



GORING-ON-THAMES PARISH COUNCIL

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

Monday 15th May 2023 at 19:30, Bellême Room, Village Hall

Public Session – Prior to the Start of the Meeting

None.

Members Present:

| | |
|------------|---|
| Chair | Cllr C Ratcliff (CR) |
| Vice-Chair | Cllr A Smith (AS) |
| Members | Cllr S Bridle (SB) Cllr D Brooker (DB) Cllr J Emerson (JE) Cllr J Hutchins (JH) Cllr S Lofthouse (SL) Cllr B Newman (BN) |

Officers Present:

| | |
|-----------------|----------------|
| Clerk | S Edmunds (SE) |
| Assistant Clerk | L White (LW) |

Public and Press: at least 16 members of public & District Councillor M Filipova-Rivers (MFR)

Meeting started 19:30

23.01.1. To elect a Chairman for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved By Majority to appoint Cllr C Ratcliff as Chairman of the Council.

[The outgoing Chair, B Urbick left the meeting]

23.01.1.1. To receive Chairman's declaration of acceptance of office [LGA 1972 s83(4)]

The declaration was duly signed and witnessed by the Clerk to the Council.

23.01.1.2. To receive Chairman's confirmation if they wish to be known as:

- Chair
- Chairwoman
- Chairman
- Chairperson for the duration of their term.

Cllr Ratcliff confirmed they were happy to use any title.

23.01.2. To receive apologies for absence. [LGA 1972 s85(1)]

Apologies were received in advance of the meeting from Cllrs R Williamson & E McCorkell.

23.01.3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

Resolved: Approved Unanimously to appoint Cllr A Smith as Vice-Chairman of the Council.

23.01.4. Declarations of Interests [LA 2011 s31]

23.01.4.1. To receive Register of Members Interest from all Councillors

It was noted that all of the Councillors had been sent the forms, and they would be returned to the Clerk within the 28 day requirement.

23.01.4.2. To receive declarations of interest for items on this agenda

None

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

None

The Chairman gave thanks to the outgoing Cllrs L Reavill; J Wills & B Urbick and welcomed the 4 new Cllrs to the Council.

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

23.01.5.1. Meeting held on 13th March 2023

Resolved: Unanimously agreed the minutes were an accurate record of the meeting and they were duly signed subject to the amendment "of 10% before vat, therefore a gross reduction in the cost to the clubs."

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

22.42.6.5 Agreement with Bloom regarding the garden in the corner of the Gardiner Recreation Ground.

Update: The agreement is now ready to sign.

23.01.6. To receive reports from District and County Councillors

This item was moved to allow the District Councillor to leave the meeting early if they so wished.

All of the reports listed below were received.

23.01.6.1. Oxfordshire County Councillor: F Van Mierlo **Appendix AA**

23.01.6.2. Oxfordshire County Councillor: K Bulmer **Appendix AB**

23.01.6.3. South Oxfordshire District Councillor: M Filipova-Rivers **Appendix AC**

M.Filipova-Rivers: Comments in addition to the report:

It is longer than normal, but gives the benchmark for the new SODC council, who are also still setting up new committees and councillor responsibilities. She is also pushing for planning training, particularly as we have so many new councillors.

23.01.7. To Receive Minutes of Committees

All of the minutes below were received by the Council.

23.01.7.1. Finance Committee

- Meeting Dated 14th February 2023

Appendix A

23.01.7.2. Planning Committee

- Meeting Dated 28th February 2023
- Meeting Dated 14th March 2023
- Meeting dated 28th March 2023
- Meeting dated 18th April 2023

Appendix B

Appendix C

Appendix D

Appendix E

23.01.7.3. Traffic Management and Pedestrian Safety Committee

- Meeting Dated 21st February 2023

Appendix F

23.01.8. Consideration of the recommendations made by a committee

None.

23.01.9. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

It was agreed to move this item to before the discussion on Committees.

