

GORING-ON-THAMES PARISH COUNCIL

**All Councillors are summoned to a meeting of Council, to be held at the
Bellême Room, Village Hall, Goring on Monday 10 September 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 MEETING

1. To receive apologies for absence.
2. To receive declarations of interests.
3. 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.*
4. To approve minutes of the meeting held on 13th August 2018.
5. Matters arising from those minutes not elsewhere on the agenda.
6. To receive chairman's report and announcements.
7. To hear a presentation from Leigh Abbott, Community Engagement Coordinator regarding The Streatley with Goring Dementia Action Forum. (MBr)
8. To receive a report on the Neighbourhood Plan
9. To receive a report on the NP Strategic Project for Goring CE Primary School (BU)
10. To receive a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre (DB) (Appendix A)
11. To receive a report from County Councillor / District Councillor Kevin Bulmer.
12. To receive a report from the Police.
13. To consider a report on Recreation Grounds issues, including a proposal on The Rectory Garden. (LR) (Appendix B)
14. To receive a report on White Hill Burial Ground issues. (MBu)
15. To receive a report regarding planned events in the village. (CH)
16. Parish Finance:
 - 16.1. To approve payments for August 2018. (Appendix C)
 - 16.2. To note receipts for August 2018. (Appendix D)
 - 16.3. To note the bank account and reserves balances as at 31st August 2018. (Appendix E)

Colin Ratcliff, Clerk to the Council

3 September 2018

GORING-ON-THAMES PARISH COUNCIL

- 16.4. To consider renewal insurance cover is appropriate (year 2 of 3-year agreement) as detailed in attached schedule (Appendix F)
- 16.5. To consider an increase to the Playground Equipment Maintenance budget of £137 to cover recent urgent expenditure (LR).
- 16.6. To consider the re-appointment of Arrow Accounting as the Council's Internal Auditor for 2018-19 and whether a visit is required. (Appendix G)
- 17. To consider an update on Freedom of Information issues.
- 18. Reports from Planning Committee – to receive minutes of the meeting held on 24th July 2018 and to consider a report on Affordable Housing (DB). (Appendix H)
- 19. Correspondence.
 - 1. To consider a request for discount on burial ground fees (C1)
- 20. Matters for future discussion.

Colin Ratcliff, Clerk to the Council

3 September 2018

MINUTES OF THE MEETING OF GORING ON THAMES PARISH COUNCIL
Bellême Room, Goring Village Hall 7:30 pm Monday 13th August 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)
	Lawrie Reavill (LR)
	Matthew Brown (MBr)

Officers Present:

Clerk	Colin Ratcliff (CR)
Assistant Clerk	Mike Ward (MW)

10 members of the public and press

18/136 To receive apologies for absence.

Apologies for absence were received from Debbie Gee (DG) and Emrhys Barrell (EB)

18/137 To receive any declarations of interests

None

18/138 Public Forum

John Boler tabled copies of the finished leaflet 'Accessible by Train' which would be officially launched on 20 August and thanked GPC for the support given. KB thanked Mr Boler for his efforts in getting it published.

18/139 To approve minutes of the meeting held on 9th July 2018.

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

18/140 Matters arising from those minutes not elsewhere on the agenda.

Re 18/128 - BU stated dates for the Get Involved Fair had moved to 29th and 30th September.

18/141 To receive chairman's report and announcements.

KB stated the NP was still being considered by the Examiner. It was delayed by about a month due to changes in legislation relating to Habitats Regulation Assessments (clarified by Ned Worsley). His report is expected by the end of September.

18/142 To receive a report on the NP Strategic Project for Goring CE Primary School

BU stated the group were still working and plan a meeting soon for a fund-raising group.

18/143 To consider a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre

Appendix A was noted. CR was asked to follow up with Lee Turner, OCC.

Resolved: That approval in principle be given to fund two planters in The High Street once enhancements were carried out.

18/144 To note a report from County Councillor / District Councillor Kevin Bulmer.

Appendices B & B1 were noted.

18/145 To receive a report from the Police

Signed:

Dated:

JW reported there had been two burglaries; one in Little Croft Road where gardening equipment was stolen and one in Pennypiece where jewellery and cash were stolen. The police stopped some hare coursing near Goring, seizing a car and dog. KB recommended looking at TVP's website for crime prevention advice.

18/146 To receive a report on Recreation Grounds issues and to ratify discussion from previous meeting to allow battery powered floodlight use by Goring Robins.

Appendix C refers. KB clarified with LR that the working group were not seeking quotations for play equipment, merely looking at options to report back to council at some later stage.

BU reminded LR of the grant funding process and lead in times that would be required.

LR asked Councillors to provide feedback to him on the Rectory Garden report.

Resolved: That the Goring Robins floodlights as previously discussed were approved.

18/147 To receive a report on White Hill Burial Ground issues

MBu stated it needed tidying up.

18/148 To consider a report regarding planned events in the village (Inc GM issues).

CH referred to Appendix D.

Tony Gregory detailed complaints he had made at the time of the GM events in June.

A discussion took place which included the number of complaints received (two to GPC, others verbally to Cllrs): locally focussed events v visitors, frequency of large scale events (annual or bi-annual), impact on local businesses, noise levels, the value to visitors / fans of coming to Goring, the welcome given by residents to visitors throughout the year.

Nu Findlay said she had been GM's housekeeper for 16 years and knew he would have been upset that some villagers had complained.

Terry Daniels said that over £11,000 had been raised this year for Charity.

It was proposed that a consultation be held in the village on the subject.

Resolved: To undertake a consultation led by the Events Working Group.

18/149 Parish Finance:

1 To approve payments for July 2018.

Resolved: That the payments be approved

2 To note receipts for July 2018

Noted

3 To note the bank account and reserves balances as at 31 July 2018.

Noted

4 2017-18 Accounts: To note that a second challenge has been sent to the External Auditor.

