20/S4812/HH 3 Milldown Road Goring RG8 0BA**

Two storey side and rear extension, single storey rear extension and roof conversion.

It was agreed that comments on the SODC website from a neighbour should form the basis for GPC's response.

It was **resolved that GPC objects for the following reasons:** *Plans are not clear; as noted by one of the neighbours, the file 'Site and Roof Plans Proposed Drawings' suggests that the extension will extend beyond no. 5 Milldown Road but will be parallel to no. 1 Milldown Road. This drawing is inaccurate as no. 5 already extends beyond no. 1. (and no. 3), so if no 3 is to extend beyond no. 5, it will extend significantly beyond no.1. It is not clear what is proposed by way of a fence between no. 1 and no. 3 once the garage is removed.*

**8. P20/S4818/FUL Icknield Lodge Icknield Road Goring RG8 0DG**

Variation of condition 3 (Schedule of Materials) on application P18/S1108/FUL. Erection of new 5-bed dwelling with detached garage and new access from highway.

It was **resolved that GPC objects for the following reasons:** *Insufficient details; it is not clear exactly what changes are being made to the schedule of materials.*

**9. P20/S4864/HH 51 Elvendon Road Goring RG8 0DP**

Porch and Rear Extension

It was **resolved that GPC has no objections**

**10. P21/S0096/HH 49 Springhill Road Goring RG8 0BY**

Demolition of existing single storey rear extension, erection of new single storey rear extension in line with neighbour. Installation of front porch and alterations. Amendment to approval P20/S1569/HH.

It was **resolved that GPC has no objections**

**11. P21/S0131/FUL Bromsgrove Croft Road Goring RG8 9ES**

Variation of condition 2 (approved plans - to use alternative brick and tile) in application P19/S3382/FUL.

It was **resolved that GPC has no objections**

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**21/7** To note the following South Oxfordshire District Council decisions:

- 1. P20/S3945/HH Upper Gatehampton House Gatehampton Road Goring RG8 9LT**  
Outdoor swimming pool. As amplified by agent's emails of 7 and 9 December in relation to drainage and noise. **Granted (GPC had a response)**
- 2. P20/S3979/FUL Thurle Down Bridle Way Goring RG8 OHS**  
Demolition of existing dwelling house and construction of replacement dwelling complete with associated external works. **Granted (GPC had no objections)**
- 3. P20/S3858/FUL Sheepcot Recreation Ground, Goring Tennis Club Gatehampton Road Goring RG8 0EN**  
Erection of purpose built disabled toilet unit. **Granted (GPC had no objections)**
- 4. P20/S4051/FUL Heathercroft Elvendon Road Goring RG8 0DT**  
Variation of conditions 2 (Approved plans) & 10 (Landscaping) on application P20/S0017/FUL (Additional Information received 8 December 2020) 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. **Granted (GPC had no objections)**
- 5. 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. **Granted (GPC had no objections)**
- 6. P20/S4126/HH 33 Springhill Road Goring RG8 0BY**  
Single storey front alterations/extension replacing integral garage with study. Erection of bike store/shed(as amended by drwngno 9504 A to remove bike store/shed received on 14 December 2020). **Granted (GPC had no objections)**
- 7. P20/S4327/HH 23 Springhill Road Goring RG8 0BY**  
Demolition of existing rear lean-to and erection of a single storey side extension to create larger kitchen with lantern roof light and new dining area, additional utility space with rooflight and new WC with rooflight. **Granted (GPC had no objections)**
- 8. P20/S4550/HH 10 Lockstile Way Goring RG8 0AJ**  
Conversion of garage into a new kitchen and internal remodelling. **Granted (GPC had a response)**
- 9. P20/S4620/AG Mount Pleasant Farm Goring Heath RG8 7TB**  
Erection of portal frame general purpose agricultural building. **Granted**

All were noted.

**21/8** To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (NB5) and Permitted Development for the following applications:

None to note.

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- 21/9**            **To note and review planning applications and decisions reported by West Berkshire Council**
1.    **20/03083/FULMAJ West Lodge Reading Road Streatley** (Replacement house)
- Noted: It was **resolved** that GPC decided a response was not necessary.
- 21/10**            **To consider an application for a full variation of a Club Certificate for Goring Social Club, High Street Goring**
- It was **resolved** that GPC decided a response was not necessary.
- 21/10**            **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.
- Action carried forward due to covid-19.
- 21/11**            **To review Community Infrastructure Levy (CIL) status / payments**  
Nothing to report.
- 21/12**            **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.
- 21/13**            **To consider correspondence received:** None.
- 21/14**            **Matters for future discussion:** None.
- 21/15**            **To confirm the date of the next meeting – Tuesday 23<sup>rd</sup> February 2021**

The Chairman declared the meeting closed at 20.37 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
		MOP	Member of the Public

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## APPENDIX 1

### CURRENT SODC ENFORCEMENT NOTICES

Please note this information has been compiled from the Enforcement Notices register on the SODC Planning website. We are aware that the register may not be completely up to date.

- 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 21.1.21: Site visited 9.12.19. 'Investigation' (no change from previous report).  
**Note**: following the 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 21.1.21: Site visited 16.07.20. 'Investigation' (no change from previous report).
- 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 21.1.21: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Monitoring'.
- 4 **SE20/204 (11.6.20)**: Use of the land for residential purposes in breach of an extant enforcement notice. Status as at 21.1.21: 'Investigation'.
- 5 **SE20/224 (25.6.20)**: Without planning permission the installation of an air conditioning unit. Status as at 21.1.21: 'Investigation' (no change from previous report).
- 6 **SE20/404 (9.11.20)**: Development not built in accordance with the approved plans for P19/S1699/FUL Additional flues on roof. Status as at 21.1.21 'Investigation' (no change from previous report)
- 7 **SE20/416 (20.11.20)**: Without planning permission the extension of a building housing flats. Status as at 21.1.21 'Investigation'. **Note**: a retrospective planning application has been submitted (P20/S4603/HH).
- 8 **SE21/24 (21.1.21)**: Building not built in accordance with the approved plans for P20/S0665/FUL.

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## APPENDIX 2

### RESPONSE TO PLANNING APPLICATION P20/S4706/FUL

**Re: Planning Application P20/S4706/FUL, Land to the west of Wallingford Road, Adjacent to Sewage Works between Goring and South Stoke, RG8 OJA. Development and operation of Transitional Hybrid Energy Project and associated infrastructure including access**

Goring-on-Thames Parish Council (GPC) would like to register its objection to this application on the basis that it does not comply with national policies, SODC Local Plan policies and the Goring Neighbourhood Plan policies and not even court precedent. There are also appear to be some process issues regarding the application that raise serious concerns. We note that neighbouring South Stoke Parish Council and Moulsoford Parish Council that were erroneously excluded in the original notifications have, thankfully, now been named as statutory consultees. This highlights that even though this is perceived as a 'minor' application, it has much wider community interest and should be considered accordingly.

#### 1) National policies

a) The National Planning Policy Framework (NPPF), paras 170- 172 are quite clear in the protections that are afforded to AONBs. This application appears to be in contravention of those protections.

i) Para 172 indicates "...other than in exceptional circumstances, and where it can be demonstrated that the development is in the public interest.", and later indicates that certain assessments need to be conducted (para 172 a-c).

(1) These assessments have not been properly made in the application, and most lacking is the justification for use of this specific site. Commercial convenience does not equate to genuine need.

(a) We request that SODC seek clarification on this particular point of local need before further considering the application.

(i) The local density of occupation is low and the site is located in any event within 10 miles of Didcot power station.

(ii) The majority of local new large developments are in the Didcot/Wallingford areas and are therefore closer to the existing power station at Didcot.

(iii) Any additional local power plant should surely be located close to the demand to minimise losses over the network

(iv) If there really is a local requirement for energy generation in this particular area, we would urge SODC to look at renewable sources linked to battery storage (which is the

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emerging solution to peak load demand) rather than this cheaper, more commercially lucrative fossil fuel approach.

- b) National Policy Statement for Energy – EN1 (NPS-EN1), 2011
- i) Importantly, NPS EN-1 does NOT directly consider standby energy generation. It was written in 2011 and states that at the time other back-up technologies to avoid fossil fuel generation are not currently available. This position has changed (as shown by the incorporation of a battery store in the proposal which could equally store energy from renewable technology).
    - (1) This is a lucrative commercial venture and not a renewable energy plant.
    - (2) The proposed plant is an outdated approach which is already being questioned elsewhere.
  - ii) NPS EN-1 does NOT therefore provide a policy presumption in favour of this form of power plant.
  - iii) National policy relating to provision of local power generation requires that they "should demonstrate good design in respect of landscape and visual amenity, and in the design of the project to mitigate impacts such as noise and effects on ecology. In relation to this we would note the following:
    - (1) Visual Impact on AONB
      - (a) The flues are 7m tall, so will be seen from significant a distance within the AONB.
      - (b) It is acknowledged that the shed they are adjacent to has an 8m pitch roof, however this is partially dug into the ground, and has a bund around it to reduce the visual impact.
      - (c) The planting intended to be installed to mitigate the visual impact of this development will not mature sufficiently during the life of the plant to fulfil its purpose. The views from the raised elevations along roads and public footpaths of the parishes of South Stoke and Goring (and possibly Moulsoford) will render any natural screening ineffective.
      - (d) The cumulative effect of further industrial type development on this site, will result in there being the perception of an industrial site between the two parish boundaries, attracting further requests for development in this area.
    - (2) Noise
      - (a) To meet the natural beauty criterion of an AONB, one of the requirements is “...for relative tranquillity, where natural sounds, such as streams or birdsong are predominant” [Gov.uk: Areas of outstanding natural beauty (AONBs): designation and management]. When this installation is in use, it will introduce noise to the AONB in direct contradiction to this requirement. Just because the trains make a noise does not justify adding to that noise.

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Two wrongs do not make a right. Courts frequently uphold the concept of “...death by a thousand cuts...” (see 5.a below).

- (b) There are a number of academic papers, detailing that both the noise, and the frequency of that noise, produced in the environment can have a detrimental impact on local wildlife, including but not limited to “masking sounds important to survival and reproduction, the imposition of chronic stress and associated physiological responses, startling, interference with mating and population declines.” [ Jessica L. Blickley 1 & Gail L. Patricelli 2 (2010) Impacts of Anthropogenic Noise on Wildlife: Research Priorities for the Development of Standards and Mitigation, Journal of International Wildlife Law & Policy, 13:4, 274-292, DOI: 10.1080/13880292.2010.524564] . The application documents do not consider the implications of this research despite being in the AONB.
- (3) NOx emissions
- (a) The application does detail a number of statutory requirements for this, however the proximity to a forest school, the national trail and local pick-your-own have not been considered, all are within the NOx zone of influence.
- (b) "There is now stronger evidence for a relationship between long-term exposure to NO2 and respiratory effects, particularly the development of asthma in children." [U.S. EPA. Integrated Science Assessment (ISA) for Oxides of Nitrogen – Health Criteria (Final Report, Jan 2016). U.S. Environmental Protection Agency, Washington, DC, EPA/600/R-15/068, 2016.]
- (c) The siting of this development adjacent to the Withymead nature reserve, used by many local primary schools for the provision of Forest School (attendance/dwell time greater than 1hr at a time), will expose the local children raised levels of NOx gases. No mention of this facility is made in the application.
- (d) The Ridgeway National Trail also passes the site. Which, by its nature, attracts those who wish to enjoy the nature of the area, pausing, spending time and picnicking in the area. Again, not considered in the application documents.
- (e) The pick-your-own is a wonderful local resource, providing activities for local families, particularly those with small children. It would be expected that visitors to this facility would spend longer than 1 hour there. Again, not considered in the application documents either in terms of impact on people or produce.

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(f) We also note that baseline NOx levels have only been used from historic data around Wallingford rather than specific to this site - presumably to limit costs of making the application.

(g) The proposed plant relies on burning fossil fuel not renewable energy and as such will form a source of direct pollutant within the AONB.

(4) Further concerns about this proposal and its situation in the Chiltern's AONB are addressed in detail throughout subsequent sections of this response, especially in 4. below, discussing relevant Goring-on-Thames Neighbourhood Plan policies).

c) The Government's Energy White Paper (Dec 2020), defines low-carbon electricity generating technologies as those that emit little or no carbon, including renewables, nuclear and CCUS (carbon capture, utilisation and storage). Natural gas is described as a fossil fuel.

## 2) SODC Local Plan

a) SODC Local Policy DES9 is particularly relevant.

i) The Council encourages schemes for renewable and low carbon energy generation and associated infrastructure at all scales including domestic schemes. It also encourages the incorporation of renewable and low carbon energy applications within all development. Planning applications for renewable and low carbon energy generation will be supported, provided that they do not cause a significantly adverse effect to:

(1) landscape, both designated AONB and locally valued biodiversity including protected habitats and species and Conservation Target Areas;

(2) *the historic environment, both designated and non-designated assets, including development within their settings;*

(3) *openness of the Green Belt;*

(4) *the safe movement of traffic and pedestrians; or*

(5) residential amenity.

ii) It is important to note that this proposal does not comply with Policy DES9. Though the scheme purports to offer 'lower carbon' than firing up a large power plant, the energy provided is neither 'renewable' nor 'low carbon'. With current battery/storage technology, it would be far better to capture excess energy from a large power plant and store it for peak periods when it may be needed. To provide a facility such as is proposed, in a protected area that is a great distance from

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the locations of need, makes no sense and is likely to do much more harm than any benefit it may provide. There are better options and more suitable locations.

iii) The serious adverse effects to the protected AONB have been highlighted throughout this document, and therefore render the proposed scheme to be non-compliant with DES9.

b) Pre-Application advice

i) It is unfortunate that SODC's Pre-application advice was prepared without a visit to the area to appreciate the potential damage to the AONBs.

ii) SODC's Pre-application advice to the applicant quotes extensively but inaccurately from NPPF (2019) as justification for the principle of development. NPPF paragraphs 151, 153 and 154 infers a presumption in favour of development for decentralised and renewable and low carbon energy projects, but this is not a renewable or low carbon project, should not be represented as such and so a presumption of support for this development will not apply. The NPPF Glossary defines:

(1) Decentralised energy: Local renewable and local low-carbon energy sources.

