



# WATERPERRY with THOMLEY PARISH COUNCIL

Thursday 29<sup>th</sup> February 2024

To Members of the Council: you are summoned to attend a meeting of Waterperry with Thomley Parish Council to be held in the classroom at Waterperry Gardens on

**Thursday 29<sup>th</sup> February 2024 at 7.00pm**

**ALL MEMBERS OF THE PUBLIC ARE VERY WELCOME AT THIS MEETING**

Contact: Lawrence Wootten – Clerk/RFO – Hove Cottage, 7 Waterperry

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## A G E N D A

- 1) WELCOME AND APOLOGIES FOR ABSENCE**
- 2) DECLARATIONS OF INTEREST, GIFTS AND HOSPITALITY**
- 3) PUBLIC OPEN SESSION** – A period of up to 5 minutes per topic will be allowed for members of the public, who are electors or residents in the parish of Waterperry with Thomley, to address the council primarily in respect of items on the agenda of this Parish Council meeting including planning applications, but also in the interests of wider public interest.
- 4) REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
- 5) MINUTES FROM THE MEETING HELD ON 7<sup>th</sup> DECEMBER 2023**
  - a) To approve the minutes as a correct record and the Chairman sign them
  - b) Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decisions
- 6) CASUAL VACANCY FOR COUNCILLOR** - To consider nominations for cooption to the Parish Council and elect a new Parish Councillor to fill the current vacancy
- 7) FINANCE AND ADMINISTRATION**
  - a) Financial Report and Bank Reconciliation – to receive the report and bank reconciliation
  - b) Invoices for Payment – to approve invoices for payment itemised on the payment schedule
  - c) To adopt revised Standing Orders based on the latest NALC Revised Model (2022)
  - d) To adopt a Biodiversity Policy
  - e) To adopt a Communication Policy
  - f) To adopt a Document Retention Policy
  - g) To adopt a Privacy Notice Statement
  - h) To adopt a Recordings of Meetings Policy
  - i) To adopt a Scheme of Delegation
  - j) Review of Financial Risk Assessment
  - k) Review of Financial Regulations
  - l) To agree dates for Annual Meeting of the Parish Council and Annual Parish Meeting
  - m) To approve renewing Council's membership of the Oxfordshire Association of Local Councils
  - n) To approve renewing the Clerk's membership of the Society of Local Council Clerks
  - o) To approve Clerk's salary for the 2024/25 tax year
  - p) To appoint the Internal Auditor for the 2023/24 AGAR

- 8) **PLANNING** - to consider all recent applications received from South Oxfordshire District Council detailed below and any other applications submitted between the circulation of this agenda and the meeting:  
a) *None received at time of publication of this agenda*
- 9) **PARISH PROJECTS**  
a) Recreation Ground Land Registration – to receive an update  
b) Recreation Ground and Verge Mowing – to appoint the contractor for 2024/25  
c) Village verges – to receive an update  
d) Parish Noticeboard – to agree the Parish Council's Planning Application to SODC for the new Parish Noticeboard to be installed
- 10) **CONFIDENTIAL ITEM** – Item to be discussed in confidential session – media and public will be excluded from the meeting while this item is discussed
- 11) **COUNCILLOR AND CLERK TRAINING** –  
i) to consider and OALC training courses currently offered and approve councillor and clerk attendance  
ii) to receive update on training received
- 12) **CORRESPONDENCE** – To note correspondence received not otherwise on the agenda where decisions are not required
- 13) **ITEMS FOR INFORMATION OR NEXT AGENDA**  
a) New subjects raised will be tabled for the agenda of the next meeting
- 14) **DATE OF NEXT MEETING TO BE AGREED**

**LAWRENCE WOOTTEN**  
**PARISH CLERK**  
**24<sup>TH</sup> FEBRUARY 2024**