23.01.9.1. Regular Full Council Meetings, Goring Village Hall, 7:30pm.

It was discussed the difference between Working Groups and Committees, that moving some of the current Committees to Working Group means they will result in less work load for the Council staff as they would not be public meetings, and no formal minutes, although notes from each Working Group will be required.

It was highlighted that some committees should remain as committees due to their long term nature. It was further noted that Clerks would need to still produce the agendas and papers for all Council and Committee meetings, as per LGA 1972 s12 p.10 (2)(a) and LGA 1972 s12 p41 (1)

Resolved: The Council approved unanimously to move to monthly meetings, except January and August. The regular meetings for this year being: 12th June; 10th July; 11th Sept; 9th Oct; 13th Nov; 11th Dec; 12th Feb; 11th March; 8th April; 13th May – ACM

23.01.10. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

23.01.10.1. To Approve the Scheme of Delegation

Appendix G

Proposed amendment: Payments should also be reported to the finance committee [Page 2 item 4].

Resolved: The document was approved for use subject to adding the amendment.

23.01.11. Review of the terms of reference for committees

Appendix H

Resolved: The documents were approved for use as written with the proposed updates to members and quorum number, subject to each individual committee or working group coming back as soon as practicable with proposed updates to their individual ToR's.

23.01.12. Appointment of members to existing committees

Appendix H

23.01.12.1. To appoint members to the Planning Committee

23.01.12.2. To appoint members to the Staffing Committee

23.01.12.3. To appoint members to the Traffic Management; Parking & Pedestrian Safety Committee

23.01.12.4. To appoint members to the Finance Committee

23.01.12.5. To appoint members to the Media & Communications Committee

23.01.12.6. To appoint members to the Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working Group

23.01.12.7. To appoint members to the Community Play Events Working Group

23.01.12.8. To appoint members to the Public Spaces Review Working Ground or disband, as no longer required.

23.01.12.9. To appoint members to the Public Spaces Signs Committee

23.01.12.10. To appoint members to the Public Spaces Sheepcot Pavilion Committee

23.01.12.11. To appoint members to the Public Spaces Playgrounds Committee

23.01.12.12. To appoint one member to the Gap Festival Committee

23.01.12.13. To appoint members to the Goring Poor Allotment Charity

23.01.12.14. To appoint one member to the Goring Volunteer Trust

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

23.01.12.16. To appoint one member to the Twinning Association.

23.01.12.17. To appoint one member to the Village Hall Committee

Members were appointed to each of the items above as per the table below.

| Committee (or Working Group – WG) | Previously | Membership Number | 2023/2024 membership |
|--|---|--|---|
| Planning | SL; DB; LR; JW; AS; CR; JE | 7, all others potential substitutes. | Remain as Committee SB, AS, JH, JE, BN, RW |
| Staffing | CR; DB; BU | 4 (up from 3) | Remain as Committee CR, SL, SB, JH |
| The Traffic Management; Parking & Pedestrian Safety | DB; SL; RO | 4 (up from 3) | Remain as Committee RW, SL, DB, JH |
| Finance | BU; JE; CR; AS | 4 | Remain as Committee JE, CR, AS, JH |
| Media & Communications | BU; EM; RO | 4 (up from 3) | Disband |
| Neighbourhood Plan, Strategic Project – Goring CofE Primary School WG | BU; LR | 4 (up from 2) | To discuss with Chairman of Governors [ACTION AS], decide at the next meeting whether to disband. |
| Community Play Events WG | BU, SL; EM; S Wicks + 1 vacant non-member seat | 5 (2 non-Councillors) | Disband |
| Public Spaces Review WG | All 10 | 10 | Disband – to review report in 6 months and decide whether to restart. |
| Public Spaces Signs Committee | SL; JE; CR | 4 (up from 3) | To change to Working Group . JE, SB, BN, + ask RW |
| Public Spaces Sheepcot Pavilion Committee | BU; AS; DB; David Boyd (Tennis); Vacant (Football) | 5 (inc. 1 tennis rep & 1 football rep) | To change to Working Group . To allow them to come up with rough designs to bring to council. 3 Cllrs: AS, SB, CR 2 reps approved at the next council meeting. |
| Public Spaces Playgrounds Committee | SL; RO; EM; Anna Povey; Laura Kelly; Chloe Morrison; Craig Dove | 7 (inc. 4 non-Cllr members) | To change to Working Group . To allow them to come up with rough designs to bring to council. 3 Cllrs: EM, SL, BN Anna Povey; Laura Kelly; Chloe Morrison; Craig Dove |
| Gap Festival Committee | Vacant | 1 | BN as liaison, rather than committee member, subject to Festival Committee agreement. |
| Goring Poor Allotment Charity | CR; JE; N Gordon-Potts | 3 | SB; N Gordon-Potts; K Macnab |
| Goring Volunteer Trust | DB | 1 | DB |

