

Title	BRIEFING TO GORING DIVISION PARISH COUNCIL NOV 2021
Authors	County Councillor K Bulmer
Meeting	Goring-on-Thames Parish Council Meeting 8 th November 2021

LEADER BELATEDLY CALLS ON GOVERNMENT FOR MORE MONEY

Long after the consultation period closed, the OCC Leader belatedly wrote to the Prime Minister two days before Government's autumn budget to ask for more social care funding.

FIRST THEY BANNED 'CHAIRMAN', NOW THEY WANT TO BAN MEAT & DAIRY

I have previously reported how the administration has banned the use of the word 'chairman', now a member of the Liberal Democrat Green Alliance is bringing a motion to Full Council on November 2nd to ban meat and dairy products from being served at Council catered events and meetings. Veganism is a personal choice that should be respected but this attempt to dictate the diet of others is totally unacceptable. I have proposed an amendment that does not ban meat and dairy but ensures a vegan option is available. I hope it is accepted.

PROPOSALS FOR 20MPH SPEED LIMIT ACROSS OXFORDSHIRE TOWNS & VILLAGES

On October 19th the OCC Cabinet approved a proposal that has the objective of switching 85% of the county's 30mph speed limits to 20mph. The document can be read [here](#). Whatever side of the argument residents are on, the proposal is unlikely to satisfy anyone. Key points are:

- The plan is to spend £8m changing 30mph signs to 20mph signs (para 12 of report).
- The new lower limit will not be enforced by the police (para 26).
- In the unlikely event of a speeding fine being issued, there is a high degree of probability it could be successfully legally challenged as the usual procedures will not have been followed (para 32).
- Everything hinges on drivers obeying the new limit as a matter of conscience (para 9).

The reality will be that the word will get out that the limit is a paper tiger with no teeth and it will be widely flouted: diligent drivers who currently observe limits will continue to do so, but speeders will continue to speed. Many might think the county would be better spending the £8m on more road repairs.

HOUSEHOLD WASTE RECYCLING CENTRES SET FOR REFRESH IN NOVEMBER

People planning to use Oxfordshire's household waste recycling centers (HWRCs) this month are being warned about a series of short closures to enable essential work to be carried out. The Oakley Wood Recycling Depot will be closed on the 16th & 17th November for maintenance & cleaning.

OCC will be shutting each of its centers for two days to allow for deep cleaning and essential maintenance to take place. This includes jet washing the sites and structures, repainting lines and safety areas, as well as other general work to improve the customer experience. The closing dates for Oakley Wood are Tuesday 16 and Wednesday 17 November.

NEW TRANSPORT PLAN WITH CONFUSED OBJECTIVES APPROVED BY CABINET

The Local Transport and Connectivity Plan sets out to reduce the need to travel and to discourage individual private vehicle use. The ambition is to press residents into walking and cycling, or to use public and shared

transport. While there are merits in parts of these proposals, residents in rural areas will have concerns about how this is to be delivered given Oxford always seems to take priority. OCC is proposing to undertake a further public consultation on the plan and supporting strategies in due course with final adoption of the plan currently scheduled for spring 2022.

CHANGES TO PARKING ENFORCEMENT GO LIVE ON 1 NOVEMBER

The way parking is controlled in parts of Oxfordshire will change next week. From 1 November, OCC will take on responsibility for civil parking enforcement from Thames Valley Police. The council already enforces parking in Oxford. It has also delegated the role to the district council in West Oxfordshire. OCC is now taking over in South Oxfordshire, Vale of White Horse and at Cherwell District Council. The new arrangement also means the creation of extra on-street pay and display car parking spaces in the Vale of White Horse, South Oxfordshire and Cherwell districts. The hope is that the new arrangement will be self-funding, with the extra pay and display spaces helping to pay for enforcement costs, although there will be some limited funding from the three districts.

CONTACT DETAILS

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Title	District Councillor Update – Sept/Oct 2021
Authors	Cllr Maggie Filipova-Rivers Ward member for Goring and South Stoke
Meeting	Goring-on-Thames Parish Council Meeting 8 th November 2021

Covid-19 update

Across the county covid rates remain fairly high with 2,169 cases in the past week and a rate of 311.2 per 100,000 residents, as schools and universities have gone back and some people are returning to work. The highest rates are amongst 11-17 year olds, and then amongst 40-49 year olds. Hospital admissions are currently plateauing, with around 30 people currently in hospital across the county. Rates in South have risen again slightly over the last two weeks from around 205 to 250 per 100,000 residents.

Alongside our health and county and district council colleagues we are sharing the latest government messages on social media around testing to continue to promote it as good practice, as well as support available for those needing to self-isolate. The county council issued [a press release](#) to promote the importance of testing.

The Oxfordshire Growth Board is now the Future Oxfordshire Partnership

The Oxfordshire Growth Board has officially renamed as the Future Oxfordshire Partnership. The partnership's new web address is futureoxfordshirepartnership.org and their social media accounts have also been renamed. You can view [the slides from the latest quarterly briefing](#) on the Future Oxfordshire Partnership's work. This includes a reminder about the purpose of the partnership, an overview of the membership, and information about the current work programme.

Move Together

Move Together is a county-wide pathway into physical activity, designed to provide support, advice and guidance to people most affected by COVID-19, helping them to move more and improve their physical and mental health and well-being.

Support from the scheme can be as simple as being a friendly voice to speak to or one of our Active Communities team going out with a vulnerable resident for a walk to help them get their confidence back about being outside again.

To find out more about Move Together visit activeoxfordshire.org/move-together.

Garden Waste Update

Garden Waste collections successfully got back underway on 27 September in Vale and on 4 October in South as planned.

Under the new temporary arrangement there are fewer garden waste trucks going out each day, which meant Biffa could restart collections sooner. This means fewer drivers are needed but also that Garden waste is currently being collected every four weeks instead of every fortnight. The temporary arrangement is in place until its formal review on 25 October. However, we will let customers know before then, so they can plan accordingly.

Currently they are allowed to put out twice as much garden waste as usual and they are taking advantage of that judging by the large volumes of waste we have been collecting. All existing Garden Waste customers are to be given three months' service free to make up for the disruption.

More details are on our [South](#) waste pages, where people can find out which is their date for collection - if a resident is uncertain which week their collection is we suggest they put their garden waste out on the same day as their recycling and if it's not collected on the first collection that they put it out next time

New tree policy

We have just launched a new which outlines **how we will support and enable communities to apply to plant trees on our land.**

The new [Policy for Planting Trees on Council Land](#) supports our work to tackle the climate emergency and priorities of protecting and restoring our natural world (South) and building healthy communities (Vale).

The background to the policy included five principles on how we aim to protect, plant and manage trees on land we own through: planting, caring and maintenance, supporting biodiversity, planning and development, and community. The policy itself clearly identifies the process for community members to follow if they are interested in planting trees on council land.

For more please see [South](#)

Grant funding of more than £450,000 awarded for new affordable housing in Henley

It was agreed by South Oxfordshire District Council last week to award grant funding of more than £450,000 towards the cost of creating new affordable housing in Henley.

The funding came from developer contributions (£106)* and has gone to the Henley and District Housing Trust to develop properties for Social Rent. The plan is to develop two two-bedroomed properties and convert a third property into two one-bedroomed flats.

At the Council meeting on Thursday, it was agreed to give the housing trust 50 per cent of the cost of creating these new homes, which will also be fitted with solar panels to reduce their carbon footprint.

Rents on all the properties will be charged at Social Rent levels – these are calculated using a government formula based on relative property values and relative local earnings. They normally fall significantly below Affordable Rent levels, which can be up to 80 per cent of prevailing market rents in a given area. Social Rent ensures that rents are as affordable as possible in an area of very high market values.

The council's affordable housing grant funding programme is due to reopen at the beginning of next month. More info here:

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/housing/affordable-housing/>

Further support for Afghan refugees

After fulfilling our initial pledge to resettle a minimum of one family in each district. We have now offered to resettle a further six Afghan refugee families, three families in each district, as part of our ongoing support for those forced to flee the country.

Subject to the availability of private rented accommodation, we are providing assistance locally to refugee families arriving in the UK. We are working with Oxfordshire County Council and local health and charity service providers to ensure a full and appropriate support package is in place for the refugee families to successfully resettle in the area. As well as sourcing private rented accommodation, this support includes ensuring families have access to ongoing mental health support, education, food, medicine, and other vital services.

The county council have also set up an [Amazon wishlist](#) to allow people in Oxfordshire to donate very specific items to support the families.

Revenue Grants Scheme launch

We are excited to announce the launch of our South Revenue Grants Scheme on 18 October. This scheme will be open for applications from voluntary and community sector organisations until noon 26 November 2021.

This vital funding offers two year's revenue support to voluntary and community sector organisations to help build and support thriving communities and improve the quality of life for the residents of South Oxfordshire. The total budget for the two years is £667,992.

We would appreciate your help to spread the word to the organisations in your area and encourage applications. For further information about the grants scheme and scoring criteria please signpost potential applicants to look at [our website](#) or contact the Community Enablement Team on communityenablement@southoxfordshire.gov.uk for help and advice.

Capital Grants and further Councillor Grant round

The first round of our Councillor Grant Scheme closed on 1 October. So far, we've received applications for just under £118,000. Officers are currently assessing these and working with you to approve the grant. The next round **will open on the 22 November**.

Finally, just a reminder that our Capital Grants Scheme is due to be launched at the beginning of November. In the next couple of weeks, we will publish the scheme guidance and scoring criteria, so that organisations can contact us to discuss their project ideas before the scheme is officially launched.

Oxfordshire 2050 and the OxCam Arc

The consultations for Oxfordshire 2050 Plan and the OxCam Arc Spatial framework have now closed. The council has submitted response to both of which can be found on our website.

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](#)

SODC Leadership

At Council on 7th October Sue formally stood down as Leader of SODC and was unanimously replaced by Cllr David Rouane, who represents Didcot North East. Sue will continue as a Cabinet member, bringing her huge experience and enthusiasm to the portfolio of Environment, Climate Change and Nature Recovery. It will also give her more time to devote to her family and to local ward issues!

I remain as co-deputy leader along with my green member counterpart, but my portfolio has changed, so that in addition to my Community Wellbeing, I take on Housing Needs, Community Safety and Licensing.

Restart of Monthly Surgeries

I am hoping to restart my monthly surgeries. I plan to hold 2 in Goring followed by 1 in South Stoke. More details to follow.

