



WATERPERRY with THOMLEY PARISH COUNCIL

Thursday 17th September 2026

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Draft Minutes of Waterperry with Thomley Parish Council meeting held in the Classroom at Waterperry Gardens on Thursday 17th September 2026 at 7:00pm

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

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

Members of the public: One

51.26 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Atkinson, and County and District Cllr Bearder

52.26 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS - None

53.26 PUBLIC PARTICIPATION SESSION

The prospective new owner of Townsend Farm discussed plans to repair and refurbish both the residences and barns and deal with the ongoing waste water problem.

54.26 REPORTS FROM DISTRICT AND COUNTY COUNCILLOR - None received.

55.26 TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 6th August and 11th August 2026.

(a) The minutes of the meeting held on 6th August and 11th August 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

The Clerk reported that he had now ordered the bench for the burial ground, having been given the go-ahead by the Parochial Church Council. Delivery was expected in the next few days.

56.26 FINANCE AND ADMINISTRATION

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

Unity Trust Current Account = £535.70

Unity Trust Instant Saver Account (Reserves) = £4605.11

Barclays Village News Account (paper statement issued on 17th August 2026) = £876.65

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 (31st July 2026) were approved:

Go Cardless (Hugo Fox website monthly subscription) = £ 11.99 (August)

Go Cardless (Hugo Fox email monthly subscription for 10 emails boxes) = £20.99 (August)

Lloyds Bank (Corporate Multipay Card Monthly Fee) = £3.00 (August)

Unity Trust Bank (monthly service charge) = £7.00 (August)

Information Commissioner's Office (annual fee) = £47.00

The following payments made by the Clerk using the Lloyds Unity Trust Multipay Card were approved:

Microsoft – Clerk's MS 365 Annual Subscription = **£84.99**

NBB Recycled Furniture – Bench for burial ground = **£410.40**

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 (3276) – Mowing Green Ground verge = **£174.00**

Lawrence Wootten – Clerk's salary (net) – September (not to be paid until 30/09/2026) = **£205.63**

Lawrence Wootten – Clerk's salary (net) – October (not to be paid until 30/10/2026) = **£205.63**

HMRC – PAYE due on Clerk's September salary (not to be paid until 30/09/2026) = **£51.20**

HMRC – PAYE due on clerk's October salary (not to be paid until 30/10/2026) = **£51.20**

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

The Clerk informed that Council that the second half of the precept (£4,046.00) had been paid into the Parish Council's bank account on 3rd September 2026 by SODC and will be included in the bank reconciliations and statements for September and presented to Council at the November meeting.

57.26 PLANNING – To consider the following Planning Applications received from South Oxfordshire District Council:

i. Ref: P26/S3645/HH

Proposal: Installation of external air source heat pumps serving the Carriage House and installation of solar PV panels on the roof of the adjacent garage.

Location: Townsend Farm, The Carriage House Road Running SW From Waterperry Towards Holton Waterperry Oxford OX33 1LG

Applicant: Altos Investments UK Ltd

It was agreed that the Parish Council had no objections to this proposal and that the Clerk would submit the following response to SODC: *"Waterperry with Thomley Parish Council has no objections to this proposal"*.

ii. Ref: P26/S3184/FUL

Proposal: Demolition of an existing café building. Construction of a new tea rooms building on an existing parking area with associated landscaping and external works, and the reordering of the existing vehicle entrance route and parking areas.

Location: Waterperry Gardens Ltd Waterperry Oxford OX33 1JZ

Applicant: Mr Simon Buchanan

It was agreed that the Parish Council would register and objection to this proposal with the following response submitted to SODC by the Clerk:

Waterperry with Thomley Parish Council welcomes the principle of a well-designed, modern replacement for the tea rooms and supports investment that secures the long-term future of Waterperry Gardens an important visitor attraction and local employer. The Council has consistently asked for a properly considered masterplan for the site and is pleased to see one brought forward.

