



Civility & Respect for the local council sector

- IS top of the
agenda

Definition of civility & respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

**For more information about how
to get involved, visit:**

www.nalc.gov.uk or www.slcc.co.uk

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens

Take the
pledge

The Civility and Respect Project is an ongoing and evolving project committed to improving standards for all involved in local councils.



**Civility &
Respect**

IN COLLABORATION WITH SLCC, HALLOW, COUNTY ASSOCIATIONS

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

15.1 War Memorial quotes

The expert could only identify two local contractors who were experienced in dealing with historic structures. A third local builder was approached but failed to respond to numerous email and telephone requests. There are thus 2 quotes rather than the 3 desired (Financial Regulations 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.") In this case it was not practicable to obtain 3 estimates. More effort could be put into getting a third estimate but not from a local contractor experienced in work on historic structures, and so not likely to be chosen.



GORING-ON-THAMES PARISH COUNCIL

Appendix C

Minutes of a Meeting of the Planning Committee of the Goring-on-Thames Parish Council

Tuesday 12th July 2022 at 19:30, Gardiner Pavilion

Public Participation:

None

Members Present:

Chairman	CLlr S Lofthouse (SL)
Vice-Chairman	CLlr D Brooker (DB)
	CLlr J Wills (JW)
	CLlr L Reavil (LR)
	CLlr B Urbick (BU)

Officers Present:

Assistant Clerk	Mrs S Archer (SA)
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Members of the Public and Press: 0

The meeting started: 19:30

22.08.1.01 To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

Apologies were received from CLlr J Emerson

Resolved: Approved Unanimously

22.08.2.01 Record Councillor Substitutions, allowed under the Terms of Reference of this Committee [LGA 1972 s85(1)]

CLlr B Urbick is substituting for CLlr J Emerson

Resolved: Approved Unanimously



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22.08.3.01 Declarations of Interests [LA 2011 s31]

Member to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

None

22.08.4.01 To consider requests for Dispensations [LA 2011 s33]

None

22.08.5.01 To approve the minutes of previous committee meetings [LA 1972 Sch 12. Para 41(1)]

22.08.5.1. Meeting held on 28th June 2022

Resolved: It was agreed unanimously the minutes were an accurate record of the meeting and they were duly signed.

22.08.5.2. Matters arising from the minutes not elsewhere on the agenda.

None

22.08.6.01 To consider applications and approve response to planning authority.

22.08.6.1. P22/S1992/FUL – 2 Elvendon Road, Goring, RG8 0DU

Variation of condition 2 (Approved Plans) in application P19/S1832/FUL. Addition of window and garden room, change of external material finish to better fit with street scene. (As amended by plan PA001 dated 29 June 2022 which reflects what has been built on site.) Demolition of existing boiler showroom and erection of two new semi-detached dwellings and associated external works.

To note the comments from 4 Elvendon road, the have apparently built this in the wrong place, which is having a knock-on effect, and are now overlooking the properties to the back. The obscure glazing has been removed; the neighbour has tried to inform the planning officers from November regarding the build being not as per the plans.

Resolved: Approved Unanimously to Object and submit the response, unneighbourly by not being built in the correct position therefore creating a direct impact on number 4, the additional windows and removed of obscured glass is not acceptable due to loss privacy. We believe these objections have already been brought to the Planning Officers at the end of last year by the neighbour.

22.08.6.2. P22/S2204/HH – White Hill Lodge, Reading Road, Goring, RG8 0LL

Detached 3- bay single-storey oak framed garage to replace existing shed



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Resolved: Approved Unanimously to support and submit the response: No objections on the provision that should provide site plan of the exact location and the tree officer agrees.

22.08.7.01 To note planning authority decisions on applications.

All the below were noted.

22.08.7.1. P22/S1521/FUL – Grove Farmhouse, Grove Road, Goring, RG8 0LT– GRANTED

Erection of 24 ground mounted solar panels in two parallel rows in paddock to the rear of Grove Farmhouse. Solar panels for the domestic use by Grove Farmhouse. Each row will be 12m long and 1.8m deep tilted towards the sun at approximately 30 degrees.

GPC Planning Previous Response: The Parish Council has No Objections to this planning application subject to the solar planners being restricted to the 24 panels proposed, that they are screened by fast growing native species of hedging to protect the view in the AONB and attached the general planning informative.

22.08.7.2. P22/S1657/HH – Thorpeland, Elmhurst Road, Goring, RG8 9BN – GRANTED

Conversion of existing detached garage to habitable space. Application of horizontal cladding & rendering to some walls & chimney.

GPC Planning Previous Response: No objections.

22.08.7.3. P22/S1492/HH – Wey Cottage, 2 Manor Road, Goring, RG8 9DP– GRANTED

Demolition of existing pre-fabricated garage. Replacement with an oak timber frame garage

GPC Planning Previous Response: No objections.

22.08.7.4. P22/S0785/HH – Stow House, Thames Road, Goring, RG8 9AL– GRANTED

Demolition of the single storey rear wing of Stow House and an existing outbuilding, removal of the swimming pool and the existing northern section of driveway and the erection of a one and a half storey outbuilding, consisting of a garage with ancillary accommodation. (As amended by tree information received 13 May 2022).

GPC Planning Previous Response: With reference to P22/S0788/FUL Goring-on-Thames Parish Council Planning Committee also OBJECT to this application. The application does not respect Policy 3 from the Goring Neighbourhood Plan, and is over development for this area; the houses are also too tall and oppressive to the neighbours; contravening neighbourhood plan policy 16. This is a Victorian area and developments should be in this style. It is felt it also contravenes the infill policy, GNP Policy 2; due to the size and the proposed development does not have appropriate access for refuse and other deliveries. The proposals do not comply with the Oxfordshire parking policy and Policy 19 from the neighbourhood plan. The development also removes a vital ecological corridor which is against Policy 12 of the NP. The development is also adjacent to the Ridgeway Path and should have regard for Policy 20 of the neighbourhood plan. Should the application be approved, access via a different road should be given consideration. The entire development of this site needs to be reconsidered to be in line with the various applicable policies for the area. There are other locations in the village where developments such as this (for example Thames Bank; Court Gardens) have worked successfully. It is noted that the developer was asked to consult the parish council and to date; no consultation has been sought

22.08.7.5. P22/S1848/HH - 1 Grange Close, Goring, RG8 9DY – GRANTED

Proposed installation of a 15 panel solar PV system to the front/south facing roof pitch of property.

GPC Planning Previous Response: Goring-on-Thames Parish Council OBJECTS to this application. This property is in the Conservation Area. Planning guidance states solar panels should not be installed at the front of any building in the Conservation Area, these panels



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would be seen from the road

22.08.7.6. P22/S1813/HH - Spring Hill, 70 Wallingford Road, Goring, RG8 0HN – GRANTED

Single storey rear extension.

GPC Planning Previous Response: *No objections*

22.08.8.01 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

All the below were noted

22.08.8.1. P22/S2073/DIS – 7 Summerfield Rise, Goring, RG8 0DS

Discharge of conditions 3 (Surface water), 4 (Foul water), 5 (Boundary treatments) & 6 (Landscaping scheme) in application P21/S2821/FUL. Erection of new dwelling on land adjacent to 7 Summerfield Rise.

22.08.9.01 To review Community Infrastructure Levy (CIL) status / payments

Payment received in April 2022 was at the expected value of £23,837.31.

Expected Values: October 2022: £11,854.30; April 2023: £3,451.09

22.08.10.01 To consider correspondence received

Correspondence received regarding Stow House application for the erection of 4 houses, will the PC be consulted for the meeting with the SODC, would County Council Cllr be open to discussion with the PC to get the villages views across at the meeting.

The recommendation from the pre ap officer was that the developers to discuss with the parish council to come to an agreeable development.

Action: Assistant Clerk to email conservation specialist, District Cllr and Cllrs present to set up a meeting to discuss united approach to SODC committee meeting next week.

22.08.11.01 Matters for future discussion

None

22.08.12.01 To confirm the date of the next meeting – Tuesday 26th July 2022 (4th Tuesday of the Month)

Confirmed.

The Meeting Closed at 19:58



GORING-ON-THAMES PARISH COUNCIL

Appendix D

Minutes of a Meeting of the Planning Committee of the Goring-on-Thames Parish Council

Tuesday 26th July 2022 at 19:30, Gardiner Pavilion

Public Participation:

MoP1: 22 Lockstile Way concerning the above planning application from 20 Lockstile Way. The extension will protrude from the west side of the number 22 loss of the open aspect and light entering the house/conservatory and back garden will adversely affect residential and visual amenity. It will become very "closed in".

Our privacy will be affected by the proposed new kitchen window and door on the east elevation of no. 20. The boundary fence will partially screen our property from the new kitchen window, but not completely. This exposure is exacerbated by the fact that our ground level is slightly higher (about 1 foot) than no. 20, and the top section of the fence is open trellis near the proposed new bedroom window. Would this impact the future development to number 22 due to the 25-degree rule.

Current fencing boundary is owned by number 20 and limits control for screening from 22.

Members Present: 6

Chairman	Cllr S Lofthouse (SL)
Vice-Chairman	Cllr D Brooker (DB)
	Cllr J Wills (JW)
	Cllr L Reavil (LR)
	Cllr J Emerson (JE)
	Cllr A Smith (AS)

Officers Present:

Assistant Clerk	Mrs S Archer (SA)
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Members of the Public and Press: 2

The meeting started: 19:30

22.11.1.01 To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

Apologies were received from Cllr C Ratcliff

Resolved: Approved Unanimously



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22.11.2.01 Record Councillor Substitutions, allowed under the Terms of Reference of this Committee [LGA 1972 s85(1)]

None

Resolved: Approved Unanimously

22.11.3.01 Declarations of Interests [LA 2011 s31]

Member to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

None

22.11.4.01 To consider requests for Dispensations [LA 2011 s33]

None

22.11.5.01 To approve the minutes of previous committee meetings [LA 1972 Sch 12. Para 41(1)]

22.11.5.1. Meeting held on 12th July 2022

Resolved: It was agreed unanimously the minutes were an accurate record of the meeting and they were duly signed.

22.11.5.2. Matters arising from the minutes not elsewhere on the agenda.

None

22.11.6.01 To consider applications and approve response to planning authority.

22.11.6.1. P22/S2445/HH – 20 Lockstile Way, Goring, RG8 0AL

Demolition of existing rear extension, construction of new rear extension, and other alteration works.

The principle of the extension is mute, as there is a president sent, given the information from the MOP there are concerns over the positioning of the windows. It can be difficult to quantify right to light to outside space, and there is less rights to light in outside space as there is to a building.

Resolved: Approved Unanimously to Object and submit the response: Due to the additional new kitchen window and door positioning which has moved further to the south of the building, which will result in a loss of privacy to the neighbours at number 22.

