

Minutes from the Goring-on-Thames Parish Council Full Meeting 21<sup>st</sup> March 2022

21.17-2.1.1. Public Spaces Review

- To receive proposals and approve use of current Bowls Green going forward.

Representations were made on behalf of the three sports: Croquet; Bowls & Cricket.

**Croquet**

Croquet is a wide ranging activity, which attracts all ages. It is played all year and on a well maintained surface such as a Bowls Green. The Gardiner Pavilion would be ideal for the heavy hoops and the central village location at the Gardiner would be ideal for spectators. The Bowls Green should be protected and not beneath cricket nets.

**Bowls**

It is still their intention to move away, however there have been delays such as gaining planning permission and then COVID delaying the ability to get quotes etc. The delay in time has also meant the costs have escalated significantly. It is not that the bowls club don't want to relinquish the green, the funding is the issue. It is likely they will get some more additional grant funding, but likely still a £2-3k shortfall to make up. It is likely the bowls green will not be needed past September 2022, but without making up the shortfall in funding it can't be guaranteed they can move. There is no other activity for the specific age range in question.

**Cricket**

The Club is proud of the build up of a cricket academy growing from 150—250 children (approximately 2/3 Goring Residents). Most of the academy growth is centred around and critically supported by the 2 lanes of cricket nets. The vacating of the Bowls Club was seen as ideal as it is very easy and the perfect place to set up a 4 lane facility on top. The build is 3-4 weeks.

The current facilities of just 2 nets, means there is a waiting list of local children to join the academy.

Adult members, approximately 50 members (50% Goring Residents).

The facility would be one of the best in the county and could be a revenue generator for the Council and Club, should that be considered.

The current facility needs replacing and this is proposed as a once in a generation opportunity. This facility is fully enclosed, so could be used at the same time as a match unlike the current facility. There would be no requirement for lighting.

It was noted the area under consideration is within the Conservation Area.

The club said it felt that should the nets be on the Sheepcot, it would be like having two separate clubs, as training involves both the cricket square and the nets.

**Resolved:** Approved to allow Bowls to have a licence to the end of 2022 subject to them sharing with Croquet. Cricket would then be allowed to use the Bowls Green Space from January 2023, with the proviso that Bowls may need to extend for at a maximum just one more year subject to them securing their funding to move, and support exploring the option of Croquet at the Sheepcot Recreation Ground in the future.



**New Council Offices Working Group**

**Report to Council November 2023**

**1 Physical requirement of the Council office**

WG members Cllrs Emerson and Lofthouse, together with the Clerk, met with three Community Centre (CC) Trustees on 24 October in the Community Centre to discuss the physical requirements for the Council Office in the East Wing.

WG members noted that, whilst the current Council approval was for the WG to negotiate a move to the CC 'as the Short-Term solution, whilst a long-term solution is developed', they were not aware of plans to build a new Council Office elsewhere.

The principles of suitable changes were agreed, with the details to be resolved following technical and cost advice to be sought from potential contractors. A further meeting would be held, probably in mid December, when these had been received.

**2 Allocation of costs**

**2.1 Electricity**

A meter can probably (subject to electrician's advice) be installed on the circuit for the East Wing to log the electricity usage in the East Wing making it relatively straightforward to calculate GPC contributions to the CC's electricity bills.

**2.2 Gas**

A single boiler provides for the whole CC so no metering of East Wing use is possible.

Further discussion was needed on how to allocate this heating cost fairly.

(One way might be a combination of assessing the extra heating load from Council Office use (from times of use, seasonal temperature etc using standard methods) and comparing quarterly usage before and after the Council Offices are occupied, but there may be other complicating variables.)

**2.3 Communications**

GPC would organise its own phone, internet and WiFi connections.

**2.4 Payment for License to Occupy**

An rent of £7,000 per annum was proposed with a rent review after three years. The would be a break clause/rent review to apply every 5 years from the start of the lease/tenancy.

The increase in rent every 5 years would be in the same proportion as the 5 yearly rent increase GCC is required to pay OCC for use of the building.

