

<b>Title</b>	BRIEFING TO GORING DIVISION PARISH COUNCIL <a href="#">SEPT</a> 2021
<b>Authors</b>	County Councillor K Bulmer
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting 4 <sup>th</sup> October 2021

## PRIORITIES OF NEW ADMINISTRATION

The new administration has announced its priorities. I have concerns that some of these areas while laudable are matters beyond the council's remit and are for central government, or that the council can have minimal impact upon them. The priorities are:

- Tackle the Climate Emergency
- Tackling inequalities
- Prioritisation of wellbeing
- Review and reform of the social care system
- Increased investment in travel network to reduce car journeys
- Improved access to nature and green spaces
- Supporting children and young people to achieve improved health, wellbeing and educational outcomes
- The creation of a resilient local democracy
- Support for local employment and businesses to make Oxfordshire a centre for green technologies

The vast majority of the emails I receive are about road maintenance/improvement, traffic accidents, drains, grass cutting, flooding, footpaths, waste disposal/recycling and planning matters – these get barely a mention and the administration seems to focus more on grandstanding on national issues than the fundamentals of running a local council.

## AFGHANISTAN REFUGEE UPDATE

We thought it would be helpful to provide you with an update on the current situation as regards families who recently came to the UK from Afghanistan. In common with many parts of the country a number are located in Oxfordshire in transitional accommodation - having previously been in quarantine as required under COVID protocols.

There are two locations in southern Oxfordshire where this transitional accommodation is now being provided by central Government with help from ourselves in local government, health and the voluntary sector.

We are not sharing widely the precise locations given that our guests have been through a traumatic experience and need time and space to adjust. We also have safeguarding responsibilities to them in the same way that our social care teams at the county council and housing teams at district councils do to existing service users.

However we do want to assure you that the county council has experienced professionals at both locations working alongside partners to provide support.

We are working closely alongside the management teams of the locations themselves and representatives from central government as our Afghan guests enter this next stage of their arrival.

Senior managers and those involved in the operation are liaising very regularly – assessing and mitigating any potential risks and co-ordinating with partner agencies such as the NHS, Thames Valley Police and others.

In the coming weeks our Afghan guests will progress to more stable housing and OCC will endeavour to provide regular updates throughout this period.

### Councillor Priority Fund

The fund supports councillor priorities in their local areas.

The Councillor Priority Fund is now open to new applications and will close on 31 January 2023 at 5pm. The fund will be at the discretion of the individual county councillors to award. They each have £15,000 for 2021-2023.

#### How to apply

Before you apply read the [guidance notes \(pdf format, 331Kb\)](#). You should discuss your proposal at an early stage with your [County Councillor](#) and seek their support for your proposal.

Each councillor can decide how their allocation should be spent. With each area of Oxfordshire different, it's important that county councillors have the flexibility to allocate the money in the best way.

### Civil Parking Enforcement is coming to Cherwell, South and Vale

In advance of Civil Parking Enforcement (CPE) coming into effect later this year, OCC will soon be embarking on a publicity campaign to educate and warn motorists of the changes to parking enforcement.

### 20MPH ZONES

A few councillors have asked how they can organise for their parish/towns and City Divisions to have certain highways measures introduced. The county has an existing page set up to guide people through that process:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/traffic>

With a section that specifically looks at **Funding for traffic schemes**. If you think that it is missing anything or could be improved, then do let me know.

It is worth noting that we have new 20mph policy committed on the Forward plan for Cabinet in Oct. And we hope to move as swiftly as possible with further details and then implementation of this project. Therefore, you might want to caution your lower tier public bodies from actively pursuing those schemes that aren't already in train.

### COMMUNICATIONS

I'm now in a position to arrange zoom meetings with any PC that has county issues they wish my assistance with hopefully this will resolve issues relating to communicate problems as I appreciate that emails don't always communicate all the nuances of a problem and attending PC meetings can be a challenge and to be frank are far from the best place to discuss some complex issues.

If you could get your clerks through your chairmen to contact me if you have any matters you wish to discuss I will set up a zoom meeting.

### CONTACT DETAILS

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<b>Title</b>	District Councillor Update – August 2021
<b>Authors</b>	Cllr Maggie Filipova-Rivers Ward member for Goring and South Stoke
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting 4 <sup>th</sup> October 2021

### Covid-19 update

Covid-19 levels remain high but fairly stable across South and the county as a whole, with a weekly rate of around 300 per 100,000 residents. As schools are now back, we will continue to share the covid safety messages around testing and the safety measures in place in education settings. The vaccination programme is focussing now mostly on jabs for children aged 12 to 17 years who are at increased risk from infection, and jabs for all young people aged 16 to 17.

The pandemic continues to have in many of our service teams, in particular those whose resources are still heavily committed to the councils' response.

### 'Everyone In' Update

You may remember that we were able to offer emergency housing to all of the rough sleepers in South and Vale as part of the national "Everyone In" scheme during lockdown. We are pleased to report that we have been able to provide settled accommodation to most households who we had placed in emergency accommodation under this policy:

- 82 per cent of South households (73 out of 89 emergency placements already have settled accommodation)

The remaining households are either in short term accommodation or have abandoned/been evicted from emergency accommodation. The Housing Needs team continue to work with households who have left emergency accommodation without a planned move. Our officers and support services work tirelessly towards our aim of ending rough sleeping in South Oxfordshire. This includes working with those with complex needs to secure them sustainable, long-term accommodation. You may have seen a recent report by the charity Shelter that across the country, less than a quarter of those temporarily housed as part of "Everyone In" has since been provided with settled accommodation, so we are very pleased that we have significantly bucked that trend.

You can find out more information on how we support people that are homeless or at risk of becoming homeless on our website: South - [southoxon.gov.uk/housing/are-you-homeless](https://southoxon.gov.uk/housing/are-you-homeless)

### Planning Applications and call-in triggers

There has been a big increase in planning applications, from householders as well as bigger ones, in the last few months. In May 2021 we received 390 applications, which is a 48% increase on May 2020. 61% of applications received were valid on receipt. As a result, the planning department is a few days behind on registering new applications.

Council has also agreed a change to the trigger arrangements for Minor planning applications. If you recall we introduced some emergency arrangements at the start of the pandemic to ensure we could meet our statutory responsibilities. However the council agreed to reinstate the previous approach (from 15 July) so it is immediately effective, which means that where a town or parish council object to a planning application that is classified as a 'Minor' application and the planning officer is minded to approve it, then the planning application will be automatically referred to the planning committee to determine. This does have the potential to increase the workload for planning officers & the planning committee so we are hoping that parishes will only object when there are strong planning

reasons supported by evidence of policies in Neighbourhood plans or the Local Plan being contravened. To help with this do ask the planning officer involved for further explanations if you need them. We are also in the process of producing a simple list to make it easier to reference the LP2035 policies without all the explanatory text.

Please also note that for 'Major' applications, the trigger arrangements have remained unchanged throughout the emergency arrangements and will continue to remain unchanged.

### **Transfer of open space/community buildings**

South Cabinets recently asked officers to clarify our councils' approach to taking on and transferring responsibility for open spaces and community buildings that have been provided on new developments as part of our Section 106 agreements.

The forthcoming Strategic Property Review, which will be considered in this month's Cabinet meetings and Council meetings in October, will include a recommendation to formalise the position. This will clarify that officers will seek to take on responsibility for open space and community buildings in new developments, where it is possible.

### **Oxfordshire 2050 and the OxCam Arc**

A reminder that the public consultations on both the Oxfordshire 2050 plan and the Ox-Cam Arc spatial framework are now open:

<https://www.oxfordshireopenthought.org/> (closes Friday 8<sup>th</sup> October)

<https://www.gov.uk/government/consultations/creating-a-vision-for-the-oxford-cambridge-arc> (closes Tuesday 12<sup>th</sup> October)

### **Covid Grants and Support for Self-Isolation**

Total Covid19 Grant Payments processed through the District council since April 2020 were £42.8m. The Council carries out pre- and post- grant award checks to detect any fraud regarding any grant including the £500 isolation grant - an important part of what the finance team have been doing this last year.

With current Covid case numbers, more people are finding themselves having to self-isolate as a result of a positive diagnosis or close contact with someone who has tested positive. The community hub is also continuing to help link residents up to food support, either by signposting to help organising shopping, arranging for a click and collect shopping order to be collected or getting an emergency food parcel out.

### **Councillor Grant Scheme-deadline 1<sup>st</sup> October**

This year's scheme, which once again allocates £5k to each Councillor for use on community projects in their ward, has launched this week. Organisations which are 'not-for-profit' can now apply for grants from £250 up to a maximum of £5,000 per councillor in their ward for projects that will bring positive outcomes for local residents.

Applicants are asked to consider how their project will align with SODC's key strategic objectives, such as protecting and restoring nature, and improving community well-being. All details of how to apply can be found on the [SODC website](#), but applicants are encouraged to discuss their application with their Ward councillor in the first instance. This year the fund will be allocated in two tranches so that projects emerging later in the year don't miss out.

### **Garden Waste**

[Update since written – Garden waste resuming once every 4 weeks, for Goring and South Stoke, from 7<sup>th</sup> October 2021]

### **Afghan Refugees**

The districts and county are working together to play our part in addressing the Afghan Crisis. There will be more news on this in the weeks to come.

There has been an outpouring of offers of support for which councils are very grateful. Here's a quick update on the situation around donations for the refugees:

Oxfordshire County Council is setting up an Amazon wish list to allow residents to contribute support for Afghan refugees. Due to recent generous donations for everyday items, the county does not require any further donations at this time. Instead, it plans to activate the wish list should any new needs arise so residents can donate specific items that will be of significant use to the families.

If and when the wish list is activated, we will share the county council's social media posts to help spread the word, so please do share our messages

You can find out more information on the Amazon wish list via the [county council's press release](#)

### **Civil Parking Enforcement**

The county council has provided the [attached progress report on Civil Parking Enforcement](#) (CPE), which will see responsibility for enforcement of on-street parking in South Oxfordshire transfer from the police to a new team managed by Oxfordshire County Council from **1 November**.

For further information on the new CPE, what is changing and what will be enforced, you can also read the [FAQ sheet](#)

### **Getting involved with Great Big Green Week**

From 18 to 26 September, we are getting involved with Great Big Green Week, a national campaign encouraging people to help tackle the climate emergency and to protect our environment.

The week will be a great opportunity for communities across the country to organise their own events to help residents, businesses and local groups to raise awareness and take action ahead of the COP26, the United Nations Climate Conference starting next month.

Throughout Great Big Green Week, we will be running an awareness campaign on social media to highlight events, advice, support, and projects happening locally to help tackle the climate emergency.

As well as sharing our posts, you can also get involved in spreading the word on events happening in your own wards by sharing your local group's social media posts using the hashtag #OneStepGreener.

For more information about events happening locally visit [Oxfordshire's Great Big Green Week website](#).

### **Thames River Clean Up day**

SODC is supporting communities as part of a Thames River clean-up day on Sunday 26 September, to coincide with World Rivers Day. The event aims to clean up the River Thames and raise awareness of the climate and ecological emergencies. Events taking place on the day will help to restore river

health, cut down on pollution, and protect and enhance the cleanliness, biodiversity and natural setting of the River Thames.

As well as carrying out a clean-up, groups are also encouraged to have information stalls and talks to raise awareness about water quality and sewage discharge, create community cohesion around caring for the river Thames, and enhance the wellbeing of the community. Any local groups planning an event are encouraged to contact the Comms team at SODC so we can help them to promote it and put them in touch with organisations who can offer support.

Email [communications@southandvale.gov.uk](mailto:communications@southandvale.gov.uk) to let them know.

### **Cornerstone Art Centre Now Open**

Cornerstone in Didcot (council owned art centre) has fully reopened its doors. Hot off the heels from our successful **Didcot Garden Party summer programme**, Cornerstone is now open Tuesdays to Sundays and has tickets available for a wide variety of performances coming to the arts centre in the next few months.

You can find out what performances, workshops and events are taking place on the [Cornerstone website](#).

### **Leisure Centres**

GLL, which runs our 11 Leisure facilities as a joint contract across the South and Vale districts, has accepted the councils' Covid-19 Leisure Support Package, which takes into account the impact of Covid-19 on the leisure provider.

The good news is that this means **Didcot Leisure Centre** was able to reopen earlier this week. It has opened with a limited timetable to begin with, while GLL works with previous clubs and bookings as well as any new enquiries that are coming through.

**Abbey Sports Centre** was able to reopen earlier this year but as part of the agreement for the Covid-19 Leisure Support Package, work to prepare the pool at the centre has now started so that it will be available to use from 27 September. This will mean that swimming lessons will resume as will the school's access.

As part of the agreement the contract between the councils and GLL has been extended by two years to the end of August 2026.

### **Other News**

#### **Thames Valley Flood scheme newsletter**

The Environment Agency's Thames Valley Flood scheme aims to reduce the flood risk on the River Thames and its tributaries.

In their [latest newsletter](#), you can read more details about the scheme and their next steps following the consultation they held earlier this year.

#### **Business Fire safety week**

This week is Business Fire Safety Week in Oxfordshire. The county council is running a new campaign to help raise awareness of businesses fire safety responsibilities and have released a series of safety videos.

You can watch and share their safety videos via [their website](#).

### Report on crime in Oxfordshire

According to a recently published report on crime and community safety, South Oxfordshire has relatively low levels of crime compared to other districts in the county. The figures have come via a county-wide partnership we're part of called the "Safer Oxfordshire Partnership". The partnership works to reduce crime and create safer communities across the county and every year it receives a "Strategic Intelligence Assessment" for Oxfordshire that summarises our local crime and community safety stats.

You can find out more [here](#), including a copy of the 2021 report.

# GORING-ON-THAMES PARISH COUNCIL

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### Authority to Hold Virtual Public Meetings

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 [LACP 2020] came into effect on the 4<sup>th</sup> April 2020

LACP 2020, allows for the use of Virtual Public Meetings until 6<sup>th</sup> May 2021, to enable local councils to continue to work and support their communities, and legally allow the council as a body to make decisions.

Please note, LACP 2020 also removed the requirement to hold an Annual Council Meeting during the month of May 2020. All appointments normally approved in the ACM now rollover to the next ACM in May 2021, with the current appointments and committees continuing by extension.

### MINUTES OF A MEETING OF THE PLANNING COMMITTEE GORING ON THAMES PARISH COUNCIL Tuesday 27 April 2021 at 7.30pm, Virtual Meeting

#### Members Present:

Chairman	Matthew Brown (MBr)
Members	Lawrie Reavill (LR)
	David Brooker (DB)
	Sonia Lofthouse (SL)
	Mary Bulmer (MBu)

#### Officers Present:

Clerk	Laura White (LW)
Assistant Clerk	Mike Ward (MW)

2 members of the public and the SODC District Councillor were present at the meeting

#### 21/51 To receive apologies for absence

Bryan Urbick (BU)  
John Wills (JW)

#### 21/52 To receive declarations of interests

None declared

#### 21/53 Public forum

One MOP provided some additional information concerning item application P21/S1484/FUL. One member of the public wished to speak concerning item 14.1 on the agenda but was advised that this item was not going to be discussed as it was considered that the matter had already been dealt with.

#### 21/54 To approve minutes of the meeting held on 23 March 2021.

**Resolved:** The minutes were approved and signed.

#### 21/55 Matters arising from those minutes not elsewhere on the agenda.

Signed:



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None identified.

**21/56 To review the following Applications:**

**1. P20/S4706/FUL Land to the west of Wallingford Road adjacent to Sewage Works between Goring and South Stoke RG8 0JA**

Development and operation of a Transitional Hybrid Energy Project and associated infrastructure including access. Amendment No. 2 (As amplified by amended plans received 20th April 2021).

It was **resolved that GPC objects for the same reasons as submitted in the response to the previous application.**

**2 P21/S0251/FUL Korobe Fairfield Road Goring RG8 0EX**

Demolition of the existing dwellinghouse and construction of a new dwelling. (As clarified by Energy Statement and SAP calculations received on 1 March 2021) (As amended and amplified by information received 16 April 2021).

It was **resolved that GPC has no objections**

**3 P21/S0712/FUL Thurle Down Bridle Way Goring RG8 0HS**

Variation of conditions 2 (approved plans) on application ref. P20/S3979/FUL - for the addition of a basement floor to be incorporated into the approved scheme, to afford additional recreational living space, plus the addition of ground floor stairwell access to the basement on the southeast elevation. Demolition of existing dwelling house and construction of replacement dwelling complete with associated external works (as amended by plans received on 15 April 2021 altering access to basement).

It was **resolved that GPC has no objections**

**4 P21/S1064/HH 30 Milldown Road Goring RG8 0BA**

Demolition of existing conservatory and replace with single storey rear extension, install new roof finish and rooflights above kitchen and lower existing window cill to create doorway.

It was **resolved that GPC has no objections**

**5 P21/S1172/HH Flat 2b Carlton Lyndhurst Road Goring RG8 9BL**

New first floor rear elevation window to Flat 2B en suite Bathroom.

It was **resolved that GPC has no objections**

**6 P21/S1184/HH 1 Grange Close Goring RG8 9DY**

Cut back the Laurel hedge lining the pavement and erect a 6 foot close board fence in front of it.

It was **resolved that GPC has a response: Work should not be undertaken before the end of the bird nesting season in September**

**7 P21/S1202/HH 13 Lycroft Close Goring RG8 0AT**

Single storey rear extension, internal reconfiguration, changes to fenestration

It was **resolved that GPC has no objections**

**8 P21/S1484/FUL The Orchard Manor Road Goring RG8 9DP**

Signed:

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Variation of condition 2 (Approved plans) in application P20/S2910/FUL to construct a glazed link between the proposed dwelling house and the existing ancillary building and a temporary widening of the existing access during construction. Erection of single-storey dwelling and conversion of existing dwelling to provide ancillary residential accommodation.

It was ***resolved that GPC has no objections***

**21/57 To note the following South Oxfordshire District Council decisions – all were noted:**

**1 P20/S4779/HH Upper Gatehampton House Gatehampton Road Goring RG8 9LT**

Single storey side extension and alterations to existing garage to facilitate additional residential accommodation. (Ecological Report received 3 March 2021)

*Planning permission GRANTED (GPC had a response)*

**2 P21/S0236/HH 13 Springhill Road Goring RG8 0BY**

Single storey rear infill kitchen extension *Planning permission GRANTED (GPC had no objections)*

**3 P21/S0240/HH 30 Gatehampton Road Goring RG8 0EP**

Construction of flat roofed detached timber framed 7mx 4m garden room within garden boundaries, for use ancillary to residential house. Maximum height 2.5m.