Regarding the first, the auditor has asked for and received answers to some initial questions, and copies of documents. These relate to challenges by residents to the annual accounts of GPC for 2017-18 regarding the Weir Judicial Review & Appeal.

Noted. KB stated that the council had been notified of estimated costs to GPC by the External Auditor (*currently £750 - £1250*).

5 To consider a grant request from the Macular Society, Goring-on-Thames Support Group.

Appendices I and I1 refer.

BU suggested the Society also ask Towse Court if a suitable meeting room might be available.

Resolved: That a grant of £300 be given.

18/150 To consider a request to support MIGGS in asking Network Rail to dedicate the railway station footbridge to Norman Radley, and to note that the MIGGS leaflet 'Accessible by Train' will be published on 20 August.

See 18/138 above.

Resolved: That GPC support MIGGS' request regarding the footbridge dedication.

18/151 To consider recommendations in annual play equipment safety inspections

Appendices J and J1 refer. BU proposed dealing with the medium risk issue and monitoring the others given that a working party is looking at recreation ground equipment.

Resolved: To repair the Gardiner swings surface.

18/152 To approve a Fire Risk Assessment for Gardiner Pavilion

Resolved: That Appendix K be approved.

18/153 To hear a presentation from Leigh Abbott, Community Engagement Coordinator regarding The Streatley with Goring Dementia Action Forum.

This item was postponed until the next meeting

18/154 For Weir Committee Members to approve minutes of the meeting held on 31st July 2018.

Item chaired by JW.

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

18/155 To receive minutes as above if approved and to consider dissolving the Weir Committee.

Received.

Resolved: That the Weir Committee be dissolved.

18/156 Reports from Planning Committee – to receive minutes of the meeting held on 26th June 2018

Received and noted

18/157 Correspondence

1 To consider an email regarding Electric Vehicle Charging Points

Email at appendix C1 refers.

Ned Worsley reminded council that the NP Strategic Plan includes considering EV charging points. It was not felt that Sheepcot was suitable given the parking use.

Resolved: That the council write to SODC and NWR to ask if they have any plans for fitting points.

2 To consider an offer of a commemorative sapling and plaque

Email at C2 refers.

Resolved: That the council ask Goring Gap in Bloom for suggestions on a location.

3 To consider emails regarding grant funding for biodiversity projects in conjunction with Network Rail

Email at C3 refers

Resolved: That the council pass on to GGN for publicity.

18/158 Matters for future discussion

None

18/159 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.

Resolved: That the motion be approved

18/160 To consider a request for a permanent right of access across council owned property.

Resolved: A request to consider a right of access at White Hill Burial Ground was not agreed

The Chairman declared the meeting closed at 8:57 pm.

Signed:

Dated:

Abbreviations (where used):

GGN	Goring Gap News
GM	George Michael
GPC	Goring on Thames Parish Council
MIGGS	Mobility Issues Group for Goring and Streatley
NP	Neighbourhood Plan
NPSG	Neighbourhood Plan Steering Group
NWR	Network Rail
OCC	Oxfordshire County Council
SODC	South Oxfordshire District Council
TVP	Thames Valley Police

DRAFT

Signed:

Dated:

Goring Parish Council - Goring High St – Report

28 Aug'18

1. Proposed High St roadworks

We are still awaiting proposals from OCC Highways (OCCH) to prepare the drawings and specification for the proposed works to enable the construction costs to be established. It was agreed at our meeting 8 May'18 with OCCH that they would come back to us within three months.

The Clerk sent OCCH an e-mail advising of the addition of the bollards, which we hope will act as a memory jogger.

2. Installation of posts in the verge adjacent to the Rectory Gardens

I would suggest we continue to monitor the situation.

3. Community Centre car park

No matters to raise

4. Strategic Project related to Traffic congestion and Parking

4.1 Comment as for previous report i.e. Our committee has met and discussed a number of matters but believe that to take matters further we need a meeting with OCCH, see above.

4.2 SODC – Civil Enforcement Powers

Awaiting SODC Officers report.

5.0 General

5.1 No matters to raise.

Cllr David Brooker

Recreation Issues - September 2018 Update**Safety Inspection**

In the annual inspection of the childrens' play equipment in the Gardiner Recreation Ground and the Bourdillon Field the state of the matting in the Gardiner was identified as medium risk. The cost estimate was £480, but the budget available is only £343. The repairs have now been done, and the £137 difference needs approval (elsewhere on agenda). We need to address the problem of inadequate provision for general maintenance when future budgets are prepared.

Sheepcot Recreation Ground

A meeting has been held with sports club representatives to consider refurbishment of the pavilion. Cllrs. Reavill, Wills and Brooker have done an inspection of the pavilion. The need for a deep clean was agreed as a priority. Cllr. Brooker has circulated an updated list of repairs needed. Representatives of the Robins and Goring United have been asked to recruit assistance with the cleaning operation, and with other maintenance. The meeting indicated that expansion of the activities of all three sports clubs using the Sheepcot is stretching the facilities available in the pavilion. A report will be presented to the October meeting outlining future needs and options.

Rectory Garden

A report concerning ways the Garden might be made more attractive and its use increased was circulated for Cllrs. to consider at the September meeting. Minor changes in line with the objectives and principles of the covenant were proposed. These include the provision of additional seats around the periphery of the garden, tubs or hanging baskets of flowers to make the garden more colourful, and a new notice board with more inviting wording which the Edmondson family have offered to sponsor. No changes are proposed to the general layout of the Garden. I propose that these improvements be actioned.

General

In addition to the need for extra money for maintenance of current recreation facilities, there is a need for extra budget provision in the future for tree maintenance. The village has over 100 trees, most of them in recreation areas, and almost all of them mature or very mature. Future budgets need to be set for their maintenance and replacement.

