



# WATERPERRY with THOMLEY PARISH COUNCIL

Meeting of the Parish Council Wednesday 16<sup>th</sup> June 2021

Minutes of the Meeting of Waterperry with Thomley Parish Council meeting held on  
Wednesday 16<sup>th</sup> June 2021 at 7:00pm in the marquee outside the Waterperry  
Gardens Tea Rooms

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## MINUTES

Present: Sue Parker, Lawrence Wootten (Deputy Clerk/Responsible Financial Officer),  
Daryl Atkinson, Royston Davis, Simon Melton

- |   | <b>Actions</b> |
|---|----------------|
| 1) Apologies from Sharon Wootten  |                |
| 2) No declarations of interest, gifts or hospitality  |                |
| 3) No members of the public were in attendance. No matters raised.  |                |
| 4) Minutes of the previous meeting on 27 <sup>th</sup> May 2021 sent to all councillors approved and signed and will be added by the clerk to the website and the noticeboard.  | <b>Clerk</b>   |
| 5) a) Lawrence presented the Financial Report and Bank Reconciliations up to 9 <sup>th</sup> March 2021.  | <b>RFO</b>     |
| b) Statement of Accounts and Cashbook for 2020/21 had been circulated to councillors and agreed at the previous meeting – will now be added to the Finances section of the website.   |                |
| c) The Asset Register for 2020/2021 tax year was agreed and will be added to the Finances section of the website. Daryl asked if the white speed limit “gates” belong to the Parish Council or to Oxfordshire Highways – if they belong to us, they should be added to the asset register. Lawrence agreed to contact Oxfordshire Highways. | <b>RFO</b>     |
| d) Internal Auditor’s report for 2020/2021 had been circulated to councillors and published on the website. Several recommendations were made, which the Parish Council will introduce through the year.  | <b>All/RFO</b> |
| e) (i) It was agreed that the Certificate of Exemption Form 2020/21 would be completed and returned to the External Auditor by Lawrence and added to the website.   | <b>RFO</b>     |
| (ii) Annual Governance Statement 2020/21 completed, signed and will be added to the website.  | <b>RFO</b>     |
| (iii) Audit Accounting Statements for 2020/21 agreed, signed and will be added to the website.  | <b>RFO</b>     |
| (iv) Agreed that the Exercise of Public Rights would run from Monday 21 <sup>st</sup> June to Friday 16 <sup>th</sup> July. Lawrence will notify the External Auditor of those dates and publish them on the website and noticeboard.   | <b>RFO</b>     |
| (v) Draft Statement of Variance agreed and will be published on the website.  | <b>RFO</b>     |

- f) The following invoices had been received and were agreed for payment.  
Cheques signed for Lawrence to send off:-

**RFO**

Cheque No. 100265 – L Wootten - Book tokens purchased for road safety scarecrow participants - £60.00  
Cheque No. 100263 - R Taylor Landscapes - Verge and Rec Ground Mowing - £207.00  
Cheque No 100264 – R Taylor Landscapes – Verge and Rec Ground Mowing - £250.80

- 6) No planning applications received
- 7) a) No further developments on Rec Ground Land Registration – agreed to carry forward to next meeting  
b) Purchase of new rec ground furniture – agreed to carry forward and action after public consultation  
c) Sue had received a quote from Jacksons Fencing for 20 Verge Protection Posts for £566.40 (including VAT). Additional verge posts had been requested by parishioners and councillors agreed in principle to the purchase even at this price, but Sue agreed to query the quote as it was so much higher than the last one (but probably owing to the increase in timber prices in the last 18 months). Delivery address will need to be agreed too. **SP**
- 8) Confirmation received from Jeremy Lloyd at SODC that the list of councillors’ interests was fully up-to-date and available for the public to view on SODC’s website.

Confirmation received from Rich Dixon that the External Auditor had received the Certificate of Exemption for the 2019/20 AGAR.

Lawrence reported that the village marquee was booked for dates in August and September by villagers.

Lawrence reported that the Parish Council was receiving a refund of £240 for a cheque paid to cover an invoice sent in error by Oxfordshire County Council as part of the 20mph speed limit administration.

Lawrence asked if the Parish Council Facebook page was still active. It would be useful for promulgation of agendas, minutes and financial information and give an additional layer of transparency to Parish Council activities. Sue agreed to find the passwords for the account and make Lawrence an administrator. **SP**

- 9) The issue of online banking for the Parish Council and village verge maintenance would be put on the agenda of the next meeting.
- 10) The next meeting would be held on either Wednesday 14<sup>th</sup> July or Thursday 22<sup>nd</sup> July subject to availability of venue and councillors.

Meeting closed at 8.30pm

**Sharon (Popsie) Wootten  
Clerk**