

SLIPWAY COMMITTEE TERMS OF REFERENCE – proposed updates from Slipway Committee *in RED*

1. Remit

The Committee is responsible for the management for the Slipway including *access* repair & maintenance and application of the Slipway Policy

2. Frequency of Meetings

To meet as required to support the remit and scope of the Slipway Committee, but not less than once per year.

3. Appointment of members

The Committee will be comprised of five members appointed annually at the Annual Council Meeting, with a quorum of three and not less than 1 member of the Parish Council.

4. Chairman

The Chairman is to be elected annually by the Committee at their first meeting, before proceeding to any other business. The office shall be held for one year.

5. Voting

Only members appointed to the committee may vote and participate at the meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

6. Standing Orders

The Slipway Committee must adhere to all sections of the Standing Orders, where variations are available in the Standing Orders, those applicable to “Committees” will apply.

7. Specific Delegated Powers

- To develop plans pertaining to
 - *Risk Assessment*, Repair & Maintenance
 - Future use & development of the slipway area as a village amenity
- To bring all proposals, and in particular those pertaining to any expenditure *or risk*, to the full council for approval.
- To pursue and finalise the submission to Land Registry to document the ownership of the slipway area to the Parish Council.

8. Review

This updated Terms of Reference document was approved for use at the meeting of the Parish Council on 30th June 2021, and will be reviewed periodically, but not less than once per council term (nominally 4 years).

Signed:

Dated: 30th June 2021

B Urbick, Chairman

30 June 2021

SlipwayCommittee TOR - Update proposal Oct 2021

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HAVE YOUR SAY: Draft Joint Statement of Community Involvement

South Oxfordshire and Vale of White Horse district councils are preparing a joint Statement of Community Involvement (SCI), that sets out how we will consult on planning applications and planning policy, including the joint Local Plan.

We want to make it as easy as possible for people to get involved in the planning process. That's why we're asking you about our draft SCI. It contains details of how we plan to work positively and proactively with our communities to ensure their voices are heard.

The SCI also sets out how we plan to make sure you can access the right information as easily and early as possible to help you come to your own conclusions.

We're committed to ensuring you know what we're doing – we strive to be clear and transparent in our processes – and the SCI reflects this too.

We'll take on board your comments on the draft SCI before bringing a final version before our councils to be adopted. Once adopted the joint SCI will replace the existing South Oxfordshire SCI and the Vale of White Horse SCI. We will comply with the new SCI when preparing plan-making documents and when determining planning applications.

You can give your comments on the draft Statement of Community Involvement from **Wednesday 8 September until midnight on Wednesday 20 October 2021**.

How to comment

The quickest and easiest way to comment is to use our online comment form which is available here: <https://survey.southandvale.gov.uk/s/JointStatementOfCommunityInvolvement2021/?m=56336769ogbdl>

Note that this is a unique link just for you and is tied to your email address. If you would like to forward this message to anybody else, please refer them to the [public link to the survey](#).

You can also view electronic copies of the documents on our [South](#) or [Vale](#) websites.

If you are unable to comment online, you can also:

- Email: planning.policy@southandvale.gov.uk
- Write to Planning Policy, South Oxfordshire and Vale of White Horse District Councils and post to 'Freepost SOUTH AND VALE CONSULTATIONS' (no other address information or stamp is needed). Our preference is electronic submissions and there is no need to post a hard copy as well.

What happens next

After the consultation period ends, we will consider your comments and make appropriate changes to the SCI before we adopt it. Once adopted, which we expect to happen in December 2021, the revised SCI, along with a consultation statement and a consultation summary report, will be published on our South and Vale websites shortly afterwards.

Adrian Duffield

Head of Planning

South Oxfordshire and Vale of White Horse District Councils



Job Title: Assistant Clerk

Job Purpose: To provide support to the Parish Clerk / Responsible Financial Officer in carrying out all the functions required by law of local authority's Proper Officer.

Responsible to: Parish Clerk

Principal Duties and Responsibilities:

1. To work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council as needed to execute the duties of the role.
2. To work in accordance with the Council's health and safety policy and to ensure that its obligations for Risk Assessment are met.

To assist the Parish Clerk:

1. To ensure that statutory and other provisions governing or affecting the running of the council are observed, including advising the council as to the requirements of existing and new legislation.
2. To prepare, in cooperation with the chairman of the council estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the council, and the basis for the precept to be submitted to the district council.
3. To prepare financial reports on all relevant matters, monitor and balance the council's accounts and prepare records for audit and value added tax purposes.
4. To ensure that the council discharges properly its obligations regarding health and safety and risk assessments.
5. To ensure that the council's obligations in respect of insurance are properly met.
6. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees.
7. To attend meetings of the Council or Committees as required and prepare minutes for approval.
8. To receive correspondence and documents on behalf of the council and to deal with the correspondence or documents or bring such items to the attention of the council. To issue correspondence as a result of instructions or the known policy of the council.
9. To manage the ordering of goods and services supplied to the council and ensure they are properly paid for. To issue invoices for goods and services supplied by the council and ensure proper payment is received. To prepare reports for the council on payments and receipts.