22.11.6.2. P22/S2435/HH – Larchmead, Elmhurst Walk, Goring, RG8 9DE

Addition of single storey side extension. Further solar panels and ground source heat pump to rear elevation only



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Resolved: Approved Unanimously to support and submit the response: No objections and attach the standard planning informative

22.11.6.3. P22/S2469/HH – Greycourt, Manor Road, Goring on Thames, RG8 9ED

Loft conversion with dormer window and rooflights.

Very large extension, with a three-story dormer, no overlooking concerns. It was very difficult to interpret the drawings and is an eclectic building.

Resolved: Approved Unanimously to support and submit the response: No objections and attach the standard planning informative

22.11.6.1. P22/S2460/HH – 6 Milldown Road, Goring, RG8 0BA

New two-storey side extension to replace former single-storey carport. Replace existing conservatory with new single-storey rear extension.

Resolved: Approved Unanimously to support and submit the response: No objections and attach the standard planning informative

22.11.6.1. P22/S0671/HH – Haydown, Elvendon Road, Goring, RG8 0DT - *AMENDED*

The amendment is for: as amplified by Arboricultural Impact Assessment received 1 July 2022 and amended by drawings received 14 July 2022.

Submit the objection as submitted in March.

Resolved: Approved Unanimously to OBJECT and submit the response: We acknowledge the applicants have removed a dormer and added obscured glass in the windows, however the Parish Council still OBJECTS to this application. We continue to have reasonable concerns this is over development. There is still potential overlooking from east facing windows and rooflights adjacent to the boundary. There are also concerns about tree protection now and in the future. We have not yet received the tree officer's report.

There is some confusion about existing planning from 2009. Is this out of date?
abandoned / does this application supersede it?

22.11.7.01 To note planning authority decisions on applications.

All the below were noted.



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22.11.7.1. P22/S1980/HH – Croft House, Limetree Road, Goring, RG8 9EY - GRANTED

Proposed timber built garden room with toilet at the bottom of the rear garden to be used as a home office.

GPC Planning Response: No objections.

22.11.7.2. P22/S2025/HH – Jordleys, Manor Road, Goring, RG8 9EN - GRANTED

Erection of a detached triple garage and demolition of existing greenhouse.

GPC Response: No objections, subject to the use remaining ancillary to the home.

22.11.8.01 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

None

22.11.9.01 To review Community Infrastructure Levy (CIL) status / payments

Payment received in April 2022 was at the expected value of £23,837.31.

Expected Values: October 2022: £11,854.30; April 2023: £3,451.09

22.11.10.01 To consider correspondence received

Comments concerning Application P22/S2445/HH, MoP came to discuss, and noted.

22.11.11.01 Matters for future discussion

None

22.11.12.01 To confirm the date of the next meeting – Tuesday 9th August 2022 (2nd Tuesday of the Month)

Confirmed. Apologies received from AS in advance.

The Meeting Closed at 20:14



GORING-ON-THAMES PARISH COUNCIL

Minutes of a Meeting of the Planning Committee of the Goring-on-Thames Parish Council

Tuesday 09th August 2022 at 19:30, Gardiner Pavilion

Public Participation :

MoP1: P22/S2363/FUL MoP owns a cottage directly opposite the site, she is talking on behalf of 3 people that live around the plot. The Goring neighbourhood Plan and supplementary document's restrictions should be upheld in connection with these houses. All three houses are very large and deeper than their frontage, they would therefore be very obvious from the Wallingford Road and affect the AONB. The large area of flat roof, which is not fitting with any other houses, would definitely be visible on the wider views. The houses build line has been brought forward and the proposed new houses would become more imposing for local residents. There are no highways reviews, the concern is of the large wide driveway which would service two large houses and sits between existing properties' driveways. Furthermore, this entrance would be on a blind bend. GNP6 has guidance on house mix (policy 6) which has not been applied or taken into consideration in this application. Sitting on an elevation creates light pollution concerns, along with large glass frontages. Would the basements cause issues with tree roots and drainage – what is a foul drainage pipe this is not explained in the plans?

MoP2: 76 Wallingford Road, consultation representing the owners of the property. The self-build house will become a dwelling for the family and the existing house would become a house for aging relatives. The garden does not meet the definition of a natural orchard, according to a report commissioned by the applicant. In addition, a transport consultant has planned to widen and improve the safety of driveway access. The applicant is seeking to ensure that the new house fits in with the existing landscape by ensuring the height of the house is slightly lower than typical new builds, with careful planting to screen off the new house from other residents. The dwelling would be built using sustainable materials with an aim to increase the biodiversity of the plot as a whole.

MoP3: P22/S2477/FUL, I would like to see the Parish Council supporting our neighbouring Parish Councils in their objection, it is not in keeping with the AONB, due to the visual impact on the surrounding areas.

Members Present:

Vice-Chairman: Cllr D Brooker (DB) [Chaired the Meeting in the Absence of the Committee Chair]
Members: Cllr J Wills (JW)
 Cllr L Reavill (LR)
 Cllr J Emerson (JE)

Officers Present:

Assistant Clerk Mrs S Archer (SA)

Members of the Public and Press: at least 6

The meeting started: 19:43



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22.14.1.01 To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

Apologies were received from Cllr S Lofthouse and Cllr A Smith

Resolved: Approved Unanimously

22.14.2.01 Declarations of Interests [LA 2011 s31]

Member to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

None

22.14.3.01 To consider requests for Dispensations [LA 2011 s33]

None

22.14.4.01 To approve the minutes of previous committee meetings [LA 1972 Sch 12. Para 41(1)]

22.14.4.01. Meeting held on 26th July 2022

Resolved: It was agreed by majority the minutes were an accurate record of the meeting and they were duly signed.

22.14.4.02. Matters arising from the minutes not elsewhere on the agenda.

None

22.14.5.01 To consider applications and approve response to planning authority.

22.14.4.01. P22/S0924/FUL – Ridgeway Rise, Goring, RG8 0JY - AMENDED

Erection of a detached two-storey house and detached garage. (As amended by additional information received 22 July 2022.) (Consultation date XX)

The new entrance removes an important passing spot on the road.

Resolved: Approved Unanimously to Object and submit the response: this will change the appearance of the ridgeway path / bridleway significantly for residents and walkers of this national path. Re-siting the garage to a less conspicuous location would be preferred. The new entrance removes an important passing spot on the road

22.14.4.02. P22/S0671/HH – Haydown, Elvendon Road, Goring, RG8 0DT

Proposed side extension. of single storey side extension. (Consultation end date 9th August)

Resolved: Approved Unanimously to Object and submit the response: The Parish Council acknowledges the applicants have removed a dormer and added obscured glass in the windows, and there is now a tree



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report; however, the Parish Council still OBJECTS to this application. We continue to do so as it does not change the fact that we have reasonable concerns this is over development. There, is still potential overlooking from east facing windows and rooflights adjacent to the boundary.

22.14.4.03. P22/S1992/FUL – 2 Elvendon Road, Goring, RG8 0DU - AMENDED

Variation of condition 2 (Approved Plans) in application P19/S1832/FUL. Addition of window and garden room, change of external material finish to better fit with street scene.(As amended by plan PA001 dated 29 June 2022 which reflects what has been built on site & as amended by composite plan 8725 PA001 received 18 July 2022 and as amplified by overlay drawing and photos received 29 July 2022) Demolition of existing boiler showroom and erection of two new semi-detached dwellings and associated external works. (Consultation end date 15th August)

Resolved: Approved Unanimously to Object and submit the response: Goring-on-Thames Parish Council object: The 2-m different location of the built house has already had an adverse effect on the neighbours. The addition of further windows or movement of approved ones, unless to mitigate neighbour's concerns, should not be approved. Also any window/glass that may nevertheless be approved on the side next to 4 Elvendon Road should have obscured glass

22.14.4.04. P22/S2363/FUL – Land off Wallingford Road, Goring, RG8 0HL

Erection of three detached houses. (Consultation end date 15th August)

The original application was part of the GNP6 site and all of the conditions imposed should be applied to this application. There are no street scenes available for the full application.

Resolved: Approved Unanimously to Object and submit the response as detailed in **Appendix A** to these Minutes.

22.14.4.05. P22/S0003/RM – Land to the east of Manor Road to the south of Little Croft Manor Road, Goring, RG8 9EJ - AMENDED

Reserved Matters application for Appearance, Layout, Landscaping and Scale following Outline approval P19/S2923/O. Outline application was not subject to an environment impact assessment. (Erection of 20 dwellings and associated works). (Consultation end date 10th August)

Site Plan Amendments:

- *Plot 10-11 Floor Plans/elevations- Layout revised to provide improved surveillance, Porch and first floor rear window revised.*
 - *Plots 16-17 Floor Plan/elevations - Additional side window provided.*
 - *Cycle Parking Plan - Visitor cycle parking stands now shown in meadow close to amenity grassland area and art installation.*
- Landscape Plan Amendments:*
- *Boundary/Fencing Plan - Showing new post and rail fencing to side of Plot 11 and revised "hit & miss" fencing to rear of Plot 1, 2, 3 and 4, pictures provided for all fence types.*
 - *Planting Plan - Planting Mixes -Specifying new shrub planting.*
 - *Planting Plan - Hedging and Trees -Specifying new hedge planting outside Plot 4 and 18 walls and adjoining Plot 11, show where low level hedging is proposed to improve surveillance.*
 - *Hardworks Plan & Landscape Strategy - Updated to reflect above changes.*

Amendments resolved the concerns around crime prevention, minor technical amendments



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Resolved: Approved Unanimously to support and submit the response: GPC continue to fully support this Reserved Matters application subject to its previous statement that "This support is subject to the 34 conditions in the SODC Decision Notice being met and a document plan to prevent construction traffic parking anywhere in Manor Road or neighbouring roads"

22.14.4.06. P22/S2705/O – 76 Wallingford Road, Goring, RG8 0HN

Demolition of existing garage and erection of a one self-build detached dwelling with associated access arrangements, in addition to the erection of a new garage for the retained dwelling. (Consultation end date 19th August)

This application is premature, as GNP6 is not yet approved. The application forms back land development and contravenes SODC LP2035 Policy LP H16.3.iii. Approval would extend the built limits of the village. The application claims it does not have a traditional orchard, there are photos that make it clear it is an orchard from Rightmove pictures in 2015, and it has not been looked after in the new owners' hands. The development would affect the orchard that remains.