(2) Renewable and low carbon energy: Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

c) Climate Emergency; Tackling Climate Change

i) SODC has declared a Climate Emergency: "It is our intention to take a leading role in tackling climate change locally and ensure that our powers and incentives be used efficiently to reduce emissions in the community." Approval of this application is inconsistent with the Council's objectives.

3) Goring Neighbourhood Plan (GNP)

a) In her submission to SODC on this application, Enid Worsley raises some important issues. Enid was a member of the GNP committee and currently serves as a volunteer consultant on GNP matters and is well-versed in the detail and rationale behind the GNP. She was part of the group who wrote the policies and worked with SODC to ensure that those policies comply with the (then) existing SODC Local Plan/Core Strategy and the emerging SODC Local Plan (now adopted), as well as National policies. The examiner appointed by SODC to review the GNP and ensure its compliance did

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recommend it, with some minor adjustments, for adoption. The GPC concurs with and reiterates her comments regarding policies 11, 12, 13, 14, 15 & 16 – and the rationale as to why this application does not comply with those policies. *(It is with Enid's permission that we include in our formal response much of the detail as it clearly articulates the GPC views.)*

- b) Goring Neighbourhood Plan - Policy 11 Conserve the landscape
- i) The Goring Neighbourhood Plan (2019) reflects the priorities of the local community. These include, amongst others, preservation and protection of the landscape of the two local AONBs, maintaining access to them and minimising the impact of any development on local and distant views.
  - ii) Objective 4, Protecting the landscape, states that the Plan will “maintain, and where possible enhance, the natural beauty of Goring’s countryside, open spaces, river setting and the Chilterns and the North Wessex Downs Areas of Outstanding Natural Beauty, including those areas of sensitive ecology and distinctive landscape characteristics.”
  - iii) Policy 11 states that planning permission for any proposal within the Chilterns AONB, or affecting the setting of the Chilterns AONB or North Wessex Downs AONB, in Goring will only be granted when it:
    - (1) conserves and enhances the AONB’s special qualities, distinctive character, tranquillity and remoteness in accordance with national planning policy and the overall purpose of the AONB designation;
    - (2) is appropriate to the economic, social and environmental wellbeing of Goring or is desirable for its understanding and enjoyment;
    - (3) meets the aims of the statutory Chilterns AONB Management Plan;
    - (4) avoids adverse impacts from individual proposals (including their cumulative effects), unless these can be satisfactorily mitigated.
  - iv) This proposal satisfies none of the above four requirements of Policy 11
    - (1) The 4 generators, flues, galvanised fences and other structures are bulky, intrusive and alien to the AONB’s special qualities and distinctive character.
    - (2) The installation will provide no economic or social benefit to the local community and does not meet a local need, unlike the adjacent waste water treatment plant. It has no local rationale. The plant will feed its electricity into the national grid so there is no reason it cannot be

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located within South Oxfordshire on brownfield or industrial land which is outside the AONB, while still providing 'local power' without adversely impacting the national grid.

- (a) While this is a small project in national terms, it will have a disproportionate impact on the local area and the Chilterns AONB.
- (3) It contravenes the statutory Chilterns AONB Management Plan. The development would formalise and intensify creeping industrialisation of a corner of the pick your own (PYO) field. Whilst the waste water treatment plant, established in the 1950s was essential for the area, and met no resistance, this proposal is not.
- (a) In contrast, the application in 2000 for the grain store (P00/W0139) records the planning and landscape officers' disquiet and reluctance to agree the proposal for such a large building in such an open landscape.
  - (b) Another application (P02/W0286) in 2002, is not mentioned in the planning history listed in the applicant's Planning Statement (P12). This was for a telecom mast, cabinets and a 1.8m fence; it was refused on landscape grounds. The current application cannot be satisfactorily mitigated and should be refused on the same grounds.
  - (c) SODC should note that local concern about visual impact in the Goring Gap of the GWR infrastructure supporting rail electrification, and the subsequent campaign, led to an acknowledgement by Network Rail of the damage caused and the funding of a major damage mitigation project (£3.75M). The investment this mitigation project most likely exceeds the cost of the proposed development. It would be perverse and evidence of an unbalanced planning decision to approve this application which would undo the benefits of the mitigation project being expensively funded by the taxpayer. SODC should refuse this application to avoid compounding the damage created by the electrification project.
- (4) Adverse visual impact of development on the landscape
- (a) The landscape north of Goring where the proposed site is located forms part of SODC's Landscape Character Area 6, Central Vale Fringes. Its scenic quality is 'high' and its management designation is 'conserve and repair.' It includes a distinctive belt of low, rounded hills acting as a transitional zone between the Chilterns escarpment and the low-lying clay vale and Thames floodplain. The smoothly rolling hills have sparse tree cover because of hedgerow removal. The Landscape Character Assessment notes that this landscape is likely to be similar to the earlier, bare open vista of the ancient common fields which would have dominated this area. The open landscape results in high inter-

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visibility and extensive views. This application demonstrably does not 'conserve and repair' and should be refused.

- (b) The structures on the site will be visible in elevated views from locations and routes extensively used as leisure resources by walkers and cyclists:
- (i) The Icknield Way, is a minor lane, following a prehistoric route way. The site is clearly visible in the centre of long views across the Thames valley to the Berkshire Downs in North Wessex AONB;
  - (ii) Entrance to Wroxhills Wood and the Chiltern Way to the east;
  - (iii) Cow Hill to the south;
  - (iv) Grove Road, a minor lane, leading east from the B4009 up to Icknield Way which gives closer views of the site;
  - (v) Spring Lane, the nearest public right of way immediately south of the site, connecting to The Ridgeway national trail;
  - (vi) Points in North Wessex Downs AONB in West Berkshire as shown in the applicant's LVIA (Zone of Theoretical Visibility).
- (c) For road users approaching Goring from the north on the B4009, the site currently contributes to a distinctive rural entrance to the village through rolling arable land with extensive fields and chalk hilltops, typical clean-cut crests and views to the high land behind Streatley in the North Wessex Downs AONB.
- (d) Screening is proposed for the installation, but it is minimal. Only two rows of deciduous species are specified, which would leave the site exposed for much of the year, as is the grain store today. The grain store 'screen' was planted in 2002 but it still does not hide the building today being too low and too thin. Trees are still <5m in height, of poor quality and many still have tree guards.
- (i) It will take shrubs and trees, with good care, 15-20 years or more to mature while the life of the installation is said to be only 25-30 years. The applicant also states that the 'hedge' will be clipped at 3m height, which will do little to hide the 4.5m generators, 7m high chimneys and 4m CCTV poles. The applicant does not give length and width dimensions for the generators and other equipment. As dimensions cannot be scaled accurately from the plans it is not possible to judge the potential 'bulk' that would need screening. It is evident though that the heights will be closely comparable to the

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grain store which has eaves at 3.45m and a ridge height of 7.85m. Any screening which did hide this infrastructure would need to be even taller and create a major adverse impact on the AONB.

- (ii) If neglected, as are the current green screens for the grain store and waste water site, plants will die and the result will be, as now, a thin, inadequate screen with gaps. It is evident that the imposition of planning conditions on both sites requiring maintenance of the screen, with replacement of trees and shrubs if necessary, to the Authority's satisfaction has been ineffective and that SODC do not have the resources to enforce such compliance. Since mitigation cannot be effectively enforced, approval cannot rely on planning conditions which require recurring expenditure and are unlikely to be implemented.

## (5) Development in the AONB

- (a) Despite being owned by the same landowner who proposed two large sites to the Goring Neighbourhood Plan, this site was not offered for development. One of the sites proposed by the landowner is a neighbouring field just 500m to the south, known in the Plan as site GNP5. It lies within the same landscape area, has a very similar aspect and character, and was offered for residential development. GNP5 was assessed by the Plan's landscape consultants for susceptibility to visual impact in Bramhills' Landscape Capacity Study. The site was excluded from development on grounds of visual damage with an overall effect on the landscape described as major adverse.
  - (i) The 2014 SODC's Kirkham/Terra Firma 2014 landscape report on the same site similarly concluded medium/high sensitivity and site was not recommended for development then either.
  - (ii) Both LVIA's concluded that this is a landscape of a particularly distinctive and highly valued character and the management strategy 'Restore' indicated that it was unsuitable for development. This would suggest that a similar decision would not be unreasonable on the field 500m north which, if anything, is even more visible in the AONB.
  - (iii) If development is permitted on the current site there is a danger that a precedent might be established for future development of GNP5. Development of GNP5 would extend the built-up area of Goring northwards, encroaching into the AONB, closing the

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green gap between Goring and South Stoke and jeopardising the Goring

Neighbourhood Plan's spatial strategies and Objective 4: Protecting the landscape.

- c) Goring Neighbourhood Plan – Policy 12 Conserve and enhance biodiversity
- i) Protection and enhancement of Goring's rich biodiversity is fundamental to the sustainability of the village.
  - ii) Any new development should conserve, restore and enhance landscape features (mature trees, hedgerows, ponds, grass banks, ancient walls etc), improve existing wildlife habitats, and protect and enhance wildlife corridors in Goring, including protection of the Habitats of Principal Importance and Designated Wildlife Sites.
  - iii) All proposals for new development sites, including infill, should:
    - (1) demonstrate a net gain in biodiversity;
    - (2) include management plans to ensure new and replacement biodiversity features are sustainable over the long term;
    - (3) protect and retain all mature trees and hedgerows wherever possible;
    - (4) protect and conserve all rare species.
  - iv) The proposal does not comply with Policy 12. The Biodiversity Impact Assessment suggests very limited attempts to conserve and enhance biodiversity and rejects any requirement to demonstrate a net gain.
  - v) The exceptionally long access from the B4009 to the site across the PYO field is likely to become compacted over time and, apart from being visually damaging, will be unfriendly to wildlife in the hedges. Moving the access from one point on the B4009 to another equally unsuitable point some few metres further north seems perverse and requires a second opening in the hedge, again unfriendly to wildlife. The safest and most sensible access to both the proposed site and the PYO field is via the lane accessing the waste water plant and the grain store, where the 4-way cross roads onto the B4009 has good visibility. This would reduce the number of accesses onto the B4009 and improve the hedge habitat to the east of the field.
- d) Goring Neighbourhood Plan – Policy 13 Light pollution
- i) Proposals must include external lighting schemes which include design features and mitigating measures that avoid overlighting and limit the adverse impact of lighting on neighbouring residents, the rural character of the countryside and biodiversity.

Signed:

# GORING-ON-THAMES PARISH COUNCIL

- ii) The proposal fails to demonstrate that it will comply with Policy 13 and there are indications it may not do so. The Planning Statement says that lighting at the site will be motion activated only and downward-focused. The site will not be maintained out of daylight hours. PIR lights however, can intrude into night time wildlife habitats.
- e) Goring Neighbourhood Plan – Policy 14 Air quality and pollution
  - i) Any development should seek to minimise the impact of air pollution on immediate neighbours and the wider community of Goring. In order to protect public health from the impacts of poor air quality:
    - (1) development in Goring must be compliant with the measures laid out in the district council's Developer Guidance Document and the associated Air Quality Action Plan, as well as the national air quality guidance and any local transport plans;
    - (2) all development proposals should include measures to minimise air pollution at the design stage and incorporate best practice in the design, construction and operation of the development;
    - (3) where a development has a negative impact on air quality, including cumulative impact, developers should identify mitigation measures that will sufficiently minimise emissions from the development. Where mitigation is not sufficient the impacts should be offset through planning obligations;
    - (4) development will only be permitted where it does not exceed air pollution levels set by European and UK regulations.
  - ii) The Air Quality Assessment concludes that the air quality impact will be 'not significant' for local residents, but it fails to mention the potential impact on users of the PYO field who commonly spend more than an hour there and any nutrient deposition or acid nitrogen on the fruit and vegetables themselves.
- f) Goring Neighbourhood Plan – Policy 15 Water, sewerage and drainage capacity
  - i) All development proposals must demonstrate that there are or will be adequate water supply and water treatment facilities in place to serve the whole development. For phased development proposals, each phase must demonstrate sufficient water supply and water treatment capacity.
  - ii) In the case of this type of development, the proposal must demonstrate that it meets appropriate standards of sewerage and drainage provision so as to minimise adverse impacts on immediate neighbours and the wider community of Goring.