Motions Passed at council

At our council meeting on Thursday 7 October, South Oxfordshire District Council agreed a series of motions aimed at boosting efforts to address the climate emergency, and to protect and enhance the natural environment and increase biodiversity.

The motions all highlight the need for government to take action to remove unnecessary barriers which are delaying or impacting measures to tackle the climate emergency at a local level. In the run up to COP26, councillors believe these actions will be vital if the UK wishes to lead by example in the fight against climate change.

Levelling up and planning

Following a motion proposed by Cllr Anne-Marie Simpson and seconded by Cllr Pieter-Paul Barker, Cllr David Rouane, Leader of South Oxfordshire District Council, has written to HM Government to call on it to scrap the current proposals for planning reform and instead boost rights of local residents to engage in the planning process. Cllr Rouane will ask the government to transform that process into one that assesses the 'climate fitness' of a district and plans for growth within the environmental capacity of that area, looking at carbon emissions, water availability and the pressing need for nature recovery at scale.

Cllr Rouane will also call for a thorough review of Building Regulations and the National Planning Policy Framework to ensure require property developments to be built to net-zero standards in manufacture and use, and he will reiterate the council's belief that the 5 Year Housing Land Supply measure is flawed and inappropriate, as councils should not be held to account for the actions – or indeed lack of action - of developers, with regard to the delivery of housing on allocated or approved development sites.

Decarbonisation of leisure centres

In order to achieve its own carbon reduction targets, South Oxfordshire District Council needs to be able to successfully decarbonise its leisure centres. Funding to carry out this work has been made available by the government through the Public Sector Decarbonisation Fund. However, so far, the fund has been significantly oversubscribed and the application process made more difficult by stop-start initiatives and significant restrictions on how the money can be provided.

South Oxfordshire District Council believes it would be more effective to resource local areas to deliver their own decarbonisation strategies, meaning long-term funding to boost the future of public swimming pools, potentially decrease the long-term cost of operating pools, and contribute to the reduction of carbon emissions. This would also provide local suppliers with the confidence to invest in staff, skills and the technology.

Following a motion proposed by Councillor Maggie Filipova-Rivers and seconded by Councillor Sam Casey-Rerhaye, Cllr David Rouane Leader of South Oxfordshire District Council will write to the department for Business, Energy and Industrial Strategy to highlight the barriers councils currently face when applying to the Public Sector Decarbonisation Fund, and the urgent need for a long-term approach to decarbonising leisure centres in order to support local authorities to lead the way in the delivery of a net zero future for leisure.

Retrofitting homes for energy efficiency

Following a motion proposed by Councillor Sam Casey-Rerhaye and seconded by Councillor George Levy, the council will write to the government to urge it to address retrofitting as a priority. The letter will highlight the need to recognise its importance in achieving our national and international carbon emission targets, and will call for adequate funding to be made available for all Local Authorities in any retrofit strategy. Finally, the council will call for the government to develop long term support for householders, including changes in relevant laws, guidance and tax regulations and to encourage businesses and the skills development needed to support retrofitting.

Cllr David Rouane, Leader of South Oxfordshire District Council, said: “There are significant barriers in place nationally which stops climate action from happening effectively at a local level, from restrictive funding application processes to a planning system that puts developer desires ahead of the needs of the climate, our environment or our residents. We need the government to focus on having the strategies, processes, and funding in place as quickly as possible that will allow us to achieve our carbon reduction targets, and to better protect our environment.

“As we approach the UN COP26 conference in November the government should be looking to demonstrate global leadership on climate action, however, to do so effectively, it must also facilitate climate action at the local level too.”

Other News

Concerns raised regarding Didcot Sewage

Cllr Jo Robb, Thames River Champion, has written to Sarah Bentley, Chief Executive at Thames Water, about her concerns regarding the sewerage network in Didcot and to seek clarification on their plans to upgrade sewage treatment capacity at Didcot treatment works. For more, please see [Cllr Robb's letter](#).



GORING-ON-THAMES PARISH COUNCIL

Appendix C

Minutes of a Meeting of the Planning Committee of the Goring-On-Thames Parish Council Tuesday 28th September 2021 at 7:30pm

Members Present:

Chairman	Cllr M Brown (MBr)
Vice Chairman	Cllr S Lofthouse (SL)
Members	Cllr M Bulmer(MBu) Cllr J Wills (JW) Cllr L Reavill (LR)

Officers Present:

Clerk	Mrs L White (LW)
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Public & Press: **None**

Meeting Started: 19:30

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

Apologies received from Cllrs B Urbick and D Brooker.

Resolved: Reasons given we are accepted, Unanimous.

21.03.2. Declarations of Interests [LA 2011 s31]

None

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

None

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

21.03.4.1. Meeting held on 24th August 2021

Resolved: Approved, Unanimous

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

It was noted that the application for Transitional Hybrid Energy Plant on the Wallingford Road would be considered at the SODC Planning Committee in October 2021, as previously agreed by this committee Cllr Urbick would attend and make representation on behalf of the council.

21.03.5. To ratify consultation responses made under delegated powers.

Resolved: The Committee agreed that the responses submitted accurately reflected the thoughts of members of the Planning Committee, Unanimous

21.03.5.1. P21/S3479/HH - Primrose Cottage Fairfield Road Goring RG8 0EU; *NO OBJECTION*

21.03.5.2. P21/S3325/O - 14 Milldown Avenue Goring RG8 0AS; *NO OBJECTION*

21.03.5.3. P21/S3646/LDE - Gatehampton Farm, Nursery Farm Gatehampton Road Goring RG8 9LU; *NO COMMENTS*

21.03.6. To consider applications and approve response to planning authority

21.03.6.1. P21/S3709/FUL - Goring Surgery Red Cross Road Goring RG8 9HG

Installation of an automated prescription dispenser machine.

Resolved: To submit response: Supports the application, on the grounds of convenience for parishioners and reducing the need to go into the surgery to collect prescriptions, unanimous.

21.03.6.2. P21/S3832/FUL - Notley Little Croft Road Goring RG8 9ER

Replacement dwelling

It noted that the plans show a pond being removed, the questions were raised:

- Where will it be moved to, will it be replaced?
- Has the protection of any newts living in the pond been considered?.

It was also noted that the forestry officer has not mentioned the mature mulberry bush, which has been on this site for a very long time.

Resolved: To Submit the Response: No Objections subject to confirmations:

- That the protection of newts is considered regarding the removal of the current pond and confirmation of whether the pond, a vital wildlife habitat, is being relocated or replaced in some other way.
- On the matter of the mature mulberry can any protections be put on it / has this been considered by the forestry officer?

Unanimous

21.03.6.3. P21/S3879/HH - St Katherines House Lyndhurst Road Goring RG8 9BL

Replacement Garden Room

Resolved: To submit the response: No Objections, Unanimous

21.03.6.4. P21/S1704/FUL - Port Jareth Bridle Way Goring RG8 0HS; *AMMENDED PLANS*

Planning Committee: No Objections; so long as the general definition of an amenity building is observed.

Resolved: To reiterate the previous response of No Objections, as long as the general definition of an amenity building is observed, Unanimous

21.03.7. To note planning authority decisions on applications.

All below, were noted, the Committee commented that they were pleased with the decision to refuse the PIP for the Land west of Manor Road.

21.03.7.1. P21/S3350/HH - 33 Lockstile Way Goring RG8 0AL; *GRANTED*

Planning Committee: No Objections

21.03.7.2. P21/S3257/HH - 22 The Birches Goring RG8 9BW; *GRANTED*

Planning Committee: No Objections

21.03.7.3. P21/S3084/HH - Windrush 10 Lockstile Mead Goring RG8 0AE; *GRANTED*

Planning Committee: Response: Must be for non-residential use and we ask that the developer is requested to observe the general conditions attached to this response. [General Planning Conditions were attached]

21.03.7.4. P21/S3070/HH - 3 Cleeve Park Cottages Icknield Road Goring RG8 0DJ; *GRANTED*

Planning Committee: No Objections but we ask that the developer is requested to observe the general conditions attached to this response. [General Planning Conditions were attached]

21.03.7.5. P21/S3112/PIP - Land west of Manor Road Goring-on-Thames Oxfordshire RG8 9EH; *REFUSAL*

Planning Committee: Object; Mainly Neighbourhood Plan Reasons.

21.03.8. To note planning inspector's decisions**21.03.8.1. P19/S3433/FUL - Woden House, Limetree Road, Goring, Reading, RG8 9EY; *DISMISSED***

The development proposed is the erection of a semi-detached pair of dwellings (2 x 4 bed)

Noted

21.03.9. 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)

None

21.03.10. To review Community Infrastructure Levy (CIL) status / payments

CIL No	Application Number	Paid Date	Parish Proportion
5462	P20/S4051/FUL	09/02/2021	£2,906.18
		23/07/2021	£5,812.36
4455	P19/S3011/FUL	01/04/2021	£2,844.65
		04/08/2021	£5,689.31
4302	P19/S1832/FUL	06/09/2021	£1,994.73
4077	P19/S0538/FUL		£11,739.40
Total Anticipated Oct 2021			£30,986.63

- 21.03.11. To note any changes to the Goring Enforcement Register since last meeting and consider reporting issues not already being progressed by SODC.**

None

- 21.03.12. To consider correspondence received**

None

- 21.03.13. Matters for future discussion**

The Committee did not ask for the request for pre-planning advice on the matter of a replacement mobile phone mast at the station to be entered on a future agenda, noting that the council maintains a stance of not providing planning advice.

- 21.03.14. To confirm the date of the next meeting – Tuesday 26th October 2021**

Confirmed

Meeting Closed 19:43



GORING-ON-THAMES PARISH COUNCIL

Appendix D

Minutes of a Virtual Meeting of the Station Road Sub-Committee of the Traffic Management, Parking & Pedestrian Safety Committee of the Goring On Thames Parish Council Tuesday 08th July 2021 at 3:00pm, Virtual Meeting

Members Present:

Chairman	John Boler (JB)
Members	Cllr Bryan Urbick (BU)
	Cllr Sonia Lofthouse (SL)
	Cllr David Brooker (DB)
	John Boler (JB)
	Briony Cooke (BC)

Officers Present: None; the Meeting was recorded for the purposes of minute writing.

Public and Press: Total: 0

Meeting started 10:35

SR.02.1. To elect a Chairman of the Committee

Note, this will be elected at each meeting, alternating between a GPC Councillor, and a MIGGS Committee member.

