

GORING-ON-THAMES PARISH COUNCIL

All Councillors are summoned to the Annual Meeting of Council, to be held at the
Bellême Room, Village Hall, Goring on Monday 14 May 2018 at 7.30pm
Public and press are invited to attend

Members are respectfully reminded of the obligation to declare any interests relevant to business to be *conducted at this meeting and of the convention as to withdrawal from the meeting for the relevant item unless* the interest is not one that debars the member from speaking thereon.

AGENDA – COUNCIL ANNUAL MEETING

1. To elect the Chairman for the year ahead.
2. To receive declaration of Chairman's acceptance of office
3. To receive apologies for absence.
4. To elect a Vice-Chairman for the year ahead
5. To receive declaration of Vice-Chairman's acceptance of office
6. To approve the appointment of Debbie Bevan as a co-opted member of council
7. To receive declaration of member's acceptance of office
8. Councillors to confirm their registrations of interests are up to date on the SODC website
9. To receive declarations of interests.
10. Public forum: *An opportunity for the public to address the council. With the permission of the chairman, the public may also speak about specific items of business as they arise.*
11. To approve minutes of the meetings held on 5 and 9 April 2018.
12. Matters arising from those minutes not elsewhere on the agenda.
13. To receive chairman's report and announcements.
14. To appoint Planning Committee members
15. To consider the need for / appoint Goring Weir Committee members
16. To appoint Neighbourhood Plan Steering Group members (Advisory Committee)
17. To appoint representatives to serve on other bodies:
 - 17.1. Goring Volunteer Trust (currently DB)
 - 17.2. Twinning Committee (currently KB, JW, CH)
 - 17.3. Lybbe's Alms House Charity (currently LR)
 - 17.4. Goring Village Hall Committee (currently BU)

Colin Ratcliff, Clerk to the Council

9 May 2018

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- 17.5. The Neighbourhood Plan Steering Group (currently KB, CH)
- 17.6. Goring Poor Allotment Charity (currently KB)
- 17.7. Gap Festival Committee (currently CH)
- 18. To receive any reports from representatives on external bodies
- 19. To consider individual councillor's responsibilities [\(Appendix A\)](#)
- 20. To receive a report on the Neighbourhood Plan. [\(Appendix B\)](#)
- 21. To receive a report on the NP Strategic Project for Goring CE Primary School (BU/CH)
- 22. To receive a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre (DB)
- 23. To note a report from County Councillor / District Councillor Kevin Bulmer. [\(Appendix C\)](#)
- 24. To receive a report from the Police. (JW)
- 25. To receive a report on Recreation Grounds issues. (LR) [\(Appendix D\)](#)
- 26. To receive a report on White Hill Burial Ground issues. (MBu)
- 27. To receive a report regarding planned events in the village. (CH)
- 28. Parish Finance:
 - 28.1. To approve payments for April 2018. [\(Appendix E\)](#)
 - 28.2. To note receipts for April 2018. [\(Appendix F\)](#)
 - 28.3. To note the bank account and reserves balances as at 30 April 2018. [\(Appendix G\)](#)
 - 28.4. To approve direct debit mandates [\(Appendix H\)](#)
 - 28.5. To consider pay scale progression for the Clerk from 1 April 2018 from point 33 to 34 as previously agreed in principle, but subject to annual review.
 - 28.6. To approve an increase in the weir legal fees budget / reserve
- 29. Financial Accounts for the year ending 31 March 2018
 - 29.1. To approve the accounts for the year ending 31 March 2018 (balance sheet and income & expenditure) [\(Appendices I & I1\)](#)
 - 29.2. To approve the annual governance statement in section 1 of the statutory annual return [\(Appendix J\)](#)
 - 29.3. To approve the statement of accounts in section 2 of the statutory annual return [\(Appendix K\)](#)
 - 29.4. To approve a variances report to the external auditors [\(Appendix L\)](#)
 - 29.5. To note budget variations for 2017-18 [\(Appendix M\)](#)

Colin Ratcliff, Clerk to the Council

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- 29.6. To receive a report from the internal auditor for 2017-18 (Appendix N)
- 29.7. To note year end cash and investment reconciliation as at 31 March 2017
(Appendix O)
30. To consider new / amended Privacy, Information and Retention policies
(Appendices P, P1, P2)
31. To consider attendees (2) to the OCC Town and Parish Event at Didcot on 18 October 2018
32. To consider an update on flow problems to Gardiner Pavilion Showers
33. Reports from Planning Committee – to receive minutes of meetings held on 27 March 2018.
34. Correspondence.
- 34.1. To consider an application for an event with alcohol sales at Gardiner Pavilion by the Cricket Club (C1)
- 34.2. To consider in principle a right of access to East Cottage from White Hill Burial Ground entrance road. (C2)
35. Matters for future discussion.
36. To consider cancelling or postponing the next meeting.
37. Confidential Business - 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.
38. To consider a recommendation from KB and BU on the appointment of an Assistant Clerk

MINUTES OF AN EXTRAORDINARY MEETING OF GORING ON THAMES PARISH COUNCIL
Bellême Room, Goring Village Hall 7.30pm Thursday 5 April 2018

Members Present:

Chairman	Kevin Bulmer (KB)
Vice Chairman	John Wills (JW)
Members	Catherine Hall (CH)
	David Brooker (DB)
	Mary Bulmer (MBu)
	Bryan Urbick (BU)
	Matthew Brown (MBr)
	Emrhys Barrell (EB)

Officers Present:

Clerk	Colin Ratcliff (CR)
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Approx. 36 members of the public and press

18/45 Opening statement

KB stated the meeting was being held to decide whether to submit the NP to SODC. Should it be submitted there would be further opportunity for comment during SODC's consultation period and it would also be examined by an Inspector prior to Referendum where a decision would be made by electors in the village. He said GPC had held a number of internal meetings to go over the draft with the NPSG to thrash out any issues councillors had.

18/46 To receive apologies for absence.

Apologies for absence were received from Lawrie Reavill (LR)

18/47 To receive any declarations of interests

None

18/48 Public Forum

Nigel Gilson read a statement on behalf of the NPSG – appended to minutes.

Derek Jones said that SODC had put on hold their Local Plan 2033 so the target for housing no longer exists. He suggested the NP should also therefore be put on hold until a new Local Plan is published.

KB said he could clarify that nothing other than strategic sites were being reconsidered and it had been put back for reconsideration, not on hold. The target numbers had not been altered.

Andy Best said that the proposed GNP6 access road cuts straight across the AONB and high part of the hill and would be visible from a distance. He was aware screening is proposed but was unsure it would be effective. The road would open up areas for future development and change the character of the village. He said there were other options via Springhill Road and there was no evidence to show why that could not be used. A consultant had been commissioned to look at that option and believed it to be feasible.

Jack Calder said the NP response to comments had not addressed GNP3 flood risk. The Environment Agency said it must pass a sequential test and he argued that it didn't. The NP treat passing by limiting to the Goring area quoting SODC that it is disproportionate to apply across the whole local authority area. He said that was contrary to national guidelines. He suggested the planning authority should advise the NP of sites outside the flood area suitable for development. Instead of accepting SODC's advice that is contrary to national policy GPC should find it inconsistent and not accept it.

