



WATERPERRY with THOMLEY PARISH COUNCIL

29th February 2024

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom
at Waterperry Gardens on Thursday 29th February 2024 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: Dawn Leopard-Conn

Actions

- 1) Apologies received from Dawn Leopard-Conn.
- 2) There were no declarations of interest, gifts or hospitality.
- 3) No items raised.
- 4) Report from Tim Bearder (District and County Councillor) had been received and circulated by email.
- 5) a. Minutes of the previous meeting on 7th December 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. Under item 6(c), Lawrence reported that Simon and Caroline were now authorising signatories to the Unity Trust Bank accounts, and Royston's name had been removed.
Under item 6(g), Lawrence reported that SODC Finance Team had confirmed receipt of the Parish Precept Form.
Under item 8(d), Lawrence reported that the new Parish Council notice board had been delivered to his house in late January and was now in safe storage until ready for installation.
- 6) Lawrence reported that he had received confirmation from SODC Electoral Services that following the Notice of Casual Vacancy issued on 5th February 2024, they had received no requests for an election to be called and that the Parish Council were able to proceed with co-option. Dawn Leopard-Conn was duly co-opted as Parish Councillor.
- 7) a. Finance report and reconciled bank statements were presented, discussed, and agreed as accurate.
On 31st January 2024 the balances of the bank accounts were as follows:
Unity Trust Current Account - £2940.88
Unity Trust Instant Saver Account (Allocated Reserves) - £6513.07
Barclays Village News Account - £43.05
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**

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| Oxfordshire Association of Local Councils – PC's Annual Subscription (see item 7(m) below) | £ 168.00 |
| Society of Local Council Clerks (Clerk's Annual Membership) (see item 7(n) below) | £ 76.00 |
| The Play Inspection Company (Recreation Ground Annual Safety Inspection) | £ 99.00 |

c. Revised Standing Orders based on the latest NALC Revised Model (2022) were adopted, and will be added to the Parish Council's website. **LW**
d. Biodiversity Policy was adopted and will be added to the Parish Council's website. **LW**

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| e. Communication Policy was adopted and will be added to the Parish Council's website. | LW |
| f. Document Retention Policy was adopted and will be added to the Parish Council's website. | LW |
| g. Privacy Notice Statement was adopted and will be added to the Parish Council's website. | LW |
| h. Recording of Meetings Policy was adopted and will be added to the Parish Council's website. | LW |
| i. Scheme of Delegation was adopted and will be added to the Parish Council's website. | LW |
| j. The Financial Risk Assessment for the 2023/24 tax year was reviewed and approved and will be added to the Parish Council's website. | LW |
| k. Financial Regulations were reviewed and approved and will be added to the Parish Council's website. | LW |
| l. The date of the Annual Meeting of the Parish Council and the Annual Meeting of the Parish was agreed as Thursday 16 th May. Options for guest speakers were discussed. | |
| m. It was agreed to continue the Parish Council's membership of the Oxfordshire Association of Local Councils for the 2024/25 tax year (see item 7(b) above). | LW |
| n. It was agreed to continue to pay the Clerk's membership of the Society of Local Council Clerks for a further 12 months (see item 7(b) above). | LW |
| o. The Clerk/RFO's salary for the 2024/25 tax year was agreed following circulation of an explanatory document to Councillors. The clerk is currently allocated 3 hours per week at Scale Point 10 on the National Association of Local Councils pay scale = £13.28 x 3 x 52 = £2071.68 per annum or 12 monthly gross salary payments of £172.64. | LW/SP |
| p. It was agreed to appoint Eugenia Skelly as the Internal Auditor for the Annual Governance and Accountability Review for the 2023/24 tax year. Eugenia had been recommended by the Clerk to Holton Parish Council and is a member of the Internal Audit Forum – the professional body for Parish and Town Council independent Internal Auditors. | LW |
| 8) No Planning Applications received. | |
| 9) a. Sue had spoken again with Roger Taylor at Wellers Hedleys solicitors, who is looking into registering the Recreation Ground with the Land Registry. Oxfordshire Playing Fields Association were a possible source of help – Lawrence/Sue to investigate and report back. | LW/SP |
| b. It was agreed to appoint Richard Taylor Landscapes again as the contractor for recreation ground and verge mowing. The Recreation Ground and area around the Parish Council Notice Board would be cut fortnightly from March until November. The grass verge along Green Ground would be cut three times across the year, with its first cut in early June (and therefore observing "No Mow May") – possibly using a flail mower (hired at additional cost to the Parish Council) if vegetation is so tall/thick that a normal mower is unable to cope. | LW |
| c. Sue had spoken with Andy Lederer from the Oxfordshire County Council Arboriculture Team to discuss the possibility of using tree planting along the Green Ground verge to protect it from further erosion. The use of bollards along the verge was discounted as it was not consistent with the village aspect | |
| d. The Council approved a Planning Application (drafted by Sue) to be submitted to South Oxfordshire District Council for the new Parish Council Notice Board. Even though it will be replacing an existing notice board, the District Council Planning Officer had recommended a new planning application was advisable. It was agreed that the new notice board should be positioned approximately half a metre further forwards (towards the road and away from the stone wall) to allow easier all-round access. Sue agreed to make the submission on behalf of the Council. | SP |

- e. There had been concern from some villagers about the speed of traffic through the village. The possibility of joining the Thames Valley Police Community Speedwatch initiative was discussed and agreed. It was further agreed to invite Community Speedwatch coordinator Lee Turnham to address the Annual Parish Meeting. **LW/SP**
- 10) Council resolved to exclude the media and public while this item was discussed (although none were present). Following the discussion, it was agreed that the Clerk would write formally to the organisation concerned. **LW**
- 11) i. List of OALC training courses circulated to councillors. No new training courses requested.
ii. No new training courses attended.
- 12) Lawrence reported that he had received letters of thanks for the charitable donations made by the Council to the Howe Trust (Wheatley) and Oxfordshire South and Vale Citizen's Advice.
- 13) No items raised for information or next agenda.
- 14) Date of next meeting – Thursday 11th April 2024 (tbc).

Meeting closed at 9.00pm

Sue Parker
Chairman

Lawrence Wootten
Clerk/RFO