

# 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 9<sup>th</sup> September 2019 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 12<sup>th</sup> August 2019.
5. Matters arising from those minutes not elsewhere on the agenda.
6. To receive chairman's report and announcements.
7. To receive a report from District Councillor Maggie Filipova-Rivers (Appendix A)
8. To receive a report from County Councillor Kevin Bulmer
9. To consider whether to replace defective 30mph radar signs on Wallingford Road (Appendix B)

### Standing Items

10. To receive a report on the NP Strategic Project for Goring CE Primary School (BU)
11. To consider a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre (Appendix C)
12. To receive a report from the Police
13. To receive a report on Recreation Grounds issues (Appendix D)
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. To receive a report on the Conservation Area Appraisal (CH)
17. Parish Finance:
  - 17.1. To approve payments for August 2019. (Appendix E)
  - 17.2. To note receipts for August 2019. (Appendix F)

Colin Ratcliff, Clerk to the Council

4 September 2019

# GORING-ON-THAMES PARISH COUNCIL

- 17.3. To note the bank account and reserves balances as at 31 August 2019.  
(Appendix G)
- 17.4. To confirm previous decision to receive all CIL monies due to the parish council rather than them be retained by SODC (confirmation requested by SODC).
- 17.5. To consider re-appointment of Arrow Accounting as Internal Auditor for 2019-20  
(Appendix H)
- 17.6. To consider renewal insurance cover is appropriate (year 3 of 3-year agreement) as detailed in attached schedule  
(Appendix I)
- 18. Reports from Planning Committee – to receive minutes of meetings held on 23 July 2019.
- 19. Matters for future discussion.
- 20. 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.
- 21. To consider quotes for installation of bollards at the Community Centre Car Park
- 22. To consider quotes for gas appliances at Sheepcot Pavilion

Colin Ratcliff, Clerk to the Council

4 September 2019

**MINUTES OF THE MEETING OF GORING ON THAMES PARISH COUNCIL**  
**Bellême Room, Goring Village Hall 7:30 pm Monday 12<sup>th</sup> August 2019**

**Members Present:**

Chairman	Kevin Bulmer (KB)
Vice Chairman	John Wills (JW)
Members	Bryan Urbick (BU)
	Matthew Brown (MBr)
	Lawrie Reavill (LR)
	David Brooker (DB)
	Sonia Lofthouse (SL)

**Officers Present:**

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

9 members of the public and press

**19/148 To receive apologies for absence.**

Debbie Gee (DG), Catherine Hall (CH), Mary Bulmer (MBu)

**19/149 To receive declarations of interests**

None

**19/150 Public Forum**

A resident asked whether the proposed hedge in Appendix H might cause any obstruction for wheelchair users. BU assured it would not.

**19/151 To approve minutes of the meeting held on 8<sup>th</sup> July 2019**

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

**19/152 Matters arising from those minutes not elsewhere on the agenda**

None.

**19/153 To receive Chairman's report and announcements**

KB noted signs for an Art function at the Morrell Rooms in Streatley had been placed in some inappropriate and dangerous locations, some have been removed.

**19/154 To receive a report from District Councillor Maggie Filipova-Rivers (MFR)**

Appendix A refers.

DB asked if there were any problems with parish councils developing affordable housing. MFR asked whether GPC were planning to. DB said can you answer the question yes or no. MFR said she would need to check.

DB also asked if there was any update on Civil Enforcement Powers. MFR said that OCC and SODC were working on it and that a study had been commissioned. KB asked for timescales (see item 19/166 following)

**19/155 To receive a report from County Councillor Kevin Bulmer**

KB stated this was a quiet holiday period. He is seconding a motion being put forward in September regarding the proposed third bridge at Reading and the lack of cross border co-operation on infrastructure in Oxfordshire.

**19/156 Correspondence:**

- 1 To consider a request for a croquet lawn at Gardiner Recreation Ground**

Signed:

Dated: 2019

Discussion included that GPC are trying to find locations for play equipment and that space on Gardiner away from the cricket and football fields might be problematic, questions raised on how often the space would be needed and whether the group had thought about The Rectory Garden.

**Resolved:** To offer The Rectory Garden as the most suitable location subject to the usual booking procedure and charges tariff.

**2 To consider an email about the speed limit on Battle Road**

Councillors were not sure that a change to the limit would make a difference and that a survey would probably be needed.

**Resolved:** To ask OCC to consider a 40mph limit or something more appropriate to the road

**3 To consider a request from Ron Bridle for The Chilterns Conservation Board to use council office space**

**Resolved:** To agree in principle subject to discussion about times, equipment requirements and an agreed contribution towards costs, the details being delegated to BU and CR to negotiate.

**19/157 To consider minimally amending the Burial Ground regulations (as proposed) and to delegate to Cllrs K Bulmer, M Bulmer and B Urbick to draft a basic letter to those responsible for burial ground plots sensitively informing of the rules, the reasons for the rules, and to seek their help in maintaining their loved ones' plots accordingly**

**Resolved:** That the motions in Appendix E be approved

**19/158 To consider amending the terms of reference for the Planning Committee to include responsibility for all aspects of the Neighbourhood Plan, including the NP monitoring framework**

**Resolved:** That the terms of reference be so amended

**19/159 To consider adoption by GPC of the BT telephone box by the Sorting Office, High Street. BT have advised that they may be decommissioning it.**

CR advised of the criteria BT apply and that they have not yet formally consulted. BU stated South Stoke had done so and were discussing potential uses. DB asked whether BT would consider using it as a Wi-Fi hotspot.

**Resolved:** To ask BT to consider the possibility of a Wi-Fi hotspot

**19/160 To consider seeking volunteers to be an on-going volunteer resource and to delegate Cllrs M Bulmer and B Urbick to set-up the initiative.**

KB proposed an amendment to the motion in Appendix F – that the Village Audit recently carried out should be a regular twice yearly event run by the same working group with support from any other councillor (BU, DB, DG, CH, SL) and that any projects leading out of that audit should be assessed for the optimum way to achieve results which could lead to advertising for volunteers at that time.