Signed:

Dated:

Secondly that the NP make a great play of the AONB conservation. There had been two planning appeals on GNP3 both of which found harm to the AONB outweighed development despite having the Kirkham report which had the same conclusions as the Bramhill report. The NPSG had taken advice from SODC and a letter received saying the appeals could be ignored if GNP3 was chosen as part of a NP. He noted a Planning Inspector on the West Oxon Local Plan said four sites in the AONB should be withdrawn saying they can only be considered as part of specific planning applications.

Sarah Jane Dexter commented she had been refused a request by developers to see mitigation proposed as part of the second supplementary Bramhill report. KB said that whatever developers propose in detail is not part of a NP, the NP notes what mitigation would be required, and the developer's proposal how to meet it wouldn't appear until a planning application is made. She also said the developer had engaged consultants regarding the junction at Wallingford Road and asked if that would be made available. KB said that at a planning application stage it would go to OCC Highways for comment. She also raised street lighting being visible on the crest. KB again said the detail would be part of a planning application.

Richard McNeil said that the road being in the plan implies the village accept it and all that goes with it including the lighting, it being something that might compromise the whole plan and that having an alternative would be useful.

18/49

To consider whether the draft Goring Neighbourhood Plan and supporting documents – as amended following Regulation 14 (Village) Consultation, should be submitted under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 to South Oxfordshire District Council.

KB formally proposed the motion, seconded by MBr.

BU thanked all those present for coming and assured them that there had been many separate discussions within GPC.

He believed the NP was good enough but not perfect. The site specific requirements are measures by which Planning Officers will make decisions. Trying to take everyone's views on board was difficult and that the housing need may be greater than the 94 proposed. He encouraged everyone to put their thoughts to the consultation and examination to follow.

MBr noted this is version 1; there would be a version 2 and there is a need to move on. Something was needed soon to stop developers taking cavalier actions

KB said GPC would have an opportunity to see all planning applications and compare the detail to the NP.

JW agreed with BU and MBr, he thought the NPSG had done a really good job despite there being parts he didn't like and neighbours to sites also felt the same.

CH said the plan was not perfect but that it needs to go on to the next stage. She stated the examiner is equivalent to an appeals process so it would be useful to see what he/she might say.

Resolved: That the motion be carried.

The Chairman declared the meeting closed at 2000 hrs.

Abbreviations (where used):

GPC	Goring on Thames Parish Council
NP	Neighbourhood Plan
NPSG	Neighbourhood Plan Steering Group

Signed:

Dated:

DRAFT

Signed:

Dated:

MINUTES OF THE MEETING OF GORING ON THAMES PARISH COUNCIL
Bellême Room, Goring Village Hall 8:00 pm Monday 9 April 2018

Members Present:

Chairman	Kevin Bulmer (KB)
Vice Chairman	John Wills (JW)
Members	Catherine Hall (CH)
	David Brooker (DB)
	Mary Bulmer (MBu)
	Bryan Urbick (BU)
	Emrhys Barrell (EB)
	Lawrie Reavill (LR)

Officers Present:

Clerk	Colin Ratcliff (CR)
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Approx. 15 members of the public and press

Meeting started at 2010 hrs

18/50 To receive apologies for absence.

Apologies for absence were received from Matthew Brown (MBr)

18/51 To receive any declarations of interests

None

18/52 Public Forum

None

18/53 To approve minutes of the meeting held on 12 March 2018.

Resolved: That the minutes be approved and signed by the Chairman.

18/54 Matters arising from those minutes not elsewhere on the agenda.

None

18/55 To receive chairman's report and announcements.

None

18/56 To receive a report on the NP Strategic Project for Goring CE Primary School

BU reported that the feasibility study had been completed, and that there would be a meeting with the architects to review the results. Details will be forthcoming.

18/57 To receive a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre

DB reported that OCC had now contacted GPC to arrange a meeting regarding High Street matters

18/58 To note a report from County Councillor / District Councillor Kevin Bulmer.

Appendix A refers

18/59 To receive a report from the Police

JW reported that three suspects had been identified on CCTV regarding criminal damage in The Bridleway where a number of fence panels had been kicked down.

18/60 To receive a report on Recreation Grounds issues.

Signed:

Dated:

Appendix B refers

- 18/61 To receive a report on White Hill Burial Ground issues**
MBu reported that another volunteer had been found who would help with keeping the paddock tidy.
- 18/62 To consider a proposal to move unsafe memorial stones where the current owners cannot be traced to the edges of the burial ground.**
LR had asked for this to be considered at the previous meeting. MBu proposed an amendment that stones should be laid flat on the grave if found to be unsafe as there were no walls and the cremated remains plots were along the boundaries.
Resolved: That unsafe memorial stones would be laid on the relevant grave
- 18/63 To receive a report regarding planned events in the village**
CH reported that Gap Festival tickets were on sale and the organisers are still looking for volunteers to help. She hoped to have an update on George Michael events by the next meeting.
- 18/64 Parish Finance:**
- 1 To approve payments for March 2018.**
Resolved: That the payments be approved
 - 2 To note receipts for March 2018**
Noted
 - 3 To note the bank account and reserves balances as at 31 March 2018.**
Noted
 - 4 To consider a budget increase to car park costs for legal fees of an estimated £2,000, for lease renewal.**
Resolved: That the budget be increased to cover the legal fees for renewal
- 18/65 To consider two attendees to the Town and Parish Forum on Tuesday, 26 June 2018**
JW and CH will attend if possible
- 18/66 To consider a report on the showers at Gardiner Recreation Ground Pavilion**
Appendix F refers. CR reported that there were confirmed variable flow rates from the Thames Water supply and a booster tank was proposed. Paul Devine is assisting with the issue and will need recompense. Costs and further details expected by the next meeting.
Resolved: To engage Paul Devine's services – costs to be confirmed and the item added to next agenda
- 18/67 To consider a report on the cost of additional dog waste bins**
Appendix G refers. DB reported he may be able to get some sponsorship from the Vets and Goring Hardware.
Resolved: To provide two additional bins at Gatehampton and The Ridgeway.
- 18/68 To consider an appeal from Mason's Fair on rental charges**
Appendix H refers. BU confirmed GPC do have to charge VAT; the proposed fees are a large discount on the standard commercial rates GPC charge. Maureen Whitcher raised the duration of stay; CR reported that one year they were affected by bad weather and it was better for them to stay than move and cause additional damage.
Resolved: No change to the previously agreed rate
- 18/69 Reports from Planning Committee – to receive minutes of meetings held on 20 February 2018**

Signed:

Dated:

Received and noted

18/70 **Correspondence**
None

18/71 **Matters for future discussion**
None

The Chairman declared the meeting closed at 2038 hrs.