**3 Conclusion**

The GPC negotiators consider the plans for allocation of costs reasonable.

The negotiated terms and conditions of GPC occupancy of the East Wing will be brought to Council for approval after all the details are available, but it would be helpful if any matters already of concern were aired by Council now so that they can be addressed by the WG.



# GORING-ON-THAMES PARISH COUNCIL

Goring on Thames Parish Council  
Gardiner Pavilion, Upper Red Cross Road, Goring, Reading RG8 9BD  
Clerk@GoringParishCouncil.gov.uk

## Regulation 62A Monitoring Report for Parish and Town Councils

The Community Infrastructure Levy (CIL) imposes a charge on certain new developments, based on the size of the properties being built. This is designated to underwrite the cost of improving the infrastructure within the District. Goring-on-Thames Parish Council receives 25% of this Levy for developments carried out within its own Parish, as there is a Neighbourhood Plan in effect. This report is required by Regulation 62A of the CIL Regulations 2010 (as amended). It must be published by 31 December each year and made available on the Parish Council website and forwarded to South Oxfordshire District Council (SODC).

### CIL Declaration Report for Financial Year 2022/2023 Ended 31<sup>st</sup> March 2023

Regulation 62A Reference	Description	Response (amount)
2 (a)	CIL Receipts – Total amount received in financial year 2022/2023	£ 37871.25
2 (b)	CIL Expenditure – Total amount spent in financial year 2022/2023	£ 345.75
2 (c)	Summary of CIL expenditure during the reported year including: i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	
	Bollard on Corner of Red Cross Road and Station Road	£ 345.75
2 (d) (i)	the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year	NIL
2 (d) (ii)	the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	NIL
2 (e) (i)	CIL receipts for the reported year retained at the end of the reported year	£ 37871.25
2 (e) (ii)	CIL receipts from previous years retained at the end of the reported year	£ 31069.11

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## **E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023**

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of [www.lgpsregs.org](http://www.lgpsregs.org).

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	LC1 (13-17) (above substantive range)
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	LC2 (18-23) (below substantive range)
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

\* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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## Open Spaces Projects:

### Playgrounds Working Group

#### TERMS OF REFERENCE

## 1 Remit in response to the Thirlwall Open Spaces Report

- To create a fully scoped proposal for the:
- **Bourdillon Field and Playground Equipment**
- **Gardiner Playground Equipment**
- to include:
  - Seeking proposals
  - Seeking quotes for chosen design(s)
  - Obtaining planning permission if required
  - Seeking funding and where applicable applying for grant funding
  - To organise and manage fundraising projects to contribute funding, if needed.
- Where applicable, to work with the other stakeholders, to facilitate individual project, including conducting consultations with user groups.
- phase 2 will be to look at access points, enhancement of seating & shade, paths, signage and feasibility of toilet provision.

## 2 Frequency of Meetings

To hold meetings, public if required, to support the remit and scope of the Bourdillon / Gardiner Playgrounds Working Group

## 3 Appointment of Members

The working group will be comprised of three councillor members, who are appointed by the full council, with a quorum of three which must include two Council members. The Working group may also recommend for co-option up to four non-councillor members who are electors of the Parish of Goring-on-Thames for Full Council approval.

Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames.

A chairman shall be appointed at the first meeting of the Working group, and the first meeting after the annual meeting of the parish council each year after that.

## 4 Process

- Pursue the project as detailed in this ToR and conduct any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project.





- Formal regular updates and motions to be brought to the Council for approval.
- Once initiated, look at wider review to include paths, shade areas, benches & toilet provision

## **5 Scope**

- Where required to define the brief for a professional, expert report from a suitably qualified consultant, and the most appropriate procurement process.
- To make regular progress reports to the Full Council
- To obtain advice and information on behalf of the Council from the planning authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children.
- To consider and make recommendations on the timing and methods of funding of any works the working group recommends, and the Council approves, including pursuing any grant applications.
- Having regard to the results of the 5 items above, to recommend to the Council, the most appropriate course of action.

## **6 Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 13<sup>th</sup> November 2023, it shall be reviewed periodically.