Lawrie Reavill

31.08.2018

Goring-on-Thames Parish Council					
Accounts for payment August 2018					
Payee	Description			Amount	Date
Current Account					Ref
BGG Garden & Tree Care	Litter picking July	3560		£ 470.40	15/08/2018
Colin Ratcliff	Salary August	2310	£ 1,429.18		
Colin Ratcliff	Car Allowance	2110	£20.00	£ 1,449.18	31/08/2018
Goring Hardware	Misc Items	3170		£ 12.66	15/08/2018
HMRC	PAYE & NI July	2310		£ 924.86	07/08/2018
J M Krzak	Cleaning August	2310		£ 366.29	31/08/2018
M & C Landscapes	Grass Cutting July	3110		£ 890.43	15/08/2018
Macular Society Goring	S.137 Grant	3330		£ 300.00	29/08/2018
Mike Ward	Salary 16/7 to 17/8	2310		£ 488.49	20/08/2018
Paul Carter	Street Bollard repair	3910		£ 45.00	01/08/2018
Playsafety Ltd	Annual play equipment inspections	4211		£ 189.00	02/08/2018
Rialtas Business Solutions	Accounts Software Maintenance	2250		£ 142.80	02/08/2018
SSE	Street Lights Maintenance July	3420		£ 1,065.91	29/08/2018
Tracy Averies & Co	Tank and pump for showers Gardiner	var		£ 10,020.00	01/08/2018
Direct Debits/Standing Orders					
Castle Water	Water Gardiner Sprinkler	2260		£ 17.37	28/08/2018
Castle Water	Water Sheepcot Pavilion	2260		£ 8.45	28/08/2018
Castle Water	Water OJFS	2260		£ 10.79	28/08/2018
Grundon Waste Management	Collections OJFS 10/5 - 20/7	3560		£ 5.15	20/08/2018
Grundon Waste Management	Waste Transfer Notice - WHBG	3560		£ 78.62	20/08/2018
Mainstream Digital	Phone	2240		£ 0.24	14/08/2018
NEST	Pension Contributions	2310		£ 90.22	23/08/2018
SODC	Business rates	2290	£ 53.00		
SODC	Business rates	2290	£ 91.00	£ 144.00	01/08/2018
SSE	Electricity - Gardiner Pavilion Q2	2260		£ 149.63	10/08/2018
SSE	Electricity - Sheepcot Pavilion Q2	2260		£ 109.53	10/08/2018
SSE	Electricity - OJFS Q2	2260		£ 64.69	10/08/2018
SSE	Gas OJFS Q2	2260		£ 27.30	10/08/2018
SSE	Gas Gardiner Q2	2260		£ 62.16	10/08/2018
SSE	Gas Sheepcot Q2	2260		£ 52.72	10/08/2018
SSE	Street lights unmetered electricity	3420		£ 331.32	19/08/2018
Xerox (UK)	Copier Printer usage	2210		£ 13.49	01/08/2018
Neighbourhood Plan					
Xerox (UK)	Copier Printer usage	4908		£ 42.53	01/08/2018
Swift Office Stuff	Paper / office supplies	4908		£ 81.37	15/08/2018
Total:				£ 17,654.60	

Goring-on-Thames Parish Council					
Receipts received August 2018					
From	Description	Code	Date	Ref	Amount
TSB	Bank Interest	1190	10/08/2018	DC	£4.30
HMRC	VAT refund	105	09/08/2018	DC	£2,533.70
Goring Vets	Donation re dog bins	1132	03/08/2018	Inv 1157	£300.00
Goring United FC	Licence	1141/3	15/08/2018	Inv 1165	£1,226.20
AB Walker	Interment - Carter	1130	17/08/2018	Inv 1156	£361.04
Virgo Beauty	Car Parking	1135	23/08/2018	Inv 1170	£384.00
Richard Wilson Long	Car Parking	1135	30/08/2018	Inv 1168	£1,536.00
				Total:	£6,345.24

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

As at: **31 August 2018**

Reconciled Bank Account Balances

Current TSB	£9,436.34
TSB Reserves	£86,645.00
Unpresented Payments	£0.00
Unpresented Receipts	£0.00
VAT Control Account	£2,572.58
Total	£98,653.92

Earmarked Reserves (Capital and Contingency)

Operating Reserve Account	R	£41,000.00	10k used for temp cash flow
Rectory Garden	R	£1,500.00	
Ferry Lane Riverbank Repairs	R	£0.00	
Ferry Lane Fence	R	£1,000.00	
Tree Felling and Replacement	R	£11,050.00	
Playground Equipment	C	£13,500.00	
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	
Community Infrastructure Levy	C	£0.00	

Total Revenue Reserves £73,145.00

Total Capital Reserves £13,500.00

Total Reserves **£86,645.00**

General Funds Available **£12,008.92**



redefining / standards

Date of this letter
13th August 2018

Master policy number
RGBDX6962034

Quote number
2208729

 **01483 462860**

 **local.councils@came
andcompany.co.uk**

Your policy schedule

Your Council Commercial Combined Insurance policy

Important Information

- This document contains the schedule and any endorsements which form part of your policy and is based on the information provided to us.
- The policy wording, schedule and endorsements should be read together as they show the cover we are providing.
- Please check the details are correct and that the cover meets your needs.
- If the details are incorrect or the cover does not meet your needs please contact your insurance advisor.
- If any of the information is incorrect we may change the terms and conditions, premium or withdraw cover.

Data Protection Notice

You may be aware that the European Union has introduced a new Regulation, known as the **General Data Protection Regulation (GDPR)**, which applies to every organisation handling personal data.

Under the new regulation, your rights as a customer have been updated and expanded. We have updated our privacy policy to explain these rights as well as other changes required by the regulation.

