



# WATERPERRY with THOMLEY PARISH COUNCIL

3<sup>rd</sup> March 2022

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom  
at Waterperry Gardens on Thursday 3<sup>rd</sup> March 2022 at 7:00pm

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## MINUTES

Present: Sue Parker, Lawrence Wootten (Deputy Clerk/RFO), Daryl Atkinson, Simon Melton,  
3 parishioners  
Apologies: Royston Davis, Popsie Wootten

### Actions

- 1) Apologies received from Royston Davis and Popsie Wootten.
- 2) There were no declarations of interest, gifts or hospitality.
- 3) Possible plans for the parish Jubilee celebrations were raised (covered under item 7e below).
- 4) a. Minutes of the previous meeting on 19<sup>th</sup> January 2022 sent to all councillors approved and signed by the  
Chairman and will be added by the clerk to the website and posted on the village noticeboard. **Clerk**  
b. No further progress to report.
- 5) a. Finance report and a reconciled bank statement was presented, discussed and agreed as accurate.  
Lawrence reported that he had submitted a VAT reclaim of £1867.87 covering the period up to the end of  
December 2021 and the sum was received into the Barclays account on 11<sup>th</sup> February.  
b. Lawrence reported that the Unity Trust Bank Account was now up-and-running.  
In order for future payments to be made from this account, it was agreed to transfer a further £5000 from  
the Barclays account to the Unity Trust account (listed under payments below).  
c. The following payments were agreed – to be made from the Unity Trust online account. Lawrence to set-up **RFO/**  
the payments as RFO; Sue and Daryl to check details and authorize payments: **Sue/**  
**Daryl**  
Cheque number 100284 – Transfer from Barclays account to Unity Trust account - £5000  
Clerk's salary – Sharon Wootten - (12 months' salary, April 2021-March 2022) - £1658.28  
HMRC – PAYE for clerk's salary - £331.60  
No Butts Bin Co (Rec Ground Replacement Picnic Table) - £930.00
- d. The resignation of Popsie (Sharon) Wootten as Parish Clerk from 1<sup>st</sup> April 2022 was noted. It was agreed to **RFO**  
appoint Lawrence Wootten as Parish Clerk/RFO from 1<sup>st</sup> April 2022.  
Lawrence to ensure relevant HMRC payroll submissions are made for Popsie's employment/resignation as  
well as for his own employment.
- e. The Parish Council agreed to adopt new Standing Orders, based on the 2018 Model published by the **Clerk**  
National Association of Local Councils. Signed by the Chairman. Clerk to add the new Standing Orders to  
the PC website.

- f. Financial Risk Assessment for the 2021/22 tax year was reviewed, agreed and signed by the Chairman. **Clerk**  
Clerk to add to the Finance section of the PC website.
- g. Financial Regulations were reviewed and agreed. **Clerk**  
Clerk to update the Finance section of the PC website.
- h. It was agreed to hold the AGM/APM on Wednesday 25<sup>th</sup> May.
- 6) No planning applications to consider.
- 7) a. No further progress on the land registration of the recreation ground. Sue to continue investigating. **SP**
- b. Unable to report on the Recreation Ground Working Party as they had yet to meet up and assess work required in the Recreation Ground.
- c. It was agreed to place orders the following items to replace existing recreation ground wooden furniture with like-for-like low-maintenance, recycled plastic items **Clerk/  
RFO**
- Glasdon UK Ltd – Elwood Recycled Material Seat with weighted seat ends - £847.33 (incl. VAT)  
No Butts Bins Company – Wheelchair Access Octagonal Picnic Table - £930.00 (incl. VAT)
- d. Sue reported that she had emailed Thames Water regarding damage to village verges caused by their contractors working near Green Ground. She had received assurances that any damage would be made good.
- e. The Jubilee Party Working Group reported back to the Parish Council. It was agreed that the Parish Council could offer financial support for a parish Jubilee party to be held in the afternoon of Saturday 4<sup>th</sup> June. Venue to be agreed. Working Party to report back at the next meeting with more suggestions for the Parish Council to consider.
- f. Lawrence explained that the current Parish Council noticeboard, erected in 2000 does not really have sufficient space for the number of A4 pages that should be displayed to meet the legal requirements – especially at year-end. Simon agreed to look into alternative designs, costs and location of a replacement. Possible relocation of the existing noticeboard would be considered. **SM**
- 8) a. Sue had been unable to attend the OALC online meeting for Parish Council Chairmen, but hoped to attend in the future. **SP**
- b. Lawrence reported that he had started the ILCA Clerk's course (Introduction to Local Council Administration) – no financial contribution required from the Parish Council as he had obtained funding from his full-time employer. **Clerk**
- 9) Lawrence had received an email from SODC regarding updates to the Councillors' Register of Interests. It was agreed that no amendments to the current Register of Interests were necessary.
- 10) None
- 11) Date of next meeting – Thursday 7<sup>th</sup> April 2022, 7.00pm, Waterperry Gardens Classroom

Meeting closed at 9.20pm

Sue Parker  
Chairman

Lawrence Wootten  
Clerk/RFO