



# WATERPERRY with THOMLEY PARISH COUNCIL

17<sup>th</sup> April 2025

Minutes of Waterperry with Thomley Parish Council meeting held in the classroom  
at Waterperry Gardens on Thursday 17<sup>th</sup> April 2025 at 7:00pm

Contact: Lawrence Wootten (Clerk/RFO)

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## DRAFT MINUTES

Present: Sue Parker (Chairman), Lawrence Wootten (Clerk/RFO), Daryl Atkinson,  
Caroline Monteith

### Actions

- 1) Apologies received from Dawn Leopard
- 2) Lawrence reported that he had received confirmation from SODC Democratic Services Dept that the council could now co-opt the vacant councillor's position. Currently nobody had come forward for consideration.
- 3) There were no declarations of interest, gifts or hospitality.
- 4) No members of the public present – no items raised.
- 5)
  - a) Latest report from District Councillor for Forest Hill & Holton Ward distributed to councillors ahead of the meeting.
  - b) Latest report from County Councillor for Wheatley Division had been distributed to councillors ahead of the meeting.
- 6)
  - a) Minutes of the previous meeting on 20<sup>th</sup> February approved and signed by the Chairman and will be added by the clerk to the website and posted on the village noticeboard. **LW**
- 7)
  - a. The Finance Report and reconciled bank statements were presented, discussed, and agreed as accurate. On 31<sup>st</sup> March 2025 the balances of the Council's bank accounts were as follows:  
Unity Trust Current Account - £2160.65  
Unity Trust Instant Saver Account (Allocated Reserves) - £5216.59  
Barclays Village News Account – no balance available – waiting for paper statements to arrive  
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 updated asset register was approved and will be added to the Finance section of the website. **LW**
  - c. The updated General and Allocated Financial Reserves were approved and will be added to the Finance section of the website. **LW**
  - d. The following invoices for payment were approved – Lawrence to set up the payments on the Unity Trust online account – Daryl and Sue to authorise:

R Taylor Landscapes – Recreation Ground Cutting in March	£ 86.00
The Play Inspection Company – Outdoor Recreation Ground Annual Inspection	£ 113.94
Clerk's salary (April)	£ 110.49
HMRC – PAYE due on clerk's salary (final 2024/25 tax year payment)	£ 207.20
Clerk's printing costs (15 <sup>th</sup> April 2023 – 31 <sup>st</sup> March 2025 – 827 sheets @ 5p per sheet)	£ 41.35
SLCC – Clerk's annual membership to Society of Local Council Clerks	£ 50.00
Waterperry Gardens Café – food for Annual Parish Meeting	£ 170.00

**LW/SP/DA**

The following transfers between the council's accounts were approved:

From Unity Trust Current Account to Unity Trust Reserves Account	£2160.00
From Unity Trust Current Account to Barclays Village News Account (as in budget 2025/26)	£ 450.00

The following payments made since the last bank reconciliation (February meeting) were noted and approved:

Clerk's salary (February 2025)	£ 90.24
HMRC (PAYE)	m £ 206.78
Lloyds Bank (Corporate Multipay Card Monthly Fee (£3) + New Laptop (£399.00))	£ 402.00
Go Cardless (Hugo Fox website monthly subscription)	£ 11.99
Go Cardless (Hugo Fox email monthly subscription)	£ 11.99
Lloyds Bank (Corporate Multipay Card Monthly Fee)	£ 3.00

The following receipts since the last bank reconciliation (February meeting) were noted

HMRC VAT s126 Refund	£ 540.00
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e. The date of the Annual Parish Meeting was agreed - 7<sup>th</sup> May, 7.00pm in the classroom at Waterperry Gardens.

f. An overall budget of £200 was approved - £170.00 for cold buffet supplied by Waterperry Gardens Café, and Lawrence to use the Lloyds Multipay Card to purchase drinks, plates, tumblers and napkins to the value of £30. Lawrence to contact the Café to organise food.

**LW**

8) (a) The following Planning Application was considered:

(i) **P25/S1120/FUL** - for development work at the following location: Holbeach, Waterperry. It was agreed that the Council had no strong views on the above application and was content to leave the decision to SODCs's Planning Officer. Sue to respond to SODC via the Planning Portal.

**SP**

(b) The following Planning Decisions from SODC were noted:

(i) The council has approved a planning application, **reference P25/S0427/LB**, for development work at the following location: Waterperry House Waterperry.

(ii) The council has approved a planning application, reference **P25/S0402/LB**, for development work at the following location: 28 Waterperry House Waterperry.

9) a. This item is ongoing – currently no further progress to report.

b. Drain clearing and pothole patching had been carried out in the village following a meeting between councillors and a member of the Oxfordshire County Council Highways Outreach Team. A detailed update would be given at the Annual Parish Meeting.

**LW**

c. The Annual Safety Inspection of the Recreation Ground was presented to council. Lawrence to investigate contractors who might be able to carry out some of the remedial work required. The stock valuation of the recreation ground equipment had been incorporated into the updated Asset Register.

d. No further information available on the Defibrillator Telephone Box repainting, but it was expected that work would proceed in early May.

**SP**

e. Sue had emailed the District Council for an update on Planning Permission for the new village noticeboard, which has been submitted and paid for. District Council are aware of the application, but have yet to reply to Sue.

**LW/CM**

f. At the time of the meeting there had been no responses to the children's biodiversity competition, but it was hoped that some would arrive before the closing date. Approved that Lawrence would liaise with Caroline to purchase any prizes to be given using the Lloyds Corporate Multipay Card, up to the budgeted maximum of £150.

**LW**

g. Establishing contact with the OCC Community Tree & Woodland Opportunity Team would be added to the agenda of the Annual Parish Meeting.

- 10) i. No new training courses requested
- ii. Lawrence reported that he had completed the SLCC's ILCA to CiLCA Course in February, and also the OALC's Playground Inspection Course on 2nd April 2025.
- 11) No correspondence to discuss.
- 12) The date of the next meeting tbc.

Meeting closed 8.50pm

Sue Parker (Chairman)

Lawrence Wootten (Clerk/RFO)