View our privacy policy online at www.axa.co.uk/privacy-policy to find all about your rights, the information we collect on you and why. If you do not have access to the internet please contact us and we will send you a printed copy

Policyholder details

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

Business description

Parish Council

Population

5000

Your period of insurance

Date this cover starts: 1st October 2018

Date this cover expires: 30th September 2019

Renewal date: 1st October 2019

Your 3 Year Long Term Agreement Premium

Premium: £1,809.27

Insurance Premium Tax (IPT) at the current rate: £217.11

Total amount payable: £2,026.38

Endorsements that apply to this section

Long term agreement

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 1st October
- c. Claims payments and costs shall mean the total of all:
 - i. claims and losses paid; and
 - ii. legal costs and expenses incurred; and
 - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums for the policy during the preceding 12 months. We and you agree that this policy is subject to a long term agreement beginning on the renewal of the policy and ending 3 years later, provided that:
 - 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
 - 2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

Your cover summary

Section	
Property Damage	Insured
Business Interruption	Insured
Money and Personal Accident Assault	Insured
Group Personal Accident	Insured
Employers Liability	Insured
Public and Products Liability	Insured
Selected all risks	Insured
Officers Liability (Officials Indemnity)	Insured
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	Insured
Terrorism	Not Insured
Equipment Breakdown	Not Insured

Quote covers

Property damage section	Included
Property insured	Sum insured
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£693,353.71
General Contents	£17,796.37
Gates & Fences	£16,766.39
Mowers & Machinery	£0.00
Natural Surfaces	£0.00
Other Surfaces	£19,221.25
Office Contents	£0.00
Outside Equipment	£0.00
Playground Equipment	£37,258.88
Sports Equipment	£0.00
Street Furniture	£0.00
War Memorials	£3,726.10
Additional covers	
Cover	Limits
Bequeathed property	Buildings £100,000 or 10% of the building sum insured, whichever is the lower. Contents £10,000 for any one item and £25,000 in total
Capital additions	10% of building sum insured or £100K whichever lower
Contents kept at home	£25K or 10% of contents whichever lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the less
Council Equipment kept in the EU	£5,000
Discharge of oil	£10K aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25K or 10% of contents whichever is less
Fire extinguishing expenses	£10k
Freezer contents	£5,000

Fund raising cover	£5,000
Fund raising and catering cover	£5,000
Further investigation expenses	10% of the sum insured or £100,000 whichever is the less
Glass breakage	£10k
Inadvertent omission	£500k
Landscaped gardens	£15k
Locks and keys	£10k
Loss reduction expenses	£2.5K aggregate
Metered water or gas	£25k aggregate
Motor vehicles (stationary risk)	Not included
Outworkers	Not included
Patterns	£2,500 any one claim
Public relations expenses	Not included
Raffle prizes and donations	£1500 total, £500 any one item
Sprinkler upgrade costs	10% of the sum insured any one claim
Theft of building fabric	£2,500 any one claim
Trace and access	£25,000 any one claim
Unauthorised use of electricity, gas, oil and water	£5,000 any one claim
Undamaged stock	£5,000 any one claim
Undamaged tenants improvements	£5,000 any one claim
Underground pipes and services	£5,000 any one claim
Unspecified storage sites	£5,000 any one claim
Contents definition automatically includes	Limits
Personal effects including pedal cycles	£10k
Rare books	£2.5k, item limit £10k total
Outdoor furniture etc	£5,000
Marquees and associated lighting	£10k
Defibrillators	£5,000
Excesses	
Damage by fire, lightning, explosion, aircraft, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances or earthquake	£250
Flood damage	£250
Theft or attempted theft	£250
Theft of building fabric	£250

Subsidence excess	£1000
Contract works	£250
All other damage	£250

Endorsements that apply to this section

CC01 Floating amount insured (Contents)

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** for **damage to your contents** however many locations are affected.

CC03 Flat roof condition

Any flat portions of the roof of the **buildings** are to be inspected once every two years by a competent roofing contractor and any recommendations implemented.

CC05 Contents temporarily elsewhere

We will not make any payment when such property is temporarily outside the UK unless it is in **your care**, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.

CC07 Floating amount insured (Buildings)

The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War Memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** however many locations are affected.

Specific section conditions that apply to this section

- 1 Subsidence cover
- 2 Deep fat frying condition
- 3 Loss of excess/No Claims Discount

Business interruption section

Included

Cover

Perils as per the Property damage section

Loss of revenue	£10,000 12 months indemnity period
Increase cost of working	£10,000 12 months indemnity period
Loss of rent receivable	£0.00 12 months indemnity period

Additional covers

Cover	Limits
Contract sites	£10,000 any one contract site
Denial of access	100% of the sum insured
Denial of access non damage	not included
Exhibition	£10,000 any one claim
Exhibition expenses	£10,000 any one claim

Failure of public utilities	Included
Public electricity supply	8 hours 100% of the sum insured
Public gas supply	8 hours 100% of the sum insured
Public water supply	8 hours 100% of the sum insured
Public telecommunications services	8 hours 100% of the sum insured
Failure of utilities 'terminal ends'	not included
Fines, penalties and damages	£2,500 any one claim
Key person cover	£2,500 any one period of insurance Weekly benefit £250
Loss of attraction	not included
Loss reduction expenses	£2,500 any one period of insurance
Patterns	£10,000 any one claim
Theft of buildings fabric	100% of the sum insured
Transit	£10,000 any one claim
Unspecified customers	£100,000 any one claim
Unspecified suppliers and storage sites	£100,000 any one claim
Endorsements that apply to this section	
CC02 Floating amount insured (Business interruption)	

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in **your policy schedule** however many locations are affected.

