

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 8th October 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 10th September 2018.
5. Matters arising from those minutes not elsewhere on the agenda.
6. To receive chairman's report and announcements.
7. To consider the following planning applications
 - 7.1. P18/S2963/HH - Grange Lodge, Grange Close, Goring RG8 9DY – Two storey extension and single storey rear extension.
 - 7.2. P18/S2070/LB - Gatehampton Viaduct Goring RG8 9LU - Repairs and Maintenance, including stitching and grouting of fractures and brickwork repairs (rebuild and re-pointing) and the Installation of concrete bagwork.
8. To note a report on the Neighbourhood Plan. (Appendix A)
9. To receive a report on the NP Strategic Project for Goring CE Primary School (BU)
10. To consider a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre (DB) (Appendix B)
11. To receive a report from the Police. (JW)
12. To note a report on Recreation Grounds issues. (LR) (Appendix C)
13. To consider action to be taken following receipt of SODC's Forestry Officer's recommendations for aerial inspections at Gardiner Recreation Ground (Appendix D)
14. To receive a report on White Hill Burial Ground issues and consider whether to remove / replace / repair a memorial bench to Bernard Brown. (MBu) (Appendix E)
15. To receive a report regarding planned events in the village. (CH)

Colin Ratcliff, Clerk to the Council

3 October 2018

GORING-ON-THAMES PARISH COUNCIL

16. Parish Finance:

- 16.1. To approve payments for September 2018. (Appendix F)
- 16.2. To note receipts for September 2018. (Appendix G)
- 16.3. To note the bank account and reserves balances as at 30 September 2018.
(Appendix H)
- 16.4. To consider a revised budget for 2018-19, a report and draft budget for the next financial year - 2019-20 (Appendix I, I1)
- 16.5. To consider a request from GGBN for GPC expenditure on Christmas trees / lights under s.144 Local Government Act 1972. (Appendix J, J1)

17. To consider a decision notice from the Information Commissioner (Appendix K)

18. To consider and approve an annual General Risk Assessment (Appendix L)

19. To consider a report on the Get Involved Fair (BU) (Appendix M)

20. Reports from Planning Committee – to receive minutes of the meeting held on 28th August 2018 and to consider requesting a meeting with SODC to discuss the provision of Starter Homes and monies allocated for Affordable Housing (DB).

21. Correspondence.

- 1. Email regarding the Community Centre Car Park (C1)

22. Matters for future discussion.

MINUTES OF THE MEETING OF GORING ON THAMES PARISH COUNCIL
Bellême Room, Goring Village Hall 7:30 pm Monday 10th September 2018

Members Present:

Chairman	Kevin Bulmer (KB)
Members	Debbie Gee (DG) Emrhys Barrell (EB) Mary Bulmer (MBu) Bryan Urbick (BU) Lawrie Reavill (LR) Matthew Brown (MBr)

Officers Present:

Assistant Clerk	Mike Ward (MW)
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3 members of the public

18/161 To receive apologies for absence.

Apologies for absence were received from John Wills (JW), Catherine Hall (CH) and David Brooker (DB)

18/162 To receive any declarations of interests

None

18/163 Public Forum

John Boler requested that the Council put pressure on OCC to take action concerning the widening of the Wallingford Road pavement on the approach to the railway station. Copies of all the relevant reports have been sent to the Council. KB hoping for a reply from the OCC officer concerned by the end of the week and will follow it up.

18/164 To approve minutes of the meeting held on 8th August 2018.

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

18/165 Matters arising from those minutes not elsewhere on the agenda.

Resolved: That the Council should send a formal letter of thanks to MIGGS for producing and publishing the 'Accessible by Train' leaflet.

18/166 To receive chairman's report and announcements.

Nothing to report.

18/167 To hear a presentation from Leigh Abbott, Community Engagement Coordinator regarding The Streatley with Goring Dementia Action Forum.

Unfortunately Leigh was unable to attend so the presentation did not take place.

18/168 To receive a report on the Neighbourhood Plan.

Nothing to report.

18/169 To receive a report on the NP Strategic Project for Goring CE Primary School

Nothing to report.

18/170 To receive a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre

Appendix A was noted.

Signed:

Dated:

- 18/171 To note a report from County Councillor / District Councillor Kevin Bulmer.**
These reports were circulated by email before the meeting and were duly noted.
- 18/172 To receive a report from the Police**
No report received.
- 18/173 To receive a report on Recreation Grounds issues, including a proposal on The Rectory Garden.**
Appendix B refers. It was noted that a proposal should be put forward at the next meeting for the Sheepcot Pavilion to be refurbished. Usage has increased greatly: LR has asked Sports Clubs for estimated numbers. BU advised LR that specific needs must be identified if they are to be included in the budget that is about to be prepared.
Resolved: That the proposals for changes to the Rectory Garden were accepted.
- 18/174 To receive a report on White Hill Burial Ground issues**
Nothing to report.
- 18/175 To consider a report regarding planned events in the village (inc GM issues).**
The Village Consultation (survey) for George Michael future events is being drafted; It is hoped that the consultation will be completed by the end of November
- 18/176 Parish Finance:**
- 1 To approve payments for August 2018**
Resolved: That the payments be approved
 - 2 To note receipts for August 2018**
Noted
 - 3 To note the bank account and reserves balances as at 31 August 2018**
Noted
 - 4 To consider if renewal insurance cover is appropriate (year 2 of 3-year agreement) as detailed in attached schedule**
Resolved: That the cover be renewed as per the schedule in Appendix F
 - 5 To consider an increase to the Playground Equipment Maintenance budget of £137 to cover recent urgent expenditure**
Resolved: That the budget be increased accordingly.
 - 6 To consider the re-appointment of Arrow Accounting as the Council's Internal Auditor for 2018-19 and whether a visit is required**
Resolved: That Arrow Accounting be re-appointed, and that a visit should only be arranged if CR or MW consider it necessary
- 18/177 To consider an update on Freedom of Information issues**
It was noted that the Council has responded to a Freedom of Information Commissioner's enquiry.
- 18/178 Reports from Planning Committee – to receive minutes of the meeting held on 24th July 2018 and to consider a report on Affordable Housing**
Received and noted.
Resolved: That a letter be written to SODC stating that the Council requests that affordable homes be built rather than payment in lieu.

18/179 Correspondence

1 To consider a request for a discount on burial ground fees

Resolved: That the fees applicable to a Goring resident would be charged in this case.

18/180 Matters for future discussion

None

The Chairman declared the meeting closed at 7:51 pm.

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

Signed:

Dated:

Neighbourhood Plan Update – October 2018

The steering group have been notified that the examiner's report has been further delayed.

This is somewhat frustrating as it will have a knock-on effect on the scheduling of the village referendum. The steering group are liaising with the SODC Neighbourhood Plan and Democratic services teams to determine the way forward.

The referendum will be formally announced by SODC, following receipt of the examiner's report and the application of any changes the examiner may require to the Plan. It should be noted that the referendum will be run by SODC in exactly the same manner and subject to the same laws as other local and national elections. Villagers who wish to vote should ensure they are registered electors for the parish. Postal and proxy votes will be available as normal. The steering group would like to strongly encourage all residents, whatever their views on the plan, to vote in the referendum.

Goring Parish Council - Goring High St – Report

27 Sept'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.

I managed to contact Lee Turner (OCCH) who basically advised that they do not have sufficient in-house resources to progress our highway works. However, it appears that the installation of bollards in the footpaths, as previously advised, can be progressed and we agreed to meet, I may be able to report more at the PC meeting.

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 (See Item under Correspondence)

We have a problem of illegal parking, which is deterring local business from paying for a permit if they can park without any penalty being applied.

It would appear that we do not have any legal powers to enforce a penalty for illegal parking so my thoughts are that we consider introducing a key operated barrier, of course we would need to discuss the practicalities of this with the Community Centre.

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.