Resolved: To Elect J Boler as the Chairman of this meeting, Unanimous

SR.02.2. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

Apologies received from: Angie Tomlinson (AT)

SR.02.3. Declarations of Interests [LA 2011 s31]

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

None

SR.02.4. To approve the minutes of previous Sub-Committee Meetings [LA 1972 Sch 12. Para 41(1)]

SR.02.4.1. 09th February 2021

Resolved: Approved subject to updating typographical Error and noting "Confirm the costs for pavement renovations on station approach" needs to be added to the next agenda, Unanimous.

SR.02.5. To review actions taken since the last meeting, principally meeting with OCC Highways 7th May 2021.

Appendix A

SR.02.5.1. Yew Tree Court junction.

Road markings have been refreshed in this location.

David Brooker, Chairman

26 October 2021



SR.02.5.2. Station Road

- Surface

To have the road completely resurfaced would be subject to a much higher level budget and authorisation at OCC. Not useful to pursue at this stage. The Bumps at the entrance and exit of the wheel orchard carpark were to be reported on FixMyStreet to try to get them removed. OCC Closed the report, with no action. The SubCommittee was asked if this item should be pursued again. IT was commented that that could be pursued at the same time as the pedestrian priority lane.

- Speed Limit

It was suggested that if a speed survey was completed and showed that the majority of users were travelling at about 21-23 miles per hour, the administratively a 20mph limit could be imposed easily on that road. If users were travelling faster than that generally, a 20mph limit would need the full consultation.

[SL Left the meeting]

It was voiced that it should be a priority to concentrate on the PPL, rather than pursuing separately. It was proposed to ask the council to complete the speed survey as the full council is already planning to do a speed survey on the Wallingford Road.

[SL Returned to the meeting]

It was suggested that MIGGS might be able to contribute to the cost of the survey.

It was noted that regarding the surface, there are very few dropped curbs and when looking at surfaces, to ensure not just looking at it from a vehicle perspective.

The recent news item of “low traffic neighbourhoods” [LTN] was discussed, it was suggested that some people may prefer low traffic, rather than pedestrianisation in this location and should all be considered. Concerns were raised over the use of Station Road for farm vehicle delivering to/from manor road, and shared use should be considered when coming up with plans.

SR.02.5.3. Pedestrian Priority Lane (PPL)

- PPL Form
- Relocation of Parking Spaces
- Overgrowth of vegetation and obstacles

Proposed process:



GORING-ON-THAMES PARISH COUNCIL

Appendix D

Informal consultation on the parking spaces and PPL; this would then inform the Parish Council as to whether to formally request OCC to pursue a temporary trial PPL and moving the parking spaces on Station Road. If this was successful a full public consultation circa £3000.

It was further proposed to talk to OCC Highways regarding an LTN or a PPL

Resolved: Approved to approach OCC Highways to ask for the information to enable the sub committee to look comparatively between the two options of LTN and a conservation area suitable PPL. Unanimous.

Overgrowth of vegetation. To ask the clerk to send the standard letter to "The Old Farm House, Station Road"

SR.02.6. To receive feedback from Conservation Area Appraisal Working Group member on progress and implications for Station Road of the Appraisal and agree actions. Appendix B

Painting the road for a PPL, would contravene the rules of the conservation area, so unlikely to get approval. To consider what Whitchurch has done to delineate the different parts of the road / pavement. It is likely that this approach is the only one which would get approval in the conservation area.

SR.02.7. To consider in for appropriate approve a proposal to the Council on way forward, including:

The sub-committee confirmed that this item, including SR.02.7.1 and SR.02.7.2 were redundant at this time.

SR.02.7.1. The Sub-Committee asks the council to instruct a suitably qualified highway consultant to investigate and prepare a proposal, with minimum visual and material impact due to Conservation Area status, for a trial Pedestrian Priority Lane (PPL) for improving pedestrian safety in Station Road.

SR.02.7.2. Data to be provided to the consultant to include:

- Account of the site inspection by OCC Highways, on 7th May
- the feedback on the conservation area review
- the informal public consultations by MIGGS

SR.02.8. Matters for future discussion.

[ACTION] Proposal to be submitted by MIGGS to divert the £3000 previously promised to GPC for the Wallingford Road widening to the Station Road activities.

Discuss and agree the form of informal consultation so that the consultation can be completed in the autumn.



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Appendix D

Consider asking the Parish Council to formally apply to OCC for the high street to become a no loading, no waiting zone.

SR.02.9. To confirm the time and date of the next meeting

It may be agreed to decide the date of the next meeting as needed by e-mail between the sub-committee members, in conjunction with the Clerk.

Meeting Closed: 16:15

Title	Clerk's Report
Authors	Clerk
Meeting	Goring-on-Thames Parish Council Meeting – 08 th November 2021

Annual Meeting of the Parish [LGA 1972, Schedule 12, Para 16]

In Law, the Parish must hold an Annual Meeting of the Parish between 1st March and 1st June. Whilst it is not a legal requirement of the Chairman of the Parish Council to call it, it is convention. Following the advice of relevant organisation and the government mandated lockdowns and subsequent social distancing, Goring-on-Thames Parish Council as not organised / called the Annual Meeting of the Parish in 2020 or 2021.

As there is currently no requirement for social distancing, it is once again appropriate to call the Annual Meeting of the Parish.

My recommendation is to hold the meeting during the month of March, thus it being completed prior to the need to finalise the Annual Governance and Accountability Return in April, and the Annual Meeting of the Parish Council in May.

Request:

- For the council to select an approximate date, to be confirmed after securing a venue.
- To agree to formally request in local publications report contributions from local organisations.
- To ask the communications committee to draft the report of the parish council.

Minutes & Lawful Decisions

To further address ongoing comments regarding the minutes which are produced for the council, by both members of public and a limited number of councillors.

Arnold-Baker on Local Council Administration, Eleventh Edition, 2018

"Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way"

Knowles on Local Authority Meetings (8th Ed)

"... a minute should be:

- brief, i.e. precise and concise, recording exactly what was done and no more;
- self-contained, i.e. complete in itself and intelligible without reference to other documents
- decisive, i.e. there must be no ambiguity or doubt as to the intention; and thus clarity is an indispensable part of the accuracy of the record

"Minutes can be kept brief by being selective: a minute is not, and should never be, a verbatim record but a summary of the proceedings that includes only the essence of the discussion (if that) together with the decision and (where required but held as best practice) a sense of the reasons for coming to that decision."

Since joining a parish council I have personally attended / participated in 3 courses.

- 1 day Roles and Responsibilities
- ILCA – Introduction to Local Council Administration
- CiLCA - Certificate in Local Council Administration (almost complete)

On ALL courses. The opening sentence with regard to Minutes, is that Local Council Minutes are nothing like any other minutes you will have ever seen before, in industry for example. They should record the decisions made by the council and are not a verbatim record of the meeting. If felt necessary, some pertinent parts of the discussion should be recorded, but only if it helps explain the decision of the council.

The monitoring Officer at SODC has been contacted regarding the minutes which are being recorded who has confirmed that "I agree that minutes should contain and be set out as Laura says". NOTE: I also attached to the request to the monitoring officer some examples of the minutes to review.

For historical interest, see below the full minutes of a meeting of the parish council from 1926, which follows a similar approach.

Council Meeting held on Tuesday July 24th 1926
at 7 p.m. in the Schoolroom.

Present:- Mr^r Senior in the chair, Miss Pike, Messrs.
Snow, Brown & Bastow.

Minutes. The Minutes of the previous meeting were
read & signed.

Bye Laws. After some discussion it was proposed by Mr^r
Snow & sec. by Mr^r Brown that this matter
be deferred to the next meeting, when the
Council hoped for a better attendance.

Railway Fence. Mr^r Snow Proposed that a letter be sent to the
G. W. R. saying the District Surveyor estimates
the necessary alteration to the Boarded Fence
would not cost more than £10, & to ask
their permission to do this work, providing
the Council can raise this sum. Carried

Hedges:- The Clerk was instructed to write to
Miss Cousens & Mr^r Garrard asking them to
trim the hedges overhanging the road
leading from Blackbird's Bottom to Cold
Harbour.

Footpath:- A Complaint was received from Miss Cousens
stating that the path from Railway
Bridge to White Hill was in need of
repair. Footpath Comm. to view same.

H. G. Green.
19-10-26

It is unfortunate that some members of the community find that the work I do for the council is not up to the standard which they expect. As a self-professed worrier earlier comments pertaining to this matter lead me to consult: many clerks, including our Parish Council Internal Auditor; the course tutors for the courses I have attended; and the monitoring officer for this area, to indeed double check that the approach being taken is correct.

Change can be difficult for many people, and my appointment as Clerk/Proper Officer of the council occurring on the same day as the country was plunged into lockdown due to a Global Pandemic could certainly give the perception that the council has changed far more than maybe it needed to. Certainly, if we had been able to meet legally in person the change of Clerk would have been smoother and appeared to not have been such a dramatic change. The minutes would still be as they are. This is not to say that the minutes of the previous Clerks were incorrect. The Council did indeed vote on their accuracy and then sign them as a correct record of each of the meetings to which they pertained. What is happening however, is, I, L White the current Clerk of Goring-on-Thames Parish Council, am applying the legislation in a slightly different way, in accordance with the training that both South Stoke Parish Council and Goring-on-Thames Parish Council has paid for me to attend and applying, to my best abilities, the advice and training I have received.

Lawful Decisions.

There have recently been two decisions made in meetings which I had need to verify if the decision was lawful after the meeting with the monitoring officer.

1. In a meeting of the Planning Committee, 4 members were present, 2 abstained from the vote, 2 voted for the motion.

The lawfulness of the vote was questioned as there were only 2 members voting, which is less than the quorum of the committee.

After verification with the monitoring officer, and relevant texts, the decision was deemed lawful. There was a quorum of members present at the meeting, despite them abstaining from the vote. For further clarity; if just one member of the Council or Committee were to vote, with all other members abstaining, the motion would carry.

2. In the meeting of 4th October, I had added all the decisions made during the period of Local Government Act 1972 Section 101 delegation to the agenda for ratifying. I believed at the time this was the correct approach to have the decision formally included in meeting minutes.