**Resolved:** That the amended proposal be approved

**19/161 To consider annual playground inspection reports / recommendations**

LR noted the appendices G and G1 contained minor recommendations with nothing particularly significant.

**Resolved:** That the medium risk recommendation be actioned, with others reviewed by the Clerks in line with the budget, leaving a contingency, and to review in 3 to 4 months.

**19/162 To consider, in principle, a low beech hedge along the curb-edge of the verge in front of Rectory Garden and to seek quotes for final approval at a future Council meeting**

Appendix H refers.

**Resolved:** That the proposal be taken forward

**19/163 Playground update – to receive report**

Appendix I refers.

BU noted a meeting with the sports clubs is planned for 21<sup>st</sup> August.

**19/164 To consider electronic circulation of council agendas and papers; individual authority from each councillor is required**

BU proposed councillors should consider saving costs by authorising email circulation of official council papers. CR will send an email requesting authority.

**Standing Items:**

**19/165 To receive a report on the NP Strategic Project for Goring CE Primary School**

BU had met with Governors recently, there had been some changes to responsibilities, and they were keen to work with GPC on the project, coming back to GPC in a few months.

**19/166 To consider a report on the NP Strategic Project for traffic management, parking and pedestrian safety in the village centre**

Appendix J refers.

MFR updated on the earlier question on Civil Enforcement. OCC are leading a joint project and have appointed ITA as consultants. The first meeting was in July. A report for SODC is expected around Christmas. The Police and Crime Panel are struggling with PCSO recruitment with over 70 vacancies and she noted that some councils are sponsoring their own PCSOs.

BU noted that SODC cannot delegate powers to parish councils unless they hold the Power of Competency.

Regarding proposals on consultants for the High Street: **Resolved:** To approve an amended motion to spend up to the requested amount from the reserve on appointing consultants to develop the High Street improvement plans.

**19/167 To receive a report from the Police**

JW reported that he had been advised of the following incidents:

Recent Burglary in Reading Road

10th July 1 x Public order (domestic related)

11th July - Burglary residential (shed break)

12th July – Missing Person

15th July – Missing Person

17th July – Stalking/Harassment (within care home!)

17th July – Assault with Injury (domestic related)

20th July – Shoplifting

25th July – Theft (outboard motor)

27th July – Neighbourhood dispute

28th July – Burglary residential (Domestic related)

**19/168 To receive a report on Recreation Grounds issues**

Appendix K refers.

LR also reported that the gas boilers at Sheepcot Pavilion had recently been condemned and was on the agenda for the sports clubs meeting on 21 August.

It was also **Resolved:** That the temporary additions to the sports clubs working group be made permanent (LR, JW, BU, MBu, MBr and (DB re Sheepcot Pavilion only).

**19/169 To receive a report on White Hill Burial Ground issues**

None

**19/170 To receive a report regarding planned events in the village**

Signed:

Dated: 2019

None

**19/171 To receive a report on the Conservation Area Appraisal**

JW reported that they have started the spatial analysis which involves mapping and recording some key features of the CA, such as views and vistas, trees and green landscape and street pattern and plot layout. Over the next two months, they anticipate starting on drafting the historical development and archaeology of Goring, and working to try to construct a character analysis of the CA.

**19/172 Parish Finance:**

**1 To approve payments for July and 27-30 June 2019**

**Resolved:** That the payments be approved

**2 To note receipts for July and 27-30 June 2019**

Noted.

**3 To note the bank account and reserves balances as at 31<sup>st</sup> July 2019**

Noted.

**4 To review income & expenditure to date (as at 7th August 2019) and consider proposed budget changes**

**Resolved:** That the proposals in Appendix O1 be approved and that a new working group be formed to take forward a replacement streetlamp programme (KB, BU and MBr)

**19/173 Reports from Planning Committee – to receive minutes of meeting held on 25 June 2019**

Minutes received.

*JW left the meeting at 8:50pm*

**19/174 Matters for future discussion**

None

**19/175 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

**19/176 To consider approval of the terms and costs of a licence with OCC regarding GPC's lease of the Community Centre Car Park.**

**Resolved:** To approve the terms and to pay OCC's legal costs of £500

**19/177 To discuss options to recognise the work done by volunteers / village supporters**

Discussion postponed for the time being

The Chairman declared the meeting closed at 8:59 pm

**Abbreviations (where used):**

CA	Conservation Area
CIL	Community Infrastructure Levy
GiB	Goring on Thames in Bloom
GGN	Goring Gap News
GPC	Goring on Thames Parish Council
MIGGS	Mobility Issues Group for Goring and Streatley

Signed:

Dated: 2019

NALC	National Association of Local Councils
NP	Neighbourhood Plan
NWR	Network Rail
OCC	Oxfordshire County Council
SODC	South Oxfordshire District Council

DRAFT

<b>Title</b>	District Councillors' Report
<b>Authors</b>	Cllr Maggie Filipova-Rivers
<b>Meeting</b>	Goring and South Stoke Parish Councils
<b>Date</b>	4 <sup>th</sup> Sept 2019

### **The Emerging Local Plan 2034**

As per my previous report, councillors have agreed to take a little more time to consider options for the district's Local Plan following a vote at a full council meeting last week.

Councillors want to find effective and suitable ways to ensure the plan takes into consideration feedback from local residents, who have raised concerns about the emerging plan's approach to providing land for housing in the district.

South Oxfordshire District Council has also formally declared a Climate Emergency since the Local Plan was submitted in March, so at the council meeting in Crowmarsh on 18 July, councillors also expressed their wish to use the Local Plan process to help address the issue.

Cllr Sue Cooper, Leader of South Oxfordshire District Council, said: "We're all very keen to make sure that we have a Local Plan that protects the best interests of South Oxfordshire and our residents. It's sensible to take time to make sure we investigate fully of the implications desired changes might have, particularly if they have an impact on quality of life in the district."