10. To study reports and other data on activities of the council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation to and discussion by the council.
11. To draw up both on his or her own initiative and as a result of suggestions by councillors proposals for consideration by the council and to advise on practicability and likely effects of specific courses of action.
12. To supervise any members of staff as their line manager in keeping with the policies of the council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
13. To monitor the implemented policies of the council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
14. To issue notices and prepare agendas and minutes for the parish meeting (an annual event): if required, to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the council.
15. To manage the council's website, ensuring that its content is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection; and to ensure that it remains technically suitable to the needs of the council.
16. To prepare, in accordance with the appropriate rules agreed by the council, news releases about the activities and decisions of the council and to respond to media enquiries in accordance with the same rules.
17. To comply with the Freedom of Information and Data Protection Acts.
18. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the council, including attendance at training courses and seminars on the work and role of the clerk/assistant clerk, as required by the council.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Assistant Clerk at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village. Some of these duties may be executed by other employees of the council.



**GORING-ON-THAMES
PARISH COUNCIL**



Goring-on-Thames Parish Council
Old Jubilee Fire Station, Red Cross Road, Goring, Reading, RG8 9HG
Clerk@GoringParishCouncil.gov.uk

Jointly with

South Stoke Parish Council
13 Wallingford Road, South Stoke, Reading, RG8 0JD
Clerk@SouthStoke.org.uk

STAFF VACANCY

Assistant Clerk

The Civil Parishes of Goring-on-Thames and South Stoke are located in the District of South Oxfordshire, within the Chilterns Area of Outstanding Natural Beauty (AONB) with an Electoral Role circa 2750 & 400 respectively.

Applications are invited for the post of Assistant Clerk to both councils, responsible to the Parish Clerk for each Council. This is an office and home based, part time, permanent vacancy for 5 hours per week, per council, 10 hours total. Goring-on-Thames Parish Council has office space which can be used in the execution of both roles, however by arrangement some hours can be completed from your home. It is not possible to fulfil the requirements of this role solely from home.

Salary offered is pro rata to the national scale LC1 points 7 to 12 of between £20,092 and £22,183 a year for a full time (37 hrs a week) equivalent.

This position will play an important role in supporting and deputising for the Parish Clerk. Successful candidates will either be CiLCA qualified, or willing to study for CiLCA at the earliest opportunity. The 10 hours per week for the role is split equally between the two parishes, and includes 2 hours training, until CiLCA is completed. Hours of work will then be renegotiated.

The role of Assistant Clerk is hands-on, requiring travel across both parishes to complete statutory inspections, meet contractors or attend meetings of the councils and committees.

The ideal candidate would have a long-term goal to become a Clerk and training will be given.

Closing date for applications: **4.00pm on Friday 29th October 2021**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. For more information or to discuss the role in more detail, contact the Parish Clerk (contact details above). Applications should be marked confidential and for the attention of the Parish Clerk. A single interview will be conducted by one panel with representatives from both Parishes.

List of Payments made between 30/07/2021 and 10/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/07/2021	C H Lamb SSPC	BAC_21_030	372.58		Clerk
30/07/2021	C H Lamb	CLERK	372.58		Salary
30/07/2021	C H Lamb	CLERK	-372.58		CORRECTION
03/08/2021	L E A White SSPC	BAC_21_029	108.67		L E A White SSPC
03/08/2021	L E A White	CLERK	108.67		work hours & handover
03/08/2021	L E A White	CLERK	-108.67		CORRECTION
25/08/2021	G Ambler Inv 25	BACS	126.00		Grass Cutting & Strimming
01/09/2021	LEA White	BACS	79.99		reimburse for MS 365 subscrip.
06/09/2021	C H Lamb	BACS	310.48		Salary
06/09/2021	G Ambler	BACS	126.00		Grass cutting & strimming
08/09/2021	Zurich Municiple	BACS	847.74		Annual premium

Total Payments 1,971.46

List of Payments made between 20/09/2021 and 01/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2021	Prettys	BACS	714.00		RoW Newtown Cott
20/09/2021	Rialtas Business Solutions Ltd	BACS	148.80		Supp. & Mtce Licence
20/09/2021	Moore Stephens	BACS	240.00		Moore Stephens
21/09/2021	Goring Press	BACS	200.00		Sept SSPN
22/09/2021	SS Parochial Church Council	SSPC GRANT	425.00		SSPC Grant
01/10/2021	L E A White	BACS	252.27		Worked Hours
01/10/2021	C H Lamb	BACS	419.15		Salary
Total Payments			<u>2,399.22</u>		

16:22

Current Bank A/c

Cash Received between 20/09/2021 and 01/10/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/10/2021	Jarvis & H Sweetnam	PARK	The Park - rental	20.00
Total Receipts				<u>20.00</u>

12:39

Current Bank A/c

Cash Received between 30/07/2021 and 10/09/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/09/2021	Allen	Inv 181	The Park - rental	20.00
02/08/2021	Jarvis & H Sweetnam	Inv 178	The Park - rental	20.00
01/09/2021	Jarvis & H Sweetnam	Inv 182	The Park - rental	20.00
08/09/2021	SODC	PRECEPT	Precept 2021/22 2N	12,273.50
Total Receipts				<u>12,333.50</u>

**Bank Reconciliation Statement as at 12/10/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	01/10/2021	0	14,019.09
			<hr/> 14,019.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			14,019.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			14,019.09
		Balance per Cash Book is :-	14,019.09
		Difference is :-	0.00

**Bank Reconciliation Statement as at 12/10/2021
for Cashbook 2 - Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	10/09/2021	0	54,006.77
			<hr/> 54,006.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			54,006.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			54,006.77
		Balance per Cash Book is :-	54,006.77
		Difference is :-	0.00

District Councillor Update: **CLr Maggie Filipova-Rivers**

Ward member for Goring and South Stoke

Sept/Oct 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.

Vaccinations

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@southandvale.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](#).