The Decisions had however been lawfully made in advance of the meeting, and it would have been sufficient to record them on the website only. In the meeting, the Council unlawfully reversed the decision, as the item was not on the agenda to debate whether to cancel the subscription or not. Considering the facts as presented and to ensure all decisions of the Council are lawful and correct processes are followed, this item has been entered formally on this agenda to make a lawful decision.

It should be noted that this would be a reconsideration within 6 months as per the Standing Orders, as such, the decision cannot be revisited for a full 6 months (Annual Council Meeting in May 2022)

Gap Festival Grant

The Gap Festival has submitted a request for £4000 grant funding from the 2022-2023 budget. At the time of receipt of the request the Clerk advised the member of the Gap Festival Committee that the Council was not currently awarding grants.

Should the Council so wish to grant the Gap Festival the monies requested, the council would need to reinstate the Grant Funding Policy.

Noting also the grant would be given under the power s137, which has a financial limit per elector per year. As year the 2022/2023 level has not been confirmed, however at the 2021/2022 level, it would be limited to approximately £23,000. A number of other expenses during the year fall under s137, including

- Village hanging baskets also comes under s137 spend (even if not a grant, or are rented)
- Summer of Play (currently £15000, but could rise with other grant funding, which would still be a spend under s137)

Title	Station Road Sub-Committee Update
Authors	Clerk
Meeting	Goring-on-Thames Parish Council Meeting – 08 th November 2021

Subsequent to the Council approving the informal consultation on moving the parking spaces on Station Road in advance of trialling the Pedestrian Priority Lane (PPL) the Sub Committee met on the 26th October to discuss how to progress this, and other matters on Station Road.

The Sub-Committee agreed to:

- To ask the Parish Council to look into the layout of the lines at Yew Tree Court, as the way they are on the road leads vehicles unfamiliar with the area in to Yew Tree Court, where there is no exit, and limited area to turn around.
- To ask the council to apply for the 20mph across the village, which is currently advertised as being open to applications from across Oxfordshire.
- To ask the council to consider delegating to the Traffic, Parking and Pedestrian Safety Committee, applying for the high street to become a no loading / no waiting zone.
- To ask the council to consider applying for / installing a convex mirror immediately outside the Community Centre. A member of public has offered to contribute up to £250, and MIGGS has suggested they may be able to match fund the donation.

The Sub-Committee will meet once again in November to discuss the pro's / con's and differences between a Pedestrian Priority Lane and a Low Traffic Neighbourhood, prior to sending out the questions for the informal consultation.

Title	Financial Documents
Authors	Clerk & RFO
Meeting	Goring-on-Thames Parish Council Meeting – 08 th November 2021

16.1. To approve finalised payment schedule for 1st April 2021-31st October 2021

Current Account

Voucher	Code		Date	Description	Supplier	Net	VAT	Total
1	Bank Charges		02/04/2021	Bank Fees	TSB Bank plc	5.00		5.00
2	Telephone & Internet		06/04/2021	Website, Phone & Internet	Public Internet	335.00	67.00	402.00
3	Postage, copies and printing		06/04/2021	Printer Quarterly Maintenance	Xerox	75.48	15.10	90.58
5	GNP Misc Expenses / Purchases		09/04/2021	GNP Website Hosting	Google ireland Ltd	9.20		9.20
6	Rates and Taxes		09/04/2021	Rates 5136641	South Oxfordshire District Council	53.90		53.90
4	Rates and Taxes		09/04/2021	Rates 5350540	South Oxfordshire District Council	93.10		93.10
7	Staff Costs		12/04/2021	Payroll Deductions	HM Revenue & Customs			
8	WHBG Waste		23/04/2021	WHBG Waste	Grundon Waste Management	5.47	1.09	6.56
9	Waste / Litter / Street Cleaning		23/04/2021	Office Waste	Grundon Waste Management	7.90	1.58	9.48
10	Street Lighting		23/04/2021	Unmetered Electricity - Streetlamps	SSE	974.83	194.96	1,169.79
11	Utilities - Gas, Water, Electricity		28/04/2021	Water - Gardiner	Castle Water	33.97		33.97
12	Staff Costs		30/04/2021	Salary	L White			
18	Staff Costs		30/04/2021	Salary	J Merrill			
24	Staff Costs		30/04/2021	Salary	R Wood			
32	Bank Charges		03/05/2021	Bank Fees	TSB Bank plc	5.00		5.00
35	Telephone & Internet		04/05/2021	Website, Phone & Internet	Public Internet	49.00	9.80	58.80
33	Rates and Taxes		04/05/2021	Rates 5136641	South Oxfordshire District Council	55.00		55.00
34	Rates and Taxes		04/05/2021	Rates 5350540	South Oxfordshire District Council	95.00		95.00
36	Software and back-ups		06/05/2021	Office 365 & Back-ups	Get Support IT Services Ltd	38.95	7.79	46.74
37	Postage, copies and printing		07/05/2021	Printing - Consumables	Xerox	9.21	1.84	11.05
39	Property Sundries		10/05/2021	Sundries, Various	Goring Hardware	14.50	2.90	17.40
40	Public Spaces Review		10/05/2021	Public Spaces	Thirlwall Associates Ltd	930.00	186.00	1,116.00

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41	WHBG Plot Preparation	10/05/2021	Plot Preparation	M&C Landscapes	313.20	62.64	375.84
42	WHBG Plot Preparation	10/05/2021	Plot Preparation	M&C Landscapes	240.00	48.00	288.00
43	WHBG Mowing & Hedges	10/05/2021	Grass Cutting	M&C Landscapes	243.21	48.64	291.85
44	Grass Weeding Strimming Fertilising	10/05/2021	Grass Cutting	M&C Landscapes	1,368.86	273.77	1,642.63
45	WHBG Mowing & Hedges	10/05/2021	Grass Cutting	M&C Landscapes	130.96	26.20	157.16
46	Grass Weeding Strimming Fertilising	10/05/2021	Grass Cutting	M&C Landscapes	877.22	175.44	1,052.66
47	Waste / Litter / Street Cleaning	10/05/2021	Bins & Litter	BGG Garden & Tree Care	500.00	100.00	600.00
49	Inspections Surveys & Reports	10/05/2021	Monthly Temp & Shower	SMS Environmental	127.00	25.40	152.40
50	Waste / Litter / Street Cleaning	10/05/2021	Quarterly Dog Waste	South Oxfordshire District Council	448.50	89.70	538.20
51	Inspections Surveys & Reports	10/05/2021	Monthly Temp & Shower	SMS Environmental	51.50	10.30	61.80
52	Inspections Surveys & Reports	10/05/2021	Fire Extinguisher Inspection	RES Systems Limited	59.65	11.93	71.58
53	High Street Strategic Project	10/05/2021	High Street Works	Oxfordshire County Council	25,000.00	5,000.00	30,000.00
54	Inspections Surveys & Reports	10/05/2021	Quarterly Electrical PPMs	Smartway Electrical Services	476.19	95.24	571.43
55	Legal Fees	10/05/2021	Tennis Lease	Prettys Solicitors LLP	933.00	186.60	1,119.60
56	Legal Fees	10/05/2021	East Cottage Drive Access	Prettys Solicitors LLP	454.00	90.80	544.80
58	Street Lighting	10/05/2021	Monthly Maintenance - Streetlamps	SSE	760.72	152.14	912.86
60	Grass Weeding Strimming Fertilising	10/05/2021	Weed Control	Complete Weed Control	410.00	82.00	492.00
92	Waste / Litter / Street Cleaning	10/05/2021	Bins & Litter	BGG Garden & Tree Care	392.00	78.40	470.40
38	GNP Misc Expenses / Purchases	10/05/2021	GNP Website Hosting	Google ireland Ltd	9.20		9.20
57	COVID-19 Response (not Staff)	10/05/2021	Helpline Costs	Streatley Parish Council	106.67		106.67
61	Audit and Accountancy	10/05/2021	Internal Audit	Jane Olds - Internal Auditor	250.00		250.00
62	Staff Costs	17/05/2021	Payroll Deductions	HM Revenue & Customs			
64	Utilities - Gas, Water, Electricity	21/05/2021	Gas - Gardiner	SSE	-86.77	-4.34	-91.11
65	Street Lighting	24/05/2021	Unmetered Electricity - Streetlamps	SSE	1,034.97	206.99	1,241.96
66	Utilities - Gas, Water, Electricity	24/05/2021	Electric - Gardiner	SSE	188.82	9.44	198.26
67	Utilities - Gas, Water, Electricity	24/05/2021	Electric - OJFS	SSE	100.99	5.04	106.03
68	Waste / Litter / Street Cleaning	25/05/2021	Office Waste	Grundon Waste Management	7.90	1.58	9.48
69	WHBG Waste	25/05/2021	WHBG Waste	Grundon Waste Management	5.47	1.09	6.56
70	Utilities - Gas, Water, Electricity	28/05/2021	Water - Gardiner	Castle Water	33.97		33.97
78	Security, Fire & Safety	31/05/2021	Fire Extinguishers	RES Systems Limited	132.00	26.40	158.40
82	Vandalism	31/05/2021	Signs	ADS Signs Ltd	135.00	27.00	162.00
87	Office Equipment	31/05/2021	Refund L White	Dell Products	700.00	140.00	840.00