Abbreviations (where used):

GPC	Goring on Thames Parish Council
NP	Neighbourhood Plan
NPSG	Neighbourhood Plan Steering Group
OCC	Oxfordshire County Council
SODC	South Oxfordshire District Council

DRAFT

Signed:

Dated:

Goring on Thames Parish Councillor's Responsibilities							
2017-18							
Organisation / Subject							
Events (inc GM memorial)	Catherine Hall	Bryan Urbick	Mary Bulmer				
Finance	Bryan Urbick						
Gap Festival Committee	Catherine Hall						
Goring Poor Allotment Charity	Kevin Bulmer						
Goring and Streatley Festival	Catherine Hall						
Goring Volunteer Trust	David Brooker						
High Street and Surrounds	David Brooker						
Lybbe's Alms Houses	Lawrie Reavill						
MIGGS	Catherine Hall	Lawrie Reavill					
Neighbourhood Plan	Catherine Hall	Kevin Bulmer					
NP Strategic Project - High Street	David Brooker	John Wills	Lawrie Reavill				
NP Strategic Project - School	Bryan Urbick	Catherine Hall					
Playground Equipment Working Group	Lawrie Reavill	John Wills	David Brooker	Mary Bulmer			
Police	John Wills						
Recreation Grounds & Sports Clubs	Lawrie Reavill						
Transport	Kevin Bulmer	John Wills					
Twinning	John Wills	Catherine Hall	Kevin Bulmer				
Village Hall	Bryan Urbick						
White Hill Burial Ground	Mary Bulmer						
TSB Bank Signatories	Kevin Bulmer	Mary Bulmer	Bryan Urbick	Lawrie Reavill	Matt Brown		

REPORT FROM GORING NEIGHBOURHOOD PLAN STEERING GROUP MAY 8TH 2018

Following the submission by Goring-on-Thames Parish Council to SODC of the Goring Neighbourhood Plan, SODC announced that the Regulation 16 six-week public consultation would begin on April 26th. When this period is complete, SODC will pass the Plan and its associated documents for examination by an independent examiner, a process which is expected to last from 6 to 8 weeks. Assuming that some modification of the Plan may then be needed and that the examiner has approved the Plan, it is likely that the Plan Referendum will take place in September 2018.

The Steering Group has prepared a leaflet updating residents and businesses on the Plan content and the likely timetable. This leaflet is currently being distributed to all households and businesses in the village. The text of the leaflet is reproduced below.

The Steering Group was pleased to receive from the Parish Council a letter of appreciation thanking members of the Group for the time and effort spent in preparing the Plan over nearly three years. The text of the letter is reproduced below.

David Wilkins Current Chairman

Goring Neighbourhood Plan Steering Group

Text of leaflet distributed by GNP Steering Group to all households and businesses May 2018

GORING NEIGHBOURHOOD PLAN UPDATE

Where we are now

On April 5th Goring-on-Thames Parish Council formally received and approved the Goring Neighbourhood Plan prepared by the GNP Steering Committee. The Plan with its associated documents was then submitted to South Oxfordshire District Council. SODC launched a six-week public consultation process (Regulation 16) starting on April 26th. When this is completed, SODC will pass the Plan to an independent examiner. It is anticipated that the examination process will take a further 6 to 8 weeks. Provided that the examiner approves the Plan, with or without further modification, SODC will organise a referendum of Goring residents to determine whether or not the village wishes to adopt the Plan. It is anticipated that this will take place in September.

In early May all households and businesses in Goring will have received a leaflet providing an outline of the core proposals of the Plan including details of changes made as a result of the consultation in November and December 2017.

- The school: There is clear support for the joint school and Parish Council project to refurbish or redevelop the school. Following meetings with the working party, the text and

policies in the Plan have been changed, and the Strategic Project modified to include implementation as well as evaluation of the potential ways forward.

- **Thames Court:** A revised policy on GNP10 supports the retention of the site as employment land until at least the end of the lease with Peruvian Connection in 2023. Subsequently there is an obligation on the land owner to demonstrate the land is uneconomic for employment purposes before it will be considered for residential development.
- **Strengthened policies and mitigation:** The policies in the Plan have been rationalised to strengthen it as a planning document, to take into account feedback from statutory bodies and to further minimise the impact for residents bordering the proposed sites.

Access to the Plan

The Plan website, www.goringplan.co.uk, has been extensively revised to give access to the full text of the Plan and its three supporting documents. It also makes available a considerable number of other relevant documents including the comments received in the previous public consultation, Plan responses to the issues raised by respondents, a comprehensive list of the evidence on which the Plan is based and a number of documents prepared during the plan-making process. The Plan website also provides access to the SODC consultation website through which comments can be made to SODC. SODC has placed printed copies of the core Plan documents in the Library, in the office of the Parish Council, in The Catherine Wheel pub and in the offices of SODC.

Text of letter addressed to GNP Steering Group from Goring Parish Council

19 April 2018

RE: Goring-on-Thames Neighbourhood Plan

The Council would like to formally express its sincere gratitude for the considerable effort you and the other members of the Neighbourhood Plan Steering Group put in to create such a thorough and professional Plan, as well as all the other comprehensive supporting documents. Though there is still more to come, at this important milestone, an acknowledgement of all your efforts should be made. It is hoped that you feel a sense of pride in the incredible accomplishment, and that you are aware of the sterling job you did. The benefit to our community will be realised in the years to come – and indeed, already being felt.

The Council is fully aware of the substantial time taken for all your efforts, and realises that this remarkable Plan, with incredible precision and detail, would not have been possible were it not for your personal commitment. Not only the Council, but the whole of the Parish, are in your debt for a job well done.

With many thanks,

Colin Ratcliff, Clerk For and on behalf of Goring on Thames Parish Council

REPORT TO GORING DIVISION PARISH COUNCIL MAY 2018 FROM CLLR KEVIN BULMER

GENERAL OCC REPORT

COUNTY COUNCIL'S FIRST THOUGHTS ON OXBRIDGE EXPRESSWAY

As the highways authority, OCC was asked for its views on the proposed Oxford to Cambridge Expressway. The submission says that until Highways England publishes a preferred route OCC cannot make a formal response on the proposal. Key points from OCC's initial response to Highways England sent in April 2018 are:

OCC welcomes the further development work and engagement taking place on the Expressway project and the opportunity to give views to Highways England. However, at this stage, OCC is not able to indicate a corridor preference, given that the technical and other supporting work required to inform the decision on a preferred corridor is not yet complete.

OCC supports the strategic objectives and purpose of the Expressway project, recognising the opportunity it brings to support and enable growth and development, enhance connectivity and take forward innovation and smart technology. However, following detailed discussion on the project between officers and members, there are some important principles which, in addition to the published assessment criteria, should be integral to the corridor selection and decision-making process. In Oxfordshire, these include:

- 1. Ensuring that the Expressway corridor does not increase pressure on the existing, already overstretched strategic highway network. Specifically, the Expressway must not use the section of the A34 through central Oxfordshire. This section is where the A34 currently operates as both a regional/national strategic route and a local distributor route (forming part of the Oxford Ring Road) and it is essential that the new Expressway infrastructure provides a completely separate strategic route to avoid this conflict of use;*
- 2. Ensuring that the Expressway corridor minimises the impact on the existing highway network, i.e. it should not use existing local road networks or draw significant strategic traffic directly into local road networks / highway infrastructure which would not be able to cope – the ring road around Bicester for example;*
- 3. Ensuring that the Expressway is developed separately alongside locally planned highway enhancements such as Culham river crossing.*

Further information is available from the [Highways England website](#).