Following the councillors' vote, council officers will be working with partners and the government to discuss issues related to the Local Plan including implementing Oxfordshire County Council's Housing Infrastructure Funding bid.

You can find updates on communications between the council and other bodies here: [www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan-2034](http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan-2034)

### **A reminder of other Motions Passed by Council on 18<sup>th</sup> July**

Council also agreed to:

- Establish a Climate Emergency Advisory Committee;
- Request that the government accelerates the delivery of rail projects important to South Oxfordshire;
- Explore options to deliver more high-quality, environmentally sustainable and genuinely affordable housing;
- Oppose the Oxford-Cambridge Expressway project in all forms, including expansion of existing (or new) roads in the district to form part of it;
- Support fully-electrified East-West Rail, including freight capacity and connections, and better public transport and active travel connections;
- Continue to support partnership working, especially with regard to landscape-scale conservation and nature recovery networks;
- Call on the Oxfordshire Pension Fund to divest from non-renewable energy companies whose main purpose is the exploration and/or extraction of fossil fuels, and to explore reinvestment of its funds into appropriate renewable energy companies.



### **Councillor Grants Scheme**

We have alerted all Parish Clerks to the news that the Councillor Community Grants scheme has opened for the next round of applications, with a closing date in December. We plan to coordinate our decision-making on this exercise, so that we get best value for money and are fair and transparent in how we allocate our respective £5k pots. We'd be grateful if the Parish Council could use its own channels to promote the scheme to Goring and South Stoke residents, and direct them to the SODC website for more information. <http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/grants-and-community-loans/councillor-community-gra>

### **Audit of accounts and Budget 2020/21**

Our unaudited financial accounts for 2018/19 are now available [online](#) on our website.

This year, our audited accounts were not available by the 31 July deadline due to a delay by our external auditors. They have written to both South and Vale councils in a [joint letter](#) to explain the reasons for the delay and have let us know that the audits will now take place later this month or in September.

Once the accounts are audited, we will publish them on our websites.

### **Budget**

The budgeting process begins this month and the council will begin drafting its new medium-term financial plan. The District, in common with councils across the country, is in difficult financial straits.

Over the past five years the council has been taking an average of £2m per annum from usable reserves in order to balance its budget. At this rate, the usable reserves will last seven years.

David Turner, cabinet member with responsibility for finance, and William Jacob, the council's Chief Financial Officer, have asked for all cabinet members to work alongside Heads of Service to identify savings and potential ways of increasing income through fees and charges. New projects should seek external sources of funding.

It should be noted that the average council tax charge in Shire District councils for a Band D property is £186 compared with SODC which charges £121 for a Band D property.

### **Office Update**

Councillors are to receive a briefing on SODC Office Project 26<sup>th</sup> of September. Councillors are mindful that much time has been lost and are very keen to press ahead so as to minimise the cost to the council.

### **Brexit Prep Briefing**

Councillors have asked that officers brief them on all the preparations that have taken place to date. Councillors are keen to understand the risks to SODC activities and residents and work to mitigate them.

### **Polling Station review- still time to have your say**

SODC is reviewing its polling stations and want to hear from members of the community what they think of them. They are particularly keen to hear from people with disabilities if they have experienced any difficulties accessing the polling stations. This is a legal obligation, and must be carried out to ensure that all electors have “such reasonable facilities for voting as are practicable in the circumstances”.

Any representations or comments should be sent to [elections@southandvale.gov.uk](mailto:elections@southandvale.gov.uk) and the consultation ends on 27<sup>th</sup> September. More information can be found on the SODC website at <http://www.southoxon.gov.uk/news/2019/2019-07/have-your-say-polling-stations-southern-oxfordshire>

### **Free PopUp Business School**

Each day from 7-11 October, the PopUp Business School will be held at the Viscountess Barrington’s Memorial Hall, from 10am to 3pm, to give practical advice on how to get a business idea off the ground through a series of hands-on workshops.

The informal workshops help give people the vital skills they need to help them make money doing what they love, and everyone is welcome to attend all week or just turn up to the workshops they feel are most useful.

This is the fourth time that South Oxfordshire and Vale of White Horse District Councils have hosted the event to encourage residents to start their own business with previous events in Didcot, and earlier this year, in Farringdon and Berinsfield.

### **Goring PC requests to DC Maggie Filipova-Rivers**

I have two requests put forward by Goring PC

- **Civil Parking Enforcement**- I am awaiting a confirmation from David Rouane (Cabinet Member for Housing and Environment) regarding him joining Goring PC to help the council understand progress made so far and next steps
- **Bins by Wheel Orchard Car Park**- I am asking for a meeting between relevant parties so that context is applied to the issue at hand. In particular regard to Goring as a tourist destination and large village serving surrounding settlements

## REPORT ON 30mph RADAR SIGNS ON WALLINGFORD ROAD

Long before the 20 mph school speed warning signs were installed either side of the Primary School entrance in Wallingford Road, two 30 mph radar speed warning signs had been placed there, in close proximity to where the new signs are located.

Despite SSE confirming that these signs are now receiving power from the lamp posts to which they are attached, neither of them appears to be working. The southern one was moved a little further south to a lamp post opposite the end of Milldown Road when the 20 mph was placed on the post where it used to be. It has never worked since, and in any case the location is not at all ideal as this lamp post continually becomes obscured by vegetation on a steep bank which would require part of the road to be closed off for it to be cleared. The northern one, on a lamppost just beyond Cleeve crossroads, appears to be clear of vegetation but has never been observed to be working (unless everyone is indeed sticking to the 30 mph speed limit!).