Signed:



# GORING-ON-THAMES PARISH COUNCIL

iii) The Flood Risk Assessment found potential for 1 in 100 year groundwater flood risk and SuDS measures have been incorporated. Drawing 101 shows a proposed scheme to manage excess run off, but does not show how the area allocated for the proposed water garden around the southern and south eastern corner of the site will also be able to accommodate the screen planting, shown in Appendix 1, and the security fence within the site boundary. The site proposed appears to be too small to accommodate these.

g) Goring Neighbourhood Plan - Policy 16 Building Design Principles

i) Policy 16 requires that all development respects and maintains the character of the village and the surrounding rural AONB. Proposals will be supported which:

(1) comply with SODC's Design Guide and the Chilterns Buildings Design Guide;

(2) respond positively to scale, mass, density and design of the immediate area and the village context;

(3) conserve and enhance the characteristics of the Conservation Areas and their settings that make a significant contribution to the area;

(4) in edge of village locations, acknowledge the Plan's spatial strategy and are sensitive to the transition from urban to rural character;

(a) sympathetically introduce high quality, modern design in appropriate locations;

(b) particularly in the conservation area, consider the use of locally distinctive features and materials such as decorative red and grey brickwork, flint work, tile work, chimneys and porches, as described in the Goring Design Statement;

(c) respect and protect the AONB.

ii) The proposal fails to comply with Policy 16. The Planning Statement states that the proposed development "has been designed with consideration to respect and maintain the character of the area." The Design and Access Statement however, fails to address these requirements, apart from producing an Arboricultural Survey and LVIA and a proposal for screening in an attempt to mitigate the visual impact.

4) Application process issues

a) Surveys and Assessments

Signed:

# GORING-ON-THAMES PARISH COUNCIL

- i) It appears that the screening opinion (P17/S0539/SCR) for this site was for a different proposal. A proper screening opinion for this specified plant must be completed (see below for rationale that a full EIA may be required).
- ii) The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Schedule 2, Table 1, states that for: (a) Industrial installations for the production of electricity, steam and hot water (unless included in Schedule 1), above 0.5 hectare, are considered to be Schedule 2 developments. If this development is above 0.5 hectares it therefore requires an Environmental Impact Assessment. The planning statement states that this development is 0.42 hectares, however, missing from the drawings is the water garden which is a requirement of the design, and would push out the hedge further than the boundary currently indicated on the drawings. SSPC request that careful consideration be given to the drawings, to ensure they are to the correct scale and include all features, and the total area be recalculated. Being so close to the 0.5 hectares requirement and in the AONB, SSPC ask that a full Environmental Impact Assessment be completed before the application is considered.
- iii) We would reiterate some significant issues highlighted in Dr Peter Wardle's response (38 Elvendon Rd). These raise questions as to the accuracy of the application and the validity of the detail in the proposal.
  - (1) There are errors on drawings as they are not at the required scale. The elevation drawings appear to be a scale of 1:110 not 1:100. The scale bar appears obviously to be wrong.
  - (2) The schedule of buildings in the planning statement lists a container for spare parts which is not shown on the drawings.
  - (3) Para 4.3.29 of the planning statement says cabling and pipework required to connect the development to the substation and the mains gas pipeline will be undertaken by Statutory Undertakers under their Permitted Development Rights. These works will be extensive. Cabling to the sub-station is not normally the responsibility of statutory undertakers and planning consent is sometimes required. This, and what the exact extent of the development is (eg is the tree planting solely included within the redline?).
  - (4) There are no details about the access road which will be approximately 200m long and 6m wide other than the statement in para 2.3.3 of the planning statement which states: Aside from the hardstanding lain to the field access, the remaining access will comprise matting to allow vegetation to come through, to reduce the visual appearance of the internal road. While the use of materials like geo-cell is possible it requires a proper foundation which means there

Signed:

# GORING-ON-THAMES PARISH COUNCIL

will be a requirement to archaeologically examine, and there will have to be root protection measures. This trackway must be strong enough for emergency vehicles (eg fire engines), and include a turning point; it also has to be readily visible at night. This is a basic design point.

- (5) No information is supplied about why this application is for a hybrid energy project not a gas powered power station (ie what the hybrid energy sources are). There is a provision for 1 x containerised battery energy storage module (lithium-ion type). There is not enough information to determine how much weight should be given to this claim.
- (6) No information is given about the life expectancy of the development. The DAS states that: These transitional and temporary projects typically have a lifespan of 25-35 years and can be run as much or as little as is require during this time. This is important as the visual mitigation is expected to take 15 years to mature that is there will be no adequate mitigation for half of the life expectancy of the project.
- (7) The Landscape and Visual Impact Statement does not follow the guidelines in Guidelines for Landscape and Visual Impact Assessment (Third Edition), Published by the Landscape Institute 2013; for example considering the impact on Listed Buildings or producing CGIs (Computer Generated Images). They do however produce a zone of theoretical intervisibility see figure 3 on unnumbered page (page 58 of the file) which indicates the need for more detailed studies.
- (8) The Height of the proposed buildings is not fixed: Drawing: Elevation AA Proposed drwg no 201 states Height confirmed by AQ specialist 7m free standing flues .
- (9) Drawing 101 Drainage Strategy on unnumbered page 31 shows a 3m wide Water Garden with a polycellular crate with 95% void ration, a pipe and a grass bed where a hedge is shown to be planted. This therefore increases the size of the land required to achieve the water garden and the hedge.
- (10) Paragraph 3.5.5 of the Planning Statement The total site area for the application is approximately 0.42 hectares and as such it falls below the threshold for EIA. It is suggested that careful consideration of the amount of the land area that is affected, given the size is close to this threshold, the EIA should be undertaken (see 4.a.ii above)

## 5) Court precedent

- a) In the judgment in *Lensbury*, Sales LJ highlighted the danger of “death by a thousand cuts” identified by Sullivan J in *R (Heath and Hampstead Society) v. Camden LBC* [2007] EWHC 977 (Admin); [2007] 2 P&CR 19, [37]: “...a series of planning permissions being granted for developments each apparently

Signed:

# GORING-ON-THAMES PARISH COUNCIL

reasonable in itself but having a serious cumulative detrimental effect on the important public interest in the continuing openness of MOL [metropolitan open land] and the Green Belt...” The same rationale could easily be transferrable to developments within AONBs.

- b) We argue, though, for all the reasons stated above, that there are material considerations that lead to the conclusion that this application is not reasonable and should be refused. If there is some thin rationale being used to put forward this “...small-scale energy project of this type...”, it is strongly recommended to consider the concept highlighted in the court cases referenced above about ‘...death by a thousand cuts’ and to make the decision to properly protect the AONB as intended in all relevant laws, policies and regulations.

The application purports to be something it is not and for all the numerous material planning reasons stated above, GPC urges SODC to deny approval for this planning application.

Signed:

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23 February 2021

# GORING-ON-THAMES PARISH COUNCIL

## 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 4<sup>th</sup> April 2020

LAPCP 2020, allows for the use of Virtual Public Meetings until 6<sup>th</sup> 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 AN EXTRA MEETING OF THE PLANNING COMMITTEE GORING ON THAMES PARISH COUNCIL Tuesday 9 February 2021 at 9.45 am, 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)

No members of the public were present at various stages of the meeting

### 21/16 To receive apologies for absence

Mary Bulmer (MBu).

### 21/17 To receive declarations of interests

None declared

### 21/18 Public forum

There were no members of the public present.

### 21/19 To review the following Applications:

#### 1. P20/S4805/HH Hairoun Icknield Road Goring RG8 0DG

Detached Oak Framed Garage.

In the light of additional information provided by the SODC Planning Officer it was agreed to amend the previous response.

Signed:

# GORING-ON-THAMES PARISH COUNCIL

It was *resolved that GPC has a response: Not to be used for residential purposes.*

**2 P20/S4818/FUL Icknield Lodge Icknield Road Goring RG8 ODG**

Erection of new 5-bed dwelling with detached garage and new access from highway:

Amendment : No. 1 - dated 2nd February 2021 Variation of Condition 2 (Approved Plans) and Condition 3 (Schedule of Materials) on application P18/S1108/FUL. (As amplified by revised application form to include condition 2 and schedule of materials received 2 February 2021)

It was *resolved that GPC has no objections.*

**3 P20/S4897/HH 92 Elvendon Road Goring RG8 ODR**

Proposed first floor side extension, garage conversion, storm porch and timber Home Office

It was *resolved that GPC has no objections.*

The Chairman declared the meeting closed at 09.56 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  
MOP Member of the Public

Signed:

<b>Title</b>	Grants Suspension
<b>Authors</b>	E-mail from Member of Public
<b>Meeting</b>	Goring-on-Thames Parish Council – 08 <sup>th</sup> March 2021

You may know that I'm now involved in a number of voluntary roles in the village and have a question on grants.

I know that the grants policy was suspended in July 2020 for the yr 20/21 and that the reasons given are as below:

*"The near £10k budget for S137 grants has been reallocated. It is recommended to suspend our grants policy for at least this fiscal year. This recommendation is for two key reasons, 1) to allocate the funds to other pressing projects specifically within the remit of the GPC; and 2) at least one granting body from whom we may request grant support are indicating that a disqualifying aspect is if we give grants."*

I fully understand the rationale for having to reduce the S.137 budget due to specific projects and unexpected costs but could you let me have some information on the second reason? I'm guessing it is SODC that is applying conditions to grants they may be giving GPC but surely GPC still has the power to give grants under the legislation?

If there is a restriction being applied by SODC or any other body I would like to see what they have said if possible, so that I could take the issue up with them, subject to any work GPC might be doing to resolve the issue.

Secondly - is there any proposal to review the policy for the FY 2021/22 as that is fast approaching? A number of organisations will be starting up again soon with the expected lockdown release and will probably be seeking funding from various sources including, if possible, GPC.

<b>Title</b>	Support for Bioabundance Community Interest Company
<b>Authors</b>	E-mail from Bioabundance Community Interest Company
<b>Meeting</b>	Goring-on-Thames Parish Council – 08 <sup>th</sup> March 2021

We are writing to see if your Parish would consider joining Bioabundance and possibly making a donation towards fundraising for our legal challenge of the Local Plan South Oxfordshire District Council (SOLP 2035) which we launched on 21 January. Could you also kindly forward this email to all Parish / Town Councillors and if possible your parishioners.

Please see below more information about our long term goals and the legal action. We hope that you will put support for Bioabundance on the agenda of your next meeting as we would value any level of support you deem appropriate.

### **About Bioabundance Community Interest Company (CIC)**

Bioabundance is a fast-growing community organisation working to protect, extend, and restore nature across the district. Its directors, Doctor Sue Roberts and Ian Ashley set up the CIC to serve as the campaigning arm of South Oxfordshire Sustainability. SOS has been working since 2011 to improve sustainability across the district through projects to do with sustainable food, planning, water, and waste.

#### Membership

There are about forty individuals who have paid a one-off membership fee of £10. We invite all members to join us for a zoom meeting every Friday at 1.30pm to exchange ideas and flag up new environmental or planning issues that are having an impact on local communities.

Thus far five parish councils have joined for a one off 'organisation' fee of £25 and seven are currently in the process of doing so.

A few parishes have pledged £1,000 towards our legal defence fund and through Crowdjustice so far 177 individuals have donated £12,660 against a target of £25,000. These generous contributions reflect the strong objections that people have about SOLP 2035.

### **Reasons for Parish Councils to become members of Bioabundance**

1. **Free legal advice** Bioabundance can serve as a conduit to pro-bono legal assistance from [Brighton Legal Clinic](#) (BLC, University of Brighton). This team helped us prepare our challenge against SODC and put us in touch with 'low-bono' environmental/planning solicitors and barristers to take the case forward.



**2. Setting up nature recovery networks:** We have just made a proposal for a new [36 square mile park](#) to the north of Oxford that would encompass a number of parish councils and nature reserves. (see also [Oxford Mail](#)) The new park could be a pilot for creating other areas of natural beauty, free from new development and truck roads in Oxfordshire. We will consult with parish councils, landowners and local groups about how they want to take part in planning and funding nature recovery.

**3. Campaigning:** We can help parish councils assess and publicise environmental or planning problems that pose risks to the parish and its residents.

#### **4. Statutory review of the SODC local plan**

On 21 January Bioabundance submitted a claim for statutory review of the Local Plan 2035 South Oxfordshire District Council (SOLP2035). For recent media coverage see our website and [23 Jan Oxford Mail](#), [27 Jan BBC Oxford](#), [28 Jan The Guardian](#).

The main grounds are:

- The unlawful process leading up to plan adoption in December 2020;
- Technical errors in calculations that led to an overstatement of housing requirement;
- The impact of housing overprovision on climate change.

For more detail on the grounds, see [our website](#). We can provide a copy of the Matters and Facts submitted to the court on request.

If the court were to rule in favour of Bioabundance, SODC probably would have to hold another vote on the local plan with a guarantee that the councillors would not be put under pressure to adopt it. If the judge also agrees that the housing numbers are not sound, he would be ruling that the local plan is unsound: not only would the numbers have to be revised but so would the entire spatial strategy.

Whatever the result, this case will put central government and local authorities on notice that elected representatives cannot be manipulated, and local residents ignored in shaping a local plan that serves their needs and protects the environment.

<b>Title</b>	Election Ballot papers - Oxfordshire Casual Vacancy
<b>Authors</b>	Chilterns AONB
<b>Meeting</b>	Goring-on-Thames Parish Council – 08 <sup>th</sup> March 2021

I hope this email finds you well. Please find attached a letter along with an election statement of persons nominated and a ballot paper. Please return your completed ballot paper to [office@chilternsaonb.org](mailto:office@chilternsaonb.org) no later than 4pm on Friday 16<sup>th</sup> April 2021.



T: 01844 355500

E: [office@chilternsaonb.org](mailto:office@chilternsaonb.org)

[www.chilternsaonb.org](http://www.chilternsaonb.org)

For the attention of:  
All Oxfordshire Parish Councils and Parish Meetings of the Chilterns AONB.  
Dear Clerk and Chairman,

25<sup>th</sup> February 2021

**Election of Replacement Parish Member**

I write to inform you that we have received three nominations for the replacement Oxfordshire Parish Council Member to the Chilterns Conservation Board.