| | | | |
|---|-------------------------|---|------------------|
| Streatley with Goring Dementia Action Forum | Approved to keep Vacant | 1 | Remove from List |
| Twining Association | RO | 1 | RW |
| Village Hall Point of Contact / Liaison | BU | 1 | AS. |

It was confirmed that the Facilities Assistant monitors the village generally and works can be actioned within approved budgets.

23.01.13. Appointment of any new committees in accordance with standing order 4

None

23.01.14. Review and adoption of appropriate standing orders and financial regulations

23.01.14.1. To approve and adopt new Standing Orders, updated using the April 2022 version of the NALC Model Standing Orders Appendix I

Remove: “reviewed every other year as recommend by the Internal auditor” in Section 28

Proposal: JE’s e-mailed proposal regarding circulating the Agendas multiple times in advance of the meeting.

Proposal was withdrawn.

Resolved: Approved Unanimously, suitable for use subject to the Clerk implementing changes detailed above.

23.01.14.2. To review and approve suitable for use the existing Financial Regulations Appendix J

Update: To add a comma after “from time to time” in the last line of section 1.10

Update: to correct “theaccounts” to “the accounts” in section 2.3
Resolved: Approved Unanimously suitable for use subject to the Clerk implementing changes detailed above.

23.01.14.3. To review and approve suitable for use the existing 2022 Code of Conduct Appendix K

Resolved: Approved Unanimously suitable for use.

23.01.15. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

23.01.15.1. To note the Street Light Maintenance Contract and Energy Supply contracts and approve delegating to the Clerk to seek quotes, or tenders as applicable to present to the Council at a future meeting.

Resolved: Approved Unanimously to delegate to the Clerk to seek quotes or tenders as applicable and bring to the Council for consideration.

[ACTION] Clerk Team

23.01.16. Review of representation on or work with external bodies and arrangements for reporting back

None

23.01.16.1. To consider Councillors Responsibilities

Appendix L

| Other responsibilities | Currently: | Appointed at this meeting: |
|-------------------------------|-------------------|-------------------------------------|
| MIGGS Liaison | LR | TMPPS Committee |
| Police Liaison | JW | Not needed – Genie Reports |
| Transport Issues | JW | TMPPS Committee – Transport Liaison |
| White Hill Burial Ground | JE | JE |
| Bank Signatories | BU, Clerk | All Finance Committee Members. |

Resolved: Approved Unanimously as per table above.

23.01.17. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence

Appendix M

23.01.17.1. To note the Council meets conditions of eligibility for General Powers of Competence, that being more than 2/3 of Councillors were elected, and the Proper Officer of the Council holds the CiLCA qualification.

It was noted that all Councillors were elected, meeting the 2/3 criteria.

It was noted that the Clerk held the CiLCA qualification, meeting the requirement to “hold a relevant qualification”

23.01.17.2. Members are asked to review the General Power of Competence report as submitted and make the following resolution: “Goring-on-Thames Parish Council resolves from 15th May 2023 until the next relevant Annual Meeting of the Council (May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence”

Resolved: Goring-on-Thames Parish Council unanimously approves from 15th May 2023 until the next relevant Annual Meeting of the Council (May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence

23.01.18. Review of inventory of land and other assets including buildings and office equipment

23.01.18.1. To review and approve the Asset Register

Appendix N

Resolved: Approved Unanimously as a correct record, removing the Jubilee Garden as of 31st March 2023.