We have not been able to find any documentation relating to the installation or ownership of these radar signs. OCC denies responsibility for them. It is possible they were transferred to us by OCC when the street lighting was taken over. In view of the fact that residents in Wallingford Road have complained repeatedly about speeding along this stretch of highway, Councillors are requested to consider the following options:

- (a) Rely only on the 20 mph school warning signs. There could be some confusion if both the 30 mph and 20 mph signs are activated at the same time as they are so close together. However the 20 mph signs are only operational during limited hours when the school is opening and closing.
- (b) Investigate whether it is possible to repair the devices, assuming they are faulty, plus relocating the one opposite Milldown Road to the next lamppost further south (which is on the opposite of the road and is not obscured by vegetation). I am attempting to obtain a quote for this from the manufacturer, which I hope to have before the meeting, but without them investigating what the fault is and whether it is economic to repair it any quote will not cover the full cost, just the cost of investigating it.
- (c) Purchase and install new up to date devices, which could show the speed of the vehicle plus either 'thank you' or a 'smiley face' if under 30 mph. I am attempting to obtain quotes from various manufacturers, which I hope to have before the meeting. Being new devices no doubt these would come with some sort of guarantee.
- (d) Consider whether any other traffic calming measures could be used instead or in addition to the speed signs. There are already speed humps on Wallingford Road to the north and a chicane where the housing along the road begins.

Mike Ward, Assistant Clerk

**Goring Parish Council** - Goring High St – Report

2 Sept'19

1. Proposed High St roadworks

It was resolved at the last meeting: To approve an amended motion to spend up to the requested amount from the reserve on appointing consultants to develop the High Street improvement plans.

I have again been in contact with OCC Highways and explained that we have a level of expenditure to progress the design and specification of the works. However, from the consultant names they provided we have only had one quotation returned and asked if they could help us in providing a quotation or some positive guidance as to how we could proceed.

I believe funding from OCC is still being investigated.

2. Installation of soft landscaping in the verge adjacent to the Rectory Gardens

This work has been approved.

3. Community Centre car park

Lockable bollards – A basic specification has been prepared for the supply and installation of the bollards and the Clerk will be seeking quotations from local contractors.

4. Strategic Project related to Traffic congestion and Parking

- 4.1 I am still of the belief that we cannot progress this project until we can get some certainty as to whether some form of enforcement against illegal parking can be implemented. However, to make a start I would propose that we seek a local volunteer to record where yellow lines and limited parking restrictions exist in the village and for the information to be added to an electronic map of the village we have access to.

4.2 SODC – Civil Enforcement Powers

Awaiting SODC Officers report and recommendations.

- 4.3 I believe we need to consider alternative solutions of enforcement action against illegal parking in the village. which I am currently investigating.

5.0 General

- 5.1 I am continuing to investigate obtaining funding for an additional planter outside of the Goring Grocer. I believe the purchase of another planter is around £390 + VAT.

Cllr David Brooker

## **Recreation Issues - August 2019 Update**

### **Sheepcot Recreation Ground**

A very useful meeting has been held with representatives of all the sports clubs. The Clerk has prepared detailed meeting notes. Matters discussed included current issues such as possible additional signage to deal with dog and litter problems, external lighting for training sessions, the expansion of sports activities, and the need for a major extension to the pavilion.

Actions agreed included the need for a specific proposal from Goring Robins for external lighting; the Clerk to obtain quotes for the repair or replacement of the gas appliances in the pavilion; and Goring United, Robins and Tennis Clubs to prepare draft plans in conjunction with FA and LTA. The need for information on the recent and future potential expansion of activities, specific proposals, and commitment by the various sports to a major fund-raising exercise was emphasised.

Among other issues discussed, the Tennis Club accepted new draft terms; there was no support for extra notice boards; and a proposal for a large bin to take post-match litter would be considered. There is a need to review the fees structure, as GPC is currently funding 90% of the running costs of the sports grounds and pavilions. All clubs were asked to comment on the conditions of use and reply with details of current usage by 21<sup>st</sup> September.

### **Bourdillon Field**

Nothing to report.

### **Gardiner Recreation Ground/Rectory Garden**

The possible use of the Rectory Garden for a croquet lawn has been rejected by its proposers, who have now requested a half-size lawn on the Gardiner outside the areas of the cricket and football pitches. Another possible site has been mentioned by David, a field near the river formerly used by the Goring Bowmen. I suggest that the use of the Gardiner should be considered by the Working Party in relation to the provision of the exercise trail, its location, and the possible re-location of the cricket nets.

### **General**

I have received another complaint from one of my neighbours about overflowing waste bins. I explained to him the past GPC discussions on this topic, particularly the details of those at the August Council meeting, and the lack of a viable solution.