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88	Office Equipment	31/05/2021	Refund L White	Amazon.co.uk	464.99	93.00	557.99
89	Postage, copies and printing	31/05/2021	Refund L White	Amazon Svc Eur SarL	18.32	3.67	21.99
91	Telephone & Internet	31/05/2021	Refund L White	GiffGaff Ltd	26.67	5.33	32.00
13	Staff Costs	31/05/2021	Salary	L White			
19	Staff Costs	31/05/2021	Salary	J Merrill			
25	Staff Costs	31/05/2021	Salary	R Wood			
71	Staff Costs	31/05/2021	Salary	J Wood			
76	Staff Costs	31/05/2021	Salary	M Ward			
90	Postage, copies and printing	31/05/2021	Refund L White	Post Office Ltd	15.84		15.84
96	Software and back-ups	01/06/2021	Office 365 & Back-ups	Get Support IT Services Ltd	38.95	7.79	46.74
97	Rates and Taxes	01/06/2021	Rates 5350540	South Oxfordshire District Council	95.00		95.00
98	Rates and Taxes	01/06/2021	Rates 5136641	South Oxfordshire District Council	55.00		55.00
93	Utilities - Gas, Water, Electricity	01/06/2021	Electricity - Sheepcot	SSE	115.38	5.77	121.15
94	Utilities - Gas, Water, Electricity	01/06/2021	Electric - OJFS	SSE	60.73	3.03	63.76
95	Utilities - Gas, Water, Electricity	01/06/2021	Gas - Sheepcot	SSE	45.68	2.28	47.96
99	Bank Charges	02/06/2021	Bank Fees	TSB Bank plc	5.00		5.00
100	Telephone & Internet	04/06/2021	Website, Phone & Internet	Public Internet	35.00	7.00	42.00
101	GNP Misc Expenses / Purchases	08/06/2021	GNP Website Hosting	Google ireland Ltd	9.20		9.20
63	Staff Costs	10/06/2021	Payroll Deductions	HM Revenue & Customs			
102	Street Lighting	21/06/2021	Unmetered Electricity - Streetlamps	SSE	879.06	175.81	1,054.87
103	Waste / Litter / Street Cleaning	22/06/2021	Office Waste	Grundon Waste Management	7.90	1.58	9.48
104	WHBG Waste	22/06/2021	WHBG Waste	Grundon Waste Management	5.47	1.09	6.56
106	Utilities - Gas, Water, Electricity	28/06/2021	Water - OJFS	Castle Water	7.56		7.56
105	Utilities - Gas, Water, Electricity	28/06/2021	Water - Gardiner	Castle Water	29.11		29.11
48	Waste / Litter / Street Cleaning	30/06/2021	Bins & Litter	BGG Garden & Tree Care	400.00	80.00	480.00
59	Street Lighting	30/06/2021	Monthly Maintenance - Streetlamps	SSE	760.72	152.14	912.86
107	Telephone & Internet	30/06/2021	GiffGaff - Refund L White	GiffGaff Ltd	18.33	3.67	22.00
108	Summer of Play 2021	30/06/2021	GoTSoP - Refund L White	Amazon Svc Eur SarL	61.01	12.22	73.23
109	Property Sundries	30/06/2021	Refund L White	Amazon Svc Eur SarL	6.66	1.33	7.99
110	Summer of Play 2021	30/06/2021	GoTSoP - Refund L White	Quickdraw Supplies Limited	49.95	10.00	59.95
111	Summer of Play 2021	30/06/2021	GoTSoP - Refund L White	Amazon.co.uk	19.12	3.86	22.98
112	Property Sundries	30/06/2021	GoTSoP - Refund L White	Amazon.co.uk	43.19	8.64	51.83

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113	Office Equipment	30/06/2021	Refund L White	Amazon.co.uk	21.66	4.33	25.99
114	Summer of Play 2021	30/06/2021	GoTSoP - Refund L White	TTS Group	186.89	37.38	224.27
115	Street Light Repalcements	30/06/2021	Street Light Replacement	SSE	358.19	71.64	429.83
116	Street Lighting	30/06/2021	Rechargable Repairs - Street Lights	SSE	124.79	24.96	149.75
117	Inspections Surveys & Reports	30/06/2021	Quarterly Electrical PPMs	Smartway Electrical Services	509.31	101.86	611.17
118	Inspections Surveys & Reports	30/06/2021	Monthly Temp & Shower	SMS Environmental	82.40	16.48	98.88
119	Inspections Surveys & Reports	30/06/2021	Monthly Temp & Shower	SMS Environmental	130.81	26.16	156.97
121	General Maintenance & Repair	30/06/2021	Bollards & Bins	Glasdon UK Ltd	506.76	101.35	608.11
122	Software and back-ups	30/06/2021	Inspections Application	Play Services Ireland Ltd	295.00	59.00	354.00
14	Staff Costs	30/06/2021	Salary	L White			
20	Staff Costs	30/06/2021	Salary	J Merrill			
26	Staff Costs	30/06/2021	Salary	R Wood			
72	Staff Costs	30/06/2021	Salary	J Wood			
77	Staff Costs	30/06/2021	Salary	M Ward			
83	Allowances, Expenses & Training	30/06/2021	Work From Home Allowance COVID-19	M Ward	1.54		1.54
120	S137 and Other (Non-Grant) Payments	30/06/2021	Hanging Baskets	Goring in Bloom	452.00		452.00
123	General Maintenance & Repair	30/06/2021	Pavilions & Noticeboards	Noel Carter	790.00		790.00
124	Summer of Play 2021	30/06/2021	GoTSoP	BG Clapson	1,250.00		1,250.00
125	WHBG General Maintenance	30/06/2021	WHBG - Planting	D Wilkins	15.40		15.40
126	WHBG General Maintenance	30/06/2021	WHBG - Planting	D Wilkins	34.30		34.30
127	Software and back-ups	30/06/2021	Refund B Urbick	GoToMeeting	136.80		136.80
128	Postage, copies and printing	01/07/2021	Printer Quarterly Maintenance	Xerox	75.48	15.10	90.58
129	Software and back-ups	01/07/2021	Office 365 & Back-ups	Get Support IT Services Ltd	38.95	7.79	46.74
130	Rates and Taxes	01/07/2021	Rates 5136641	South Oxfordshire District Council	55.00		55.00
131	Rates and Taxes	01/07/2021	Rates 5350540	South Oxfordshire District Council	95.00		95.00
132	Bank Charges	03/07/2021	Bank Fees	TSB Bank plc	5.00		5.00
133	Summer of Play 2021	05/07/2021	GoTSoP	Purple Chilli Ltd.	638.00	127.60	765.60
134	GNP Misc Expenses / Purchases	08/07/2021	GNP Website Hosting	Google ireland Ltd	9.20		9.20
135	Staff Costs	12/07/2021	Payroll Deductions	HM Revenue & Customs			486.07
136	Telephone & Internet	14/07/2021	Website, Phone & Internet	Public Internet	35.00	7.00	42.00
137	Street Lighting	19/07/2021	Unmetered Electricity - Streetlamps	SSE	941.49	188.29	1,129.78

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138	Waste / Litter / Street Cleaning	20/07/2021	Office Waste	Grundon Waste Management	251.90	50.38	302.28
139	WHBG Waste	20/07/2021	WHBG Waste	Grundon Waste Management	5.47	1.09	6.56
140	Utilities - Gas, Water, Electricity	28/07/2021	Water - OJFS	Castle Water	7.56		7.56
143	Utilities - Gas, Water, Electricity	28/07/2021	Water - Gardiner	Castle Water	29.11		29.11
146	Utilities - Gas, Water, Electricity	28/07/2021	Water - WHBG	Castle Water	72.52		72.52
147	Subscriptions	29/07/2021	ICO Registration	Information Commissioner's Office	35.00		35.00
148	Software and back-ups	30/07/2021	Scribe Software	Scribe Accounts	2,706.00	541.20	3,247.20
149	Website	30/07/2021	Website - Refund B Urbick	Woo Commerce	20.92	4.18	25.10
151	Grass Weeding Strimming Fertilising	30/07/2021	Grass Cutting	M&C Landscapes	1,382.37	276.47	1,658.84
152	WHBG Mowing & Hedges	30/07/2021	Grass Cutting	M&C Landscapes	130.96	26.20	157.16
153	Property Sundries	30/07/2021	Goring Hardware - Various	Goring Hardware	41.88	8.38	50.26
154	Street Lighting	30/07/2021	Monthly Maintenance - Streetlamps	SSE	760.72	152.14	912.86
155	Waste / Litter / Street Cleaning	30/07/2021	Bins & Litter	BGG Garden & Tree Care	400.00	80.00	480.00
156	Car Park	30/07/2021	Car Park	Oxfordshire County Council	1,200.00	240.00	1,440.00
157	Summer of Play 2021	30/07/2021	Leaflet Delivery	Dor2Dor Oxford	110.00	22.00	132.00
158	Inspections Surveys & Reports	30/07/2021	Monthly Temp & Shower	SMS Environmental	51.50	10.30	61.80
159	Software and back-ups	30/07/2021	Rialtas Software	RBS Ltd	62.00	12.40	74.40
160	General Maintenance & Repair	30/07/2021	Gate Posts - Refund R Wood	Norman R Cox & Partners	77.00	15.40	92.40
161	General Maintenance & Repair	30/07/2021	Rectory Garden Gate - Refund R Wood	Hartwell & Company	126.19	25.24	151.43
162	Waste / Litter / Street Cleaning	30/07/2021	Quarterly Dog Waste	South Oxfordshire District Council	897.00	179.40	1,076.40
163	Audit and Accountancy	30/07/2021	External Audit Costs	Moore	2,300.00	460.00	2,760.00
168	Public Spaces Review	30/07/2021	Consultation Expenses - Refund L White	Baker Ross	19.54	3.91	23.45
169	Property Sundries	30/07/2021	Stationery - Refund L White	GOCABLETIES LIMITED	6.66	1.33	7.99
170	Property Sundries	30/07/2021	Stationery - Refund L White	IG Design Group UK Limited	2.97	0.59	3.56
171	Property Sundries	30/07/2021	Stationery - Refund L White	Amazon.co.uk	7.98	1.61	9.59
172	Property Sundries	30/07/2021	First Aid - Refund L White	Amazon Svc Eur SarL	17.50	3.50	21.00
173	Summer of Play 2021	30/07/2021	GoTSOP - Refund L White	Diva Package Ltd	94.92	19.02	113.94
174	Property Sundries	30/07/2021	Stationery - Refund L White	Packing Box Limited	7.46	1.49	8.95
175	Property Sundries	30/07/2021	Storage - Refund L White	Ryman Ltd	29.16	5.83	34.99
176	Public Spaces Review	30/07/2021	Consultation Expenses - Refund L White	Stephensons	113.09	22.62	135.71