Resolved: Approved Unanimously to Object and submit the response:

Goring Parish Council OBJECTS to this application on the terms set out below:

- 1) The application is backland development contravening policy H16.3iii of the SODC Local Plan 2011-2035 which requires applicants "to demonstrate that the development would not extend the built limits of the settlement." This will not be possible until there is development to the east. ie on the manege and/or GNP6. The application is therefore premature and should not be granted permission on the assumption/expectation that future development will take place on its eastern boundary.
- 2) The application claims that the rear garden no longer has Priority Habitat Traditional Orchard status. In fact the orchard's designation and boundary is recorded at Natural England Traditional Orchards HAP (Provisional) (England) – "a spatial dataset that describes the geographic extent and location of the UK Biodiversity Action Plan traditional orchard priority habitat in England." <https://naturalengland-defra.opendata.arcgis.com/datasets/Defra::traditional-orchards-haprovisional-england/explore?location=51.530890%2C-1.131258%2C17.00>

That site defines a Traditional Orchard Priority Habitat as: "*For the purpose of the inventory, traditional orchards are defined as sites where at least five fruit trees must be present with no more than 20m between their crown edges. Traditional orchards are managed in a low intensity way with the orchard floor grazed or mown for hay and with little or no chemical input.*"

The front page of the applications ECO2490d - Land at 76 Wallingford Road - Report.pdf shows what still looks like an orchard to the Parish Council. The bungalow was sold to the current owner in 2015, at which point the 3 accompanying photographs (from RightMove) show it was clearly then managed as a traditional orchard.

Whilst recent photographs in the application show that the grass beneath the trees has been fertilised and mowed and turned into an amenity space/garden, the fact that the owner has neglected to treat it as a



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protected traditional orchard is no reason to remove that designation. Rather the owner should restore and reinstate the orchard to its pre-2015 condition, in line with its protected status rather than seeking permission to build in the area.

If nevertheless a building was eventually built its very presence in the remaining orchard would tend to destroy, not enhance as claimed, the remaining traditional orchard.

22.14.4.07. P22/S2477/FUL – Land at Icknield Gas to Grid Anaerobic Digestion Plant, Icknield Road, Ipsden, OX10 6AS

Construction of a green energy hub comprising a standalone solar array together with grid connection infrastructure, underground cable route, site accesses, access gates, internal access tracks, security measures, other ancillary infrastructure and landscaping and biodiversity enhancements. (Consultation end date 17th August)

Goring P.C is not a statutory commenter on this application, but as it is a neighbouring application of interest it will be discussed.

Believe the benefits outweigh the minor visual impact in the ANOB, it is right next to a development and is making the development bigger, why is it being built in the ANOB, when it could be built in a non AONB area.

Resolved: Approved by majority that we do not object and submit the response: GPC have no objections to the application as we believe the benefits outweigh the minor visual impact on the AONB.

22.14.4.08. P22/S2711/HH – Beech Cottage, 28 Gatehampton Road, Goring, RG8 0EP

Shed for storage / potting shed for seed and plant propagation. Bike cover is a shelter for our push bikes and has no floor or sides. Using recycled windows and doors (Consultation end date 23rd August)

Resolved: Approved Unanimously to support and submit the response: No Objections and attached the general planning informative

22.14.4.09. P22/S2073/DIS – 7 Summerfield Rise, Goring, RG8 0DS

Discharge of conditions 3 (Surface water), 4 (Foul water), 5 (Boundary treatments) & 6 (Landscaping scheme) in application P21/S2821/FUL. Erection of new dwelling on land adjacent to 7 Summerfield Rise. (This application is not subject to public consultation however it is sometimes necessary for the council to consult professional bodies)

Noted

22.14.6.01 To note planning authority decisions on applications.

None to report.



GORING-ON-THAMES PARISH COUNCIL

22.14.7.01 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

None

22.14.8.01 To review Community Infrastructure Levy (CIL) status / payments

Payment received in April 2022 was at the expected value of £23,837.31.

Expected Values: October 2022: £11,854.30; April 2023: £3,451.09

No Comments

22.14.9.01 To consider correspondence received

None

22.14.10.01 Matters for future discussion

None

22.14.11.01 To confirm the date of the next meeting – Tuesday 23rd August 2022 (4th Tuesday of the Month)

Confirmed.

The Meeting Closed at 20:20



Minutes of a Meeting of the Traffic Management, Parking & Pedestrian Safety Committee of the Goring-on-Thames Parish Council

Monday 18th July 2022 at 10:30 am, Gardiner Pavilion

Public Forum (prior to the start of the meeting)

MoP1: Wanted to draw the attention of the Committee to an offer of a donation from MIGGS as sent in by e-mail over the weekend.

Members Present:

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

Member Station Road Sub-Committee Present:

Briony Cooke (BC)

Officers Present:

Clerk	Mrs L White (LW)
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Public and Press: **3**

Meeting started 10:30

22.09.1 To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1))

None

22.09.2 Declarations of Interests (LA 2011 s31)

None

22.09.3 To consider requests for Dispensations [LA 2011 s33]

None

22.09.4 To approve the minutes of previous committee meetings [LA 1972 Sch 12. Para 41(1)]

22.09.4.1 Meeting held on 31st May 2022

Resolved: It was unanimously agreed the minutes were an accurate record of the meeting and they were duly signed.

Cllr S Lofthouse
Chair of the Committee

15th August 2022

22.09.4.2 Matters arising from the minutes not elsewhere on the agenda.

None

COMMITTEE PROJECTS

22.09.5 To receive correspondence from a member of public.

22.09.5.1 An e-mail from a Resident of Lockstile Way regarding parking Appendix A

It was discussed that there was already a traffic order, from 2008 in Lockstile Way.

[ACTION] Agreed unanimously to include Lockstile Way on the Yellow Line Survey, and to consult with the residents in those roads, including paper consultation through doors. To review all of the Roads in the village and add any thought applicable to the Yellow Line Survey.

22.09.6 Update on progress on actions from previous meeting

The items below had not been actioned prior to the meeting as the Council needed to approve additional funding in order to action all of them:

22.09.6.1 Approve commissioning OCCH to complete formal consultation

Resolved: Approved Unanimously to proceed with this consultation immediately. Other Items to be actioned subject to promised donation from MIGGS.

22.09.6.2 Approve commissioning OCCH to complete speed survey at the junction of Red Cross Road and High Street

Resolved: Approved Unanimously to complete 2-off Speed Surveys at: High Street (between Red Cross Road and Social Club); Wallingford Road (between Springhill and Elvendon), should any donation be received from MIGGS toward Traffic projects by the Council.

22.09.6.3 Approve a consultant to assess the London Plane Tree at Bridge House which is damaging the pavement, this tree is not owned by the council.

[ACTION] Unanimously Agreed: Contact the residents, Chair of the Committee to make contact.

22.09.7 Review actions from last meeting:

Station Road

- 22.09.7.1 To discuss and note response from OCCH to consider a bollard on the corner of Station Road and Red Cross Road to prevent cars mounting the pavement to avoid oncoming vehicles.**

Email correspondence from OCCH was that they would need to come and look at the site and did not currently have capacity to do this but would keep the Assistant Clerk updated.

[ACTION] Unanimously Agreed: Assistant Clerk to chase, we know you need to complete a survey to fit a half bell bollard. We are aware that you are doing works in August / September, this would be an ideal opportunity to finalise the arrangements.

High Street

- 22.09.7.2 To discuss and agree on the request from OCCH to rod through the surface water drains on each side of the existing ramp / speed hump**

This is not the Parish Councils remit, an email has been sent to OCCH to say this is a highways concern.

[ACTION] Unanimously Agreed: Assistant Clerk to send gentle reminder that this is still OCCH's responsibility, and remind to clean before the autumn.

- 22.09.7.3 Update to reconsider previous decision to pursue box hedging on the Rectory Garden verge, on OCCH advice.**

Assistant Clerk has reached out to various companies and is awaiting responses.

Resolved: Unanimously Agreed to put this item on hold indefinitely and monitor situation of parking on the verge.

- 22.09.7.4 To discuss and agree actions on introduction of flashing speed indicator signs, agree actions and proposal to the Council.**

The Assistant Clerk had emailed the Parish Council's Conservation Area Adviser and was awaiting a response when the agenda was issued, before contacting OCCH. The advice was received in advance of the meeting and included:

In connection with vehicle-activated speed signs (VAS) the general principles for street furniture in conservation areas are on page 22 and more specific information on traffic signs is on page 25. In summary, we should:

- remove superfluous or redundant signs (*only convey essential information*)
- keep new street furniture to a minimum (*avoid visual clutter, keep signs to a minimum size*)
- seek permission to attach signs, traffic signals and lighting onto existing street furniture and buildings (*don't use more poles/obstructions than essential*)
- co-ordinate style and colour and siting of street signs (*avoid intrusive colours, in particular yellow; use dark colours for poles and the back of signs*)
- make sure new equipment is simple, elegant and appropriate to context (*again, avoid yellow backing boards*)
- consult local access groups or disability organisations (*eg check usability and avoid obstructions*)

Looking at the two signs mentioned. Both the Evolis and Messagemaker Display signs seem to operate similarly.

- both can be mounted on existing poles such as lamp posts meaning it might be possible to use them for power (LED). Solar panels are extra visual clutter.
- both can easily be moved if required.

It was suggested that the Messagemaker Display sign is easily the best 'fit' for the conservation area as it ticks most of the good practice points above (simple design, not visually intrusive, no bright yellow, black front and back), as long as it meets the Council's technical requirements.

[ACTION] Resolved unanimously: DB to identify 2 locations for the signs, including contacting the school to find out if their current one can be on all the time, once the 20mph is activated

Yew Tree Court

22.09.7.5 Sign on Wall

Noted: GPC Full Council to consider at next meeting, confirmation of permission to them be provided to OCCH to commission sign for the wall to reduce the number of drivers entering Yew Tree Court in error.

Kerb review

22.09.7.6 To receive a verbal report on a Kerb Review conducted by B Cooke.

BC presented the data found, that the condition of the kerbs is lacking in the village and is particularly prone to degradation based on the material the kerb has been made of.

Data Provided added to the appendix pack for this meeting as **Appendix E**.

22.09.8 Dropped Kerbs & Yellow Lines

Appendix B

[ACTION] SL to take the data presented for the kerbs and do a physical review, with BC if required.

22.09.9 To discuss and agree actions regarding Civil Parking Enforcement throughout the Parish.

22.09.9.1 To review Appendix C

Resolved: Approved Unanimously to send letter as is to OCCH.

22.09.9.2 To consider any verbal reports on the diary of reported incidents

None

22.09.10 To Consider draft email for standard overgrown hedge growth.

22.09.10.1 To review appendix D

The Clerk printed off a previously sent letter, it was edited in the meeting, and will be attached to the Appendices Pack as **Appendix F**.

Resolved: Approved Unanimously to use **Appendix F** going forward, appropriately edited to meet the criteria of the issue being raised.

22.09.11 To consider further items this Committee would like to pursue and agree actions and requests to put forward to the Full Council.

No further items to be included.

22.09.12 Matters for future discussion.

None

22.09.13 To confirm that the date of the next meeting

Previous meeting: resolved to meet approx. every 6 weeks; Next meeting: **12th September 2022**

Resolved: Approved Unanimously to revert to monthly meetings, 3rd Monday of the Month, 10:30am in the Gardiner Pavilion. Confirmed, 15th August 2022 as the next meeting.