However, the Council cannot support the application in its current form. Several matters of archaeology, highway safety, residential amenity, ecology and drainage are not yet adequately addressed by the submitted documents, and the Council asks South Oxfordshire District Council either to seek further information on these points before determination, or, if the application is to be approved, to secure their resolution through robust planning conditions and, where a condition cannot achieve the outcome, a planning obligation under section 106 of the Town and Country Planning Act 1990.

The applicant's plans and supporting surveys are very much concentrated within the estate itself, with little demonstrable attention to the impact that the development will have on Waterperry village, from the initial construction phase, right through to the likely increase in visitor numbers once it is completed.

The key concerns of the Council are summarised as follows:

- *The reconfigured entrance requires inbound traffic including touring coaches and articulated HGVs to turn right across oncoming traffic on a narrow, unlit lane with no footway – a road safety question the applicant's Transport Statement does not itself assess.*
- *New highway signage will be needed to support the changed traffic pattern; its exact position, scale and effect on the village road have not yet been confirmed.*
- *Converting the Abbey Yard staff car park to all-day visitor parking will change the pattern of vehicle movements next to neighbouring homes, with no noise or amenity assessment submitted.*
- *The proposed coach parking arrangement depends on closing overflow spaces and coning off visitor bays when coaches are present, with no assessment of where displaced vehicles would then park and no assessment of the increase in customer dwell time created by an improved café environment and customer experience.*
- *The Heritage Statement's conclusions – including that the new building is “subordinate in size” – do not appear to have been tested asset-by-asset against the number and grade of heritage assets nearby, and merit independent scrutiny by the Conservation Officer.*
- *Proposed car park and service-yard lighting (5 lux, continuous) has not been shown to be reconciled with the applicant's own ecological advice on bat-sensitive lighting.*
- *The applicant's own Acoustic Design Review explicitly excludes any assessment of noise from patrons, vehicles or events, assuming rather than demonstrating that this is not a concern.*
- *The Flood Risk Assessment and drainage strategy remain at a preliminary stage, with the foul sewer connection agreement still to be made.*
- *No Construction Traffic Management Plan or Construction Environmental Management Plan has yet been secured for a scheme involving demolition, excavation and reconfigured access in a constrained village setting.*

For the reasons set out above, which are further explained in Appendix A, the Parish Council asks South Oxfordshire District Council to seek further information on the matters raised before the application is determined, and – if permission is to be granted – to secure their resolution through planning conditions under section 72 of the Town and Country Planning Act 1990 (each necessary, relevant to planning and to the development, enforceable, precise and reasonable), and through a planning obligation under section 106 of the same Act only where a condition cannot achieve the same outcome, in accordance with Regulation 122 of the Community Infrastructure Levy Regulations 2010. The Parish Council would welcome the opportunity to discuss these points further with your officers before the application is determined.

The Council agreed that further information would be submitted to SODC by the Clerk as Annex A, which is included as Annex A to these minutes.

58.26 PARISH PROJECTS

a. Recreation Ground – Land Registration

No further progress to report.

b. Recreation Ground

The Clerk reported that all three swing seats had been replaced in the Recreation Ground.

It was agreed that the Clerk would obtain a quote for extending the grass mat area around the swings and for cutting back the hedge.

ACTION FOR CLERK – obtain quotes for extending the grass mat area and cutting back the hedge.

c. Highways, Village Verges and Drains

The Clerk reported that the contactor had been informed by his insurance company not to mow during the drought period due to the risk of sparks creating a fire, which meant that the Green Ground verge had become overgrown over the summer. The Council agreed that the mowing policy will need to be reviewed for next year to account for the likelihood of another prolonged drought period.

The Clerk had circulated a letter from Oxfordshire County Council encouraging the FixMyStreet Super User scheme.

d. Community Speedwatch

The Clerk would try to produce a QR Code to link to the Thames Valley Police Community Speedwatch website to be published via social media and village magazine to encourage more engagement with the initiative.