Specific section conditions that apply to this section

1 Subsidence

Money and personal accident assault section	Included
Cover details	Limits
Negotiable money in transit	£2,500
Negotiable money on premises during business hours	£10,000
Locked safe limit	£10,000
Negotiable money on premises and not in a locked safe outside business hours	£2,500
Maximum amount of negotiable money carried by any one person	£2,500
Maximum amount of negotiable money at the residence of any insured person	£2,500
Non-negotiable money limit	£250,000
Excess	
Each and every claim	£250
Endorsements that apply to this section	

n/a

Specific section conditions that apply to this section

n/a

Group personal accident section

Included

Insured Person(s)

Employees councillors & volunteers

Operative Time

Whilst undertaking business activities

Benefit payable

Benefits

Injury resulting in;

1. Death	£100,000
2. Loss of limb	£100,000
3. Loss of sight, hearing or speech	£100,000
4. Permanent total disablement	£100,000
5. Temporary total disablement	£500 payable for up to 104 weeks excluding the first 2 weeks of disablement
6. Temporary partial disablement	£500 payable for up to 104 weeks excluding the first 2 weeks of disablement

Additional benefit

Medical expenses

In addition to the benefits specified above, **we** will refund **medical expenses** paid by the **insured person** due to **injury** and for which a claim is payable under this section. The maximum we will pay is 10% of the amount paid under Items 1, 2, 3 or 4 of the benefits table or 25% of the total amounts paid under Items 5 or 6, whichever is the greater, but subject to a maximum of £10,000.

Special conditions relating to payment of benefit:

Maximum benefit limit

a) The maximum amount of benefit **we** will pay in total

for any one **insured person** is £1,000,000

b) The maximum amount of benefit in total **we** will pay

in respect of any one **accident** is £1,000,000

Employers liability section

Included

Cover details	Limit of indemnity
Employers Liability	£10,000,000 any one occurrence
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000

	any one period of insurance
	£5,000,000
Terrorist Act	any one occurrence

Endorsements that apply to this section

CC06 Employers Liability Tracing Office (ELTO) – mandatory information required

You must provide **us** with the following information for each entity insured under this section of the **policy**:

1. Employer name; and
2. Full address of employer including postcode; and
3. HMRC Employer Reference Number (ERN).

If any insured entity does not have an ERN, **you** must provide **us** with one of the following reasons:

- a. The entity has no employees; or
- b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or
- c. The entity is not registered in England, Wales, Scotland or Northern Ireland.

You must inform **us** immediately of any changes to the above information. This information is required by **us** to enable compliance with mandatory regulatory requirements for Employers' liability insurance.

Public and products liability section

Included

Cover details	Limit of indemnity
Public Liability	£10,000,000 any one event
Hirers Indemnity	£5,000,000
Libel and slander	£500,000 any one period of insurance
Products Liability	£10,000,000 any one period of insurance
Clean up costs	£100,000 any one period of insurance
Data protection	£250,000 any one period of insurance
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£2,000,000 any one period of insurance
Loss of third-party keys	£2,500 any one period of insurance
Unauthorised use of third-party telephones by your employees	£2,500 any one period of insurance

Excesses

Property damage	£250
Clean up costs	£250
All other claims	£250

Endorsements that apply to this section

n/a

Selected all risks section – cover for specific items**Included**

Item	Location	Sum insured
Business Equipment	European Union	£5,000
Excess		£250

Endorsements that apply to this section

n/a

Specific section conditions that apply to this section

n/a

Officers liability section (Officials Indemnity)**Included**

Section Limit of Liability	Excess
Officers Liability ✓ covered £500,000	£Nil

Council legal liability and legal expenses section (including Employee Dishonesty)**Included**

Section Limit of Liability	Excess
Council Legal Liability and Legal Expenses ✓ covered £500,000	£Nil
Internet & email ✓ covered £500,000	
Employee Dishonesty ✓ covered £500,000	£250

Endorsements that apply to this section**CC0015 Council legal liability excess amendment**

You will not need to pay the Company legal liability **excess** shown on **your** policy schedule other than in respect of Employee Dishonesty cover and Third Party electronic funds transfer cover.

Terrorism section**Not Included****Cover details**

As per Property damage and Business interruption section

Equipment breakdown section**Not included****Cover details**

Equipment	£0.00
Hazardous substances	£5,000 total amount insured across all Property sections combined

Reconstitution of electronic data	£5,000
Expediting expenses	£5,000
Computers	£5,000
Oil and water storage tanks	£5,000

Additional Endorsements

Arrow Accounting

18 Springfield Road, Caversfield, Oxfordshire. OX 27 8TT

Telephone: 01869 250080 Mobile: 07745372022

www.arrowaccounting.co.uk



29th August 2018

Goring Parish Council

Dear Sir,

In accordance with the recommendations of our professional body, the Association of Accounting Technicians, this letter confirms the basis on which we provide services to you to avoid any misunderstandings of our respective responsibilities.

Nature of services

Letter of Engagement 2018/19

The purpose of this letter is to set out the basis on which we are engaged.

1. Internal Audit of the Council

- 1) The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this we will adopt a predominantly systems-based approach to the audit.***
- 2) To carry out an annual inspection of the books and records of the council. The Council is responsible for providing those documents as prescribed within the attached checklist.***

Timescales for the effective and efficient method of completing the audit are as follows:

- a) Ensure that the process laid down within this engagement letter is understood as the process and timescales have changed from previous years. Sign the engagement on the last page and scan and return that page by email. (I do not need the whole document back). Please send this by the end of September to give time for completion of the checklist.***

- b) A checklist will then be forwarded. This should be answered and returned with any documents requested by the 31st October 2018. This will be reviewed.*
 - c) An Income and Expenditure test sheet and a Payroll test sheet will then be forwarded for completion and returned by the 31st December 2018.*
 - d) Any overhang issues will be concluded before the 31st March 2019.*
 - e) If I am satisfied that the Council has met the Internal Audit criteria, I will sign off the AGAR, send it to you and conclude the Audit. An Annual Report will be issued with any action points.*
 - f) If timescales are not observed, this could attract extra charges over and above the quoted fee as laid down below.*
- 3) If you wish me to check your year end Annual Return figures before you send it off to the External Auditors, I am quite happy to do this. I can also check your Annual Financial Statements for compliance.*

2. Scope of Work

Predominantly Internal Audit will review the books and records of the Council culminating in the completion of the Internal Audit Report as stated above. We will identify if the following key areas are in place and working satisfactorily.