We are asking you to cast your Parish Council vote. Each eligible Parish Council has one vote. You will find attached the ballot paper and a brief personal statement of each Councillors nominated by their Parish Council.

Ballot papers must be returned to this office, by email by no later than 4pm on Friday 16<sup>th</sup> April 2021 ([office@chilternsaonb.org](mailto:office@chilternsaonb.org)).

The results will be announced on Monday 19<sup>th</sup> April 2021.

if you have further questions on the election process, please don't hesitate to contact me via email: [clerk@chilternsaonb.org](mailto:clerk@chilternsaonb.org)

Yours faithfully,



**CHILTERN'S AREA OF OUTSTANDING NATURAL BEAUTY  
CONSERVATION BOARD**

**STATEMENT OF PERSONS NOMINATED**

**Oxfordshire Parish Councils Group four**

**ONE TO ELECT**

THE FOLLOWING PERSONS HAVE BEEN NOMINATED TO BE ELECTED

<b>Candidate Name</b>	<b>Address</b>	<b>Nominated by</b>
Gordon Archer	6 Church Lane Chinnor Oxfordshire OX39 4PQ	Chinnor Parish Council
Matthew Day	Apsley Cottage The Green Kingston Blount Oxfordshire OX39 4SE	Aston Rowant Parish Council
Sue Rowland	c/o Clerk RPPC Orchard Gate Plough Lane Shiplake Cross Oxfordshire RG9 4DE	Rotherfield Peppard Parish Council

A description of each candidate (if supplied) can be found on the following pages.

As there is more than one validly nominated candidate a poll is required. A ballot paper accompanies this Statement. Completed ballot papers must be received by email at our office address by 16.00 on Friday 16<sup>th</sup> April 2021.

Office address: [office@chilternsaonb.org](mailto:office@chilternsaonb.org)

## **Gordon Archer**

Having moved into the Chilterns area in 1967 (Princes Risborough) I have always been interested in the countryside, mainly for recreation but also for what we get out of it in its enjoyment of escapism and sometimes foraging. Now having returned to the area, although I really never left with my family taking up residence locally, I find I have been gaining ever more interest in what the general Chiltern area and its ecology gives us all.

My interest include the lakes at Chinnor and their management with the value added possibilities that could enhance the area and having green vista's open to all. Reforestation has also been an interest of mine having planted trees wherever I have lived and can point to a street scene planted by myself in Princes Risborough in early 1970 (Flowering Cherry) plus a particular stand of tall pines. This apart from several fruit and nut trees?

My background of apprentice engineer through to external service engineer within the Tobacco Industry, then the Plastic & rubber moulding industry into several general management positions ending finally in my twilight years as General Manager for a US company here in the UK with the adhesives industry with a 5 million turnover.

Skills include but not exclusively Mechanical/Electrical Engineer, Pneumatics, Hydraulics, Programmable Logic control; Educated to Technician level through day release, followed by continuous industry specific training courses, with additional part qualified accountant.

Hobbies & Interests gained further personal development, which include; fishing, Sub Aqua Diving acquiring BSAC National Qualified Diving instructor 2-star award, with add-ons of Lifesaver, Diver Cox'n & RYA Powerboat awards.

Having severed 4 years as local parish Councillor in South Warwickshire, taking several WALC certified training now further 2 years here in Oxfordshire.

## **Matthew Day**

I grew up in Kingston Blount, attended local schools and now live here with my wife and two kids (who are now in the same school I went to). I have been a Parish Councillor for 6 years and chairman of the planning committee for 5 years. In this role I have fought contentious planning applications, organised meetings to discuss planning applications as part of my ambition to make planning slightly more open and engaging. I have also helped residents gain planning permission where we thought it was a good scheme and where we could help or offer advice.

I run a small business building oak frame buildings and structures as well as making sculpture. I have recently been commissioned by Chinnor Parish Council to undertake an outdoor art trail with public consultation and art workshops for school children that I hope to start in the summer of 2021. As part of my timber framing business, I work with local woodland owners and sawmills to use local timber as part of a drive to make sustainable and beautiful buildings, I also get to learn about woodland management and trees as a sustainable resource.

I am passionate about the environment and working towards building a sustainable future for our kids and that in some small way I can help. I would like to think I can bring some real experience to the Chiltern Conservation Board from my work and time on the Parish Council. I am more than happy to learn new skills and be an active member of the team.

## **Sue Rowland**

Cllr Sue Rowland Rotherfield Peppard Parrish Council.

Sue is a retired barrister who spent 30 years working as a corporate lawyer in the nuclear and pharmaceutical industries, her last job was Director of International Legal Affairs for a major US multinational.

She was raised and educated in the Chilterns and developed an interest in the woodlands, wildlife and flora of the area, from a very early age, inspired by her primary school headteacher and her love of the natural world. She has lived in South Oxfordshire for the last forty years. She was a Parish Councillor for Kidmore End for several years until she moved to Kingswood. She joined Rotherfield Peppard Parish council in June 2017, where she is chair of the planning committee.

Sue is a keen horse rider and walker and has a special interest in planning in the AONB, and the conservation and preservation of its unique beauty. She lives on the Wyfold Estate within the AONB and is on the Estate Management Board with a role in managing the Estates woodland conservation and land maintenance.

<b>Title</b>	Damaged Pavements
<b>Authors</b>	Goring Resident
<b>Meeting</b>	Goring-on-Thames Parish Council – 08 <sup>th</sup> March 2021

This is a note to draw to your / the Council's attention several damaged and potentially dangerous stretches of walkway in the village near where I live (I'm at [REDACTED] and walk a great deal in the village, particularly at the present time).

The first is the entrance in Cleeve Road to the much-used public footpath between Cariad Court and the river. There is now a significant broken area, which fills with water, leaves and mud. People are trying to avoid it by walking on what used to be grass and is now slippery mud, alongside. It needs filling – just some concrete mix would solve the safety problem for good, although topping it with tarmac would of course look nicer. It has been worsening for quite a few years. PLEASE could the Council do something about it? As a small job, I would have thought it could actually be undertaken by the Council itself, rather than referring to Oxfordshire CC...

The other two are small, but worsening in this miserable weather. Both were caused by heavy contractors' lorries parking partly on the footpath to deliver supplies over the neighbouring fence (!), and then stabilising themselves by imposing a heavy load onto the pavement, effectively crushing the surface. They were done (by contractors) during work which happens to have been for the 2 separate properties at the entrance to Cleevedede – so one is about 20 yards to the north, from which a huge container was delivered, yet to be removed. The other is 10 or 20 yards to the south of the Cleevedede entrance. They are roughly round patches, about (say) 50 cm across, where the old pavement/tarmac finish is depressed and now filled with the same mixture of water, mud and leaves; the only way of avoiding them is to walk on slippery grass/mud, or in the road...

I know that "highways" are not principally the responsibility of the PC, but these relatively small damages need attention, and I would hope you or the Council could agree to find some way of helping to remedy them. Many people walk on the footpaths involved, so they need attention before someone falls and injures themselves...

REPORT – GPC PUBLIC SPACES STRATEGY WORKING GROUP (UPDATE)

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Our appointed Landscape Architect consultant is finalising the report and wanted to review it with the committee to ensure it is addressing the brief and to initial feedback on the recommended strategy's key elements. There was a recent meeting and the committee was quite positive in the thrust of the report, and motivated by the recommendations that are emerging.

Without going into too much detail at this stage, there was a recommendation about running the consultation(s) regarding the strategy – to make these 'live', 'interactive' and less formal – to encourage participation, but to also provide stimulus as to some of the different ideas. The intent is to better engage the community by making the consultation events fun and encouraging participation of all, from very young children to older adults. This may involve hiring of temporary play equipment (for example) and to have activities appropriate for all age groups. This series of consultation events is tentatively titled 'Summer of Play', and we would aim to have these later in the summer – not a dull consultation, but including some community fun events after the period of lockdowns; both a consultation and a celebration.

**To do this we propose to allocate £10k to this project (from our unallocated reserves from this current fiscal year).** Of course, the details of expenditure will be approved as per our financial regulations, but will include things like hire or purchase of different play equipment, marquees, communication of the events, printing of surveys, etc.

Cllr Bryan Urbick  
(for the Public Spaces Review Working Group)  
3<sup>rd</sup> March 2021



# GORING-ON-THAMES PARISH COUNCIL

## Minutes of a Virtual Meeting of the Traffic Management, Parking & Pedestrian Safety Committee of the Goring On Thames Parish Council

Tuesday 09<sup>th</sup> February 2021 at 10:15am, Virtual Meeting

### Public Session – Prior to the Start of the Meeting

#### Members Present:

Chairman

Vice Chairman

Members  
Cllr Bryan Urbick (BU)  
Cllr David Brooker (DB)  
Cllr Sonia Lofthouse (SL)

#### Officers Present:

Clerk  
Laura White (LW)

**Public and Press:** Total: approximately 3

**Meeting started 10:17**

#### **TS.01.1. To elect a Chairman of the Committee**

**Resolved:** To appoint DB the Chairman, Unanimous

#### **TS.01.2. To receive Chairman's acceptance of office**

To be provided to the parish office after the meeting

#### **TS.01.3. To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1))**

None

#### **TS.01.4. Declarations of Interests (LA 2011 s31)**

None

#### **TS.01.5. To review the status of the recently completed High Street Works and agree actions.**

##### **TS.01.5.1. To consider OCC Highways suggestion to place a bollard outside the Veterinarian Practice, to prevent cars mounting the pavement outside Brewery Cottages.**

DB gave summary, that this item has been realised with OCC Highways, by a resident and there is a spare bollard available from the other Highways work.

It was suggested that the dropped curb may no longer used for vehicular access to the property that the Vets sits on.

**Resolved:** Approved to proceed, subject to agreement with the owners of the Veterinarian Practice, Unanimous.

David Brooker: Chairman

09 February 2021



**TS.01.5.2. To note, the two priority signs are to be updated from the OCC Highways maintenance budget, to be black poles with smaller signs.**

Noted

**TS.01.6. To consider the list of committee projects as detailed in the Committee Terms of Reference and agree actions.**

**TS.01.6.1. To Approve forming the Station Road Sub-Committee in conjunction with MIGGS, Terms of Reference as detailed in the Traffic Management, Parking & Pedestrian Safety Committee Terms of Reference and appoint all members of this Committee to the Sub-Committee.**

**Resolved:** Approved, to form the Sub-Committee, co-opting 3 members of MIGGS.

**TS.01.6.2. To receive nominations and co-opt 3 members of MIGGS to the Station Road Sub-Committee**

Nominations received from MIGGS:

John Boler

Briony Cooke

Angie Tomlinson

**Resolved:** All 3 nominations accepted and members co-opted to the Station Road Sub-Committee, Unanimous

**TS.01.7. Matters for future discussion.**

None

**TS.01.8. To confirm the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.**

Agreed to confirm as needed.

**TS.01.9. To approve the Minutes of this meeting.**

The Clerk read out the minutes to the Committee.

**Resolved:** Approved, Unanimous.

Meeting Closed 10:29

REPORT – SIGNAGE REVIEW PROPOSAL

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When walking through the village, there are a significant number of signs that are no longer visible, partially damaged or removed, faded, etc. This signage tends to be about footpaths or bridle ways, and for this proposal I am excluding highways/road signs. When reviewing signage at other locations – Streatley is an excellent example – there is clearly much more care and maintenance of the signs and their messages.

**I propose to the Council that I do a review of the signs in the Parish, who is responsible for them (ie the National Trails team at SODC) and put together a proposal to be presented to a future PC meeting to give our signs a needed uplift.**

Cllr Sonia Lofthouse  
3<sup>rd</sup> March 2021

<b>Title</b>	Finance Reports
<b>Authors</b>	Clerk & RFO
<b>Meeting</b>	Goring-on-Thames Parish Council – 08 <sup>th</sup> March 2021