ACTION FOR CLERK – set up a QR code to the Community Speedwatch application page for publication via social media and Holton, Waterperry & Waterstock News.

e. Village Events

The village Churchyard tidy and litter pick had originally been scheduled for Sunday 4th October, but had been put back by a week owing to events at Waterperry Gardens. The Churchyard tidy, bug hotel filling and litter pick would now take place on Sunday 11th October. The Clerk confirmed that the equipment had been ordered from the South and Vale Waste Team and would be delivered to him by Thursday 8th October.

It was agreed that this would be publicised through Holton, Waterperry & Waterstock News as well as social media.

f. Everyone Active – Waterperry Community Wellbeing Project Update

Cllr Leopard informed council that the first Community Wellbeing session had been held on Wednesday 16th September, with 14 attendees.

It was agreed that Cllr Leopard would write an article about the session for Holton, Waterperry & Waterstock News.

ACTION FOR CLLR LEOPARD – write a short article for Holton, Waterperry & Waterstock News about the Community Wellbeing sessions.

It was agreed that Cllr Leopard would investigate funding from the County Councillor's Priority Fund and any other sources of funding from County or District Council that might be available to allow the sessions to be continued into 2027.

ACTION FOR CLLR LEOPARD – investigate other sources of funding.

It was agreed in principle that if necessary, the Parish Council could contribute to the costs of the sessions.

g. Additional Planter Trough for the Village Entrance

The Clerk informed Council that a small, galvanised trough could be purchased from a local agricultural supplier for £107.95. This could be positioned opposite the existing trough in front of the smaller white gate at the village entrance.

It was agreed that no further action on this would be taken until the area was assessed for suitability.

h. Tree Planting

Cllr Parker had been in touch with the Oxfordshire County Council Tree Planting Team to discuss additional tree planting in the village and is now waiting to hear back from them.

59.26 LOCAL GOVERNMENT REORGANISATION

The Clerk informed Council that on Monday 7th September, the Government announced that it will review its decisions on preferred options for Local Government Reorganisation (LGR) across England. The Minister explained that the government remains committed to LGR and devolution but wants to take time to review the decisions made to date. He stated that the review is intended to provide confidence that the process has been followed correctly, and that any future decisions align with the Government's priorities,

are sustainable and can be implemented successfully. The Government has not yet agreed the scope of the review but aims to complete it by mid-October, although no firm commitment was given on timing. The timeline for Oxfordshire and West Berkshire may therefore be moved back. The change in timeline also means the existing councils are likely to continue for at least another year and the South Oxfordshire District Council elections will take place in May 2027 instead of shadow elections for a new unitary.

60.26 ITEMS RAISED BY COUNCILLORS – no items raised

61.26 COUNCILLOR AND CLERK TRAINING – nothing to report

62.26 CORRESPONDENCE

SODC & VoWHDC - Media release - Councils express concerns on coming government changes to planning process

SODC & VoWHDC - Changes to planning committees and planning enforcement - invitation to a town and parish council briefing on 10 September

SODC & VoWHDC - Q&A on the implications of Local Government Reorganisation (LGR) for Neighbourhood Planning

SODC & VoWHDC – Media Release - Council leader demands answers over excessive vehicle noise and anti-social driving

SODC & VoWHDC – Media Release - Check it before you chuck it

SODC & VoWHDC – Media Release - Local Government Reorganisation (LGR) update

SODC & VoWHDC – Media Release - Consultation on Councils' second Joint Local Plan launched

SODC & VoWHDC - We'd like your views on the Joint Local Plan 2045 (JLP2)

OCC - A super solution to your Parish potholes!

OCC - Request for feedback on 20mph schemes - South Oxfordshire

OALC Monthly Newsletters

Oxfordshire County Council – The latest news for your communities

South Oxfordshire District Council – South News

63.26 ITEMS FOR INFORMATION OR NEXT MEETING

Tree planting

Village Event

Bug Hotel

DATE OF NEXT SCHEDULED MEETING – Thursday 26th November 2026

Meeting closed at 9.25pm

Signed

Date 26th November 2026

Councillor Sue Parker (Chairman)