



WATERPERRY with THOMLEY PARISH COUNCIL

25th May 2022

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom
at Waterperry Gardens on Wednesday 25th May 2022 at 7:00pm

Contact: Lawrence Wootten (Clerk/RFO)

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MINUTES

Present: Sue Parker (Chairman), Lawrence Wootten (Deputy Clerk/RFO), Daryl Atkinson,
Royston Davis, Simon Melton, 1 member of the Jubilee Party Working Group

Actions

- 1) Sue Parker was elected Chairman
- 2) No apologies for absence.
- 3) There were no declarations of interest, gifts or hospitality.
- 4) No items raised.
- 5) No reports received.
- 6) (a) Minutes of the previous meeting on 7th April approved and signed by the Chairman and will be added by the clerk to the website and posted on the village noticeboard. **LW**
(b) Progress on items from the last meeting were discussed under the relevant items below.
- 7) a. Finance report and reconciled bank statements were presented, discussed and agreed as accurate. **LW**
b. The Accounting Statements for the 2021-2022 tax year Annual Governance and Accountability Return were approved and will be added to the village noticeboard and website. **LW**
c. The statement of accounts for the council's three bank accounts for the tax year ending 2021 were approved and will be added to the website. **LW**
d. The Asset Register for the 2021-2022 tax year was updated and approved and will be added to the website (under Finances 2021-2022). **LW**
e. The Internal Auditor's written report for the 2021-2022 tax year was received and will be published on the website (under Finances 2021-2022). A vote of thanks to Lawrence was proposed and agreed since the Internal Auditor's had recognised his application of her recommendations and providing clear, transparent accounting. **LW**
f. (i) It was agreed to submit a Certificate of Exemption to the External Auditor for the 2021-2022 tax year – signed by Chairman and Responsible Financial Officer. To be sent to the External Auditor and published on the website. **LW**
(ii) The Annual Governance Statement 2021-2022 was completed and will be added to the website. **LW**

- (iii) The Audit Accounting Statements 2021-2022 were agreed, signed and will be added to the website. **LW**
- (iv) The dates for the Exercise of Public Rights were agreed as Wednesday 1st June to Thursday 14th July. Lawrence to publish both on the village noticeboard and on the website. **LW**
- (v) Statement of Variance agreed and will be published on the website. **LW**
- g. 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**
- | | |
|--|---------|
| Jane Olds – Internal Audit 2021-2022 - | £190.00 |
| MiJan Ltd – Easy PC Accounts Annual Licence - | £ 60.00 |
| R Taylor Landscapes – Rec Ground Mowing - | £207.00 |
| OALC – Parks, Play Areas and Equipment Course - | £132.00 |
| Communicorp (additional Platinum Jubilee mugs) - | £266.02 |
- h. Forms were signed to authorise closure of the main Barclay’s Bank Account and transfer the balance to the Unity Trust online current account. Lawrence to send the completed document to Barclays Customer Care. **LW**
- i. Forms were signed to authorise opening a Unity Trust online Instant Saver accounts to hold the Parish Council’s Allocated Reserves. Lawrence to send the completed documents to Unity Trust Customer Care. **LW**
- 8) No planning applications to consider.
- 9) 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. Once the new recycled plastic octagonal picnic table is delivered, Royston and Lawrence will arrange positioning the new furniture in the Recreation Ground and will assess other work required. **LW/RD**
- c. It was noted that following a request from Sue, the restoration work to the verge at Green Ground on behalf of Thames Water had been carried out. Sue to email Oxfordshire County Council Highways Department regarding other issues of verge maintenance in the village. **SP**
- d. The Jubilee Party Working Group reported back to the Parish Council with a proposed spreadsheet of costs for the Parish Platinum Jubilee Party, which were agreed by the Parish Council. It was also agreed to purchase a further 36 Platinum Jubilee mugs (see item 7g above) since there were a large number of people in the village who requested them, and were happy to re-imburse the Parish Council – Jubilee Working Party Group will organise distribution of mugs and collection of cash for Lawrence to pay into the bank. **LW**
- e. It was agreed that a new village noticeboard should be installed in the same location as the existing noticeboard – subject to confirmation with Oxfordshire County Council Highways Department that the Parish Council does not require further planning permission to do so. It was also agreed, that if possible, the existing village noticeboard should be repositioned in the Recreation Ground.
- 10) a. Lawrence confirmed that Royston was booked onto the Parks, Play Areas & Equipment training course being run by OALC at Great Bourton on 13th July and had received an invoice for payment (see item 7g).
- 11) No correspondence received.
- 12) Items to be added to the agenda for the next meeting
- (i) Refurbishment of the defibrillator phone box as part of the Jubilee Celebrations
 - (ii) Reviewing and agreeing the Parish Council’s allocated reserves
 - (iii) Registering with the Information Commissioner and Parish Councillor’s email accounts.

13) Date of next meeting – Thursday 14th July 2022, 7.00pm, Waterperry Gardens Classroom

Meeting closed at 9.00pm

Sue Parker
Chairman

Lawrence Wootten
Clerk/RFO