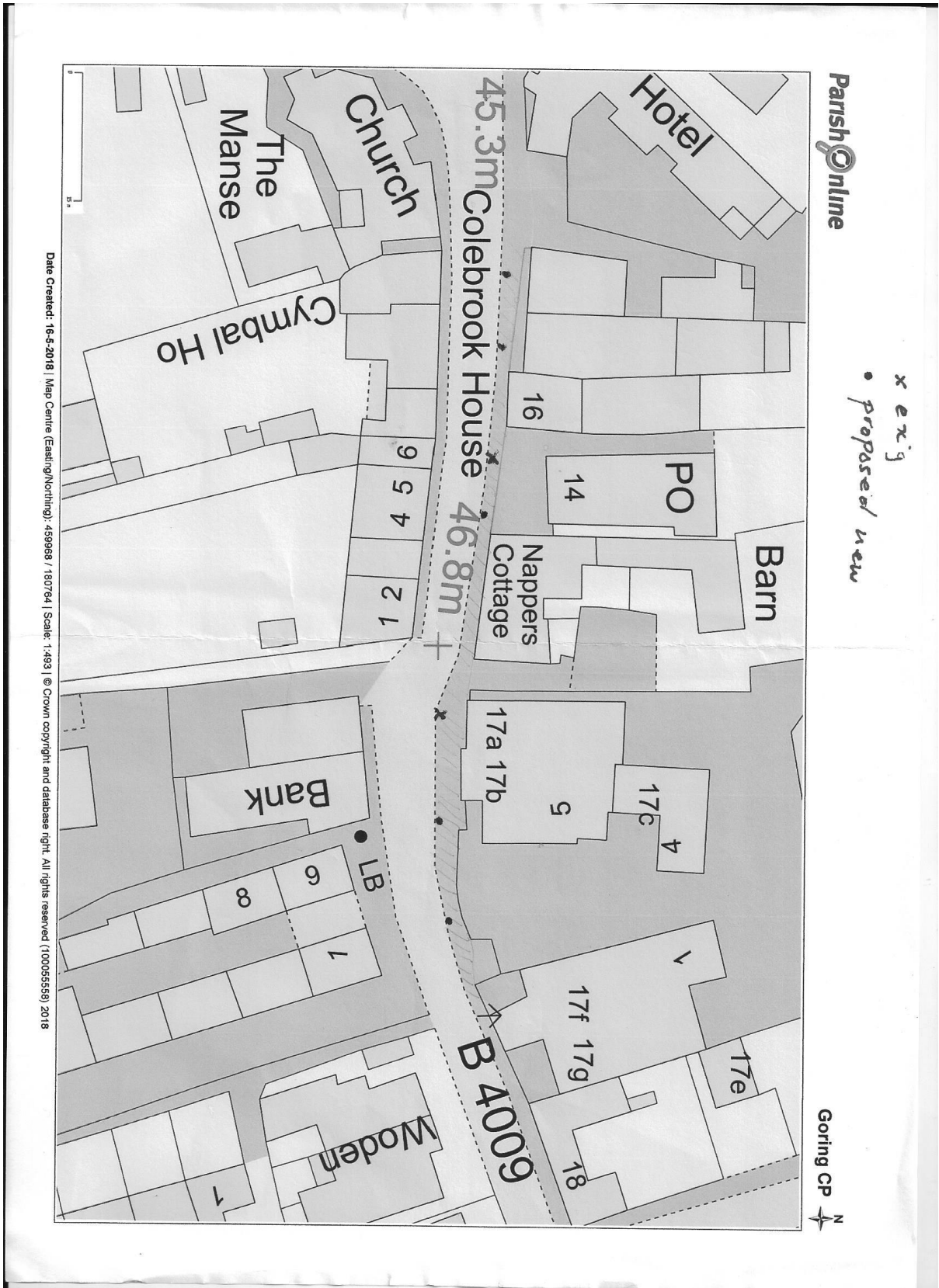
4.2 SODC – Civil Enforcement Powers

Awaiting SODC Officers report.

5.0 General

5.1 No matters to raise.

Cllr David Brooker



Recreation Issues - October 2018 Update

Sheepcot Recreation Ground

We are awaiting a response from the sports organizations using the Sheepcot. They have been asked to indicate the numbers of players in their various teams, and general future needs. A comment by the Robins organizers is that they hope to check numbers when the season gets running. It appears that an extension to the pavilion will probably be needed. We also await a response by the footballers on their offer to clean and paint the inside of the pavilion. The Clerk has agreed to arrange a supply of paint.

Rectory Garden

Further details have been requested on the general proposals for the minor changes to the Rectory Garden approved at the September meeting. The location of additional seats should be on the periphery of the garden or between the trees in the central avenue, so that the open grass spaces are retained as now. Simple guide-lines will be needed for the size, design and pediment of the seats. The replacement notice board should have more user-friendly wording. Extra colour should be brought to the garden by the addition of flowers in tubs or hanging baskets. It is suggested that GPC consult Goring in Bloom on an appropriate specification for a low-maintenance installation.

Gardiner Recreation Ground

Remedial work is planned to some trees in the Gardiner, to the limit of the budget currently available, and proposals made for a more realistic budget for next year.

Cllr. Mary Bulmer has done further extensive investigations into possible wooden based exercise equipment, and this has been discussed by the Recreation Group of Cllrs. It was agreed that Cllr. Mary Bulmer and Cllr. Reavill would work-up a proposal for submission to the November GPC meeting. A budget of £1,500 for the maintenance of current recreation equipment is suggested.

Trees

The Clerk has found that the line of trees adjacent to the road leading to the cemetery is on GPC property. These extra trees will require examination, and possible treatment. The suggested budget for the maintenance of these trees, and the rest of those on GPC land, is £5,000.

Lawrie Reavill

1.10.2018

SODC Advice re Trees at Gardiner Recreation Ground

Recently I applied to SODC for several maintenance tree works in the Conservation Area to be approved under reference CA8193.

The Forestry Officer concerned, following approval for the work, then made a number of recommendations – listed below.

As this advice has been received from the SODC Forestry Officer I am referring to Council for:

a) awareness and b) **consideration of what action should be taken**, bearing in mind there is no budget left this financial year for tree maintenance.

Aerial inspections, due to their nature and Health & Safety implications, tend to be quite expensive (historically approx. £500 each although there may be potential for a day rate).

Forestry Officer's Report:

Advisory:

- It is recommended that an aerial inspection is carried out on T39 Horse Chestnut by a competent arborist, to inspect the cavities in the main stem.
- It is recommended that the base of T43 Lime is inspected by a competent arborist following the removal of the epicormics growth from the base.
- It is recommended that an aerial inspection is carried out on T45 Horse Chestnut by a competent arborist, as within the survey submitted with this notification it states 'several rot holes top of main and side stem'.
- It is recommended that an aerial inspection is carried out on T47 Lime by a competent arborist, as within the survey submitted with this notification it states 'Decay holes present'. It is recommended that the base of the tree is inspected by a competent arborist following the removal of the epicormics growth.
- It is recommended that the base and stem of T56 Lime is inspected by a competent arborist following the removal of the ivy.
- It is recommended that an aerial inspection is carried out on T59 Lime by a competent arborist, to inspect the cavity at 4m above ground level East, it is recommended that the base is inspected by a competent arborist following removal of epicormics growth.

- It is recommended that an aerial inspection is carried out on T60 Copper Beech by a competent arborist, as within the survey submitted with this notification it states 'weeping to top of main stem' for this tree.
- It is recommended that an aerial inspection is carried out on T61 Lime by a competent arborist, to inspect wound at 2.5m above ground level on South East. It is recommended that the base of the tree and fork are inspected by a competent arborist following the removal of the ivy and epicormics growth.
- It is recommended that T65 Lime is inspected by a competent arborist, as within the survey submitted with this notification it states 'weeping from old wounds and staining' and 'monitor tree health'.

Colin Ratcliff
Clerk

2 October 2018

White Hill Burial Ground

Memorial Bench

Cllr Mary Bulmer has asked me to include photographs of old and new benches at the burial ground.