### Payments, Current Account January and February 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/01/2021	TSB Bank plc	DD_20_354	£ 5.00	January 2021 Service charge
04/01/2021	Xerox	DD_20_355	£ 90.58	Quarterly Service Charge
04/01/2021	SODC	DD_20_357	£ 95.00	SODC - Rates Store & Premises
04/01/2021	SODC	DD_20_356	£ 69.00	SODC Rates - Hall & Premises
04/01/2021	Mike Ward	BAC_20_358		Dec Salary
05/01/2021	Castle Water	DD_20_359	£ 10.50	Water OJFS
05/01/2021	Castle Water	DD_20_360	£ 11.10	Water - Gardiner
05/01/2021	Castle Water	DD_20_361	£ 52.51	Water - Sheepcot
05/01/2021	Get Support IT Services Ltd	DD_20_362	£ 43.44	Office 365 & Backup Jan 2021
08/01/2021	Google ireland Ltd	DD_20_364	£ 9.20	Google ireland Ltd
21/01/2021	Grundon Waste Magt.	DD_20_366	£ 11.30	Waste Collection - OJFS
21/01/2021	Grundon Waste Magt.	DD_20_367	£ 393.65	Skip Empty & WTN - WHBG
22/01/2021	SSE	DD_20_368	£ 1,282.28	Electricity - Strelamps
25/01/2021	HMRC	BAC_20_369	£ 321.63	December Deductions
31/01/2021	Oxfordshire County Council	BAC_20_371	£ 1,440.00	Car Park- Half Yearly Rent
31/01/2021	Heritage Tree Service Ltd	BAC_20_372	£ 3,684.00	Priorty2 Works; Ref Feb Survey
31/01/2021	Heritage Tree Service Ltd	BAC_20_373	£ 780.00	WHBG Drive Tree Remove
31/01/2021	SSE	BAC_20_374	£ 95.93	Recharg Repairs - Streetlights
31/01/2021	SSE	BAC_20_375	£ 885.06	Maintenance Dec - Streetlights
31/01/2021	SMS Environmental	BAC_20_376	£ 60.00	Temp Checks - Pavillions
31/01/2021	BGG Garden & Tree Care	BAC_20_377	£ 470.40	Litter Pick Jan 2021
31/01/2021	BGG Garden & Tree Care	BAC_20_378	£ 588.00	Litter Picking - Dec 2020
31/01/2021	M&C Landscapes	BAC_20_379	£ 480.00	Hedge Trimming - WHBG
31/01/2021	M&C Landscapes	BAC_20_380	£ 180.00	Hege Trimming - Yew Tree Court
31/01/2021	WEL Medical	BAC_20_381	£ 298.98	Defib Replacement Parts
31/01/2021	LEA White	BAC_20_382		Jan Salary & Expenses
31/01/2021	Mike Ward	BAC_20_383		Dec Salary & Expenses
31/01/2021	J S Merrill	BAC_20_384		Jan Salary
31/01/2021	GiffGaff Ltd	BAC_20_385	£ 12.00	Jan Sim Costs - Refund L White
31/01/2021	Ryman	BAC_20_386	£ 104.99	Filing Boxes - Finance
01/02/2021	SODC	DD_20_388	£ 69.00	Rates - Hall & Premises
01/02/2021	Get Support IT Services Ltd	DD_20_389	£ 43.44	Office 365 & Backups
02/02/2021	TSB Bank plc	DD_20_390	£ 5.00	Monthly Service Charge
03/02/2021	Xerox	DD_20_391	£ 7.14	Variable Charges Oct-Dec 2020
05/02/2021	Google ireland Ltd	DD_20_393	£ 9.20	goringplan.co.uk Jan Charges
05/02/2021	Castle Water	DD_20_394	£ 10.50	Water OJFS
05/02/2021	Castle Water	DD_20_395	£ 11.10	Water Gardiner
05/02/2021	Castle Water	DD_20_396	£ 52.51	Water Sheepcot

## Appendix K

05/02/2021	SODC	BAC_20_397	£	538.20	Dog Waste Oct-Dec 2020
11/02/2021	Colin Ratcliff	BAC_20_399	£	84.99	Norton 360 Antivirus
15/02/2021	HM Revenue & Customs	BAC_20_400	£	548.72	January 2021 PAYE Deductions
15/02/2021	M&C Landscapes	BAC_20_401	£	751.68	2-off WHBG Reopen
15/02/2021	SSE	BAC_20_402	£	885.06	Street Light Maint Jan
19/02/2021	SSE	DD_20_405	£	1,057.23	Electricity - Streetlamps
19/02/2021	SSE	R_20_403	-£	176.09	CORRECT Refund Elec Sheepcot
19/02/2021	SSE	R_20_404	-£	5.41	CORRECT Refund Gas Sheepcot
22/02/2021	Grundon Waste Magt.	DD_20_406	£	6.56	Monthly WTN - Skip WHBG
22/02/2021	Grundon Waste Magt.	DD_20_407	£	9.48	Waste OJFS
22/02/2021	SSE	DD_20_408	£	1,343.67	Electricity Gardiner
22/02/2021	SSE	DD_20_409	£	60.58	Electricity OJFS
22/02/2021	SSE	DD_20_410	£	70.91	Gas Gardiner
22/02/2021	SSE	DD_20_411	£	200.21	Gas OJFS
28/02/2021	LEA White	BAC_20_413			Feb Salary & Expenses
28/02/2021	Mike Ward	BAC_20_414			Feb Salary & Expenses
28/02/2021	J S Merrill	BAC_20_415			February Salary
28/02/2021	GiffGaff Ltd	BAC_20_416	£	12.00	2-off Sims - Refund L White
28/02/2021	SMS Environmental	BAC_20_417	£	60.00	Temperature Checks Feb
28/02/2021	SSE	BAC_20_418	£	885.06	Electricity - Streetlamps
		TOTAL	£	<b>21,729.86</b>	

### Receipts Current Account January & February

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
06/01/2021	E Steward	R_20_363	Grazing WHBG Dec'20-Nov'21	£ 56.39
15/01/2021	Howard Chadwick Funeral Servic	R_20_365	Reopen & Interment CE2 H118	£ 1,054.86
27/01/2021	SSE	R_20_370	Wayleaves	£ 11.33
08/02/2021	BRIAN GOLDTHORP	R_20_398	£50 Donation -Christmas Lights	£ 50.00
01/02/2021	HMRC	R_20_387	HMRC VAT Rebate	£ 8,275.07
05/02/2021	Howard Chadwick Funeral Servic	Inv 1316	Interment CE3 H109	£ 333.11
25/02/2021	Tomalin & Son	Inv 1316	Reopen & Interment CE3 B108	£ 1,715.55
			Total Receipts	£ <b>11496.31</b>

### Receipts Reserve Account January & February

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
10/01/2021	TSB Bank plc	Interest	January Interest	£74.81
10/02/2021	TSB Bank plc	Interest	February Interest	£74.02
			Total Receipts	£ <b>148.83</b>

**Bank Reconciliation Current Account 28<sup>th</sup> February 2021**

Bank Statement Account Name (s)	Statement Date	Page No	Balances
TSB Current	28/02/2021	0	£ 30528.72
			£ 30528.72
Unpresented Cheques (Minus)		Amount	
		0	
			0
			£ 30528.72
Receipts not Banked/Cleared (Plus)			
		0	
			0
			£ 30528.72
			£ 30528.72
		Balance per Cash Book	£ 30528.72
		Difference	0

**Bank Reconciliation Reserve Account 28<sup>th</sup> February 2021**

Bank Statement Account Name (s)	Statement Date	Page No	Balances
TSB Current	28/02/2021	0	£ 177150.30
			£ 177150.30
Unpresented Cheques (Minus)		Amount	
		0	
			0
			£ 177150.30
Receipts not Banked/Cleared (Plus)			
		0	
			0
			£ 177150.30
			£ 177150.30
		Balance per Cash Book	£ 177150.30
		Difference	0

**Updated Budgets for FY2020-2021 & FY2021-2022**

Narrative on the changes made and the reasoning will be given at the meeting.

	2020-21				2021-22			
	Proposed		Actual YTD	STILL TO SPEND	Original AGREED	PROPOSED		
	Original AGREED	Total				DIRECT BUDGET	EMR	TOTAL
When the precept was set								
101 Allowances & Expenses								
2110 Allowances Expenses Training	£ 750	£ 650	£ 596	£ 54	£ 1,700.00	£ 1,700.00	£ -	£ 1,700.00
	£ 750	£ 650	£ 596	£ 54	£ 1,700.00	£ 1,700.00	£ -	£ 1,700.00
6000	£ -	£ -	£ 327			£ -	£ -	£ -
102 Administration								
2200 Security, Fire & Safety	£ -	£ 310	£ 310	£ -	£ 150.00	£ 150.00	£ -	£ 150.00
2210 Postage, copies and printing	£ 630	£ 400	£ 365	£ 35	£ 450.00	£ 450.00	£ -	£ 450.00
2240 Telephone & Internet	£ 400	£ 700	£ 616	£ 84	£ 1,050.00	£ 1,050.00	£ -	£ 1,050.00
2245 Website	£ 15	£ 15	£ 15	£ -		£ -	£ -	£ -
2250 Software and Back Ups etc	£ 500	£ 1,050	£ 986	£ 64	£ 950.00	£ 950.00	£ -	£ 950.00
2255 Office Equipment	£ 7	£ 1,575	£ 1,575	£ -	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
2270 Insurance	£ 2,087	£ 1,756	£ 1,756	£ -	£ 1,900.00	£ 1,900.00	£ -	£ 1,900.00
2290 Rates & Taxes	£ 1,700	£ 1,600	£ 1,428	£ 172	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
2300 Miscellaneous Expenditure	£ 200	£ 1,900	£ 1,873	£ 27	£ 306.00	£ 186.00	£ -	£ 186.00
2500 COVID-19 Response (not Staff)	£ -	£ 1,100	£ 908	£ 192		£ -	£ -	£ -
2510 Audit & Accountancy Fees	£ 2,000	£ 250	£ 250	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
2520 Legal Fees	£ 2,500	£ 1,000	£ 35	£ 965	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
2540 Hire of Meeting Room	£ 1,000	£ -	£ -	£ -	£ 500.00	£ 500.00	£ -	£ 500.00
2550 Publications	£ 100	£ 200	£ 42	£ 158	£ 100.00	£ 1,500.00	£ -	£ 1,500.00
2590 Awards and Honours	£ 2,000	£ 466	£ 466	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
	£ 13,124	£ 12,322	£ 10,623	£ 1,699	£ 12,406.00	£ 13,686.00	£ -	£ 13,686.00
6000	£ -	£ -				£ -	£ -	£ -
103 Staff								
2310 Staff Costs	£ 40,040	£ 34,000	£ 29,397	£ 4,603	£ 50,000.00	£ 49,000.00	£ -	£ 49,000.00
	£ 40,040	£ 34,000	£ 29,397	£ 4,603	£ 50,000.00	£ 49,000.00	£ -	£ 49,000.00
6000	£ -	£ -	£ 2,841			£ -	£ -	£ -
104 Subscriptions								
2410 Subscriptions	£ 850	£ 850	£ 176	£ 674	£ 800.00	£ 800.00	£ -	£ 800.00
	£ 850	£ 850	£ 176	£ 674	£ 800.00	£ 800.00	£ -	£ 800.00
105 Miscellaneous Finance								
2580 Bank Charges	£ 300	£ 60	£ 55	£ 5	£ 100.00	£ 100.00	£ -	£ 100.00
	£ 300	£ 60	£ 55	£ 5	£ 100.00	£ 100.00	£ -	£ 100.00
6000	£ -	£ -				£ -	£ -	£ -

FROM EMR AS NEEDED

c. 6 meetings/yr at village hall  
 Communication Committee

Maximum Hours, inclusive maximum SCP increases for Clerk/Ass Clerks (Range between

	Original AGREED	Total	Actual YTD	STILL TO SPEND		Original AGREED	DIRECT BUDGET	EMR	TOTAL	
180 Income										
1130 White Hill Burial Ground	£ 12,500	£ 15,500	£ 14,927	£ 573		£ 15,000.00	£ 14,000.00	£ 1,000.00	£ 15,000.00	
1132 Grants and Donations	£ 50,000	£ 28,255	£ 28,255	£ -			£ -	£ -	£ -	All grants / Donations to EMR
1134 Miscellaneous Income Other	£ 1,403	£ -	£ -	£ -		£ 50.00	£ 50.00	£ -	£ 50.00	
1135 Community Car Park	£ 4,000	£ 2,500	£ 416	£ 2,084		£ 2,400.00	£ 2,400.00	£ -	£ 2,400.00	
1140 Miscellaneous Property Income	£ 260	£ 82	£ 82	£ -		£ 200.00	£ 100.00	£ -	£ 100.00	
1141 Gardiner Ground and Pavilion	£ 4,425	£ 1,945	£ 1,945	£ -		£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00	
1143 Sheepcot Ground and Pavilion	£ 3,619	£ 2,515	£ 2,515	£ -		£ 1,500.00	£ 1,500.00	£ -	£ 1,500.00	
1149 CIL Receipts	£ 20,000	£ 11,798	£ 11,798	£ -			£ -	£ -	£ -	All to EMR
1176 Precept	£ 150,768	£ 150,768	£ 150,768	£ -		£ 158,306.00	£ 121,306.00	£ 37,000.00	£ 158,306.00	
1190 Interest Received	£ 1,500	£ 985	£ 908	£ 77		£ 500.00	£ 500.00	£ -	£ 500.00	
	£ 248,475	£ 214,348	£ 211,614	£ 2,734		£ 179,956.00	£ 141,856.00	£ 38,000.00	£ 179,856.00	
6001		£ -	£ 38,640				£ -	£ -	£ -	
202 Village Maintenance										
2260 Utilities - Gas, Water, Electr	£ 8,000	£ 9,500	£ 8,000	£ 1,500		£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	
2295 Inspections Surveys & Reports	£ 250	£ 4,000	£ 3,587	£ 413		£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	
2570 OJFS Sundries & Maintenance	£ 750	£ 200	£ 161	£ 39		£ 200.00	£ 200.00	£ -	£ 200.00	
2600 Vandalism	£ 500	£ 500	£ -	£ 500		£ 500.00	£ 500.00	£ -	£ 500.00	
2610 Traveller Eviction & Cleanup		£ 6,025	£ 4,525	£ 1,500		£ -	£ -	£ -	£ -	
3100 Misc Burial Ground Costs	£ 500	£ 2,000	£ 1,623	£ 377		£ 450.00	£ 450.00	£ -	£ 450.00	
3110 Grass Weeding Strimming Fertil	£ 15,000	£ 14,000	£ 12,639	£ 1,361		£ 14,500.00	£ 14,500.00	£ -	£ 14,500.00	
3120 Hedges/Fences/Paddocks/Gates	£ 2,000	£ 3,000	£ 2,550	£ 450		£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	
3170 General Maintenance & Repair	£ 6,000	£ 3,000	£ 2,876	£ 124		£ 4,000.00	£ 4,000.00	£ -	£ 4,000.00	
3210 Grave Digging	£ 4,000	£ 4,000	£ 3,417	£ 583		£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	
3260 Defibrillator	£ 200	£ 400	£ 299	£ 101		£ 200.00	£ 200.00	£ -	£ 200.00	
3420 Street Lighting	£ 20,500	£ 19,500	£ 18,273	£ 1,227		£ 20,000.00	£ 20,000.00	£ -	£ 20,000.00	
3525 Trees	£ 4,000	£ 5,535	£ 5,535	£ -		£ -	£ -	£ -	£ -	From EMR As Needed
3560 Waste / Litter / Street Cleani	£ 7,000	£ 7,100	£ 6,658	£ 442		£ 6,000.00	£ 6,000.00	£ -	£ 6,000.00	
3562 Winter & Flooding	£ 600	£ 600	£ -	£ 600		£ 600.00	£ 600.00	£ -	£ 600.00	
3650 Car Park	£ 3,000	£ 2,400	£ 2,400	£ -		£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	
3910 Street Furniture & Seats	£ 1,700	£ 500	£ -	£ 500		£ 500.00	£ 500.00	£ -	£ 500.00	In future, unless repair, from Public Spaces EMR or specific donations
4211 Playground Equipment Maintenanc	£ 1,750	£ 500	£ 471	£ 29		£ 2,500.00	£ 2,500.00	£ -	£ 2,500.00	
	£ 75,750	£ 82,760	£ 73,014	£ 9,746		£ 72,450.00	£ 72,450.00	£ -	£ 72,450.00	
6000			£ 6,346				£ -	£ -	£ -	
203 Grants										
3310 Churches S214(6) LG Act 1972	£ 100	£ -					£ -			
3330 S137 and Other Grant Payments	£ 9,700	£ 1,100	£ -	£ 1,100		£ 5,000.00	£ 3,000.00	£ -	£ 3,000.00	£1000 allocated for Hanging Basket Hire
3350 Transport S26-29 LGR Act 1997	£ 1,800	£ 900	£ 350	£ 550		£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	For Readibus
	£ 11,600	£ 2,000	£ 350	£ 1,650		£ 6,000.00	£ 4,000.00	£ -	£ 4,000.00	
			£ -							
205 Environment										
6330 High Street Strategic Project	FROM EMR		£ 29,865			£ -	£ -	£ -	£ -	
	£ -		£ 29,865			£ -	£ -	£ -	£ -	
6000		£ -	£ 29,865				£ -	£ -	£ -	
400 Neighbourhood Plan										
4908 Misc Expenses/ purchases NP	£ -	£ 100	£ 78	£ 22		£ -	£ 120.00	£ -	£ 120.00	Website Hosting Costs
	£ -	£ 100	£ 78	£ 22		£ -	£ 120.00	£ -	£ 120.00	
6000		£ -	£ 25				£ -	£ -	£ -	

