



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

Monday 25th July 2022 at 19:30, Bellême Room, Village Hall

Public Session – Prior to the Start of the Meeting

MoP1: Raised points on the use of the Bowls Green for the purposes of cricket nets, and that moving Bowls and Croquet to Sheepcot is not in their opinion an option.

MoP2: Asked why the recording of minutes was not on the agenda. The Chairman confirmed there had been other priorities and hoped that it could be picked up and added to the next agenda.

Members Present:

Chair	Cllr B Urbick (BU)
Vice-Chair	Cllr S Lofthouse (SL)
Members	Cllr J Wills (JW)
	Cllr J Emerson (JE)
	Cllr L Reavill (LR)
	Cllr E McCorkell (EM)
	Cllr C Ratcliff (CR)
	Cllr A Smith (AS)
	Cllr R Osborne (RO)
	Cllr D Brooker (DB)

Officers Present:

Clerk	Laura White (LW)
Clerk Designate	Sarah Edmunds (SE)

Public and Press: at least 13 members of public plus District Councillor M Filipova-Rivers (MFR)

Meeting started 19:33

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

None

22.10.2. Declarations of Interests [LA 2011 s31]

None

22.10.3. To consider requests for Dispensations [LA 2011 s33]

None

22.10.4. Councillor Election: 14th July 2022 (LGA 1972 s89(6))

22.10.4.1. To receive acceptance of office from Cllrs Osborne, Ratcliff & Smith

Received and Countersigned by the Clerk, in advance of the meeting, from Cllr Ratcliff.



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Acceptance of Office forms were received from Cllrs R Osborne and A Smith, and countersigned by the Clerk.

22.10.4.2. To receive Register of Members Interest from Cllrs Osborne, Ratcliff & Smith

Received and forwarded to the Monitoring Officer, in advance of the meeting, from Cllrs Ratcliff & Smith.

Register of Members Interest form from Cllr R Osborne to be received this week.

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

22.10.5.1. Meeting held on 07th July 2022.

Resolved: The Chairman gave a summary of some changes to the minutes made in advance of the meeting which included:

- Deleted 22.07.6.1 a sentence regarding from Clerk Mentor onwards, was notes, not said in the meeting.
- Addition of agreeing the Job Description for Clerk Mentor at this Full Council Meeting.
- Modified 22.07.6.5, changed to unanimously agree to appoint L White.

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

22.10.6. To receive Chairman's report and announcements

Appendix A

Report to be provided after this agenda is issued, and will be added in the appendices pack as soon as it is available.

The Chair welcomed all of the new Councillors and was interested to hear which committees they were hoping to join and thanked them for their time and joining the Council.

Appendix A was provided to all Councillors for consideration on the afternoon of the meeting. The Clerk Designate provided printed copies to all Councillors at the meeting.

22.10.6.1. To receive correspondence from the Bowls Club informing the Council they will no longer be relocating to the Goring Heath Almshouses, and approve exploring options for a combined Bowls / Croquet facility at Sheepcot Recreation Ground

A summary of the history on this matter was given including:

The previous decision was to allow Bowls to stay for up to 18months and then hand over the space to the Cricket Club. The notes of an informal meeting (10th June) with Bowls, Croquet and Cricket and representatives of the Council were circulated to all attendees on the 15th June. On the 20th July an e-mail was received from a Bowls Club representative stating their view was different from that noted on the 10th



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June. Representatives of the Cricket Club have agreed to review the original meeting notes and new e-mail of the 20th July and make comment.

[Proposal] The Council to consider exploring moving bowls & croquet green to the Sheepcot.

Further comments included:

- Can't a different part of the Gardiner be used for nets?
- All sports clubs in the village need to be supported.
- Does this form part of the overall plan as part of the Open Spaces Review?
 - **[Proposal]** to not make further consideration of this item until the Open Spaces Review Report is issued, as it will constitute a material part of the decision.
- Worries over interruption of an amenity if the new facility is not ready in time for Cricket to build the nets as per the previous decision.
- There are lots of strands to the whole conversation including future of both pavilions, future office etc.

Resolved: It was unanimously approved to delay any further conversation on this matter until the Public Spaces Review report and recommendations have been received from the Landscape Architect. From that, to then consider the feasibility of moving Bowls and Croquet to the Sheepcot if appropriate.