Lawrie Reavill

31.08.2019

<b>Goring-on-Thames Parish Council</b>						
Accounts for payment August 2019						
<b>Payee</b>	<b>Description</b>			<b>Amount</b>	<b>Date</b>	<b>Ref</b>
<b>Current Account</b>						
BGG Garden & Tree Care	Litter picking June	3560		£     470.40	09/08/2019	BACS125/19
Colin Ratcliff	Salary August	2310	£ 1,452.91			
Colin Ratcliff	Car Allowance	2110	£     20.00	£   1,472.91	30/08/2019	BACS138/19
Crosscut	Tree works Ferry Lane	3525		£     720.00	13/08/2019	BACS128/19
Goring Hardware	Paint, cleaning materials etc	var		£      90.59	09/08/2019	BACS127/19
HJ Denison	Sheepcot Gas Service	3170		£      84.00	13/08/2019	BACS129/19
HMRC	PAYE & NI July	2310		£     981.12	07/08/2019	BACS115/19
J M Krzak	Cleaning August	2310		£    339.41	30/08/2019	BACS136/19
M & C Landscapes	Grass Cutting July	3110		£   2,461.20	09/08/2019	BACS123/19
M & C Landscapes	Grave digging July	3210		£     423.84	13/08/2019	BACS130/19
Mike Ward	Salary 24/7 to 21/8/19	2310		£     361.05	30/08/2019	BACS137/19
OCC	Legal fess - car park licence	2520		£     500.00	23/08/2019	BACS134/19
Paul F Carter	Goring in Bloom & misc	var		£     250.00	08/08/2019	BACS120/19
Paul F Carter	Goring in Bloom	3330		£      50.00	29/08/2019	BACS141/19
Premier Office Supplies	Towels and Tissues	3170		£      50.78	09/08/2019	BACS119/19
Prettys Solicitors	Land Registration Bourdillon	2520		£     464.80	12/08/2019	BACS121/19
Prettys Solicitors	Land Registration Rectory Garden	2520		£     464.80	09/08/2019	BACS122/19
Rialtas Business Solutions	Alpha Software Maintenance	2250		£     145.20	08/08/2019	BACS118/19
Playsafety Ltd	Playground inspections	4211		£     193.80	09/08/2019	BACS124/19
Savages	Goring in Bloom plants	3330		£   1,225.42	13/08/2019	BACS131/19
Shelley Signs	Goring in Bloom signs	3330		£   1,189.20	23/08/2019	BACS135/19
SSE	Street Lights Maintenance July	3420		£     833.65	08/08/2019	BACS126/19
SSE	New LED streetlamp #13 Wallingford Rd	6320		£     434.77	23/08/2019	BACS133/19
SSE	Investigate and repair supply for radar signs	3420		£     228.78	29/08/2019	BACS142/19
Tom Rothwell	NP Website expenses	4908		£      52.81	23/08/2019	BACS132/19
<b>Direct Debits/Standing Orders</b>						
Castle Water	Water Gardiner Pavilion	2260		£     124.19	20/08/2019	DD
Castle Water	Water Gardiner Sprinkler	2260		£     196.97	08/08/2019	DD
Castle Water	Water Sheepcot Pavilion	2260		£      33.19	28/08/2019	DD
Castle Water	Water OJFS	2260		£        9.32	05/08/2019	DD
Grundon Waste Management	Collections OJFS 16/5 - 19/7	3560		£        6.66	20/08/2019	DD
Grundon Waste Management	Empty WHBG Skip	3560		£    369.18	20/08/2019	DD
Initial Washroom Hygiene	Service contract - annual fee	3560		£      64.89	08/08/2019	DD
Mainstream Digital	Phone	2240		£        2.64	14/08/2019	DD
NEST	Pension Contributions August	2310		£    149.47	30/08/2019	DD
SODC	Business rates	2290		£      93.00	01/08/2019	DD
SODC	Business rates	2290		£      54.00	01/08/2019	DD
SSE	Electricity - Sheepcot Pavilion Q2	2260		£    109.53	15/08/2019	DD
SSE	Gas OJFS Q2	2260		£      73.77	15/08/2019	DD
SSE	Gas Gardiner Q2	2260		£      85.34	15/08/2019	DD
SSE	Gas Sheepcot Q2	2260		£      35.04	15/08/2019	DD
SSE	Street lights unmetered electricity	3420		£    361.28	19/08/2019	DD
TSB	Bank Charges	2580		£        5.00	02/08/2019	DD
Xerox (UK)	Copier Printer usage 1/4 to 30/6/19	2210		£      59.98	05/08/2019	DD
	<b>Total:</b>			£ 15,321.98		

<b>Goring-on-Thames Parish Council</b>					
<b>Receipts received August 2019</b>					
<b>From</b>	<b>Description</b>	<b>Code</b>	<b>Date</b>	<b>Ref</b>	<b>Amount</b>
TSB	Bank Interest	1190	10/08/2019	DC	£ 105.91
Inspiration	Rectory Garden	1140	07/08/2019	Inv 1220	£ 6.00
SSE	Electricity OJFS - refund	2260	15/08/2019	DC	£ 99.41
Google Accounts	NP Website verification process	4908	16/08/2019	DC	£ 0.17
Goring United FC	Licence for Gardiner / Sheepcot	1141/3	20/08/2019	500065	£ 1,262.99
Goring Bowling Club	Licence for Gardiner	1141	16/08/2019	500065	£ 681.46
MIGGS	Donation towards Norman Radley plaque	1134	13/08/2019	500065	£ 100.00
SSE	Electricity Gardiner - refund	2260	16/08/2019	DC	£ 161.53
Howard Chadwick	Interment - Doyle	1130	16/08/2019	Inv 1234	£ 1,047.43
Goring Tennis Club	Licence and rent	1143	21/08/2019	Inv 1240	£ 1,342.86
Tony Adcock	Car Park Permit	1135	21/08/2019	Inv 1241	£ 394.80
Richard Wilson Long	Car Park Permit	1135	27/08/2019	Inv 1242	£ 1,579.20
Goring Cricket Club	Licence for Gardiner	1141	23/08/2019	Inv 1237	£ 1,615.63
Goring Robins	Licence for Sheepcot	1143	22/08/2019	Inv 1239	£ 1,179.83
				<b>Total:</b>	<b>£ 9,577.22</b>

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

As at: **31 August 2019**

**Reconciled Bank Account Balances**

Current TSB	£11,127.83
TSB Reserves	£116,106.54
Unpresented Payments	£0.00
Unpresented Receipts	£0.00
VAT Control Account	£2,287.92
<b>Total</b>	<b>£129,522.29</b>

**Earmarked Reserves (Capital and Contingency)**

Operating Reserve Account	£34,000.00	£19,000 used for cash flow
Rectory Garden	£1,500.00	
Ferry Lane Riverbank Repairs	£0.00	
Ferry Lane Fence	£1,000.00	
Gardiner Pavilion	£0.00	
Tree Felling and Replacement	£11,050.00	
Playground Equipment	£13,500.00	
MIGGS Pavement Widening	£5,000.00	
Car Park	£1,000.00	
Sheepcot Pavilion Refurbishment	£10,302.96	
Community Infrastructure Levy	£171.00	
High Street Strategic Project	£19,564.25	
Street Lighting Replacements	£9,018.33	
LED Street Survey	£5,000.00	