There is a proposal that a bench installed in the burial ground, a memorial to Bernard Brown, the first burial (1969), should be removed / replaced. A new bench from recycled material would cost approx. £650 – £700 including fitting and disposal. An alternative would be to rub down and re-stain the old one at a much-reduced cost. There does not appear to be any specific damage.

Memorial bench to Bernard Frank Brown



Example of a recently fitted new bench from recycled materials



Goring-on-Thames Parish Council						
Accounts for payment September 2018						
Payee	Description			Amount	Date	Ref
Current Account						
British Gas	Gardiner Boiler repair	3170		£ 651.06	27/09/2018	BACS139/18
Came & Company	Insurance	2270		£ 2,026.38	18/09/2018	BACS133/18
Colin Ratcliff	Salary August	2310	£ 1,429.38			
Colin Ratcliff	Car Allowance	2110	£20.00	£ 1,449.38	28/09/2018	BACS143/18
Complete Weed Control	Street weeding	3110		£ 492.00	27/09/2018	BACS141/18
Goodlife Gardens	Misc Clearances, GGIB, Odd Jobs	var		£ 300.00	27/09/2018	BACS140/18
HMRC	PAYE & NI August	2310		£ 910.49	07/09/2018	BACS132/18
J M Krzak	Cleaning (June)	2310		£ 120.55	28/09/2018	BACS145/18
M & C Landscapes	Grass Cutting August	3110		£ 919.09	27/09/2018	BACS138/18
Maxwell Amenity	Soil - Burial Ground	3100		£ 208.68	19/09/2018	BACS135/18
Mike Ward	Salary 18/8 - 14/9	2310		£ 427.45	21/09/2018	BACS142/18
RPM	Playground maintenance	4211		£ 576.00	18/09/2018	BACS134/18
Smartway Electrical Services	Gardiner Ventilation and Safety contract	3170		£ 571.79	18/09/2018	BACS136/18
SSE	Street Lights Maintenance August	3420		£ 1,065.91	27/09/2018	BACS144/18
Swift Office Stuff	Office supplies	var		£ 30.96	18/09/2018	BACS135/18
Direct Debits/Standing Orders						
Castle Water	Water Gardiner Pavilion	2260		£ 404.79	14/09/2018	DD
Castle Water	Water Gardiner Sprinkler	2260		£ 17.37	28/09/2018	DD
Castle Water	Water Sheepcot Pavilion	2260		£ 8.45	28/09/2018	DD
Castle Water	Water OJFS	2260		£ 10.79	28/09/2018	DD
Grundon Waste Management	Purchase of sacks	3560		£ 198.72	20/09/2018	DD
Mainstream Digital	Phone	2240	£ 53.09			
Mainstream Digital	Broadband	2240	£ 54.00	£ 107.09	14/09/2018	DD
NEST	Pension Contributions	2310		£ 90.22	25/09/2018	DD
SODC	Business rates	2290	£ 53.00			
SODC	Business rates	2290	£ 91.00	£ 144.00	03/09/2018	DD
SSE	Street lights unmetered electricity	3420		£ 363.72	21/09/2018	DD
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Goring-on-Thames Parish Council					
Receipts received September 2018					
From	Description	Code	Date	Ref	Amount
TSB	Bank Interest	1190	10/09/2018	DC	£5.82
Goring Bowling Club	Licence	1141	03/09/2018	Inv 1163	£661.61
Goring Robins	Licence	1143	02/09/2018	Inv 1167	£1,374.55
Scott Griffiths	Licence Gardiner	1141	03/09/2018	Inv 1161/1173	£25.22
Reeves Memorials	Memorial - McDonald	1130	11/09/2018	Inv 1162	£64.22
SODC	Precept	1176	06/09/2018	DC	£56,089.00
Howard Chadwick	Interment - McAra	1130	21/09/2018	Inv 1174	£361.04
				Total:	£58,581.46

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

As at: **30 September 2018**

Reconciled Bank Account Balances

Current TSB		£46,922.91
TSB Reserves		£96,645.00
Unpresented Payments		£0.00
Unpresented Receipts		£0.00
VAT Control Account		£3,790.29
Total		£147,358.20

Earmarked Reserves (Capital and Contingency)

Operating Reserve Account	R	£51,000.00
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 £83,145.00

Total Capital Reserves £13,500.00

Total Reserves **£96,645.00**

General Funds Available **£50,713.20**

REPORT – 2018-19 DRAFT INCOME & EXPENSE BUDGET

Please find attached a DRAFT income & expenses budget – first to indicate expected final income and expense for the current year, and also to begin to set-up the budget for next fiscal year. Please note, this budget is established without any increase in precept.

There has been interest in having a workshop session to review the budgets and think through the council priorities and needs for the coming year. I very much welcome that, and suggest that we meet in the next couple of weeks to do just that. We can then determine how best to address reserves, and how to distribute the excess from income minus expenditure.

For this current Council meeting, I propose that we accept the revised budget figures for this year.

Cllr Bryan Urbick
2nd October 2018

Goring-on-Thames Parish Council
Current Yr (revised budget) and Next Yr Budget
By Centre