Resolved: To delegate Finance Committee to complete a full review for this year.

23.01.19. Confirmation of arrangements for insurance cover in respect of all insurable risks

Appendix O

23.01.19.1. To confirm the arrangements for insurance cover in respect of all insurable risks

Resolved: Confirmed Unanimously.

23.01.19.2. To note the Council is in the final year of a Long-Term Agreement, approve the Clerk should seek quotes to be brought to the full Council for consideration.

Resolved: Approved to delegate to the Clerk to seek quotes for Parish Insurance.

23.01.19.3. To approve seeking formal insurance valuation for all Council Property to ensure adequate cover, budget £1000.

Resolved: Approved to delegate to the Clerk, budget £1000, subject to receiving appropriate quotes, to instruct formal valuation of parish council buildings/property for insurance purposes, using budget code "Inspections Surveys and Reports."

23.01.20. Review of the Council's and/or staff subscriptions to other bodies

Appendix P

Reviewed, and confirmed for FY 2023/24, and approve increase budget £100.

23.01.21. Review of the Council's complaints procedure

Appendix Q

Goring-on-Thames Hyphens

Delete "and published as an appendix to Standing Orders and Regulations"

Resolved: Approved Unanimously suitable for use, subject to amendments as above.

23.01.22. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)

Appendix R

Resolved: Approved Unanimously suitable for use. (Goring-on-Thames)

23.01.23. Review of the Council's policy for dealing with the press/media

23.01.23.1. To approve updated Communications & Media Policy

Appendix S

To bring to the next meeting [ACTION] JE, Clerk, Assistant Clerk

23.01.24. Review of the Council's employment policies and procedures

23.01.24.1. To approve delegating this item to the Staffing Committee.

Resolved: Approved Unanimously to delegate review to the Staffing Committee, recommendations to be brought back to the full Council for formal adoption.

23.01.25. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

23.01.25.1. To note, no formal record of expenditure under General Power of Competence has been made, it is the “power of first resort” and therefore it can be considered that all spend has been made under General Powers of Competence.

Noted.

The following items are not required by the Standing Orders in the Annual Meeting of the Council.

23.01.26. Neighbourhood Plan

23.01.26.1. To note the Neighbourhood Plan should also be monitored at the Annual Meeting of the Council, and approve moving this to the September meeting to allow sufficient time to prepare a report.

Resolved: Approved unanimously to discuss at the September meeting, and noted that the progress of the NP should be monitored, monitoring delegated to the Planning Committee, and reviewed at the ACM.

23.01.27. End of Year Finance 2022-2023

Appendix T

23.01.27.1. Resolved Approved to suspend a standing order 17E– 14days of AGAR lack of time and council.

Former members of the Finance Committee have reviewed and recommended them for approval.

23.01.27.2. To note the reconciled bank accounts as of 31st March 2023.

Noted.

23.01.27.3. To approve the annual accounts for 2022/2023, including:

- **variances report**
- **reserves balances**
- **budget variations**
- **cash and investment reconciliation – Balance Sheet**
- **adjustments**
- **reconciliation of Box 7and Box 8**

Resolved: All of the documents above were approved unanimously.

23.01.27.4. To receive the Internal Audit report, consider recommendations and agree actions.

Resolved: Received Unanimously, and delegate to the Finance Committee reviewing the actions.

23.01.27.5. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2022/2023

The statements were read out to the council, and each confirmed as yes or no.

Resolved: Approved Unanimously, to tick yes for all boxes.

23.01.27.6. To Motion without notice – extend by 15 minutes.

**23.01.27.7. To approve the Annual Governance and Accountability Return (AGAR) Section 2
“Accounting Statements” 2022/2023**

Resolved: Approved Unanimously, subject to updating asset value to remove Jubilee Garden.

**23.01.27.8. To approve the dates for the public rights of inspection: 5th June – 14th July 2022, being 30
working days including the first 10 working days of July.**

Resolved: Approved Unanimously, 5th June – 14th July 2023.