ADDITIONAL NEW POTHOLE FIXING MACHINE

OCC and contractors, Skanska, have taken delivery of another Dragon-Patcher which uses a combination of compressed air, heat, bitumen and chippings to repair potholes. This means that there are now two machines working full-time in the county with another being shared with Peterborough and Cambridgeshire. Because it can repair a number of holes at the same time, and much faster, a Dragon-Patcher can carry out repairs far more cheaply than before. A typical Dragon-Patcher repair costs just under £14 whereas one fixed using conventional methods on a non-rural road costs about £60. On a good day a Dragon can repair 200 potholes; that, combined with the low road repair costs, means that the investment is a sound one. More work is done and more money is saved so that it can be put into resurfacing. The Dragon also carries out preventative work by sealing cracks in the road surface that would otherwise let in water and eventually turn into more potholes. In the past year, OCC's own machine, along with the shared Dragon, has fixed over 21,000 potholes. It is expected that the new one, over the next twelve months, could fill up to 14,000 more.

RESIDENTS WEIGH IN OVER HGVS ON RURAL ROADS

Villagers throughout Oxfordshire are working with the county council's trading standards team to police the scourge of heavy lorries ignoring weight limits on rural roads and bridges. And three out of the four most recent prosecutions in Magistrates' Court have come about after members of the public reported the drivers and their vehicles to the council. OCC enforcement officer Simon Mitchell said: *"While we and the police do actively patrol hotspots, our partnership approach with local residents is proving very successful."* Since February 2016, there have been 100 prosecutions for breaching weight restrictions brought by Oxfordshire Trading Standards resulting in £55792.50 in fines. A further 57 more cases are under active investigation. In total 660 formal warning letters have also been issued to HGV drivers as a result of investigations into the 454 public reports, 157 vehicles seen by patrolling Trading Standards officers and 460 vehicles recorded by the ANPR camera at Newbridge.

CARE WORKER RECRUITMENT CAMPAIGN ATTRACTS DOZENS OF APPLICANTS

A recruitment drive to encourage more people in Oxfordshire to consider a career as a care worker has attracted more applicants in just five months as in the previous two years. The campaign - *'Make a difference every day'* - features a number of real life care workers, already supporting people across the county, talking about the rewards of the job and why they would recommend the job to others. The Oxfordshire Association of Care Providers (OACP) website received 84 applications for a variety of care work roles between mid-November 2017 and the end of March 2018, compared with 66 applications in the two years between November 2015 and October 2017. A total of 107 new job seekers registered on the site between November 2017 and the end of March 2018, compared with 101 from October 2015 and October 2017. And around 130,000 people have looked at recruitment adverts on Facebook since the campaign launched. Oxfordshire currently has around 14,200 people working in adult social care. But the county's ageing population is growing at twice the average, so there is an urgent need for more caring, friendly and reliable care workers to support older, frail people in their own homes, in nursing and residential homes or in community hospital settings. According the latest workforce survey by OCC and Oxford Health Foundation Trust (OHFT), nine out of 10 care workers say they are proud of the work they do.

COUNCIL PROBES THAMES WATER'S OXFORDSHIRE RESERVOIR PROPOSALS

A series of questions have been raised by OCC about Thames Water's plans to build a huge new reservoir to the south of Abingdon between Steventon and Marcham. The council's cabinet was asked to endorse a response to Thames Water's consultation on the idea – which is part of its wider strategy for the South-East of England in coming decades. The company's Draft Water Resources Management Plan proposes a new reservoir near Abingdon which will not only support the forecast needs of the Thames Water area but also some of the needs of the wider South-East. In response to the consultation the council has asked for more detail on Thames Water's calculations for growth in population and water usage for coming years that underpin the reservoir proposal. The council has also asked how much of the water from the reservoir would be sold to other water companies. A report to councillors also urged Thames Water to speed up their programme of leakage reduction to 'delay the need for a reservoir as long as possible' as well as pointing out that there is a 'lack of clarity on whether potential sites have been assessed across the South East region'.

CONTACT DETAILS

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Twitter: Kevin Bulmer @bulmer_kevin



Recreation Issues - May 2018 Update

General

Following the decision at the March meeting of GPC, a communication has been sent to the applicant indicating the reasons why the use of metal detectors on Goring recreation grounds was refused.

Gardiner Recreation Ground

We have received a letter complementing GPC on the tidiness of the Gardiner field.

Discussions continue with the supplier of new recreation equipment. Both the south-east corner and the north-east corner of the Gardiner Recreation Ground are being considered..

Sheepcot Recreation Ground

Nothing to report

Bourdillon Field

Nothing to report

Rectory Garden

The remedial work on the trees has been carried out.

With the completion of the remedial work on the trees, proposals will be put forward for some minor changes to improve the attractiveness of the Garden, and increase its use.

Lawrie Reavill

06.05.2018

Goring-on-Thames Parish Council									
Accounts for payment April 2018									
Payee	Description			Amount	Date	Ref			
Current Account									
BGG Garden & Tree Care	Litter picking March	3560		£ 470.40	12/04/2018	BACS 63/18			
C Ratcliff	Salary April	2310	£ 1,392.45						
C Ratcliff	Car Allowance	2110	£ 20.00	£ 1,412.45	30/04/2018	BACS 72/18			
C Ratcliff	Expenses	2110		£ 150.00	11/04/2018	BACS 61/18			
C Ratcliff	Expenses	var		£ 115.62	11/04/2018	BACS 65/18			
First Line IT	Email Hosted Exchange	2240		£ 5.94	12/04/2018	BACS 64/18			
GAP Festival	Grant	3330		£ 4,000.00	20/04/2018	BACS 67/18			
Goring Hardware	Misc Items	var		£ 11.10	12/04/2018	BACS 62/18			
Goring Village Hall	Room bookings	2540		£ 43.00	12/04/2018	BACS 66/18			
HJ Denison Plumbing	Tap repair Sheepcot	3170		£ 60.00	27/04/2018	BACS 71/18			
HMRC	PAYE & NI March	2310		£ 753.71	07/04/2018	BACS 58/18			
HMRC	PAYE & NI April	2310		£ 747.92	26/04/2018	BACS 75/18			
J M Krzak	Cleaning (April)	2310		£ 308.29	30/04/2018	BACS 73/18			
M & C Landscapes	Grave Digging March	3210		£ 375.84	27/04/2018	BACS 74/18			
Readibus	Grant	3350		£ 350.00	27/04/2018	BACS 69/18			
Rialtas Business Solutions	Cemeteries Software Maintenance	2250		£ 220.80	12/04/2018	BACS 57/18			
Smartway Electrical	Service Contract Q1	3170		£ 571.80	27/04/2018	BACS 68/18			
SSE	Street Lights Maintenance	3420		£ 1,033.62	12/04/2018	BACS 59/18			
SSE	Street Light Quarterly rechargeable repairs	3420		£ 609.26	11/04/2018	BACS 60/18			
Direct Debits/Standing Orders									
Biff Bang Pow	Website hosting package monthly fee	2240							
Castle Water	Water WHBG	2260		£ 2.57	23/04/2018	DD			
Mainstream Digital	Phone	2240		£ 1.12	16/04/2018	DD			
NEST	Pension Contributions	2310		£ 87.73	24/04/2018	DD			
SODC	Business rates	2290	£ 51.00						
SODC	Business rates	2290	£ 93.00	£ 144.00	03/04/2018	DD			
SSE	Street lights unmetered electricity	3420		£ 362.62	21/04/2018	DD			
Xerox Finance	Quarterly Lease Copier / Printer	2210		£ 90.58	04/04/2018	DD			
	Total:			£ 11,928.37					