22.10.6.2. To consider options to support new Ukrainian parishioners.

A summary of the history on this matter was given including:

A member of public raised in early 2022, cancelling Summer of Play and donating all the monies to the Ukrainian DEC appeal. Discussion with: District Councillors; County Councillors; Other Parish Councillors all recommended this was not an appropriate use of public monies.

Resolved: It was unanimously agreed that giving public monies to a national charity is not appropriate.

It was recommended to help in other ways, including talking groups, help with opening bank accounts, finding local jobs and personal invitations to Summer of Play, as some examples. It was highlighted that there is already so much help out there, it would be hard to do anything without stepping on any toes.

Proposal: To write to the local co-ordinator, stating that we were available to help if there are any direct requests.



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Resolved: To delegate to the Clerk in consultation with a quorum of Councillors by e-mail, up to £500 budget spend for one-off direct requests in support of Ukrainian Parishioners. Ongoing requests to be brought to the Full Council for consideration.

22.10.6.3. To approve whole council training session, maximum budget £1500.

The following points were discussed:

Some of the current councillors have previously done the Roles and Responsibilities course run by OALC, but that standard course does not include details on General Powers of Competence.

It was proposed that if a Goring-on-Thames Parish Council course was held it would have the potential for extra bonding of the Council and it's new members and a more bespoke course tailored to Goring's specific needs, such as including General Powers of Competence.

Resolved: It was unanimously approved to pursue a bespoke training course, budget up to £1500.

22.10.7. Governance Review Part 1

It was agreed by those present to move all approvals for the Terms of Reference to this point of the meeting.

22.10.7.1. Finance Committee Terms of Reference – New Document Appendix N

Update Proposed: "regular date and time, subject to the decision of the members of the Committee".

Resolved: Approved for use subject to amendment above, unanimous.

22.10.7.2. Co-option Advisory Working Group – No Changes Appendix P

Resolved: Approved for use subject to correction of one typographical error, unanimous.

22.10.7.3. Community Play Events Working Group – Minor Updates Appendix Q

Resolved: Approved for use, unanimous.

22.10.7.4. Neighbourhood Plan Strategic Project – Primary School WG– No Changes Appendix R

Resolved: Approved for use, unanimous.



22.10.7.5. Neighbourhood Plan Strategic Project – Traffic Management; Parking and Pedestrian Safety Committee – No Changes **Appendix S**

Resolved: Approved for use, unanimous.

22.10.7.6. Planning Committee – Minor Updates **Appendix T**

Resolved: Approved for use including the following amendments:

- updating number of committee members to 7 and keep a quorum of 3
- Subject to the deadline for submission being met, to ensure submissions are checked by at least a quorum of the Planning Committee members, unanimous.

22.10.7.7. Public Spaces Strategy Working Group – Minor Updates **Appendix U**

Resolved: Approved for use, subject to membership updated to 4 with a quorum of 3, unanimous.

22.10.7.8. Staffing Committee – Minor Updates **Appendix V**

Resolved: Approved for use, unanimous.

22.10.8. In accordance with resolution 22.01.10.1. to re-appoint members and representatives to committees, Working Groups and other organisations for the year ahead now there is a full compliment of 10 Councillors.

22.10.8.1. To appoint members to the Planning Committee [7-off]

Previously: SL; DB; LR; JW; JE

Resolved: Approved to appoint, SL, DB, LR, JW, JE, AS, CR, Unanimous.

22.10.8.2. To appoint members to the Staffing Committee [3-off]

Previously: DB; EM; BU

Resolved: Approved to appoint, BU, CR, DB, Unanimous.

22.10.8.3. To appoint members to the Traffic Management, Parking & Pedestrian Safety Committee [3-off]

Previously: DB; SL; BU

Resolved: Approved to appoint, DB, RO, SL Unanimous.

22.10.8.4. To appoint members to the Media & Communications Committee [3-off]

Previously: JE; BU; EM

Resolved: Approved to appoint, BU, EM, RO, Unanimous.



22.10.8.5. To appoint members to the Finance Committee [4-off]

New Committee No Previous Members – see item 16.6 for draft Terms of Reference for review

Resolved: Approved to appoint, BU, JE, CR, AS, Unanimous.

22.10.8.6. To appoint members to the Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working Group [2-off]

Previously: BU, LR

Resolved: Approved to appoint, BU, LR, Unanimous.