*Planning permission GRANTED (GPC had no objections)*

**4 P21/S0396/FUL The Orchard Manor Road Goring RG8 9DP**

Variation of condition 2 (Approved plans) on application P20/S2910/FUL (Erection of single-storey dwelling and conversion of existing dwelling to provide ancillary residential accommodation) -To incorporate a basement underneath the new dwelling. (As amplified by Drainage Strategy Report November 2020 received 17 March 2021) *Planning permission GRANTED (GPC had a response)*

**21/58 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (NB5), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Permitted Development for the following applications – all were noted:**

**1 P21/S1137/DIS Glendale Elmhurst Road Goring RG8 9BN**

Discharge of condition 3(materials), 4(Surface water drainage) & 5(foul water drainage) on application P20/S2961/FUL (Erection of a 3-bed detached dwelling).

**2 P21/S1221/LDP High Beeches 28 Holmlea Road Goring RG8 9EX**

Conversion of existing attached garage to study and utility room. Construction of detached single garage and extension of driveway. Construction of detached home office.

**3 P21/S1420/DIS Bridge House Thames Road Goring RG8 9AH**

Discharge of condition 4(Tree Protection) & 5(Landscaping) on application P19/S1612/HH. (Addition of new boundary garden wall to front of property).

**21/59 To note and review planning applications and decisions reported by West Berkshire Council - none to note.**

Signed:

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### **21/60 Affordable Housing**

To review action from previous meeting: District Councillor Maggie Filipova-Rivers to invite an officer from SODC to meet with GPC to explain the policy.

MFR agreed to arrange for an Officer to give a presentation to the Full Council when Covid-19 restrictions permit this.

### **21/61 To review Community Infrastructure Levy (CIL) status / payments**

The following amounts are expected to be received by the end of April 2021:

P18/S1108/FUL Instalment 3	30/11/2020	£3,810.63	15%
P19/S0538/FUL Instalment 2	25/11/2020	£11,739.40	15%
P19/S1853/FUL Instalment 3	14/01/2021	£4,926.11	25%

Total; £20,476.14

### **21/62 To note reports of action by SODC in respect of enforcement notices and consider reporting issues not already being progressed by SODC**

Items listed in Appendix 1 were duly noted. MFR reported that additional staff are being hired which would hopefully start to clear the apparent backlog. She had also been in contact with those who had erected signage that members of the public had objected to and was hopeful this situation would be resolved shortly.

### **21/63 To approve interim arrangements for Planning Committee responses to planning applications pending a full return to public meetings being possible**

The Clerk advised of the options available including a temporary scheme of delegation, which the committee discussed and approved. This is attached to these minutes (Appendix 2).

Resolved: That the temporary scheme of delegation be adopted until it becomes practical to hold physical meetings in line with government regulations.

### **21/64 To consider correspondence received**

It was noted that email correspondence received concerning application P19/S2923/O had already been dealt with so did not need discussion at the meeting.

### **21/65 Matters for future discussion: None.**

### **21/66 To confirm the date of the next meeting – Tuesday 25<sup>th</sup> May 2021, subject to change depending on regulations in force at the time.**

The Chairman declared the meeting closed at 20.08 hrs.

#### **Abbreviations (where used):**

GPC	Goring on Thames Parish Council	CIL	Community Infrastructure Levy
OCC	Oxfordshire County Council	NP	Neighbourhood Plan
MFR	Maggie Filipova-Rivers	SODC	South Oxfordshire District Council
		MOP	Member of the Public

Signed:

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### APPENDIX 1 CURRENT SODC ENFORCEMENT NOTICES

Please note this information has been compiled from the Enforcement Notices register on the SODC Planning website. We are aware that the register may not be completely up to date.

- 1 **SE19/463 (28.8.19):** Without planning permission the material change of use of a residential property to a mixed use comprising 1) residential; and 2) parcel delivery hub. Status as at 21.4.21: Site visited 9.12.19. 'Investigation' (no change from previous report).  
**Note:** following the sale of the property this activity appears to have ceased.
- 2 **SE19/552 (15.10.19):** Breach of condition 13 of planning permission P19/S0538/FUL (tree protection measure). Status as at 21.4.21: Site visited 16.07.20. 'Investigation' (no change from previous report).
- 3 **SE20/6 (6.1.20):** Without planning permission the erection of a building (see the attached plan showing the enforcement site on the island just south of Goring Bridge). Status as at 21.4.21: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Monitoring' (no change from previous report).
- 4 **SE20/204 (11.6.20):** Use of the land for residential purposes in breach of an extant enforcement notice. Status as at 21.4.21: Site visited 16.2.21. 'Investigation' (no change from previous report).
- 5 **SE20/224 (25.6.20):** Without planning permission the installation of an air conditioning unit. Status as at 21.4.21: 'Investigation' (no change from previous report).
- 6 **SE20/404 (9.11.20):** Development not built in accordance with the approved plans for P19/S1699/FUL Additional flues on roof. Status as at 21.4.21 'Investigation' (no change from previous report)
- 7 **SE20/416 (20.11.20):** Without planning permission the extension of a building housing flats. Status as at 21.4.21 'Investigation' (no change from previous report). **Note:** a retrospective planning application has been submitted and granted (P20/S4603/HH).
- 8 **SE21/24 (21.1.21):** Building not built in accordance with the approved plans for P20/S0665/FUL. Status as at 21.4.21 'Investigation' (no change from previous report)
- 9 **SE21/30 (29.1.21):** Without advertisement consent display of oversized signage. Status as at 21.4.21 'Investigation' (no change from previous report)
- 10 **SE21/42 (5.2.21):** Without planning permission the material change of use of land from agriculture to residential including the siting of a caravan. Status as at 21.4.21 'Investigation' (no change from previous report)

Signed:

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## APPENDIX 2

### TEMPORARY SCHEME OF DELEGATION 2021 – PLANNING COMMITTEE

#### 1. S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to an officer of the council for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council, or in this instance the Planning Committee. It needs to be based on Terms of Reference which set out the key themes of the delegation and the financial thresholds that apply.

This scheme of delegation is a temporary measure to facilitate effective decision making whilst the COVID-19 restrictions are in place. It allows an Officer of the Council to take on the executive role during this time.

#### Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a Committee or an Officer.
- A Committee may delegate its powers to an Officer.
- The delegating body may exercise powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been delegated, to that Officer.

In an emergency the Proper Officer is empowered to carry out any function of the Planning Committee. Where Officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, including where possible the Planning Chairman, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

#### Terms of Reference

The Planning Committee's Scheme of Delegation authorises an Officer of the council (Clerk or Assistant Clerk) to act with delegated authority in the specific circumstances detailed:

#### To take action:

1. To take action on any issue that cannot wait until the next Planning Committee meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Planning Committee, having consulted a minimum of two Members of the

Signed:

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Planning Committee. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.

2. If circumstances do not permit the input of at least two councillors, the Officer would normally be expected to consult the Committee Chairman or Vice Chairman if the Chairman is unavailable and take his/her views into account.

### Financial thresholds:

3. There is no authority incur financial expense under this scheme of delegation.

### Planning Matters:

4. Planning applications will be received by an Officer of the Council and responses determined where possible by the Assistant Clerk, or in their absence the Clerk, following consultation with a minimum of two Members who are currently members of the Planning Committee.
5. The Planning Committee delegates authority to the Officer to request any application be referred to South Oxfordshire District Council Planning Committee for decision.

### Delegation Limitations, Record keeping & Reporting:

6. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
7. All decisions will be reported at the next available Planning Committee Meeting
8. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

### Expiration of Delegation:

This delegation will expire if any of the following criteria are met:

9. The High Court declares that schedule 12 of the Local Government Act 1972 empowers local authorities to hold meetings remotely, regardless of the coronavirus regulations – virtual meetings of the Planning Committee will recommence.
10. Legislation to hold virtual meetings is available - virtual meetings of the Planning Committee will recommence.
11. All social distancing requirements with respect to the COVID-19 pandemic are lifted – in person meetings of the Planning Committee will recommence.
12. All members of the Planning Committee notify an Officer of the Council they wish to recommence in person meetings, and the appropriate risk assessments and risk mitigations are in place.

Approved: 27<sup>th</sup> April 2021 Minute number 21/63

Date for review 1<sup>st</sup> August 2021

Signed:

# GORING-ON-THAMES PARISH COUNCIL

Appendix D

## MINUTES OF A MEETING OF THE PLANNING COMMITTEE GORING ON THAMES PARISH COUNCIL Tuesday 27 July 2021 at 7.30pm, Virtual Meeting

### Members Present:

Chairman Matthew Brown (MBr)  
Members David Brooker (DB)  
John Wills (JW)

### Officers Present:

Clerk Laura White (LW)  
Assistant Clerk Mike Ward (MW)

1 member of the public was present at the meeting

### 21/67 To receive apologies for absence

Bryan Urbick (BU)  
Lawrie Reavill (LR)  
Sonia Lofthouse (SL)  
Mary Bulmer (MBu)

### 21/68 To receive declarations of interests

None declared

### 21/69 Public forum

One MOP made representation on a matter not on the agenda..

### 21/70 To approve minutes of the meeting held on 27 April 2021.

**Resolved:** The minutes were approved and signed.

### 21/71 Matters arising from those minutes not elsewhere on the agenda.

None identified.

### 21/72 To note and retrospectively approve the responses to Planning Applications required between the holding of the last meeting and the holding of this meeting, under the special delegated authority arrangements approved at the meeting held on 24 April 2021, as listed in Appendix 1.

These were noted.

### 21/73 To review the following Applications:

#### 1. P21/S2635/FUL Heathercroft Elvendon Road Goring RG8 0DT

Variation of condition 2 (Approved plans) in application P20/S0017/FUL. Demolition of existing dwelling and outbuildings and the erection of three dwellings with detached garages. Associated landscaping works to include the formation of a new access.

It was **resolved that GPC has a response:** *No objections but compliance with General Conditions should be requested*

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

### **2 P21/S2821/FUL 7 Summerfield Rise Goring RG8 0DS**

Erection of new dwelling on land adjacent to 7 Summerfield Rise.

It was **resolved that GPC has a response:** *No objections but compliance with General Conditions should be requested*

### **3 P21/S2879/HH 11 Holmlea Road Goring RG8 9EX**

Porch, single storey extension to the rear and first floor extension to side over garage

It was **resolved that GPC has a response:** *Concerned about parking provision and compliance with General Conditions should be requested*

### **4 P21/S3070/HH 3 Cleeve Park Cottages Icknield Road Goring RG8 0DJ**

Construction of a double storey side extension.

It was **resolved that GPC has a response:** *No objections but compliance with General Conditions should be requested*

### **5 P21/S3072/FUL Korobe Fairfield Road Goring RG8 0EX**

Variation of condition 2(drawings) on application P21/S0251/FUL to provide improved wheelchair access and facilities for a wheelchair user living at the property. (Demolition of the existing dwellinghouse and construction of a new dwelling).

It was **resolved that GPC has no objections**

### **6 P21/S3084/HH Windrush 10 Lockstile Mead Goring RG8 0AE**

The Erection of Single Storey timber clad detached garden room/outbuilding

It was **resolved that GPC has a response:** *Must not be for residential use*

### **7 P21/S3094/HH 98 Elvendon Road Goring RG8 0DR**

Single storey front extension, first floor extension, front porch and associated changes to the fenestration and internal layout

It was **resolved that GPC has a response:** *No objections but compliance with General Conditions should be requested*

### **21/74 To note the South Oxfordshire District Council decisions listed in Appendix 2**

All were noted

### **21/75 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP) listed in Appendix 3**

All were noted

### **21/76 To approve the General Conditions to be attached to responses to all planning applications where it is deemed appropriate (Appendix 4)**

The formatting of the document will be looked at.

**Resolved:** The document was approved.

Signed:



# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

**21/77** To note and review planning applications and decisions reported by West Berkshire Council - none to note.

**21/78 Affordable Housing**

To review action from previous meeting: District Councillor Maggie Filipova-Rivers to invite an officer from SODC to meet with GPC to explain the policy.

MFR agreed to arrange for an Officer to give a presentation to the Full Council when Covid-19 restrictions permit this.

**21/79 To review Community Infrastructure Levy (CIL) status / payments**

None reported.

**21/80 To note reports of action by SODC in respect of enforcement notices and consider reporting issues not already being progressed by SODC (listed in Appendix 5)**

Noted.

**21/81 To consider correspondence received:** None received.

**21/82 Matters for future discussion:** None.

**21/83 To confirm the date of the next meeting – Tuesday 24<sup>th</sup> August 2021**, although it was suggested that the date be changed to Tuesday 17<sup>th</sup> August 2021. This would be confirmed subsequently.

The Chairman declared the meeting closed at 20.00 hrs.

**Abbreviations (where used):**

GPC Goring on Thames Parish Council  
OCC Oxfordshire County Council  
MFR Maggie Filipova-Rivers

CIL Community Infrastructure Levy  
NP Neighbourhood Plan  
SODC South Oxfordshire District Council  
MOP Member of the Public

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

**APPENDIX 1 Responses to Planning Applications required between the holding of the last meeting and the holding of this meeting, under the special delegated authority arrangements approved at the meeting held on 24 April 2021**

**1. P21/S1348/FUL 1-12, 12A and 14-40 Towse Court Icknield Place Goring RG8 0DN**

Removal of condition 7 (Personal Permissions) on planning application P11/S0098. (Redevelopment of Sheltered Accommodation with Extra Care Apartments for older people and associated Communal Facilities. (Including change of use of public highway and adopted footpath to private land).  
*Insufficient responses received.*

**2. P21/S1704/FUL Port Jareth Bridle Way Goring RG8 0HS**

Demolition and replacement of existing leisure building  
*No objection so long as the general definition of an amenity building is observed*

**3. P21/S1797/HH 7 Milldown Road Goring RG8 0BA**

Rear Extension to provide - Single Storey Link : Cloakroom / Utility Room / Desk space & Sunken Pavilion : Kitchen / Dining / Living space  
*No objections subject to attached general conditions being observed*

**4. P21/S1821/HH Field Place Bridle Way Goring RG8 0HS**

Construction of an open-sided entrance porch  
*No objections*

**5. P21/S1860/HH Upper Gatehampton House Gatehampton Road Goring RG8 9LT**

Variation of condition 2 approved plans on planning application P20/S4779/HH- Minor amendments to the rear elevation of the side extension Single storey side extension and alterations to existing garage to facilitate additional residential accommodation.  
*No responses*

**6. P21/S1903/FUL The Boathouse High Street Goring RG8 9AB**

Construction of potting shed/gardening outbuilding *No objections*

**7. P21/S2025/HH Jordleys Manor Road Goring RG8 9EN**

Recladding, Single storey rear and front extensions and provision of open covered way to existing annex  
*No objections*

**8. P21/S2179/HH 5 Kings Mews Goring RG8 0BS**

Loft conversion including installation of two roof-lights to the rear elevation, to form additional habitable space. *No objections*

**9. P21/S2181/HH 4 Kings Mews Goring RG8 0BS**

Loft conversion including installation of two roof-lights to the rear elevation, to form additional habitable space. *No objections*

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

### **10. P21/S2185/MPO 22 Grange Close Goring on Thames RG8 9DY**

Discharge of planning obligation relating to application P87/W0526 to remove or modify the occupation age restriction on the property.

*No objections so long as the property remains 2-bedroomed maximum*

### **11. P21/S2265/HH 36 Lockstile Way Goring RG8 0AL**

Single storey rear extension.

*No objections*

### **12. P21/S2462/HH Upper Gatehampton House Gatehampton Road Goring RG8 9LT**

Proposed erection of a three bay garage with use of the roof space as an office

*No responses*

### **13. P21/S2507/HH 17 Holmlea Road Goring RG8 9EX**

Single storey front and rear extensions, dormer extension to rear first floor.

*No objections except concerned that the roof and gutters of the side extension might overhang the boundary of the neighbouring property*

### **14. P21/S2627/FUL 28 Holmlea Road Goring RG8 9EX**

Demolition of existing dwelling. Erection of replacement dwelling with attached single garage.

*Possible over-development – could easily become a 4+ bedroomed house. Grey cladding and roofing does not reflect the colour palette of the area. Colour of 1m high fencing not clear. Unneighbourly.*

### **15. P21/S2688/HH 50 Springhill Road Goring RG8 0DA**

First floor side extension, single storey rear extension and two new roof lights.

*No objections but concerned that parking could become an issue and that it does not meet the villages' need for more 2/3 bedroomed houses, not fewer.*

### **16. P21/S2705/HH 1 Holmlea Road Goring RG8 9EX**

JoAn L-shaped, ground floor extension with a partly pitched, partly flat roof (with a fall). The existing garage, which is in a poor state of repair, will be demolished to make room for part of the extension.

*Insufficient responses received.*

### **17. P21/S2769/FUL Hartswood Manor Road Goring RG8 9EN**

The replacement of the footbridge at Hartswood Manor boathouse.

*In full support of the response sent by MIGGS on the SODC Planning website (Jessamine Cottage date 1.7.21)*

### **18. P21/S2772/HH Icknield Lodge Icknield Road Goring RG8 0DG**

1-Storey side extension External remodeling and associated works

*Insufficient responses received.*

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

### APPENDIX 2 SOUTH OXFORDSHIRE DISTRICT COUNCIL DECISIONS

#### 1. P21/S0712/FUL Thurle Down Bridle Way Goring RG8 0HS

Variation of conditions 2 (approved plans) on application P20/S3979/FUL - for the addition of a basement floor to be incorporated into the approved scheme, to afford additional recreational living space, plus the addition of ground floor stairwell access to the basement on the southeast elevation. Demolition of existing dwelling house and construction of replacement dwelling complete with associated external works (as amended by plans received on 15 April 2021 altering access to the basement) and proposed site and location plan ref 1 102A).

*Granted. (GPC No Objections)*

#### 2. P21/S0869/HH 5 Red Cross Road Goring RG8 9HG

Part demolition of single storey wing. Erection single storey rear extension.

*Granted. (GPC No Objections)*

#### 3. P21/S1064/HH 30 Milldown Road Goring RG8 0BA

Demolition of existing conservatory and replace with single storey rear extension, install new roof finish and rooflights above kitchen and lower existing window cill to create doorway.

*Granted. (GPC No Objections)*

#### 4. P21/S1172/HH Flat 2b Carlton Lyndhurst Road Goring RG8 9BL

New first floor rear elevation window to Flat 2B en suite Bathroom.

*Granted. (GPC No Objections)*

#### 5. P21/S1184/HH 1 Grange Close Goring RG8 9DY

Erection of a 1.5m close board fence (hedge retained behind). (As amended by drawing elevation plan received 14 May 2021, reducing the height of the fence).