Goring-on-Thames Parish Council					
Receipts received April 2018					
From	Description	Code	Date	Ref	Amount
TSB	Bank Interest	1190	09/04/2018	DC	£3.35
SSE	Wayleave Gatehampton	1140	05/04/2018	500039	£4.00
SODC	Precept	1176	05/04/2018	DC	£56,089.00
Running Reborn	Use of recreation grounds	var	12/04/2018	Inv 1148	£181.58
Reeves Memorials	Memorial - Engleman	1130	19/04/2018	Inv 1151	£62.78
OCC	Grass Cutting Grant	1132	30/04/2018	500039	£1,743.00
HMRC	VAT repayment	105	13/04/2018	DC	£3,673.47
Howard Chadwick	Interment - West	1130	27/04/2018	Inv 1153	£994.15
				Total:	£62,751.33

Goring on Thames Parish Council
Monthly Report Bank Account and Reserves Balances

As at: **30 April 2018**

Reconciled Bank Account Balances

Current TSB		£27,410.31
TSB Reserves		£106,991.70
Unpresented Payments		£0.00
Unpresented Receipts		£1,747.00
VAT Control Account		£597.20
Total		£136,746.21

Earmarked Reserves (Capital and Contingency)

Operating Reserve Account	R	£56,000.00
Rectory Garden	R	£1,500.00
Ferry Lane Riverbank Repairs	R	£0.00
Ferry Lane Fence	R	£1,000.00
Gardiner Pavilion	C	£0.00
Tree Purchase and Replacement	R	£11,050.00
Playground Equipment	C	£13,500.00
Weir Legal Fees	R	£5,346.70
MIGGS Pavement Widening	R	£5,000.00
Car Park	R	£1,000.00
Conservation Area Appraisal	R	£6,000.00
Sheepcot Pavilion Refurbishment	R	£6,595.00

Total Revenue Reserves £93,491.70

Total Capital Reserves £13,500.00

Total Reserves **£106,991.70**

General Funds Available **£29,754.51**

Organisation	Reference	Services	Comments
Grundon Waste Management Ltd	GORI001/1	Waste Disposal	White Hill Burial Ground
Grundon Waste Management Ltd	GORI004/8	Waste Disposal	Old Jubilee Fire Station
Castle Water	Various	Water and Sewage	Properties
South Oxfordshire District Council	5350540	Business Rates	OJFS
South Oxfordshire District Council	5136641	Business Rates	OJFS
NEST	IT000001477509	Pension	Government Agency Pension Provider
SSE	59785 12010	Street Lighting	Maintenance, Supply and Repair
SSE	696333	Electric via LSI	All premises
SSE	696334	Gas via LSI	All premises
HMRC	21770870151	PAYE	Tax & NI
British Gas	601085808	Servicing Contracts	All Properties
Mainstream Digital	AA216198789	Phone and Broadband	Office
Xerox Finance	Service User 912422	Copier / Printer	On lease
Xerox Finance	Service User 998822	Copier / Printer	Usage

31st March 2017

31st March 2018

Current Assets			
612	Debtors	2,051	
20,273	VAT Control A/c	3,673	
117	Prepayments	516	
0	TSB Current Account	6,879	
100,101	TSB Reserve Account	78,447	
<u>121,103</u>			<u>91,566</u>
	121,103 Total Assets		91,566
Current Liabilities			
118	TSB Current Account	0	
952	Creditors	754	
0	Accruals	500	
0	Receipts in Advance	131	
<u>1,070</u>			<u>1,385</u>
	120,034 Total Assets Less Current Liabilities		90,181
Represented By			
19,933	General Reserves		11,738
25,000	EMR Operating Reserve		50,000
1,000	EMR Rectory Gardens		1,000
750	EMR Ferry Lane Fence		750
37,120	EMR Gardiner Pavilion		0
12,500	EMR Tree Felling & Replacement		11,080
11,267	EMR Playground Equipment		11,267
9,504	EMR Legal Fees - Weir		4,347
2,960	EMR Wallingford Road Widening		0
<u>120,034</u>			<u>90,181</u>

The above statement represents fairly the financial position of the authority as at 31 March 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Goring-on-Thames Parish Council Current Year
Income and Expenditure Account for Year Ended 31st March 2018

31st March 2017		31st March 2018
	Operating Income	
164,808	Income	166,415
<u>164,808</u>	Total Income	<u>166,415</u>
	Running Costs	
698	Allowances & Expenses	630
33,064	Administration	9,332
30,145	Staff	31,221
738	Subscriptions	810
54,731	Village Maintenance	55,545
5,822	Grants	11,494
15,444	Neighbourhood Plan	5,776
119,170	Capital and Reserves	81,458
<u>259,812</u>	Total Expenditure	<u>196,267</u>
	General Fund Analysis	
160,238	Opening Balance	19,933
164,808	Plus : Income for Year	166,415
<u>325,046</u>		<u>186,347</u>
259,812	Less : Expenditure for Year	196,267
<u>65,234</u>		<u>(9,919)</u>
45,301	Transfers TO / FROM Reserves	(21,657)
<u>19,933</u>	Closing Balance	<u>11,738</u>

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

GORING ON THAMES PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>YES</i>		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>YES</i>		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>YES</i>		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>YES</i>		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>YES</i>		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>YES</i>		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<i>YES</i>		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<i>YES</i>		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<i>YES</i>		<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

WWW.GORINGPARISHCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2017/18 for

GOILING ON THAMES PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	215,038	120,034	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	93,202	95,066	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	71,606	71,349	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	30,145	31,221	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	229,668	165,046	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	120,034	90,181	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	99,983	85,326	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	543,594	590,142	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	YES		N.B. The figures in the accounting statements above do not include any Trust transactions

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date *27 APRIL 2018*

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Goring on Thames Parish Council

Explanation of Significant Variances 2017-18

Box No.	This Year (£)	Last Year (£)	Diff. (£)	Diff. (%)	Explain if > 15% and > £500	Amount
2 Precept	£ 95,066	£ 93,202	£ 1,864	2.00%	N	£ 1,357
3 Receipts	£ 71,349	£ 71,606	£ 257	-0.36%	N	£ 1,728
4 Staff costs	£ 31,221	£ 30,145	£ 1,076	3.57%	N	£ 1,333
5 Loans etc	£ -	£ -	£ -			£ 5,672
6 Other Payments	£ 165,046	£ 229,667	£ 64,621	-28.14%	Y	-£ 991
						-£ 890
						£ 2,734
						£ 1,627
						-£ 1,080
						-£ 953
						-£ 3,649
						-£ 9,667
						£ 1,420
						-£ 48,710
						-£ 14,902
						-£ 64,971
7 Balances	£ 90,181					
8 Totals	£ 85,326		£ 4,855			
						£ 3,673
						£ 2,051
						£ 516
						-£ 131
						-£ 754
						-£ 500
						Total £ 4,855
9 Assets	£ 590,142	£ 543,594	£ 46,548	8.56%	N	

Agrees (1+2+3) - (4+5+6)

Agrees with bank reconciliation. The difference between box 7 and box 8 of £4,855 is made up of:

Outstanding VAT reclaim (+)

Debtors (+)

Prepayments (+)

Receipts in Advance (-)

Creditors (-)

Accruals (-)