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179	Property Sundries	30/07/2021	Stationery - Refund L White	Super Stickers	16.20	3.24	19.44
15	Staff Costs	30/07/2021	Salary	L White			
21	Staff Costs	30/07/2021	Salary	J Merrill			
28	Staff Costs	30/07/2021	Salary	R Wood			
31	Allowances, Expenses & Training	30/07/2021	Mileage	R Wood	55.80		55.80
73	Staff Costs	30/07/2021	Salary	J Wood			
79	Staff Costs	30/07/2021	Salary	M Ward			
84	Allowances, Expenses & Training	30/07/2021	Work From Home Allowance COVID-19	M Ward	4.05		4.05
150	Summer of Play 2021	30/07/2021	GoTSoP - Refund B Urbick	Solopress	237.83		237.83
164	Staff Costs	30/07/2021	Salary	P Stanislawczyk			
177	Allowances, Expenses & Training	30/07/2021	Deeds - Refund L White	HM Land Registry	6.00		6.00
178	Allowances, Expenses & Training	30/07/2021	Deeds - Refund L White	HM Land Registry	6.00		6.00
180	Software and back-ups	02/08/2021	Office 365 & Back-ups	Get Support IT Services Ltd	38.95	7.79	46.74
181	Rates and Taxes	02/08/2021	Rates 5350540	South Oxfordshire District Council	95.00		95.00
182	Rates and Taxes	02/08/2021	Rates 5136641	South Oxfordshire District Council	55.00		55.00
183	Bank Charges	02/08/2021	Bank Fees	TSB Bank plc	5.00		5.00
184	Postage, copies and printing	04/08/2021	Printing - Consumables	Xerox	6.16	1.23	7.39
185	Summer of Play 2021	05/08/2021	GoTSoP	BG Clapson	1,000.00		1,000.00
186	GNP Misc Expenses / Purchases	06/08/2021	GNP Website Hosting	Google ireland Ltd	9.20		9.20
187	Waste / Litter / Street Cleaning	09/08/2021	Sanitary Bins	Initial Washroom Hygiene	72.15	14.43	86.58
188	Utilities - Gas, Water, Electricity	09/08/2021	Electric - Gardiner	SSE	189.42	9.47	198.89
189	Utilities - Gas, Water, Electricity	09/08/2021	Electric - Gardiner	SSE	88.56	4.42	92.98
190	Utilities - Gas, Water, Electricity	09/08/2021	Gas - Gardiner	SSE	115.42	5.77	121.19
191	Street Furniture & Seats	10/08/2021	Memorial Bench Purchase 2-off	TDP Limited	811.92	162.39	974.31
192	Summer of Play 2021	10/08/2021	GoTSoP	Onyx Presentations	1,395.00	279.00	1,674.00
193	Publications	10/08/2021	Henley Standard Advert - Tennis Club	Higgs Printing	168.90	33.78	202.68
196	Waste / Litter / Street Cleaning	10/08/2021	Bins & Litter	BGG Garden & Tree Care	500.00	100.00	600.00
198	Grass Weeding Strimming Fertilising	10/08/2021	Grass Cutting	M&C Landscapes	1,407.31	281.46	1,688.77
199	WHBG Mowing & Hedges	10/08/2021	Grass Cutting	M&C Landscapes	203.71	40.74	244.45
200	WHBG Plot Preparation	10/08/2021	Plot Preparation	M&C Landscapes	360.00	72.00	432.00
203	Street Lighting	10/08/2021	Monthly Maintenance - Streetlamps	SSE	760.72	152.14	912.86

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204	Summer of Play 2021	10/08/2021	GoTSoP - Refund B Clapson	CostCo Wholesale	233.33	46.67	280.00
205	Summer of Play 2021	10/08/2021	GoTSoP - Refund B Clapson	Makro	199.92	39.98	239.90
194	Publications	10/08/2021	Henley Standard	Westholm Stores	70.20		70.20
195	Subscriptions	10/08/2021	SLCC Clerk Membership	SLCC Enterprises Ltd	185.00		185.00
197	Summer of Play 2021	10/08/2021	GoTSoP - Refund L White	South Oxfordshire District Council	42.00		42.00
201	Summer of Play 2021	10/08/2021	GoTSoP	BG Clapson	350.00		350.00
202	Summer of Play 2021	10/08/2021	GoTSoP	BG Clapson	71.70		71.70
206	Telephone & Internet	11/08/2021	Website, Phone & Internet	Public Internet	35.00	7.00	42.00
207	Staff Costs	12/08/2021	Payroll Deductions	HM Revenue & Customs			
208	Utilities - Gas, Water, Electricity	16/08/2021	Gas - Sheepecot	SSE	43.68	2.18	45.86
209	Summer of Play 2021	17/08/2021	GoTSoP	BG Clapson	795.00		795.00
210	Utilities - Gas, Water, Electricity	19/08/2021	Electric - OJFS	SSE	62.25	3.11	65.36
211	Street Lighting	20/08/2021	Unmetered Electricity - Streetlamps	SSE	1,239.87	247.97	1,487.84
212	Waste / Litter / Street Cleaning	20/08/2021	Office Waste	Grundon Waste Management	8.81	1.76	10.57
213	WHBG Waste	20/08/2021	WHBG Waste	Grundon Waste Management	343.52	68.70	412.22
214	Summer of Play 2021	22/08/2021	GoTSoP	BG Clapson	610.00		610.00
215	Property Sundries	22/08/2021	Sundries, Various	The Range	43.94		43.94
216	Summer of Play 2021	22/08/2021	GoTSoP	BG Clapson	1,250.00		1,250.00
217	Utilities - Gas, Water, Electricity	23/08/2021	Electricity - Sheepecot	SSE	139.55	6.97	146.52
218	Inspections Surveys & Reports	24/08/2021	Boiler Service	Harry Denison	80.00	16.00	96.00
219	Inspections Surveys & Reports	24/08/2021	Monthly Temp & Shower	SMS Environmental	51.50	10.30	61.80
220	Software and back-ups	24/08/2021	Rialtas Software	RBS Ltd	62.00	12.40	74.40
223	Summer of Play 2021	24/08/2021	GoTSoP	JM Entertainment & Fun	2,740.00	548.00	3,288.00
221	Summer of Play 2021	24/08/2021	GoTSoP	Henley Birthcare	30.00		30.00
222	Summer of Play 2021	24/08/2021	GoTSoP - Refund B Urbick	Solopress	26.08		26.08
141	Utilities - Gas, Water, Electricity	30/08/2021	Water - OJFS	Castle Water	7.56		7.56
144	Utilities - Gas, Water, Electricity	30/08/2021	Water - Gardiner	Castle Water	29.11		29.11
226	Inspections Surveys & Reports	31/08/2021	Operation Inspections - Parks	Playground Facilities Ltd	198.33	39.67	238.00
227	General Maintenance & Repair	31/08/2021	Electrical Maintenance	Smartway Electrical Services	369.00	73.80	442.80
228	Waste / Litter / Street Cleaning	31/08/2021	Bins & Litter	BGG Garden & Tree Care	400.00	80.00	480.00
229	Street Lighting	31/08/2021	Monthly Maintenance - Streetlamps	SSE	760.72	152.14	912.86
230	Summer of Play 2021	31/08/2021	GoTSoP - Refund B Clapson	Amazon Svc Eur SarL	31.66	6.33	37.99

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231	Summer of Play 2021	31/08/2021	GoTSoP - Refund B Clapson	Amazon Svc Eur SarL	12.48	2.50	14.98
233	Inspections Surveys & Reports	31/08/2021	Building Condition Report	David Barrington Ltd	675.00	135.00	810.00
16	Staff Costs	31/08/2021	Salary	L White			
22	Staff Costs	31/08/2021	Salary	J Merrill			
29	Staff Costs	31/08/2021	Salary	R Wood			
74	Staff Costs	31/08/2021	Salary	J Wood			
80	Staff Costs	31/08/2021	Salary	M Ward			
85	Allowances, Expenses & Training	31/08/2021	Work From Home Allowance COVID-19	M Ward	1.76		1.76
165	Staff Costs	31/08/2021	Salary	P Stanislawczyk			
224	Utilities - Gas, Water, Electricity	31/08/2021	Water - Sheepecot	Castle Water	50.00		50.00
232	Summer of Play 2021	31/08/2021	GoTSoP	K Chetin Taichi	90.00		90.00
240	Software and back-ups	01/09/2021	Office 365 & Back-ups	Get Support IT Services Ltd	38.95	7.79	46.74
234	Rates and Taxes	01/09/2021	Rates 5136641	South Oxfordshire District Council	55.00		55.00
237	Rates and Taxes	01/09/2021	Rates 5136641	South Oxfordshire District Council	95.00		95.00
241	Bank Charges	02/09/2021	Bank Fees	TSB Bank plc	5.00		5.00
247	Grass Weeding Strimming Fertilising	08/09/2021	Grass Cutting	M&C Landscapes	1,368.31	273.66	1,641.97
248	WHBG Mowing & Hedges	08/09/2021	Grass Cutting	M&C Landscapes	334.17	66.84	401.01
249	Street Lighting	08/09/2021	Rechargable Repairs - Street Lights	SSE Contracting	254.75	50.95	305.70
244	GNP Misc Expenses / Purchases	08/09/2021	GNP Website Hosting	Google ireland Ltd	9.20		9.20
250	Staff Costs	13/09/2021	Payroll Deductions	HM Revenue & Customs			
251	Street Lighting	20/09/2021	Unmetered Electricity - Streetlamps	SSE	1,163.68	232.73	1,396.41
252	WHBG Waste	20/09/2021	WHBG Waste	Grundon Waste Management	5.47	1.09	6.56
253	Waste / Litter / Street Cleaning	20/09/2021	Office Waste	Grundon Waste Management	7.90	1.58	9.48
142	Utilities - Gas, Water, Electricity	28/09/2021	Water - OJFS	Castle Water	7.56		7.56
145	Utilities - Gas, Water, Electricity	28/09/2021	Water - Gardiner	Castle Water	29.11		29.11
225	Utilities - Gas, Water, Electricity	28/09/2021	Water - Sheepecot	Castle Water	50.00		50.00
255	Street Lighting	30/09/2021	Monthly Maintenance - Streetlamps	SSE Contracting	760.72	152.14	912.86
256	Street Light Repalcements	30/09/2021	Street Light Replacement	SSE Contracting	358.31	71.66	429.97
258	Inspections Surveys & Reports	30/09/2021	Quarterly Electrical PPMs	Smartway Electrical Services	476.19	95.24	571.43
259	Public Spaces Review	30/09/2021	Public Spaces	Thirlwall Associates Ltd	930.00	186.00	1,116.00
260	Grass Weeding Strimming Fertilising	30/09/2021	Weed Control	Complete Weed Control	410.00	82.00	492.00

