



# WATERPERRY with THOMLEY PARISH COUNCIL

25<sup>th</sup> March 2021

Minutes of Waterperry with Thomley Parish Council meeting held on Thursday 25<sup>th</sup> March 2021 at 7:00pm via Zoom

Contact: Sharon (Popsie) Wootten (clerk)  
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## MINUTES

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

### Actions

- 1) There were no declarations of interest.
- 2) a. Minutes of the previous meeting on 24<sup>th</sup> February sent to all councillors approved and signed and will be added by Lawrence to the website.  
b. Most matters arising were discussed under the relevant sections below. Significant improvements to the state of the Waterperry Common road made by OCC Highways Dept since the last meeting and letters from both residents and the Parish Council were noted.
- 3) No matters raised
- 4) a. The appointment of Jane Olds as internal auditor was agreed. Terms of appointment agreed and signed by Chairman and RFO to be returned to Jane. Jane will complete the retrospective Internal Audit for the 2019/20 tax year. **LW/SP**  
b. The appointment of Sharon (Popsie) Wootten as Parish Clerk was agreed. Lawrence Wootten will continue to support the Parish Council as unpaid RFO and Deputy Parish Clerk. Lawrence explained the initial salary scale point for the clerk, and that a three hours per week contract should be sufficient for the needs of the Parish Council. Sue to forward HMRC Employee details to Lawrence, who will ensure the HMRC payroll software is ready to commence salary payments. **LW/SP**  
c. The 2019/20 accounts had already been circulated to the Councillors and were available on the website and agreed as accurate.  
d. Petty cash of £131.05 was verified.  
e. VAT reclaims were reviewed. Adrian had made a VAT reclaim in early 2017, so the next VAT reclaim will be made once the 2019/20 and 2020/21 AGARs have been completed. Lawrence explained that an invoice for each VAT reclaim could need to be produced if HMRC request it, so the VAT on any lost invoices cannot be claimed back.  
f. No recent invoice has been received from Barclays Bank, which means there have been no transactions in the account. Lawrence suggested this might mean that payees are not banking cheques sent to them – perhaps because of Covid banking restrictions. Lawrence will request a statement from Barclays to show the tax year end. **LW**  
g. On hold because of lack of bank statements.

h. Invoices received from:- OALC (Annual Membership)	£146.16
OALC (VAT Course for RFO/Clerks)	£ 30.00
Jane Olds (Internal Auditor)	£260.00

Cheques agreed to be released – Sue and Lawrence to arrange signing and postage.

**LW/SP**

i. Financial Regulations reviewed and agreed with no amendments necessary.

j. Financial Management Risk Assessment reviewed and agreed with no amendments necessary.

k. AMP and APM for 2021 will be discussed at the next meeting when the situation regarding virtual meetings may have been resolved.

5) a. Sue will continue to chase up the Recreation Ground Land Registration.

**SP**

b. It was agreed to continue with Taylor Landscape Services for the mowing of the Recreation Ground and Green Ground. Lawrence agreed to circulate some brochures of possible furniture options for the Recreation Ground.

**LW**

c. Continuing erosion of the village verges was discussed. The Thames Water HGVs at the end of the village were adding to the problem. Royston has a few posts left to give out as required, but the Parish Council may need to purchase more.

6) The Parish Council had received no comments from parishioners regarding any of the applications received, and after reviewing and discussing them, it was felt that all three applications should be left to SODC Planning Department.

7) A letter of thanks for the Parish Council’s donation had been received from The Maple Tree Children’s Centre.

8) Sue suggested that a “village scarecrow” display over the Easter Holidays, similar to the one in Holton might help further reduce traffic speeds through the village. It was agreed to promulgate the idea through the village Facebook page, and that Lawrence would arrange for small prizes to be awarded for each display, to be paid for from Petty Cash.

**SP/LW**

9) Date of the next meeting: Wednesday 21<sup>st</sup> April at 7.00pm via Zoom.

10) Meeting closed at 8.35pm