*Granted. (GPC had a response)*

#### 6. P21/S1202/HH 13 Lycroft Close Goring RG8 0AT

Single storey rear extension, internal reconfiguration, changes to fenestration

*Granted. (GPC No Objections)*

#### 7. P21/S1484/FUL The Orchard Manor Road Goring RG8 9DP

Variation of condition 2 (Approved plans) in application P20/S2910/FUL to construct a new link between the proposed dwelling house and the existing ancillary building and a temporary widening of the existing access during construction. Erection of single-storey dwelling and conversion of existing dwelling to provide ancillary residential accommodation.

*Granted. (GPC No Objections)*

#### 8. P21/S1495/HH 2 Cleeve Down Goring RG8 0HB

Demolition of conservatory and erection of new single storey rear extension

*Granted. (GPC No Objections)*

Signed:

# GORING-ON-THAMES PARISH COUNCIL

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### **9. P21/S1797/HH 7 Milldown Road Goring RG8 0BA**

Rear Extension to provide - Single Storey Link : Cloakroom / Utility Room / Desk space & Sunken Pavilion : Kitchen / Dining / Living space

*Granted. (GPC had a response)*

### **10. P21/S1821/HH Field Place Bridle Way Goring RG8 0HS**

Construction of an open-sided entrance porch

*Granted. (GPC No Objections)*

### **11. P21/S1860/HH Upper Gatehampton House Gatehampton Road Goring RG8 9LT**

Variation of condition 2 approved plans on planning application P20/S4779/HH- Minor amendments to the rear elevation of the side extension Single storey side extension and alterations to existing garage to facilitate additional residential accommodation.

*Granted. (GPC No responses)*

### **12. P21/S1903/FUL The Boathouse High Street Goring RG8 9AB**

Construction of potting shed/gardening outbuilding

*Granted. (GPC No Objections)*

### **13. P21/S2179/HH 5 Kings Mews Goring RG8 0BS**

Loft conversion including installation of two roof-lights to the rear elevation, to form additional habitable space.

*Granted. (GPC No Objections)*

### **14. P21/S2185/MPO 22 Grange Close Goring on Thames RG8 9DY**

Discharge of planning obligation relating to application P87/W0526 to remove or modify the occupation age restriction on the property.

*Granted. (GPC had a response)*

### **15. P21/S2181/HH 4 Kings Mews Goring RG8 0BS**

Loft conversion including installation of two roof-lights to the rear elevation, to form additional habitable space.

*Granted. (GPC No Objections)*

### **16. P21/S2265/HH 36 Lockstile Way Goring RG8 0AL**

Single storey rear extension.

*Granted. (GPC No Objections)*

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

### **APPENDIX 3 Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)**

#### **1 P21/S3056/DIS Upper Gatehampton House Gatehampton Road Goring RG8 9LT**

Discharge of condition 4(Bat Survey) on application P21S1860/HH. (Variation of condition 2 approved plans on planning application P20/S4779/HH for minor amendments to the rear elevation of the side extension (Single storey side extension and alterations to existing garage to facilitate additional residential accommodation)).

#### **2 P21/S2981/DIS Land to the Rear of Cleeve Cottages Icknield Road Goring RG8 0DG**

Discharge of conditions 11 (details of refuse and recycling) & 14 (management plan for the remaining calcareous grassland) in application P20/S0767/FUL. Erection of four terraced dwellings, including one affordable dwelling, with associated parking and amenity space. As amended by revised site plan, drawing no 3164-322D and as clarified by additional information in respect of ecology, tree pits, flood risk and affordable housing.

#### **3 P21/S2924/DIS Thurle Down Bridle Way Goring RG8 0HS**

Discharge of conditions 4 (Tree Protection), 8 (Surface water drainage works) & 9 (Foul drainage works) in application P21/S0712/FUL. Variation of conditions 2 (approved plans) on application ref. P20/S3979/FUL - for the addition of a basement floor to be incorporated into the approved scheme, to afford additional recreational living space, plus the addition of ground floor stairwell access to the basement on the southeast elevation. Demolition of existing dwelling house and construction of replacement dwelling complete with associated external works

#### **4 P21/S2940/DIS The Boathouse High Street Goring RG8 9AB**

Demolition of existing fire damaged dwelling and boathouse. Application for replacement dwelling out of the floodplain. (As amended by drawings received 20 March 2019). P19/S0336/FUL Conditions(s) 11 - External Lighting Design

#### **5 P21/S2735/DIS Land to the east of Manor Road to the south of Little Croft Goring**

Discharge of condition 31(Archaeological WSI) on application P19/S2923/O (Erection of 20 dwellings and associated works with all matters reserved except for access).

#### **6 P21/S2488/DIS Korobe Fairfield Road Goring RG8 0EX**

Discharge of condition 3 (Surface Water Drainage) on planning application P21/S0251/FUL. (Demolition of the existing dwelling house and construction of a new dwelling.) Prior to the commencement of development, a full surface water drainage scheme in accordance with the surface water drainage hierarchy as set out in Part H of the Building Regulations, including details of the size, position and construction of drainage works, shall be submitted to, and approved in writing by, the Local Planning Authority. In accordance with non-statutory SuDS guidance a) the drainage scheme shall as a minimum be designed to accommodate a 1 in 30 year storm + 40% CC and b) the application site will contain all surface water up to and including a 1 in 100 year storm + 40% CC. The drainage scheme shall be

Signed:

# GORING-ON-THAMES PARISH COUNCIL

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implemented in accordance with the approved details prior to the occupation of the development hereby approved.

### **7 P21/S2290/DIS 2 Elvendon Road Goring RG8 0DU**

Discharge of conditions- 3 (Schedule of Materials) & 8 (Contaminated Land (preliminary risk assessment)) in application P19/S1832/FUL. Demolition of existing boiler showroom and erection of two new semi-detached dwellings and associated external works.

### **8 P21/S1801/DIS Dorvic Fairfield Road Goring RG8 0EX**

Discharge of conditions 7 (Lighting) & 8 ( Balcony & Balustrades) on planning application P20/S0372/FUL Demolish and replace the existing dwelling. Erection of replacement dwelling house.

Signed:

# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

### APPENDIX 4

#### GORING-ON-THAMES PARISH COUNCIL PLANNING COMMITTEE

#### GENERAL CONDITIONS REQUIRED TO BE OBSERVED

#### PLANNING APPLICATION REFERENCE.....

Development owners /managers must ensure the following is adhered to on the site and surrounding area to show consideration to the impact on the community and environment:

Informing, respecting and showing courtesy to those affected by the work and following strict working hours which must not be exceeded together with the following conditions:

- 7.30am to 6pm from Monday to Friday
- 8am to 1pm on Saturdays
- no noisy works on Sundays and Bank Holidays
- To clearly and regularly communicate with the neighbours and those affected as to any event that may cause others disruption (e.g. large deliveries, an increase in extra vehicles on-site/in the area, noisy works, etc)
- Minimising the impact of deliveries, parking and work on the public highway including footpaths. In addition construction related vehicles visiting or leaving the site are to avoid using the High Street, Glebe Ride and Station Road when entering or leaving Goring.
- Identifying, managing and promoting environmental issues.
- Seeking sustainable solutions, including minimising waste, the carbon footprint and resources expended.
- Minimising the impact of vibration, and air, light and noise pollution.
- Protecting the ecology, the landscape, wildlife, vegetation and water courses.
- Repair and reinstate any damage to verges, planting, footpaths and highways impacted by development, including the coordination repair, reinstatement and remuneration of any damages to services (phone, water, sewage, power, gas).

Signed:



# GORING-ON-THAMES PARISH COUNCIL

## Appendix D

### APPENDIX 5 CURRENT SODC ENFORCEMENT NOTICES

Please note this information has been compiled from the Enforcement Notices register on the SODC Planning website. We are aware that the register may not be completely up to date.

- 1 **SE19/463 (28.8.19):** Without planning permission the material change of use of a residential property to a mixed use comprising 1) residential; and 2) parcel delivery hub. Status as at 18.7.21: Site visited 9.12.19, 12.5.21. Case closed: voluntary compliance
- 2 **SE19/552 (15.10.19):** Breach of condition 13 of planning permission P19/S0538/FUL (tree protection measure). Status as at 18.7.21: Site visited 16.07.20. Case closed: no breach
- 3 **SE20/6 (6.1.20):** Without planning permission the erection of a building (see the attached plan showing the enforcement site on the island just south of Goring Bridge). Status as at 18.7.21: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Monitoring' (no change from previous report).
- 4 **SE20/204 (11.6.20):** Use of the land for residential purposes in breach of an extant enforcement notice. Status as at 18.7.21: Site visited 16.2.21. 'Investigation' (no change from previous report).
- 5 **SE20/224 (25.6.20):** Without planning permission the installation of an air conditioning unit. Status as at 18.7.21: 'Investigation' Site visited 19.3.21.
- 6 **SE20/404 (9.11.20):** Development not built in accordance with the approved plans for P19/S1699/FUL Additional flues on roof. Status as at 18.7.21 'Investigation' Site visited 30.3.21.
- 7 **SE20/416 (20.11.20):** Without planning permission the extension of a building housing flats. Status as at 18.7.21 'Investigation' (no change from previous report). **Note:** a retrospective planning application has been submitted and granted (P20/S4603/HH).
- 8 **SE21/24 (21.1.21):** Building not built in accordance with the approved plans for P20/S0665/FUL. Status as at 18.7.21 'Investigation' (no change from previous report)
- 9 **SE21/30 (29.1.21):** Without advertisement consent display of oversized signage. Status as at 18.7.21 'Investigation' Remove/Apply letter sent 15.7.21.
- 10 **SE21/42 (5.2.21):** Without planning permission the material change of use of land from agriculture to residential including the siting of a caravan. Status as at 18.7.21 'Investigation' Site visited 16.2.21

Signed:

# GORING-ON-THAMES PARISH COUNCIL

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- 11 **SE21/114 (24.4.21):** Without planning permission the material change of use of land from agriculture to residential and formation of new access and track. Status as at 18.7.21 'Investigation'
- 12 **SE21/192 (12.5.21):** Gateway not built in accordance with the approved plans for P19/S1853/FUL. Status as at 18.7.21 'Investigation'
- 13 **SE21/213 (8.6.21):** Without planning permission the use of flat roof as a balcony with balustrade. Status as at 18.7.21 'Investigation'
- 14 **SE21/231 (5.7.21):** Without planning permission the material change of use of land from equestrian to a mix of equestrian and industrial storage. Status as at 18.7.21 'Investigation'
- 15 **SE21/243 (14.7.21):** The erection of outbuildings and shelters outside the parameters of Part 6, Class B of GPDO. Status as at 22.7.21 'Investigation' (This may be a Goring Heath application which has erroneously appeared on a search for Goring).

Signed:



**Minutes of a Meeting of the Planning Committee Meeting  
of the Goring-On-Thames Parish Council  
Tuesday 24<sup>th</sup> August 2021 at 7:30pm**

**Members Present:**

Chairman	Cllr M Brown (MBr)
Vice Chairman	Cllr S Lofthouse (SL)
Members	Cllr B Urbick (BU)
	Cllr J Wills (JW)

**Officers Present:**

Clerk	Mrs L White (LW)
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**Public & Press:** SODC Cllr M Filipova-Rivers +2

Meeting Started: 19:30

**21/84 To receive apologies for absence and to approve the reasons given (LGA 1972 s85(1)).**

**Resolved:** Apologies received from Councillors D Brooker; L Reavill; M Bulmer; reasons given Approved, **Unanimous**.

**21/85 To receive declarations of interests (LA 2011 s31).**

None Received.

**21/86 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.**

The Chairman reiterated to those in attendance that the committee only advises SODC, but does not make the decisions on applications.

A member of the public raised the point that they disagreed with the way that the last minutes were written, however did agree that they were accurate.

**21/87 To approve minutes of the meeting held on 27 August 2021.**

**Resolved:** Approved, **Unanimous** with adjustment to Appendix 4, to read “..which must not be exceeded together with...” to correct a typo.

**21/88 Matters arising from those minutes not elsewhere on the agenda.**

None

**21/89 To review the following Applications:**

**21/89.1. P20/S4706/FUL: Land to the west of Wallingford Road Adjacent to Sewage Works between Goring and South Stoke RG8 0JA Amendment : No. 4 - dated 16th August 2021**



## GORING-ON-THAMES PARISH COUNCIL

*Development and operation of a Transitional Hybrid Energy Project and associated infrastructure including access (2021-08-16 Amended Plans to extend red line, include additional landscaping and landscape details and temporary construction compound, and additional landscape and air quality details submitted 20/04/21 and 21/05/21).*

**Proposal:** To highlight that the key issues listed before still stand, despite many updates to the application and need has still not been established.

**Resolved:** To Submit: Goring-On-Thames Parish Council Planning Committee OBJECT to this application. Despite many updates to this application the detailed comments previously submitted still apply. In addition, need for this installation in this rural AONB location has still not been established. The extensive objections given before still stand, **Unanimous**.

### **21/89.2. P21/S2627/FUL: 28 Holmlea Road, Goring RG8 9EX (Amendment)**

*Demolition of existing dwelling. Erection of replacement dwelling with attached single garage (amended energy statement and additional tree information received 2 August 2021).*

**Resolved:** To Submit: The Planning Committee has NO OBJECTIONS to this application, subject to the Planning Officer's satisfaction regarding the energy statement and the Forestry Officer's assessment, **Unanimous**.

### **21/89.3. P21/S2772/HH: Icknield Lodge Icknield Road Goring RG8 0DG (Amendment)**

*1-Storey side extension. External remodelling and associated works (Additional information received 02-08-2021 following consultation with Forestry)*

**Resolved:** To Submit: The Planning Committee has NO OBJECTIONS, subject to the Planning Officer's satisfaction regarding the forestry issues, **Unanimous**

### **21/89.4. P21/S3112/PIP: Land west of Manor Road Goring-on-Thames Oxfordshire RG8 9EH**

*Construction of 5 units of specialist housing for older people.*

**Resolved:** The Planning Committee OBJECT to this application, the neighbourhood plan specifically excluded this location during the assessment of suitable land to develop; whilst also stating specialist retirement provision in Goring would only be considered if

- the provision in Goring-on-Thames fell below the proportions recommended by Oxfordshire County Council in the SHMA operating at the time, and
- Goring-on-Thames does not have sufficient capacity to meet demand from local residents.

There is no evidence to support the need for more provision of this sort, particularly on land already disregarded as being suitable for development at this time. **Unanimous**.

### **21/89.5. P21/S3176/FUL: Ridgeway Rise Goring RG8 0JY (Amendment)**

*Erection of a detached two-storey dwelling house*

**Resolved:** To Submit: The Planning Committee has NO OBJECTION to this application, subject to the Planning Officer considering the detail of the objection already submitted by Ross Acre in respect of this application, **Unanimous**



## GORING-ON-THAMES PARISH COUNCIL

**21/89.6. P21/S3257/HH: 22 The Birches Goring RG8 9BW**

*Single storey rear extension and internal alterations*

**Resolved:** To Submit: No Objections, **Unanimous.**

**21/89.7. P21/S3325/O 14 Milldown Avenue Goring RG8 0AS**

*Erection of one dwelling*

**Resolved:** To Submit: No Objections, By Majority.

**21/89.8. P21/S3333/LB: The Mill Cottage Lock Approach Goring RG8 9AD**

*Demolition of existing day room, and replace with new. Single storey link extension to provide main entrance and boot room. Demolition of existing sauna and replace with single storey extension to provide new study. Internal alterations and external works. Demolition of storage sheds and extension to garage.*

It was confirmed that the Listed Building consent was required because the Garage is Listed, but not the part of the building. Decision on the application in next item.

**21/89.9. P21/S3339/HH: The Mill Cottage Lock Approach Goring RG8 9AD**

*Demolition of existing day room, and replace with new. Single storey link extension to provide main entrance and boot room. Demolition of existing sauna and replace with single storey extension to provide new study. Internal alterations and external works. Demolition of storage sheds and extension to garage.*

**Resolved:** To Submit: No Objection, subject to the Conservation Officer's assessment of the application, **Unanimous.**

**21/89.10. P21/S3350/HH: 33 Lockstile Way Goring RG8 0AL**

*Construction of detached timber framed gazebo with pitched roof, 6m x 4m within garden boundaries, maximum height 2.6m (originally started 22 May 2021 and now complete, requires planning permission as final build not within permitted development); and construction of separate flat roofed detached timber framed 6mx 4m garden room within garden boundaries, maximum height 2.5m (work not yet started).*

**Resolved:** To Submit: No Objections, **Unanimous.**

**21/89.11. P21/S3532/HH: Thurle Down Bridle Way Goring RG8 0HS**

*Replacement of existing two-bay garage, with a two-bay oak frame garage with room over.*

**Resolved:** To Submit: NO OBJECTION, subject to a condition being placed that the room above "shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as Thurle Down, Bridle Way, Goring, RG8 0HS", **Unanimous.**

**21/90 To note the South Oxfordshire District Council decisions listed in Appendix 1**

Noted, Unanimous



## GORING-ON-THAMES PARISH COUNCIL

**21/91 To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)**

**21/91.1. P21/S3491/DIS: The Boathouse High Street Goring RG8 9AB**

*Discharge of condition 4 (Tree Protection) in application P21/S1903/FUL. Construction of potting shed/gardening outbuilding*

Noted, Unanimous

**21/92 To note and review planning applications and decisions reported by West Berkshire Council**

None to note.

**21/93 Affordable Housing**

**21/93.1. To review action from previous meeting: District Councillor Maggie Filipova-Rivers to invite an officer from SODC to meet with GPC to explain the policy.**

Remove this item from future Agenda; there will be a Town and Parish Forum on this matter soon.

**21/94 To review Community Infrastructure Levy (CIL) status / payments**

No payments due until October 2022; SODC has asked all Clerks across the district to review expected payments in the CIL register.