22.10.8.7. To appoint members to the Public Spaces Strategy Working Group [4-off]

Previously: BU, LR; SL; EM

Resolved: Approved to update TOR to membership of 6, Unanimous.

Resolved: Approved to appoint, BU, LR, SL, EM, RO, AS, Unanimous.

22.10.8.8. To appoint members to the Community Play Events Working Group [5-off – 2 non-councillors]

Previously: BU; SL; EM; SWicks; Vacant

Resolved: Approved to appoint, BU, SL, EM, SWicks, + 1 Vacant Member of Public seat Unanimous.

22.10.8.9. To appoint members to the Goring Poor Allotment Charity [3-off]

Previously: EM; JE & N Gordon-Potts

Resolved: Approved to appoint, CR; JE & N Gordon-Potts, Unanimous.

22.10.8.10. To appoint one member to the Goring Volunteer Trust

Previously: DB

Resolved: Approved to appoint, DB, Unanimous.

22.10.8.11. To appoint one member to Streatley with Goring Dementia Action Forum

Currently Vacant – the Clerk has found no contact details for this organisation, suggest to suspend allocating a Councillor to this appointment until a future need arises.

Resolved: Approved to keep vacant, unanimous.

22.10.8.12. To appoint one member to the Twinning Association.

Currently Vacant

Resolved: Approved to appoint, RO, Unanimous.



22.10.8.13. To appoint one member to the Village Hall Committee

Previously: BU

Resolved: Approved to appoint, BU, Unanimous.

22.10.9. To consider Councillors Responsibilities

Appendix B

Other responsibilities	Currently:	Appointed at this meeting
Finance	BU	Now a Committee
MIGGS Liaison	LR	LR
Police Liaison	JW	JW
Transport Issues	JW	JW
White Hill Burial Ground	JE	JE
TSB Bank Signatories (Recommend 5)	BU; LR; JE; SL Plus Internet Banking Access for Clerk & Assistant Clerk	All members of the finance committee (+ Clerk and Assistant Clerk with internet banking access)

Resolved: Approved unanimously as per table above.

22.10.10. To receive Clerk's Report

Appendix C

22.10.10.1. War Memorial – Receive recommendations of work, approve seeking further quotes.

A Councillor has completed some investigations since the Agenda was issued. It has been found that Historic England recommends not cleaning Lichen etc, but only clean off vegetation growing in the cracks; replace the missing grout; and ask for quote to ensure the names are all legible.

[ACTION] Approved unanimously: Clerk to seek further quotes in line with the recommendations from Historic England on correct preservation and cleaning, and bring to a future meeting for consideration.

22.10.11. To receive Facilities' Report

Appendix D

22.10.11.1. To approve modification to the pedestrian access route, Whitehills Green to Sheepcot Recreation Ground to better support those with mobility issues.

Resolved: Approved unanimously to modify the entrance including the fencing subject to discussion with the neighbour on the roots use of paving slabs or self-binding aggregate, maximum budget £400.

22.10.11.2. To approve asking the Football Clubs to Commission a professional Health and Safety Sign to display during any works or spraying (COSHH) on the football pitches.

Resolved: Approved unanimously to ask the Football Clubs to commission professional signs.



22.10.11.3. To receive a report on the hanging basket brackets on lamppost on the bridge, agree actions and budget.

To approve budget of £2,000 for professional advice from structural engineer.

The following points were discussed:

- A basket bracket broke during a watering session, fortunately falling over the side of the bridge and not injuring the volunteer.
- There are another 13 similar brackets in use.
- Remedial action was taken to support the brackets using wire and heavy duty cable ties.
- A structural engineer has confirmed the current remedy would be sufficient for the rest of the season.
- It was noted that description for the commission did not include the word *heavy*, as per Appendix D
- The baskets have been hung from the ladders in the past, using shackles, so no need for the curl / return on the end.
- The ladders had been structurally tested in the past, and any future works by the parish council needs to include similar testing.

Resolved: It was unanimously approved to pay £300 for the structural engineer assessment completed to date.

Resolved: It was unanimously approved the current hanging basket brackets can be used to the end of this season only, filling the reservoirs fully, and to inspect regularly for any further failures.

Resolved: It was approved by majority to allocate £2000 for either further structural advice or structurally appropriate brackets, the council to approve the spend at a future meeting.

22.10.11.4. To receive a report on Himalayan Balsam at the Ferry Lane Space, and approve taking remedial action

Budget and quotes to be reviewed in a closed session at the end of this meeting.