Meeting Closed: 11:49

Title	County Report
Authors	County Councillor K Bulmer
Meeting	Goring-on-Thames Parish Council Meeting – 12 th September 2022

AUGUST REPORT

HUGE COST OF ENDING PARTNERSHIP WITH CHERWELL DISTRICT COUNCIL

A decision was taken by the LibDem/Green/Labour coalition in February to end the partnership between OCC and Cherwell District Council. Councillors have now been updated on the process of separating services, and the cost to OCC resulting from the change is a staggering £800,000, despite assurances given in February that there would be no cost. Given that context, there is clearly a strong possibility the final figure could be higher than £800,000. Another consequence of the separation was the immediate departure of the previous Chief Executive, so OCC is being run by an Interim Chief Executive for an unknown period of time.

OXFORD LTNS COULD PREVENT AMBULANCES FROM REACHING PATIENTS ON TIME

The issue of Low Traffic Neighbourhoods (LTNs) in Oxford continues to stimulate extensive public protest. The controversial measures, which use giant plant pots and bollards to partially close off side roads, were experimental but have been made permanent by Liberal Democrat, Labour and Green councillors in charge of the county. Direct action by unhappy residents continues, with great repair expense to OCC. Worryingly, a paramedic has claimed the LTNs could result in ambulances being unable to reach patients in time; media report here: <https://www.oxfordmail.co.uk/news/20296036.oxford-ltns-prevent-ambulances-reaching-patients-time-says-paramedic/>

A 'GREEN' PLAN DISTRIBUTED IN A VERY UNGREEN WAY

In July, OCC printed and posted a 500-page report for every councillor (and some officers) about how it can be more environmentally-friendly as a council. This faux-pas attracted wide media attention and derision. Conservatives said printed copies should have only been supplied to only those who requested them, as most councillors prefer the online version, avoiding the need for wasteful and expensive printing and delivery.

UPDATE ON 20MPH SPEED LIMITS

Data from the Cuxham trial show that the introduction of a 20mph limit has resulted in a very small average speed reduction of between 3 and 4 mph. Over 50% of traffic exceeds the 20mph limit. Given this data, some may question the wisdom of OCC spending £8m on a sign-changing exercise, indeed Thames Valley Police issued this statement on 20th July:

“With regards to the introduction of 20mph limits across the county... Thames Valley Police fully support the Department for Transport guidance, which as you will be aware, clearly states that such limits should be self-enforcing as there is clear evidence to show that sign only schemes do not result in effective speed reductions.”

OCC CAN USE CAMERAS TO ENFORCE TRAFFIC RESTRICTIONS IN OXFORDSHIRE

OCC has obtained government permission to use cameras to enforce traffic regulations, including stopping in yellow box junctions, illegal turns, and vehicle restrictions. Automatic number plate recognition (ANPR) cameras will be fitted around specific locations in Oxfordshire. While these measures have been welcomed

by some, concern has been expressed by civil liberty groups, trade associations and motoring organisations. These cameras are NOT available to enforce new 20mph limits.

EXIT FROM 'FIXMYSTREET'

Residents are no longer able to report fly-tipping via FixMyStreet and are instead being redirected to the relevant district council website. The Conservative opposition is questioning why this retrograde step has been taken.

DRAG QUEEN STORY TIME CLASSES FOR SCHOOL CHILDREN HAVE SPARKED FURY

Drag queen story time classes for primary school children in council libraries have sparked fury from parents over the 'sexualised' appearance of men dressed as women. OCC – which was forced to withdraw its 'trans toolkit' for schools after a legal challenge – has defended the upcoming drag sessions in its libraries as "appropriate and well-suited for the advertised age groups". Police were called to a similar event in Reading as protesters expressed disapproval.

LIBDEMS ATTEMPT MOVE A MOTION ON FUEL SUBSIDIES & VAT

The LibDems put forward a motion to Full Council in July stating Government should:

Subsidise bus and train travel

Urgently review the energy cap regime

Provide immediate financial support for consumers of heating oil / bottled gas and solid fuels / prepayment meters.

Immediately reduce VAT to 17.5%

The motion was not debated due to lack of time, but Conservatives would have pointed out that whatever the merits or not of the proposal, the administration is once again wasting council resources trying to get involved in central government issues way beyond its remit. Councillors are not junior MPs and should focus on local matters. It is believed the motion is a 'round robin' issued by LibDem HQ as almost identically worded motions have been debated at other LibDem councils.

CONSERVATIVES WILL TRY TO REVERSE IMPOSITION OF VEGAN MEALS

Conservative Councillor Yvonne Constance will ask members at a full meeting of the council in September to reinstate meat and dairy on to the menu and to support local producers. This follows the decision to move to a vegan offer earlier this year and the subsequent controversy surrounding the provenance of the vegan dishes. Cllr Constance will tell colleagues: "Given the privileged position in which this Council finds itself and the potentially damaging effects of its motion dated 14 December, this Council resolves to offer locally produced menus at Council-catered events, including meat, dairy and vegan options, or to make alternative provisions for members, staff and attendees to facilitate personal choice." Cllr David Bartholomew, who is seconding Cllr Constance's motion, will say: "We are not opposed to vegan food, but we do want to help our local producers and serve local food rather than flying in mangoes from abroad. And we want there to be a choice. It is not right to impose personal dietary opinions on others. We are happy to be educated about veganism, but people still must be allowed to make their own choice as to what they do or do not want to eat."

COST OF GENDER-NEUTRAL TOILETS

At a Locality meeting in July, the OCC's Property Director confirmed that OCC has 905 sites, and that as a result of a Cabinet decision, each of these would have to be assessed in terms of gender-neutral toilet requirements. Ignoring the cost of any actual work required, just this assessment could cost in excess of

£90,000 if each individual assessment cost £100. If the actual work costs £1000 per site on average, then the total cost would be in the region of £1m.

OTHER MATTER

Pleased to attend South Stoke PC meeting to answer Q on the 20mph speed limit, remember if you've specific OCC matters you need help on always happy to attend meetings (PC or outside those times). Still have a small amount of grant monies left if there's a scheme needing some support. The biggest issue currently for me is OCC administration ignoring the results of consultation if they don't agree with what they want. While it's true there not a referendum it seems undemocratic and rather authoritarian to just press ahead with something the majority have said "no thanks", slippery slope. Makes all the money & resources spent wasted.

REPORT TO PARISH COUNCILS SEPTEMBER 2022

FROM CLLR KEVIN BULMER

GENERAL OCC REPORT

The Conservative Opposition remains concerned that the LibDem/Green/Labour coalition running the county council continues to pursue ideological objectives way beyond the remit of the council, the core functions of which are: adult & children's social care; education & learning; and highways.

PROTESTS AGAINST DRAG QUEEN STORY TIME FOR CHILDREN AT LIBRAIRIES



As previously reported, the planned drag queen story time classes for primary school children in council libraries sparked fury from many parents. The events took place during August provoking demonstrations and counter-demonstrations with a heavy police presence. Without going into the detail of the debate, Conservatives are asking voters who switched their vote to the LibDems if this is the type of thing they want the council to get involved in, or whether it should focus on the fundamentals of running local government.

LIBDEMS ATTEMPT TO MOVE A MOTION TO CUT VAT

The LibDems put forward a motion to Full Council in July stating Government should immediately introduce various subsidies and cut VAT to 17.5%. The motion was not debated due to lack of time, but is believed to be coming back to Full Council in September. Conservatives have pointed out that whatever the merits or not of the proposal, the administration is once again wasting council resources trying to get involved in central government issues way beyond the council's remit. Councillors are not junior MPs and they should focus on local matters. It is believed the motion has been centrally generated by LibDem HQ as almost identically worded motions have been debated at other LibDem councils.

LIBDEM/GREEN/LABOUR ADMINISTRATION RAMPS UP VEGANISM CAMPAIGN

The administration continues to push its vegan agenda under the guise of climate action. A new website promoted by Oxfordshire councils called Climate Action Oxfordshire features links to the Vegan Society. Pressure group the Countryside Alliance has responded by stating that the vegan policies which OCC has adopted should be dropped because they undermine British farmers. The alliance is urging councillors to withdraw from the campaign which encourages residents to give up meat and adopt a plant-based diet. It argues that in order to make an environmental choice, it is more important for consumers to know where food comes from and how it is produced. At the OCC Full Council meeting in September, Conservatives will again try to reverse the imposition of vegan meals at council meetings. Conservative Councillor Yvonne Constance will ask members to reinstate meat and dairy on to the menu and to support local producers. She will move that: "This Council resolves to offer locally produced menus at Council-catered events, including meat, dairy and vegan options, or to make alternative provisions for members, staff and attendees to facilitate personal choice." Cllr David Bartholomew, who is seconding the motion, will say: "We are not opposed to vegan food, but we want to serve local food rather than flying in mangoes from abroad. And we want there to be a choice. It is not right to impose ideological dietary opinions on others."

KENT COUNCIL FINDS 20MPH ZONES DO NOT PROMPT LESS CAR USE

The introduction of a 20mph speed limit zone did not encourage people to ditch their cars, an independent report for Kent County Council has found. The local authority implemented the lower speeds in Faversham and Tonbridge as a trial in September 2020 in an effort to encourage more cycling and walking in the market towns. However, the recent report from transport consultants Agilysys said:

"Car usage remained virtually unchanged following the introduction of the 20mph limits".

Conservatives are going to ask the administration whether this new information will have any impact on OCC's plans to spend £8m changing signs from 30mph to 20mph in Oxfordshire. As reported last month, data from the Cuxham trial in Oxfordshire showed that the introduction of a 20mph limit resulted in a very small average speed reduction of between 3 and 4 mph, with over 50% of traffic exceeding the 20mph limit. Thames Valley Police issued this statement on 20th July:

"With regards to the introduction of 20mph limits across the county... Thames Valley Police fully support the Department for Transport guidance, which as you will be aware, clearly states that such limits should be self-enforcing as there is clear evidence to show that sign only schemes do not result in effective speed reductions."

COST OF GENDER-NEUTRAL TOILETS

Subsequent to the Cabinet decision to further investigate the provision of gender-neutral toilets in all council buildings, OCC's Property Director confirmed that OCC has 905 sites and that each of these would have to be assessed. Ignoring the cost of any actual work required, just this assessment could cost in excess of £90,000 if each individual assessment cost £100. If the actual work costs £1000 per site on average, then the total cost would be in the region of £1m.

HAVE YOUR SAY ON THE DRAFT CENTRAL OXFORDSHIRE TRAVEL PLAN

OCC has launched a consultation on its draft Central Oxfordshire Travel Plan, which focuses on potential ways of taxing motorists to reduce car use in and around the city of Oxford. Residents and parish councils can respond to the survey on Let's Talk Oxfordshire:

<https://letstalk.oxfordshire.gov.uk/central-oxfordshire-travel-plan>

Meanwhile, opponents of the hugely divisive Low Traffic Neighbourhood scheme in Oxford have launched a legal bid to overturn the council's decision.