**21/95 To note reports of action by SODC in respect of enforcement notices and consider reporting issues not already being progressed by SODC (listed in Appendix 2)**

Noted

**21/96 To consider correspondence received**

None

**21/97 Matters for future discussion**

None

**21/98 To confirm the date of the next meeting – Tuesday 28<sup>th</sup> September 2021**

Confirmed

**Meeting Closed: 20:09**



## GORING-ON-THAMES PARISH COUNCIL

### APPENDIX 1 SOUTH OXFORDSHIRE DISTRICT COUNCIL DECISIONS

**1. P21/S1737/HH Haydown Elvendon Road Goring RG8 0DT**

*Proposed side and rear extension over existing garage (As amended by Plans received 2021-06-24 and 2021-07-14).*

Planning permission **GRANTED** (GPC Deadline missed)

**2. P21/S2462/HH: Upper Gatehampton House Gatehampton Road Goring RG8 9LT**

*Proposed erection of a three bay garage with use of the roof space as an office.*

Planning permission **GRANTED** (GPC No responses)

**3. P21/S2507/HH: 17 Holmlea Road Goring RG8 9EX**

*Single storey front and rear extensions, dormer extension to rear first floor.*

Planning permission **GRANTED** (GPC had a response)

**4. P21/S2688/HH: 50 Springhill Road Goring RG8 0DA**

*First floor side extension, single storey rear extension and two new roof lights.*

Planning permission **GRANTED** (GPC had a response)

**5. P21/S2705/HH 1 Holmlea Road Goring RG8 9EX**

*An L-shaped, ground floor extension with a partly pitched, partly flat roof (with a fall). The existing garage, which is in a poor state of repair, will be demolished to make room for part of the extension.*

Planning permission **GRANTED** (GPC insufficient responses)

**6. P21/S3072/FUL: Korobe Fairfield Road Goring RG8 0EX**

*Variation of condition 2(drawings) on application P21/S0251/FUL to provide improved wheelchair access and facilities for a wheelchair user living at the property. (Demolition of the existing dwellinghouse and construction of a new dwelling).*

Planning permission **GRANTED** (GPC No Objections)



## GORING-ON-THAMES PARISH COUNCIL

### APPENDIX 2 CURRENT SODC ENFORCEMENT NOTICES

Please note this information has been compiled from the Enforcement Notices register on the SODC Planning website. We are aware that the register may not be completely up to date.

1. **SE20/6 (6.1.20):** Without planning permission the erection of a building (see the attached plan showing the enforcement site on the island just south of Goring Bridge). Status as at 18.8.21: Letter sent 5.5.20. Site visited 20.5.20, 1.10.20. 'Monitoring' (no change from previous report).
2. **SE20/204 (11.6.20):** Use of the land for residential purposes in breach of an extant enforcement notice. Status as at 18.8.21: Site visited 16.2.21. 'Investigation' (no change from previous report).
3. **SE20/224 (25.6.20):** Without planning permission the installation of an air conditioning unit. Status as at 18.8.21: 'Investigation' Site visited 19.3.21 (no change from previous report)
4. **SE20/404 (9.11.20):** Development not built in accordance with the approved plans for P19/S1699/FUL Additional flues on roof. Status as at 18.8.21 'Investigation' Site visited 30.3.21. (no change from previous report)
5. **SE20/416 (20.11.20):** Without planning permission the extension of a building housing flats. Status as at 18.8.21 'Investigation' (no change from previous report). Note: a retrospective planning application has been submitted and granted (P20/S4603/HH). (no change from previous report)
6. **SE21/24 (21.1.21):** Building not built in accordance with the approved plans for P20/S0665/FUL. Status as at 18.8.21 'Investigation' (no change from previous report)
7. **SE21/30 (29.1.21):** Without advertisement consent display of oversized signage. Status as at 18.8.21 'Monitoring' Remove/Apply letter sent 15.7.21.
8. **SE21/42 (5.2.21):** Without planning permission the material change of use of land from agriculture to residential including the siting of a caravan. Status as at 18.8.21 'Investigation' Site visited 16.2.21 (no change from previous report)
9. **SE21/114 (24.4.21):** Without planning permission the material change of use of land from agriculture to residential and formation of new access and track. Status as at 18.8.21 'Investigation' (no change from previous report)
10. **SE21/192 (12.5.21):** Gateway not built in accordance with the approved plans for P19/S1853/FUL. Status as at 18.8.21 'Investigation' (no change from previous report)
11. **SE21/213 (8.6.21):** Without planning permission the use of flat roof as a balcony with balustrade. Status as at 18.8.21 'Investigation' (no change from previous report)
12. **SE21/231 (5.7.21):** Without planning permission the material change of use of land from equestrian to a mix of equestrian and industrial storage. Status as at 18.8.21 'Investigation' (no change from previous report)





## **Planning Committee**

### **TERMS OF REFERENCE**

#### **1. Remit**

To review all planning applications, and respond on behalf of the council to planning consultations, and send a representative of the Goring-on-Thames Parish Council any relevant planning committee meetings of the planning authority.

#### **2. Meetings**

To meet twice per month, nominally the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, unless there is a Full Council meeting in the same week, which applications can be decided at instead.

If an application is particularly complex, at the agreement of the Chairmen of both the Council and the Planning Committee, a planning Committee Meeting and a Full Council Meeting may both be held in the same week.

The Clerk will minute all meetings of the Planning Committee and the minutes will be submitted to the Parish Council at the next meeting for adoption.

The Clerk is responsible for submitting the responses to the Planning Authority.

#### **3. Appointment of members**

The Committee will be comprised five core members with a quorum of three. Committee membership substitutions can be made with any councillor of Goring-on-Thames Parish Council, this is to ensure where possible 5 members are present at all planning committee meetings.

#### **4. Delegated Authority**

The Committee has delegated powers to consider all planning applications and to respond to them on behalf of the Parish Council.

#### **5. Scope**

To consider all planning applications.

To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision.

To consider whether to canvass opinion for and against applications to assist with a fair determination of applications.



To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.

To recommend to the Parish Council how it should respond to each planning application.

To ensure that any objections or recommendations are based solely on planning criteria.

To consider environmental aspects when considering planning applications.

To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.

To respond on behalf of the Parish Council when a time sensitive response is required.

To respond to all consultations regarding planning issues or issues that will have an impact on planning the Committee is authorised to make written representation or to elect a member to attend the hearing.

When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing.

To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

When appropriate, seek expert opinion and guidance from other parties, for example applications relating the neighbourhood plan, seek recommendations from members of the neighbourhood plan committee.

## **6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 04<sup>th</sup> October 2021, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 04<sup>th</sup> October 2021

K Bulmer, Chairman



# GORING-ON-THAMES PARISH COUNCIL

## Minutes of a Meeting of the Staffing Committee of the Goring Parish Council

Monday 20<sup>th</sup> September 2021 at 09:30am at Old Jubilee Fire Station, Red Cross Road, Goring

### Public Session – Prior to the Start of the Meeting

No Comments

### Members Present:

Chairman	Cllr Matthew Brown (MBr)
Members	Cllr Kevin Bulmer (KB)
	Cllr Tony Virgo-Harris (TVH)

### Officers Present:

Clerk	Laura White (LW)
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**Public and Press:** Cllr Bryan Urbick; Councillor Goring-on-Thames Parish Council & Chairman South Stoke Parish Council, dialled in remotely to speak on 21.02.6

### Meeting started 09:33

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

None

**21.02.2.** Declarations of Interests (LA 2011 s31)

KB declared a non-pecuniary interest, as the vice-chairman of the Local Government Pension Fund, but will participate in the vote.

**21.02.3.** 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:** Approved to exclude public and press, Cllr Urbick to be invited back to make representation on item 21.02.6; Unanimous

**21.02.4.** To approve registering those staff who meet the auto enrolment criteria in the Local Government Pension scheme, in accordance with the staff contract. [See Confidential Papers]

**Resolved:** It was noted that the LGPS is specifically for Local Government, and would ensure that the Council maintains good quality staff. Approved to join the LGPS as a scheme employer and register those staff which meet the auto enrolment criteria in the scheme; Unanimous

**21.02.5.** To note the retirement of Assistant Clerk, M Ward.

Noted

**21.02.6. To consider a proposal from Cllr Bryan Urbick (Councillor for Goring Parish Council and Chairman of South Stoke Parish Council) on staffing arrangements for both councils going forward to allow for a more diverse work force and ability to deputise tasks. [See Confidential Papers]**

**21.02.6.1. To approve requesting the Clerk reduce their hours to allow for the employment of an Assistant Clerk**

**Resolved:** In principle agree to employing an Assistant Clerk, and noting the recently retired Assistant Clerk for Planning average hours was approximately 5 hours per week, it is likely the Clerk hours will remain an average of 25 hours per week. Approved to redistribute the responsibilities between the Clerk and new Assistant Clerk, unanimous.

**21.02.6.2. To approve Assistant Clerk Job Description**

**Resolved:** Approved, Unanimous.

**21.02.6.3. To approve jointly advertising for an Assistant Clerk, who would work for both the civil parishes of Goring-on-Thames and South Stoke.**

**Resolved:** Approved subject to South Stoke Parish Council agreement, Unanimous.

**21.02.6.4. To approve advert for the Role of Assistant Clerk for Goring-on-Thames & South Stoke – also subject to approval by South Stoke Parish Council.**

**Resolved:** Approved, subject to approval also from South Stoke Parish Council, Unanimous.

**21.02.7. To confirm the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.**

**Confirmed,** to arrange an additional meeting as required, likely March 2022 to approve salaries and hours for the year 2022-2023.

**21.02.8. To approve the Minutes of this meeting.**

**Resolved:** Approved, Unanimous.

**Meeting closed 10:02**

<b>Title</b>	Section 101 Decision Made under Delegated Powers since May 04 <sup>th</sup> 2021
<b>Authors</b>	Clerk & RFO
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 04 <sup>th</sup> October 2021

- 10.1. Cancel Parish Council Subscription to Henley Standard; to save cost and staff resource.
- 10.2. Approval and signature of the agreement between the Football Association; Goring Robins and Goring United for a programme of 10 year pitch improvements, including use of the garage at the Burial Ground for storage of the mower. Mower not to be moved during any interments / services at the burial ground. Note: New locks have been installed and minor repairs have been completed the Goring Robins expense. Copies of the keys are now held by the PC.
- 10.3. Subsequent to receiving condition report of the OJFS, as approved at the May meeting, highlighting need for £60k+ works to repair the office to minimum standard.
  - 10.3.1. Approve moving Parish Office to Gardiner Recreation Ground, using Changing Room 3 & 4.
  - 10.3.2. Removal of benches and hooks from both changing Rooms
  - 10.3.3. Register Gardiner Pavilion as a postal address with Royal Mail
  - 10.3.4. Cancel Phone & Internet at OJFS, moving to 4G mobile broadband and VoIP phone to allow the normal parish council landline number to remain.
  - 10.3.5. Approval electrical works, including moving Bowls sprinkler system control and installing sockets in water storage room, change to LED light to reduce flicker in working environment, addition and movement of sockets. Installation in roof of main room, power and HDMI cable for projector installation.
  - 10.3.6. To NOTE: any decisions regarding the future use of OJFS, delayed until after the move, no decisions have been made.
- 10.4. Tree maintenance of the large oak at the burial ground, adjacent to the boundary with West Cottage, £260
- 10.5. Approved, up to £200 budget for the little Christmas trees on the high street, including the batteries etc.
- 10.6. Increasing budget for Summer of Play activity to £10500, increase of £500 to reflect the generous grant of £500 from the Goring Arts Society to cover the costs of some of the activities.
- 10.7. Approve £50 from training budget to pay for 3m extension for Clerk CiLCA submission. The delay in submitting being due meeting the demands of the intense council workload during the last year.
- 10.8. Approved to change software provider for finances; cemetery management and bookings for facilities to Scribe, and serve notice on current provider. Move allows greater flexibility to the council, allows for multiple users (including read only access) to use the software and removes the need to login to the desktop in the parish office – reducing IT costs.
- 10.9. To submit articles to GGN rather than summarised minutes, this is to bring us inline with what other councils do and best practices. As ever, full minutes continue to be published on the website and available at the parish office by request to the Clerk.
- 10.10. After receiving a request from organisers of the Goring Gap Festival to book the Sheepcot Recreation Ground for the Platinum Jubilee Weekend of Queen Elizabeth II, at the request of the majority of councillors, it was decided to ask the community for ideas for the weekend, with the plan to discuss the options at a full council meeting of the Parish Council as to the preferred event.

<b>Title</b>	Correspondence
<b>Authors</b>	Various Members of Public
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 04 <sup>th</sup> October 2021

### From MoP #1

Re the village entrance signs, both \_\_\_\_\_ (my husband ) and I are very against any changes:

- This is a vanity project which serves no useful purpose
- If the signs do not need replacement at the moment it is a complete waste of money – even if a grant is available from OCC, that is money which could be spent on other things, eg care, schools etc. At a time when councils are having to cut back severely on the assistance they can provide it seems very wrong to be spending money on this sort of unnecessary project
- The village has been called Goring since the time of the Domesday Book – who are we to change it and why should we do so?
- Why make things more complicated? Goring is shorter and easier to write/say
- We are known as Goring and it is Goring-by-Sea which needs to distinguish itself by adding words to their name – we should be proud of the fact that we do not need to do this
- Our village is marked on all Ordnance Survey and other maps with the name of Goring – unless all of these are changed (which would presumably be very expensive) it will be confusing for people who may not be sure they are coming to the right place
- It seems that the Goring in Bloom want to add a mention of their winning Village of the Year a couple of years ago – but if these signs normally last at least 10 years, that would soon be completely out of date and look rather ridiculous; the current arrangement of a subsidiary sign under the village sign is a much better way of mentioning these successes and can easily be updated if we win further competitions
- As a matter of interest, there is another Streatley not far away near Aylesbury. This is far more likely to cause confusion – but Streatley has the confidence to keep to their proper name
- I see the Parish Council's email address is simply 'GoringParishCouncil ' – wouldn't that be made unnecessarily cumbersome by the addition of 'on-Thames'?

Re the jubilee celebrations next year:

It is difficult to suggest activities/events on Sheepcote without knowing what the Festival is planning in the rest of the village. However, we do feel that it is important that everyone in the village has the opportunity to suggest/run events, rather than just the Festival organisers. It may well be that in the event nobody else is actually prepared to put in the hard work and organisation required, but at least they should be given the chance. Just because the 'seed corn' for the first festival came from the last jubilee celebrations, there is no need for the festival to have complete control over what happens at the next one.

Station Road – we look forward to hearing how things progress. We are grateful to John Boler for all the work he has done on this.

- Clearly the road is dangerous at the moment as some vehicles are travelling too fast and an increasing number of really large and heavy building contractors' vehicles are using the road.
- While the idea of a Pedestrian Priority Lane would be an improvement, we feel this should be accompanied by a 20 mph speed limit. In fact all the roads to the south of the High Street should be 20mph- and this will be particularly important once the development at the end of Manor Road is commenced

- When very large vehicles are using Station Road, they will almost certainly encroach upon a pedestrian lane, so it should be made clear that this should not be considered a 'safety refuge' by pedestrians.

More generally, re traffic in the High Street, a number of very large lorries seem to be coming through – they definitely exceed the weight limits on both bridges and do not appear to be accessing local properties but using Goring as a shortcut.

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### **From MoP #2**

Having helped the Goring in Bloom initiative to make our village as beautiful as we can, I would be delighted to see the new village signs installed and announcing arrival in Goring-on-Thames. If the Post Office and private or business users wish to abbreviate this to 'Goring', they can – we're not ruled by Putin ... yet! Goring-by-Sea is proud to declare its proximity to the shore, surely we should be equally keen to state our position on this country's most famous river?

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### **From MoP #3**

I am writing in support of the application by the Goring-on-Thames in Bloom Committee to replace the welcome signs at the entrance to the village. I understand that no Parish Council funds will be required for this project. Many of us use the term Goring-On Thames to describe where we live, it certainly avoids confusion with the town in Sussex.

There have been a number of issues recently giving the impression that some members of the Parish Council do not support the work of the GiB committee and volunteers. I am one of those volunteers and am regularly thanks for helping to make this village as delightful as it is. The Committee has done a fantastic job of working in partnership and thus benefitting from the support of Network Rail, Thames Water, local businesses etc.

I can see no logical reason to object to changing the signage, nor reason for any further delay. Nothing else would need to change as a consequence.

Isn't the Parish Council Goring-on-Thames PC?

<b>Title</b>	Clerk's Report
<b>Authors</b>	Clerk
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 04 <sup>th</sup> October 2021

## Archiving

Since it was approved to embark on an archiving activity for the parish council archives, much progress has been made. Our Archivist has spent many hours pulling together the definitive set of minutes for the council, originally as a Parish Meeting from 1895, then as a full Parish Council from 1925. Over the years each of the successive clerks had brought in different process and methods, at one point official minutes of committee were stored separately and photocopies have been stored in the bound volumes. This has now all be rectified, with just one official definitive copy of the minutes now in existence.

There are 10 bound volumes of minutes, these are our most precious records and irreplaceable. We had decided under Section 101 delegation for send them immediately to the county records, due to the degraded condition of OJFS and growth of mould on them.

Noting the previously approved motion to allow the history society to photograph the records before they go to the County Archives, it is proposed that the archives be moved to the community centre, in to the secure archiving room there. The historical minutes will then be photographed for historical records prior to being moved to the county archives. A signed record of exactly what is transferred will be kept. The target for the completion of the photographing by the archiving team is Christmas.

## Jubilee Celebrations

The Community has been asked (parish mailing list; facebook) for ideas regarding events which can be held during the Platinum Jubilee Weekend of Queen Elizabeth II. To date the only suggestion received on this matter is from the Goring Gap Festival. This sender has confirmed they will no longer be involved in organising the Jubilee weekend celebrations. The Clerk is still hoping to meet with the artistic director of the Goring Gap Festival, prior to the Parish Council Meeting to discuss their plans. They will also be invited to the meeting to which this document pertains to make representation on this matter.

At this time, the options would appear to be, move forward with the Gap Festival suggestion, which runs at the same time as the Goring Gap Festival, or the Council decides to use Sheepcot for its own celebration, suggestion being to form a working Group to manage the process following much the same approach as the proposed Summer of Play 2022 Working Group.

## Public Transport Representative

The PTR role was ably filled by our recently retired Assistant Clerk. No longer an employee of the council, they no longer wish to fill this role. There are a few meetings per year to attend, currently on Zoom. This would ideally be filled by a member of the council who is passionate about public transport, rather than a member of staff, particularly whilst we concentrate on the archiving project, digitising the full burial records and other large projects, such as the Public Spaces Review.

## Large Christmas Tree



Unfortunately our the members of our community who used to arrange and manage the large Christmas tree can no longer help due to an impending move from the village. Cllr T Virgo-Harris has agreed to help with whatever is decided going forward, however there have been several suggestions as to alternate options for the large tree. Including but not limited to:

- Planting a permanent Christmas tree on the Rectory Garden – a more sustainable option, as will not require felling a tree each year.
- Installing some other form of Christmas Lights
  - Commission metal frames to go either side of the village welcome signs, which would be stored and reused each year.
  - Set aside budget each year to have a professional installation.

Noting: It is the Clerk's understanding that the council own the lights which go on the Rectory Garden Christmas tree, which are stored by festival vision when not needed.

<b>Title</b>	Facilities Report
<b>Authors</b>	Clerk
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 04 <sup>th</sup> October 2021

### **River Bridge Lanterns - Cleaning**

It has been noted that the river bridge lanterns appear to be getting dirty very quickly. An enquiry was made with SSE as to whether the lights could be cleaned more quickly. The quote came back for the year:2021/2022 as:

- Annual rate per 50w son for clean every 3 years £33.74
- Annual rate per 50w son for 6 monthly clean £67.09

Both of the above allow for the lamp change every 3 years when it is due.