Resolved: It was unanimously approved action must be taken to remove the Himalayan Balsam. Quotes to be discussed in a closed session at the end of this meeting.

22.10.11.5. To receive a report on the future office for the Council, its staff, records, and other storage items, including consideration of the request from the Medical Practice to purchase wholly the site from the Council. To discuss the options proposed and agree actions. [Cllr JE]

The following points were discussed in addition to the report:



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- The Appendix should state, Yes against “space to fit” for the Community Centre.
- The proposer was asked why the Gardiner was first discussed as a potential extension site for office but then the Sheepcot was the proposal in the report. Answer:
 - It would add too much bulk to the Gardiner Pavilion.
 - Not many visitors to the Council Offices, so no need for central location.
- Suggesting the immediate move out of the Gardiner because the sports pavilion would be returned to sports use.
- It was confirmed that moving to working from home only was not an option due to the records, having somewhere to meet parishioners etc. It was also confirmed that similar sized councils all have a physical presence / office.

Resolved: It was unanimously agreed to wait to make any further decisions on the future of the Council Office Location.

22.10.12. To Receive Minutes of Committees

22.10.12.1. Planning Committee Minutes of 28th June 2022

Appendix E

Resolved: It was unanimously approved to receive the minutes.

22.10.12.2. Traffic Management, Parking and Pedestrian Safety Committee Minutes of 31st May 2022

Appendix F

Resolved: It was unanimously approved to receive the minutes.

22.10.13. To receive Items of Correspondence and agree actions arising.

Correspondence

22.10.13.1. A request for works to the large tree to the north of the Sheepcot Pavilion, and associated report on the matter.

Resolved: It was unanimously approved to send the draft response as per the Correspondence attachment to this meeting.

22.10.13.2. Items of correspondence pertaining to the bowls green.

The items of correspondence were received, unanimously.



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22.10.14. To receive reports from District and County Councillors

22.10.14.1. Oxfordshire County Councillor: K Bulmer

Appendix G

Cllrs Bulmer's July report was received in advance of the meeting and circulated to all Councillors and will be added to **Appendix G** for this meeting.

The report was unanimously received.

22.10.14.2. South Oxfordshire District Councillor: M Filipova-Rivers

Appendix H

Report to be provided after this agenda is issued, and will be added in the appendices pack as soon as it is available.

The report was received in advance of the meeting and circulated to the Councillors, and will be attached to the appendices for this meeting.

It was asked of MFR if there was any plan to put in place transport from remote villages to the activities which are planned in Didcot. MFR was asked to take this matter up with their team at SODC.

Having thanked MFR for the smartening of the public toilets by SODC, the report was unanimously received.

22.10.15. To receive reports and consider actions arising from Working Groups and Committees

22.10.15.1. NP Strategic Project – Goring CofE Primary School WG

No update since last meeting.

22.10.15.2. Conservation Area Appraisal WG

Update was provided in the meeting by the Council's Conservation Area Advisor:

- The draft text was sent in to SODC in February. The report is likely to remain in the queue for review until the end of the year.

22.10.15.3. Traffic Management, Parking & Pedestrian Safety Committee

- *To note a donation of £1000 has been received from MIGGS to support the consultation for Station Road suspension of Parking Spaces and trial Pedestrian Priority Lane.*
- *Budget remains to conduct speed surveys on Wallingford Road and High Street.*
- *Committee is considering options for Speed Indicator Signs for Wallingford Road and High Street between the Bridge and Miller of Mansfield.*

The donation from MIGGS was unanimously noted, and therefore the speed surveys will be conducted.



22.10.16. Public Spaces Review

22.10.16.1. To receive a verbal report on the progress on the Public Spaces Review.

Frustratingly, the report has been delayed, but the delay was due to unforeseen health circumstances. It is hoped it will still be returned by the end of August.

22.10.17. Governance Review

To review and approve updated or new governance documents as listed:

22.10.17.1. Standing Orders 2022

Minor Updates, awaiting new model standing orders to be issued by NALC

Appendix I

A summary of the changes were made including

- Update of the name of the NALC document it references
- A formatting error for items at the annual meeting
- Revisiting decisions now includes “significant new information”
- Updating the number of councillors to propose updates to Standing Orders.
- Last sentence to refer to the renumbered section.

It was further proposed in the meeting to add:

- “on the council’s website” to the tender process.
- Council to publish minutes not more than 1 month after the meeting has taken place.

