



WATERPERRY with THOMLEY PARISH COUNCIL

7th December 2023

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom
at Waterperry Gardens on Thursday 7th December 2023 at 7:00pm

Contact: Lawrence Wootten (Clerk/RFO)

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MINUTES

Present: Sue Parker (Chairman), Lawrence Wootten (Clerk/RFO), Daryl Atkinson,
Caroline Monteith, Simon Melton

Apologies: Royston Davis

Actions

- 1) Apologies received from Royston Davis, who had also offered his resignation before the meeting.
- 2) There were no declarations of interest, gifts or hospitality.
- 3) No items raised.
- 4) Report from Tim Bearder (District or County Councillor) had been received and circulated by email.
- 5) a. Minutes of the previous meeting on 19th October 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 the monthly Direct Debit for the Hugo Fox website package was up-and-running.
- 6) a. Finance report and reconciled bank statements were presented, discussed, and agreed as accurate. On the 30th November 2023 the balances of the bank accounts were as follows:
Unity Trust Current Account - £4649.69
Unity Trust Instant Saver Account (Allocated Reserves) - £6468.24
Barclays Village News Account - £146.25
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**

Gallagher Insurance (Parish Council's annual insurance premium – see item 6 (i) below)	£ 429.67
Harry Stebbing Workshop (Parish Council notice board)	£1951.92*
*to be paid within 7 days of delivery (expected late January)	
Richard Taylor Landscapes (mowing)	£ 234.00
Society of Local Council Clerks (Online Budgeting Course)	£ 36.00
Society of Local Council Clerks (Local Council Administration Textbook)	£ 141.80

c. Unity Trust Bank documents authorising Simon Melton and Caroline Monteith as signatories to current and savings accounts were approved and signed. In addition, as a result of Royston's resignation from the Parish Council (see item 6 (j) below) documents authorising his removal as a signatory to the current and savings accounts were approved and signed. Lawrence to forward all forms to Unity Trust Account Management Portal. **LW**
d. Forms for the Unity Trust Corporate Multipay Card were approved and signed. Lawrence to post the forms to Unity Trust Bank. **LW**
e. The Parish Council budget of £7150 for 2024/25 was approved. Lawrence to publish the budget on the website. **LW**

- f. The Parish Precept of £7150 for 2024/25 was agreed. Lawrence explained that although the Parish Precept remained unchanged from 2023/24, a small decrease in the number of dwellings in the Parish and a similar decrease in the Parish Tax Base meant that the Parish Precept paid by parishioners would increase slightly. **LW**
- g. The Parish Precept Form was approved and signed. Lawrence to email the form to SODC Finance Team. **LW**
- h. It was agreed to make the following charitable donations (under s. 137 LGA 1972) to two local charities who had written to the Parish Council requesting financial assistance and where there was proven benefit to parishioners. Lawrence to set-up online payments for authorisation by Sue and Daryl. **LW/SP/DA**
- Howe Trust Wheatley - £60.00
Oxfordshire South and Vale Citizen's Advice - £120.00
- i. The Council's insurance renewal premium and policy documents from Gallagher Insurance were reviewed and approved as appropriate for the Council's needs and obligations. Lawrence to confirm Council's acceptance of the renewal with Gallagher, and set-up online payment for authorisation by Sue and Daryl. **LW/DA/SP**
- j. Lawrence had received Royston's resignation from the Parish Council along with his apologies for not attending the meeting, as he had now left the village and moved to Wales. Lawrence will follow the protocol issued by the Oxfordshire Association of Local Councils regarding filling casual vacancies for councillors. **LW**
- 7) No Planning Applications received.
- 8) a. Sue had spoken with Roger Taylor at Wellers Hedleys solicitors, who is looking into registering the Recreation Ground with the Land Registry. He has suggested perhaps registering the Recreation Ground as an Asset of Community Value and/or Local Green Space designation. **SP**
- b. Lawrence had confirmed acceptance of the quote for tree work in the Recreation Ground and was waiting for a start-date. He was also trying to find a contractor who would carry out maintenance work to the play equipment in the Recreation Ground. **LW**
- c. Sue had been in touch with SODC and OCC to investigate the possibility of using tree planting along the Green Ground verge to protect it from further erosion and was waiting for a response. **SP**
- d. Simon reported that a delivery date for the new Parish Council noticeboard was likely to be late January/early February. Payment was due shortly after delivery and the Parish Council approved payment to be made once the noticeboard had been delivered to Lawrence (see item 6 (b)).
- e. Concerns had been raised by parishioners about the speed of traffic through the village. It was agreed to investigate the possible hiring of a further speed sign or to contact our local Community Police Officer to arrange a speed camera. **LW/SP**
- 9) a. List of OALC training courses circulated to councillors. No new training courses currently requested.
- b. Lawrence reported that he had attended an online budgeting course/webinar held by the Society of Local Council Clerks.
- 10) No new correspondence to report.
- 11) No items raised for information or next agenda.
- 12) Date of next meeting – Thursday 1st February 2024.

Meeting closed at 9.15pm

Sue Parker
Chairman

Lawrence Wootten
Clerk/RFO

