



WATERPERRY with THOMLEY PARISH COUNCIL

12th June 2024

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Wednesday 12th June 2024 at 7:00pm

Contact: Lawrence Wootten (Clerk/RFO)

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MINUTES

Present: Sue Parker (Chairman), Lawrence Wootten (Clerk/RFO), Daryl Atkinson, Simon Melton, Dawn Leopard-Conn

Actions

- 1) Apologies received from Caroline Monteith.
- 2) There were no declarations of interest, gifts or hospitality.
- 3) No items raised.
- 4) No report from Tim Bearder (District and County Councillor) had been received.
- 5) a. Minutes of the previous meeting on 2nd May 2024 approved and signed by the Chairman and will be added by the clerk to the website and posted on the village noticeboard. **LW**
- b. Lawrence reported that the Unity Trust Corporate Charge Card had been received and was ready for use.

It was agreed that the Annual Parish Meeting on 16th May had been well-attended by villagers, and some very good ideas put forward to guide the Parish Council in its future decisions. Lawrence reported that the total cost of food and drink totalled £185.69 (£150 for food from Waterperry Gardens Café + £35.69 for drinks – see item 6i below), which was well-within the £200 limit authorised by at the meeting on 2nd May (see item 7g).

- 6) a. Finance report and reconciled bank statements were presented, discussed, and agreed as accurate. On 31st May 2024 the balances of the bank accounts were as follows:
Unity Trust Current Account - £3899.44
Unity Trust Instant Saver Account (Allocated Reserves) - £6557.72
Barclays Village News Account - £137.65
- b. Lawrence explained the need to correct the 2023-2024 Accounting Statements (AGAR Section 2) as recommended by the Internal Auditor. A corrected document was approved and signed and will be published on the website. **LW**
- c. The Internal Audit Report 2023/24 was received and will be published on the website under Finances 2023-2024 and noticeboard. **LW**
- d. It was agreed to submit a Certificate of Exemption to the External Auditor (Moore and Co.) for the 2023-2024 tax year – signed by the Chairman and Responsible Financial Officer. To be sent to the External Auditor and published on the website and noticeboard. **LW**
- e. The Annual Governance Statement 2023-2024 was completed and will be added to the website and noticeboard. **LW**
- f. The Audit Accounting Statements 2023-2024 were agreed, signed and will be added to the website. **LW**

- g. The dates for the Exercise of Public Rights were agreed as Monday 17th June to Friday 26th July 2024. Lawrence to publish on the village noticeboard and on the website. **LW**
- h. Statement of Variance 2023-2024 was agreed, signed and will be published on the website. **LW**
- i. The following invoices for payment were approved – Lawrence to set up the payments on the Unity Trust online account – Daryl, Caroline, Sue to authorise:
- | | | |
|--|----------|------------------------|
| Eugenia Skelly (Internal Audit 2023-2024) | £ 150.00 | LW/SP
DA/CM |
| Oxfordshire Association of Local Councils (Councillor Training Course) | £ 72.00 | |
| Lawrence Wootten (drinks etc for Annual Parish Meeting) | £ 35.69 | |
- The following payment was authorised by Daryl and Sue after the last meeting (2nd May 2024 Item 7g) for the light buffet supplied at the Annual Parish Meeting by Waterperry Gardens Cafe. Lawrence was given authorisation at that meeting to arrange refreshments up to a total of £200.
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|--|----------|
| Waterperry Gardens Café (light buffet for Annual Parish Meeting) | £ 150.00 |
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- 7) ***P24/S1334/FUL Portal frame entrance shelter. Waterperry Gardens.***
- It was agreed that the Planning Application lacked sufficient detail. Furthermore, it did not appear to be in-keeping with the visual amenity of the surroundings. Sue to reply to SODC Planning Officer on behalf of the Parish Council. **SP**
- 8) a. This item is ongoing – currently no further update. **SP**
- b. It was agreed to write to Jon Beale at Oxfordshire County Council Highways Department to investigate the possibility of installing a kerb along the verge at Green Ground. This proposal was initially put forward by a villager at the Annual Parish Meeting in May 2024 as a way of protecting the verge from further erosion from vehicles. **SP**
- c. A quote had now been received for refurbishment/painting the defibrillator phone box – approximately £500. It was agreed to obtain further quotes if possible. It was agreed to purchase a cable guard to protect the defibrillator power cable that trickle-charges the unit at a cost of £95 + VAT and delivery. Agreed that Sue will give Lawrence details of make/models and supplier and Lawrence will use the Unity Corporate Charge Card to pay for it. **SP/LW**
- d. Sue would forward payment details for the new noticeboard planning application to Lawrence for him to set up the payment. The fee would be approximately £146.50, payable to SODC. **LW**
- e. It was agreed that, as a result of very clear support for the initiative at the Annual Parish Meeting, the Parish Council would apply to join the Thames Valley Police Community Speedwatch Scheme. **SP/LW**
- 9) a. No new training courses requested
- b. Dawn had attended OALC's online Councillor Fundamentals course on 11th June and gave very positive feedback.
- 10) No correspondence received.
- 11) The issue of mowing the churchyard/burial ground was raised following complaints about the state of the area by a villager. The issue will be added to the next agenda for discussion. **LW**
- 12) Date of next meeting – to be confirmed.

Meeting closed at 9.00pm

Sue Parker
Chairman

Lawrence Wootten
Clerk/RFO