Actuals based on information 03/9/2018

	2016-17	2017-18	2018-19 (Current Year)			2019-20 (Next Year)	
	Actual	Actual	Budget	Actual YTD	Revised Budget	Budget	
180 Income							
1130 White Hill Burial Ground	£ 8,424	£ 18,735	£ 15,000	£ 4,523	£ 12,500	£ 12,500	
1132 Grants/S106	£ 39,147	£ 44,112	£ 23,850	£ 300	£ 2,625	£ 4,000	Note: CIL moved to separate line item
1134 Miscellaneous Income Other	£ 11,462	£ 75	£ 500	£ 16	£ 50	£ 50	
1135 Community Car Park	£ 6,300	£ 2,458	£ 5,500	£ 1,600	£ 2,300	£ 3,000	
1140 Miscellaneous Property Income	£ 136	£ 128	£ 200	£ 132	£ 200	£ 200	
1141 Gardiner Ground and Pavilion	£ 2,348	£ 2,636	£ 3,000	£ 1,353	£ 2,600	£ 2,700	
1143 Sheepcot Ground and Pavilion	£ 3,554	£ 3,169	£ 3,500	£ 2,068	£ 3,200	£ 3,300	
1149 CIL Receipts	£ -	£ -	£ -	£ 6,131	£ 11,000	£ 15,000	
1176 Precept	£ 93,202	£ 95,066	£ 112,178	£ 56,089	£ 112,178	£ 112,178	0% increase in precept (approx £3/yr per Band D)
1190 Interest Received	£ 234	£ 35	£ 60	£ 21	£ 45	£ 60	
Total Income	£ 164,807	£ 166,414	£ 163,788	£ 72,233	£ 146,698	£ 152,988	
101 Allowances & Expenses							
2110 Allowances Expenses Training	£ 698	£ 630	£ 1,000	£ 482	£ 750	£ 750	
Total Allowances & Exper	£ 698	£ 630	£ 1,000	£ 482	£ 750	£ 750	
102 Administration							
2200 Security, Fire & Safety	£ 280	£ 542	£ 630	£ -	£ 630	£ 650	
2210 Postage, copies and printing	£ 416	£ 463	£ 630	£ 181	£ 400	£ 630	
2240 Telephone & Internet	£ 667	£ 841	£ 600	£ 175	£ 450	£ 500	
2250 Office Equipment, Software etc	£ 658	£ 272	£ 750	£ 684	£ 750	£ 250	
2270 Insurance	£ 2,153	£ 1,967	£ 2,050	£ -	£ 2,050	£ 2,200	
2290 Rates & Taxes	£ 1,319	£ 1,355	£ 2,050	£ 864	£ 1,550	£ 1,700	
2300 Miscellaneous Expenditure	£ 150	£ 25	£ 175	£ -	£ 600	£ 200	incl £327 for Get Involve Fair
Election fees						£ 6,000	
2510 Audit & Accountancy Fees	£ 1,057	£ 1,897	£ 1,450	-£ 49	£ 3,500	£ 2,000	
2520 Legal Fees	£ 25,988	£ 429	£ 1,000	£ -	£ 5,000	£ 2,500	£2k moved to car park
2540 Hire of Meeting Room	£ 300	£ 182	£ 1,050	£ 483	£ 1,350	£ 1,400	
2590 Awards and honours	£ -	£ 1,357	£ -	£ -	£ -	£ -	
2550 Publications	£ 77	£ -	£ 100	£ -	£ 110	£ 100	
Total Administration	£ 33,065	£ 9,330	£ 10,485	£ 2,338	£ 16,390	£ 18,130	
103 Staff							
2310 Staff Costs	£ 30,145	£ 31,221	£ 34,125	£ 14,704	£ 37,000	£ 38,500	
Total Staff Costs	£ 30,145	£ 31,221	£ 34,125	£ 14,704	£ 37,000	£ 38,500	
104 Subscriptions							
2410 Subscriptions	£ 738	£ 810	£ 850	£ 551	£ 850	£ 850	
Total Subscriptions	£ 738	£ 810	£ 850	£ 551	£ 850	£ 850	
202 Village Maintenance							
2260 Utilities - Gas, Water, Electr	£ 4,957	£ 6,257	£ 6,800	£ 1,928	£ 6,000	£ 7,500	
2295 Inspections Surveys & Reports	£ 106	£ 42	£ 100	£ -	£ -	£ 250	
2570 OJFS Sundries & Maintenance	£ 219	£ 615	£ 600	£ 279	£ 600	£ 750	
2600 Vandalism	£ 413	£ 120	£ 500	£ -	£ 500	£ 500	
3100 Misc Burial Ground Costs	£ 460	£ 277	£ 500	£ 40	£ 200	£ 500	
3110 Grass Weeding Strimming Fertil	£ 14,210	£ 12,507	£ 12,600	£ 6,285	£ 11,000	£ 8,000	Contract work to cover
3120 Hedges/Fences/Paddocks/Gates	£ 500	£ 2,228	£ 1,250	£ -	£ 2,000	£ 1,000	Contract work to cover and gate at WHBG
3170 General Maintenance & Repair	£ 2,327	£ 2,699	£ 5,669	£ 2,982	£ 5,669	£ 6,000	
3210 Grave Digging	£ 1,333	£ 2,666	£ 3,500	£ 666	£ 3,000	£ 3,500	
3250 High Street Strategic Project	£ -	£ -	£ 12,000	£ -	£ 1,000	£ 15,000	plans, etc to OCC
3260 Defibrillator	£ -	£ -	£ 2,000	£ -	£ 2,000	£ -	
3420 Street Lighting	£ 14,386	£ 13,395	£ 15,500	£ 6,643	£ 15,500	£ 15,500	Contracts to cover
3525 Trees	£ 1,895	£ 942	£ 1,500	£ 820	£ 6,000	£ 4,000	
3560 Waste / Litter / Street Cleani	£ 9,481	£ 5,832	£ 7,000	£ 2,593	£ 6,000	£ 7,000	add'l £1000 to support Tidy Up
3562 Winter & Flooding	£ -	£ 50	£ 600	£ -	£ 600	£ 600	
3650 Car Park	£ 2,150	£ 1,260	£ 5,500	£ 2,843	£ 8,000	£ 2,500	incl install barriers and legal
3910 Street Furniture & Seats	£ 1,481	£ 3,108	£ 2,250	£ 344	£ 1,000	£ 2,250	
4211 Playground Equipment	£ 814	£ 3,548	£ 500	£ 158	£ 350	£ 500	

	Total Village Maintenance	£	54,732	£	55,546	£	78,369	£	25,581	£	69,419		£	75,350	
203 Grants															
3310 Churches S214(6) LG Act 1972		£	-	£	-	£	50	£	-	£	-		£	50	
3330 S137 and Other Grant Payments		£	5,122	£	10,794	£	7,178	£	5,095	£	6,000		£	9,200	GGIB £1500, £4000 Gap Fest, £700 Christmas lighting, £3000 Others
3350 Transport S26-29 LGR Act 1997		£	700	£	700	£	800	£	350	£	700		£	800	
Total Grants		£	5,822	£	11,494	£	8,028	£	5,445	£	6,700		£	10,050	
400 Neighbourhood Plan															
4900 Meetings NP		£	99	£	-										
4901 Printing NP		£	1,855	£	-										
4902 Consultancy NP		£	10,061	£	3,542										
4903 Printing / Exhibitions NP		£	2,114	£	1,913										
4904 Research Materials NP		£	47	£	-										
4905 Examination Preparartion NP		£	-												
4906 Referendum Preparation NP		£	-	£	-										
4908 Misc Expenses/ purchases NP		£	1,268	£	322	£	6,000	£	508	£	6,000		£	2,000	
Total Neighbourhood Plan		£	15,444	£	5,777	£	6,000	£	508	£	6,000		£	2,000	Misc extra costs
Total INCOME		£	164,807	£	166,414	£	163,788	£	72,233	£	146,698		£	152,988	
Total EXPENSE		£	140,644	£	114,808	£	138,857	£	49,609	£	137,109		£	145,630	
Income Less Expense		£	24,163	£	51,606	£	24,931	£	22,624	£	9,589		£	7,358	
												Virement	£	9,589	
													£	16,947	To allocate to projects and reserves

October 2018**Grant Expenditure budgeted for and paid to date:**

	Budgeted Sum	Amount Paid
Churches S214(6) LG Act 1972	£50.00	
Transport s.26-29 LGR Act 1997 (Readibus)	£800.00	
Goring Gap in Bloom s.137 LG Act 1972	£1,500.00	£845.01
The Gap Festival s. 145 LG Act 1972	£4,000.00	£4,000.00
Christmas Trees and Lights s.144 LG Act 1972	£700.00	
Unallocated General Budget	£978.00	
Macular Society Goring s.137 LG Act 1972		£300.00
Total to date	£8,028.00	£5,145.01
Total from unallocated		£300.00
Remaining unallocated	£678.00	

S.137 Payments are limited to a set allowance of **£20,899.74**
based on an allowance of £7.86 per elector for this year (2659 electors).

NB. Original budget for year amended in July 2018

GORING GAP BUSINESS NETWORK – REQUEST FOR THE PARISH COUNCIL’S APPROVAL AND A CONTRIBUTION FOR CHRISTMAS LIGHTS IN GORING ON THAMES FOR 2018/19

INTRODUCTION:

For Christmas 2017/16 GGBN organised the donation of a Christmas Tree from Yattendon Estate. GGBN organised Christmas lights for the Christmas Tree and for lights to link the trees in Rectory Gardens. In parallel Geoff Brown organised for 14 small Christmas trees with lights to be sited outside the shops in the High St using the brackets that were provided as part of the Jubilee celebrations. GGBN managed the installation of the Christmas Tree and the lights and provided a daily rota of inspection. GGBN arranged for the Risk and Safety assessment to be carried out.

This proposal is seeking funding to support the provision of Christmas lights, Christmas tree and the smaller Christmas Trees for 2018/19. We are asking for slightly more funding than last year, primarily because there is a need to replace 5 strings of lights which are end of life after 4 years’ service. This is a one-off requirement for 2018/19 as lights will then last for 4 years.

2018/19 Christmas Decorations

GGBN proposes the following for the 2018/19 Christmas Season:

- a) Organise for the donation of a Christmas Tree – provided by Yattendon Estate. The Christmas Tree will be approximately 20ft high. The GGBN is organising for the tree to be collected and delivered to site.
- b) Erection of the Christmas Tree
- c) Arrange installation of the Christmas lights by qualified electrician as last year i.e. on the Christmas Tree and on the trees in Rectory Gardens
- d) Erection of 14 small Christmas Trees, plus lights and batteries to decorate the shops and High St using the brackets that were provided during the Jubilee.
- e) Purchase of 5 new strings of Christmas lights (these have deteriorated since we first started to use them in 2014)
- f) Arrange Risk and safety assessment of this task, (will include daily monitoring of the installation by a rota of GGBN members throughout the project as in previous years).
- g) Organise the switch on of the Christmas lights as part of the Goring Christmas Shopping event on the 1st December, including carol singing etc, tentage, etc.
- h) Organise the dismantling and removal of the lights and the tree in early January.

