



WATERPERRY with THOMLEY PARISH COUNCIL

July 2015

Minutes of Waterperry with Thomley Parish Council meeting held on Wednesday
8th July 2015 in the Lecture Room, Waterperry Gardens

Contact: Adrian Cave, 25 Waterperry

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MINUTES

Present: Sue Parker, Dean Fonge, Daryl Atkinson, Lawrence Wootten
Apologies: None
Also Present: 3 Parishioners

Actions

- 1) Dean declared an interest in his planning application P15/S1875/FUL.
Lawrence asked if he needed to declare an interest in the same application as he was sent a notification by SODC. All the other councillors agreed an interest did not apply as it would not normally be expected for so many properties further away from the development to be notified and this was only because of the farmyard entrance which would not really be affected.

- 2) Minutes of the previous meeting on 13th May 2015 that was sent by email to all councillors were approved and signed.

Matters carried forward from previous minutes:

- a. Recreation Ground Maintenance, Inspection and Legal Requirements:
Treatment for Gates using Sikkens Cetol HLS, Filter 7 or Sadolin Extra. All
Weekly Routine and Quarterly Inspections by the clerk, councillors and volunteers. All
First Recreation Ground Yearly Inspection to be done in August 2015. Clerk
- b. Matters arising from the Recreation Ground Trust AGM September 2014:
Adrian said the application to the Charities Trust to change the governing document was still in progress TBC
but would take time. Once permission had been obtained he confirmed he planned to amend the Terms of
Reference objectives for the Trustees and distribute to all the trustees.
Next AGM to be arranged for August/September 2015. Clerk

- 3) Public Open Session:
At this stage of the meeting there was only one parishioner in attendance, who had no matters to raise for discussion.

- 4) Councillor Vacancy:
The clerk mentioned that the legal councillor vacancy form had been placed on the noticeboard and website as well as the vacancy being advertised in the parish magazine,
The following actions would be required due to the resignation of Adrian Peake:
a. Removal of Registration of Interests
b. Land Registration for the Recreation Ground Trust
c. New Chairman for the Recreation Ground Trust at the next AGM after new councillor co-opted
d. User/password for the online Charity Trust for updates
e. Matters arising from the Recreation Ground Trust AGM in September 2014
f. Current storage of PC emails and continuing this by another councillor
g. Bank Mandate signatures

It was agreed that an email should be sent to Adrian Peake for any of the above actions that required further information. Clerk

The clerk agreed to check with OALC whether all the councillors and the clerk being Trustees, which for the councillors was historical, meant that the PC acted as sole trustee of the charity. Possible solutions would be to include non-PC trustees or bring the recreation ground land under the control of the PC. Clerk

5) Finance:

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

A Cave (Summer BBQ Food)	£37.29	(From Petty Cash)
J Hawes (Marquee Cleaning Sprays)	£30.64	(Cheque 100156)
SODC (Uncontested Election Costs)	£85.00	(Cheque 100157)
Windmill Landscapes (Grass Cutting)	£273.60	(Cheque 100158)
Arrow Accounting (Internal Audit)	£185.76	(Cheque 100159)

Clerk
to make
payments and
bank money
as required

The following items were received since the previous meeting:

Summer BBQ (Rec Grd Improvements Fund)	£46.64	(To Petty Cash)
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6) Year End Accounts 2014/2015 and 2015/16 Expenditure against Budget:

The clerk handed out the BDO Annual Return with the Accounting Statements completed with those agreed and signed at the APM, with one difference for a change to the Assets which was agreed, and all was signed. The Annual Governance Statement was filled in and signed by the chairman and RFO. The Analytical Review was agreed and signed by the RFO and the Internal Audit Report was reviewed by the councillors. The RFO/clerk agreed to send the completed return to BDO.

Clerk

The 2015/2016 Expenditure against Budget was reviewed and the councillors agreed it was acceptable.

7) Review of Parish Councillors Registration if Interests:

Daryl gave an amendment form to the clerk for submission.

The other councillors confirmed there had been no changes.