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261	Inspections Surveys & Reports	30/09/2021	Operation Inspections - Parks	Playsafety Ltd (RoSPA)	161.50	32.30	193.80
263	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	Amazon Svc Eur SarL	180.73	36.15	216.88
265	Office Equipment	30/09/2021	Mobile Hotspot - Refund L White	Livewire Telecom Limited	35.82	7.17	42.99
266	Property Sundries	30/09/2021	Sundries, Various	Amazon.co.uk	14.85	2.97	17.82
267	Property Sundries	30/09/2021	Sundries, Various	Amazon.co.uk	10.00	2.00	12.00
268	Office Equipment	30/09/2021	Square Reader	Amazon.co.uk	15.83	3.17	19.00
269	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	Gifts Under 10 Pound Ltd	10.79	2.16	12.95
270	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	Hyde's Toys & Gifts Ltd	9.58	1.92	11.50
271	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	CostCo Wholesale	121.13	20.43	141.56
272	Property Sundries	30/09/2021	Sundries, Various	CostCo Wholesale	35.56	7.11	42.67
274	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	CostCo Wholesale	80.28	5.81	86.09
276	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	Lidl	46.83	2.16	48.99
279	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	CostCo Wholesale	90.95	13.46	104.41
280	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	CostCo Wholesale	9.38	1.87	11.25
281	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	Amazon.co.uk	4.17	0.83	5.00
282	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	CostCo Wholesale	137.72	25.22	162.94
283	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	CostCo Wholesale	52.33	8.31	60.64
284	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	WM Morrison Supermarket PLC	31.46	3.82	35.28
285	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	Lidl	26.37	3.97	30.34
286	Subscriptions	30/09/2021	CostCo Membership	CostCo Wholesale	56.00	11.20	67.20
17	Staff Costs	30/09/2021	Salary	L White			
23	Staff Costs	30/09/2021	Salary	J Merrill			
30	Staff Costs	30/09/2021	Salary	R Wood			
75	Staff Costs	30/09/2021	Salary	J Wood			
81	Staff Costs	30/09/2021	Salary	M Ward			
86	Allowances, Expenses & Training	30/09/2021	Work From Home Allowance COVID-19	M Ward	0.71		0.71
166	Staff Costs	30/09/2021	Salary	P Stanislawczyk	160.21		160.21
254	Insurance	30/09/2021	Parish Insurance	Zurich Municipal	1,748.67		1,748.67
257	General Maintenance & Repair	30/09/2021	Maintenance / Installation	Noel Carter	280.00		280.00
262	Website	30/09/2021	Website - Refund B Urbick	AYS-PRO.COM	48.20		48.20
273	Summer of Play 2021	30/09/2021	GoTSoP - Refund L White	WM Morrison Supermarket PLC	29.25		29.25

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Reserve Account

NONE

16.2. To note receipts for 1st April 2021-31st October 2021

Current Account

Voucher	Code		Date	Description	Supplier		Net	VAT	Total
8	Property Income		07/04/2021	Occasional Use of Pavilions	Running Reborn		78.00	15.60	93.60
9	Precept		08/04/2021	Precept	South Oxfordshire District Council		79,153.00		79,153.00
10	Property Income		14/04/2021	Wayleave	SSE		4.00		4.00
11	Interments and Plots		16/04/2021	Reopen & Interment	Howard Chadwick Funeral Services		1,054.86		1,054.86
12	Miscellaneous Income / Other		26/04/2021	Bank Fees	TSB Bank plc		135.00		135.00
13	CIL Receipts		30/04/2021	Community Infrastructure Levy	South Oxfordshire District Council		20,476.14		20,476.14
14	Grants/S106/Donations		13/05/2021	Grass Cutting	Oxfordshire County Council		1,743.00		1,743.00
15	Property Income		19/05/2021	Occasional Use of Pavilions	FM Fitness		39.00	7.80	46.80
16	Memorials; Including Bench Donations		20/05/2021	Memorials 2nd Inscription	Reeves Memorials Co Ltd		55.51	11.10	66.61
17	Memorials; Including Bench Donations		22/05/2021	Memorial Permit	SPB Stoneworks Ltd		102.14	20.43	122.57
18	Memorials; Including Bench Donations		22/05/2021	Memorial Permit	SPB Stoneworks Ltd		416.40	83.28	499.68
19	Property Income		26/05/2021	Occasional Use of Pavilions	Running Reborn		404.10	80.82	484.92
20	Memorials; Including Bench Donations		01/06/2021	Memorial Permit	A F Jones		499.68	99.93	599.61
21	Interments and Plots		02/06/2021	PLot & Interment	S Sweeten		1,016.01		1,016.01
22	Memorials; Including Bench Donations		02/06/2021	Memorial Permit	SPB Stoneworks Ltd		416.40	83.28	499.68
23	Interments and Plots		03/06/2021	Reopen & Interment	A Anderson / S Carter		365.24		365.24
24	Memorials; Including Bench Donations		17/06/2021	Memorial Permit	A B Walker		102.14	20.43	122.57
25	Property Income		23/06/2021	Yew Tree Dell	P Johnson		1.00		1.00
26	Community Car Park		28/06/2021	Car Park	Davis Tate		637.00	127.40	764.40

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27	Interments and Plots	30/06/2021	Reopen & Interment	A B Walker	1,715.55			1,715.55
28	Interments and Plots	30/06/2021	PLot & Interment	Co-Operative Funeral Care	1,047.53			1,047.53
29	Property Income	30/06/2021	Wayleave	SSE	30.00			30.00
30	Community Car Park	02/07/2021	Car Park	Stewart JA & PJ	51.50	10.30		61.80
31	Community Car Park	03/07/2021	Car Park	D McPherson	121.34	24.27		145.61
32	Memorials; Including Bench Donations	06/07/2021	Memorials 2nd Inscription	SPB Stoneworks Ltd	55.51	11.10		66.61
33	Memorials; Including Bench Donations	14/07/2021	Memorial Permit	Reeves Memorials Co Ltd	188.76	37.75		226.51
34	Memorials; Including Bench Donations	15/07/2021	Memorial Permit	SPB Stoneworks Ltd	133.25	26.65		159.90
35	Grants/S106/Donations	20/07/2021	Grant	Goring Arts Society	500.00			500.00
36	Grants/S106/Donations	21/07/2021	WHBG - Donation	West Cottage	162.50			162.50
37	Community Car Park	22/07/2021	Car Park	J Franklin	79.78	15.96		95.74
38	Interments and Plots	23/07/2021	PLot & Interment	Howard Chadwick Funeral Service	1,110.38			1,110.38
39	Interments and Plots	23/07/2021	PLot & Interment	A B Walker	383.09			383.09
40	Interments and Plots	26/07/2021	PLot & Interment	B Haworth	1,016.01			1,016.01
41	Interments and Plots	26/07/2021	Memorial Permit	B Haworth	416.40	83.28		499.68
42	Grants/S106/Donations	28/07/2021	WHBG - Donation	J Huggins	195.00			195.00
43	Property Income	28/07/2021	Holiday Cricket Camps	The Performance Sports Group	490.50	98.10		588.60
44	VAT Refund	28/07/2021	VAT Refund	HM Revenue & Customs		11,306.77		11,306.77
45	Grants/S106/Donations	02/08/2021	Memorial Bench - Donation	R Dunn	606.00			606.00
47	Property Income	04/08/2021	Wayleave	SSE	10.00			10.00
46	Grants/S106/Donations	07/08/2021	Memorial Bench - Donation	MA Harding	606.00			606.00
48	Events Income	12/08/2021	Square Receipts	SQUARE	1.22	0.06		1.28
49	Events Income	12/08/2021	Square Receipts	SQUARE	372.09	68.15		440.24
50	Events Income	16/08/2021	Square Receipts	SQUARE	48.37	2.51		50.88
51	Events Income	16/08/2021	Square Receipts	SQUARE	61.54	3.17		64.71
52	Events Income	20/08/2021	Square Receipts	SQUARE	151.44	11.63		163.07
53	Events Income	23/08/2021	Square Receipts	SQUARE	550.06	75.92		625.98
54	Events Income	23/08/2021	Square Receipts	SQUARE	75.88	19.40		95.28
55	Events Income	25/08/2021	Square Receipts	SQUARE	28.94	5.91		34.85
56	Memorials; Including Bench Donations	31/08/2021	Error Pay	A F Jones	29.00			29.00

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Reserve Account

Voucher	Code		Date	Description	Supplier			VAT Type			Net	VAT	Total
1	Bank Interest		10/04/2021	Bank Interest	TSB Bank plc						48.95		48.95
2	Bank Interest		10/05/2021	Bank Interest	TSB Bank plc						50.88		50.88
3	Bank Interest		10/06/2021	Bank Interest	TSB Bank plc						49.70		49.70
4	Bank Interest		10/07/2021	Bank Interest	TSB Bank plc						48.11		48.11
5	Bank Interest		10/08/2021	Bank Interest	TSB Bank plc						49.72		49.72
6	Bank Interest		10/09/2021	Bank Interest	TSB Bank plc						49.74		49.74
7	Bank Interest		10/10/2021	Bank Interest	TSB Bank plc						48.14		48.14
								Total			345.24		345.24

16.3. To note the reconciled bank account and reserves balances as at 31st October 2021

A	Bank Reconciliation at 31/10/2021		
	Cash in Hand 01/04/2021		201,350.30
	ADD Receipts 01/04/2021 - 31/10/2021		241,437.00
	SUBTRACT Payments 01/04/2021 - 31/10/2021		442,787.30
			129,649.20
	Cash in Hand 31/10/2021 (per Cash Book)		313,138.10
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2021	0.00	
	TSB Reserve Account 31/10/2021	195,548.69	
	TSB Current Account 31/10/2021	117,589.41	
			313,138.10
	Less unrepresented payments		
			313,138.10
	Plus unrepresented receipts		
	Adjusted Bank Balance		313,138.10
	A = B Checks out OK		

16.4. To receive the external audit reports for FY 2019/2020

Section 3 - External Auditor Report and Certificate 2019/20

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 2020; 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 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 2019/20

Except for the matter reported below 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 the 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.

It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of the Annual Governance and Accountability Return. Regulations 12 – 15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published. To be able to demonstrate this, proper practice requires that the Notice is published no sooner than the day following the approval meeting and the Public Rights period commences no sooner than the next working day after that.

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

NONE

3 External auditor certificate 2019/20

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 2020.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

30/09/2021

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



CERTIFYING DOCUMENTS POLICY

1. Introduction

In response to an increasing trend for foreign nationals and others requesting town, parish and community council clerks to certify their identity or other legal documents for them, Goring-on-Thames Parish Council has agreed that members and officers of the Parish Council can certifying legal documents if the requirement is specified on the document and it is eligible in law, but only if it is clear the person signing is doing so in a personal capacity and that is written clearly on the document.