PROPOSED BUDGET:

14 x small Christmas Trees plus batteries and jubilee clips	£200.00
Electrician and Labour Costs:	£400.00
5 new strings of lights:	£225.00
PA System for Switch On:	£100.00
VAT:	£185.00

Grand Total: £1110.00

NB If the invoicing is direct with the Parish Council as in previous years then the VAT is reclaimable, and the total will be £925.00.

It should be noted that the following is provided by volunteers and the GGBN at no cost:

Organisation of the Christmas Light Switch On Ceremony on December 1st 2018

(as part of the Christmas Shopping Day)

Collection, and erection of Christmas Tree and lights

Erection of the 14 smaller Christmas Trees, batteries and lights

Removal and disposal of all trees after the Christmas period

Daily rota for safety inspection

BENEFITS OF THE PROPOSED SOLUTION:

- 1) Provides a focal point in the High St for Christmas throughout the Christmas period, complementing the various Christmas activities in the High St.
- 2) Uses the facilities that were first put in place in 2014.

PARISH COUNCIL APPROVAL AND SUPPORT:

The GGBN seeks the following approval from the Parish Council:

- 1) Approval in principal for the erection of Christmas tree and lights in Rectory Gardens for 2018/19 Christmas season.
- 2) Approval for the Parish Council to make a donation of £925.00 towards the project
- 3) Approval for the Parish Council to make use of its Public Liability Insurance to cover this project (GGBN will be happy to provide the appropriate risk assessment as in 2017/18 and liaise as appropriate).
- 4) Approval to use power from pre-existing manhole which currently lights the Goring Village sign.

It is hoped that the Parish Council will appreciate the importance of the provision of Christmas Lights in some form within the Village in order to support the local business community to make the most of the Christmas Festive Season.

Richard Roberts and Geoffrey Brown
On behalf of the GGBN

**Freedom of Information Act 2000 (FOIA)
Environmental Information Regulations 2004 (EIR)
Decision notice**

Date: 13 September 2018

Public Authority: Goring on Thames Parish Council
Address: Old Jubilee Fire Station
Red Cross Road
Goring
Reading
RG8 9HG

Complainant:
Address:

Decision (including any steps ordered)

1. The complainant has requested that the Goring on Thames Parish Council provides copies of email correspondence between a volunteer working group and a private company, carrying out work relating to the development of the Goring Neighbourhood Plan. In addition plans, drawings or proposals submitted to the Goring Neighbourhood Plan steering group or sub-group were requested.
2. Goring on Thames Parish Council disclosed some of the information requested but stated that the email correspondence was not held in its own records.
3. The Commissioner's decision is that that under regulation 3(2)(b) of the EIR, any information falling within the scope of the request, that is held by the volunteer working group, is held by the council.
4. The Commissioner requires Goring on Thames Parish Council to take the following steps to ensure compliance with the legislation:

Confirm or deny whether any information is held and issue a fresh response that complies with the terms of the EIR.

5. The public authority must take these steps within 35 calendar days of the date of this decision notice. Failure to comply may result in the Commissioner making written certification of this fact to the High Court pursuant to section 54 of the Act and may be dealt with as a contempt of court.

Request and response

6. On 10 May 2017 the complainant wrote to Goring on Thames Parish Council ('the council') and requested information in the following terms:

"Please provide the following information under the Freedom of Information Act (FOI):

1. A copy of all emails between the Goring Neighbourhood Plan Steering Group members, or members of any Neighbourhood Plan sub-groups and the consultant Bramhill Associates. Having viewed guidance on the FOI I understand that since the work was carried out using public funding and on behalf of the Parish Council you are required to find and release this information even where emails are held on private accounts.

2. A copy of any plans, drawings or proposals submitted to the neighbourhood Plan Steering Group or sub-groups relating to the site GNP6. In the event that any such information is withheld for any reason including commercial sensitivity please advise specifically what information is held by the Steering Group or sub-groups."

7. The council responded on 8 June 2017 and provided information in relation to part 2 of the request however it denied holding the remainder. Specifically it stated that:

"In regard to number 1, copies of emails are not held by the parish council, but the information given to Bramhill Design is published within their reports on the Goring Plan website [links provided]."

8. Following an internal review the council wrote to the complainant on 27 June 2017. It stated that:

"Regarding your further request on the subject of emails between the Neighbourhood Plan (NP) and Bramhill Design. I regret to say that despite my best efforts I still am not able to get hold of any emails.

I have made enquiries and the information I have been given is that only one person was in touch with Bramhill by email specifically regarding the consultancy for the NP.

That person; the chair of the Site Selection Group has refused to provide me with any emails and I have also tried to get copies from Bramhill. Both have claimed that they do not believe they are required to release them."

Scope of the case

9. The complainant contacted the Commissioner on 3 July 2017 to complain about the way the request for information had been handled. Specifically regarding emails that may have passed between Bramhill Design and the Site Selection Working Group ('the SSWG') about the Landscape Capacity Study. The complainant raised concerns about the transparency of information that may have affected the Goring Neighbourhood Plan.
10. Bramhill Design are a private company who were engaged to complete a '*Landscape and Visual Appraisal and Capacity study*' for 15 sites identified by local landowners with potential for housing development in connection with the Goring Neighbourhood Plan.
11. The council advises that it sought volunteers from the local community in conjunction with the neighbourhood planning process for Goring. Over 60 volunteers came forward. A steering group was nominated, (the Neighbourhood Plan Steering Group ('the NPSG')) and appointed by the council as an advisory committee. This steering group then allocated aspects of the work to working groups, one of which was the SSWG.
12. The council has advised that the volunteer [name redacted] was the only person from the SSWG in correspondence with Bramhill Design.
13. The council's position is that regulation 3(2) (information held / not held) of the EIR does not apply to the emails that may have passed between Bramhill Design and the volunteer member of the SSWG. It states that the council does not hold this information, which it considers to be outside of the remit of the EIR.
14. The Commissioner considers the scope of the case to be whether, from the standpoint of the EIR, any information relevant to the request is held by the council; or held on behalf of the council by either the volunteer member of the SSWG or Bramhill Design.

Background

15. The SSWG arranged for a '*Landscape and Visual Appraisal and Capacity study*' to be completed by a private company. The SSWG sought proposals from a number of design companies and through the NPSG recommended to the council the supplier. The NPSG produced a document named "*Assessment of consultant submissions*" in which it recommended Bramhill as the supplier.
16. The council approved the awarding of the work to Bramhill and paid for the study to be completed. The council advise that no contract was agreed or signed between the council and Bramhill Design.
17. The council has informed the Commissioner that most of the dealings to and from Bramhill were done though the volunteer member of the SSWG, including the original briefing for the work.
18. The council advises that it "*did not oversee the business. The point of involving volunteers from the community is to allow them to carry out the work and engage with the community and to present the draft plan to the council.*"

Reasons for decision

Regulation 5(1) – Duty to make information available on request

19. Regulation 5(1) states that any person making a request for information is entitled to have that information communicated to them. This is subject to any exceptions that may apply.
20. In the circumstances of this case the council has advised that any information in scope of the request would be held by a third party and not by the council. The Commissioner must therefore determine whether the council is correct in its assertion that it does not hold any information, by way of regulation 3(2) of the EIR.
21. The Commissioner firstly considered whether the SSWG could itself be considered a public authority. The Commissioner found that the SSWG is not a public authority as defined in regulation 2(2) of the EIR. She therefore will determine whether or not the information is held by the council.