23.01.28. To approve updated versions of the following for the Financial Year 2023-2024

23.01.28.1. To approve updated Reserves Policy **Appendix U**

Resolved: Approved Unanimously as suitable for FY 2023-24, subject to review by the Finance Committee.

23.01.28.2. To approve updated Financial Risk Assessment Policy **Appendix V**

Resolved: Approved Unanimously as suitable for FY 2023-24, subject to review by the Finance Committee.

23.01.28.3. To approve updated Internal Controls Statement **Appendix W**
Including approving to appoint Jane Olds as Internal Auditor for the 2023/2024 FY.

Resolved: Approved Unanimously as suitable for FY 2023-24 subject to review by the Finance Committee, and to appoint J Olds as internal auditor.

23.01.28.4. To approve updated effectiveness of Internal Audit document **Appendix X**
And approve Terms of Reference for the Internal Audit

Resolved: Approved Unanimously as suitable for FY 2023-24, subject to review by the Finance Committee and to approve the Terms of Reference for the Internal Auditor, subject to the terms remaining the same for FY2023-2024

23.01.29. To receive Clerk’s Report **Appendix Y**

Resolved: The Clerk’s suggestion that Councillors to take it in turn to hold a “surgery” style drop-in for the public to directly engage with the new Council was noted.

23.01.29.1. To receive a report on the Coronation Picnic

Received.

23.01.29.2. To approve Jubilee Garden Edging Budget £1500 and long-term care Annual Budget £1000

To delay to a future meeting.

23.01.29.3. To approve signing the Civility and Respect Pledge – at the request of the Internal auditor.

To delay to the next meeting.

23.01.30. To receive Assistant Clerk's Report on the Burial Ground

Appendix Z

23.01.30.1. To receive a summary of recent training and proposed burial ground regulations update
Received.

23.01.30.2. To approve Memorial Bench application for Gardiner Recreation Ground

Resolved: Approved Unanimously.

23.01.30.3. To approve updated Burial Ground Regulations, including updated forms, new forms and memorial bench plan.

[ACTION] Clerk – Sign “this is not a right of way”

updating “ferry land” to “ferry lane”

Change “strong link” to “10 years resident”.

Update Office Hours

Remove the 2nd Paragraph from first letter – Annex A

Resolved: Approved Unanimously as suitable for use subject to implementation of changes above.

23.01.30.4. To approve article regarding upcoming inspections and updating contact details and ask GGN and Genie to post

Resolved: Approved Unanimously as suitable for use.

23.01.30.5. To approve purchase of ground anchors for all benches without at the Burial Ground, budget £100 per bench, to include fitting. Estimate this is applicable to not more than 5 benches, monies to be taken from WHBG EMR.

Resolved: Approved Unanimously, max budget £500.

23.01.30.6. To approve repair patches to WHBG Driveway, Budget £200, including future repairs this year.

Resolved: Approved Unanimously, max budget £200.

23.01.31. To note the decisions of the Monitoring Officer with Regard to Code of Conduct Complaints

23.01.31.1. March 2023: Allegations against Cllr D Brooker of breaches of the code of conduct

Matter CLOSED: “...the monitoring officer had decided not to investigate the matter further.”

Noted.

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

Appendix AD

23.01.32.1. Proposal from MIGGS re Readibus (received too late to be included in the agenda as an item)

Resolved: Approve Unanimously £350 from “future decisions of the council” EMR, subject to receiving a report on how much it is used.

23.01.33. Matters for future discussion.

WHBG Driveway Access

Grants policy.

Review the Open Spaces Report in six months/Autumn 23

Action List.

Councillors allocated to different zones of the village "Parish Wards"

23.01.34. To agree list of items from this meeting to be submitted to the Goring Gap News as a Parish Council Update.

Readibus

New Councillors include Chair and Vice-Chair

Timing of meetings

Memorial Stones inspections

Where to find information on website etc.

Meeting Closed: 21:47