501 Capital and Reserves  
 6320 Street Light Replacements  
 6331 New Playground Equipment  
 6333 Public Spaces Review  
 6500 Community Infrastructure Levy  
 6000

Original AGREED	Total	Actual YTD	STILL TO SPEND		Original AGREED	DIRECT BUDGET	EMR	TOTAL
	£ 1,313	£ 1,313	£ -			£ -	£ -	£ -
	£ -	£ -	£ -			£ -	£ -	£ -
	£ -	£ -	£ -			£ -	£ -	£ -
£ -	£ 1,313	£ 1,313	£ -			£ -	£ -	£ -
	£ -	£ 1,313				£ -	£ -	£ -
			Expected income √					
£ 248,475	£ 212,586	£ 290,845	£ 2,734	A	£ 179,956.00	£ 141,856.00	£ 38,000.00	£ 179,856.00
£ 142,414	£ 140,045	£ 145,763	£ 18,453	B	£ 143,456.00	£ 141,856.00	£ -	£ 141,856.00
£ 106,061	£ 72,541	£ 145,082	Planned Spend /\		£ 36,500.00	£ -	£ 38,000.00	£ 38,000.00

All Spend from EMR  
 All Spend from EMR  
 All Spend from EMR  
 All Spend from EMR

MOVE to EMR

1st Mar 2021

TOTAL IN BANK

VAT Owed

£ 207,514.99

£ 2,739.76

C

D

£ - £ - £ -

£ - £ - £ -

£ -

Available to be in EMRs £ 194,535.75 +D+A)-B

EMRS	CURRENTLY	Transfers		TRANSFER NOW	End 2020-21	Allocated To Use	
		Already this year				from This years Budget	New Total
EMR Operating Reserve	£ 60,000.00	£ 7,000.00	£ 1,462.52	£ 61,462.52	5,000.00	66,462.52	
EMR Rectory Gardens	£ -	£ -1,500.00	£ -	£ -		-	
EMR Ferry Lane Riverbank Repai	£ -	£ -	£ -	£ -		-	
EMR Ferry Lane Fence	£ -	£ -1,000.00	£ -	£ -		-	
EMR Gardiner Pavilion	£ -	£ -	£ -	£ -		-	
EMR Tree Felling & Replacement	£ 9,325.00	£ -	£ 675.00	£ 10,000.00	2,500.00	12,500.00	
EMR Playground Equipment	£ 13,500.00	£ -	£ -	£ 13,500.00	8,000.00	21,500.00	
EMR Legal Fees - Weir	£ -	£ -	£ -	£ -		-	
EMR MIGGS Pavement Widening	£ 5,000.00	£ -	£ -	£ 5,000.00		5,000.00	
EMR Car Park Reserves	£ 2,000.00	£ 1,000.00	£ -	£ 2,000.00	1,000.00	3,000.00	
EMR Conservation Area Apprais	£ -	£ -	£ -	£ -		-	
EMR Sheepcot Refurbishment	£ -	£ -10,302.96	£ -	£ -		-	
EMR CIL	£ -	£ -3,630.03	£ -	£ -		-	
EMR High Street Strategic Project	£ 31,126.11	£ 18,491.86	£ -6,126.11	£ 25,000.00		25,000.00	
EMR Street Lighting Replacement	£ 12,964.08	£ 5,686.69	£ 17,035.92	£ 30,000.00	15,500.00	45,500.00	
EMR LED Street Survey	£ -	£ -5,000.00	£ -	£ -		-	
EMR Covid-19 Response	£ 7,793.45	£ 6,293.45	£ -	£ 7,793.45		7,793.45	
EMR Prev FY Commitments	£ -	£ -8,236.47		EOY Balance			
EMR Security	£ 3,249.04	£ 3,249.04	£ -	£ 3,249.04		3,249.04	
EMR Public Spaces Strategy	£ 10,000.00	£ 10,000.00	£ 14,000.00	£ 24,000.00	5,000.00	29,000.00	
EMR GGBN Reserved Monies	£ 1,030.74	£ 1,030.74	£ -	£ 1,030.74		1,030.74	
EMR External Audit Costs			£ 6,000.00	£ 6,000.00		6,000.00	
EMR WHBG Reserved Plots			£ 5,500.00	£ 5,500.00	1,000.00	6,500.00	
	£ 155,988.42	£ 23,082.33	£ 38,547.33	£ 194,535.75	£ 38,000.00	£ 232,535.75	

To Pay For historical External Audits, Still not completed  
 5x CR Plots; 5x Double Plots - Needs to increase appropriately as burial ground costs



	2020-21				2021-22			
	Proposed		Actual YTD	STILL TO SPEND	Original AGREED	PROPOSED		
	Original AGREED	Total				DIRECT BUDGET	EMR	TOTAL
When the precept was set								
101 Allowances & Expenses								
2110 Allowances Expenses Training	£ 750	£ 650	£ 596	£ 54	£ 1,700.00	£ 1,700.00	£ -	£ 1,700.00
	£ 750	£ 650	£ 596	£ 54	£ 1,700.00	£ 1,700.00	£ -	£ 1,700.00
6000		£ -	£ 327			£ -	£ -	£ -
102 Administration								
2200 Security, Fire & Safety	£ -	£ 310	£ 310	£ -	£ 150.00	£ 150.00	£ -	£ 150.00
2210 Postage, copies and printing	£ 630	£ 400	£ 365	£ 35	£ 450.00	£ 450.00	£ -	£ 450.00
2240 Telephone & Internet	£ 400	£ 700	£ 616	£ 84	£ 1,050.00	£ 1,050.00	£ -	£ 1,050.00
2245 Website	£ 15	£ 15	£ 15	£ -		£ -	£ -	£ -
2250 Software and Back Ups etc	£ 500	£ 1,050	£ 986	£ 64	£ 950.00	£ 950.00	£ -	£ 950.00
2255 Office Equipment	£ 7	£ 1,575	£ 1,575	£ -	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
2270 Insurance	£ 2,087	£ 1,756	£ 1,756	£ -	£ 1,900.00	£ 1,900.00	£ -	£ 1,900.00
2290 Rates & Taxes	£ 1,700	£ 1,600	£ 1,428	£ 172	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
2300 Miscellaneous Expenditure	£ 200	£ 1,900	£ 1,873	£ 27	£ 306.00	£ 186.00	£ -	£ 186.00
2500 COVID-19 Response (not Staff)	£ -	£ 1,100	£ 908	£ 192		£ -	£ -	£ -
2510 Audit & Accountancy Fees	£ 2,000	£ 250	£ 250	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
2520 Legal Fees	£ 2,500	£ 1,000	£ 35	£ 965	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
2540 Hire of Meeting Room	£ 1,000	£ -	£ -	£ -	£ 500.00	£ 500.00	£ -	£ 500.00
2550 Publications	£ 100	£ 200	£ 42	£ 158	£ 100.00	£ 1,500.00	£ -	£ 1,500.00
2590 Awards and Honours	£ 2,000	£ 466	£ 466	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
	£ 13,124	£ 12,322	£ 10,623	£ 1,699	£ 12,406.00	£ 13,686.00	£ -	£ 13,686.00
6000		£ -				£ -	£ -	£ -
103 Staff								
2310 Staff Costs	£ 40,040	£ 34,000	£ 29,397	£ 4,603	£ 50,000.00	£ 49,000.00	£ -	£ 49,000.00
	£ 40,040	£ 34,000	£ 29,397	£ 4,603	£ 50,000.00	£ 49,000.00	£ -	£ 49,000.00
6000		£ -	£ 2,841			£ -	£ -	£ -
104 Subscriptions								
2410 Subscriptions	£ 850	£ 850	£ 176	£ 674	£ 800.00	£ 800.00	£ -	£ 800.00
	£ 850	£ 850	£ 176	£ 674	£ 800.00	£ 800.00	£ -	£ 800.00
105 Miscellaneous Finance								
2580 Bank Charges	£ 300	£ 60	£ 55	£ 5	£ 100.00	£ 100.00	£ -	£ 100.00
	£ 300	£ 60	£ 55	£ 5	£ 100.00	£ 100.00	£ -	£ 100.00
6000		£ -				£ -	£ -	£ -

FROM EMR AS NEEDED

c. 6 meetings/yr at village hall  
 Communication Committee

Maximum Hours, inclusive maximum SCP increases for Clerk/Ass Clerks (Range between

