



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

**Monday 26<sup>th</sup> September 2022 at 19:30, Bellême Room, Village Hall**

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

**MoP1:** Asked to withdraw the agenda item 22.17.10.1. .

**MoP2:** Pleased the Sheepcot access from Whitehills Green has improved, wants more info on traffic committee projects.

**MoP3:** Disappointed the Hanging Basket bracket failure report was not on this agenda.

### **Members Present:**

Chair	Cllr B Urbick (BU)
Vice-Chair	Cllr S Lofthouse (SL)
Members	Cllr C Ratcliff (CR)
	Cllr J Emerson (JE)
	Cllr E McCorkell (EW)
	Cllr A Smith (AS)

### **Officers Present:**

Clerk Sarah Edmunds (SE)

**Public and Press:** at least 7 members of public plus District Councillor M Filipova-Rivers (MFR)

### **Meeting started 19:33**

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

Apologies received from Cllr D Brooker (DB) Cllr L Reavill (LR) Cllr J Wills (JW) Cllr R Osborne (RO)

**Resolved:** The reasons for absence were unanimously approved.

#### **22.17.2 Declarations of Interests [LA 2011 s31]**

None.

#### **22.17.3 3 To consider requests for Dispensations [LA 2011 s33]**

None.



## GORING-ON-THAMES PARISH COUNCIL

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

**22.17.4.1** Meeting held on 25<sup>th</sup> July 2022.

**Resolved** Unanimously approved

**22.17.5** To receive Chairman's report and announcements

None Received

**22.17.6** To receive Clerk's Report **Appendix A**

**22.17.6.1** To note the resignation of the Assistant Clerk, the Staffing Committee met and agreed advert, dates for application etc. To receive any updates on this matter.

The Resignation was noted and discussion of appointing Laura White as the new Assistant Clerk moved to Confidential Items.

**22.17.6.2** To consider a request from the Vicar to use the Rectory Garden for the Great Big Green Week – 1<sup>st</sup> October 2022

**Resolved:** Unanimously voted in favour

**22.17.6.3** To agree to sign the online Civility & Respect in Public Life Pledge created in collaboration with NALC and SLCC once completed you'll receive a certificate by email and the council will be listed alongside others on a national map showing which councils have signed up.

It was discussed that if the wording was amended, then in principle, all agree with the Pledge.

**[ACTION]** The Clerk to raise the query with NALC/SLCC.

To revisit at next meeting

**22.17.7** To receive Facilities' Report **Appendix B**

**22.17.7.1** To receive a report on Car Park Bollards, for Community Centre. Approve purchase of one bollard to check suitability. To approve further purchase of 22 bollards for full installation, budget £1725, should the first bollard be found suitable. Approve £1750 for installation.

**Resolved:** Approved unanimously to instigate a trial of 6 electric bollards for the users having problems, let them know in advance that the batteries are their responsibility, then revisit at next meeting



**22.17.7.2 To approve £345.75 for contribution toward half bell bollard on the corner of Station Road and Red Cross Road.**

**Resolved:** Unanimously approved

**22.17.7.3 To receive a report on the War Memorial (Cllr J Emerson)**

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

*Budget to be approved in a confidential session at the end of this meeting.*

**Resolved:** The report was unanimously received, quotes to be discussed in confidential items.

**22.17.7.4 Report on Legionnaires Prevention Works TMV**

**Resolved:** The report was unanimously received, and consideration of quotes was moved to confidential item 22.17.15.2

**22.17.8 To Receive Minutes of Committees**

**Resolved:** All the Committee Minutes listed below were unanimously received.

**22.17.8.1 Planning Committee Minutes of 12<sup>th</sup> July 2022** **Appendix C**

**22.17.8.2 Planning Committee Minutes of 26<sup>th</sup> July 2022** **Appendix D**

**22.17.8.3 Planning Committee Minutes of 09<sup>th</sup> August 2022** **Appendix E**

**22.17.8.4 Traffic Management, Parking and Pedestrian Safety Committee Minutes of 18<sup>th</sup> July 2022**  
**Appendix F**

**22.17.9 To reconsider resolution of 21st March 2022 - 21.17-2.7.1 (“Approved unanimously to seek three quotes giving both live and recorded options for recording and subsequently ask the community if there is a group who wishes to purchase/run the system.”).**

The following points were discussed: Ongoing cost of clerk time to set up; time costs of managing the data file; SLCC recommend minutes do not keep members of the public on record; legislation is that minutes become the legal record of a meeting; potential SAR issues; meetings are quite long and adding the stop/start of recording can be disruptive; anyone can record a meeting but then it becomes their responsibility to manage the recording; legislation says, if press wish to record, we provide that facility space; it can be more inclusive to offer recordings.



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**Resolved:** Unanimously approved to not pursue purchase of equipment but to delegate the Media & Communications Committee to investigate options.

