



GORING-ON-THAMES PARISH COUNCIL

Notice of a Council Meeting of the Goring-on-Thames Parish Council

Monday 04th October 2021 at 7:30pm, Goring Village Hall; Garden Room

All Councillors are summoned to a Meeting of Goring on Thames Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Members of the public and press are asked to keep their microphones muted throughout the meeting unless invited to speak by the Chairman.

Those in attendance who are considered to be interrupting a virtual meeting without invitation, will be muted. In accordance with the standing orders, the Chairman may order that a member of the public be removed, after warning, for interrupting the meeting.

7:30pm – prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

2. Declarations of Interests [LA 2011 s31]

Member to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

3. To consider requests for Dispensations [LA 2011 s33]

4. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

4.1. Meeting held on 04th May 2021

4.2. Matters arising from the minutes not elsewhere on the agenda.

5. To receive Chairman's report and announcements

6. Noting the resignation from the position of Vice-Chairman of Cllr Wills, to elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

7. To receive reports from District and County Councillors

7.1. Oxfordshire County Councillor; K Bulmer

Appendix A

7.2. South Oxfordshire District Councillor; M Filipova-Rivers

Appendix B

8. Planning

8.1. To receive the minutes of meetings of:

- 27th April 2021

Appendix C

- 27th July 2021

Appendix D

- 24th August 2021

Appendix E

8.2. To approve Planning Committee Terms of Reference, including moving to 2 meetings per month, and having 5 core members, with ability to substitute. **Appendix F**

8.3. To appoint the 5 core members to the planning committee, noting any member of the council may substitute if required.

8.4. To consider application and approve response to the planning authority: P21/S3944/HH; 2 Woden House; Limetree Road; Goring; RG8 9EY
Proposed erection of a single storey rear extension.

8.5. To consider application and approve response to the planning authority: P21/S3889/HH; 22 Springhill Road, Goring, RG8 0DA
Formation of new two storey rear extension, formation of new front entrance porch, with associated internal alterations. Change existing tile hanging to timber cladding and render existing painted brickwork. Formation of new carport.

9. To receive minutes of Committees

9.1. Staffing Committee; 20th September 2021 **Appendix G**

10. To ratify decisions made under Section 101 delegation since the 4th May 2021. Appendix H

10.1. Approved: Cancel Henley Standard Subscription

10.2. Approved: Signing agreement for 10y pitch improvements and use of burial ground garage to store mowing equipment.

10.3. Approved: Move Parish Office to Gardiner Pavilion Changing Rooms 3 & 4, including associated works of registering postal address; moving sprinkler control panels; electrical installations; cancelling OJFS internet and phone; changing to mobile internet and VoIP phone.

10.4. Approved: Maintenance to the large Burial Ground Oak Tree, £260

10.5. Approved: Purchase and operation of the little Christmas Trees on the High Street, £200

10.6. Approved: Increase summer of play budget by£500 due to Goring Arts Society Grant, total now £10,500.

10.7. Approved, £50 to pay for CiLCA submission extension for the Clerk

10.8. Approved: Move to Scribe products for Accounts; Cemetery Management; Bookings.

10.9. Approved: Fees Schedule for 2021/2022, applicable 1st Sept 2021 through 31st March 2021, to being inline with the council financial year.

10.10. Approved: To no longer submit summarised minutes to the GGN, but rather articles containing pertinent points of note or general Parish Council updates. Items to be submitted to be agreed at the end of each council meeting or in agreement with the Clerk and the Communications Committee or Chairman of the Council.

10.11. Approved: to ask the whole community for ideas regarding the Queen's Jubilee Celebrations, and enter as an item on this agenda.

11. To receive correspondence

Appendix I

11.1. Correspondence relating to updating the "Welcome to Goring" signs.

11.2. Correspondence relating to Queen's Platinum Jubilee Celebrations.

12. Clerk's Report

Appendix J

- 12.1. To approve, allowing with appropriate audit trail, the bound minutes (1895-1997 approximately) to be kept by the Historical Society for the purposes of photographing for village archives. Target to complete by Christmas 2021, to then move the minutes to the county archives. The archives to be transferred to County Archives at the earliest opportunity.
- 12.2. To consider options regarding marking The Queen's Platinum Jubilee. If appropriate approve use of the Sheepcot Recreation ground for the chosen activity, approve creation of any working group, Terms of Reference and appoint members.
- 12.3. To appoint a Public Transport Representative (PTR)
- 12.4. To consider options regarding the large Christmas Tree, agree actions and any budget required.
- 12.5. To approve a formal vote of thanks to Cleeve-by-Goring WI for running the recent Litter Picking Event, and consider approving to pay their costs for the hire of Community Centre for the duration of the event, £27. Noting in future, the event could be run from the Gardiner Pavilion, centrally located in the village at no cost to the council.
- 12.6. To note, now that traffic levels appear to have normalised, Clerk to action the previously approved Speed Survey on Wallingford Road, and proposal for this meeting to approve extending the survey to include Station Road.