Regulation 3(2) – Information held / not held

22. Section 3(2) of the EIR states that:

For the purposes of these Regulations, environmental information is held by a public authority if the information—

(a) is in the authority's possession and has been produced or received by the authority; or

(b) is held by another person on behalf of the authority.

23. During her investigation the Commissioner has considered whether the information is held by the council in its own records, regulation 3(2)(a), or whether the information is held by another body on its behalf, regulation 3(2)(b).

3(2)(a)

24. The Commissioner's guidance on regulation 3(2) "*Information held by a public authority for the purposes of the EIR*"¹ views that if information has been received by the council, even if it is not the creator of the information, then it is held for the purposes of the EIR.
25. The council states that any emails which may have been exchanged between the SSWG and Bramhill Design were not copied to the council.
26. During the Commissioner's investigation the council verified that it had "*conducted searches, on the Council's single workstation using Microsoft Outlook search tools across all email folders. In addition all Members of the Neighbourhood Plan Steering Group were asked to check their personal computers for the same information. All responded that they had had no communication by email with Bramhill Design.*"
27. The council advised that the information it had received comprised the draft plan and background documents which have already been published for the Village Consultation on 31 October 2017. The council maintains that there is no statutory requirement for it to hold copies of any such emails between Bramhill Design and the SSWG and that there was no requirement for it to oversee this business.

¹ https://ico.org.uk/media/for-organisations/documents/1640/information_held_for_the_purposes_of_eir.pdf

28. The Commissioner is therefore satisfied that, on the balance of probabilities, the requested information is not in the council's possession as it has not been produced or received by the council.

3(2)(b)

29. The Commissioner's interpretation of regulation 3(2)(b) is that information is held by a public authority under the terms of the EIR if it is held by another person, which means a legal person and could be an individual or an organisation, for the public authority's own purposes.
30. The council has confirmed that the members of the SSWG are not council committee members, nor have they entered into any contractual relationship with the council. They are unpaid volunteers from amongst the villagers that were not required to sign a code or contract or submit declarations of interest. The council advises that it allowed the SSWG to execute the work required to present a draft plan to the council. Part of this work was the engagement of Bramhill Design, albeit funded by the council.
31. The council maintains that there is no direct arrangement by which the council has access to the emails exchanged between Bramhill Design and the SSWG and there is no contract in place that grants the council rights over any information held. The council advised it was only interested in the output of the work and not the oversight of the process itself.
32. The Commissioner has considered the councils submissions regarding the lack of written contracts or other formal arrangements. She finds that, on balance, it appears the council does not control the SSWG. However it is still arguable that the information may be held by the SSWG on behalf of the council within the meaning of regulation 3(2)(b).
33. Although the council asserts that the information was created by and relates to activities of members of the SSWG, the Commissioner notes that the SSWG exists because of a decision of the council to arrange for neighbourhood groups, such as the NPSG, to develop a neighbourhood plan.
34. The Commissioner appreciates that the council's motive for this arrangement may be to foster public engagement or to save costs. However she finds that the council has in effect delegated to unpaid local groups work that it might normally be expected to carry out for the public. It is the council that ultimately carries legal responsibility for the neighbourhood plan, even where it has appointed community groups to

work on it. The fact that it paid for works instigated by the SSWG supports this contention.

35. The government has set out its vision for engaging community groups in neighbourhood plans. It appears from the published guidance² that arrangements between a council and community groups should be clear and transparent, presumably to avoid confusion and doubts such as those arising in this case. The guidance states:

"What is the role of a parish or town council in neighbourhood planning? In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.

Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order.

The relationship between any group and the formal functions of the town or parish council should be transparent to the wider public. A parish or town council may choose to establish an advisory committee or sub-committee under section 102(4) of the Local Government Act 1972³ and appoint local people (who need not be parish councilors) to those bodies. Members of such committees or sub-committees would have voting rights under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989⁴. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public."

² <https://www.gov.uk/guidance/neighbourhood-planning--2#who-leads-neighbourhood-planning-in-an-area>

³ <http://www.legislation.gov.uk/ukpga/1972/70/section/102>

⁴ <http://www.legislation.gov.uk/ukpga/1989/42/section/13>

36. The Commissioner explains in her guidance⁵ the circumstances where information would be considered held on behalf of a public authority, which are relevant in this case:

"Information held on behalf of a public authority as a result of partnership or consortia arrangements – when public authorities work in partnership or in a consortium (ie those arrangements which do not have the legal status of a body or organisation separate to the individual partners), they need to be certain what information is held on behalf of each partner or member. This will arise in the public sector when the partners, who are otherwise independent bodies, agree to co-operate to achieve a common goal, create an organisational structure and agreed programme and share information, risks and rewards. Examples include:

- *local strategic partnerships*
- *road safety partnerships*
- *local environment partnerships*
- *economic partnerships*

25. In general terms, information that is brought to the partnership by one of the partners is regarded as being held by or on behalf of all partners. As there are various partnership arrangements it is not possible to provide guidance that will cover all of them. Much will depend on the individual arrangements of the partnership as to whether or not all information is held by all the partners or whether some is held by the partners solely on behalf of one of them."

37. Examples include where a public authority has entered into a local partnership arrangement with another body. In this case, the council has entered into an arrangement with the NPSG which in turn appointed the SSWG to carry out particular activities. The SSWG then appears to have negotiated with contractors and entered into a contractual arrangement (the fact that it is not documented is irrelevant) which the council paid for. The Commissioner considers that the council must therefore have had some role in these arrangements (whether formally

⁵ https://ico.org.uk/media/for-organisations/documents/1640/information_held_for_the_purposes_of_eir.pdf

written down or not is immaterial) giving its approval to the works, perhaps in advance, or by implication. It is not plausible that a contractor would have agreed to carry out works in this scenario unless it was convinced that the SSWG had the backing of the council and the council would be responsible for payment.

38. Emails held by SSWG members in their own private email accounts will still be held on behalf of the council if that the information forms an integral part of the work the SSWG was carrying out on the council's behalf. The commissioner understands that it is likely that the individual concerned was corresponding with contractors about work delegated by the council to the NPSG and then in turn to the SSWG. Without the involvement of the council in assigning roles in respect of neighbourhood planning, and without the council paying the costs of any ensuing works, the work would not have taken place. This suggests that the contractors perceived there to be evidence of a genuine and practical link between the groups and the council and therefore that the SSWG was carrying out the business of the council.
39. Conversely it could be argued that it is not clear that the council has delegated any of its work regarding neighbourhood planning to the SSWG, and therefore that the information, ie emails with the contractors, is not to any extent part of the business purposes of the council. Although the council appointed the NPSG, the SSWG is at one remove from the council, and the council maintains that there are no formal arrangements in place, such as a declaration of interests by members. However as stated earlier, information that is to any extent relating to the business purposes of the council will indeed be held on its behalf. The administrative arrangements might provide evidence but are not conclusive evidence against the practical reality and the public perception of the arrangements.
40. As such the Commissioner determines that information held by the NPSG or the SSWG is for the business purposes of the council. It follows, therefore, that if any information is held by the SSWG member, then it is held on behalf of the council under regulation 3(2)(b).
41. The Commissioner's decision is that that under regulation 3(2)(b) of the EIR, any information falling within the scope of the request, that is held by the SSWG, is held by the council.
42. The Commissioner therefore requires the council to confirm or deny whether the information is held and issue a fresh response that complies with the terms of the EIR.

Right of appeal

43. Either party has the right to appeal against this decision notice to the First-tier Tribunal (Information Rights). Information about the appeals process may be obtained from:

First-tier Tribunal (Information Rights)
GRC & GRP Tribunals,
PO Box 9300,
LEICESTER,
LE1 8DJ

Tel: 0300 1234504
Fax: 0870 739 5836
Email: GRC@hmcts.gsi.gov.uk
Website: www.justice.gov.uk/tribunals/general-regulatory-chamber

44. If you wish to appeal against a decision notice, you can obtain information on how to appeal along with the relevant forms from the Information Tribunal website.
45. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.