The rate will be doubled, but there would be 6 cleans per year, rather than just 1.

### **River Bridge Lantern – Replacement**

One of the lamps is missing the glazings. It is not possible to get replacements. SSE have quoted for a replacement of the most similar style possible. £974.50 plus VAT – although this may rise slightly as the quote has slipped over the 30 days, waiting for the next meeting.

### **Manor Road Street Lighting**

The PC have been asked if we would like a lighting column to be installed at the entrance to the GNP3 Manor Road development. Upon discussion with Highways team, they recommended doing whatever is in out Street Lighting Policy. In advance of the production of a Street Lighting Policy, they advise, based on the rest of the street, that one column be installed at the junction of the access Road with Manor Road.

The Developer would have to install at their cost, and at some point once it is adopted, the column would then be transferred to the PC Asset Register and on to our maintenance contract, currently with SSE.

### **Village Welcome Signs**

Since the last meeting, the following has been completed:

It has been requested by Goring-on-Thames in Bloom to replace the roadway signs at the entrance to Goring. Though the principle of replacing the signs was broadly supported previously by the council as long as no public monies were spent, a member of public raised concern that though the Parish Council was named Goring on Thames, the village name is Goring. It was decided at the last meeting that prior to any approval of the signs, the Clerk with the assistance of the District Councillor would look into the matter.

A week after the meeting, with help from the District Councillor, it was confirmed that indeed, Goring is the official name of the village, and the Parish Council (and therefore the Parish) was renamed to Goring on Thames some years ago at the request of the then-Parish Council. Also explored in the interim was the ability to change the name, and the means to do that.

There are different options including, but not limited to:

- As Bloom has requested simply changing the name on the street signs as one enters the village by road
- formally changing the name for the postal address for the village.

In the time since the meeting, two other members of public have raised concern about usage of public funds for these potential changes, and the view that it may seem merely a ‘vanity exercise’ – also please note the 3 items of correspondence attached to this meeting pertaining to the welcome signs.

Royal Mail have also confirmed they have no say in Road Signs nor do they need to be consulted by the Council’s on what the signs should say on them. They did also confirm: *The PAF (Postcode Address File) is a mail delivery point file to help Royal Mail employees delivery the daily mail. The Locality information we hold can be changed by a majority agreement request by all the occupant of the addresses affected.*

There are a number of options at this point, which could be used in many combinations.

1. proceed with the name change, using OCC monies to part fund the signs, regardless of the name of the village.
2. consider formally requesting to Royal Mail to have the PAF updated so that the postal address of the homes and businesses in the village is Goring-on-Thames, and then change the signs.
3. refuse the signs as they will be 50% funded by public monies (Oxfordshire County Council)
4. the council could consider reverting back to “Goring Parish Council” so that the name of the village matched the name of the Civil Parish.
5. Complete a low cost consultation with the village on all of the above options, and use the views of the villagers to inform future decisions on this matter.

### Sheepcot Pavilion

Goring Robins run a tuck shop from the pavilion during training / matches. This brings in vital funds to the club, which is then invested in the club / children who attend. A number of years ago they asked the council to turn the window in to a secure serving hatch. The council declined this request at the time, instead turning the kitchen door into a stable door, to be used for serving. This results in people queuing in the entrance the building blocking the changing rooms and disabled toilets. Highlighting further this issue during Summer of Play 2021 when the council ran a small “tuck shop” from the pavilion and trying to keep the stock secure, Goring Robins have once again asked that the window be converted in to a secure hatch for serving with the offer of them making a donation to cover the cost of the works. This will benefit them, other users and the Council if Summer of Play or similar events are to be run again.

Additionally at the northly end of the building there are a number of tiles which are missing, this is causing water damage and requires urgent repair before the fabric of the building is further degraded.

### **Burial Ground**

Whilst we do have preferred contractors for mowing and general grass repairs etc, the burial ground needs constant minor maintenance. To reduce the future costs of the maintenance of the burial ground to the council, it is requested that the council considers purchasing a variety of garden maintenance equipment, including battery powered strimmer, to allow council staff to do minor grounds maintenance at the burial ground to keep on top of the general look and feel issues we have had this year.

Suitable risk assessments and PPE will be in place prior to any works commencing.

### **Office Move**

2 quotes have been sought, each no more than £600 for the move of the furniture and files to the Gardiner Pavilion from OJFS. The plan is to move the furniture and only the files which have been reviewed and assessed as required going forward. OJFS will continue to serve as a “sorting” location, with care being taken not to leave anything where it may get water damaged. This will ensure that only files and supplies which are actually needed will be moved to the new offices.

### **Gardiner Pavilion**

A quote has been provided to install a serving hatch in an internal wall of the Gardiner Pavilion, repair the floor and install a letter box. This is quite costly, £2400, and does not include a security shutter. On a matter of safety for lone workers, a hatch is preferred, and likely in the long term this would mean the room could be used as a future sports bar for Cricket / Football clubs.

#### **Options**

- to seek alternate quotes (will have to anyway due to cost)
- only install a letter box opening for now
- only install letter box opening and repair floor.

<b>Title</b>	Station Road Sub-Committee Update
<b>Authors</b>	Cllr Brooker – Station Road Sub-Committee
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 04 <sup>th</sup> October 2021

**Trial pedestrian priority lane**

The sub-committee last met to discuss various matters with a view to progressing a first stage, which is to investigate the relocation of the existing permitted parking in Station Rd to another location or locations.

I would therefore propose to Council that we carry out an informal consultation with properties in Station Rd and related roads, which would advise that we are seeking to remove the permitted parking in Station Rd to enable the introduction of a trial pedestrian priority lane in Station Rd.

MIGGS has offered to contribute to the cost of a formal consultation and assist with the carrying out this informal consultation.

As an aside there is a current review of the Highway Code which I believe includes seeking to improve safety of pedestrians, which may support and enhance the priority for this proposed pedestrian lane.

In addition, we have the introduction in November 2021 of Civil Parking Enforcement, which will see contractors acting for OCC issue fines for illegal parking. This will have an impact on vehicles which currently park in our side roads e.g. Croft Rd. So as a separate exercise it maybe we should review the current parking restrictions around the village, which I believe were introduced to stop commuter parking and to see where some form of temporary parking can be introduced.

<b>Title</b>	Public Spaces Working Group Update
<b>Authors</b>	Cllr Urbick, Public Spaces Working Group & Clerk
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 04 <sup>th</sup> October 2021

### Public Spaces Update

The Summer of Play did exactly what it was meant to do, amongst other things, it was an excellent base from which the council and the Landscape Architect could consult with both villagers and those from outside the village who use our spaces, on what they want from the 5 public spaces going forward.

What this has meant though is the Landscape Architect (LAr) has engaged in a lot more work which was outside the scope of the original brief. The works completed to date have all been worth while and has all fed into what will be the first iteration for the master plan for the village, however the LAr has re-briefed the task based on discussions with the working group how the project has progressed by including the 3 week Summer of Play 2021. An updated scope for the works going forward to get to the end of the project has been provided.

#### First Scope:

##### Deliverables

- Working through a process to help with outline ideas
- Reviewing feedback from the small working group
- Producing sketch drawings for full Council
- Reviewing feedback from the full Council
- Producing final concept drawings/ illustrative options to allow for consultation

##### To include

- Site visit for initial assessment
- Desk based assessment of provision, comparable case studies and potential ideas
- Initial sketch design/masterplan and one revision
- Developed concept design and one revision
- Consultation plans and one revision
- Attendance at working group meeting x 2
- Attendance at council meeting x 1
- Recommendations for potential additional work by Thirlwall Associates or others, such as sustainability and climate change assessments, a review of signage and interpretation, ideas for online resources, and habitat creation

The quotation is inclusive of mileage and print costs for sketch and concept design plans.

Plans for the consultation event will be charged at cost price, with client approval

#### Second Scope:

##### Deliverables

Open Space Strategy for all parish council sites, looking at

- existing uses of each parish council owned site
- outcomes from the consultation
- design recommendations for each site, showing concepts and examples
- action plan with potential improvements for each site in the short, medium and long term
- parish wide recommendations with suggested timescale
- climate change mitigation and adaption measures, including changes to maintenance methods, surface water and flood risk and carbon storage
- ideas to support team sports and societies
- habitat enhancement opportunities

- recommendations for additional work, such as habitat surveys, tree surveys, topographic surveys of open spaces, reviews of signage and interpretation
- suggestions for funding sources and partner organisations

To include

- Site visits for each site to take a photographic record
- Production of an A3 colour open space strategy and one revision
- Attendance at working group meeting x 2
- Discussions with consultees not represented during the Summer of Play

The quotation is inclusive of mileage but exclusive of print costs

The monies from the first quote have now been exhausted, with the LAr spending almost double the amount of time expected on supporting the project to date. They are confident that the rescope works, which the 2<sup>nd</sup> scope is applicable to, will bring the project to conclusion. NOTE: the second phase includes helping to source funding and climate change mitigation to help the council meet the targets of its environmental and sustainability policy.

The combined works for the two phases is far less than the other two original quotes, which also did not include the extensive contact for consultation during the Summer of Play, which would have been in addition to their respective quotes. £10000 was originally earmarked for this project, the total for both scopes being less than 60% of the budget.

**Proposal:** To approve Scope 2 of the Landscape Architect's support of the Public Spaces Review, as it is within the originally set budget, and expanded scope of works to help the forward planning of the long-term goals of the Parish Council in managing its Public Spaces in a sustainable and climate conscious manner.

### **Summer of Play Feedback**

#### **Article Submitted for inclusion in October GGN:**

Shortly after the final Summer of Play events, a survey was sent out to all who had booked to attend. There was a good representation of survey participants, covering all the events and representing over 12% of all the attendees. Approximately 85% of the Summer of Play attendees were Goring residents and 15% from other local villages - mostly Streatley, South Stoke, and Woodcote with a few from Wallingford and Didcot.

Summer of Play was very well received. 92% of those who completed the survey were either 'very' or 'somewhat' satisfied with Summer of Play, with nearly 80% 'very satisfied'. There were several main reasons for satisfaction, most commonly that it was a great variety for all ages with lots of choice. There were a few comments that there could have been more events specifically for teens. The quality of organisation of the events was also frequently mentioned, and that they were fun and enjoyable. Many commented that they appreciated to be able to stay in the village/didn't need to travel far. It was also a positive that all events were free and accessible to all.

The most popular events were Cinema Night, Goring Mayhem, Silent Disco and Campfire & S'Mores. There were also general comments about what was 'most enjoyed', with sense of community and meeting people from the village, as well as the quality and range/variety of the events. The feeling of welcome and the friendly, positive atmosphere was much enjoyed, and the fact that all the village spaces were used.

It was clear that the main aims of the Summer of Play were met.

The suggestions for improvement were quite consistent: better publicity/communication, more guidance on age appropriateness, increasing the frequency of some of the popular events and possibly run some events at different times to appeal to different ages.

Though there were positive comments about Tai Chi, there were some negative comments about the Wellness Events (mostly yoga). It may be better to segregate groups based on ability (rather than age) as those who were more experienced didn't enjoy the sessions that seemed to be more for beginners. Though a very minority view, there were 3 respondents who commented that it would be better to spend the money on new, permanent equipment.

The response was overwhelmingly supportive (95%) for having the Summer of Play programme again next year, with many commenting that it should become an annual event.

There is a proposal being considered at the 04<sup>th</sup> October 2021 Parish Council meeting to conduct Summer of Play for 2022 during 1st – 21st August 2021, with planning to begin in the 1<sup>st</sup> Quarter of 2022. The idea is to designate a working group of Councillors (x3) and members of the community (2 or 3 individuals), with part of the remit of the working group will be to engage volunteers to support the programme. A decision will have been made on Summer of Play 2021 by the time this edition of the GGN reached you.

For full detail of the survey results and decision on Summer of Play 2022, please see the Parish Council website or contact the Clerk.

The following slides present a summary of the feedback received on Summer of Play 2021.





# **SUMMER<sup>of</sup> PLAY**

**GORING-ON-THAMES PARISH COUNCIL**

Feedback 2021



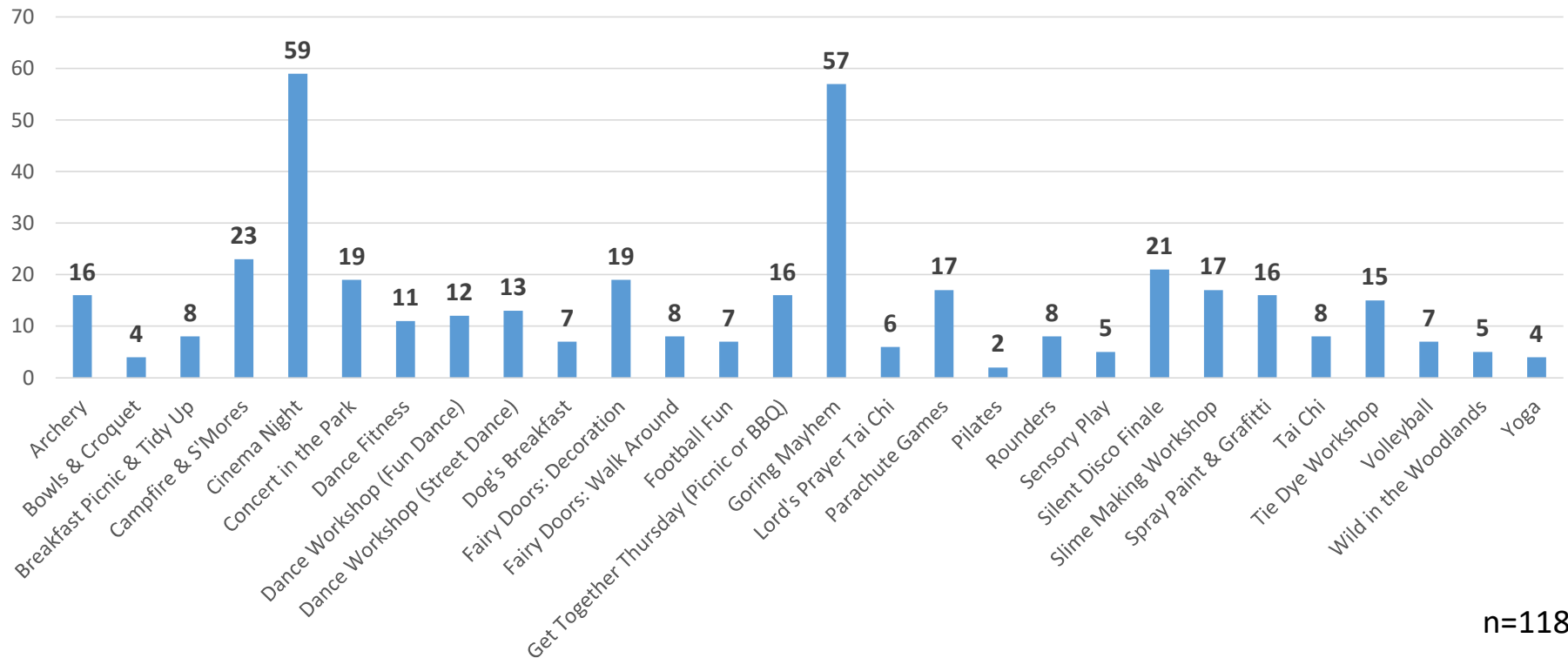
After Summer of Play 2021, a link to an online feedback survey was sent to all who had booked tickets.

- 131 responses.
- 118 attendees completed the survey, just over 12% of the individuals who had attended at least one event.
  - Approximately 85% Goring residents and 15% other local villages (in order of highest number of attendees: Streatley, South Stoke, Woodcote, Wallingford, Didcot)
- The feedback was overwhelming positive, with some constructive suggestions should the event be run in future years.



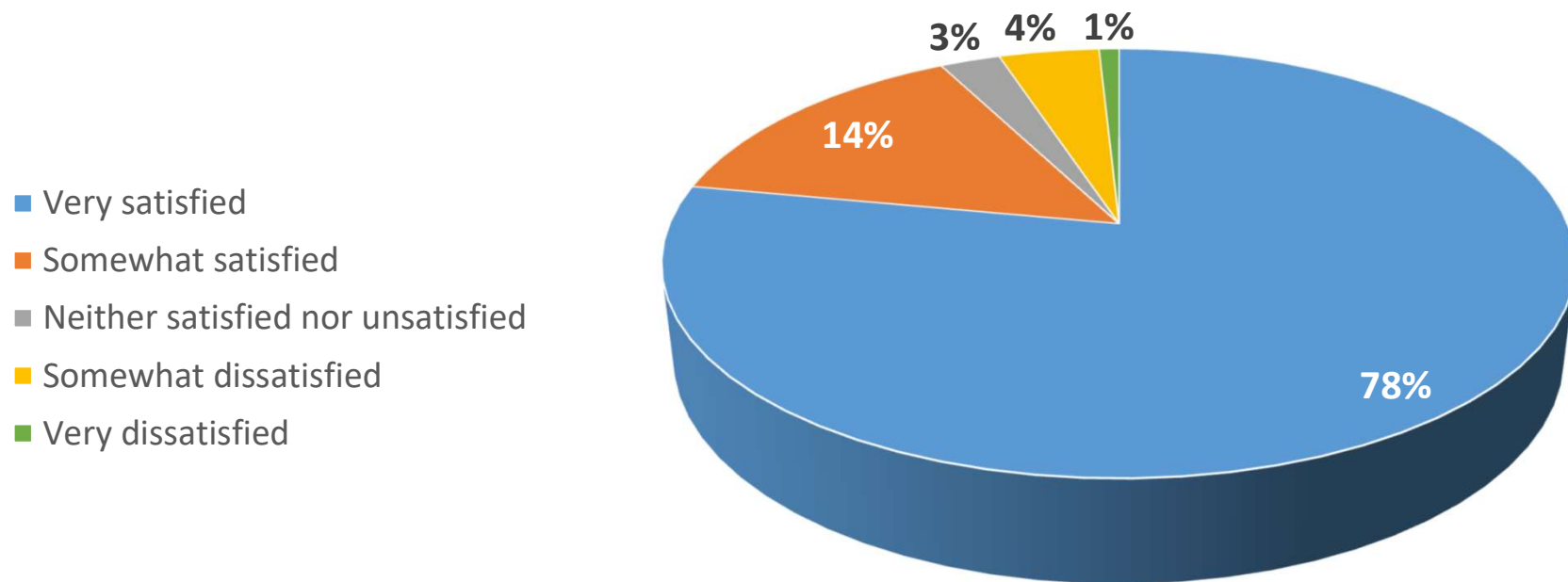
Which event(s) did you or others in your household  
ATTEND (tick all that apply)?