**Total Reserves** **£111,106.54**

**General Funds Available** **£18,415.75**



# Arrow Accounting

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

Telephone: 01869 250080 Mobile: 07745372022

[www.arrowaccounting.co.uk](http://www.arrowaccounting.co.uk)



*16<sup>th</sup> August 2019*

*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 2019/20**

*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 Crib detailing the various stages required of the Internal Audit together with a checklist will then be forwarded. This should be answered and returned with any documents requested by the 31<sup>st</sup> October 2019. This will then be reviewed.*
  - c) An Income and Expenditure test sheet and a Payroll test sheet will then be forwarded for completion and returned by the 31<sup>st</sup> December 2019.*
  - d) Any overhang issues will be concluded before the 31<sup>st</sup> March 2020.*
  - 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 2018/19. 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 2019/20*

*Fixed for the year with no physical visit at £440.*

*Fixed for the year with and Internal Audit visit £490.*

*Travel will be charged at £0.58 per mile if applicable*

*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.*

### **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 £220 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](http://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](http://www.arrowaccounting.co.uk)

Email: [philhood@arrowaccounting.co.uk](mailto: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](http://www.arrowaccounting.co.uk)

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



*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.*



Arrow Accounting



**redefining / standards**Date of this letter  
**6th August 2019**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](http://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 2019

Date this cover expires: 30th September 2020

Renewal date: 1st October 2020

## Your 3 Year Long Term Agreement Premium

Premium: £1,863.55

Insurance Premium Tax (IPT) at the current rate: £223.63

---

Total amount payable: £2,087.17

## 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
Employment Practices Liability	Insured
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	Insured
Terrorism	Not Insured
Equipment Breakdown	Not Insured

## Quote covers

Property damage section	Included
<b>Property insured</b>	<b>Sum insured</b>
Sheepcot Pavilion Gatehampton Road Goring Reading Oxfordshire RG8 0EN	£201,416.98
Old Jubilee Fire Station Red Cross Road Goring Reading Oxfordshire RG8 9HG	£201,415.81
Gardiner Pavilion Upper Red Cross Road Goring Reading Oxfordshire RG8 9BD	£277,971.20
Whithill Burial Ground Office Reading Road Goring Reading Oxfordshire RG8 0ES	£40,283.87
<b>Total</b>	<b>£721,087.86</b>
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£721,087.86
General Contents	£18,508.22
Gates & Fences	£17,437.05
Mowers & Machinery	£0.00
Natural Surfaces	£0.00
Other Surfaces	£19,990.10
Office Contents	£0.00
Outside Equipment	£0.00
Playground Equipment	£38,749.24

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Sports Equipment	£0.00
Street Furniture	£0.00
War Memorials	£3,875.15

#### Additional covers

Cover	Limits
Bequeathed property	Buildings: 100,000 or 10% of the buildings sum insured, whichever is the lower. Contents: £10,000 any one item £25,000 in total
Capital additions	10% of building sum insured or £500,000 whichever is the lower
Contents kept at home	£25,000 or 10% of contents whichever is the lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the lower
Discharge of oil	£10,000 aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25,000 or 10% of contents whichever is the lower
Fire extinguishing expenses	£10,000
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 lower
Glass breakage	£10,000
Inadvertent omission	£500,000
Landscaped gardens	£15,000
Locks and keys	£10,000
Loss reduction expenses	£2,500 aggregate
Metered water or gas	£25,000 aggregate
Motor vehicles (stationary risk)	Not included
Patterns	£2,500 any one claim
Public relations expenses	Not included
Raffle prizes and donations	£1,500 total, £500 any one item
Sprinkler upgrade costs	10% of the building sum insured any one claim
Theft of building fabric	£2,500 any one claim

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Member of the AXA Group of Companies. AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored and recorded.

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
<b>Contents definition automatically includes</b>	<b>Limits</b>
Personal effects including pedal cycles	£10,000
Rare books	£2,500 item limit, £10,000 total
Outdoor furniture, heaters, ornaments and statues located outside and within the confines of <b>your premises</b>	£5,000
Marquees and associated lighting	£10,000
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	£nil
Flood damage	£250
Theft or attempted theft	£250
Theft of building fabric	£250
Subsidence excess	£1,000
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.

#### Minimum security standards condition

You must comply with the **Minimum security standards condition – Level 1**, stated under the **Section conditions** within **your policy**.

#### Specific section conditions that apply to this section

3 Subsidence cover

4 Deep fat frying condition

7 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
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#### 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 Deposit premium condition

2 Declaration linked cover

3 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
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#### Endorsements that apply to this section

n/a

#### Specific section conditions that apply to this section

2 Minimum security standards condition – Level 1

#### Group personal accident section

**Included**

<b>Insured Person(s)</b>	Employees councillors & volunteers
<b>Operative Time</b>	Whilst undertaking business activities
	<b>Benefit payable</b>

#### Benefits

Injury resulting in;

1. Death	£100,000
----------	----------

2. Loss of limb	£100,000
-----------------	----------



<b>4. Permanent total disablement</b>	£100,000
<b>5. Temporary total disablement</b>	£500 payable for up to 104 weeks excluding the first 2 weeks of disablement
<b>6. Temporary partial disablement</b>	£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
Terrorist Act	£5,000,000 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	£1,000,000 any one period of insurance
Data protection	£500,000 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
Civic Regalia	European Union	£0.00
Artwork	European Union	£0.00
Museum Articles	European Union	£0.00
<b>Total Selected All Risks</b>	<b>European Union</b>	<b>£0.00</b>
Business Equipment	European Union	£5,000
<b>Excess</b>		<b>£250</b>

**Endorsements that apply to this section**

n/a

**Specific section conditions that apply to this section**

2 Minimum security standards condition – Level 1

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

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

**Employment practices liability section****Included**

Section		Limit of Liability	Excess
Employment practices 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	£nil
Employee Dishonesty	✓ covered	£500,000	£250

**Endorsements that apply to this section****Employee dishonesty cover amendment**

The limit under this cover is as stated in the **schedule** and not as otherwise stated in the **policy**.