- 1) Proper Book-keeping.*
- 2) Payment controls in relation to Financial Regulations.*
- 3) Review of the Internal Controls, which will include:*
 - a) A Risk Assessment.*
 - b) Review if the effectiveness if Internal Audit.*
 - c) An overall review of your Internal Controls.*
- 4) Budgetary controls.*
- 5) Income controls.*
- 6) Petty Cash procedures.*
- 7) Payroll controls.*
- 8) Asset controls.*
- 9) Bank reconciliations.*
- 10) Application of LG Spending Powers.*
- 11) Review of the status of Trusts if applicable.*
- 12) Policies review.*
- 13) Review and completeness of minutes.*
- 14) Review and completeness of audit action plans.*
- 15) Year End procedures, which will include:*
 - a) Financial Statements review.*
 - b) Review of Council balances.*
 - c) Analytical Review.*

d) Annual Return review.

Roles and Responsibilities

Our role as Internal Audit is one of independence. We must make it clear that we can in no way involve ourselves in the financial decision making, appointments or any other areas that may give rise to conflicts of interest.

The Council Responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and the preventing of Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

3. Fees

Our fees for all work undertaken are based on the number of hours taken to complete the Internal Audit in 2017/18. An increase over and above inflation is given. This is due to extra costs I must bear in relation to Anti money laundering and Data Protection Regulations. However, you are able to save on travel costs if you elect to complete the Audit without a physical visit.

Fees for 2018/19

Fixed for the year with no physical visit at £420

Fixed for the year with and Internal Audit visit £480

The budgeted hours are estimated and is on the understanding that all requests for documents and responses to our Internal Audit checklist is forwarded to us within the above timescales.

Travel to and from the Council is charged at £0.58p per mile. If required.

4. Requests for attendance at Council Meetings

We actively encourage the request for our attendance at Council meetings, given reasonable notice. This gives the Council has an opportunity to ask us questions, clarify the scope and nature of the work undertaken and to make us aware of any issues that may be relevant as our cycle of Internal Audit progresses.

A nominal cost for this service is charged at £200 plus travel.

5. Request for work outside the scope of Paragraphs 1 to 3

Any such request for extra audit time to be provided will be discussed at the time and will be subject to an appendix agreement.

Anti money laundering legislation

All accountants must comply with onerous duties imposed by the Proceeds of Crime Act 2002, the Terrorism Act 2000 and the Money Laundering Regulations 2007 (the “Anti Money Laundering Legislation”), which are intended to inhibit the activities of terrorists and other criminals by denying them access to technical expertise. If we fail to perform these duties, we risk imprisonment.

Before we accept your instructions, we may need to obtain ‘satisfactory evidence’ to confirm your identity. In certain circumstances, we may need to obtain evidence confirming the identities of third parties, the source of any funds or other property, the purpose of any instructions or any other matter. We may also need to obtain such evidence after we have begun to act on your instructions.

We assume that our clients are honest and law abiding. However, if at any time, there appear to be grounds to suspect (even if we do not actually suspect) that your instructions relate to ‘criminal property’, we are obliged to make a report to the Serious Organised Crime Agency (“SOCA”), but we are prohibited from telling you that we have done so.

In such circumstances, we must not act on your instructions without consent from SOCA. If SOCA do not refuse consent within 7 working days we may continue to act. If SOCA issue a refusal within that time, we must not act for a further 31 days from the date of the refusal.

‘Criminal property’ is property in any legal form, whether money, real property, rights or any benefit derived from criminal activity. It does not matter who carried out the criminal activity or how removed the property is from the original crime. Even if you are honest in your dealings, if your property represents a benefit from someone else’s crime, we must still make a report.

Activity is considered 'criminal' if it is a crime under UK law, no matter how trivial. For example, tax evasion is a criminal offence but an honest mistake is not. We will assume that all discrepancies are mistakes unless there is contrary evidence.

Privacy Policy

As part of our GDPR requirements, we recommend viewing our Privacy Policy at www.arrowaccounting.co.uk

Ownership of records

In the event of non-payment of our fees for services rendered, we may exercise a particular right of lien over the books and records in our possession and withhold the documents until such time as payment of our invoice is received in full.

File destruction

Whilst certain documents may legally belong to you, unless you tell us not to, we intend to destroy correspondence and other papers that we store which are more than seven years old, other than documents which we think may be of continuing significance. If you require the retention of any document, you must notify us of that fact in writing.

Ethical guidelines

We will observe the ethical guidelines of the Association of Accounting Technicians and accept instructions to act for you on the basis that we will act in accordance with those guidelines. A copy of these guidelines will be supplied to you on request.

Customer service

We are committed to providing a high standard of customer service. If you have any ideas as to how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know. In the event that you have a complaint, we will look into this carefully and promptly and do all we can to explain the position to you or address your concerns. If you are still not satisfied you may of course make a complaint to the Association of Accounting Technicians.

Third parties

All accounts, statements and reports prepared by us are for your exclusive use within your Council business or to meet specific statutory responsibilities. They should not be shown to any other party without our prior consent.