There was a good representation of survey  
participants, covering all the events.



n=118

Overall, how satisfied or dissatisfied are you and your household with the quantity and variety of the Summer of Play events?  
Summer of Play was very well received. 92% were either 'very' or 'somewhat' satisfied with Summer of Play, with nearly 80% 'very satisfied'.



n=118



## Reasons for satisfaction

- There were several main reasons for satisfaction, the following were the most commonly stated:
  - A great variety for all ages – children, teens and adults/Lots of choice
    - There were a few comments that there could have been more events specifically for teens
  - High quality/engaging events
  - Well organised
  - Fun/Enjoyed it/made us happy/cheered us up
  - Sense of community/brought community together
  - Were able to stay in the village/didn't need to travel far
  - Free/no pressure/accessible to all
  - Thank you to the Parish Council for organising and running it

n=118

# There were numerous positive comments – a small sample...



"I thought Summer of Play was completely brilliant, my 3 kids loved it and so did I. The play was fabulous and the impromptu meet ups with our friends booked into the same sessions were also fun. To have all of these activities available at no cost was really life saving, summer can be so expensive and the children and parents need excitement and activities. Being able to stay in the village was fab. I can't rate it highly enough."

"It was lovely to have the children outside playing and meeting some local friends. A fabulous community event and so thankful to the organisers. Great food too!"

"It was great for the children and adults, really broke up the weeks with some thing different to do."

"The cinema night was SO MUCH FUN. The kids loved it, and the hog roast was amazing. Please, please, please can we do it again? Easily the kind of thing I would be happy to make a contribution to."



## There were numerous positive comments... (cont'd)

"The children had a great time, it was such good fun and so lovely to see people from the village all coming out together. I grew up in Goring and never thought I would see something like this, it was just wonderful."

"I thought it was a brilliant initiative . Seeing all the families get together and seeing children have so much fun. Hopefully it will help get something going to help the children of Goring have something to look forward to, a new play park which caters for all ages or a skate park."

"We were really thankful that the Parish Council decided to make this a priority following lockdown year. After seeing our parks closed for so long and communities coping through lockdown, it was just brilliant to see the village coming to life again. I felt quite emotional at the Moana screening - families sharing picnics while children ran around and sang out loud - back to how village life should be!"

"It was wonderful! We were so pleased to have more local events to attend over the summer, and to see the community green spaces being used in this way."

"Not only the variety but also the quality of all events we attended was absolutely stunning. We're already looking forward to the next summer and we'll definitely try new things as well. THANKS IT WAS GREAT!!!"

**GORING-ON-THAMES PARISH COUNCIL**

# Most enjoyed



- The events most mentioned by the respondents as ‘most enjoyed’ were also among those with most attendees
  - Cinema Night
  - Goring Mayhem
  - Silent Disco
  - Campfire & S’Mores
- There were also general comments about what was ‘most enjoyed’
  - Sense of community/meeting people from the village
  - Quality of the events
  - A range of events that encouraged people to try new and different things/lots of variety
  - The feeling of welcome/friendly and positive atmosphere
  - Using all the village spaces
- A few of the events with lower numbers in attendance were very popular
  - Tie Dye
  - Spray Paint & Graffiti
  - Slime Making
  - Fairy Doors (making and the walk)

n=118





# Suggestions for improvement

- The suggestions for improvement were quite consistent
  - Would like better publicity; better communication that it isn't just for children; more advance notice
  - Would appreciate more guidance on age appropriateness, particularly when booking tickets
  - Some popular events could be duplicated as there was disappointment when all the tickets were taken (namely Tie-Dye, Spray Paint & Graffiti, Goring Mayhem)
  - Some events could be run at different times to appeal to different ages (Campfire & S'Mores could have an earlier session; Silent Disco could have a teens-only session)
- Though there were positive comments about Tai Chi, there were some negative comments about the Wellness Events (mostly yoga). It may be better to segregate groups based on ability (rather than age) as those who were more experienced didn't enjoy the sessions that seemed to be more for beginners.
- There was an expectation (in some) that certain events would be run by people who do similar classes in the area (namely Street Dance, Yoga, Pilates)
- Though a very minority view, there were 3 respondents who commented that it would be better to spend the money on new, permanent equipment.

n=118

A special 'thank you' to the Arts Society Goring for their financial support of many of the creative events.



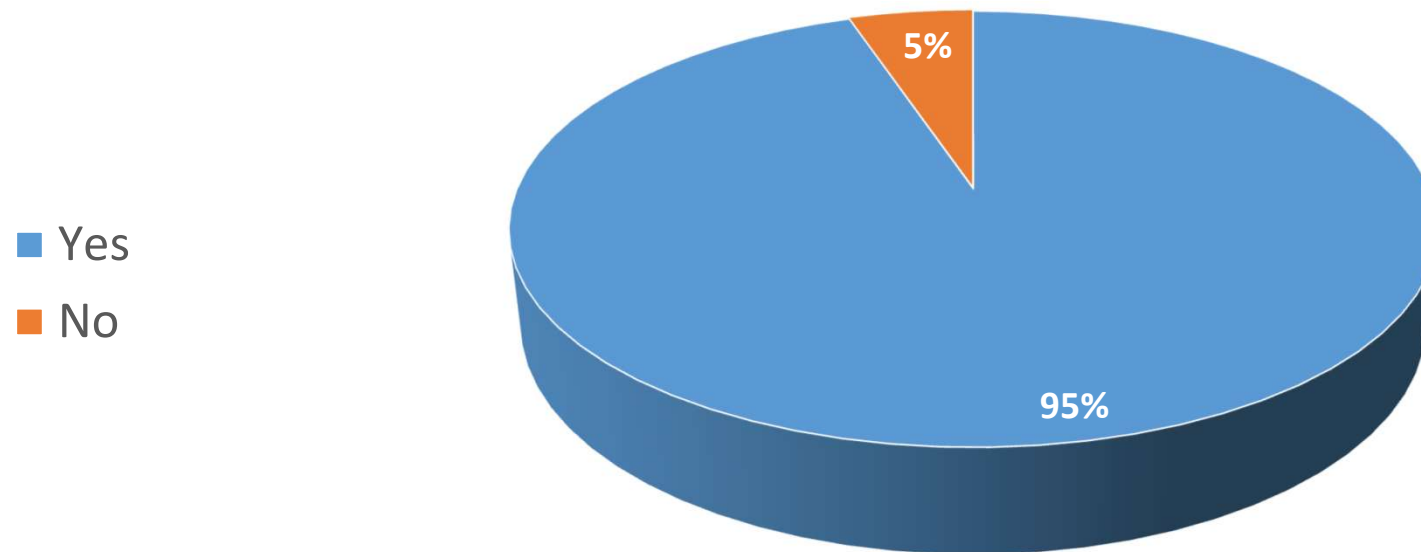
As the Arts Society Goring had funded some of these activities I attended them. This is what I have reported back to them:

I attended a number of activities and in every one the participants were fully engaged and showed great enjoyment. Overall there was a good age mix and balance between boys and girl although girls dominated the dance sessions. All of the parents I spoke to were highly appreciative, valuing the different activities that their children had been unable to access over the last 18 months and said how much their children had enjoyed learning new creative skills. The story telling and fairy doors activity was popular and the walk along the river was especially charming with the children waving their magic fairy wands and stopping to tell stories by the fairy doors. Over 70 young people attended the graffiti workshop – the chalk decorations on the Sheepcote Pavilion are still there! The tie dye workshop was hugely successful.”

- Sally Wicks, Arts Society Goring

Would you and your household like to have Summer of Play again next year?

The response was overwhelmingly supportive for having the Summer of Play programme again next year, with many commenting that it should become an annual event.



n=118



# Proposal for the Council

- Agree to conduct Summer of Play for 2022, expanding the budget up to £15,000 for a similar programme of events. We would seek other sources of funding to subsidise the events as we did this year, but will have more time to do so.
- Schedule 1<sup>st</sup> – 21<sup>st</sup> August 2021 (so as to allow community to plan around that period) and begin the planning in 1Q 2022.
- Designate a working group of Councillors (x3) and members of the community (2 or 3 individuals), delegating the decision-making to plan and deliver the events. Part of the remit of the working group will be to engage volunteers to support the programme.
  - GPC
    - Cllr Sonia Lofthouse
    - Cllr Emma McCorkell
    - Cllr Bryan Urbick
  - Community
    - Sally Wicks
    - One or two others

## Winter of Play 2021

Off the back of the great feedback and wonderful community engagement in Summer of Play 2021, a proposal is being put forward to the council for Winter of Play 2021. This would be just a few days – a maximum of 3, in the school holidays, prior to Christmas itself. Proposal to use no more than £3000 from the Public Spaces EMR.

The budget would also include spend on some permanent items, such as urns and gazebo which would become parish council assets.



Potential activities and events:

- Winter Outdoor Cinema – multiple showings for various age ranges.
- Silent Disco – with set times for different age groups, including 13-17 only age period, with alcohol free mulled cider etc
- No-Sew Scarf making workshop
- Card of Thanks workshop – cards for Father Christmas
- Decorate your own hot chocolate cone / reindeer food.
- Hot Chocolate / Marshmallows and Christmas sing along.
- Pavilion Decorating – snow spray / chalk decorating of the pavilions.
- Donate a Toy Play Date – toys then donated to Q1 hub for distribution
- Hedgehog Nest Building Workshop.
- Christmas Fairy Doors.

Suggestion to also run a wet bar again, with appropriate TEN licence to help stretch the budget further through the sale of beverages and snacks at key events, please seek other sources of funding and grants. Enquiries to be made with some catering vans for specific larger activities.

## Summer of Play 2022

To run an event much like this year, as noted from the feedback, there are many parishioners who hope that Summer of Play will become a regular event.

To also be used as a forum to consult with the village on the master plan.

**Proposed:** to approve £15000 budget, to be supplemented by running a wet bar again with appropriate licences and BBQ (including purchase of Gas BBQ equipment as a Parish Council Asset). Also to seek other sources of funding, to expand the budget.

Proposed dated 1<sup>st</sup> – 21<sup>st</sup> August 2022, agreeing the dates and budgets now, will mean we can secure external vendor and organisations, but more importantly, publicity can be started for whole community engagement and participants from all demographics can be encouraged to attend.

**Longer term proposal:** If events continue to be successful, to look at the kitchen layout of the Pavilion to allow more fridges to be installed / better use of the space already there. As such, a hatch into the new parish office / changing room 3 would be extremely beneficial.

**Proposed Community “Play” Events TOR:**

## **Community “Play” Events Working Group**

### **TERMS OF REFERENCE**

#### **1. Remit**

- To plan, manage and deliver community play events to the budgets set by the council.
- To engage outside organisations to deliver specific parts of the play programme.
- To advertise to and engage with all members of the community, to emphasise the “it’s not just for children” message.
- To seek other sources of funding to supplement budgets and engage other organisation in the aims and goals of the play events.

#### **2. Frequency of Meetings**

To meet as required to support the remit and scope of the Community “Play” Events Working Group.

#### **3. Appointment of Members**

The working group will be comprised of not less than four members with a quorum of three. Membership of the Public Spaces Strategy working group will be agreed as needed at a full council meeting, and shall comprise not less than 3 council members, plus up to 3 members of the community.

#### **4. Delegated Authority**

The Working Group has delegated authority, to decide how the budget as decided by the full council will be spent, in delivering the events.

#### **5. Scope**

- To provide a range of informal outdoor play and community activities for all parishioners, including, local children, families and adults with or without children on their doorstep.
- To create further opportunity for community engagement to help us understand better our village and those who live in it.
- To show that Goring is a welcoming place for all and that we want to improve facilities for them.
- To test ideas and review locations for future provision of activities.
- To raise awareness of the public open spaces in the village.
- Encourage residents to stay within the area for play, social activities, and community togetherness, rather than travelling outside the area.
- To use all forms of media communication to ensure villagers know about the events and that they are open to all members of our community.

**6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 04<sup>th</sup> October 2021, it shall be reviewed periodically, at least once per council term.

<b>Title</b>	Financial Documents
<b>Authors</b>	Clerk & RFO
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 04 <sup>th</sup> October 2021

**16.1. To Approve Updated Budget for FY 2021/2022, and Review Quarter 1 Spend**

See Next 3 Pages



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

Previous Code and Title	New Code & Title	2020-21 (Last Year) Actual YTD	TO/FROM EMR	2021-22 (This Year) Budget	New Scribe Budget		ACTUAL YTD 30 June)	
	100 General Income							
1190 Interest Received	1010 Bank Interest	£ 949		£ 500	500		150	
1149 CIL Receipts	1020 CIL Receipts	£ 11,798		£ -	£ -	£ 20,476	All to EMR	
1135 Community Car Park	1030 Community Car Park	£ 416		£ 2,400	£ 2,400	£ 637		
	1040 Events Income							
1132 Grants/S106/Donations	1050 Grants/S106/Donations	£ 28,255		£ -	£ -	£ 1,743	All grants/donations to EMRs	
	1060 Insurance				£ -			
1134 Miscellaneous Income Other	1070 Miscellaneous Income / Other	£ 1		£ 50	£ 50	£ 135		
1176 Precept	1080 Precept	£ 150,768		£ 158,306	£ 158,306.00	£ 79,153.00	(37k straight to EMR)	
	1090 Property Income	£ 4,542		£ 3,700	£ 3,700	£ 556		
1140 Miscellaneous Property Income		£ 200		£ 200				
1141 Gardiner Ground and Pavilion		£ 2,000		£ 2,000				
1143 Sheepcot Ground and Pavilion		£ 1,500		£ 1,500				
	Total General Income	£ 196,729	£ -	£ 164,956	£ 164,956	£ 102,850		
1130 White Hill Burial Ground	200 Burial Ground Income	£ 15,695		£ 15,000		£ 6,791		
	2010 Grazing & Miscellaneous				£ 14			
	2020 Interments and Plots				£ 9,000			
	2030 Memorials; Including Bench Donations				£ 5,986			
	Total Burial Ground Income	£ 15,695	£ -	£ 15,000	£ 15,000	£ 6,791	(1k straight to EMR)	
	Total All Income	£ 212,424	£ -	£ 179,956	£ 179,956	£ 109,641		
	300 Administration							
2110 Allowances Expenses Training	3010 Allowances Expenses Training	£ 603		£ 1,700	1700	0		
2590 Awards and honours	3020 Awards and honours	£ 466		£ 1,000	1000	0		
2500 COVID-19 Response (not Staff)	3030 COVID-19 Response (not Staff)	£ 1,131		£ -	£ -	£ 107	From EMR	
Election fees	3040 Election fees	£ -		£ -	0	£ -		
2540 Hire of Meeting Room	3050 Hire of Meeting Room	£ -		£ 500	£ 500	£ -		
2210 Postage, copies and printing	3060 Postage, copies and printing	£ 365		£ 450	£ 450	£ -		
2550 Publications	3070 Publications	£ 42		£ 100	100	£ -		
2410 Subscriptions	3080 Subscriptions	£ 792		£ 800	£ 800	£ -		
2520 Legal Fees	3090 Legal Fees	£ 35		£ 1,000	£ 1,000	£ 1,387		
2290 Rates & Taxes	3100 Rates and Taxes	£ 1,497		£ 2,000	£ 2,000	£ 447		
2245 Website	3110 Website	£ 15			£ -	£ -		
	Total Administration	£ 4,946	£ -	£ 7,550	£ 7,550	£ 1,941		
	400 General Finance & Grants							
2510 Audit & Accountancy Fees	4010 Audit and Accountancy	£ 250		£ 1,000	£ 1,000	£ 250		
2580 Bank Charges	4020 Bank Charges	£ 60		£ 100	£ 100	£ 15		
3310 Churches S214(6) LG Act 1972	4030 Churches S214(6) LG Act 1972	£ -		£ -	£ -	£ -		
2300 Miscellaneous Expenditure	4040 Miscellaneous Expenditure	£ 1,873		£ 306	£ 306	£ -		
3330 S137 and Other (Non-Grant) Payments	4050 S137 and Other (Non-Grant) Payments	£ -		£ 5,000	£ 5,000	£ 452	3,000 if GiB a committee	
2310 Staff Costs	4060 Staff Costs	£ 31,813		£ 50,000	£ 50,000	£ 8,003		
3350 Transport S26-29 LGR Act 1997	4070 Transport S26-29 LGR Act 1997	£ 350		£ 1,000	£ 1,000	£ -	For Readibus	
	Total General Finance & Grants	£ 34,346	£ -	£ 57,406	£ 57,406	£ 8,720		
	500 Burial Ground							
3100 Misc Burial Ground Costs	5010 General Maintenance	£ 1,629		£ 450	£ 450	£ 55		
	5020 Mowing & Hedges				£ 2,000			
3210 Grave Digging	5030 Plot Preparation	£ 3,417		£ 3,500	£ 3,500	£ 553		
	Total Burial Ground	£ 5,046	£ -	£ 3,950	£ 5,950			
	600 Facilities							
3650 Car Park	6010 Car Park	£ 2,400		£ 3,000	£ 3,000	£ -		
3260 Defibrillator	6020 Defibrillator	£ 299		£ 200	£ 200	£ -		
3170 General Maintenance & Repair	6030 General Maintenance & Repair	£ 2,901		£ 4,000	£ 4,000	£ 1,344		