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>						
1130 White Hill Burial Ground	18,735	15,000	(3,735)			124.9%
1132 Grants and Donations	44,112	33,000	(11,112)			133.7%
1134 Miscellaneous Income Other	75	500	425			15.0%
1135 Community Car Park	2,458	4,500	2,042			54.6%
1140 Miscellaneous Property Income	128	200	72			64.1%
1141 Gardiner Ground and Pavilion	2,636	3,000	364			87.9%
1143 Sheepcot Ground and Pavilion	3,169	3,500	331			90.5%
1176 Precept	95,066	95,066	0			100.0%
1190 Interest Received	35	50	15			69.8%
Total Income	166,415	154,816	(11,599)			107.5%
<u>Expenditure Detail</u>						
Total Direct	0	0	0	0		0.0%
<u>Expenditure Detail</u>						
2110 Allowances Expenses Training	630	650	20		20	97.0%
2200 Security, Fire & Safety	542	600	58		58	90.4%
2210 Postage, copies and printing	463	600	137		137	77.2%
2240 Telephone & Internet	841	900	59		59	93.5%
2250 Office Equipment, Software etc	272	500	228		228	54.5%
2260 Utilities - Gas, Water, Electr	6,257	6,800	543		543	92.0%
2270 Insurance	1,967	1,967	(0)		(0)	100.0%
2290 Rates & Taxes	1,355	2,000	645		645	67.7%
2295 Inspections Surveys & Reports	42	500	458		458	8.4%
2300 Miscellaneous Expenditure	25	100	75		75	25.1%
2310 Staff Costs	31,221	32,500	1,279		1,279	96.1%
2410 Subscriptions	810	850	40		40	95.3%
2510 Audit & Accountancy Fees	1,897	1,900	3		3	99.9%
2520 Legal Fees	429	500	71		71	85.8%
2540 Hire of Meeting Room	182	350	168		168	52.0%
2550 Publications	0	100	100		100	0.0%
2570 OJFS Sundries & Maintenance	615	1,200	585		585	51.2%
2590 Awards and Honours	1,357	1,500	143		143	90.5%
2600 Vandalism	120	750	630		630	16.0%
3100 Misc Burial Ground Costs	277	500	223		223	55.4%
3110 Grass Weeding Strimming Fertil	12,507	13,000	493		493	96.2%
3120 Hedges/Fences/Paddocks/Gates	2,228	2,250	22		22	99.0%
3170 General Maintenance & Repair	2,699	4,850	2,151		2,151	55.7%
3210 Grave Digging	2,666	3,500	834		834	76.2%
3310 Churches S214(6) LG Act 1972	0	50	50		50	0.0%

Detailed Income & Expenditure by Account 31/3/18

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
3330 S137 and Other Grant Payments	10,794	12,158	1,364		1,364	88.8%
3350 Transport S26-29 LGR Act 1997	700	700	0		0	100.0%
3420 Street Lighting	13,395	15,000	1,605		1,605	89.3%
3525 Trees	942	2,000	1,058		1,058	47.1%
3560 Waste / Litter / Street Cleani	5,832	6,000	168		168	97.2%
3562 Winter & Flooding	50	600	550		550	8.3%
3650 Car Park	1,260	2,500	1,240		1,240	50.4%
3910 Street Furniture & Seats	3,108	3,520	412		412	88.3%
4211 Playground Equipment	3,548	4,200	653		653	84.5%
4902 Consultancy NP	3,542	3,600	58		58	98.4%
4903 Printing / Exhibitions NP	1,913	3,400	1,487		1,487	56.3%
4906 Referendum Preparation NP	0	2,500	2,500		2,500	0.0%
4908 Misc Expenses/ purchases NP	322	1,000	678		678	32.2%
6322 Ferry Lane Fence	0	750	750		750	0.0%
6324 Gardiner Pavilion Refurbishme	66,420	66,470	50		50	99.9%
6325 Tree Purchase and Replacement	1,420	12,500	11,080		11,080	11.4%
6327 Rectory Garden	0	1,000	1,000		1,000	0.0%
6331 Playground Equipment	0	11,267	11,267		11,267	0.0%
6332 Wallingford Road Widening	2,960	2,960	0		0	100.0%
6350 Legal Fees	10,657	15,004	4,347		4,347	71.0%
Total Overhead	196,267	245,546	49,279	0	49,279	79.9%
Total Income	166,415	154,816	(11,599)			107.5%
Total Expenditure	196,267	245,546	49,279	0	49,279	79.9%
Net Income over Expenditure	(29,852)	(90,730)	(60,878)			
plus Transfer from EMR	52,157					
less Transfer to EMR	31,500					
Movement to/(from) Gen Reserve	(9,195)					

**Internal Audit Report
Goring Parish Council
Oxfordshire.**

**Internal Audit Final Report
2017-18**

27th April 2018

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Report Index

- 1. Introduction**
- 2. Scope of the Internal Audit.**
- 3. Findings, recommendations and action plan.**
- 4. Internal Auditors summary report.**

Introduction

An internal audit review of Goring Parish Council's Financial controls for 2017/18 has been undertaken by Arrow Accounting. The work covered was a key control review of the systems in place for ensuring an adequate level of Governance and Financial control. Previous recommendations were followed-up.



Scope of the Internal Audit

The review included the following:-

- o Bookkeeping Arrangements.
- o Payments in relation to Financial Regulations.
- o Review of Internal Controls.
- o Budgetary Controls.
- o Expected Income fully received and properly recorded.
- o Petty Cash levels and payments supported and approved.
- o Payroll Controls, salaries & fees.
- o Asset Controls.
- o Bank Reconciliations.
- o Accounting Statements.
- o Trust Funds (If applicable).
- o Review and completeness of audit action plans.
- o Review of External Audit recommendations made in the previous year.
- o Review of Section 1 of the Annual Return and the Financial Statements.
- o Compliance with the Transparency Act.
- o Auditors Summary.



Process	Annual Return Section	Findings	Recommendations	Action Planned
Bookkeeping Arrangements	A	Appropriate books of account have been properly kept throughout the year. Well maintained with sound audit trails.	None	N/A
Councils Financial Regulations have been met in regard to expenditure.	B	<p>The Councils Financial Regulations have been met in that appropriate authorisations have been given for each level of expenditure.</p> <p>Payments were supported by Invoices, expenditure was approved and VAT was appropriately accounted for.</p>	None	N/A
Review of Internal Controls.	C	The Council has assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	None	N/A

Process	Annual Return Section	Findings	Recommendations	Action Planned
Budgetary Controls (Precept requirement)	D	The Annual precept requirement resulted from an adequate budgetary process.	None	N/A
Budgetary Controls (Budget monitoring)		Progress against the Budget was regularly monitored.	None	N/A
The final Outturn is in line with expectations.		The Final Outturn was materially in line with expectations.	None	N/A
Income controls	E	Expected Income was fully received and properly recorded.	None	N/A
Petty cash controls	F	Petty cash is not held by the Parish.	None	N/A

Process	Annual Return Section	Findings	Recommendations	Action Planned
Payroll controls	G	Salaries to employees and allowances to members were paid in accordance with council approvals. PAYE and NI requirements were properly applied.	None	N/A
Asset Controls	H	The Asset register has correctly recorded all material Assets. The correct basis of valuation has been applied.	None	N/A
Asset Controls	H	Additions in the year have been correctly recorded within the Cash Book and Register	None	N/A
Asset Controls	H	All appropriate Deeds and Titles have been established and shown on the Register.	None	N/A

