



# WATERPERRY with THOMLEY PARISH COUNCIL

February 2020

Minutes of Waterperry with Thomley Parish Council meeting held on Wednesday  
19<sup>th</sup> February 2020 at 7:30pm in the Lecture Room, Waterperry Gardens

Contact: Adrian Cave – Parish Clerk

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## MINUTES

Present: Sue Parker, Lawrence Wootten, Royston Davis, Daryl Atkinson  
Apologies: Adrian Cave  
Also Present: Sarah Gray – SODC Councillor for Forest Hill & Holton Ward

Actions

1. There were no declarations of interest.
2. Minutes of the previous meeting on 8<sup>th</sup> January 2020 sent by email to all councillors approved and signed.

Matters carried forward from previous minutes:

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|--|---------|
| a. Rec Ground Furniture: Progress purchases and siting of new recycled plastic seating.  | On-Hold |
| b. Two Saplings by Bow Bridge: Progress request to ask for these to be removed.  | SP      |
| c. PC Insurance: Clerk to update insured items from the Rec stock evaluation report and review against insured values.   | Clerk   |
| d. Playground sign: Sue will email the owner of the hedge where the newest road safety playground sign is located to cut the hedge back around the sign so that it is visible to road traffic for safety reasons.                                | SP      |
| e. Recreation Ground Maintenance: Lawrence and Daryl to do the required maintenance in the recreation ground. The following were suggested in the previous meeting:  | LW / DA |
| 1. Lift and re-secure the grass protection mats under the swings to comply with the Recreation Ground Safety Inspector's recommendations.  |         |
| 2. Remove branches near the play equipment.  |         |
| 3. Oil any moving parts of the play equipment that require lubricating and tighten any bolts that require tightening.  |         |
| 4. See if any trees in the recreation ground and surrounding it appear to be of concern for falling branches, etc.   |         |
| 3. Public Open Session:<br>Sarah Gray updated the councillors on relevant items happening at SODC.   |         |
| 4. Co-option of new Parish Councillor:<br>There had been no expressions of interest in the vacant position to date. Lawrence agreed to keep the notice running in the village news and Sue agreed to put a notice on the village Facebook group. | LW/SP   |
| 5. Finance and Administration:   |         |
| a. Ink Costs of £23.88 for Financial Year 2019/20 were paid to clerk by cheque.  |         |
| b. Verify Petty Cash postponed.  | Clerk   |
| c. Lawrence reported that two signatories to the Parish Council bank accounts were required in branch to get the account postal addresses changed. Lawrence and Sue agreed to meet in Barclays in Thame to get the details changed.              | LW/SP   |
| d. Review Bank Statement against Cashbook postponed.   | Clerk   |
| e. Review Expenditure against Budget postponed.  | Clerk   |
| f. No payments to make.  |         |

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| g. Review of Financial Regulations postponed.  | Clerk    |
| h. Review of Financial Management Risk Assessment postponed.   | Clerk    |
| i. Since the Parish Clerk is no longer available the rota for inspections of the recreation ground will need to be amended and more volunteers sought. Lawrence and Sue will advertise the need via the village news and Facebook accounts. Sue agreed to take care of the maintenance of the village defibrillator. | LW/SP    |
| j. Sue agreed to put together an advert for the village news for a new Parish Clerk. The councillors also agreed to invite an employment lawyer to the next PC meeting to give advice. Royston to organise.  | SP<br>RD |

Adrian had emailed Sue regarding renewal of the Antivirus software package for the Parish Clerk's laptop. The councillors agreed that free antivirus software would be used in future owing to the very limited nature of internet use involved in Parish Council work.

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| 6. Update on Village Projects:  |    |
| a. SODC are offering free 30-minute legal sessions for Parish Councils.   |    |
| It was agreed that such a session ought to be considered to move forward on the recreation ground land registration.  | SP |
| b. The public notice regarding the 20mph speed limit through the village has appeared in the Oxford Times.  |    |
| 7. Correspondence:  |    |
| None  |    |
| 8. Planning: <a href="#">P20/S0458/FUL</a> – Duck Cottage Waterperry OX33 1LB.  |    |
| The council objected to the proposed new building to replace Duck Cottage on the grounds that the proposed dwelling is more suburban in style and not in keeping with the semi-rural nature of the village. Sue to enter agreed response on the SODC Website. | SP |
| 9. Any Other Business:  |    |
| A query had been received by the Parish Council regarding an advertising banner that had appeared at Townsend Farm. Sue agreed to respond, pointing out SODC policy regarding such advertising.   | SP |
| 10. Date of next meeting:   |    |
| Other than possible meetings for planning applications, the date of the next meeting will be on Wednesday 8 <sup>th</sup> April 2002 in the Lecture Room, Waterperry Gardens at 7.30pm.   |    |

Meeting closed at 9:40pm