2. Charge

The Parish Council has agreed to levy a charge of £15 for the service regardless of how many documents were presented by an individual at one time. This is a nominal charge to recoup costs as we are providing a service to a person otherwise than for commercial purpose.
[Localism Act 2011, s 3(1)(a)]

3. Advise from Society of Local Council Clerks

- You should only sign to confirm another person's identity, if you actually do know the person and can personally vouch for his or her identity. A minimum period may apply to the length of time you must have known that person.
- If a town or parish clerk is doing this, then he or she should be signing in an individual capacity, although it is perfectly acceptable to add 'Clerk to X Parish Council' etc as this is their job title.
- The parish council cannot vouch for an individual's identity, but the parish council may give its consent to the clerk, acting in a personal capacity, signing to vouch for the identity of individuals within office hours etc, and may be happy for the clerk to apply any parish council stamp to documents, provided it is clear that the clerk is signing in his/her individual capacity and not on behalf of the parish council.
- The clerk may be asked to certify that a document is a true copy of an original produced before him/her or to witness a signature. The clerk should only do this in a personal capacity and should take care to check what it is that they are being asked to confirm. Is the Clerk confident that the documents are genuine?
- Depending on the nature of the documents concerned or the jurisdiction for which they are being completed, the clerk may or may not be a suitable person to sign, but that is an issue for the individual making the request rather than for the clerk.



4. Review

This document was approved for use at the meeting of the Parish Council on 11th November 2021, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11th November 2021

K Bulmer, Chairman

PUBLICATION SCHEME

1. Information available from Goring on Thames Parish Council under the model publication scheme

The model publication scheme is reproduced at the end of this schedule. Note also that hardcopy documents may be viewed at no cost by prior arrangement with The Clerk. This document should be read in conjunction with the council's policy on requests for information

Information to be published	How the information can be obtained	Cost
Class1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and/or website	
Who's who on the Council and its Committees	Website Hardcopy	Free See Scheme
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hardcopy	Free See Scheme

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website) Website Hardcopy	Free See Scheme
Annual return form and report by auditor	Website Hardcopy	Free See Scheme
Finalised budget	Website Hardcopy	Free See Scheme
Precept	Website and SODC Hardcopy	Free See Scheme
Financial Standing Orders and Regulations	Website Hardcopy	Free See Scheme
Grants given and received	Part of budget	
List of current contracts awarded and value of contract	Website Hardcopy	Free See Scheme
Members' allowances and expenses	Part of income & expenditure	



GORING-ON-THAMES PARISH COUNCIL

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hardcopy	Free See Scheme
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Part of Minutes of Meetings	Free
Agendas of meetings (as above)	Website Hardcopy Copies are posted on Village Notice Boards at least three clear days in advance of meetings	Free See Scheme Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free See Scheme
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website See Minutes page of web site Hardcopy	Free See Scheme
Responses to consultation papers	Hardcopy	See Scheme
Responses to planning applications	Via SODC Web site	As per SODC

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Code of Conduct • Policy statements 	Website Hardcopy	Free See Scheme
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy Website Hardcopy Website Hardcopy	Free See Scheme Free See Scheme Free See Scheme
Information security policy	Website Hardcopy	Free See Scheme
Records management policies (records retention, destruction and archive)	Website Hardcopy	Free See Scheme
Data protection policies	Website Hardcopy	Free See Scheme
Schedule of charges (for the publication of information)	See Scheme	



GORING-ON-THAMES PARISH COUNCIL

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Asset Register	Website Hardcopy	See Scheme
Register of members' interests	SODC website Hardcopy only	Free See Scheme
Register of gifts and hospitality	Hardcopy only	See Scheme
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Burial ground regulations	Website Hardcopy only	Free See Scheme
Parks, playing fields and recreational facilities	Part of minutes of meetings	
Seating, litter bins, clocks, memorials (part of Burial Ground Regulations) and lighting	(website) Part of minutes of meetings	(Free)
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hardcopy only	Free See Scheme
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Register	Website Hardcopy	Free See Scheme



2. Contact details:

The Clerk

Goring-on-Thames Parish Council

Gardiner Pavilion

Upper Red Cross Road

Goring

Reading

RG8 9BD

clerk@goringparishcouncil.gov.uk www.goringparishcouncil.gov.uk

3. Review

This document was approved for use at the meeting of the Parish Council on 11th November 2021, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11th November 2021

K Bulmer, Chairman



GRANTS POLICY

1. Introduction

Goring-on-Thames Parish Council has a limited budget for the award of grants, which is funded by the residents of the parish. The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in Goring.

Subject to funding being available, grants will be considered as and when they are received by the Parish Council Clerk and must meet the Council's grant criteria set out below.

This policy sets out the general principles and approach that the Parish Council will follow in respect of grants in the Parish.

2. Grant Philosophy

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide grant funding.

Rather than provide a large number of small grants across a wider number of projects and organisations, in order to have the greatest impact in the Civil Parish of Goring-on-Thames, the Council will choose fewer projects and provide larger grants.

Generally, grants should be awarded for infrastructure projects, such as the purchase of equipment, works to community buildings or facilities and improvements to premises or similar. Grants towards running costs, salaries or consumables, may be considered under exceptional circumstances.

The Council may consider supporting a community event, festival or other special event.

In order to make the greatest difference across a range of settings, the Council does not support year on year applications from the same organisations, with preference being given to start-ups, new ideas and expansion projects.

3. Grant Requests & Application Process

All grant requests must be made in writing and submitted by hand to the Parish Office for the Attention of: The Clerk. The application form can be found in Appendix A to this Policy, or on the Website in both .pdf and MSWord format. For groups who need assistance in completing the form, they should council the Clerk to the Council in the first instance.

The request must clearly indicate the purpose of the grant, details of the organisation or group, other sources of funding for the group or project that have either been or applied for, the amount requested from GPC, and how that grant will specifically benefit those who live or work in the Civil Parish of Goring-on-Thames. If all information is not provided, the request will be rejected by the Clerk, though the request can be resubmitted with all the necessary information.



When the Clerk to the Council determines the request meets the grant criteria, they will then present the qualifying grant request for consideration at a full Parish Council meeting for consideration.

4. Grant Assessment

Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, service or charities operating in the Goring-on-Thames Parish area where the benefit will be specifically for this area. This list is not exclusive and may be amended at the Council's discretion to the specific needs of the Grant being considered.

The Council will determine the request by considering:

- Whether the group/project has followed our grants process and meets the requirements.
- How well the grant will meet the needs of the community, providing positive, impactful benefit to those who live and work in the Parish.
- Evidence of a well-managed group including previous experience and track record.
- Financial stability and viability of the group/project.
- How effectively the group will use the grant.
- Whether costs are appropriate and realistic.
- What the level of contributions has been, or will be, raised and supported locally
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions.

The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.

Organisations should not make a presumption that funding will continue on a year on year basis, where possible organisations should wait 3 years after receiving a grant before applying again.

5. Applications Which Will Not Be Considered

Goring-on-Thames Parish Council will not consider funding applications relating to or from the following:

- Organisations that do not provide a service to the community in the Civil Parish of Goring-on-Thames.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.



- Medical research, equipment, or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Retrospective applications where the expenditure has been made, the project has been carried out or the event has taken place.
- Any commercial venture or for private gain.

Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Parish or where there will be obvious, specific benefit to the Council's area. Groups from outside the Parish who can demonstrate direct benefit to the area may request a grant, though priority will be given to local groups and organisations.

6. Decisions

All grants and their amounts are awarded at the Parish Council's discretion. Goring-on-Thames Parish Council's decision is final and there is no right of appeal.

Only one request for a grant will be considered from any group or organisation in any 12 month period.

All applicants will be notified of the Council's decision.

7. Payments

Grant payment will be made by Bank Transfer, to a bank account in the name of the organisation only. The Council reserves the right to request a copy of a recent bank statement as proof of the bank account details.

In exceptional circumstances, and only by special request, will the payment be made by cheque, name out in the name of the named organisation.

In no circumstances will a payment, be that BACS or cheque, be made to an individual.

8. Monitoring and Reporting Requirements

As a condition of receiving a grant from Goring-on-Thames Parish Council you are required to complete a short evaluation form, Appendix B to this Policy.

Groups are expected to provide Goring-on-Thames Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Meeting of the Council.



9. General Grant Conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from Goring-on-Thames Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being required to be repaid or affect future grant assistance.

10. Review

This document was approved for use at the meeting of the Parish Council on XXth Month Year, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: XXth Month Year

K Bulmer, Chairman



GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Organisation

Name of Organisation

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☐

How long has your group been operating?

Do you have a voluntary management committee?

Yes ☐ No ☐

Do you have a formal constitution?

Yes ☐ No ☐

Do you have an equal opportunities policy/statement?

Yes ☐ No ☐

Do you have an annual record of accounts?

Yes ☐ No ☐

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

Section B: The Grant

What is the Grant For?

Who will benefit from the grant if approved?

How will the Civil Parish of Goring-on-Thames benefit from the monies if the grant is awarded?



How much are you applying for?

£

How many people will benefit from the monies?

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes

☐

No

☐

If Yes, please provide details.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Total Project Cost:		



Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Goring-on-Thames Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Goring-on-Thames Parish Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Goring-on-Thames Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Goring-on-Thames Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

Position in Organisation

Signature

Date

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

Attention: The Clerk, Goring-on-Thames Parish Council, Gardiner Pavilion, Upper Red Cross Road, Goring, RG8 9BD



GRANT EVALUATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Grant

Name of Organisation

Year of Award

How much funding did you receive?

£

Did you spend the entire amount awarded?

Yes ☐ No ☐

If No, please explain why the full amount was not spent and detail how much remains?

What did you use the grant monies for?

Section B: Evaluation

What difference has the funding made in the locality/community?

Please include information about the number of people in Goring who participated and/or benefited from the grant.

How did your group measure these benefits?

Did you come across any problems in the delivery of your projects, and give reasons.

Please use this space to make any other comments which will help us improve the grants process/programme



Section C: The Terms and Conditions

It was a condition of your grant to fill in this evaluation form. Failure to do so will affect any future grant funding applications.

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name

Position in Organisation

Signature

Date

This completed evaluation forms, and any other supporting documents should be returned to:

Attention: The Clerk, Goring-on-Thames Parish Council, Gardiner Pavilion, Upper Red Cross Road, Goring, RG8 9BD

NOTE: If you received money for equipment or capital works please include proof/copies of relevant receipts to this evaluation form.