CONTACT DETAILS

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

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

Twitter: Kevin Bulmer @bulmer_kevin



Add your parish specific report here.

Title	District Report
Authors	District Councillor M Filipova-Rivers
Meeting	Goring-on-Thames Parish Council Meeting – 26 th September 2022

Abbey House move

Next week will be the councils' final week at Milton Park after seven years on site. From 3 October, Abbey House, will officially become the new workplace for the majority of our staff, although most will continue with hybrid working – spending the majority of their week working from home or any other suitable location.

Please note that from next month - until the council move to the new headquarters on the Didcot Gateway site - all full council meetings will take place at Didcot Civic Hall

Unless notified otherwise, all other council and committee meetings will take place in our new Microsoft Teams Meeting Room which will be available at Abbey House.

The death of HM Queen Elizabeth II

Thank you to everyone for your support in helping the councils mark the death of the Queen over the past fortnight, whether that was by attending services, postponing events or simply by paying your respects privately. We have had an important public role to play during the national mourning period, including sending official letters of condolence, publishing the proclamation of the King and hosting books of condolence. Our books of condolence were closed on Tuesday and the Union Flag was returned to full mast.

Following the wishes of the King, the [Queen's Green Canopy](#) initiative will be extended to the end of March 2023 to give people the opportunity to plant trees to honour Her Majesty. We're creating a record of all the trees planted across the districts for The Queen's Green Canopy and are asking residents (and council members) to send pictures of their planted trees to us at:

communications@southandvale.gov.uk

More information can be found at:

southoxon.gov.uk/greencanopy

Cost of Living

The District Council and BBC Radio Oxford co-hosted a Cost of Living Clinic in Didcot over the August Bank Holiday weekend. Oxfordshire Mind, Citizens Advice, Didcot Food Bank, officers and councillors from South Oxfordshire District Council and other organisations were on hand to provide residents with advice and support.

The clinic follows the Council's declaration of a **Cost of Living Emergency** at Full Council in July. In its motion the Council is called for urgent action from government including: a review of the energy cap regime to ensure that it provides much greater protection to consumers; an immediate reduction to VAT; an increase in benefits

in line with inflation; reinstating the Universal Credit Uplift, providing immediate support for public transport; and increase funding to local authorities which are facing inflationary pressures.

A cost of living summit/roundtable is scheduled later in the month to discuss a local plan to the emergency.

The Council has produced a useful guide. Please could you circulate this among your residents and make it available in public places. See Appendix 1.

And as ever, please direct residents to our Community Hub where officers can guide residents to the support that's available: 01235 422 600 or communitysupport@southandvale.gov.uk

Household Support Fund

Regrettably, our portion of the Household Support Fund has been spent and is now open only to pensioners. Government guidance requires us to put aside a third of the funds for pensioners so with the main tranche now all accounted for, only pensioners are eligible for the remainder. Any pensioners struggling to pay their household bills are encouraged to get in touch with the Community Support team communitysupport@southandvale.gov.uk who can guide them through the application process.

Applications close on 30 September.

Rough Sleeping and Housing Support

We are receiving growing numbers of reports of people rough sleeping in the District and we can expect these numbers to increase further. Our Housing Team are expert at supporting people who are homeless or are at risk of homelessness and our Council follows the Housing First approach: first provide people with a roof over their heads and additional support follows. [About Housing First | Housing First England \(homeless.org.uk\)](#)

Please contact: housing@southandvale.gov.uk or call 01235 422 452 or let us know if you would like to discuss a housing issue or have concerns about a resident who is homeless or about to be.

Survey deadline extended on our Diversity and Inclusion Strategy

We know that some people need organisations like ours to go that bit further to help them. Which is why in August we launched a consultation to help us to create a Diversity and Inclusion Strategy, where we ask residents and our staff for their views on how we can make it easier for people with different needs to access our services. We already do what is required of us legally, but we want to go further to help ensure everyone is able to find out information they need in the best possible way.

The [survey is currently on our website here](#) and the deadline for responses has been extended to 3 October due to the period of national mourning.

Posters, Easy Read leaflets, paper copies of the strategy and survey are available in local libraries, the District Community Centre on Great Western Park, The Beacon and Cornerstone. Alternative formats and languages are available by contacting haveyoursay@southandvale.gov.uk or calling 01235 422 425.

Please encourage people to share their views by taking part in the survey

Great Big Green Week

Between 24 September and 2 October, we will be supporting and promoting the [Great Big Green Week](#) – a national week of community action to tackle climate change and protect nature. Community groups have organised a series of events in South Oxfordshire and the Vale of White Horse such as green fairs, a low energy cook-in, and river cleans, among others.

Residents are encouraged to get involved and can find details of all the events taking place across Oxfordshire, [the Oxfordshire Great Big Green Week website](#)

Oxfordshire 2050

The Oxfordshire Plan 2050, a County-wide plan for growth and development, has collapsed after the Districts and City failed to reach agreement on housing numbers. Three “growth” scenarios were proposed by independent consultants: the Standard Method, “business as usual” which reflected current high rates of housing growth and a “transformational” scenario. Oxford City was seeking housing numbers in excess of those projected under the “transformational” scenario while South and Vale and West Oxfordshire wanted to see growth in line with the Standard Method for calculating housing need and a focus on absorbing and providing for the high levels of housing growth that have already been committed in existing local plans.

Some £2.5m of government money was spent on the 2050 Plan but these funds were earmarked specifically for Oxfordshire 2050 so could not have been spent elsewhere. The key County-wide groups including: the Future Oxfordshire Partnership Climate Group, the Affordable Housing Group, the Infrastructure Group and the Local Nature Partnership will continue to operate. Much of the work previously done under Oxfordshire 2050 will now simply be absorbed by local authorities in the drafting of their own Local Plans (including South & Vale’s Joint Local Plan).

Councils Withdraw from Ox-Cam Arc Project

South and Vale leaders have agreed that they do not support proposals for a pan-regional development and growth partnership across the Oxford-Cambridge Arc. Cllr David Rouane, leader of SODC, wrote to Cllr Barry Wood confirming that South Oxfordshire will not be involved in the continuation of the Arc, a scheme that at one stage mooted a million new houses and an Expressway between the two cities. Instead, Cllr Rouane suggests focusing scarce funds on supporting residents through the cost of living crisis. You can read Cllr Rouane’s letter here: [Address \(southoxon.gov.uk\)](https://www.southoxon.gov.uk/address)

Protecting our Rivers: Bathing Water for Wallingford

Volunteers have been conducting water quality testing at eight sites along the River Thames from Abingdon Bridge to Nosworthy Way in Wallingford, as part of the partnership project led by Thames21 and funded by South Oxfordshire District Council. The test results will form part of an evidence base to support an application

for Bathing Water Status at Wallingford Beach, a well-known swimming area that has been enjoyed by local residents and visitors for generations.

Should the application for Bathing Water Status be successful, the Environment Agency would be required to test the water in and around the bathing area for faecal bacteria and to make the results of these tests public. Bathing Water designation also requires the sewage undertaker (Thames Water) to treat effluent to “human health” standards thus giving greater powers to bring about improvements to treatment works that impact the bathing area. Cllr Jo Robb has been working with Thames 21 to roll out bathing areas in other locations along our stretch of the Thames, including at Pangbourne Meadows.

Everyone Active Grant

Applications are still open for the new Everyone Active Grant. Individuals and organisations working on projects that help residents get active or maintain activity could get up to £1000 in funding. Eligible organisations are not limited to traditional sports clubs: gardening clubs, green gyms, walking groups etc could all be eligible. Do spread the word and if you are unsure whether your group is eligible, just ask! The Grants team has created a promotional poster you can download: [Everyone Active Grant Scheme \(Poster\) \(southandvale.gov.uk\)](https://southandvale.gov.uk/everyone-active-grant-scheme-poster)

The deadline for applications is 30 September. More information available at: [Grants - South Oxfordshire District Council \(southoxon.gov.uk\)](https://southoxon.gov.uk/grants)



FLAG POLICY

1. Introduction

Goring-on-Thames Parish Council recognises that flags are emotive symbols which can boost local and national identities and strengthen community cohesion. They are a way for communities to express feelings of joy, pride and loyalty.

Like all symbols, flags are open to wide-ranging interpretation and, therefore, also have the potential to cause controversy and create tension between community groups whose opinions may differ. The flying of any flag must be viewed in the context in which it is flown or displayed. Factors affecting the context include the manner, location and frequency with which flags are flown. The Council has a responsibility to carefully consider the potential impact upon its communities of flying flags from its properties and how that action may be interpreted.

This Policy reflects guidance from Central Government and is intended to provide a modern approach, reflecting the community of Goring-on-Thames. It also seeks to maintain the dignity of national flags and avoid such flags being the subject of political controversy by:

- Providing context and established precedents
- Outlining the Council's arrangements for the displaying of flags
- Clarifying the protocol and procedure for flying flags
- Clarifying the appropriate procedure should a request for the flying of a specific 'guest flag' or flags be received

2. Legislation and Context

The flying of flags is not the subject of statute law in England, Wales or Scotland. The Government liberalised the regulations surrounding the flying of flags in England in October 2012. The Sex Discrimination Act 1975 (amended 1976).

Under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, for planning permissions, flags are normally treated as a form of advertising. As such, some flags require formal consent from the planning authority before they may be displayed.

All flags, regardless of category, must be maintained in a condition which does not impair the overall visual appearance of the site, be kept in a safe condition have the permission of the site owner on which they are displayed and should not obscure or hinder the interpretation of road, rail, waterway or aircraft signs.

There are categories of flags which do not require consent from the local planning authority (although the flagpole from which they are flown may). These are:

- the national flags of any country
- the flags of the Commonwealth, the European Union and the United Nations
- the flag of any island, county, district, borough, parish, city, town or village



- the flag of the Black Country, East Anglia, Wessex; any part of Lincolnshire,
- any Riding of Yorkshire; any historic county
- the flag of St David and St Patrick
- the flag of any administrative area within any country outside of the UK
- the flags of Her Majesty's forces
- the Armed Forces Day Flag

The Council has the freedom to fly flags of this category on any day of the year.

There are a number of categories of flag that may be flown without consent, but which are subject to certain planning restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags. This applies to flagpoles located on a building or within the grounds of a building. These include:

- 'house flags' that display the name, emblem, device or trademark of the company (or person) occupying the building from which they are flown (or this may refer to a specific event of limited duration that is taking place in the building from which the flag is flown)
- any sports club
- the horizontal striped rainbow flag, such as the "Pride" Flag – this flag is an international symbol of the lesbian, gay, bisexual and transgender social movement. It is commonly flown by Local Authorities round Britain during local Pride celebrations in order to demonstrate their commitment to equality and the inclusion of all citizens, as it is widely interpreted as a universal symbol of freedom rather than the emblem a 'political' group.
- specified award schemes (such as 'Investors In People' and 'Green Flag').