Process	Annual Return Section	Findings	Recommendations	Action Planned
Bank Reconciliations	I	Periodic and year-end bank account reconciliations were properly carried out.	None	N/A
Accounting Statements	J	Correct accounting basis used and reconciled to the Cash Book. Income & Expenditure	None	N/A
Trust Funds (If applicable)	K	The Parish Council does operate as a Trustee for three external bodies. Returns are filed.	None	N/A

Process	Criteria	Findings	Recommendations	Action Planned
<p>Review of Internal audit action plan has been considered and actioned?</p>	<p>Good Practice</p>	<p>Recommendations made in the previous year 2016/17.</p> <p>Recommended that the Pavilion Payments are recorded fully and shown on the Register</p> <p>Recommended that all references regarding Deeds and Titles are recorded on the Register</p> <p>Local Government Spending Powers. Recommended that these be applied correctly and stated within the notes to the Financial Statements</p>	<p>Satisfactorily Completed No Recommendations</p> <p>Satisfactorily Completed No Recommendations</p> <p>Satisfactorily Completed No Recommendations</p>	

Process	Criteria	Findings	Recommendations	Action Planned
<p>External Audit recommendations have been considered and actioned.</p> <p>Qualifications made, if any have been addressed in 2017/18.</p>	<p>Good Practice</p>	<p>Recommendations made in the previous year 2016/17.</p> <p>Not all Asset Additions recorded on the Register.</p> <p>LG Power expenditure not correctly used.</p> <p>There were no qualifications to address.</p>	<p>Satisfactorily Completed No Recommendations</p> <p>Satisfactorily Completed No Recommendations</p> <p>None</p>	<p>N/A</p> <p>N/A</p>

Process	Criteria	Findings	Recommendations	Action Planned
<p>Accounting Statements agreed and reconciled to the Annual Return</p>	<p>Section 1 of the Annual Return Part 1 of the Annual return is complete and accurate and reconciles to the statement of accounts.</p>	<p>The accounting statements in this annual return present fairly the financial position of the council and its income and expenditure.</p>	<p>None</p>	<p>N/A</p>

Process	Criteria	Findings	Recommendations	Action Planned
<p>Compliance with the Transparency Act.</p> <p>Not a Requirement for this Council. However it shows good governance.</p>	<p>1) Expenditure over £100 is recorded on the Council Web-Site and with all information requirements.</p> <p>2) Annual Return published on the Web-Site.</p> <p>3) Explanation of significant variances.</p> <p>4) Explanation of difference between Box 7 & 8 if applicable.</p> <p>5) Annual Governance Statement recorded.</p>	<p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

Process	Criteria	Findings	Recommendations	Action Planned
Compliance with the Transparency Act. (Contd)	1) Internal Audit Report Published.	Compliant	None	N/A
	2) A List of Councillors responsibilities.	Compliant	None	N/A
	3) Details of Public Land and Building Assets.	Compliant	None	N/A
	4) Minutes & Agendas	Compliant	None	N/A

Internal Auditors Summary Report

Goring Parish Council has an electorate in the region of 2,659, and the precept for 2017/18 was set at £95,066.

Overall, the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions.

Phil Hood
Arrow Accounting
(Internal Audit)
27th April 2018



Goring-on-Thames Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2017 Current A/c	0.00
2	31/08/2008 Clerk's Account	0.00
3	31/03/2017 Capital Account	0.00
4	31/03/2017 Support Account	0.00
5	31/03/2017 Reserve Account	0.00
6		0.00
6	31/03/2018 TSB Current	7,011.26
7	31/03/2018 TSB Reserve Account	78,446.65
		85,457.91
<u>Other Cash & Bank Balances</u>		
	Capital Account	0.00
	Clerk's Account	0.00
	Current Bank A/c	0.00
	Reserve Account	0.00
	Support A/c	0.00
		0.00
		85,457.91
<u>Unpresented Payments</u>		
6	19/03/2018 000010	131.86
		131.86
		85,326.05
<u>Receipts not on Bank Statement</u>		
0	31/03/2018 All Receipts Cleared	0.00
		0.00
		85,326.05
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
	TSB Current Account	6,879.40
	TSB Reserve Account	78,446.65
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	85,326.05

Goring on Thames Parish Council Privacy Notice

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

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?

Reference to data retention policy, if any.

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

Goring on Thames Parish Council, Old Jubilee Fire Station, Red Cross Road, Goring, Reading RG8 9HG 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

Goring on Thames Parish Council Policy on Requests for Information

Goring on Thames Parish Council is subject to the Data Protection Act 1998, 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 will take effect (GDPR). A new Data Protection Act is also anticipated during 2018.

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, Old Jubilee Fire Station, Red Cross Road, Goring, Reading, RG8 9HG or email: clerk@goringparishcouncil.gov.uk

Data Protection Act 1998 (to be updated by the GDPR and the Data Protection Act 2018)

We will acknowledge receipt of a request for personal information as soon as possible. As long as 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, as long as:

- 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

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, in particular because they are repetitive, we can:

- charge a reasonable fee taking into account 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

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 a 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

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

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.

Goring on Thames Parish Council Policy on Requests for Information

Vexatious Requests

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 justifies 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 in itself, will contribute to the aggregated burden.

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- 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 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.

Goring on Thames Parish Council Policy on Requests for Information

Review of Policy

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

Document Retention and Disposal Policy and Procedure

Introduction

A Retention Schedule is a list of records that need to be kept by Goring on Thames Parish Council for a specific length of time.

This schedule contains recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored, such as manual files, photographs, electronic files, tapes or microfiche.

The aim of the Retention Schedule is to provide a consistent approach to the way the Council handles its records and provide a clear set of guidelines.

A Retention Schedule serves the purpose of identifying records that may be worth preserving permanently as a part of a local authority archive as well as preventing the premature destruction of records that need to be retained for a specific legal, financial or statutory period.

This Retention Schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

Many retention periods are determined by statute.

In conclusion good Records Management is not difficult; simply put, the Council needs to keep accurate and timely records for the appropriate period of time, making sure that obsolete records are securely disposed of in an appropriate manner.

Retention of Documents Policy

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

Scope Responsibilities

Retention Schedule

Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

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A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and s/he is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Retention of Documents

Document	Minimum	Retention Reason
Minute Books / Minutes	Indefinite	Archive
Accounts / Annual return	7 years	Audit
Bank statements	7 years	Audit
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Tenders / Quotations	7 years	Audit
Paid invoices	7 years	Audit
VAT records	7 years	Audit
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	2 years	Audit
Certificate of Employers Liability	40 years	Audit / legal
Certificate of Public Liability	40 years	Audit / legal
Assets register	7 years	Audit
Deeds / Leases	Indefinite	Archive
Electoral Register	1 year	As replaced
Personnel records	6 years after employment ceases	Audit / management
Declaration of acceptance	Term of office + 1 year	Management
Register of interests	Term of office + 1 year	Management
Complaints	1 year	Management

Goring on Thames Parish Council

General information	6 months	Management
Routine correspondence and emails	6 months	Management

Planning Applications

All planning applications and relevant decision notices are available at South Oxfordshire District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council Minutes and are retained indefinitely and are held on the SODC Planning Portal. Correspondence received in connection with applications will be retained as stated above.