	Original AGREED	Total	Actual YTD	STILL TO SPEND		Original AGREED	DIRECT BUDGET	EMR	TOTAL	
180 Income										
1130 White Hill Burial Ground	£ 12,500	£ 15,500	£ 14,927	£ 573		£ 15,000.00	£ 14,000.00	£ 1,000.00	£ 15,000.00	
1132 Grants and Donations	£ 50,000	£ 28,255	£ 28,255	£ -			£ -	£ -	£ -	All grants / Donations to EMR
1134 Miscellaneous Income Other	£ 1,403	£ -	£ -	£ -		£ 50.00	£ 50.00	£ -	£ 50.00	
1135 Community Car Park	£ 4,000	£ 2,500	£ 416	£ 2,084		£ 2,400.00	£ 2,400.00	£ -	£ 2,400.00	
1140 Miscellaneous Property Income	£ 260	£ 82	£ 82	£ -		£ 200.00	£ 100.00	£ -	£ 100.00	
1141 Gardiner Ground and Pavilion	£ 4,425	£ 1,945	£ 1,945	£ -		£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00	
1143 Sheepcot Ground and Pavilion	£ 3,619	£ 2,515	£ 2,515	£ -		£ 1,500.00	£ 1,500.00	£ -	£ 1,500.00	
1149 CIL Receipts	£ 20,000	£ 11,798	£ 11,798	£ -			£ -	£ -	£ -	All to EMR
1176 Precept	£ 150,768	£ 150,768	£ 150,768	£ -		£ 158,306.00	£ 121,306.00	£ 37,000.00	£ 158,306.00	
1190 Interest Received	£ 1,500	£ 985	£ 908	£ 77		£ 500.00	£ 500.00	£ -	£ 500.00	
	£ 248,475	£ 214,348	£ 211,614	£ 2,734		£ 179,956.00	£ 141,856.00	£ 38,000.00	£ 179,856.00	
6001		£ -	£ 38,640				£ -	£ -	£ -	
202 Village Maintenance										
2260 Utilities - Gas, Water, Electr	£ 8,000	£ 9,500	£ 8,000	£ 1,500		£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	
2295 Inspections Surveys & Reports	£ 250	£ 4,000	£ 3,587	£ 413		£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	
2570 OJFS Sundries & Maintenance	£ 750	£ 200	£ 161	£ 39		£ 200.00	£ 200.00	£ -	£ 200.00	
2600 Vandalism	£ 500	£ 500	£ -	£ 500		£ 500.00	£ 500.00	£ -	£ 500.00	
2610 Traveller Eviction & Cleanup		£ 6,025	£ 4,525	£ 1,500		£ -	£ -	£ -	£ -	
3100 Misc Burial Ground Costs	£ 500	£ 2,000	£ 1,623	£ 377		£ 450.00	£ 450.00	£ -	£ 450.00	
3110 Grass Weeding Strimming Fertil	£ 15,000	£ 14,000	£ 12,639	£ 1,361		£ 14,500.00	£ 14,500.00	£ -	£ 14,500.00	
3120 Hedges/Fences/Paddocks/Gates	£ 2,000	£ 3,000	£ 2,550	£ 450		£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	
3170 General Maintenance & Repair	£ 6,000	£ 3,000	£ 2,876	£ 124		£ 4,000.00	£ 4,000.00	£ -	£ 4,000.00	
3210 Grave Digging	£ 4,000	£ 4,000	£ 3,417	£ 583		£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	
3260 Defibrillator	£ 200	£ 400	£ 299	£ 101		£ 200.00	£ 200.00	£ -	£ 200.00	
3420 Street Lighting	£ 20,500	£ 19,500	£ 18,273	£ 1,227		£ 20,000.00	£ 20,000.00	£ -	£ 20,000.00	
3525 Trees	£ 4,000	£ 5,535	£ 5,535	£ -		£ -	£ -	£ -	£ -	From EMR As Needed
3560 Waste / Litter / Street Cleani	£ 7,000	£ 7,100	£ 6,658	£ 442		£ 6,000.00	£ 6,000.00	£ -	£ 6,000.00	
3562 Winter & Flooding	£ 600	£ 600	£ -	£ 600		£ 600.00	£ 600.00	£ -	£ 600.00	
3650 Car Park	£ 3,000	£ 2,400	£ 2,400	£ -		£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	
3910 Street Furniture & Seats	£ 1,700	£ 500	£ -	£ 500		£ 500.00	£ 500.00	£ -	£ 500.00	In future, unless repair, from Public Spaces EMR or specific donations
4211 Playground Equipment Maintenanc	£ 1,750	£ 500	£ 471	£ 29		£ 2,500.00	£ 2,500.00	£ -	£ 2,500.00	
	£ 75,750	£ 82,760	£ 73,014	£ 9,746		£ 72,450.00	£ 72,450.00	£ -	£ 72,450.00	
6000			£ 6,346				£ -	£ -	£ -	
203 Grants										
3310 Churches S214(6) LG Act 1972	£ 100	£ -					£ -			
3330 S137 and Other Grant Payments	£ 9,700	£ 1,100	£ -	£ 1,100		£ 5,000.00	£ 3,000.00	£ -	£ 3,000.00	£1000 allocated for Hanging Basket Hire
3350 Transport S26-29 LGR Act 1997	£ 1,800	£ 900	£ 350	£ 550		£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	For Readibus
	£ 11,600	£ 2,000	£ 350	£ 1,650		£ 6,000.00	£ 4,000.00	£ -	£ 4,000.00	
			£ -							
205 Environment										
6330 High Street Strategic Project	FROM EMR		£ 29,865			£ -	£ -	£ -	£ -	
	£ -		£ 29,865			£ -	£ -	£ -	£ -	
6000		£ -	£ 29,865				£ -	£ -	£ -	
400 Neighbourhood Plan										
4908 Misc Expenses/ purchases NP	£ -	£ 100	£ 78	£ 22		£ -	£ 120.00	£ -	£ 120.00	Website Hosting Costs
	£ -	£ 100	£ 78	£ 22		£ -	£ 120.00	£ -	£ 120.00	
6000		£ -	£ 25				£ -	£ -	£ -	

501 Capital and Reserves  
 6320 Street Light Replacements  
 6331 New Playground Equipment  
 6333 Public Spaces Review  
 6500 Community Infrastructure Levy  
 6000

Original AGREED	Total	Actual YTD	STILL TO SPEND		Original AGREED	DIRECT BUDGET	EMR	TOTAL
	£ 1,313	£ 1,313	£ -			£ -	£ -	£ -
	£ -	£ -	£ -			£ -	£ -	£ -
	£ -	£ -	£ -			£ -	£ -	£ -
£ -	£ 1,313	£ 1,313	£ -			£ -	£ -	£ -
	£ -	£ 1,313				£ -	£ -	£ -
			Expected income √					
£ 248,475	£ 212,586	£ 290,845	£ 2,734	A	£ 179,956.00	£ 141,856.00	£ 38,000.00	£ 179,856.00
£ 142,414	£ 140,045	£ 145,763	£ 18,453	B	£ 143,456.00	£ 141,856.00	£ -	£ 141,856.00
£ 106,061	£ 72,541	£ 145,082	Planned Spend /\		£ 36,500.00	£ -	£ 38,000.00	£ 38,000.00

All Spend from EMR  
 All Spend from EMR  
 All Spend from EMR  
 All Spend from EMR

MOVE to EMR

1st Mar 2021

TOTAL IN BANK

VAT Owed

£ 207,514.99

£ 2,739.76

C

D

£ - £ - £ -

£ - £ - £ -

£ -

Available to be in EMRs £ 194,535.75 +D+A)-B

EMRS	CURRENTLY	Transfers		TRANSFER NOW	End 2020-21	Allocated To Use	
		Already this year				from This years Budget	New Total
EMR Operating Reserve	£ 60,000.00	£ 7,000.00	£ 1,462.52	£ 61,462.52	5,000.00	66,462.52	
EMR Rectory Gardens	£ -	£ -1,500.00	£ -	£ -		-	
EMR Ferry Lane Riverbank Repai	£ -	£ -	£ -	£ -		-	
EMR Ferry Lane Fence	£ -	£ -1,000.00	£ -	£ -		-	
EMR Gardiner Pavilion	£ -	£ -	£ -	£ -		-	
EMR Tree Felling & Replacement	£ 9,325.00	£ -	£ 675.00	£ 10,000.00	2,500.00	12,500.00	
EMR Playground Equipment	£ 13,500.00	£ -	£ -	£ 13,500.00	8,000.00	21,500.00	
EMR Legal Fees - Weir	£ -	£ -	£ -	£ -		-	
EMR MIGGS Pavement Widening	£ 5,000.00	£ -	£ -	£ 5,000.00		5,000.00	
EMR Car Park Reserves	£ 2,000.00	£ 1,000.00	£ -	£ 2,000.00	1,000.00	3,000.00	
EMR Conservation Area Apprais	£ -	£ -	£ -	£ -		-	
EMR Sheepcot Refurbishment	£ -	£ -10,302.96	£ -	£ -		-	
EMR CIL	£ -	£ -3,630.03	£ -	£ -		-	
EMR High Street Strategic Project	£ 31,126.11	£ 18,491.86	£ -6,126.11	£ 25,000.00		25,000.00	
EMR Street Lighting Replacement	£ 12,964.08	£ 5,686.69	£ 17,035.92	£ 30,000.00	15,500.00	45,500.00	
EMR LED Street Survey	£ -	£ -5,000.00	£ -	£ -		-	
EMR Covid-19 Response	£ 7,793.45	£ 6,293.45	£ -	£ 7,793.45		7,793.45	
EMR Prev FY Commitments	£ -	£ -8,236.47		EOY Balance			
EMR Security	£ 3,249.04	£ 3,249.04	£ -	£ 3,249.04		3,249.04	
EMR Public Spaces Strategy	£ 10,000.00	£ 10,000.00	£ 14,000.00	£ 24,000.00	5,000.00	29,000.00	
EMR GGBN Reserved Monies	£ 1,030.74	£ 1,030.74	£ -	£ 1,030.74		1,030.74	
EMR External Audit Costs			£ 6,000.00	£ 6,000.00		6,000.00	
EMR WHBG Reserved Plots			£ 5,500.00	£ 5,500.00	1,000.00	6,500.00	
	£ 155,988.42	£ 23,082.33	£ 38,547.33	£ 194,535.75	£ 38,000.00	£ 232,535.75	

To Pay For historical External Audits, Still not completed  
 5x CR Plots; 5x Double Plots - Needs to increase appropriately as burial ground costs

	2020-21				2021-22			
	Proposed		Actual YTD	STILL TO SPEND	Original AGREED	PROPOSED		
	Original AGREED	Total				DIRECT BUDGET	EMR	TOTAL
When the precept was set								
101 Allowances & Expenses								
2110 Allowances Expenses Training	£ 750	£ 650	£ 596	£ 54	£ 1,700.00	£ 1,700.00	£ -	£ 1,700.00
	£ 750	£ 650	£ 596	£ 54	£ 1,700.00	£ 1,700.00	£ -	£ 1,700.00
6000	£ -	£ -	£ 327			£ -	£ -	£ -
102 Administration								
2200 Security, Fire & Safety	£ -	£ 310	£ 310	£ -	£ 150.00	£ 150.00	£ -	£ 150.00
2210 Postage, copies and printing	£ 630	£ 400	£ 365	£ 35	£ 450.00	£ 450.00	£ -	£ 450.00
2240 Telephone & Internet	£ 400	£ 700	£ 616	£ 84	£ 1,050.00	£ 1,050.00	£ -	£ 1,050.00
2245 Website	£ 15	£ 15	£ 15	£ -		£ -	£ -	£ -
2250 Software and Back Ups etc	£ 500	£ 1,050	£ 986	£ 64	£ 950.00	£ 950.00	£ -	£ 950.00
2255 Office Equipment	£ 7	£ 1,575	£ 1,575	£ -	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
2270 Insurance	£ 2,087	£ 1,756	£ 1,756	£ -	£ 1,900.00	£ 1,900.00	£ -	£ 1,900.00
2290 Rates & Taxes	£ 1,700	£ 1,600	£ 1,428	£ 172	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
2300 Miscellaneous Expenditure	£ 200	£ 1,900	£ 1,873	£ 27	£ 306.00	£ 186.00	£ -	£ 186.00
2500 COVID-19 Response (not Staff)	£ -	£ 1,100	£ 908	£ 192		£ -	£ -	£ -
2510 Audit & Accountancy Fees	£ 2,000	£ 250	£ 250	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
2520 Legal Fees	£ 2,500	£ 1,000	£ 35	£ 965	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
2540 Hire of Meeting Room	£ 1,000	£ -	£ -	£ -	£ 500.00	£ 500.00	£ -	£ 500.00
2550 Publications	£ 100	£ 200	£ 42	£ 158	£ 100.00	£ 1,500.00	£ -	£ 1,500.00
2590 Awards and Honours	£ 2,000	£ 466	£ 466	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
	£ 13,124	£ 12,322	£ 10,623	£ 1,699	£ 12,406.00	£ 13,686.00	£ -	£ 13,686.00
6000	£ -	£ -				£ -	£ -	£ -
103 Staff								
2310 Staff Costs	£ 40,040	£ 34,000	£ 29,397	£ 4,603	£ 50,000.00	£ 49,000.00	£ -	£ 49,000.00
	£ 40,040	£ 34,000	£ 29,397	£ 4,603	£ 50,000.00	£ 49,000.00	£ -	£ 49,000.00
6000	£ -	£ -	£ 2,841			£ -	£ -	£ -
104 Subscriptions								
2410 Subscriptions	£ 850	£ 850	£ 176	£ 674	£ 800.00	£ 800.00	£ -	£ 800.00
	£ 850	£ 850	£ 176	£ 674	£ 800.00	£ 800.00	£ -	£ 800.00
105 Miscellaneous Finance								
2580 Bank Charges	£ 300	£ 60	£ 55	£ 5	£ 100.00	£ 100.00	£ -	£ 100.00
	£ 300	£ 60	£ 55	£ 5	£ 100.00	£ 100.00	£ -	£ 100.00
6000	£ -	£ -				£ -	£ -	£ -

FROM EMR AS NEEDED

c. 6 meetings/yr at village hall  
 Communication Committee

Maximum Hours, inclusive maximum SCP increases for Clerk/Ass Clerks (Range between