**22.17.10 To receive Items of Correspondence and agree actions arising. Correspondence**

**22.17.10.1 A request to cancel reinstatement of unlawfully removed streetlamp.**

**Resolved:** Unanimous approved to defer to the next meeting.

**22.17.11 To receive reports from District and County Councillors**

**22.17.11.1 Oxfordshire County Councillor: K Bulmer just received NEW Sept report Appendix G**

The report was unanimously received with the following comments: a MoP said he should attend in person; it was also commented would be useful if the head of OCC was to send a report as well.

**22.17.11.2 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 unanimously received with the following comment, is there a process to help those in need? MFR said that GDPR makes it tricky to share

**22.17.12 To receive reports and consider actions arising from Working Groups and Committees**

**Resolved:** All of the Working Group and Committee reports listed below were unanimously received.

**22.17.12.1 NP Strategic Project – Goring CofE Primary School WG**

Nothing to report

**22.17.12.2 Conservation Area Appraisal WG**

SODC officer has replied with comments on the report.

**22.17.12.3 Traffic Management, Parking & Pedestrian Safety Committee**

Several informal meetings have been held including discussions with OCCH. Topics include potential speed surveys; High Street overview; parking enforcement; the next steps for pedestrian priority on Station Road; ongoing review of yellow lines around Goring. New pavement upgrade with dropped kerbs at Holmlea Road has been a success. Next committee meeting scheduled for 17 Oct.



**22.17.12.4 Creation of an Office Space Working Group**

A small working group is to be set up to investigate and cost options for the future location of the Parish Office in advance of final decision regarding OJFS and their findings to be put before the Full Council.

**Resolved:** Unanimously approved to create a working group of at least three to include, JE, CR, plus either DB or RO, pending their confirmation.

**22.17.13 Public Spaces Review**

**22.17.13.1 To receive an update on the status of the report from the Landscape Architect**

**22.17.13.2 To approve delegating to a Working Group to:**

- Receive the report and verify if it meets the aims of original brief as per the Terms of Reference of the Working Group.
- Add the report to the website, design, build & publish a feedback form to receive comments on the report from members of the public.
- Agree date to close the feedback form to receive comments from members of the public, complete analysis of the comments received, and hold a Working Group meeting to discuss the report and feedback received.

*Note: all ten Parish Councillors to be invited to this meeting should they wish to attend.*

**Resolved:** Unanimously approved to add all councillors to the working group & complete actions detailed above.

**22.17.14 Governance Review**

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

**Resolved:** All of the policies & notice listed below were unanimously approved for use with minor amendments noted.

**22.17.14.1 Flag Policy – New Document**

**Appendix I**

Spelling corrections.

**22.17.14.2 Expenses Policy – New Document**

**Appendix J**

Spelling corrections, no mileage cost in claim form – a column to be added for this.

**22.17.14.3 Complaints Policy - Updated**

**Appendix K**

Corrected for clarity.



**22.17.14.4 Requests for Information Policy - Updated**

**Appendix L**

Corrected for clarity.

**22.17.14.5 Privacy Notice - Updated**

**Appendix M**

To be reviewed annually.

**22.17.14.6 Communication Policy - Updated**

**Appendix N**

**22.17.14.7 Dignity at Work (Bullying & Harassment) Policy**

**Appendix O**

**Resolved:** Unanimous approved to carry forward to next meeting.

**22.17.15 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.

**22.17.15.1 To consider quotes for works to the war memorial, appoint contractor, and approve budget.**

**Resolved:** Unanimously approved to appoint Breathable, for the cost of £980 plus VAT

**22.17.15.2 To consider quotes for works for the pavilions for legionnaires disease preventative measures.**

**Resolved:** Unanimously approved to appoint SMS for drain valves & survey, for the cost of £290 ex VAT

**22.17.15.3 Motion Without Notice**

**Resolved:** Unanimously Approved to suspend Standing Orders to allow the meeting to continue for 15 mins.

**22.17.15.4 To consider a report on a SAR request, and subsequent responses, and approve budget for legal advice received.**

**Resolved:** Approved Unanimously to speak to our solicitor for further advice.



## **GORING-ON-THAMES PARISH COUNCIL**

**22.17.15.5 That Council consider appointing Laura White as Assistant Clerk as recommended by the Staffing Committee, following a recruitment process and interview**

**Resolved:** Unanimously approved to appoint LW as Assistant Clerk. The separate post as Clerk Mentor, maximum of 5 hours per week, to continue for a minimum period at the discretion of the Clerk.

**22.17.16 To agree items from this meeting to be included in the next Goring Gap New update.**

Items for a future agenda.

Jubilee gardens: contract is coming to an end; consider winterising; edge strips etc

Hanging Basket report plus procedure for taking down & storage.

Retention Policy

Working Group investigations for the future location of the Parish Office

Tenders for Grass Cutting, Pavilion Cleaning

Move confidential section to the last agenda item in future

*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 4<sup>th</sup> November 2022.*

**22.17.16.1 To note the Budget for FY 2023-2024 is to be approved at the November 2022 meeting. All inputs to the 2023-2024 budget need to be received by the RFO by 10<sup>th</sup> October 2022.**

Noted.

**22.17.17 To confirm the time and date of the Next Council Meeting – 14<sup>th</sup> November 2022**

Confirmed

**Meeting Closed: 21:45**