The matter of flag flying on local government buildings is not bound by any specific directive. It remains for individual Local Authorities to establish their own flag flying protocols.

The flag flying policies of Local Authorities in the UK vary widely in their content, formality and the number of flagpoles available on each council building.

Advice is issued by the Department for Culture, Media and Sport (DCMS) on the flying of national flags on government buildings. This advice relates to government buildings only, but many councils follow the advice on a voluntary basis and it is widely considered to be best practice to do so.

The Flag and Heraldry Committee and the Flag Institute produced flag flying guidance in 2010. The guidance covers the protocol which applies to flying flags in a variety of situations and aims to ensure flags in the UK are flown correctly and treated with dignity and respect. This guidance has been relied upon in the production of the Goring-on-Thames Parish Council Flag Policy.



3. Usual Arrangements for the Displaying of Flags

This Policy seeks to formalise the protocol for the flying of flags at the Rectory Garden and Gardiner Recreation Ground.

The protocol and planning restrictions detailed within this Policy apply to all flags displayed on any Parish Council property, this is its responsibility and under its control.

A flag incorporating the emblem of any religious group or political party, whether it is a party within the UK or abroad, or any flag containing any emblem or device designed to affect support for a religious group or political cause, shall not be flown from any Council flagpole.

National flags shall be flown at the Rectory Garden on all days it is safe to do so, and as a minimum in accordance with the designated days provided by the Department of Culture Media and Sport (DCMS) and with due respect to the protocol detailed by the Flag Institute. The Union Flag is the national flag of the United Kingdom, the Crown Dependencies and Overseas Territories.

National flags should be displayed with respect and in a dignified manner, as befitting national emblems and should not be displayed in a position inferior to any other flag or ensign.

Except with special approval, the only flags that may be flown from the flagpole on the Rectory Garden are:

- The Union Flag
- The Cross of St George Flag
- The Armed Forces Day Flag
- The Rainbow Flag
- Any Future Goring-on-Thames Parish Flag
- Any National Flag to show support for the residents of any Country.
 - In this case, the Parish Council shall follow the lead of South Oxfordshire District Council or Oxfordshire County Council with regard to when to fly the flag and when to stop flying the flag. £100 budget is approved to purchase the relevant and appropriate flag when required. The flag shall normally be flown beneath the Union Flag, or any other flag which would normally be flying that day.

Some other flags may be flown in Rectory Garden. These must relate to a national or local celebration/commemoration or a charitable event taking place in the Parish of Goring-on-Thames. Within the agreed protocol, Goring-on-Thames Parish Council has delegated the authority to decide which additional flags could be flown, to the Parish Clerk, after



consultation with the Chairman of the Council. Or a quorum of Councillors in the absence of the Chairman.

4. The Protocol & Procedure for Flying Flags

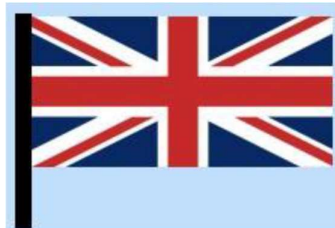
On designated days national flags or those commemorating a specific event, shall be flown all day, typically within normal office hours, between 9am to 5pm.

Flags shall not be flown during severe weather conditions or planned maintenance.

Flags should not be flown in a worn, damaged or soiled condition as that could imply disrespect to the nation, occasion or organisation that they represent.

The Union Flag will normally be displayed.

The Union Flag shall be flown the correct way up, as illustrated below.



The wider diagonal white stripe must be above the red diagonal stripe, closest to the pole.

The Union Flag shall normally be flown at half-mast to mark the following occasions:

- On the death/ funeral of the Sovereign
- On the death/ funeral of another member of the Royal Family
- On the death/ funeral the Prime Minister (or ex-Prime Minister)
- On the death/ funeral of a serving member of the Armed Forces from the Parish of Goring-on-Thames, should the Council be made aware.
- At the discretion of the Chairman of the Council or after guidance from the Department of Culture, Media and Sport the Union Flag may also be flown at half-mast at times of national mourning due to an major incident where British lives are lost (for instance, a terrorist attack or a major incident on British soil or abroad)
- At the discretion of the Chairman of the Council or after guidance from the Department of Culture, Media and Sport the Union Flag may be flown at half-mast in order to show respect and support to other nations who are in periods of national mourning.

When flying the Union Flag at half-mast it will be flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered. When it is being lowered



from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When the Union flag is flown on designated days which coincide with days for flying at half-mast, (e.g a member of the Royal Family, or a near relative of the Royal Family, may be lying dead) the Union flag will be flown at full mast all day, unless special commands are issued by the sovereign to the contrary.

The Armed Forces Day Flag shall be flown on Armed Forces Day in June, if the flag is available.

The Rainbow Flag (also commonly known as “LGBT” / “Gay Pride” Flag) shall be flown on the day of any local Pride festival.

Should there be a Goring-on-Thames Parish Council Flag, it may be flown when any other flag does not take precedence. It may be flown at half-mast on the death/funeral of:

- a serving or former Local Member of Parliament
- a serving or former Goring-on-Thames Parish Council Councillor
- a serving Goring-on-Thames Parish Council Employee

5. Requesting Guest Flags

Flags not included in this Policy, shall not be flown without gaining prior approval from the Parish Council.

Applications for the flying of guest flags should be made in writing to Council.

The Council shall reasonably consider any request for the flying of a guest flag that does not contradict the principles of this Policy. The decision making process should take into account the following:

- The decision of the Council to fly guest flags should be made in the spirit of displaying universal allegiance, support or respect or to celebrate a significant international, national or local occasion
- It should be considered whether it is appropriate for the Parish Council to display such support on behalf of its communities. The decision should ultimately reflect the values of Goring-on-Thames Parish Council
- The Council shall not allow the use of flags for political purposes or for the purposes of commercial advertising
- Before approval to fly a guest flag is granted, it should be established whether the proposed date for the guest flag to be flown would conflict with that of other flags.
- The Council may delegate authority for approval of flying guest flags to Parish Clerk, in consultation with the Chairman of the Council or a quorum of Councillors in the absence of the Chairman.



6. Review

This document was approved for use at the meeting of the Parish Council on 12th September 2022, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th September 2022

B Urbick, Chair



GORING-ON-THAMES PARISH COUNCIL

EXPENSES POLICY

1. Introduction

Goring-on-Thames Parish Council will make reimbursement for all or some of the expenses the Clerk and other staff, and the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

All expense claims must be submitted using the Travel and Expenses Claim form (Appendix 1 to this Policy) and accompanied by receipts.

2. Staff, including Clerk

Staff of the Council will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking.
 - Where it is expected that these expenses will average a total of £20 per month, only by arrangement with the Clerk, rather than claiming per journey staff can opt for a fixed amount of £20 per month for mileage. A record of journeys taken shall be kept for auditing & monitoring purposes to ensure the Council is not out of pocket. The Clerk may revoke permission for this arrangement giving 1 month notice.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- The fixed tax free rate for homeworking as agreed by HMRC, to be paid monthly, only when the Council has officially shut the Council Offices, for example during nation lockdown in 2020. (Christmas or other holiday shutdown do not attract this expense payment).

3. Councillors, including Chairman

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by Council. When this policy was approved there was no allowance budgeted for any Councillor, including the Chairman.

- Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the parish:
 - Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
 - For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – made with the prior approval of the Council.



GORING-ON-THAMES PARISH COUNCIL

- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.
- Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council or Responsible Financial Officer.

4. Review

This document was approved for use at the meeting of the Parish Council on 12th September 2022, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 12th September 2022

B Urbick, Chair

[Appendix 1, Claim Form, follows)



GORING-ON-THAMES PARISH COUNCIL

EXPENSES CLAIM FORM

Name of Claimant			
Date of Claim			
Milage Claims			
To	From	Date	Miles Claimed
Total Milage Claimed (number of miles)			
Other Expenses (attach all receipts numbered sequentially to this claim form)			
Receipt Number	Details	Date	Amount Claimed
Total Expenses Claimed (in GBP)			£



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DECLARATION BY CLAIMANT

I declare the following expenses have been incurred in executing my duties for the Council, and are being claimed in accordance with the Expenses Policy.

Signature: _____

Date: _____

VERIFICATION BY THE CLERK / RFO

I have verified the expenses and present them to the Finance Committee to be formally approved for reimbursement.

Signature: _____

Date: _____

APPROVED FOR PAYMENT BY FINANCE COMMITTEE

These expenses were approved for payment at the Finance Committee meeting on (date)

_____.

Confirmation Signatures of 2 Committee Members

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Goring on Thames Parish Council

Complaints Policy

1. This policy sets out procedures for dealing with any complaints that a person other than a member of the council may have about Goring on Thames Parish Council's administration and procedures. It applies to Parish Council's employees. Complaints against councillors are covered by the Code of Conduct adopted by the council and published as an appendix to Standing Orders and Regulations. Formal complaints of conduct by councillors should be made to and investigated by South Oxfordshire District Council.

Complaints against policy decisions made by the council or any of its committees shall be referred to council in accordance with paragraph 31 of the council's standing orders, which provides as follows:

- a) A decision (whether affirmative or negative) of the council may be reversed or amended only after the elapse of six months or as provided for in sub-paragraph (c) of this order or by the passing of a special resolution, the written notice of which bears the names of at least one-third of the members of the council or by motion moved in pursuance of the report or recommendation of a committee.
 - b) When a special resolution or any other motion moved under the provisions of paragraph (a) of this standing order has been disposed of, no similar motion may be moved within a further six months, unless the chairman decide otherwise.
 - c) A person who is not a member of the council who is affected by the decision of a committee may appeal to the full council to have that decision reviewed and, if the council sees fit, reversed or amended. The decision of the council on that appeal will be final.
2. If a complaint about procedures or administration as practised by the council's employees is notified orally to a councillor or the clerk to the council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the clerk to the council and be assured that it will be dealt with promptly after receipt.
3. If the complainant prefers not to put the complaint to the clerk of the council, they should be advised to put it to the chairman of the council.
4. Procedures
 - a) On receipt of a written complaint the chairman of the council or the clerk to the council (except where the complaint is about his or her own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving them a

- opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
- b) Where the clerk to the council receives a written complaint about the clerk to the council's own actions, they shall refer the complaint to the chairman of council. The clerk to the council shall be notified and given an opportunity to comment.
5. The clerk to the council or chairman of council shall bring any written complaint that has not been settled to the next meeting of the council. The clerk to the council shall notify the complainant of the date on which the complaint will be considered, and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter be related to grievance, disciplinary or standard board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under confidential business to exclude any member of the public or the press or deferred on appropriate advice received).
6. The council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the council meeting in public.
7. As soon as practicable after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
8. A council shall defer dealing with any written complaint only if it is of the opinion that issues of law and practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

Goring on Thames Parish Council Policy on Requests for Information

Appendix L

Goring on Thames Parish Council is subject to the Data Protection Act 2018, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. It complies with the requirements of all this legislation.