Signed:

Dated: 13<sup>th</sup> November 2023

\_\_\_\_\_, Chair of the Council.

**JUBILEE GARDEN**

The current design of the garden is more suited to a formal, open municipal park setting and as such the planting within the beds would be offset by a well-conditioned, properly edged lawn. However, the Jubilee Garden is surrounded by invasive couch grass which, in a very short period has encroached on all the planted area. On the south side, the garden is shaded by a tall privet hedge which impoverishes the water supply to the planting. Many plants are dead and others are failing to thrive including two of the trees. One, maybe two, trees appear dead.

The EWG recommends removing all plants and lining each bed with horticultural membrane, which would prevent the grass growing up through the plants, and installing good quality edging will help to prevent the ingress of the grass from the surrounding verges. Couch grass spreads rapidly by means of rhizomes so the garden will need regular maintenance throughout the year.

If the garden is to thrive, look attractive and be environmentally sustainable a suitable irrigation system is needed. A professional gardener should be employed to maintain the garden and monitor the irrigation system.

**Estimate for garden recovery plan.**

1. Install a remote-controlled irrigation system including a rain gauge control function to all beds and trees. To be connected to water source on Council property. *(An arrangement covering both sides of the garden will be required)* NB. Due to the distance between the water source at the Sheepcot pavilion and the garden beds a pump and ground works will be necessary **£4,000 Plus cost of water. Pump a potential extra cost.**
2. Remove all plants including trees. Discard dead trees, grasses, herbaceous plants and shrubs and dispose to local compost collection point. (potential extra cost?) Pot up remaining stock and store in safe location. **£800 labour.**
3. Install Horticultural membrane to each bed. Areas to be covered 70 sq metres. **Materials £125. Labour £400**
4. Install good quality metal edging to all borders. **Materials £525. Labour £400.**
5. Top dress with good quality compost -**Materials £360 labour £400**
6. New and salvaged plants to be positioned once the garden has been restored. **Trees 2x £360. Plants £1000 Labour £800**
7. Mulch all beds with wood bark 100m@5 cms deep **£650. Labour £200**
8. Install 22short Steel bollards to prevent any parking on the verges between the borders and the kerbs **£5742 Labour ??**
9. Review signage and temporarily remove (if possible) for duration of the renovation project. Labour **£200**
10. With the use of appropriate fertilizers and weed control, improve condition of the surrounding grass verge to complement the garden's park-like borders. Optional extra – not costed

Total **£15,962 ex VAT.** NB Labour costs for installing the bollards not included. Labour charged at £200/day including time to collect materials and dispose of green waste. Reconditioning of grass verges optional but recommended -not costed.

**Spec for maintenance of the Jubilee Garden contractors to visit on a set day(s) and frequency (tba) to carry out necessary care as outlined below.** (Suggest twice monthly visits from March – October and monthly visits November to February at a day rate of £200. Estimate £3,800 plus materials).

### **March**

- Lawn Scarified to remove thatch and moss to encourage new growth
- Lawn treated with fertilizer and moss & weed killer
- Border work- Plants dead headed, debris & weeds removed then bare soil hoed
- Prune winter flowering shrubs
- Prune Rose
- Deadhead bulbs
- Place supports for tall perennials

### **April**

- Fortnightly grass cut & edges strimmed
- Border work- Plants dead headed, debris & weeds removed. Bare soil hoed
- Spring flowering shrubs pruned after flowering
- Prune lavender to encourage vigorous new growth & prevent dead centres
- Tie in shoots of climbers

### **May**

- Fortnightly grass cut & edges sharpened
- Border work- Plants dead headed, debris & weeds removed, hoe bare earth.
- Prune early flowering shrubs
- Lift & divide early flowering primulas

### **June**

- Fortnightly grass cut & edges sharpened with a strimmer (weekly if needed)
- Border work- Plants dead headed, debris & weeds removed then bare soil hoed
- Privet hedge cutting
- Check soil moisture levels activate irrigation system as required
- Check plants for aphids and treat with organic insecticide if necessary
- Remove faded flowers and deadhead where necessary

### **July**

- Fortnightly grass cut & edges sharpened with a strimmer (weekly if needed)
- Border work- Plants dead headed, debris & weeds removed, bare soil hoed
- Check soil moisture levels
- Check plants for aphids and treat with organic insecticide if necessary
- Prune mature deciduous shrubs;

### **August**

- Fortnightly grass cut & edges sharpened with a strimmer (weekly if needed)
- Border work- Plants dead headed, debris & weeds removed then bare soil hoed
- Privet hedge second cut
- Ensure soil does not dry out, irrigate as necessary.