No third party shall acquire any rights pursuant to our agreement to provide professional services.

Applicable law

This engagement letter is governed by, and construed in accordance with, English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Disclaimer

We will not be liable for any loss suffered by you or any third party as a result of our compliance with the Anti Money Laundering Legislation or any UK law or at all.

Agreement of terms

Once agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate our authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.

Would you please confirm your agreement to the terms set out in this letter by signing and returning the enclosed copy? If anything is unclear to you or you require any further information, please let me know.

6. Agreement of Terms

This agreement will remain effective until the Parish formally disengages us, this must be done before the Audit cycle begins and no later than the end of July for the following year. Failure to do this could result in an administration charge being incurred. Please confirm your agreement to the terms of this letter of engagement by signing and returning one copy to the offices above. Two signatures are required (1) The RFO or Parish Clerk and (2) An appropriate member of the Council.

Yours faithfully

Philip R Hood F.m.a.a.t

www.arrowaccounting.co.uk

Email: philhood@arrowaccounting.co.uk

We confirm that we have read and understood the contents of this letter and agree that it accurately reflects the services that we have instructed you to provide. We have elected to complete the Audit

Without a Visit

☐

With a Visit

☐

Please tick one of the above.

RFO/Parish Clerk on behalf of Goring Parish Council..... Dated.....

Print Name.....

*Chair or appropriate Council Member.....Agreed at Council meeting
of.....and on behalf of the Council*

Print Name.....

www.arrowaccounting.co.uk

Please visit the web-site for useful updates and information.

aat

Philip Hood is Licensed & Regulated by the A.A.T to engage in Public Practice, in accordance with Licence No 543. The details of which are displayed at the above office address.



GPC Meeting 10 Sept'18

29 August 2018

Planning Report

The reserved matters application for GNP 2, land off Icknield Rd, was considered at the planning meeting held on the 28 Aug'18.

The scheme already had Outline approval for ten three bed units as stipulated by SODC.

A discussion was held regarding the provision of Affordable Housing (AH) and the developer advised that SODC had agreed to a payment of £320k in lieu of providing AH.

Council should note that together with the Pharmacopious development, where no AH was provided, SODC now have £420k which is intended for Goring.

It should also be noted that the developer, Elegant Homes Ltd appeared sympathetic to the need for affordable housing for young people in Goring and offered to pursue the provision of Starter Homes (SH) with SODC, which is a government initiative to help young people get on the housing ladder.

Unfortunately, in subsequent research I found that the legislation is still to be finalised. In addition, Oxfordshire is not on the last published list of Councils to adopt SH. Further it may not be an option for Councils peripheral to London due to high property prices.

So based on the above the provision of AH, be it social or SH in Goring in the future is questionable as SODC opt for taking money in lieu of AH and do not appear to be part of the SH initiative.

Proposal:

GPC to meet with SODC to discuss the provision of Affordable Housing in accordance with the Neighbourhood Plan and for SODC to stop taking payment in lieu.

GPC to obtain confirmation from SODC that monies taken in lieu of AH will be used for the benefit of Goring.

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
GORING ON THAMES PARISH COUNCIL
Old Jubilee Fire Station, Red Cross Road, Goring 7.30pm Tuesday 24 July 2018**

Members Present:

Chairman	David Brooker (DB)
Members	Matthew Brown (MBr)
	Debbie Gee (DG)
	Catherine Hall (CH)
	John Wills (JW)
	Mary Bulmer (MBu)

Officers Present:

Assistant Clerk	Mike Ward (MW)
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10 members of the public present

18/85 To receive apologies for absence.

Apologies for absence were received from Bryan Urbick (BU) and Lawrie Reavill (LR)

18/86 To receive any declarations of interests

None. CH pointed out that she was not involved in the plans for P18/S2208/HH.

18/87 Public Forum

10 members of the public were present. There was considerable discussion of application P18/S1983/FUL, with adverse comments concerning the design of the boathouse, ability to manoeuvre boats in and out and that both the boathouse and main building were in contravention of H4 in the South Oxfordshire local plan. It was suggested that more notice should be given of applications, such as through Goring Gap News or GENIE. Comments were also made concerning application P18/S2208/HH, that it was overdevelopment and would overlook a neighbouring property.

18/88 To approve minutes of the meeting held on Tuesday 26 June 2018

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

18/89 Matters arising from those minutes not elsewhere on the agenda

None

18/90 Applications:

- 1 P18/S1983/HH – The Pavilion Thames Road Goring RG8 9AH: Demolition of existing dwelling and construction of replacement dwelling and boathouse.**

DB noted that the Environment Agency was aware but needed more details in order to be able to assess how the significant structures would impact on ecology, navigation and flood risk. CH noted that the existing house does not have any particular architectural merit, and the new design was not too high. Flood risk was addressed by having the habitable space on the first floor. JW liked the diversity of architecture afforded by the design but DB felt that the architect had not made any attempt to respect the conservation area. MBr considered it to be ugly. CH felt it looked like an office building and more consideration of materials used that would fit in with the surrounding conservation area was needed. It should also be taken to the Design Review Panel.

Signed:



D. Brooker

Dated: 28 August 2018

Resolved: That GPC **Objects** to the application for the following reasons:
Even as an example of contemporary architecture it looks more like commercial premises than a quality residential building and does not respect the conservation area it is situated in.

We particularly object to the Boat House which appears to be a tower structure totally inappropriate to the river bank at this location.

We take note that the Environment Agency in their letter of 31 May 2018 commented that they had not seen a detailed Flood Risk Assessment and that further assessments and reports were needed to evaluate the potential significant impact of the significant structures on ecology, navigation and flood risk. The application appears to have been submitted without evidence of them having seen any such reports.

We would expect this application to go before the Design Review panel.