From 25 May 2018 the General Data Protection Regulation 2016 took effect (GDPR).

Many requests for information can be dealt with in the ordinary course of business and do not need to be processed under any of the above legislation. If the information can be provided immediately, or can be made available routinely, then we will do this. Please check our website, or noticeboard, first to see if the information is available before making any request. It is also worth looking at the Information Commissioner's website at www.ico.org.uk which has guidance for the public on making requests.

The contact details for making a request are:

The Clerk,
Goring on Thames Parish Council,
Gardiner Pavilion
Upper Red Cross Road, Goring, RG8 9BD
or email: clerk@goringparishcouncil.gov.uk

Data Protection Act 2018

We will acknowledge receipt of a request for personal information as soon as possible. If the information is not subject to exemptions (or contains personal data relating to third parties) we will provide a written response within one month.

Under the terms of the Data Protection Act, we will provide you with a statement, or copies of data, if:

- it is "personal data" as defined by *Durant v Financial Services Authority* (2003) that is, truly personal, not merely incidental mention of a person, and within a structured, relevant filing system;
- it is not exempt from disclosure;
- we have been able to verify your identity; and
- you have not repeatedly requested the information in a short space of time.

What is the purpose of the right of access under GDPR?

The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of (and can verify the lawfulness of) the processing. It also allows them to check the accuracy of the data held and to challenge why it is necessary for the data to be held.

Goring on Thames Parish Council Policy on Requests for Information

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Is there a fee for dealing with a subject access request under GDPR?

No. A copy of the information will be provided free of charge. However, a 'reasonable fee' can be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive.

A reasonable fee can also be charged to comply with requests for further copies of the same information. This does not mean that there can be charges for all subsequent access requests.

The fee will be based on the administrative cost of providing the information.

What is the timescale for responding to a request?

Under the GDPR the information should be provided without delay and at the latest within one month of receipt of the request.

The period of compliance can be extended by a further two months where requests are 'complex or numerous'. If this is the case, the individual will be informed within one month of the receipt of the request with an explanation as to why the extension is necessary.

What if the request is manifestly unfounded or excessive?

Where requests are manifestly unfounded or excessive, because they are repetitive, we can:

- charge a reasonable fee considering the administrative costs of providing the information; or
- refuse to respond.

Where we refuse to respond to a request, we will explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

How will the information be provided?

We will verify the identity of the person making the request using 'reasonable means'.

If the request is made electronically, we will endeavour to provide the information in a commonly used electronic format.

The GDPR introduces a new best practice recommendation that, where possible, organisations should be able to provide remote access to a secure self-service system which provide the individual with direct access to his or her information. This is not

Goring on Thames Parish Council Policy on Requests for Information

Appendix L

appropriate for all organisations and we do not yet have this type of facility. The right to obtain a copy of information, or to access personal data through a remotely accessed secure system, must not adversely affect the rights and freedoms of others.

What about requests for large amounts of personal data?

The GDPR permits us to ask the individual to specify the information the request relates to.

The GDPR does not introduce an exemption for requests that relate to large amounts of data, but we can consider whether this makes the request manifestly unfounded or excessive.

Freedom of Information Act 2000 ("FOI")

Timescales and ways of making requests

We will respond to an FOI request in 20 working days counting the first working day after the request is received as the first working day. An FOI request can be made by anyone, from anywhere, for any purpose. It must be in writing and there must be a return address to send the information to. We will confirm or deny whether we hold the information within the 20 days. If we do not hold the information we will explain why not. We will let you know if we need longer than 20 days to apply the public interest test and we will tell you at that point what exemptions we are looking at and how long we think we need. If we do need more time to apply the public interest test this will be up to a maximum of a further 20 working days so the total time will be a maximum of 40 working days.

Refusal

We may refuse a request if we consider that:

- it is vexatious (designed to cause disruption or annoyance rather than having a serious purpose, see below)
- to comply would exceed the statutory cost limit (£450 with staff time charged at £25 an hour which is the statutory rate). If we believe it will exceed the cost limit, we will issue a refusal notice and invite the applicant, if possible, to revise the request to make it less expensive.
- it falls within an exemption under the legislation (see below)

Charging

We can charge for photocopying and disbursements and can request these fees in advance by issuing fees notice within twenty working days of receipt of the request. When the fees notice is issued the time limit for responding stops. If we do not receive the fee within three months we are not obliged to comply with the request.

Clarification

We can seek clarification about what is being requested. The time limit for responding stops whilst we wait for a response to our request for clarification.

Goring on Thames Parish Council Policy on Requests for Information

Appendix L

Exemptions

The most common exemptions are:

Section 21 – information reasonably accessible to the applicant by other means. There is a duty to confirm or deny whether we hold it and to tell the requestor where they can find it. This is an absolute exemption which means the public interest test does not need to be applied, (see below).

Section 22 – information intended for future publication. This means it is in draft, still being worked on but when completed, or approved, it will be published. The public interest test must be applied here.

Section 31 – prejudicial to law enforcement (preventing crime, collecting tax)

Section 36 – prejudicial to the effective conduct of public affairs

Section 40 – personal data

Section 42 – legal professional privilege

Section 43 - commercial sensitivity

All except section 21 are qualified exemptions requiring the application of the **public interest test**. This means weighing up whether the public interest is best served by disclosing the information, or not disclosing it.

Environmental Information Regulations 2004 (“EIR”)

Environmental information broadly relates to:

- Air, atmosphere, water, soil, land, landscape, plants, animals, biological diversity and genetically modified organisms
- Emissions, discharges, noise, energy, radiation, waste, recycling, and pollution
- Measures and activities such as policies, plans and agreements
- Reports, cost benefit analysis and economic analysis
- The state of human health and safety, contamination of the food chain
- Cultural sites and built structures (the effect of the environment on the human world)
- Planning and development, building control, construction and renovation, floods and flooding issues, land use, traffic, parking, location of mobile phone masts and demolition of buildings

Goring on Thames Parish Council Policy on Requests for Information

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It covers documents, photos or maps. There is no distinction between formal approved documents, and anything else. The duty is to make the information **available**. This is not the same as the duty to disclose under FOI.

There are 20 working days to respond to the request. Unlike FOI there is no extension to the time limit for consideration of the public interest test. A further 20 days is permitted though if the request is complex, or there is a large amount of information involved. There is no right to charge for inspection. Cost recovery is permitted with reasonable charges published in advance.

Exceptions

There are exceptions to the requirement to disclose, these exceptions are subject to the public interest test like FOI. The exceptions are:

- personal data
- information not held when the request was made
- the request is manifestly unreasonable (similar to “vexatious” under FOI but with “manifestly unreasonable” used instead. The courts have treated both in the same way)
- the request is too general
- information is in draft or is unfinished
- information is an internal communication
- disclosure would adversely affect the course of justice or commercial confidentiality.

There is a lot of guidance, and case law, on the use of both FOI exemptions and EIR exceptions which can be found on the Information Commissioner’s website at www.ico.org.uk.

Publication Schemes

This is a scheme available via the website, setting out the classes of information that will be made routinely available and any charges. This includes policies and procedures, minutes of meetings, annual reports and financial information. This information is easily and quickly available.

Internal Review

If you are unhappy with the way your request has been dealt with you may request an internal review. This will be carried out within 20 working days of the request for a review being received. If you remain unhappy with the result of the review you can ask the Information Commissioner to look at your concerns. We will provide you with details of the internal review process when you request it. The process will vary depending on the type of request and who is available to review the process within the timescales.

Vexatious Requests

Goring on Thames Parish Council Policy on Requests for Information Appendix L

Whilst Goring on Thames Parish Council wishes to be open and transparent and to provide as much information as possible about the work it does there are occasions when it might be necessary to decide that a request is “vexatious” within the meaning of the legislation. There have been a number of legal cases which have helped to clarify what is meant, legally, by “vexatious” and which have stated that parish councils have limited resources and that their obligations under the legislation must be proportionate to those resources.

Public authorities do not have to comply with vexatious requests. There is no requirement to carry out a public interest test or to confirm or deny whether the requested information is held.

The key question is whether the request is likely to cause **a disproportionate or unjustified level of disruption, irritation or distress**. There is no exhaustive list of circumstances. Every case is unique and judged within the context and history of that specific situation.

“Vexatious” Indicators

- Abusive or aggressive language
- Burden on the authority
- Personal grudges
- Unreasonable persistence
- Unfounded accusations
- Intransigence
- Frequent/overlapping requests
- Deliberate intention to cause annoyance
- Scattergun approach
- No obvious intent to obtain information
- Futile requests

Process we will follow to determine if a request is vexatious

The parish clerk deals with all requests for information on behalf of the Parish Council. If a request is considered to be potentially vexatious the clerk will prepare a summary setting out the context and history to the request. This summary will be reviewed by the Parish Council.

The review

The following will be considered:

- The purpose and value of the request
- Whether the purpose and value justify the impact on the public authority
- The context and history so, for example, if there has been a long and frequent series of requests the most recent request, though not obviously vexatious, will contribute to the aggregated burden.
- Have there been numerous follow-up enquiries no matter what is supplied? This will be balanced against how clear our responses have been, has contradictory or

Goring on Thames Parish Council Policy on Requests for Information

Appendix L

inconsistent information been supplied or is a legitimate grievance being pursued?

- Whether there are alternatives to the vexatious route. If it is too expensive then section 12 (costs in excess of £450) will be used. The Information Commissioner permits the total costs for all requests from one person (or several acting in concert) to be aggregated during a period of sixty days so long as they are requests for similar information.
- Is this a round robin, a “fishing” expedition or part of an orchestrated campaign? None of these make it vexatious but are factors.

Final Warning

If, having considered all of the above, the Parish Council thinks there is a case for treating the request as vexatious then consideration will be given to a “final warning”. This is a letter, or email, to the person making the request explaining the impact the request(s) are having and asking that their behaviour be moderated. This “final” warning will not be appropriate in all cases but, if it is possible that the person making the request has not appreciated the impact of what they are doing, then it may assist.

Advice and Assistance

In addition, the Parish Council may want to ask the person making the request whether advice and assistance would help in clarifying what exactly they wish the organisation to provide. Again, this may not be appropriate in every circumstance but will be considered.

Report to the Parish Council

The history of the matter will go forward as part of a report to the Parish Council setting out the evidence and reasoning behind the recommendation to propose that the request be treated as vexatious.

The decision to declare a request vexatious will be taken by the Parish Council. This decision should be taken within 20 working days of receipt of the request. This time limit should be achievable in normal circumstances, however, if there is no meeting scheduled within that timescale then the decision will be formally delegated by the adoption of this policy to the chairman of the Council [in consultation with the vice chairman]. In a small parish it is not possible for there to be an internal review process once the Parish Council has reached the decision that the request is vexatious.

