



# WATERPERRY with THOMLEY PARISH COUNCIL

27<sup>th</sup> January 2021

Minutes of Waterperry with Thomley Parish Council meeting held on Wednesday  
27<sup>th</sup> January 2021 at 7:30pm via Zoom

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## MINUTES

Present: Sue Parker, Lawrence Wootten, Daryl Atkinson, Royston Davis, Simon Melton

Apologies: None

Also Present: 1 parishioner for item 7

### Actions

1. There were no apologies for absence
2. There were no declarations of interest.
3. Minutes of the previous meeting on 17<sup>th</sup> December to all councillors approved and signed and will be added by Lawrence to the website. Matters arising were discussed under the relevant sections below. **LW**
4. Public Open Session: no comments
5. Finance and Administration:
  - Lawrence still required some accounting and finance information to get the Parish Council accounts up-to-date and in-order to be handed over to an accountant for auditing. **SP**
  - Lawrence's resignation as Parish Councillor was noted, since he cannot be both Clerk and Councillor. There is now a vacancy for a Parish Councillor which may be filled by co-option if a volunteer comes forward.
  - Lawrence will investigate the protocol for the Parish Council to take on an employed clerk, including contract of employment. HMRC will need to be notified and PAYE and NI contributions set-up for the Clerk's salary. **LW**
  - Parish Precept and Charity Commission returns had been submitted for the 2021/2022 financial year.
  - Lawrence had obtained a quote for Parish Council Insurance from Came and Company. The quote was for £360.03 – which was the same as last year's policy. A three-year tie-in was available, which guaranteed the same premium for the next three years (but not payment in advance). It was agreed that this would be accepted and Lawrence should action payment of the invoice. **LW**
  - A number of outstanding invoices for Taylor's Landscape Services remained to be paid for the mowing of the recreation ground and Green Ground. Lawrence and Sue to confer and arrange payment. **LW/SP**
  - Sue reported that the Village Defibrillator replacement (consumable) parts might be due for replacement in June/July, but would check with WebNos and obtain an idea of likely costs. **SP**
  - Lawrence proposed that he attend (via Zoom) an OALC "Preparing for Year End" course being run in February for Parish Clerks at a cost of £50 + VAT. This was agreed as it was within the 2020/2021 Parish Council training budget. **LW**
  - Cheques were agreed to pay invoices from Moore (external auditor), The Play Inspection Company (recreation ground inspection), Solagen (Vehicle-Activated Sign) and Community Heartbeat Trust (defibrillator scheme). Also cheques for reimbursement to Lawrence for web domain transfer + annual MS Office 365 subscription, and Parish Council contribution to Village News Account. Lawrence to confer with Sue to sign and arrange posting them. **LW/SP**

6. Update on Village Projects:
- Sue reported that she is on a waiting list for an OALC scheme for free legal advice which might be helpful in getting the Village Recreation Ground land registered. This has not progressed any further, but an OALC meeting is hopefully being arranged soon. **SP**
  - Sue had written to the local PCSO thanking for his help in providing the mobile speed testing unit that helped raise awareness of the new 20mph speed limit in the village.
  - Possible improvements to the Recreation Ground were discussed, particularly the replacement of the wooden picnic table. Sue agreed to look at possible suppliers and designs and circulate to the councillors. **SP**
  - The continuing deterioration of the village verges was discussed. The need for more posts to protect the village verges was mentioned again and the likelihood that regular replacement of damaged posts will become an ongoing cost for the Parish Council. The legality of using large stones to protect the verges as in Garsington was discussed, but no conclusion drawn, although the Parish Council might not be insured were it to install them itself. However, the re-instatement of the verge to the edge of the tarmac is acceptable. Sue agreed to send some links to road furniture manufacturers to councillors for consideration. **All**
  - Sue had emailed Thames Water and OCC Highways regarding the ownership of the uncovered “inspection hole” on the Green Ground verge. OCC Highways were unable to confirm anything, but Thames Water said it was quite possibly theirs and they are investigating the problem. **SP**
7. Planning:  
P21/S0053/FUL – Townsend Farm Waterperry OX33 1LG
- The councillors considered the retrospective planning application for alterations that had been made at Townsend Farm, and the conclusion was drawn that the application should be rejected on a number of grounds, not least the demolition of a listed barn wall, the installation of a number of solar panels in excess of domestic requirements, and a material change of use within the curtilage of a listed building. The councillors agreed that all planning activity should be dealt with in a regular and procedurally correct manner rather than seeking retrospective permission. Sue agreed to draft a response to SODC to be circulated to the other councillors before submission on the SODC Planning Portal. **SP**
8. Correspondence:
- Lawrence had received letters asking for financial support from both the Maple Tree Children’s Centre in Wheatley and Oxfordshire South & Vale Citizens Advice, both of which have been utilized by number of parishioners. It was agreed that the Parish Council’s charitable donation budget for 2020/2021, should be evenly divided between these two charities (£150 each). Sue and Lawrence to action and send off cheques. **LW/SP**
9. Date of next meeting:  
Other than possible meetings for planning applications, the date of the next meeting will be on Wednesday 24th February 2021 at 7.30pm – venue to be agreed but in all probability the meeting will be held via Zoom.

Meeting closed at 9:00pm