**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**

AXA Insurance UK plc. Registered in England No 78950. Registered Office: 5 Old Broad Street. London, EC2N 1AD.  
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**MINUTES OF A MEETING OF THE PLANNING COMMITTEE**  
**GORING ON THAMES PARISH COUNCIL**  
**Old Jubilee Fire Station, Red Cross Road, Goring 7.30pm Tuesday 23 July 2019**

**Members Present:**

Chairman                David Brooker (DB)  
Members                Catherine Hall (CH)  
                              John Wills (JW)  
                              Lawrie Reavill (LR)  
                              Sonia Lofthouse (SL)

**Officers Present:**

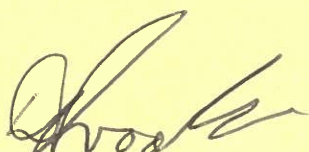
Assistant Clerk        Mike Ward (MW)

Five members of the public were present at the start of the meeting and one member of the public joined the meeting part way through

- 19/55      To receive apologies for absence.**  
Matthew Brown (MBr), Bryan Urbick (BU), Debbie Gee (DG) and Mary Bulmer (MBu)
- 19/56      To receive any declarations of interests**  
None.
- 19/57      Public Forum**  
No issues raised.
- 19/58      To approve minutes of the meeting held on Tuesday 25 June 2019**  
**Resolved:** That the minutes be approved and signed by the Chairman.
- 19/59      Matters arising from those minutes not elsewhere on the agenda**  
None
- 19/60      Neighbourhood Plan (Agenda item 15 brought forward)**
- 1    Proposal to appoint Ned Worsley and Mike Stares to be consultants for the Planning Committee on relevant planning applications with the role of providing context and guidance about the intent of the NP.**
  - 2    Proposal that the Planning Committee arranges a workshop for the Planning Committee members and the former NPSG members in which they would explain what they see are key aspects, particularly the Policies.**
  - 3    Proposal to appoint a NP link Councillor/Councillors from the Planning Committee to be responsible for overseeing the monitoring framework.**

Ned Worsley and Mike Stares said they would be willing to act as consultants for the Planning Committee. Following a lengthy discussion, in which a member of the public stated his opposition to this proposal, it was decided that the first stage would be to hold the workshop as per proposal 2 to which members of the public would be able to observe but not to participate in any way. It would subsequently be decided the best way to proceed with proposals 1 and 3. The member of the public presented a paper concerning a disagreement with SODC that he and a group of neighbours were having concerning GNP3.

Signed:



Dated: 27/08/2019



The Committee members considered that this was a matter for SODC and therefore did not require discussion by GPC's Planning Committee.

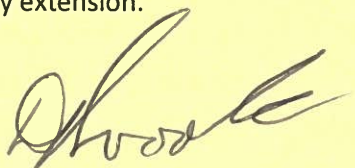
**Resolved:** Workshop to be arranged as per proposal 2, to which members of the public would be invited to observe but would not be allowed to participate in any way.

Some time after the discussion had been concluded, another member of the public joined the meeting and requested clarification over the procedure for considering planning applications in future, specifically with regards to applications relating to site GNP6. The Chairman advised that there would be no change to the procedures currently being followed, and all future applications would be advertised in the normal way.

**19/61 To review the following Applications:**

- 1 P19/S2102/FUL** –West Croft Cleeve Road Goring RG8 9BU – Demolition of existing dwelling house with ancillary outbuildings, parking and amenity space, landscaping, and associated works. (Agenda item 6.6 brought forward).  
Ned Worsley had prepared a report noting how the application largely fitted in with the relevant parts of the neighbourhood plan. CH felt that the only reason some might find it controversial was the contemporary design, but this was not a basis for objecting to it. DB noted that a precedent had already been set by the contemporary design used in the application for the Pavilion in nearby Thames Road. Because of its prominent location within the Conservation Area it was noted that there would be a high visual impact. The Committee therefore felt that it would be better if it was set a little further back from the road, and that there should be a condition requiring the materials used to have some association with the buildings in the surrounding area.  
**Resolved:** That GPC has **No Objections but with comments:** should be positioned a little further back from the road. The colour and texture of the proposed bricks and brick work detail should have some association with the surrounding buildings.
- 2 P19/S1152/FUL** – Nursery Farm Gatehampton Farm Gatehampton Road Oxfordshire RG8 9LU – Removal of the existing polytunnel, Construction of traditional Oak Framed Garage/workshop and office area (as amended by revised plans received on 10 July altering the design of the proposed barn).  
**Resolved:** That GPC has **No Objections.**
- 3 P19/S1845/HH** – 1 Grange Close Goring RG8 9DY – Single storey glazed rear extension.  
DBr expressed concern over the quality of the plans submitted.  
**Resolved:** That GPC has **No Objections but with comments:** Drawings were substandard for this type of application within a conservation area.
- 4 P19/S1976/HH** – The Red House Elvendon Road Goring RG8 0DT – Two storey extension, new porch and associated works.  
**Resolved:** That GPC has **No Objections.**
- 5 P19/S1984/HH** – Hairoun Icknield Road Goring RG8 0DG – The erection of a hardwood Orangery at first floor level.  
**Resolved:** That GPC has **No Objections.**
- 6 P19/S2000/HH** – 7 Milldown Road Goring RG8 0BA – Replacement of single storey rear extension  
**Resolved:** That GPC has **No Objections.**
- 7 P19/S2156/HH** – High Gable 72 Wallingford Road Goring Reading RG8 0HN – Front and rear two storey extension.

Signed:



Dated: 27/08/2019

There was some discussion over parking standards and it was noted that due to its location on the main B4009 highway with a limited driveway there looked to be insufficient provision for the number of vehicles likely to be associated with a 5 bedroomed house.