### **September**

- Fortnightly grass cut & edges sharpened with a streamer
- Border work- Plants dead headed, debris & weeds removed then bare soil hoed
- Tidy leaves

### **October**

- Fortnightly Grass Cut
- Border work- Plants dead headed, debris & weeds removed then bare soil hoed
- Cut down perennial foliage
- Remove fallen leaves
- Final privet hedge cut
- Prune Buddleia davidii & lavateras
- Prune & tie in in climbing rose
- Deadhead lavender

### **November**

- Border work- Plants dead headed, debris & weeds removed then bare soil hoed
- Cut down perennial foliage
- Lift & divide perennials. Pot up plants surplus to requirements
- Tidy leaves
- Prune Cotinus hard

### **December**

- Dig over any borders to expose to the frost
- Check tree ties and stakes
- Cut back & thin grasses
- Lift & divide perennials
- Tidy the last of the leaves

### **January**

- Move shrubs if necessary
- Remove foliage from hellebores
- Lift & divide perennials
- Mulch borders & apply chicken manure pellets

### **February**

- Move shrubs if necessary
- Remove foliage from hellebores
- Lift & divide perennials and pot up
- Cut back large grasses when green shoots showing
- Apply chicken manure pellets and mulch borders with bark to depth of 3 inches.

**Conditions:**

Contractors to hold appropriate level of pl insurance.

Contractors to use own tools and mechanical equipment.

## **Open Spaces Projects: Sheepcot Working Group TERMS OF REFERENCE**

- **Remit**

- To create a fully scoped proposal for the Sheepcot Pitches and Pavilion in response to the Thirlwall Open Spaces Report to include:
  - Seeking proposals
  - Seeking quotes for chosen design(s)
  - Obtaining planning permission if required
  - Seeking funding and where applicable applying for grant funding in conjunction with the Finance Committee
  - To organise and manage fundraising projects to contribute funding, if needed.
- Where applicable, to work with the other stakeholders, to facilitate individual projects, including conducting consultations with user groups and residents.

- **Frequency of Meetings**

To hold meetings, as required, to support the remit and scope of the Open Spaces Projects: Sheepcot Working Group. To keep notes of meetings and provide regular updates to full Council.

- **Appointment of Members**

The Working Group will be comprised of three councillor members, plus three non-Councillor, members of sports clubs, 1 Goring Robins Football Club representative, 1 Goring United Football Club representative and 1 Tennis Club representative, who are appointed by the full council, with a quorum of three (including at least 1 Councillor).

Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames.

A chairman shall be appointed at the first meeting of the Group, and the first meeting after the annual meeting of the parish council each year after that.

- **Delegated Authority**

Open Spaces Projects: Sheepcot Working Group has delegated authority to:

- Pursue the project as detailed in this ToR and conduct on behalf of the full council any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project. On approval of these terms by full council the Clerk is given delegated authority to spend funds for these purposes within a budget as set by the full council.
  - Formal proposal for each stage of the full scoped project including funding to be approved by Full Council.

- **Scope**

- Where required to define the brief for a professional, expert report from a suitably qualified consultant.
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the planning authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children.
- To consider and make recommendations on the timing and methods of funding of any works the working group recommends, and the Council approves, including pursuing any grant applications.
- Having regard to the results of the 5 items above to recommend to the Council the most appropriate course of action.

- **Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 13<sup>th</sup> November 2023, it shall be reviewed periodically.

Signed:

Dated: 13<sup>th</sup> November 2023

Chair of the Council