



# WATERPERRY with THOMLEY PARISH COUNCIL

13<sup>th</sup> July 2023

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom  
at Waterperry Gardens on Thursday 13<sup>th</sup> July 2023 at 7:00pm

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## MINUTES

Present: Sue Parker (Chairman), Lawrence Wootten (Clerk/RFO), Royston Davis,  
Simon Melton, one parishioner

Apologies: Daryl Atkinson

**Actions**

- 1) Apologies received from Daryl Atkinson.
- 2) There were no declarations of interest, gifts or hospitality.
- 3) No matters raised under Public Open Discussion.
- 4) Report from Tim Bearder (District or County Councillor) had been received and circulated by email.
- 5) a. Minutes of the previous meeting on 8<sup>th</sup> June 2023 approved and signed by the Chairman and will be added by the clerk to the website and posted on the village noticeboard. **LW**  
b. Lawrence reported that he had received confirmation from Moore & Co (External Auditor) that they had received the Council's Certificate from Exemption from External Audit for the 2022-2023 tax year.
- 6) a. Finance report and reconciled bank statements were presented, discussed, and agreed as accurate.  
On 30<sup>th</sup> June 2023 the balances of the bank accounts were as follows:  
Unity Trust Current Account - £4182.87  
Unity Trust Instant Saver Account (Allocated Reserves) - £6424.61  
Barclays Village News Account - £540.17  
b. The following invoices for payment were approved – Lawrence to set up the payments on the Unity Trust online account – Daryl and Sue to authorise: **LW/SP/DA**

Richard Taylor Landscapes	£ 258.00
Richard Taylor Landscapes	£ 234.00
Oxfordshire Association of Local Councils (Councillors Course Fee)	£ 96.00
Lawrence Wootten (Clerk's Email Annual Subscription to 123-Reg)	£ 43.06

  
c. The effectiveness of the 2022-2023 Internal Audit was reviewed and signed by the Chairman and Responsible Financial Officer to be added to the Finance 2022-2023 Section of the Parish Council website. **LW**  
d. The following recommendations made in the Internal Auditor's Written Report (20<sup>th</sup> May 2023) were agreed to be implemented:- **LW**
  - (i) Simon Melton agreed to become Councillor Responsible for Financial Control. A policy of Financial Control would be presented to the Parish Council by the Responsible Financial Officer for agreement. **SM/LW**
  - (ii) The Council would review and update its Risk Assessment using the JPAG (2022) recommendations. Lawrence to present a revised document to the Parish Council for agreement. **LW**
  - (iii) The Council agreed to purchase a copy of Local Council Administration from the SLCC Bookshop. This will be budgeted for via the Council's annual training budget. **LW**

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| (iv) | The Council would update its Code of Conduct using the District Council's model. Lawrence to present a revised document to the Parish Council for agreement.  | <b>LW</b> |
| (v)  | The Council would investigate a debit or charge card so that items such as Office365, website and email subscriptions can be bought in the Parish Council's name. Lawrence to investigate options available through Unity Trust Bank. | <b>LW</b> |
| (vi) | The Council would adopt the Civility and Respect pledge. Lawrence to investigate and present a document to the Parish Council for agreement.  | <b>LW</b> |
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| 7) | <b><i>P23/S1578/FUL - Land to the north of nos 1 &amp; 2 Spinney Cottages, Waterperry Gardens</i></b><br>Sue reported that she had spoken to the SODC Planning Officer in person following an email exchange. She had pointed out that this was the third Planning Application on the site and the second time Planning Permission had lapsed.<br>The Parish Council agreed not to withdraw its reservations relating to the application and maintain its opposition to it. | <b>SP</b> |
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| 8) | a. Sue was investigating the possibility of registering the Recreation Ground as an Asset of Community Value, possibly with assistance from the Open Spaces Society. There was also a possibility of designating the Recreation Ground as a Local Green Space.   | <b>SP</b> |
|    | b. No further progress. Lawrence to continue trying to contact the manufacturer of the recreation ground play equipment to ask if they provide a maintenance and repair service or could recommend a suitable supplier.  | <b>LW</b> |
|    | c. Sue had written to the Planning Officer asking if conditions could be placed on Planning Permission requiring reinstatement of village verges that are damaged by development work damaged village verges. The Parish Council agreed to make this a comment on all future Planning Applications where verge damage might result from building/development work. | <b>SP</b> |
|    | d. No further progress to report. Sue would continue to investigate a contractor who would be able to refurbish the defibrillator telephone box.   | <b>SP</b> |
|    | e. Sue reported that Oxfordshire Highways would accept a slight repositioning of the Parish Council Noticeboard when a new one is installed.   |           |
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| 9) | a. Caroline was booked on to the OALC Councillors Roles & Responsibilities Course (via Zoom) on 3 <sup>rd</sup> October 2023. | <b>CM</b> |
|    | b. No new activity to report.   |           |
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| 10) | No new correspondence to report.   |  |
| 11) | The possibility of using the existing Parish Council noticeboard as a "village" noticeboard once the new noticeboard was installed will be added to the agenda for the next meeting for consideration. |  |
| 12) | Date of next meeting – Thursday 14 <sup>th</sup> September 2023.   |  |

Meeting closed at 9.00pm

Sue Parker  
Chairman

Lawrence Wootten  
Clerk/RFO