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
GORING ON THAMES PARISH COUNCIL
Old Jubilee Fire Station, Red Cross Road, Goring 7.30pm Tuesday 27 March 2018**

Members Present:

Chairman	Matthew Brown (MBr)
Members	Catherine Hall (CH) Bryan Urbick (BU) John Wills (JW)

Officers Present:

Clerk	Colin Ratcliff (CR)
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One member of the public

18/35 To receive apologies for absence.

Apologies for absence were received from Lawrie Reavill (LR) Mary Bulmer (MBu) and David Brooker (DB)

18/36 To receive any declarations of interests

None

18/37 Public Forum

Ron Bridle stated there was an error in the application for a Fish & Chip shop which states incorrectly the site is not in the Conservation Area, he asked how that might affect GPC's response?

18/38 To approve minutes of the meeting held on Tuesday 20 February 2018

Resolved: That the minutes be approved and signed by the Chairman.

18/39 Matters arising from those minutes not elsewhere on the agenda

None

18/40 Applications:

1 Item 6.3 brought forward

P18/S0778/FUL - Lloyds Bank High Street Goring RG8 9AT: Change of use of Part A2 Use Class (Financial and Professional Services) to A5 Use Class (Hot Food Takeaway)

MB stated some in the village would be for it and some against. There was a fish and chip shop in Woodcote which is accessible by car and he has not seen any issues of noise, smell or youths hanging around there. Parking in the High Street could be a problem

BU said the parking issues would be the same whatever use was made of the building, he would support subject to conditions. Goring is a tourist village and the draft NP supports the need for a thriving High Street and, given the right conditions a food amenity would be better than another Estate Agent or Financial office.

CH was concerned the pavement is narrow and about parking, there was an empty unit at The Arcade which might have been a better location. She noted no ventilation / ducting was on the plans.

JW said he would welcome it in the right location but had strong concerns over illegal parking.

BU didn't believe an Arcade location would make any difference to potential issues.

Potential conditions discussed were related to noise, odour, litter, commercial waste disposal, and fire safety to adjoining and first floor buildings. The site was in the Conservation Area and a request should be made to consult the Conservation Officer to ensure the external appearance and signage was in keeping.

Resolved: That GPC has **No Objections but wish their comments be taken into account**

Signed:

M. Brown

Dated: 24 April 2018

- 2 P18/S0200/HH – Spring Cottage, 40 Milldown Road, Goring RG8 0BA: Erection of a single storey detached office building in the grounds of the property.**
 No objections were raised other than conditions to be considered to ensure the proposed office building accommodation is not rented out or used as a separate business entity and to be ancillary to the main dwelling.
Resolved: That GPC has **No Objections but wish their comments be taken into account**
- 3 P18/S0520/HH - The Ferry House Ferry Lane Goring RG8 9DX: Installation of wood burning stove and associated external chimney flue and air vent on side elevation of single storey extension**
 It was noted this is in the Conservation Area and also within close proximity to listed buildings therefore SODC’s Conservation Officer should be consulted to ensure the proposals are in keeping. Concern was raised that no Conservation Area Appraisal has yet been carried out.
Resolved: That GPC has **No Objections but wish their comments be taken into account**
- 4 P18/S0613/HH - St Katherines House Lyndhurst Road Goring RG8 9BL: Replace existing roof structure to the rear of the building and replace with new roof design. Two extensions to the rear single storey part of the house. Lower cill of first floor window on west elevation sundry internal alterations**
 No issues were raised.
Resolved: That GPC has **No Objections** to the application
- 5 P18/S0856/HH - 49 Holmlea Road Goring RG8 9EX: Erection of single storey front and side extensions**
 It was noted the plans were not very clear but no issues were raised.
Resolved: That GPC **Fully Supports** the application
- 6 P18/S0828/HH - North Cottage Reading Road Goring RG8 0LL: Single storey rear extension and internal alterations**
 No issues were raised
Resolved: That GPC **Fully Supports** the application

18/41 SODC Decisions

- | | | | |
|----------|--|-------------|----------------|
| 1 | P17/S4113/HH 34 Lockstile Way, Goring RG8 0AL | (GPC- NSV) | Granted |
| 2 | P/17/S4417/HH The Boathouse High Street Goring RG8 9AB | (GPC – App) | Granted |
| 3 | P/18/S0251/HH 12 Heron Shaw Goring RG8 0AU | (GPC – App) | Granted |
- All were noted

18/42 To review planning applications and decisions reported by West Berkshire District Council
 None discussed

18/43 To review CIL status / payments
 LR previously reported that works had started a while ago in Cleeve Down. It was not believed CIL papers had been submitted to SODC.
Resolved: To send a letter informing SODC (BU to draft)

18/44 To receive correspondence and agree actions
 None

18/45 Matters for future discussion
 None

18/46 Next meeting confirmed as 24 April 2018

The Chairman declared the meeting closed at 2008 hrs.

Abbreviations (where used):

APP	Approval
CIL	Community Infrastructure Levy
GPC	Goring on Thames Parish Council
NP	Neighbourhood Plan
NSV	No Strong Views
OCC	Oxfordshire County Council
SODC	South Oxfordshire District Council

From: Andy Benning
Sent: 11 April 2018 11:07
To: 'Clerk'
Subject: RE: Sale of alcohol from Gardiner Recreation Pavilion

Dear Colin,

Goring cricket club would like to hold a fund raiser at the Gardiner Pavilion on the Friday 6th July.

It would run from 4pm to 8pm. It's associated with All Stars program introducing 5-8yo into cricket. We'd sell food and alcohol from the pavilion with around 30 attending parents.

Looking forward to hearing the Trustees decision.

Regards
Andy Benning
Goring Cricket Club

From: JULIA HUGGINS
Sent: 19 April 2018 11:09
To: clerk@goringparishcouncil.gov.uk
Subject: East Cottage

Hi Colin,

Many thanks for your time last week. As discussed I am writing to request the Parish Council consideration of the following proposal.

When we met I advised you that I have submitted an application for planning permission for an extension to the back of East Cottage, and that as part of the consideration for that extension I have returned to the need to address the shared access issue for the house. Currently East Cottage has a right of way to use the drive owned by West Cottage that runs from Reading Road beside North Cottage and around the front of West Cottage. This has worked well but is reliant upon the goodwill of the inhabitants of both West and East Cottage. Future proofing of East Cottage access would be best served by using the land owned by the cottage that runs from Reading Road alongside the parish council access drive to the burial ground and then directly onto the property.

Before proceeding with options to develop the access of our land beside the parish council drive I would like to explore the possibility proposed by a previous parish councillor of agreeing a shared use of the existing burial ground drive. This would obviously require a legally worded right of way to use the tarmac drive to an access point into the East Cottage boundary (yet to be decided upon but probably to allow a drive entrance at the front of the property), and that both parties would need to be clear what is intended by (and included in) such an agreement but, before seeking legal assistance, I wanted to see if we have an agreement in principle with no commitment on either side at this stage.

I hope that this proposal can be viewed as acceptable by the parish council. I feel strongly that preserving the 'look and feel' of the burial ground is important for our community and, as a result, would prefer to find a long term solution to the East Cottage access problem that does not require the development of the strip of land owned by East Cottage.

Kind regards,
Julia Huggins