13. Facilities Report

Appendix K

- 13.1. To approve cleaning the River Bridge Lanterns twice per year, rather than once every 3 years. Cost rising from £33.74 to £67.09 per lantern per year.
- 13.2. To approve replacing River Bridge Lantern #3 with an Urbis Abbey, with 16. No Warm White LEDs, quote: £974.50.
- 13.3. To approve requesting one lighting column at the junction of Manor Road with the GNP3 site access road. Also approving to accept the column after it has been commissioned on to the PC asset register and including in the maintenance contract for Street Lighting in the village.
- 13.4. To consider all of the proposed options regarding the potential new Welcome Signs and agree actions or approve way forward.
- 13.5. To approve converting the kitchen window at the Sheepcot Pavilion to a secure hatch, subject to receiving a donation to cover the full cost - £700
- 13.6. To approve budget to replace the roof tiles at the Sheepcot Pavilion - £650
- 13.7. Burial Ground – to consider purchase of some additional maintenance equipment, including battery powered trimmer to allow staff to complete minor maintenance tasks, maximum budget £300, including the required PPE, subject to the appropriate Risk Assessments being in place prior to any works commencing.
- 13.8. To approve £600 for moving equipment and files to the Gardiner Pavilion from OJFS
- 13.9. To consider a quote for installing a hatch at the Gardiner Pavilion and letter box etc. £2400.

14. To receive reports and consider actions arising from Working Groups and Committees

- 14.1. NP Strategic Project – Goring CofE Primary School WG
- 14.2. Conservation Area Appraisal WG (Provided at Meeting)
- 14.3. Traffic Management, Parking & Pedestrian Safety Committee
- 14.4. Station Road Sub-Committee

Appendix L

- To approve conducting informal consultation including a maximum budget of £100 toward printing costs on the topic of a Pedestrian Priority Lane in Station Road.
- To note that in light of GPC having EMR funds to cover the full Wallingford Road pavement widening project, MIGGS would prefer to financially support the Station Road project.

14.5. Communications Committee

15. Public Spaces Review & Summer of Play

Appendix M

- 15.1. To receive an update on activities of the working group since the last meeting and agree actions.
- 15.2. To approve accepting revised scope and quote from the chosen Landscape Architect.
- 15.3. To receive an update on the Summer of Play 2021
- 15.4. To consider running a short (1-3days) Winter of Play 2021, including approving scope and maximum budget of £3000 from Public Spaces EMR, to include purchase of some permanent equipment, including gazebo and urns, and budget to be supplemented by wet bar with appropriate licences.
- 15.5. To consider running Summer of Play 2022, including approving scope; budget of maximum £15000, including £3000 from the Public Spaces EMR this Financial Year, to make some bookings etc prior to next financial year. The budget to be supplemented by wet bar with appropriate licences and a PC managed BBQ.
- 15.6. To approve Community “Play” Events Working Group Terms of Refence and Appoint Members for the purpose of planning and managing Summer of Play 2022 and Winter of Play 2021.

16. Finance

Appendix N

- 16.1. Due to new accounting software, and opportunity to update budgeting codes, approve a revised budget for the year 2021-2022
- 16.2. To approve finalised payment schedule for 1st April 2021-30th June 2021
(Note: Recorded against old budget codes.)
- 16.3. To note receipts for 1st April 2021-30th June 2021
(Note: Recorded against old budget codes.)
- 16.4. To note the reconciled bank account and reserves balances as at 30th June 2021
- 16.5. To receive the external audit reports for FY 20217/2018 & 2018/2019.
- 16.6. To note the notice for conclusion of external audit for FY 20217/2018 & 2018/2019 has been posted.
- 16.7. To note, the council can now receive card payments, through “Square” which transfers the funds directly to the council bank account.
- 16.8. To note; clerk’s request for inputs to next years’ budget by 15th October, proposal to hold an informal budgeting workshop no later than 31st October, to feed into the next full council meeting for approval of the budget for 2022/2023.
- 16.9. To note, insurance cost for this year, £1,748.67, the council is in the 2nd year of a 3 year long term agreement.
- 16.10. To note, communication has been received from the External Auditor, that audits for year 2019/2020 and 2020/2021 have yet to be finalise, and all other legal requirements of showing the documents which have been completed on our website have been complied with.

- 16.11. To approve appointing, Internal Auditor Jane Olds for the current Financial Year.
Additionally, if the council feels they have sufficient time to review and if prepared in advance of the meeting:
- 16.12. To approve finalised payment schedule for 1st July 2021-30th September 2021
- 16.13. To note receipts for 1st July 2021-30th September 2021
- 16.14. To note the reconciled bank account and reserves balances as at 30th September 2021.

17. Governing Documents

To approve following additional Governing Documents 2021-2022

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|------------------------------------|-------------------|
| 17.1. Communications Policy | Appendix O |
| 17.2. Recording of Meetings Policy | Appendix P |
| 17.3. Equality Policy | Appendix Q |
| 17.4. Health and Safety Policy | Appendix R |
| 17.5. Risk Management Scheme | Appendix S |

18. Matters for future discussion.

19. To agree list of items from this meeting to be submitted to the Goring Gap News as a Parish Council Update.

20. To confirm the time and date of the next Parish Council meeting

- 20.1. To note the Community Centre got in touch offering the Reiss Room as an option after seeing the update regarding the difficulty arranging today's meeting.
- 20.2. Next Meeting: 08th November 2021
- 20.3. Meetings for the rest of the year: 10th January 2022; 14th March 2022.