



WATERPERRY with THOMLEY PARISH COUNCIL

23rd February 2023

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom
at Waterperry Gardens on Thursday 23rd February 2023 at 7:00pm

Contact: Lawrence Wootten (Clerk/RFO)
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MINUTES

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

Actions

- 1) No apologies for absence.
- 2) There were no declarations of interest, gifts or hospitality.
- 3) No items raised.
- 4) No report from District or County Councillor received.
- 5) a. Minutes of the previous meeting on 20th January 2023 approved and signed by the Chairman and will be added by the clerk to the website and posted on the village noticeboard.
- b. Lawrence reported that receipt of the Precept Request Form for 2023/24 had been confirmed by SODC
- 6) a. Finance report and reconciled bank statements were presented, discussed, and agreed as accurate.

LW

- 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/
DA/SP

The Play Inspection Company (Rec Ground Inspection)	£ 87.54
Society of Local Council Clerks (Clerk's Annual Membership 2023-24)	£ 73.00
Oxfordshire Association of Local Councils (Annual Membership 2023-24)	£150.00
Lawrence - Clerks monthly salary (as of 1 st April 2023)	£156.78
Lawrence - Clerks printing expenses (650 sheets @ 5p/sheet from April 2020)	£ 32.50
Lawrence – email address subscription (chairman@waterperry.org)	£ 21.49

Councillors had received an explanation of the Clerk's salary from 1st April 2023, and a breakdown of the Clerk's printing expenses since April 2020.

- c. The following Charitable donations/grants were approved, to be made under LGA s137 (4)(a). Lawrence to set up payments on the Unity Trust online account – Daryl and Sue to authorise.

LW/DA/
SP

Waterperry Parochial Church Council (grant for burial ground mowing)	£200.00
The Maple Tree Children's Centre (Wheatley)	£100.00
Oxfordshire South & Vale Citizen's Advice	£100.00

- d. No nominations for co-option to the Parish Council received.

- e. Standing Orders were reviewed. No changes necessary, as NALC's new model adopted last year.

- f. Financial Risk Assessment 2022/23 was reviewed and amendments agreed. Signed by Chairman. Clerk to publish on website. **LW**
- g. Financial Regulations 2022/23 reviewed and agreed. Signed by Chairman. Clerk to publish on website. **LW**
- h. Arrangements for Parish Council Elections in May were outlined by the Clerk. Clerk would supply all present and prospective councillors with relevant paperwork and agreed to deliver completed applications to SODC Offices before the closing date. **LW**
- i. On the basis that there was likely to be an uncontested election, the Clerk proposed that the Annual Meeting of the Parish Council and Annual Parish Meeting be held on either Thursday 11th or Thursday 18th May 2023 (tbc).
- j. It was agreed to renew the Council's membership of the Oxfordshire Association of Local Councils.
- k. It was agreed to renew the Clerk's membership of the Society of Local Council Clerks.
- l. The stock valuation from the Annual Recreation Ground Report was received and reviewed against the Council's current insurance policy. Agreed that current insurance policy is adequate.
- m. It was agreed to remove the following items from the Council's Asset Register:
- Marquee – deteriorated beyond economic repair.
 Wooden picnic table – deteriorated beyond economic repair - replaced with recycled plastic picnic table
 Wooden park bench - deteriorated beyond economic repair - replaced with recycled plastic bench
 Ink-jet printer – old tech – no longer fit for purpose – Clerk uses his own laser printer @ 5p/sheet
 Verge post markers – these are now considered consumable items as sometimes damaged/destroyed
- Items removed from asset register and amended asset register would be published on website by Clerk. **LW**
- 7) There were no Planning Applications to consider.
- 8) a. Sue had written to Land & Property Registration Agreed (LPR), run by an experienced Local Council property lawyer for a written estimate of work required for the Recreation Ground to be registered. **SP**
- b. The Recreation Ground Annual Safety Report was received. Lawrence and Royston to meet in the Recreation Ground, and report back to the Council with any further recommendations for action. **LW/RD**
- c. It was agreed for Royston and Lawrence to investigate costs for the following in the Recreation Ground:- **LW/RD**
- i. Retro-fitting of wooden play equipment posts with metal shrouds to protect them against possible damage from grass strimming.
 ii. Possible replacement of all bushes on all swing axles.
 iii. Replace baby swing seat owing to damage to current seat.
 iv. Tree maintenance work
- d. Agreed to investigate planting a rowan tree to replace the damaged pear tree on Green Ground, and the possibility of planting further rowan trees on village verges as a road-safety measure (making the roads appear narrower to vehicle users). **SP**
- e. Simon had obtained quotes from the Harry Stebbing Workshop for possible replacements for the Parish Council noticeboard. The company had recently provided noticeboards for Wheatley and Littleworth Parish Councils, and it was agreed that their products would be suitable and in-keeping with the village aspect. It was agreed to place an order for an 8 x A4 noticeboard at a total cost of £1830.00 (including VAT) + £101.60 delivery. Installation costs were likely to be around £400.00. Simon to contact Harry Stebbing Workshop and place the order. **SM**

- f. See item 8 (d) above.
- g. It was agreed that November would be the best time to plant a boundary hedgerow in the Recreation Ground, so it would be ordered nearer the time. Lawrence and Royston to check the length of hedgerow required. **LW/RS**
- h. An informal picnic on the lawn at Waterperry Gardens was being organised to celebrate the King's Coronation in May. Currently no financial support requested from the Parish Council.
- 9) Lawrence reported that he had commenced the SLCC's FILCA Course (Financial Introduction to Local Council Administration), using an Army educational grant to pay for it, so no cost to the Parish Council. **LW**
- 10) There had been some correspondence to the Chairman from Simon Buchanan at Waterperry Gardens regarding provision of dog poo bins by the Parish Council. Since the location of these bins would be on private land owned by Waterperry Gardens or Rectory Farm this fell outside the scope of the Parish Council's activities and was a matter for the relevant landowners.
- 11) No items raised for information or next agenda.
- 12) Date of next meeting – 27th April 2023.

Meeting closed at 8.45pm

Sue Parker
Chairman

Lawrence Wootten
Clerk/RFO