The clerk to submit the amendment at the same time as asking for Adrian Peake's to be removed.

Clerk

8) Review of Recent Letters Sent by the Parish Council:

The clerk confirmed that he had a response from Simon Buchanan to say that they had taken the letter about speed on the village road seriously and had informed staff and contractors and is placed on their noticeboard. Sue mentioned that she had heard from Rob Jacobs that the letter was also taken seriously and brought up in a staff meeting.

The clerk mentioned that he had asked for advice from OCC about the verge issue on the S bend in the village, but had not yet had a response. The clerk agreed to request a response.

Clerk

9) Waterperry Summer Tea Party and BBQ:

The clerk mentioned that £46.64 had been raised and included in the recreation ground improvements fund, which is earmarked in the accounts spreadsheet maintained by the clerk. There were no other comments.

10) Recreation Ground Maintenance:

Signs: Sue confirmed that she would have a draft sign by the next meeting.

SP

Mowing: The clerk mentioned that he had asked Windmill Landscapes not to cut the village verge until further notice as Waterperry Gardens were doing this for Art in Action and hopefully for the rest of the year in order to prevent the parish council going excessively over budget. The clerk said the mowing budget would need to be increased next year, possibly to £1,000.

Marquee: The marquee was cleaned with some of the marquee cleaning spray purchased and although seemed cleaner and not musty, mark still remained.

Play Equipment: Lawrence agreed to look at the slightly loose bolt on the play equipment and tighten up.

LW

Land Registrations: Lawrence said he had not yet sworn at a solicitor that his statement was true so could not yet be progressed, but planned to do this soon so it could be completed at the next meeting and sent off to the land registry. The clerk mentioned that there was an invoice which needed to be collected and paid.

LW
Clerk

11) Planning Applications:

P15/S1875/FUL – Manor Farm, Road Running Through Waterperry, Waterperry, OX33 1LB – New Farmhouse.

After discussion, it was decided that Waterperry Parish Council has no strong views on this application.

The clerk will enter details on the SODC planning website.

Clerk

12) Waterperry Village Plan:

The clerk went through some of the actions for the parish council from the Waterperry Village Plan (CLP).

The clerk had been told that the Waterperry Village Road would be put on the long list of roads that need to be fully repaired, but that this list was based on needs and it would be unlikely that this would be done in the near future. The clerk agreed to confirm whether this has been done and whether the large puddle on the road outside the recreation ground gates would be rectified in the near future.

Clerk

The clerk mentioned that the household who had regularly parked on the verge outside their home appeared to no longer be doing this so there was no action for Daryl, but that others appeared to have started parking on the verges unnecessarily.

The clerk said that the Village Plan working group for the wide village verge planned to cut the overgrowth back from the pear trees as well as flail the hedge. The intricate areas immediately around the pear trees would hopefully be done by village volunteers on a date to be planned, including removing the mesh that was put there to prevent rabbits eating the growing trees, but not the wooden frame. However, it was felt the main work would require larger machinery and needed to be contracted out. The clerk asked for funding of between £400 and £500 for this work including flailing the hedge afterwards. The councillors agreed to the funding providing at least two quotes were ascertained. The clerk to publicise the volunteer work in the parish magazine.

Clerk

13) Correspondence:

Postal correspondence was reviewed.

14) Any Other Business:

Sue formally acknowledged Adrian Peake's resignation, thanking him for his contribution over the years, particularly in obtaining grants & funding towards the installation of new equipment in the Recreation Ground; also for sorting out issues related to the Recreation Ground Trust and for progressing the current Land Registration; as well as the creation of the Risk Assessments and Financial Regulations for the Parish Council.

15) The date of the next meeting will be on Wednesday 2nd September 2015 in the Lecture Room, Waterperry Gardens at 7.30pm.

Meeting closed at 8:50pm

Additional Notes:

- a. Send PC Meeting update for the Parish Magazine and this to be done on a regular basis.
- b. Send email correspondence to councillors as and when it comes in.
- c. PC Events to be arranged earlier and tasks delegated to councillors and volunteers

Clerk

Clerk

Clerk