



WATERPERRY with THOMLEY PARISH COUNCIL

Thursday 25th June 2026

Contact: Lawrence Wootten – Clerk/RFO – Hove Cottage, 7 Waterperry, Oxford OX33 1LD

Tel: 07808 761710

Email: clerk@waterperrywiththomley-pc.gov.uk

Website: www.waterperrywiththomley-pc.gov.uk

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Thursday 25th June 2026 at 7:00pm

Present: Cllr. Parker; Cllr Atkinson; Cllr Marshall; Cllr Monteith; Cllr Leopard

In Attendance: Lawrence Wootten (Clerk/Responsible Financial Officer)

Members of the public: None

22.26 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from County and District Cllr Bearder

23.26 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS - None

24.26 PUBLIC PARTICIPATION SESSION – No members of the public present

25.26 REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

None received for June.

26.26 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28th May 2026

(a) The minutes of the meeting held on 28th May 2026 were approved and will be added to the website by the Clerk.

ACTION FOR CLERK – add the approved minutes to the website.

(b) Update on progress from the minutes

27.26 FINANCE AND ADMINISTRATION

a. The Finance Report and reconciled bank statements were presented, discussed, and agreed as accurate. On 31st May 2026 the balances of the Council's bank accounts were as follows:

Unity Trust Current Account – £3900.40

Unity Trust Instant Saver Account (Reserves) - £6324.46

Barclays Village News Account – £2.65

Unity/Lloyds Corporate Multipay Card – statements for this card show all purchases made and the monthly fee, but since the balance is paid automatically by Direct Debit, there is no outstanding credit/debit to record here.

b. The following payments made since the last bank reconciliation (30th April 2026) were noted and approved:

Go Cardless (Hugo Fox website monthly subscription) - **£ 11.99** (May)

Go Cardless (Hugo Fox email monthly subscription for 10 emails boxes) - **£20.99** (May)

Lloyds Bank (Corporate Multipay Card Monthly Fee) - **£3.00** (May)

Unity Trust Bank (monthly service charge) - **£7.00** (May)

The following invoices for payment were approved – Clerk/RFO to set up the payments on the Unity Trust online account – Cllrs Parker and Monteith to authorise:

R Taylor Landscapes (3239) – Installing old Noticeboard in churchyard = **£222.00**

Lawrence Wootten – Clerk's salary (net) – May (to be paid on or about 29th May) = **£205.63**

HMRC – PAYE due on clerk's salary (April/May 2026) = **£51.12**

Lawrence Wootten – Clerk's printing costs from 1st April 2025-31st March 2026 = **£48.55**

Eugenia Skelly – Auditor's fee for 2025/26 Internal Audit = **£200.00**

ACTION FOR CLERK AND CLLRs PARKER AND MONTEITH – set up and authorise payments

c. The transfer of £500 from the Unity Trust Current Account into the Barclays Village News Account was approved.

ACTION FOR CLERK AND CLLRs PARKER AND MONTEITH – set up and authorise transfer

d. The Annual Internal Audit Report 2025/26, signed by the Internal Auditor was received and will be published on the website by the Clerk under Finances 2025-26.

ACTION FOR CLERK – publish the Annual Internal Audit Report 2025/26 on the website

e. The Accounting Statements (AGAR Section 2) for 2025/26 were presented by the Responsible Financial Officer, approved by all and signed by the Chairman, and will be published on the website under Finances 2025-26.

ACTION FOR CLERK – publish the Accounting Statements 2025/26 on the website

f. It was agreed that the Parish Council would submit a Certificate of Exemption from External Audit (AGAR 2025/26 Form 2) for the 2025/26 tax year to Oxfordshire County Council's External Auditor.

The certificate was signed by the Responsible Financial Officer and Chairman and will be submitted by email to the External Auditor and published on the website under Finances 2025-26.

ACTION FOR CLERK – submit the Certificate of Exemption 2025/26 (AGAR 2025/26 Form 2) to the External Auditor and publish the document on the website

g. The Annual Governance Statement for 2025/26 (AGAR Section 1) was completed, approved and signed by the Chairman and Clerk, and will be published on the website under Finances 2025-26.