Resolved: Approved for use with the changes as detailed above, unanimously.

22.10.17.2. Code of Conduct 2022

To adopt the new Model Code of Conduct as issued by SODC

Appendix J

Resolved: Approved to adopt, unanimously.

22.10.17.3. Loan Agreement – New Document

Appendix K

Resolved: Approved for use, unanimously.

22.10.17.4. Motion without notice

Resolved: approve unanimously to suspend standing orders and extend the time limit of the meeting to 2hours 20 minutes.



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- 22.10.17.5. ~~Flag Policy – New Document~~ ~~Appendix L~~
22.10.17.6. ~~Expenses Policy – New Document~~ ~~Appendix M~~
22.10.17.7. Clerk Mentor Job Description Appendix O

Resolved: Approved for use, unanimously.

- 22.10.17.8. To delegate review of Employment policies and procedures to the Staffing Committee

Resolved: Approved unanimously to delegate to the Staffing Committee.

- 22.10.17.9. To note that the Complaints Policy, the Requests for Information Policy, the Privacy Notice and the Communication Policy to be reviewed at the next meeting.

Noted Unanimously.

- 22.10.18. Finance Appendix W

- 22.10.18.1. To approve finalised payment list 1st April 2022 – 30th June 2022

Resolved: Approved, Unanimously as per Appendix W, the gas meter readings will be submitted again.

- 22.10.18.2. To note receipts 1st April 2022 – 30th June 2022

Resolved: Noted, Unanimously as per Appendix W.

- 22.10.18.3. To note the reconciled bank account and reserves balances as at 30th June 2022

Resolved: Noted, Unanimously as per Appendix W.

- 22.10.18.4. To complete quarterly budget review and approve proposed updates relating to Council decisions.

The Clerk informed the Council, the budget review as per Appendix W doesn't quite reflect the exact spend against each budget code. The errors are from keying errors as the Clerk and Clerk Designate have been using the Q1 entries for training. The errors are minor, and total spend is correct. The Clerk suggested that a full review of the correct budget be completed at the first meeting of the newly formed Finance Committee.

Resolved: The budget was reviewed, and updates approved unanimously as per Appendix W. The Council asked that the Finance Committee complete a full, correct budget review at their first meeting.

- 22.10.18.5. To receive the External Audit Report for the financial year 2020-2021, and agree actions.

Resolved: The External Audit report was unanimously received.



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22.10.18.6. To note the conclusion of Audit 2020-2021 has been posted, with rights of inspection during July and August 2022.

It was noted that the rights of inspection had been posted to the website and noticeboards.

22.10.18.7. To approve the standard list of payments for financial year 2022-2023

Resolved: Approved, Unanimously as per Appendix W.

**22.10.19. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.
Confidential Papers**

Resolved: Approved, Unanimously to exclude the public and press, the Chairman asked those in attendance to leave the meeting after thanking them for attending.

22.10.19.1. To consider quotes and approve maximum budget for remedial work to remove Himalayan Balsam at the Ferry Lane Space.

Resolved: Approved to appoint against Quote 1, budget £3800+VAT, and ask to make use of the payment plan, and ask about appropriate signage and safe use of herbicide.

22.10.19.2. Motion without notice

Resolved: approve unanimously to suspend standing order and extend the time limit of the meeting to 2hours 30 minutes.

22.10.19.3. To consider valuations and agree value of OJFS to approach the Medical Practice with.
This item subject to earlier resolution in this meeting.

Resolved: A value for the OJFS was approved. The medical practice will be approached with the approved value for their consideration. Should the medical practice make a formal offer of purchase, the asset will be appropriately advertised in accordance with legislation, including notification to the Charities Commission in accordance with the deeds.

22.10.20. To agree items from this meeting to be included in the next Goring Gap News update.

Himalayan Balsam

22.10.21. Items for a future agenda.

If not agreed in the meeting here, a reminder that proposal of motion forms can be received by the Clerk in accordance with Standing Order 9b by 2nd September 2022.



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- Approval of Sign on the Wall of Yew Tree Court
- From the Vicar, the Great Big Green Week (Care for Creation Group) 1st October, including use of Rectory Garden
- Recording System
- Baskets on the Bridge

22.10.22. To confirm the time and date of the Next Council Meeting – 12th September 2022

Confirmed.

Meeting Closed: 22:05