	Original AGREED	Total	Actual YTD	STILL TO SPEND		Original AGREED	DIRECT BUDGET	EMR	TOTAL	
180 Income										
1130 White Hill Burial Ground	£ 12,500	£ 15,500	£ 14,927	£ 573		£ 15,000.00	£ 14,000.00	£ 1,000.00	£ 15,000.00	
1132 Grants and Donations	£ 50,000	£ 28,255	£ 28,255	£ -			£ -	£ -	£ -	All grants / Donations to EMR
1134 Miscellaneous Income Other	£ 1,403	£ -	£ -	£ -		£ 50.00	£ 50.00	£ -	£ 50.00	
1135 Community Car Park	£ 4,000	£ 2,500	£ 416	£ 2,084		£ 2,400.00	£ 2,400.00	£ -	£ 2,400.00	
1140 Miscellaneous Property Income	£ 260	£ 82	£ 82	£ -		£ 200.00	£ 100.00	£ -	£ 100.00	
1141 Gardiner Ground and Pavilion	£ 4,425	£ 1,945	£ 1,945	£ -		£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00	
1143 Sheepcot Ground and Pavilion	£ 3,619	£ 2,515	£ 2,515	£ -		£ 1,500.00	£ 1,500.00	£ -	£ 1,500.00	
1149 CIL Receipts	£ 20,000	£ 11,798	£ 11,798	£ -			£ -	£ -	£ -	All to EMR
1176 Precept	£ 150,768	£ 150,768	£ 150,768	£ -		£ 158,306.00	£ 121,306.00	£ 37,000.00	£ 158,306.00	
1190 Interest Received	£ 1,500	£ 985	£ 908	£ 77		£ 500.00	£ 500.00	£ -	£ 500.00	
	£ 248,475	£ 214,348	£ 211,614	£ 2,734		£ 179,956.00	£ 141,856.00	£ 38,000.00	£ 179,856.00	
6001		£ -	£ 38,640				£ -	£ -	£ -	
202 Village Maintenance										
2260 Utilities - Gas, Water, Electr	£ 8,000	£ 9,500	£ 8,000	£ 1,500		£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	
2295 Inspections Surveys & Reports	£ 250	£ 4,000	£ 3,587	£ 413		£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	
2570 OJFS Sundries & Maintenance	£ 750	£ 200	£ 161	£ 39		£ 200.00	£ 200.00	£ -	£ 200.00	
2600 Vandalism	£ 500	£ 500	£ -	£ 500		£ 500.00	£ 500.00	£ -	£ 500.00	
2610 Traveller Eviction & Cleanup		£ 6,025	£ 4,525	£ 1,500		£ -	£ -	£ -	£ -	
3100 Misc Burial Ground Costs	£ 500	£ 2,000	£ 1,623	£ 377		£ 450.00	£ 450.00	£ -	£ 450.00	
3110 Grass Weeding Strimming Fertil	£ 15,000	£ 14,000	£ 12,639	£ 1,361		£ 14,500.00	£ 14,500.00	£ -	£ 14,500.00	
3120 Hedges/Fences/Paddocks/Gates	£ 2,000	£ 3,000	£ 2,550	£ 450		£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	
3170 General Maintenance & Repair	£ 6,000	£ 3,000	£ 2,876	£ 124		£ 4,000.00	£ 4,000.00	£ -	£ 4,000.00	
3210 Grave Digging	£ 4,000	£ 4,000	£ 3,417	£ 583		£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	
3260 Defibrillator	£ 200	£ 400	£ 299	£ 101		£ 200.00	£ 200.00	£ -	£ 200.00	
3420 Street Lighting	£ 20,500	£ 19,500	£ 18,273	£ 1,227		£ 20,000.00	£ 20,000.00	£ -	£ 20,000.00	
3525 Trees	£ 4,000	£ 5,535	£ 5,535	£ -		£ -	£ -	£ -	£ -	From EMR As Needed
3560 Waste / Litter / Street Cleani	£ 7,000	£ 7,100	£ 6,658	£ 442		£ 6,000.00	£ 6,000.00	£ -	£ 6,000.00	
3562 Winter & Flooding	£ 600	£ 600	£ -	£ 600		£ 600.00	£ 600.00	£ -	£ 600.00	
3650 Car Park	£ 3,000	£ 2,400	£ 2,400	£ -		£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	
3910 Street Furniture & Seats	£ 1,700	£ 500	£ -	£ 500		£ 500.00	£ 500.00	£ -	£ 500.00	In future, unless repair, from Public Spaces EMR or specific donations
4211 Playground Equipment Maintenanc	£ 1,750	£ 500	£ 471	£ 29		£ 2,500.00	£ 2,500.00	£ -	£ 2,500.00	
	£ 75,750	£ 82,760	£ 73,014	£ 9,746		£ 72,450.00	£ 72,450.00	£ -	£ 72,450.00	
6000			£ 6,346				£ -	£ -	£ -	
203 Grants										
3310 Churches S214(6) LG Act 1972	£ 100	£ -					£ -			
3330 S137 and Other Grant Payments	£ 9,700	£ 1,100	£ -	£ 1,100		£ 5,000.00	£ 3,000.00	£ -	£ 3,000.00	£1000 allocated for Hanging Basket Hire
3350 Transport S26-29 LGR Act 1997	£ 1,800	£ 900	£ 350	£ 550		£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	For Readibus
	£ 11,600	£ 2,000	£ 350	£ 1,650		£ 6,000.00	£ 4,000.00	£ -	£ 4,000.00	
			£ -							
205 Environment										
6330 High Street Strategic Project	FROM EMR		£ 29,865			£ -	£ -	£ -	£ -	
	£ -		£ 29,865			£ -	£ -	£ -	£ -	
6000		£ -	£ 29,865				£ -	£ -	£ -	
400 Neighbourhood Plan										
4908 Misc Expenses/ purchases NP	£ -	£ 100	£ 78	£ 22		£ -	£ 120.00	£ -	£ 120.00	Website Hosting Costs
	£ -	£ 100	£ 78	£ 22		£ -	£ 120.00	£ -	£ 120.00	
6000		£ -	£ 25				£ -	£ -	£ -	

501 Capital and Reserves  
 6320 Street Light Replacements  
 6331 New Playground Equipment  
 6333 Public Spaces Review  
 6500 Community Infrastructure Levy  
 6000

Original AGREED	Total	Actual YTD	STILL TO SPEND		Original AGREED	DIRECT BUDGET	EMR	TOTAL
	£ 1,313	£ 1,313	£ -			£ -	£ -	£ -
	£ -	£ -	£ -			£ -	£ -	£ -
	£ -	£ -	£ -			£ -	£ -	£ -
£ -	£ 1,313	£ 1,313	£ -			£ -	£ -	£ -
	£ -	£ 1,313				£ -	£ -	£ -
			Expected income √					
£ 248,475	£ 212,586	£ 290,845	£ 2,734	A	£ 179,956.00	£ 141,856.00	£ 38,000.00	£ 179,856.00
£ 142,414	£ 140,045	£ 145,763	£ 18,453	B	£ 143,456.00	£ 141,856.00	£ -	£ 141,856.00
£ 106,061	£ 72,541	£ 145,082	Planned Spend /\		£ 36,500.00	£ -	£ 38,000.00	£ 38,000.00

All Spend from EMR  
 All Spend from EMR  
 All Spend from EMR  
 All Spend from EMR

MOVE to EMR

1st Mar 2021

TOTAL IN BANK

VAT Owed

£ 207,514.99

£ 2,739.76

C

D

£ - £ - £ -

£ - £ - £ -

£ -

Available to be in EMRs £ 194,535.75 +D+A)-B

EMRS	CURRENTLY	Transfers		TRANSFER NOW	End 2020-21	Allocated To Use	
		Already this year				from This years Budget	New Total
EMR Operating Reserve	£ 60,000.00	£ 7,000.00	£ 1,462.52	£ 61,462.52	5,000.00	66,462.52	
EMR Rectory Gardens	£ -	£ -1,500.00	£ -	£ -		-	
EMR Ferry Lane Riverbank Repai	£ -	£ -	£ -	£ -		-	
EMR Ferry Lane Fence	£ -	£ -1,000.00	£ -	£ -		-	
EMR Gardiner Pavilion	£ -	£ -	£ -	£ -		-	
EMR Tree Felling & Replacement	£ 9,325.00	£ -	£ 675.00	£ 10,000.00	2,500.00	12,500.00	
EMR Playground Equipment	£ 13,500.00	£ -	£ -	£ 13,500.00	8,000.00	21,500.00	
EMR Legal Fees - Weir	£ -	£ -	£ -	£ -		-	
EMR MIGGS Pavement Widening	£ 5,000.00	£ -	£ -	£ 5,000.00		5,000.00	
EMR Car Park Reserves	£ 2,000.00	£ 1,000.00	£ -	£ 2,000.00	1,000.00	3,000.00	
EMR Conservation Area Appraisa	£ -	£ -	£ -	£ -		-	
EMR Sheepcot Refurbishment	£ -	£ -10,302.96	£ -	£ -		-	
EMR CIL	£ -	£ -3,630.03	£ -	£ -		-	
EMR High Street Strategic Project	£ 31,126.11	£ 18,491.86	£ -6,126.11	£ 25,000.00		25,000.00	
EMR Street Lighting Replacement	£ 12,964.08	£ 5,686.69	£ 17,035.92	£ 30,000.00	15,500.00	45,500.00	
EMR LED Street Survey	£ -	£ -5,000.00	£ -	£ -		-	
EMR Covid-19 Response	£ 7,793.45	£ 6,293.45	£ -	£ 7,793.45		7,793.45	
EMR Prev FY Commitments	£ -	£ -8,236.47		EOY Balance			
EMR Security	£ 3,249.04	£ 3,249.04	£ -	£ 3,249.04		3,249.04	
EMR Public Spaces Strategy	£ 10,000.00	£ 10,000.00	£ 14,000.00	£ 24,000.00	5,000.00	29,000.00	
EMR GGBN Reserved Monies	£ 1,030.74	£ 1,030.74	£ -	£ 1,030.74		1,030.74	
EMR External Audit Costs			£ 6,000.00	£ 6,000.00		6,000.00	
EMR WHBG Reserved Plots			£ 5,500.00	£ 5,500.00	1,000.00	6,500.00	
	£ 155,988.42	£ 23,082.33	£ 38,547.33	£ 194,535.75	£ 38,000.00	£ 232,535.75	

To Pay For historical External Audits, Still not completed  
 5x CR Plots; 5x Double Plots - Needs to increase appropriately as burial ground costs



**STANDING ORDERS**

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**Introduction**

Generally, these standing orders do not duplicate the content of legislation. Where direct references are used, they are referenced. This document has been compiled using the NALC 2018 Model Standing Orders, as updated 2020. Items that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.





**1. Rules of Debate at Meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.





- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - vi. to amend the motion;
  - vii. to proceed to the next business;
  - viii. to adjourn the debate;
  - ix. to put the motion to a vote;
  - x. to ask a person to be no longer heard or to leave the meeting;
  - xi. to refer a motion to a committee or sub-committee for consideration;
  - xii. to exclude the public and press;
  - xiii. to adjourn the meeting; or
  - xiv. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting



## **2. Disorderly Conduct at Meetings**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. Meetings Generally**

- Full Council meetings ●
  - Committee meetings ●
  - Sub-committee meetings ●
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
  - b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
  - c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
  - d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
  - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
  - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless



directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present**



at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the**



**quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the
  - meeting shall be closed. The business on the agenda for the meeting shall be
  - adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

#### **4. Committees and Sub-Committees**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 4 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;



- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. Ordinary Council Meetings**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman**



**of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- k In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- i. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - ii. Receipt of the minutes of the last meeting of a committee;
  - iii. Consideration of the recommendations made by a committee;
  - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - v. Review of the terms of reference for committees;
  - vi. Appointment of members to existing committees;
  - vii. Appointment of any new committees in accordance with standing order 4;
  - viii. Review and adoption of appropriate standing orders and financial regulations;
  - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - x. Review of representation on or work with external bodies and arrangements for reporting back;
  - xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xii. Review of inventory of land and other assets including buildings and office equipment;
  - xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xiv. Review of the Council's and/or staff subscriptions to other bodies;
  - xv. Review of the Council's complaints procedure;
  - xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see*



*also standing orders 11, 20 and 21);*

- xvii. Review of the Council's policy for dealing with the press/media;
  - xviii. Review of the Council's employment policies and procedures;
  - xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- l Additional council meetings shall be held in each year on such dates and times and at such place as the council may direct.
- m To delegate the power to cancel meetings to the clerk in consultation with the chairman of the relevant meeting

## **6. Extraordinary meetings of the council, committees and sub-committees**

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **7. Previous Resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.





## **8. Voting on Appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. Motions of a Meeting that Require Written Notice to be Given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 6 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. Motions at a Meeting that do not Require Written Notice**

- a The following motions may be moved at a meeting without written notice to the



Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. Management of Information**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**



- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. Draft Minutes**

- Full Council meetings ●
  - Committee meetings ●
  - Sub-committee meetings ●
- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
  - b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
  - c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
  - d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
  - e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
  - f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the



meeting for which approved minutes exist shall be destroyed.

### **13. Code of Conduct and Dispensations**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.**
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by the Monitoring Officer OR a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Monitoring Officer prior to the meeting or, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**



- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. Code of Conduct Complaints**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **15. Proper Officer**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email**



**authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
- xiii. *(see also standing order 23);*
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's



response to the local planning authority in a book for such purpose;

- xvi. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee (Planning Applications may also be entered on the Agenda of Council Meetings to reduce the need for extra Planning Committee meetings;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (*see also standing order 23*).

## **16. Responsibility of the Financial Officer**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. Accounts and Accountability Statements**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of



the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

### **18. Financial Controls and Procurement**

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:





- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **19. Handling Staff Matters**

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.



- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the Chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chairman of the Staffing Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by The Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. Responsibilities to Provide Information**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. Responsibilities Under Data Protection Legislation**

Below is not an exclusive list. See also standing order 11.



- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The Council shall maintain a written record of its processing activities.**

## **22. Execution and Sealing of Legal Deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **23. Communicating with District and County or Unitary Councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

## **24. Restrictions on Councillor Activities**

- a Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **25. Standing Orders Generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or



legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## **26. Urgent Business**

- a To delegate the power to deal with urgent matters which could not go before the council, a committee or a sub-committee to the Clerk in consultation with the council or Committee chairman or vice chairman, and where possible a quorum of other councillors.

## **27. Review**

These Standing Order were approved for use at the meeting of the Parish Council on 08<sup>th</sup> March 2021, and supersedes all previous versions, it shall be reviewed once per term of the council.

Signed:

Dated:

K Bulmer, Chairman

## GORING-ON-THAMES PARISH COUNCIL FINANCIAL REGULATIONS 2021

### 1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;



- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit

provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by both the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **7. Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of one of the council or staffing committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.



7.8. Before employing interim staff, the council must consider a full business case.

## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or

more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], <sup>4</sup>[insert reference of the council’s relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

<sup>4</sup> Based on NALC’s Model Standing Order 18d ©NALC 2018

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. Assets, properties and estates**

13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5. Subject only to the limit set in Regulation 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

#### **14. Insurance**

14.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

#### **15. Charities**

15.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## **16. Risk management**

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. Suspension and revision of Financial Regulations**

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Regulations were based on the NALC Model Financial Regulations 2019 template. The template was produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

## **18. Approval**



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These regulations were approved at the council meeting on 8<sup>th</sup> March 2021, and supersede all previous versions. They will be reviewed annually.

Signed

Dated: 08<sup>th</sup> March 2021

K Bulmer Chairman