ACTION FOR CLERK – publish the Annual Governance Statement 2025/26 on the website

h. The dates of the Exercise of Public Rights for 2025/26 were noted as Monday 29th June to Friday 7th August 2026. The Clerk will post the notice on the Parish Council noticeboard and publish it on the website under Finances 2025-26.

ACTION FOR CLERK – publish the Exercise of Public Rights 2025/26 on the Parish Council noticeboard and website

i. The Statement of Variance was approved and will be published on the website under Finances 2025-26.

ACTION FOR CLERK – publish the Statement of Variance on the website

j. The Internal Auditor's written report for 2025/26 was received and action points noted.

k. The allocation of the Council's Financial Reserves was agreed. General and Allocated Reserves were approved. It was agreed to hold the Council's General Reserve of £1750.00 in the Unity Trust Current Account rather than the Savings Account. The table of reserves will be added to the website by the Clerk.

ACTION FOR CLERK – publish the table of Financial Reserves on the website

28.26 PLANNING

P26/S2066/6ABE

Agricultural Notification Part 6 Class A/B/E

Dhali Farm Waterperry Road Waterperry OX33 1PE

Portal frame building made from steel

It was agreed that, since it was an Agricultural Notification, no comment could be made on the proposal, but that if possible, the Clerk would comment that no location for the structure was shown on the site plan.

29.26 PARISH PROJECTS

a. Recreation Ground – Land Registration

No further progress to report.

b. Recreation Ground

The Clerk reported that the Annual Safety Inspection Report had been received and circulated to councillors. Replacement swing seats and repositioning grass mats will be investigated – Clerk to report back to Council with costs.

ACTION FOR CLERK – report back to Council with costs for replacement swing seats and repositioning of grass mats.

c. Village verges and drains

The Clerk reported that the road traffic “tube” surveys from Oxfordshire County Council were now in place. The Clerk also informed the Council that Mr Buchanan had kindly offered to pay for the cost of the traffic surveys on behalf of Waterperry Gardens, and that the survey data would be shared with him.

The Clerk reported that an on-site meeting with Mr A Sweeney, Team Leader Place and Planning (South and Vale) at Oxfordshire County Council had been arranged in early July to discuss possible options to improve pedestrian safety at various pinch points in the village.

It was noted that Oxfordshire County Council had made several pothole repairs in the village.

d. Community Speedwatch

No further progress to report.

e. Village Events

Cllr Marshall informed the Council that the village Open Gardens Weekend event had raised nearly £1,400 and attracted more than 60 visitors. It was agreed by all that the event had been very successful.

f. Everyone Active – Waterperry Community Wellbeing project update

Cllr Leopard informed council that the venue for the Wellbeing sessions had yet to be agreed, but would possibly be held at Waterperry Gardens, subject to agreement with Mr Buchanan.

Cllr Leopard would produce some advertising artwork for the next edition of Holton, Waterperry & Waterstock News.

The Clerk informed the Council that he had received Remittance Advice of the £1,000 grant from Oxfordshire County Council, with the BACS transfer expected to be made in the next few days.

30.26 ITEMS RAISED BY COUNCILLORS

Cllr Parker suggested the purchase of a bench for the churchyard. It was agreed that this was a good idea as there was currently no seating provision in the churchyard. Clerk to bring designs and costings of recycled plastic benches, similar to the one in the recreation ground to the next meeting.

ACTION FOR CLERK – bring designs and costings of recycled plastic benches to the next meeting.

31.26 COUNCILLOR AND CLERK TRAINING

The Clerk reported that he had attended the OALC Talking Tables event on 25th June – sessions on the new digital AGAR, dealing with Freedom of Information requests, Neighbourhood Planning and Local Government Reorganisation had all been very worthwhile. He recommended the event to the Council.

No new training requested.

32.26 CORRESPONDENCE

Worminghall Neighbourhood Plan
OALC Monthly Newsletters
SODC & VoWHDC Media Releases
Oxfordshire County Council Media Releases
Oxfordshire County Council – The latest news for your communities
South Oxfordshire District Council – South News
South & Vale DCs - Joint statement on local devolution
Oxford Bus Company – WP1 bus service media release

33.26 ITEMS FOR INFORMATION OR NEXT MEETING

DATE OF NEXT MEETING – tbc

Meeting closed at 9.10pm

Signed

Date 6th August 2026

Councillor Sue Parker (Chairman)