Andrew White
Group Manager
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

Reference: FER0689234

SK9 5AF

Risk assessment during the financial year 2018-19

RISK IDENTIFICATION – INSURANCE COVER

- a) Council assets are fully insured and all insurances are re-assessed annually on receipt of insurance policy renewal.
- b) Adequately covered by £10m public and £10m employer's liability.
- c) Adequately covered by £500,000 fidelity guarantee.
- d) Risks to the council's buildings and contents property are covered by current insurance. Noting that street lamps or seats are not insured for accidental damage but are covered for public liability issues.

INTERNAL CONTROLS

- a) Updated and complete register of assets contained within the accounts package each year.
- b) Regular inspection by the clerk of all council owned property is carried out and recorded. If any concerns are found they will be reported to the Council.
- c) Review of risks and cover carried out annually
- d) Insurance provided by AXA Insurance via Came and Company, specialist providers of cover for Town and Parish councils

INTERNAL AUDIT ASSURANCE

- a) All necessary reviews completed by the internal auditor including a written report to council.
- b) The advice of the council's internal auditor is formally considered by full Council.
- c) The effectiveness of the internal audit is reviewed annually by the council, in accordance with the requirements of the current Accounts and Audit Regulations.

RISK IDENTIFICATION – SERVICES PROVIDED BY EXTERNAL PROVIDERS

- a) Security: council office security provided by Stanley Security Services; building has an alarm system. All buildings have key controls in place and records of any keys issued are recorded.
- b) All buildings and equipment regularly checked by the Clerk. Security system, fire extinguishers, gas appliances and portable electrical equipment are all professionally inspected and reported on each year with repairs carried out in accordance with recommendations.
- c) Agency agreements held with Oxfordshire County Council and South Oxfordshire District Council are dealt with on an annual basis; also performance against contracts with grounds maintenance companies is regularly checked and contracts are re-tendered every three years.
- d) Banking arrangements are strictly managed. No borrowing or lending applies at this time.

INTERNAL CONTROLS

- a) Standing orders and direct debits are reviewed on a regular basis.
- b) Performance of major suppliers is monitored and if any issues arise these are reported to the Council.
- c) Contracts are reviewed and re-tendered at regular intervals.
- d) Expenditure and income are monitored continually against budget and performance reported quarterly to council.
- e) All procurements / investments are dealt with as prescribed by standing orders.
- f) Detection / fraud prevention / corruption prevention are in place ie, all payments are authorised and receipts monitored by council.
- g) All bank accounts are reconciled on a monthly basis.

RISK IDENTIFICATION – BUSINESS ACTIVITIES

- a) Approved accounting package is used.
- b) All activities carried out are within legal powers and responsibilities.
- c) All payroll transactions comply with HMRC (Inland Revenue) regulations and calculations are made using computer software supplied by HMRC. Annual returns are made online.
- d) All Vat payments and reclaims comply with HMRC (Customs & Excise) regulations and are scrutinised by internal auditor.
- e) The annual precept is controlled by strict budgeting.
- f) All minutes are timely and accurate in reporting council business.
- g) The council complies with current Freedom of Information legislation and the Data Protection Act by following the guide lines issued.
- h) All complaints and enquiries are responded to as soon as possible.
- i) Adequate document control is provided by safely storing information using the safe and strict controls over the computer.
- j) The burial register is complete and accurate and will be kept up to date using dedicated computer software.
- k) The council's obligations to conform to disabled access and health and safety legislation with regard to its properties and plans will be prepared with professional advice as required to comply with the legislation.
- l) Playground equipment is inspected annually by suitably qualified consultants and repairs carried out as necessary.
- m) Measures have been implemented to minimise the risks and costs of criminal damage to the council's properties.
- n) The clerk continually reviews the council's obligations under trust deeds and covenants taking into account the following:-
 - occupier's liability legislation and the
 - duty of care under common law

The Council has taken steps to ensure that funds will be available to meet the maintenance of boundaries, fences, trees, hedges, and the River Bank at the end of Ferry Lane.

INTERNAL CONTROLS

Internal controls are carried out on a regular basis, either monthly or quarterly or semi-annually and reports are presented to the Council.

Master copies of all Full Council minutes are stored in a locked safe or cabinets. Additionally, all minutes since February 2016 are stored on the website server, which is held remote from the council office. Electronic copies are backed up regularly.

All deeds of land owned or controlled by the council, and all leases, are stored in a fire-proof safe.

Members' declarations of interest etc. are filed and updated when necessary and Adoption of codes etc. are dealt with as a matter of course.

CONCLUSION

The clerk to the council has examined the above items in detail. There appears to be no additional risks to the council compared with earlier assessments.

Colin Ratcliff
25 September 2018



I am pleased to report that the Get Involved Fair, held on Saturday 29th & Sunday 30th September 2018, was held and as first time (in at least a good number of years) could be considered worthwhile. A full report will be put together after consulting with the participating groups, seeking feedback on what worked, what could be improved, and indeed, does it seem an event worth having again either annually, every 18 months, or biannually. I hope to have this report by the next Council meeting.

A quick overview:

26 organisations had tables/stalls and presented information to those who attended

7-8 additional organisations displayed material at the Community Table

70+ volunteers represented their organisations

300+ attendees (225-250 on Saturday, 100-110 on Sunday)

Though one could make the argument that one day would have been enough, it was interesting to note that we had about 6 families with young people on Saturday, and 12+ families with young people on the Sunday. Though I can see that it is more difficult to provide volunteers over two days, it seems important that we find ways to attract and be available for young families at any future event.



The tables by each organisation were very well done, and attracted a lot of interest. I was pleased that we had wide-ranging types of groups, covering many different interests. A couple of groups I had never heard of prior to the Fair

We can be proud that this was a Parish Council sponsored event, with the Council agreeing to fund the hiring of the hall for the two days. The cost for this was just under £500. There were also publicity costs, and I received donations in support of publicising the Fair in the amount of £325 to cover those. The cost for printing of flyers £155, the reusable banner £47 and distribution of the flyers to nearly all the households in Goring £125. We got donations of £100 to pay for teas and coffees for volunteers at the Fair (this was given to the Village Hall trustees to help fund this).

Because this had been scheduled on the same day as the Goring Tidy Up/litter pick, and could have created a problem in getting volunteers for that, we took the opportunity – at no extra cost of distribution – to also deliver Tidy Up flyers at the same time as the flyers for the Fair. This worked very well. Maureen Whitcher confirmed that 66 individuals volunteered, with many new volunteers with their children.

I seek authorisation of the Council to receive the £325 donations and to pay out the costs of £327.

If we do this again (and I think we should), I would suggest a budget of about £1,000. We can also put it on the calendar much earlier, to give the organisations more time to prepare. I would also like to find a way to communicate to the organisations to encourage them to participate (we used Genie and the GGN, though several found out by word of mouth, and they didn't have much time to prepare.

A very big thanks to each and every volunteer who represented their organisations, the Goring Village Hall for providing the teas, coffees and cakes, and to those who donated to support the event. Thank you, too, to Cllr Mary Bulmer, Cllr David Brooker and Cllr John Wills for attending, visiting the volunteers and making them feel welcome and appreciated.

Cllr Bryan Urbick
2nd October 2018

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
GORING ON THAMES PARISH COUNCIL
Old Jubilee Fire Station, Red Cross Road, Goring 7.30pm Tuesday 28 August 2018**

Members Present:

Chairman	David Brooker (DB)
Members	Matthew Brown (MBr)
	Debbie Gee (DG)
	Catherine Hall (CH)
	Bryan Urbick (BU)
	Lawrie Reavill (LR)
	Mary Bulmer (MBu)

Officers Present:

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

18/99 To receive apologies for absence.

Apologies for absence were received from John Wills (JW)

18/100 To receive any declarations of interests

None.