**Resolved:** That GPC has **No Objections but with comments:** concerned there is insufficient parking provision for a 5 bedroomed house on a main road where there is no on-street parking possible.

**19/62 To note the following SODC Decisions:**

- 1 **P18/S2900/FUL** – 3 Elmcroft Goring RG8 9EU – Erection of 2 dwellings (as amended). (GPC Objects) **Granted**
- 2 **P19/S1050/HH** – 21 Clevedon Goring RG8 9BU – Single storey rear extension with roof terrace above, and internal alteration (balustrade to the roof terrace will be glazed) (as amended by drawings received 31 May 2019). (GPC No Objections) **Granted**
- 3 **P19/S1599/HH** – Greenways Farm Road Goring RG8 0AB – Proposed ground floor and first floor side extension. (GPC No Objections) **Granted**
- 4 **P19/S1650/HH** – 9 Holmlea Road Goring-on-Thames RG8 9EX – Continuation of existing flat roof rear extension and new dormer to extend existing bathroom. (GPC No Objections) **Granted**

All were noted.

**19/63 To note the Certificate of Lawful Development and the Discharge of Conditions for:**

- 1 **P19/S2151/LDP** – 7-8 The Arcade Goring RG8 9AY – Certificate of lawfulness for proposed change of use A1 to A2
- 2 **P19/S2200/DIS** – The Boathouse High Street Goring RG8 9AB – Discharge of Conditions 1 - Commencement 3 yrs – Full Planning Permission, 2 – Approved plans, 3- Tree protection, 5 – Schedule of Materials, 6 – Turning Area & Car Parking, 7 – Landscaping Scheme (trees and shrubs only), 9 – Withdrawal of Permitted Development Rights, 10 – No Garage conversion into accommodation, 12 – Flooding to application P19/S0336/FUL. Demolition of existing fire damaged dwelling and boathouse. Application for replacement dwelling out of the floodplain. (As amended by drawings received 20 March 2019)

Both were noted.

**19/64 To note and review planning applications and decisions reported by West Berkshire Council**

- 1 To note the refusal by West Berkshire Council to grant application 18/02975/FUL – The Swan at Streatley, Streatley RG8 9HR – Formation of overflow car parking area and associated landscaping.  
  
Duly noted.
- 2 **To review application 19/00888/LQN** – The Swan at Streatley, Streatley RG8 9HR - to delete the condition from the granted premises licence: "There shall be no consumption of alcohol on the area referred to as The Island and marked as the Island on Plan No J420-CD-A2-08/B".

It was explained that the previously approved application allowed consumption of alcohol in other outdoor areas of The Swan but not on the Island. The Committee therefore had no comments.

Signed:

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Dated: 27/08/2019



**19/65 Affordable Housing:**

Discussions with SODC concerning receipt by SODC of approaching £500,000 resulting from developments in Goring for affordable housing but which was unlikely to be allocated to Goring not yet held.

**Resolved:** BU to contact Paula Fox to arrange a meeting to discuss – action carried forward.

**19/66 To review CIL status / payments**

The Committee noted that a CIL Liability Notice had been issued on 5 July 2019 by SODC for £36,194.18 against application reference P18/S2900/FUL – 3 Elmcroft Goring RG8 9EY – Erection of 2 dwellings.

**19/67 Report of apparent business activity at 3 Lockstile Way Goring**

The Committee noted that a police incident associated with this activity had been reported at the recent Parish Council Meeting. Although the SODC enforcement officer had been approached they had not followed it up. It was unclear who in SODC/OCC should deal with it.

**Resolved:** BU to arrange a meeting with SODC/OCC officers to determine what action if any could be taken – action carried forward.

**19/68 To note reports of action by SODC in respect of enforcement notices:**

- 1 **S18/676** Nuns Acre Boathouse Thames Road Goring: Without planning permission operations to construct a cesspit/septic tank adjacent to the river. Status as at 17.07.19: Site visited 01.04.19 & 24.06.19. Letter sent 26.06.19 'Negotiations ongoing'.
- 2 **S19/47** 1 Springhill Road Goring on Thames RG8 0BY: Fence adjacent to a highway in excess of one metre in height. Status as at 17.07.19: Site visited 26.02.19. 'Monitoring'. (Awaiting outcome of planning application P19/S1138/HH) (no change from last month),
- 3 **S19/161** Land to the rear of dwellings in Long Meadow and Manor Road Goring RG8 9EG: Without planning permission the material change of use of land from agriculture to residential land. 'No breach – case closed.'
- 4 **S19/308** Waterfield Cottage Manor Road Goring RG8 9EN: Without planning permission erection of as timber building. Status as at 17.07.19: 'Investigation' (no change from last month).
- 5 **S19/281** 4 Grange Close Goring RG8 9DY: Breach of condition 3 of planning permission P18/S1634/HH (materials don't match existing). No breach – case closed.

All were noted.

**19/69 Assets of Community Value**

It was noted that applications to register The Leatherne Bottel, The Catherine Wheel, The John Barleycorn and The Miller of Mansfield are still in progress with DB.

**19/70 To consider correspondence received**

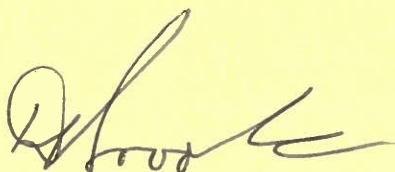
None received

**19/71 Matters for future discussion**

**19/72 Next meeting confirmed as Tuesday 27 August 2019**

The Chairman declared the meeting closed at 21.02 hrs.

Signed:



Dated: 27/08/2019



**Abbreviations (where used):**

CIL      Community Infrastructure Levy  
MOP      Member of the Public  
OCC      Oxfordshire County Council

GPC      Goring on Thames Parish Council  
NP      Neighbourhood Plan  
SODC      South Oxfordshire District Council

Signed:

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A handwritten signature in black ink, appearing to be 'D. V. V.', is written over a horizontal line.

Dated: 27/08/2019