3110 Grass Weeding Strimming Fertil	6040 Grass Weeding Strimming Fertil	£	12,799		£	14,500	£	12,500	£	3,030	
3120 Hedges/Fences/Paddocks/Gates	6050 Hedges/Fences/Paddocks/Gates	£	2,550		£	3,000	£	3,000	£	-	
6330/3250 High Street Strategic Project	6060 High Street Strategic Project	£	29,865		£	-	£	-	£	25,930	
2295 Inspections Surveys & Reports	6070 Inspections Surveys & Reports	£	3,717		£	3,500	£	3,500	£	1,404	
2270 Insurance	6080 Insurance	£	1,756		£	1,900	£	1,900	£	-	
2255 Office Equipment	6090 Office Equipment	£	1,575		£	2,000	£	2,000	£	1,187	
4211 Playground Equipment Maintenance	6100 Playground Equipment Maintenance	£	471		£	2,500	£	2,500	£	-	
2570 OJFS Sundries & Maintenance	6110 Property Sundries	£	173		£	200	£	200	£	50	
6333 Public Spaces Review	6120 Public Spaces Review	£	-	Moved to EMR					£	1,567	From EMR - Original Budget 10K
2200 Security, Fire & Safety	6130 Security, Fire & Safety	£	310		£	150	£	150	£	132	
2250 Software and back-ups	6140 Software and back-ups	£	1,256		£	950	£	950	£	510	
3910 Street Furniture & Seats	6150 Street Furniture & Seats	£	-		£	500	£	500	£	-	
3420 Street Lighting	6160 Street Lighting	£	20,247		£	20,000	£	20,000	£	3,918	
	6170 Street Light Repalcements	£	1,313						£	-	
	6180 Summer of Play								£	-	From EMR - Budget 10K
2240 Telephone & Internet	6190 Telephone & Internet	£	626		£	1,050	£	1,050	£	482	
2610 Traveller Eviction & Cleanup	6200 Traveller Eviction & Cleanup	£	4,525		£	-	£	-	£	-	
3525 Trees	6210 Trees	£	5,535		£	-	£	-	£	-	
2260 Utilities - Gas, Water, Electr	6220 Utilities - Gas, Water, Electr	£	6,286		£	10,000	£	10,000	£	1,504	
2600 Vandalism	6230 Vandalism	£	-		£	500	£	500	£	135	
3560 Waste / Litter / Street Cleani	6240 Waste / Litter / Street Cleaning	£	7,058		£	6,000	£	6,000	£	1,775	
3562 Winter & Flooding	6250 Winter & Flooding	£	-		£	600	£	600	£	-	
	Total Facilities	£	105,662	£	-	£	74,550	£	72,550	£	42,968
	700 Neighbourhood Plan										
4902 Consultancy NP	7010 Consultancy NP										
4905 Examination Preparartion NP	7020 Examination Preparation NP										
4900 Meetings NP	7030 Meetings NP										
4908 Misc Expenses/ purchases NP	7040 Misc Expenses/ purchases NP	£	87					120		9	
4903 Printing / Exhibitions NP	7050 Printing / Exhibitions NP										
4901 Printing NP	7060 Printing NP										
4906 Referendum Preparation NP	7070 Referendum Preparation NP										
4904 Research Materials NP	7080 Research Materials NP										
	Total Neighbourhood Plan	£	87	£	-	£	-	£	120	£	9
	Total All Expenditure	£	150,087	£	-	£	143,456	£	143,576		
	TOTAL INCOME	£	212,424	£	-	£	179,956	£	179,956		
	TOTAL EXPENDITURE	£	150,087	£	-	£	143,456	£	143,576		
	SURPLUS `--> EMR	£	62,337	£	-	£	36,500	£	36,380		

	Account	End 2020-2021	Immediate Modifications - Start of Year	From budget 2021-22	Projected End of Year, if Nothing Spent 2021-2022
320 EMR Operating Reserve	320 EMR Operating Reserve	£ 61,463		£ 5,000	£ 66,463
321 EMR Rectory Gardens		£ -			£ -
323 EMR Ferry Lane Fence		£ -			£ -
325 EMR Tree Felling & Replacement	325 EMR Tree Felling & Replacement	£ 10,000		£ 2,000	£ 12,000
326 EMR Playground Equipment	330 EMR Playground Equipment	£ 13,500		£ 8,000	£ 21,500
328 EMR MIGGS Pavement Widening	335 EMR MIGGS Pavement Widening	£ 5,000			£ 5,000
329 EMR Car Park Reserves	340 EMR Car Park Reserves	£ 2,000		£ 1,000	£ 3,000
331 EMR Sheepcot Refurbishment					£ -
332 EMR CIL	345 EMR CIL	£ -			£ -
333 EMR High Street Strategic Project	350 EMR High Street Strategic Project	£ 25,000			£ 25,000
334 EMR Street Lighting Replacement	355 EMR Street Lighting Replacement	£ 29,645		£ 15,500	£ 45,145
335 EMR LED Street Survey		£ -			£ -
340 EMR Covid-19 Response	360 EMR Covid-19 Response	£ 7,533			£ 7,533
350 EMR Prev FY2019-20 Commitments		£ -			£ -
360 EMR Security	365 EMR Security	£ 3,249			£ 3,249
370 EMR Public Spaces Strategy	370 EMR Public Spaces Strategy	£ 24,000	14,000	£ 5,000	£ 19,000
375 EMR GGBN Reserved Monies	375 EMR GGBN Reserved Monies	£ 1,031			£ 1,031
384 EMR External Audit Costs	380 EMR External Audit Costs	£ 6,000			£ 6,000
385 EMR WHBG Reserved Plots	385 EMR WHBG Reserved Plots	£ 5,500			£ 5,500
XXX EMR Summer of Play	390 EMR Summer of Play		10000		£ 10,000
		£ 193,919.93		£ 36,500	£ 230,420

## 16.2. To Approve Payments April, May & June 2021

### Current Account

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2021	TSB Reserve Account	TFR_21_001	£ 5,774.88		Trsfr to Reserves
02/04/2021	TSB Bank plc	DD_21_002	£ 5.00	DD_21_002	TSB Bank plc
06/04/2021	Public Internet	DD_21_003	£ 402.00	DD_21_003	Internet and domain hosting
06/04/2021	Xerox	DD_21_004	£ 90.58	DD_21_004	Printer quarterly maintenance
09/04/2021	Google ireland Ltd	DD_21_009	£ 9.20	DD_21_009	monthly host goringplan.co.uk
09/04/2021	SODC	DD_21_008	£ 93.10	DD_21_008	Rates Ref 5350540
09/04/2021	SODC	DD_21-007	£ 53.90	DD_21-007	Rate reference 5136641
12/04/2021	HM Revenue & Customs	BAC_21_010	£ 655.75	BAC_21_010	Payroll deductions March 2021
23/04/2021	SSE	DD_21_015	£ 1,169.79	DD_21_015	Unmetred Elect March 2021
23/04/2021	Grundon Waste Magt.	DD_21_013	£ 6.56	DD_21_013	Waste WHBG
23/04/2021	Grundon Waste Magt.	DD_21_014	£ 9.48	DD_21_014	OJFS Waste
28/04/2021	Castle Water	DD_21_017	£ 33.97	DD_21_017	Water and sewer Gardiner
30/04/2021	TSB Reserve Account	TRF_21_022	£ 20,476.14		To reserves
30/04/2021	LEA White	BAC_21_019		BAC_21_019	Salary Apr 2021
30/04/2021	J S Merrill	BAC_21_020		BAC_21_020	Payroll April 2021
30/04/2021	R N Wood	BAC_21_021		BAC_21_021	Payroll April 2021
03/05/2021	TSB Bank plc	DD_21_023	£ 5.00	21.01.19.1	Bank chgs 10-3-21 to 9-4-21
04/05/2021	SODC	DD_21_024	£ 55.00	21.01.19.1	Business rates ref: 5136641
04/05/2021	SODC	DD_21_025	£ 95.00	21.01.19.1	Business rates ref: 5350540
04/05/2021	Public Internet	DD_21_026	£ 58.80	21.01.19.1	Internet, telephone and domain
05/05/2021	M&C Landscapes	BAC_21_035	£ 288.00	21.01.19.1	Burials July 2020
06/05/2021	Get Support IT Services Ltd	DD_21_027	£ 46.74	21.01.19.1	Office 365, Saas and remote
07/05/2021	Xerox	DD_21_028	£ 11.05	Next meeting	Print consumables 1-1to31-3-21
10/05/2021	Google ireland Ltd	DD_21_029	£ 9.20	21.01.19.1	website goringplan.co.uk
10/05/2021	Goring Hardware	BAC_21_031	£ 17.40	Next meeting	Key tags, Keys cut, Batteries
10/05/2021	Thirlwall Associates Ltd	BAC_21_032	£ 1,116.00	20.03.6.1	Open Space consult 50%
10/05/2021	M&C Landscapes	BAC_21_033	£ 375.84	21.01.19.1	Burials April
10/05/2021	M&C Landscapes	BAC_21_034	£ 1,934.48	21.01.19.1	Grass cutting Apr 2021
10/05/2021	M&C Landscapes	BAC_21_036	£ 1,209.82	21.01.19.1	Grass cutting March 2021
10/05/2021	BGG Garden & Tree Care	BAC_21_037	£ 600.00	21.01.19.1	Litter picking April 2021
10/05/2021	BGG Garden & Tree Care	BAC_21_038	£ 470.40	21.01.19.1	Litter picking March 2021
10/05/2021	SMS Environmental	BACS	£ 152.40	21.01.19.1	Testing Gardiner & Sheepcot
10/05/2021	SMS Environmental	BAC_21_040	£ 61.80	21.01.19.1	Testing Gard & Sheep Apr 21
10/05/2021	SODC	BAC_21_041	£ 538.20	Next meeting	Dog bin emptying 1-1 to31-3-21
10/05/2021	RES Systems Limited	BAC_21_042	£ 71.58	Next meeting	Fire ext service & inspection
10/05/2021	Oxfordshire County Council	BAC_21_043	£ 30,000.00	20.4.3.2	Traffic calm const final pymt
10/05/2021	Smartway Electrical Services	BAC_21_044	£ 571.43	21.01.19.1 +next mtg	Quarterly maint Jan to Mar 21
10/05/2021	Prettys Solicitors LLP	DD_21_045	£ 1,119.60	20.10.16+to be reimbursed	Tennis Club Lease

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10/05/2021	Prettys Solicitors LLP	BAC_21_046	£ 544.80	to be reimbursed	WHBG Access rd - East Cottage
10/05/2021	Streatley Parish Council	BAC_21_047	£ 106.67	20.08.5.5	GPC protion Q1 helpline costs
10/05/2021	SSE	BAC_21_048	£ 912.86	21.01.19.1	Street Light maint Apr 21
10/05/2021	Complete Weed Control	BAC_21_049	£ 492.00	20.10.6.2	Weed control (1st of 2)
10/05/2021	Jane Olds - Internal Auditor	BAC_21_050	£ 250.00	20.03.4.2	Internal audit 2020/21
17/05/2021	HM Revenue & Customs	BAC_21_052	£ 406.77	21.01.19.1	Payroll deductions & NI Apr 21
21/05/2021	SE Gas Ltd	R_21_055	-£ 91.11	R_21_055	Refund ref 274760641
24/05/2021	SSE	DD_21_057	£ 1,241.96	21.01.19.1	Street lighting Apr 21
24/05/2021	SSE	DD_21_058	£ 198.26	21.01.19.1	Electric Gardiner 1Q 2021/22
24/05/2021	SSE	DD_21_059	£ 106.03	21.01.19.1	Electricity OJFS Q1 2021/22
25/05/2021	Grundon Waste Magt.	DD_21_062	£ 6.56	21.01.19.1	Waste collection OJFS Apr 21
25/05/2021	Grundon Waste Magt.	DD_21_061	£ 9.48	21.01.19.1	Waste OJFS Apr 21
28/05/2021	Castle Water	DD_21_064	£ 33.97	Next meeting	Water & sewer OJFS Apr 21
31/05/2021	JA Wood	BAC_21_065		21.01.19.1	Payroll Apr 21
31/05/2021	Roger N Wood	BAC_21_066		21.01.19.1	Payroll May 21
31/05/2021	Mike Ward	BAC_21_067		21.01.19.1	Payroll May 21
31/05/2021	J S Merrill	BAC_21_068		21.01.19.1	Payroll May 21
31/05/2021	LEA White	BAC_21_069		21.01.19.1	Payroll May 21
31/05/2021	RES Systems Limited	BAC_21_070	£ 158.40	21.01.13.3	3 new fire extinguishers
31/05/2021	ADS Signs Ltd	BAC_21_071	£ 162.00	21.01.13.3	signs for Ferry Ln Open Space
31/05/2021	Amazon.co.uk	BAC_21_072	£ 557.99	21.01.12.2/21.01.	Label maker, phone -pd LW
31/05/2021	Amazon Svc Eur SarL	BAC_21_073	£ 21.99	21.01.12.4	Consummables - label maker
31/05/2021	Dell Products	BAC_21_074	£ 840.00	21.01.12.3	Laptop computer
31/05/2021	Post Office Ltd	BAC_21_075	£ 15.84	Next meeting	postage stamps - pd LW
31/05/2021	GiffGaff Ltd	BAC_21_076	£ 32.00	21.01.19.1	SIM monthly plans - pd LW
01/06/2021	SSE	DD_21_077	£ 121.15	21.01.19.1	Electricity Sheepcot June '21
01/06/2021	SSE	DD_21_078	£ 63.76	21.01.19.1	OJFS Electric, June '21
01/06/2021	SSE	DD_21_079	£ 47.96	21.01.19.1	Sheepcot Gase, June '21
01/06/2021	Get Support IT Services Ltd	DD_21_080	£ 46.74	21.01.19.1	Office 365 + Backups
01/06/2021	SODC	DD_21_081	£ 95.00	21.01.19.1	Rates Store & Premises
01/06/2021	SODC	DD_21_082	£ 55.00	21.01.19.1	Rates Hall & Premises
02/06/2021	TSB Bank plc	DD_21_084	£ 5.00	21.01.19.1	Service Charge
04/06/2021	Public Internet	DD_21_088	£ 42.00	21.01.19.1	ADSL June 2021
08/06/2021	Google ireland Ltd	DD_21_089	£ 9.20	21.01.19.1	Goringplan.co.uk Hosting
10/06/2021	HM Revenue & Customs	BAC_21_090	£ 765.80	21.01.19.1	Deductions May 2021
21/06/2021	SSE	DD_21_092	£ 1,054.87	21.01.19.1	Unmetered Electricity - Lights
22/06/2021	Grundon Waste Magt.	DD_21_093	£ 9.48	21.01.19.1	Monthly Waste Collections
22/06/2021	Grundon Waste Magt.	DD_21_094	£ 6.56	21.01.19.1	WTN WHBG Skip May 2021
28/06/2021	Castle Water	DD_21_097	£ 29.11	Next Meeting	Gardiner Pavilion Water
28/06/2021	Castle Water	DD_21_098	£ 7.56	Next Meeting	OJFS Water
30/06/2021	GiffGaff Ltd	BAC_21_101	£ 22.00	21.01.19.1	Monthly Sims - Refund L White
30/06/2021	Amazon Services Europe S.a.r.L	BAC_21_102	£ 81.22	21.01.17.2	Various - Refund L White
30/06/2021	Quickdraw Supplies Limited	BAC_21_103	£ 59.95	21.01.17.2	Quickdraw Supplies Limited
30/06/2021	Amazon EU S.a.r.L. UK Branch	BAC_21_104	£ 100.80	21.01.17.2	Various - Refund L White

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30/06/2021	TTS	BAC_21_105	£ 224.27	21.1.17.2	Large Games GoTSOP - Refund LW
30/06/2021	Laura White	BAC_21_106		21.01.19.1	Salary June 2021
30/06/2021	R Wood	BAC_21_107		21.01.19.1	Salary June 2021
30/06/2021	M Ward	BAC_21_108		21.01.19.1	Salary June 2021
30/06/2021	J Merrill	BAC_21_109		21.01.19.1	Salary June 2021
30/06/2021	J Wood	BAC_21_110		21.01.19.1	Salary June 2021
30/06/2021	SSE	BAC_21_111	£ 429.83	21.01.19.1	Mill Down Ave Col3 New Lantern
30/06/2021	SSE	BAC_21_112	£ 912.86	21.01.19.1	Streetlights Monthly Maintenanc
30/06/2021	SSE	BAC_21_113	£ 149.75	21.01.19.1	Rechargable Repairs 1st Qtr
30/06/2021	Smartway Electrical Services	BAC_21_114	£ 611.17	21.01.19.1	Quarterly Maintenance
30/06/2021	BGG Garden & Tree Care	BAC_21_115	£ 480.00	21.01.19.1	Litter Picking May 2021
30/06/2021	SMS Environmental	BAC_21_116	£ 98.88	21.01.19.1	Monthly PPMs May
30/06/2021	Goring in Bloom	BAC_21_118	£ 452.00	20.09.4	Hire of Hanging Baskets&Maint
30/06/2021	Glasdon UK Ltd	BAC_21_119	£ 608.11	21.01.13.5 & .11	Bollards & Bin
30/06/2021	Play Services Ireland Ltd	BAC_21_120	£ 354.00	21.01.13.13	Small World Inspections
30/06/2021	Noel Carter	BAC_21_121	£ 790.00	21.01.13.6	Pavilion Deep Clean + Notices
30/06/2021	BG Clapson	BAC_21_122	£ 1,250.00	21.01.17.2	GoTSOP2021 Coordination
30/06/2021	D Wilkins	BAC_21_123	£ 15.40	Next Meeting	WHBG Planting
30/06/2021	D Wilkins	BAC_21_124	£ 34.30	Next Meeting	WHBG Planting
30/06/2021	B Urbick	BAC_21_125	£ 136.80	Next Meeting	Go To Meeting 1 year Licence
30/06/2021	SMS Environmental	BAC_21_117	£ 156.97	21.01.19.1	Monthly PPMs June 2021 Correct
		Total:	£ 89,096.71		

## Reserve Account

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
10/05/2021	TSB Current	TRF_21_030	£ 25,000	From reserve to current acct
	Total Payments		£ 25,000	

**16.3. To Note Receipts April, May & June 2021****Current Account**

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
03/06/2021	A Anderson / S Carter	R_21_087	Reopen&Inter CECR2 L28	£ 365.24
17/06/2021	AB Walker & Son Ltd	R_21_091	Memorial CECR2 L10 Inv 1337	£ 122.57
30/06/2021	AB Walker & Son Ltd	R_21_099	Reopen&Inter CE3 G106 Inv1335	£ 1,715.55
01/06/2021	AF Jones	R_21_083	Memorial Permit CE3 H110	£ 599.61
30/06/2021	Co-Operative Funeralcare	R_21_100	Ropen&Inter RC1 L11 Inv 1283	£ 1,047.53
28/06/2021	Davis Tate	R_21_096	Car Parking to Aug Inv 1328	£ 764.40
19/05/2021	FM Fitness	R_21_053	Occas use Gardiner & Sheepcot	£ 46.80
16/04/2021	Howard Chadwick Funeral Servic	R_21_012	Inv 1323, Reopen CE2 H117	£ 1,054.86
13/05/2021	Oxfordshire County Council	R_21_051	Grass cutting pymt 2021/22	£ 1,743.00
23/06/2021	P Johnson	R_21_095	Yew Tree Dell	£ 1.00
20/05/2021	Reeves Memorial Co Ltd	R_21_054	Inv 1322 inscript - CE2 G121	£ 66.61
07/04/2021	Running Reborn	R_21_005	Occasional Gardiner to Sep 21	£ 73.74
07/04/2021	Running Reborn	R_21_005	Occasional Sheepcot to Sep 21	£ 19.86
26/05/2021	Running Reborn	R_21_063	Gardiner 9 days 6/21 to 3/22	£ 484.92
02/06/2021	S Sweeten	R_21_085	Plot & Inter CECR2 L11 Inv1331	£ 1,016.01
08/04/2021	South Oxfordshire DC	R_21_006	First half precept 2021/22	£ 79,153.00
30/04/2021	South Oxfordshire DC	R_21_018	CIL Share to Apr 2021	£ 20,476.14
02/06/2021	SPB Stoneworks	R_21_086	Memorial permit CECR2 L11	£ 499.68
25/05/2021	SPB Stoneworks Limited	R_21_062	Inv 1329 (part) Mem CECR2 L15	£ 499.68
22/05/2021	SPB Stoneworks Ltd	R_21_056	Inv 1329 (part) Mem CECR1 G33	£ 122.57
30/06/2021	SSE	R_21_100b	Wayleav Cleeve Road Ainsdale	£ 30.00
14/04/2021	SSE Wayleave	R_21_011	AnnuaWayleave Gatehampton Road	£ 4.00
26/04/2021	TSB Bank plc	R_21_016	Refund of fees (to query bank)	£ 135.00
10/05/2021	TSB Reserve Account	TRF_21_030	From reserve to current acct	£ 25,000.00
			<b>Total Receipts</b>	<b>£ 135,041.77</b>