Under section 14(1) of the Freedom of Information Act the refusal notice will set out our internal review procedure (if one is available) and the right of appeal to the Information Commissioner’s Office. However, under section 17(6) if the authority has issued a previous refusal notice for a vexatious request (and it would be unreasonable to provide another one) it is not necessary to do so. This will be done where the complainant has already been warned that further requests on the same, or similar topics, will not receive any response.

Please note that if a request is found to be vexatious and further requests are received on the same topic no response will be provided.

Review of Policy

Goring on Thames Parish Council Policy on Requests for Information

Appendix L

This information policy is part of the Council's governance structure and will be reviewed as necessary when legislation (or legal cases) means it needs to be updated.

Goring on Thames Parish Council Privacy Notice

Appendix M

This sets out the type of information we collect (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about councillors and employees. We are supplied with a copy of the register of electors by the district council. We do not sell personal information to other organisations.

The data controller for your personal data is Goring on Thames parish council

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (for example, about allotments or burial plots).
- To provide services to residents including sending you information about current and future services. This might include lists for example of current allotment holders and waiting lists for allotments. It includes mailing lists for newsletters, agendas or minutes.
- To provide certain online facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services.
- To allow other organisations to provide services to residents.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood Plan) if we carry out a survey to find out what the community thinks.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments

Who might we share the information with?

We might share information with the district/county council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us your letter or email will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Goring on Thames Parish Council Privacy Notice

Appendix M

Your contact details may be passed to survey contractors to carry out surveys. This could be as part of a Community or Neighbourhood Planning process. These contractors will use your details only for that purpose and will then delete them.

If you are in debt to us, we may give other people information for the purposes of recovering the debt

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so

Transfer of data outside the EEA

The parish/town council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured by contract.

How long do we keep data?

We will publish a retention policy detailing the length of time data will be retained.

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Data Protection Officer:

Goring on Thames Parish Council Privacy Notice

Appendix M

Goring on Thames Parish Council, Gardiner Pavilion, Upper Red Cross Road, Goring, Reading RG8 9BD Email: clerk@goringparishcouncil.gov.uk

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545745 or 0303 123 1113 (local rate) or email: casework@ico.gov.uk



COMMUNICATION POLICY

1. Introduction

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners with regard to matters relating to the Civil Parish of Goring-on-Thames.

Parish Councillors may be contacted via the Clerk or using their Parish Council email addresses.

If it is felt by the villager that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

2. Aims

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa.

To provide information on important matters in a timely manner to facilitate and encourage informed comment from interested individuals and groups.

3. Parish Council Meetings

The Parish Council meets 6 times per year, starting in May on the 2nd Monday of every other month.

The Parish Council will normally meet in a room at the Village Hall, in the Civil Parish Of Goring-on-Thames from 7.30pm.

Public participation will generally start before 7:30pm enable discussion on agenda items, 10 minutes is reserved for this, with the meeting starting immediately after, but no earlier than 7:30pm unless previously advertised.

Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting must make the Chairman aware of their intention before the meeting starts.

4. Notice Boards

The following items will be displayed on the Parish Council noticeboard outside the council office



- Parish Council meeting dates for the year
- Contact details for the Clerk
- The Parish Council's meeting agenda - which will be posted at least 3 clear days in advance of each meeting
- Agenda of other committee meetings of the Parish Council - which will be posted at least 3 clear days in advance of each meeting
- The information displayed on the Parish Notice Board will be kept up-to-date.

Where possible the other notice boards around the village will also be kept up to date, however the board outside the parish office remains the office noticeboard.

5. Correspondence

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at clerk@GoringParishCouncil.gov.uk or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors have their own Council email addresses which have the format [firstinitial.lastname@GoringParishCouncil.gov.uk](mailto:firstname.lastname@GoringParishCouncil.gov.uk).

The Clerk is responsible for dealing with email received and passing on anything relevant to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new email requiring data to be passed on may be followed up with a data consent request before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with villagers in relation to their own personal views, if appropriate, with a copy to the Clerk.

It is important to note that any emails sent to Parish Council email addresses will be subject to The Freedom of Information Act requirements.

These procedures will ensure that a complete and proper record of all correspondence is kept.

It is imperative that all correspondents never forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if possible. If email is used, then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The



Council regrets that, for reasons of computer security and virus protection, anonymous emails, and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately in line with the known policies of the council, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

6. Website

The Parish Clerk will arrange for the agenda and associated papers to be posted on the Goring-on-Thames Parish Council Website (www.GoringParishCouncil.gov.uk) at least three clear days before the meeting and for the draft Minutes to be posted as soon as possible after the meeting. The final Minutes will be posted once approved.

In order to comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

- a) all items of expenditure above £100
- b) end of year accounts
- c) annual governance statement
- d) internal audit report
- e) list of councillor or member responsibilities
- f) the details of public land and building assets
- g) Minutes, agendas, and meeting papers of formal meetings.

The Parish Clerk is the Webmaster for the Parish Council website. The Parish Clerk will ensure that the Parish Council email address is publicised.

7. Social Media

The use of social media does not replace existing forms of communication but is used to enhance communication with a wider range of the population.

8. Annual Parish Meeting

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

9. Related Policies and Procedures

Councillor Code of Conduct

Communication Policy

Reviewed 07th September 2022



Complaints Policy

Retention Policy

Policy on Requests for Information

Recording of Meetings Policy

Media & Communications Committee TOR

10. Review

This document was approved for use at the meeting of the Parish Council on 04th October 2021, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 07 September 2022

B Urbick, Chairman



Dignity at Work (Bullying & Harassment)

POLICY

1. Introduction

In support of our value to respect others, the council will not tolerate bullying or harassment by or of any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on grievance and disciplinary handling and the members' Code of Conduct. The council will issue this policy to all employees as part of their induction and to all members. The council may also wish to share this policy with contractors, visitors and members of the public.

2. Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment

".. unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age."

These definitions are derived from the ACAS guidance on the topic.

Bullying and harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

3. Examples

Examples of unacceptable behaviour include, but are not limited to:

- spreading malicious rumours,



- insulting someone,
- ridiculing or demeaning someone,
- exclusion or victimisation,
- unfair treatment,
- overbearing supervision or other misuse of position or power,
- unwelcome sexual advances,
- making threats about job security,
- making threats of physical violence against a person or their family,
- deliberately undermining a competent worker by overloading work and/or constant criticism,
- blaming a person for others' mistakes,
- preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media or by telephone. It may occur on or off work premises, during work hours or non-work time

4. Penalties

Bullying and harassment by any employed persons can be considered examples of serious misconduct which will be dealt with through the council's disciplinary procedure at gross misconduct level and may result in summary dismissal from the council.

If elected members are bullying or harassing employees, contractors, fellow councillors, or others reporting the incident as a contravention of the member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the Council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the Council should take appropriate legal advice, sometimes available from the Council's insurer, if such a matter arises.

5. Legal Position

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named respondents.

The legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners,



contractors etc and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the council.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes. For instance: employers can be vicariously liable for harassment received in the workplace, where the conduct is viewed as 'serious', or oppressive incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the act.

6. Process for dealing with complaints of bullying and harassment

1.1. Informal Approach

Anyone (employee, contractor, member or visitor) who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

1.2. Formal Approach

Employees

Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the chairman of the staffing committee or another member of the staffing committee if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal grievance procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

Others

Any other party to the Council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the Council, where possible, if an informal notification to a member has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any members or officers of a council should use the council's official complaints procedure. It is important that the member(s) being complained about do not prevent the Council operating impartially in its investigation and decision-making in this regard.



1.3. Grievance – Employees Only

A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's grievance procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting.

A full investigation of the complaint will be held by an appropriate person as appointed by the Staffing Committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The hearing panel will publish its recommendations following deliberation of the facts.

An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal.

At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved. The Council will commit not to victimise the complainant for raising the complaint once the appropriate dispute resolution process has been concluded.

1.4. Disciplinary Action

Following a grievance hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an employee found to have been bullying/harassing others this will follow the council's disciplinary procedure under the ACAS Code of Practice on Dispute Resolution and would normally be treated as gross misconduct.

For members who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty. The range of disciplinary sanctions available to the council, where a member has been involved in bullying/harassment are limited but do include; admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from committees of the Council and representation on any outside bodies, a referral under the Code of Conduct to the relevant reviewing body. There may also be a referral to the police under the Protection from Harassment Act 1997, or a claim to an Employment Tribunal for Third Party harassment (for harassment relating to one of the protected characteristics under the Equality Act) in the most extreme cases. This list is not exhaustive.



False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the disciplinary procedure and/or a referral to the standards process.

All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings.

Bullying is more likely to be complained about when individual members criticise staff, often without objective evidence, without the mandate from the corporate body of the Council and in environments which are open to the public or other employees or by way of blogs, Facebook comments, or in the pub or local playground.

The Council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

7. Review

This document was approved for use at the meeting of the Parish Council on 26th September 2022, it shall be reviewed periodically, at least once per Council term, nominally 4 years, or when legislation dictates.

Signed:

Dated: 26th September 2022

B Urbick, Chair

Title	Correspondence Received
Authors	Various Members of Public
Meeting	Goring-on-Thames Parish Council Meeting – 12 th September 2022

A request to not reinstate an unlawfully removed streetlamp

Streetlight on Fairfield Road.

Dear Madam,

I would like to request an agenda item for the upcoming council meeting on 12th September as follows:-

Cancellation of Goring Parish Council's order for a new lamp post on Fairfield Road.

I would like to request that Goring Parish Council cancel its order with SSE to install a new lamp post on Fairfield Road.

There was an old fixture previously in place which had not worked for many years. There was no identifier of the lamp and it was assumed to be redundant.

An application was made to OCC to remove it in October 2021 as below

----- Forwarded message -----

From:

Date: Wed, 6 Oct 2021 at 13:21

Subject: Removal of streetlight

To: <streetlighting@oxfordshire.gov.uk>

Reference

Fairfield Road, Goring, RG8 0EX

Please could you advise how you can remove this old streetlight at the above location. I adjoin a sketch below and attach an image.

There is no identifying tag left on it, only the nails which used to hold it can be seen.

The light has not worked for many years and is an eyesore.

I look forward to hearing from you

This fixture has been completely removed and the supply has been made safe by SSE. This has been confirmed by the contractors in their paperwork below (POT ENDED AS REQUESTED)

In all of the years that the light did not work, there was no request for it to be reinstated. Neighbours are glad to see it gone as it was an eyesore.

The Parish Council should cancel their order with SSE to install a replacement and save the Parish the money to install it and the cost of running it. Fairfield Road is a private road and the residents have their own garden lighting. There is no demand for this fixture and it is absolutely not wanted.

The current position is:-

The old redundant fixture is completely gone

The supply has been made safe by SSE

No resident is petitioning for a replacement

Goring Parish Council can save the trouble and money of installing and running the light.

Therefore, please cancel your order with SSE and close this matter.