



WATERPERRY with THOMLEY PARISH COUNCIL

May 2017

Minutes of Waterperry with Thomley Parish Council meeting held on Wednesday
24th May 2017 in the Lecture Room, Waterperry Gardens

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MINUTES

Present: Sue Parker, Lawrence Wootten, Daryl Atkinson, Royston Davis, Dean Fonge
Apologies: None
Also Present: County Councillor Kirsten Johnson, District Councillor John Walsh
and several parishioners for the APM

Actions

1) There were no declarations of interest for the meeting.

2) Annual Meeting of the Parish Council

The clerk took the chair and dissolved the council.

The clerk then asked for nominations for chairman. Sue was nominated by Lawrence and seconded by Royston. No others were nominated so it was resolved Sue was appointed chairman.

The clerk then asked for nominations for vice-chairman. Lawrence was proposed by Dean and seconded by Daryl. No others were nominated so it was resolved Lawrence was appointed vice-chairman.

The new chairman signed the declaration of office of chairman form and then took the chair.

Minutes of the previous Annual Meeting of the Parish were approved and signed.

Closed

3) Minutes of the previous meeting on 12th April 2017 that was sent by email to all councillors were approved and signed.

Matters carried forward from previous minutes:

- | | |
|---|------------|
| a. <u>Finance</u> : Claim contribution for the mowing of the large village verge as OCC no longer does it, and this small amount of money could be put towards one of the village road projects. | Clerk |
| b. <u>Administration</u> : Clerk to update Financial Regulations and Financial Management Risk Assessment with changes such as increasing petty cash limit in revision marking and sent to councillors for confirmation. | Clerk |
| c. <u>Donation</u> : The parish council agreed to a £100 donation to the Maple Tree Centre in Wheatley, which lost funding from OCC last year. Awaiting details of how to pay the donation. | Clerk |
| d. <u>HWW Mag</u> : Although the magazine does manage to cover its costs, the parish council agreed to donate a split of any reasonable shortfall if this did happen in the future. Lawrence agreed to check with Holton and Waterstock parishes if they would agree as well. | LW |
| e. <u>Recreation Ground</u> : | |
| a. Purchase new football net, clips and pegs for around £65. Sue to measure and purchase along with new grass mats for the two swings for around £30. Agreed to purchase stronger net for about £20 more. | SP |
| b. Daryl agreed to rub down and paint goal post before new net installed. | DA |
| c. Lawrence agreed to jet wash the picnic table and bench and Royston to sand and treat. | LW / RD |
| d. Royston agreed to treat the high fence in the recreation ground and will purchase treatment. | RD |
| f. <u>Website Maintenance</u> : Lawrence agreed to show the clerk how to maintain the parish council website. | LW / Clerk |

4) Public Open Session:
None.

5) Finance:

2016/2017 Year End Accounts:

Agreed that the Annual Governance Statement 2016/17, part of the External Audit, was correct, signed by the chairman and recorded in the minutes.

Agreed that the Accounting Statements 2016/17, also part of the External Audit, were correct, signed by the chairman and recorded in the minutes.

Clerk to send BDO External Audit 2016/17, and place the Exercise of Public Rights Notice on the noticeboard and website.

Clerk

The clerk mentioned that the new Village News Bank Account was still not having monthly statements sent, and was unable to get this corrected as not a signatory to the parish council bank accounts so was unable to make requests to the bank. As a signatory, Lawrence agreed to arrange for the statement period to be changed to monthly on the 15th, and to look into whether on-line banking would be more appropriate.

LW

The following accounts/receipts were previously approved, or approved at this meeting, and paid:

A Cave (Postage Defib Grant Confirmation)	£1.30	(petty cash)
A Cave (Office Equipment)	£920.96	(cheque 101187)
Windmill Landscapes (Grass Cutting)	£176.40	(cheque 101188)
A Cave (Food/Drink Parish Meeting)	£33.21	(petty cash)
R Davis (Rec Grnd Furniture Oil)	£50.36	(petty cash)

Clerk
to make
payments and
bank money
as required

The following items were received since the previous meeting:

None

6) Recreation Ground:

Weekly Inspections: The councillors all agreed **to ensure** that an email is sent to the parish council when they have completed the weekly inspection they are on the rota to do.

ALL

Land Registration: Sue said that during recent conversation she had with the solicitor dealing with this, the solicitor said it would be straight forward and would be progressing it in the near future.

SP

7) Correspondence:

Postal/email correspondence reviewed.

Clerk to ask Biffa for Recycling Leaflet in PDF format so can be included in parish magazine.

Clerk

8) Any Other Business:

The clerk mentioned that the village verge had not been cut yet, and would remind the contractor that this needs to be done along with cutting back to the hedge behind the pear trees.

Clerk

Royston mentioned that one of the pear trees had not survived since it was re-up-righted last year. Agreed to purchase a replacement. Clerk to find out cost from WGL.

Clerk

9) Other than meetings for planning applications, the date of the next meeting will be on Wednesday 12th July 2017 in the Lecture Room, Waterperry Gardens at 7.30pm.

Meeting closed at 8:10pm