18/101 Public Forum

2 members of the public were present including Phil Neville representing Elegant Homes (present up to item 6.1 only). There were no comments at this point in the proceedings.

18/102 To approve minutes of the meeting held on Tuesday 24 July 2018

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

18/103 Matters arising from those minutes not elsewhere on the agenda

None

18/104 Applications:

- 1 **P18/S2308/RM** – Land to rear of Cleeve Cottages Icknield Road RG8 0DG – approval for reserved matters (layout, appearance, landscape and scale) pursuant to outline application P16/S3001/O for the erection of up to ten dwellings with associate parking and amenity space

MBu noted that the layout is fairly spaced out. The developer explained that this was constrained by tree roots and the Thames Water mains, and advised that this application was merely to approve the designs of the houses for which outline planning permission had already been granted. All houses have three bedrooms as stipulated by SODC's approval of P16/S3001/O. Alternatives (e.g. two sets of two 2-bedroomed and two sets of four 3-bedroomed) might be negotiated at a later date. The choice of brick was deliberately designed to match Cleeve Cottages. BU suggested the Design Review panel should be consulted.

It was noted that outline planning permission had been granted before the Neighbourhood Plan (NP) earmarking this site for 14 dwellings had been drawn up. There was some discussion over how the plans for the site could be moved closer to that envisaged in the NP. It was also noted that £320K was being paid by the developer to SODC under S106 in lieu of affordable housing. There was

Signed:



J. WILLS

Dated: 25 September 2018

concern that this money might be allocated elsewhere rather than to Goring. The developer indicated that he would be prepared to build two starter homes (which are also classed as affordable housing) to be sold for less than £250K each instead of paying the £320K S106 money. The developer would write to SODC copying GPC who agreed to follow it up.

Resolved: That GPC has no objections to the application but wish the following comments to be taken into account:

The design and wildlife issues identified by the Chilterns Conservation Board need to be addressed. The plan could be brought closer to the Neighbourhood Plan by an improvement to the housing mix and the provision of electric vehicle charging points. We suggest SODC could give consideration to these as part of this current application. The inclusion of two starter homes for first time buyers was offered at the meeting by the developer in lieu of payment of the £320K for affordable housing under S106. GPC would fully support

- 2** **P18/S2530/HH – 10 Milldown Road Goring RG8 OBA:** Erection of a single storey outbuilding in the rear garden

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

- 3** **P18/S2536 – 31 Lockstile Way Goring RG8 OAL:** Single storey rear extension

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

- 4** **P18/S2588/HH – Rookley 14B Summerfield Rise Goring RG8 ODS:** Single storey side extension to form new Garden Room. Demolition of existing single detached garage and construction of single storey rear, side and front extensions to form new Dining Room, Utility Room, Garage and Bedroom, and Association internal alterations

BU noted that two neighbours had submitted comments.

Resolved: That GPC **Objects** to the application for the following reasons : Unneighbourly; does not comply with the design guide; extension is within the 45 degree line of windows in the adjacent property; an increase in the accommodation on the site could be arranged differently so that it does not have such a significant impact on adjacent properties.

18/105 To note the following applications for discharge of conditions:

- 1** **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).

Duly noted.

18/106 To note the following SODC Decisions:

- 1. P18/S1734/HH – Friars Ford Manor Road Goring RG8 OEL:** New detached car port/machine store with office over (GPC No Objections) **Granted**
- 2. P18/S1864/HH – 16 Holmlea Road Goring RG8 9EX:** Ground and first floor additions and alterations (GPC No Objections) **Granted**
- 3. P18/S2009/HH – 3 West Way Goring RG8 ODX:** Conversion of garage into a habitable room (GPC No Objections) **Granted**

Signed:



J. WILLS

Dated: 25 September 2018

4. **P18/S2173/HH – Bloomsbury Lodge Little Croft Road Goring RG8 9ER: Proposed Oak Framed Garage (GPC No Objections) Granted**
5. **P18/S2177/HH – 35 Milldown Road Goring RG8 0BA: Demolition of existing rear conservatory and proposed new rear extension (GPC No Objections) Granted**

All decisions were noted.

18/107 Appeal decisions:

None

18/108 To review planning applications and decisions reported by West Berkshire District Council

None discussed

18/109 To review CIL status / payments

MW reported that the CIL demand issued against P17/S0360/FUL for 2 properties built at the rear of 17 Cleeve Down had been withdrawn due to SODC accepting that the original application had been granted before the introduction of CIL. Therefore no money would be received by GPC from this development.

18/110 To consider correspondence received

None

18/111 Matters for future discussion

None

18/98 Next meeting confirmed as Tuesday 25 September 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:



J. WILLS

Dated: 25 September 2018

From: Tanya Brown
Sent: 20 September 2018 13:12
To: Colin Ratcliff <clerk@goringparishcouncil.gov.uk>
Subject: Parking permit - community centre car park

This letter is to the entire parish council and as such I would like confirmation that this matter will be forwarded to the committee.

I have not yet renewed my permit for parking of two cars in the community centre car parks for Goring Hardware as I have some issues concerning this.

After having paid over £700 last year which is an awful lot of money for a small local business I was somewhat irked to see the general public swanning in and out of the car park in their vehicles and using it for free.

I have raised this issue with at least two council members and suggested that some sort of barrier could be constructed only allowing those with permits to park or perhaps some policing to monitor the situation and put notes on the cars that don't comply.

The responses have been:

a) I don't agree every time I check all the cars have a permit.

b) Its private land, we can't put up a barrier.

Firstly I go in and out at least once per day and several times a week I encounter someone who parks and then disappears into the arcade or goes up Station Road and to the station so a) is not correct, maybe the timings of 'patrols' needs to be altered.

Secondly its bit rich that I and other businesses seem to be funding a car park for locals use.

Thirdly IF you are going to charge us then you really should make it exclusively for those of us who do pay by means of a barrier or concerted 'policing' campaign so people get the message.

I found it somewhat laughable and ironic that the ONLY notices which have appeared on cars in 12 months were put on the other day to the cars like mine who are still displaying last years permit as we have not yet renewed. Why wasn't similar action taken throughout the last 12 months to all those 'illegally' parked.

To be clear I am grateful of the opportunity to be able to park and I am potentially happy to pay for being able to do so although I would be interested to understand how you calculate the charge as it is a lot of money.

What I object to is the fact that other people park for free and nothing is done to tackle that issue and indeed I was also told that because it is private land you cannot clamp or issue any penalties which leads me to question the charges in the first place.

Some clarity needs to be given and I look forward to your timely response.

Kind regards,
Tanya Brown.
Goring Hardware.

Reply 20 September 2018

Dear Tanya,

I will pass this to councillors for the next council meeting which is at 7.30pm on Monday 8th October at the Bellême Room, Village Hall.

In the interim I have couple of comments as the Clerk to the Parish Council (and not a councillor as you appear to have mistakenly identified me).

- The council subsidise the running of the car park to the extent of many thousands of pounds a year - the fees charged do not cover the costs to the Parish.
- The car park is shared with the Community Centre and a barrier would be impracticable. There are also restrictions in the lease of the land from the County Council (the owners).
- Notes are occasionally put on vehicles that have no current permit (as you found on your vehicle this week). Both myself and the Assistant Clerk have done so.
- This has happened on a number of occasions during the last year and not just the once as you have noted; at other times when checking, no vehicles have been parked without a permit.
- There are legal constraints on private parking enforcement.
- The parish council have rented the land in an attempt to provide suitable parking for local businesses and employees but need to try and recoup some of the costs involved.

You are welcome to attend the next Parish Council Meeting on 8th October should you wish.

Regards,

Colin Ratcliff

Clerk

Goring-on-Thames Parish Council

Old Jubilee Fire Station, Red Cross Road

Goring, Reading RG8 9HG

Phone: 01491 874444

Email: clerk@goringparishcouncil.gov.uk

<http://www.goringparishcouncil.gov.uk>

See next Page for an example of locked post that Cllr Brooker suggests could be used:



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Wed 03 Oct

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