**Reserve Account**

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
10/04/2021	TSB Bank plc	Interest	April 2021 Interest	£ 48.95
10/05/2021	TSB Bank plc	Interest	May 2021 Interest	£ 50.88
10/06/2021	TSB Bank plc	Interest	June 2021 Interest	£ 49.70
01/04/2021	TSB Current	TFR_21_001	Trsfr to Reserves	£ 5,774.88
30/04/2021	TSB Current	TRF_21_022	To reserves	£ 20,476.14
			<b>Total Receipts</b>	<b>£ 26,400.55</b>

**16.4. To Note Reconciled Bank Accounts at 30<sup>th</sup> June 2021****Current Account**

Bank Statement Account Name (s)	Statement Date		Balances
TSB Current	30/06/2021		£ 53,342.93
			£ 53,342.93
Unpresented Cheques (Minus)		Amount	
		0	
			£ -
			£ 53,342.93
Receipts not Banked/Cleared (Plus)			
		0	
			£ -
			£ 53,342.93
		Balance per Cash Book is :-	£ 53,342.93
		Difference is :-	£ -

**Reserve Account**

Bank Statement Account Name (s)	Statement Date		Balances
TSB Reserve Account	30/06/2021		£ 195,352.98
			£ 195,352.98
Unpresented Cheques (Minus)		Amount	
		0	
			£ -
			£ 195,352.98
Receipts not Banked/Cleared (Plus)			
		0	
			£ -
			£ 195,352.98
		Balance per Cash Book is :-	£ 195,352.98
		Difference is :-	£ -



## 16.5. To receive External Audit Reports FY 2017/2018 and 2018/2019 FY 2017/2018

### Section 3 - External Auditor Report and Certificate 2017/18

In respect of

GORING - ON - THAMES PARISH COUNCIL

#### 1. Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in the accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2. External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council has adjusted the final 2018 figure included in box 6, other payments. Although this is only adjusted by £1 the comparative figures do not add down and do not now agree to the audited amounts as per the 2018 Annual Return.

#### 3. External auditor certificate 2017/18

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

We do not certify completion because:

We are required to wait for a period of 21 days to elapse following the issuing an objection response to ensure the matter is concluded before certifying completion. We anticipate this period ending on 20 July 2021.

External Auditor Name



External Auditor Signature

Date 28 June 2021

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

FY 2018/2019

## Section 3 - External Auditor Report and Certificate 2018/19

In respect of **GORING - ON - THAMES PARISH COUNCIL**

## 1. Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in the accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

## 2. External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

## 3. External auditor certificate 2018/19

We **certify/ do not certify\*** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

\*We do not certify completion because:

We are required to wait for a period of 21 days to elapse following the issuing an objection response to ensure the matter is concluded before certifying completion. We anticipate this period ending on 20 July 2021.

External Auditor Name



External Auditor Signature

Date 28 June 2021

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## **COMMUNICATION POLICY**

### **1. Introduction**

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners with regard to matters relating to the Civil Parish of Goring-on-Thames.

Parish Councillors may be contacted via the Clerk or using their Parish Council email addresses.

If it is felt by the villager that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

### **2. Aims**

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa.

To provide information on important matters in a timely manner so as to facilitate and encourage informed comment from interested individuals and groups.

### **3. Parish Council Meetings**

The Parish Council meets 6 times per year, starting in May on the 2<sup>nd</sup> Monday of every other month.

The Parish Council will normally meet in a room at the Village Hall, in the Civil Parish Of Goring-on-Thames from 7.30pm.

Public participation will generally start before 7:30pm enable discussion on agenda items, 10 minutes is reserved for this, with the meeting starting immediately after, but no earlier than 7:30pm unless previously advertised.

Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting must make the Chairman aware of their intention before the meeting starts.

### **4. Notice Boards**

The following items will be displayed on the Parish Council noticeboard outside the council office:



- Parish Council meeting dates for the year
- Contact details for the Clerk
- The Parish Council's meeting agenda - which will be posted at least 3 clear days in advance of each meeting
- Agenda of other committee meetings of the Parish Council - which will be posted at least 3 clear days in advance of each meeting
- The information displayed on the Parish Notice Board will be kept up-to-date.

Where possible the other notice boards around the village will also be kept up to date, however the board outside the parish office remains the office noticeboard.

## **5. Correspondence**

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at [clerk@GoringParishCouncil.gov.uk](mailto:clerk@GoringParishCouncil.gov.uk) or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors have their own Council email addresses which have the format [firstinitial.lastname@GoringParishCouncil.gov.uk](mailto:firstname.lastname@GoringParishCouncil.gov.uk).

The Clerk is responsible for dealing with email received and passing on anything relevant to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new email requiring data to be passed on may be followed up with a data consent request before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with villagers in relation to their own personal views, if appropriate, with a copy to the Clerk.

It is important to note that any emails sent to Parish Council email addresses will be subject to The Freedom of Information Act requirements.

These procedures will ensure that a complete and proper record of all correspondence is kept.

It is imperative that all correspondents never forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if at all possible. If email is used then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The



Council regrets that, for reasons of computer security and virus protection, anonymous emails and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately in line with the known policies of the council, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

## **6. Website**

The Parish Clerk will arrange for the Agenda and associated papers to be posted on the Goring-on-Thames Parish Council Website ([www.GoringParishCouncil.gov.uk](http://www.GoringParishCouncil.gov.uk)) at least three clear days before the meeting and for the draft Minutes to be posted as soon as possible after the meeting. The final Minutes will be posted once approved.

In order to comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

- a) all items of expenditure above £100
- b) end of year accounts
- c) annual governance statement
- d) internal audit report
- e) list of councillor or member responsibilities
- f) Minutes, agendas and meeting papers of formal meetings.

The Parish Clerk is the Webmaster for the Parish Council website. The Parish Clerk will ensure that the Parish Council email address is publicised.

## **7. Social Media**

The use of social media does not replace existing forms of communication, but is used to enhance communication with a wider range of the population.

## **8. Annual Parish Meeting**

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

## **9. Related Policies and Procedures**

Councillor Code of Conduct



Complaints Policy

Retention Policy

Policy on Requests for Information

Recording of Meetings Policy

Media & Communications Committee TOR

## **10. Review**

This document was approved for use at the meeting of the Parish Council on 04<sup>th</sup> October 2021, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 04<sup>th</sup> October 2021

K Bulmer, Chairman





## **RECORDING OF MEETINGS POLICY**

### **1. Policy Statement**

Goring-on-Thames Parish Council is committed to being open and transparent in the way that it conducts its decision making. The right to record, film and to broadcast meetings of Goring-on-Thames Parish Council was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Parish Council meeting which is open to the public provided that the Chairman of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the following procedure.

This policy is applicable to all meetings of the Parish Council, including Committees; Sub-Committees and Working Groups.

### **2. Procedure**

Anyone wishing to record a meeting is requested to let the Chairman of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chairman to reduce disruption to the proceedings.

At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded and the Council will ensure that signage at Council meetings makes it clear that recording can take place. If anyone speaking at the meeting does not wish to be recorded they should let the Chairman of the meeting know.

Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned. Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent. Any request made by the Chairman regarding respecting the public's right to privacy must be complied with.

Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

The Chairman of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chairman's opinion, continuing to do so would prejudice proceedings at the meeting because:

- recording is disrupting the proceedings of the meeting;



- there is public disturbance or a suspension of the meeting;
- the meeting has resolved to exclude the public for reasons of confidential business.

For these purposes recording equipment must not be left unattended at meetings. The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room. The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

### **3. Guidance Notes**

The Parish Clerk should be contacted prior to the meeting if the recording involves large equipment or special requirements.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

The Council may itself photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.

Parish Clerk email address: [clerk@GoringParishCouncil.gov.uk](mailto:clerk@GoringParishCouncil.gov.uk)

### **4. Review**

This document was approved for use at the meeting of the Parish Council on 04<sup>th</sup> October 2021, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 04<sup>th</sup> October 2021

K Bulmer, Chairman





## **EQUALITY POLICY**

### **1. Introduction**

The Parish Council is committed to pursuing an equal opportunities approach in the employment of its staff and in every aspect of Council activity and recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.

### **2. Legislation and Codes of Practice**

The Council Recognises its responsibilities under equality legislation and related codes of practice including the following:

- The Sex Discrimination Act 1975 (amended 1976)
- The Equal Pay Act 1970
- The Race Relations Act 1976, 2000(amended) and 2003 (amended)
- The Disability Discrimination Act 1995 and amendments
- The Human Rights Act 1998
- Equalities Act 2010

It is **unlawful** to discriminate against an individual on the following “protected characteristics”:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

### **3. Purpose**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken) and an equality of opportunity in the provision of services and access to Parish Council facilities.

The Council believes that opportunity and freedom from discrimination are fundamental human rights, and actively opposes all forms of discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.



#### **4. The Council as a Service Provider**

The Council recognises and welcomes the changing pattern of households and population in the parish and is aware of the diverse requirements that will need to be met in the future.

The Council aims to provide its services without discriminating against any part of society or the residents on the grounds of sexual orientation, religion or belief, disability, gender or age.

#### **5. The Council as an Employer**

The Council recognises its responsibilities to provide equal opportunities in employment, and to avoid discrimination and harassment. All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally.

Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of the Parish Council's equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

Prospective candidates wishing to raise a complaint should do so, in writing, to the Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by the Clerk, or an independent person appointed for the purpose, who will report to the Council

#### **6. Commitment**

The Parish Council will comply with all current and future legislation referring to equality and diversity and will aim to promote good practice in all aspects of the organisation. The Council will publicise this policy on the website with all other policy documents and will highlight it in recruitment and relevant official documentation.



## **7. Review**

This document was approved for use at the meeting of the Parish Council on 04<sup>th</sup> October 2021, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 04<sup>th</sup> October 2021

K Bulmer, Chairman



## **HEALTH AND SAFETY POLICY**

### **1. Introduction**

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

### **2. The Parish Council's Safety Policy Statement**

Goring-on-Thames Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain both physically and mentally, safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

The Parish Council will take all reasonable steps to ensure:

Information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.

Its work, in all its forms, is done in ways so that members of the public are not put at risk. Where necessary the council will obtain specialist technical and Health and Safety advice for any projects or pieces of work that could affect the general public.

Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

This policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed periodically.

When necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

The Parish Council is responsible for managing safety, based on the council's safety policy. The Clerk is responsible for monitoring and reporting to the council any Health and Safety issues.



The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents.

All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

### **3. Risk Assessments**

The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.

The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.

The Parish Council requires contractors (and venue hirers, where applicable) to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council.

### **4. Reporting Accidents**

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman, or in his absence the Vice Chairman will be informed immediately.

### **5. Review**

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Signed:

Dated: 04<sup>th</sup> October 2021

K Bulmer, Chairman

## **RISK MANAGEMENT SCHEME**

### **1. Introduction**

This document sets out the risks identified for Goring-on-Thames Parish Council, including mitigations and scores relating the severity of impact and likelihood of the risk occurring.

### **2. Risk Identification**

<b>Risk Identification</b>	<b>Impact</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
Loss or damage of physical council assets	Loss of village amenity	Identify mechanisms by which loss could occur: <ul style="list-style-type: none"> <li>• Fire</li> <li>• Theft</li> <li>• Damage / Vandalism Council</li> </ul> Assets are fully insured with bespoke insurance suitable for Parish Councils and all insurances (list) are re-assessed annually on receipt of insurance policy renewal Assets as Per Approved Asset Register. NOTE: Streetlamps and other street furniture are not covered for accidental damage, only public liability issues.	5	2	10
Council sued for either public liability or employer liability issue	Reputational risk Personal liability	Adequately covered by £10M public and £10M employer's liability. Excess is held in reserve.	1	6	6
Loss due to fraud, theft or dishonesty of employee	Legal action Loss of assets Potential insolvency	£500,000 fidelity guarantee. No petty cash Kept Cash receipts policy in place.	1	8	8



<b>Risk Identification</b>	<b>Impact</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
Risk of consequential loss of income or the need to provide essential services following critical damage by a third party.	Insufficient funds to meet requirements. Current funding sources: <ul style="list-style-type: none"><li>• Precept</li><li>• Burial Ground</li><li>• Renting Property / Sports Teams</li><li>• Grants</li><li>• CIL</li><li>• Bank Interest</li></ul>	Any agency agreements held with Oxfordshire County Council and South Oxfordshire District Council would be dealt with on an annual basis; also performance against contracts with grounds maintenance companies would be regularly checked and contracts re-tendered every three years if active. Banking arrangement are strictly managed. No borrowing or lending applies at this time. Budget signed off annually	2	5	10
Grants to be paid back to grant body	Potential for insolvency	Recognise specific grant procedures when applied for. Ensure all procedures are followed. 50% of precept to be kept in reserve – council currently building up to this reserve level.	2	8	16
Data Protection Breach	Potential legal action	The Parish Council would appoint a Data Protection Officer (GDPR- info Ltd) to handle any breach of personal data. The Clerk is the Data Processing Officer. The Parish Council have published a Privacy Policy, and are compliant with the GDPR legislation of May 2018. Risk of Data Breach is considered low.	2	5	10
Failure of council to meet statutory duties.	Vote of no confidence	Training provided for councillors and clerk. Access to the “Yellow book” Charles Arnold Baker on Local Council Administration, membership of training and advisory bodies. Standing orders to be communicated to all new councillors and reviewed in line with policy. Council minutes and documents audited.	2	3	6



<b>Risk Identification</b>	<b>Impact</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
Minutes are recorded incorrectly	Incorrect actions taken.	All decisions recorded within the minutes by the Clerk and approved by councillors by the following meeting who have an opportunity to comment prior to sign off. Minutes and agendas are produced in the prescribed method and adhere to legal requirements	1	2	2
Minutes - Noncompliance with statutory requirements	Not meeting the council's statutory requirements	Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval until the following meeting Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman according to Standing Orders	1	4	4
Councillor or Staff bringing the council in to disrepute	Loss of reputation.	Councillors receive and receive training on the Code of Conduct A professional approach is undertaken on all Parish Council matters	1	10	10
Breach of confidentiality	Prosecution under Data Protection Act / GDPR	Review of personal data held carried out periodically. Training where necessary. The council complies with current Freedom of Information legislation and the Data Protection Act by following the guide lines issued	2	7	14
Financial management error	Potential for prosecution for fraud	See Financial Risk Assessment	1	10	10
Fly tipping	Public nuisance and cost of remediation	None. When identified, appropriate organisations notified immediately via FixMyStreet	5	4	20
Breach of duty with respect to disabled individuals	Prosecution under the Disabled Discrimination Act	The council has an Equal Opportunities Policy	1	8	8
Risk of budget overrun	Council becomes insolvent	See Financial Risk Assessment.	1	10	10





<b>Risk Identification</b>	<b>Impact</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
Website is hacked / misused	Poor public perception Potential for libel	Website routinely monitored / maintained and backed-up	4	7	28
Damaged to third parties from pot-holes on the access roads owned by the council	Potential legal action	The PC to hold public liability insurance. Inspections to be held annually and status reported to PC. Pot holes to be filled on an adhoc basis	8	3	24
Injury from slips and falls on PC owned land	Potential legal action	Keep grit bins filled during cold weather. Reminder to be published annually asking residents to spread salt when needed. Annual monitoring in September.	6	4	24
Injury / damage from falling trees / limbs	Potential legal action	Survey and take action as recommended. Survey to be carried out every 5 years.	4	8	32
Flooding / damage from flooding and associated health hazard caused by blocked drains	Potential legal action Damage to resident's property	Notify OCC as and when required	3	7	21
Injury / infection from dog waste.	Potential legal action Poor public perception of council	Dog waste bins installed at strategic locations. Notices to remind dog owners to clear up mess and dispose of responsibly.	2	2	4
Injury from defective public seating or playground equipment	Potential legal action	Periodic checks to public benches and playground equipment. Playground equipment is inspected annually by suitably qualified consultants and repairs carried out as necessary.	2	5	10



<b>Risk Identification</b>	<b>Impact</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>
Business Continuity: Loss of council records / documents	Council would be unable to function fully. This would require significant effort to restore position.	IT systems backed up weekly (minimum). Records kept in secure cloud and backed up regularly. Anti-virus software kept up to date. Chairman holds sealed envelope with key passwords to enable access to system in the event the clerk is incapacitated. The burial register is complete and accurate and will be kept up to date using dedicated computer software. 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.	2	9	18
Employment tribunal claim raised	Financial impact, loss of reputation.	Employees must sign a legally binding employment contract as based on the provided NALC template, accompanied by the Employee Handbook. When requires HR advice sought from appropriate external organisation.	1	8	8
Councillors rule on matters they have an interest in.	Incorrect procedure followed. Potential for decisions to be questioned. Loss of reputation	A register of interests is held by SODC, as provided by individual councillors and signed. All councillors are reminded of the requirement to declare interests and ask for any dispensations at the start of every meeting.	1	5	5

Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Damage or injury caused by electronic malfunction	Death / Fire / loss of property	PAT testing of PC assets carried out	1	10	10

### 3. Other Risks

Any other risks identified will be added to this document and graded for impact and likelihood at the earliest opportunity.

Risks relating to financial matters are managed by

- Financial Regulations
- Financial Risk Assessment
- Reserves Policy
- Statement of Internal Controls

### 4. Likelihood and Impact Scoring Scale

Likelihood	10	20	40	60	80	100
	8	16	32	48	64	80
	6	12	24	36	48	60
	4	8	16	24	32	40
	2	4	8	12	16	20
		2	4	6	8	10
		Impact				

RISK
High
Medium
Low

## **5. Review**

This document was approved for use at the meeting of the Parish Council on 04<sup>th</sup> October 2021, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 04<sup>th</sup> October 2021

K Bulmer, Chairman