- 2 **P18/S2009/HH – 3 West Way Goring RG8 OBX: Conversion of garage into habitable room**
Resolved: That GPC has **No Objections** to the application

- 3 **P18/S2070/LB – Gatehampton Viaduct Goring RG8 9LU: Listed building repairs and maintenance**

DB noted that the Environment Officer recommends refusal.

Resolved: That GPC **Objects** for the following reasons: Heavy handed maintenance, not respecting the listed structure

- 4 **P18/S2102/FUL – Dormers Croft Road Goring RG8 9ES: Proposed demolition of existing dwelling and detached garage and replacement with single detached dwelling with integral garage**

DB and JW felt it was overdevelopment. Concern was also raised with regards to overlooking of adjacent properties. CH noted that it satisfies the design guide but the scale of the drawings seemed to be incorrect in which case it was difficult to tell. JW objected to it.

Resolved: That GPC has **No Objections** to the application but wish the following comments to be taken into account: Could be considered to be over development but the scale shown on the plans submitted is not clear and therefore it is difficult to tell.

- 5 **P18/S2173/HH – Bloomsbury Lodge Little Croft Road, Goring RG8 9ER: Proposed oak framed garage.**

Resolved: That GPC has **No Objections** to this application

- 6 **P18/S2177/HH – 35 Milldown Road Goring RG8 OBA: Demolition of existing rear conservatory to an existing two-storey semi-detached dwelling and proposed new rear extension**

Resolved: That GPC has **No Objections** to this application

- 7 **P18/S2217/HH – 11 Nuns Acre Goring RG8 9BE Proposed ground floor front extension**

Resolved: That GPC has **No Objections** to this application

- 8 **P18/S2208/HH – Tacoma Farm Road Goring RG8 OAA: Two storey side and rear extensions**


Resolved: That GPC **Objects** to the application for the following reasons : overlooks neighbouring property, unneighbourly overdevelopment, inappropriate facing materials.

- 9 **P18/S2325/HH – Beechcroft Elvendon Road Goring: Side and rear extension to existing house**

Resolved: That GPC has **No Objections** to this application

Signed:

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 D. Brooker

Dated: 28 August 2018

18/91 To note the following applications for discharge of conditions:

- 1 **P18/S2161/DIS** - Someries Little Croft Road Goring: Discharge of condition 3 - Matching Materials and 4 - Tree protection. Side addition to create new utility and WC. Insertion of 5 new roof lights, demolish the conservatory and alter part of the front elevation roof to the kitchen.
- 2 **P18/S2280/DIS** - Wey Cottage 2 Manor Road Goring RG8 9DP: Discharge of condition 5 – Tree Protection on application ref. P17/S2667/HH Single storey rear extension and outbuilding to provide garage/car port and workshop.(As amended by plan showing two smaller outbuildings -new car port and outbuilding).

Both were noted.

18/92 To note the following SODC Decisions:

- 1 **P18/S1579/HH** – 5 Millers Close Goring: Demolition of conservatory; erection of single storey rear extension (GPC No Objections) **Granted**
- 2 **P18/S1620/HH** – North Cottage Reading Road Goring: Amendments to previously approve application. (GPC No Objections) **Granted**
- 3 **P18/S1632/HH** – The Red House Elvendon Road Goring: Demolition of lean to structures and construction of two storey extension. (GPC No Objections) **Granted**
- 4 **P18/S1634/HH** – 4 Grange Close Goring: Single storey side and rear extensions; internal alterations, enlargement of driveway and erection of garden wall. (GPC Objects) **Granted**
- 5 **P18/S1718/HH** – 34 Milldown Road Goring RG8 OBD: Rear single storey extension and alterations (GPC No Objections) **Granted**

All decisions were noted.

18/93 Appeal decisions:

None

18/94 To review planning applications and decisions reported by West Berkshire District Council

None discussed

18/95 To review CIL status / payments

No change since the previous report

18/96 To consider correspondence received

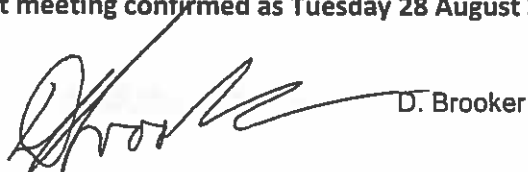
None

18/97 Matters for future discussion

- 1 Cladding erected without planning permission at 9 Lockstile Way
- 2 Work being undertaken at 1 Maple Court does not appear to be properly covered by the planning application
- 3 New access to Fairfield Cottage, Fairfield Road seems to have been constructed without planning permission

18/98 Next meeting confirmed as Tuesday 28 August 2018

Signed:

 D. Brooker

Dated: 28 August 2018

The Chairman declared the meeting closed at 20.40 hrs.

Abbreviations (where used):

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

Signed:



D. Brooker

Dated: 28 August 2018

From: JOANNE CLEMENTS
Sent: 27 August 2018 17:13
To: clerk@goringparishcouncil.gov.uk
Subject: Cremation plot at Goring Burial Ground - Patricia Ann McAra, nee Vickery

Good afternoon

I had a very helpful chat with Mike Ward last week about a cremation plot for my late Mum. I understand that her ashes can't be interred with her parents, who are already at the burial ground, so I would like to buy her a new plot. I will contact Chadwicks to make the necessary arrangements.

I would like to ask about the fee. Mum was born at 8 Red Cross Road and lived both there and Springhill Road for 65 years. She spent the last few years of her life in a care home in Didcot, as she suffered with ill mental health and dementia; this wasn't through choice but was our only option.

She died without any money and I will be buying the plot for her; I have lived in Goring nearly all of my life, paying Council Tax in Springhill Road for the last 20 years. I wonder if you could consider any discount on the three times non-resident fee?

I look forward to hearing from you.

With very best wishes.

Joanne Clements