



WATERPERRY with THOMLEY PARISH COUNCIL

19th October 2023

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom
at Waterperry Gardens on Thursday 19th October 2023 at 7:00pm

Contact: Lawrence Wootten (Clerk/RFO)

Email: mail@waterperry.org Tel: 07808 761710

WEBSITE: www.waterperry.org

MINUTES

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

Actions

- 1) Apologies received from Royston Davis.
- 2) There were no declarations of interest, gifts or hospitality.
- 3) No matters raised under Public Open Discussion.
- 4) Report from Tim Bearder (District and County Councillor) had been received and circulated by email.
- 5) a. Minutes of the previous meetings on 13th July and 16th August approved and signed by the Chairman and will be added by the clerk to the website and posted on the village noticeboard. **LW**
- 6) a. Finance report and reconciled bank statements were presented, discussed, and agreed as accurate.
On 31st August 2023 the balances of the bank accounts were as follows:
Unity Trust Current Account - £2581.65
Unity Trust Instant Saver Account (Allocated Reserves) - £6424.61
Barclays Village News Account - £240.65
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:

Richard Taylor Landscapes (Invoice 2741)	£ 156.00	LW/
Richard Taylor Landscapes (Invoice 2725)	£ 282.00	SP/DA
Richard Taylor Landscapes (Invoice 2683)	£ 78.00	
Community Heartbeat Trust – Annual Defibrillator Support Fee	£ 151.20	
SODC – Uncontested Election Fee	£ 200.00	
Lawrence Wootten - Clerks election travel to SODC Offices (20 miles @ 45p/mile)	£ 9.00	
Lawrence – 123-Reg PC Domain Renewal	£ 20.39	
Lawrence – Clerk's Microsoft 365 Annual Subscription	£ 59.99	
Lawrence – Chairman's email Annual Subscription	£ 28.66	
Caroline Monteith – Travel Expenses to SODC Office for Planning Meeting	£ 9.00	

c. It was agreed that there was benefit for the Parish Council to hold a Unity Trust Bank Corporate Multipay Card to make payments for those items which require a credit/debit card payment (MS 365, E-mail subscriptions etc.). The card has a one-off set-up fee of £50 and a monthly fee of £3.00. Council agreed that the Clerk/RFO should start the application process. **LW**
d. Lawrence explained that Hugo Fox, who until now have provided a free website management package, would begin charging for their service from October 2023. The monthly cost would now be £11.99. Council agreed that the monthly fee was not unreasonable, and that a Direct Debit should be set up by the Clerk/RFO for authorisation by Daryl and Sue. **LW**

- e. The Council adopted a revised Code of Conduct based on the new SODC model. Lawrence will add the document to the website. **LW**
- f. The Council adopted the Civility and Respect Pledge based on the NALC/SLCC model. Lawrence will add the document to the website. **LW**
- g. The Council adopted a Publication Scheme to satisfy ICO requirements. Lawrence will add the document to the website. **LW**
- h. The Council adopted a Dignity at Work, Bullying and Harassment Policy. Lawrence will add the document to the website. **LW**
- 7) There were no Planning Applications to consider.
- 8)
 - a. Sue reported that progress with registering the Recreation Ground was ongoing. **SP**
 - b. The Recreation Ground Working Party had requested a quote from a local tree surgeon to carry out work recommended by the Annual Safety Inspection. The quote for pollarding the large willow tree to reduce the risk of limb failure and also to reduce lower limbs of trees to give a two metre clearance around play equipment and goal posts was for £876.00 including VAT. The Council authorised the work to be done.
 - c. Sue had circulated the OCC Highways Dept report regarding repairing and protecting eroded village verges. It was agreed that large white posts mentioned in the OCC report didn't fit-in with the rural aspect, although repairing the eroded verges might be a viable option and probably an ongoing necessity. It was agreed that planting of flowering trees (such as rowan) on Green Ground closer to the road might be a better solution. Sue agreed to approach OCC with that idea for their input. **SP**
 - d. It was agreed that the "weather window" for refurbishing the defibrillator telephone box had now been missed, but it was agreed to plan for refurbishment in spring 2024.
 - e. Simon had received confirmation that the new Parish Council noticeboard would be completed and delivered around the end of the year/early in the New Year. The total cost would be £1951.92 including VAT, which councillors approved and instructed Lawrence (as RFO) to ensure sufficient funds were available in the Unity Trust Current Account to make payment when required. Simon is now waiting for confirmation of a delivery date. **SM**
 It was agreed that the existing Parish Council noticeboard should be "up-cycled" if possible and possibly positioned near the entrance to the Recreation Ground as a village (rather than Parish Council) noticeboard.
- 9)
 - a. It was agreed that Lawrence should attend the SLCC Budgeting Basics webinar on 14th November at a cost of £50 + VAT.
 - b. Lawrence reported that he had started the SLCC ILCA to CILCA course, and had obtained funding through an army education grant. He expected to complete the course in March 2024. Caroline had attended an online OALC Councillor Roles & Responsibilities course on 3rd October.
- 10) A letter requesting a charitable donation had been received by Clerk and Chairman from the Howe Trust in Wheatley. The Council had made a donation to the Howe Trust in the previous tax year, and it was agreed to add the item to the agenda for the next meeting for consideration.
- 11)
- 12) Date of next meeting – Wednesday 29th November 2023.

Meeting closed at 8.50pm

Sue Parker
Chairman

Lawrence Wootten
Clerk/RFO

