



WATERPERRY with THOMLEY PARISH COUNCIL

Thursday 29th January 2026

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Draft Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Thursday 29th January 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

74.25 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE

No apologies received

75.25 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS - None

76.25 PUBLIC PARTICIPATION SESSION - No member of the public present

77.25 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS –

Cllr Bearder's Review of 2025 and recent report on potholes had been circulated ahead of the meeting.

78.25 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3rd December 2025

(a) The minutes of the meeting held on 3rd December 2025 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 the precept request had been submitted and SODC had confirmed receipt.
- The Clerk had attended the installation of the new Parish Council noticeboard in early January. The old noticeboard was taken to the churchyard for repurposing as a bug hotel.
- The "Welcome to Waterperry" letter had been printed off and delivered to all households in the village with the February edition of Holton, Waterperry & Waterstock News.
- Cllr Parker reported that she had spoken with the Community Speedwatch contact.
- The Clerk had contacted OCC Tree Team regarding ownership of the horse chestnut trees on Green Ground and it seems that the trees are not on the County Council's inventory, so probably owned and maintained by the Parish Council.

FINANCE AND ADMINISTRATION

79.25 a. The Finance Report and reconciled bank statements were presented, discussed, and agreed as accurate. On 31st December 2025 the balances of the Council's bank accounts were as follows:

Unity Trust Current Account – £1,736.14

Unity Trust Instant Saver Account (Reserves) - £7,287.14

Barclays Village News Account – £532.65 (on 19th December 2025)

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.

80.25 b. The following payments made since the last bank reconciliation (November meeting) were noted and approved:

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

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

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

Unity Trust Bank (monthly service charge) - **£6.00** (December)

The following receipts were noted:

Unity Trust Bank – Quarterly Interest Received (December) - **£39.94**

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:

Richard Taylor Landscapes – Installation of new notice board (Invoice 3171) - **£390.00**

Eugenia Skelly – Internal Auditor’s fee for 2024/25 AGAR - **£175.00**

Clerk’s salary (December) - **£147.09**

Citizen’s Advice Oxfordshire – s137 Community Grant - **£120.00**

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

c. Power to Act by Clerk/RFO and Chairman during February and March

81.25 The Council resolved to grant the Clerk/RFO and Chairman Power to Act during February and March.

d. Oxfordshire Association of Local Councils

82.25 The Council resolved to renew its membership of the Oxfordshire Association of Local Councils for 2026/2027.

e. Clerk’s membership of the Society of Local Council Clerks

83.25 The Council resolved to pay a proportion of the Clerk’s membership of the Society of Local Council Clerks, as it did in 2025/26.

f. Appointment of the Internal Auditor for the 2025-26 AGAR

84.25 The Council resolved to appoint Eugenia Skelly as the Internal Auditor for the 2025-26 AGAR. Professional fees would be £200 + any necessary mileage at 45p/mile. Clerk to return the Internal Auditor’s letter of engagement.

ACTION FOR CLERK – return the Internal Auditor’s letter of the engagement.

g. Review of Standing Orders

85.25 The Parish Council’s Standing Orders were reviewed and updated. Clerk to post the agreed updated document on the website.

ACTION FOR CLERK – post updated Standing Orders on the website.

h. Financial Risk Assessment

86.25 The Parish Council’s Financial Risk Assessment document was reviewed and updated. Clerk to post the agreed and updated document on the website.

ACTION FOR CLERK – post updated Financial Risk Assessment on the website.

i. Financial Regulations

87.25 The Parish Council’s Financial Regulations were reviewed and updated. Clerk to post the agreed and updated document on the website.

ACTION FOR CLERK – post updated Financial Regulations on the website.

j. Clerk’s salary for the 2026/27 tax year

88.25 It was agreed that the Clerk would move to SCP 12 as of 1st April 2026 and 4 hours/week (as agreed at the November meeting item 48.25). This is the maximum pay point for an LCP1 Parish Council.

k. Local Government Reorganisation

- 89.25** The Council resolved to add the Chairman's signature on behalf of Waterperry with Thomley Parish Council to the letter being sent to the Secretary of State by the majority of other rural parish councils within the proposed Greater Oxford – led by Ginette Camps-Walsh (Beckley and Stowood Parish Council), Lisa Buchan (Elsfield Parish Meeting) and David Robey (Kidlington Parish Council)

ACTION FOR CLERK – write to David Robey requesting that the Chairman's signature is added to the letter to the Secretary of State.

90.25 PLANNING

The following Planning Applications were considered:

- **Planning Consultation**

Ref: P25/S4065/N4C

Location: Rectory Farm Waterperry Oxford OX33 1LB

Prior Notification for a Change of Use of a Barn from Agricultural to a Flexible Commercial use Under Part 3 Class R of the Town & Country Planning (General Permitted Development) (England) Order 2015.

It was agreed that the Chairman would respond to this application outlining concerns discussed and agreed by Council. The conclusion was that the Parish Council felt there should be more detail of the type of additional commercial use proposed for the site and clarity over which established existing access they are referring to as increased use of the track to the village road could impact neighbours backing onto the field with increased traffic noise and traffic conflict where the track meets the road.

ACTION FOR CHAIRMAN – write to SODC informing them of the agreed concerns of the Parish Council regarding this application.

- **Planning Application**

Ref: P25/S3955/LB

Location: Moysha Cottage 10 Waterperry Oxford OX33 1LD

Proposed: Replace existing timber single glazed cottage style windows with identical cottage style double glazed windows.

It was agreed that the Council had no objections to this application. Clerk to respond to SODC.

ACTION FOR CLERK – respond to SODC.

The following Planning Decision was noted:

- **Planning Decision – Planning Appeal**

Ref: P24/S3418/S73

Appeal Ref: APP/Q3115/W/25/3370732

Location: Fords Yard, Menmarsh Road, Worminghall, HP18 9UP

Decision of the Planning Inspector – Appeal allowed

91.25 PARISH PROJECTS

a. Recreation Ground – Land Registration

Ongoing.

b. Recreation Ground – Tree Work

Two quotes for necessary tree work in the recreation ground had been received, but the Clerk was waiting for a third quote.

c. Recreation Ground and Verge Mowing

The Council agreed to appoint R Taylor Landscapes as its contractor for verge and recreation ground mowing and burial ground strimming in 2026/27. Clerk to write to R Taylor Landscapes to inform them.

ACTION FOR CLERK – inform R Taylor Landscapes of the appointment

d. Village verges and drains

Cllr Parker reported she had a quote from Jacksons Fencing for additional verge-protection posts – 20 verge posts would cost £592.80 including delivery.

e. Old Parish Council Noticeboard

The quote from R Taylor Landscapes of £185 + VAT to install the old Parish Council noticeboard in the burial ground/churchyard was approved. It will be repurposed as a bug hotel, and location within the churchyard will be decided by the Parochial Church Council. Clerk to inform R Taylor Landscapes and Parochial Church Council.

ACTION FOR CLERK – inform R Taylor Landscapes and Parochial Church Council

f. Village Litter Pick

It was agreed that the Clerk would order litter picking equipment from SODC with a provisional date of Sunday 29th March for the litter pick to take place. Clerk to contact SODC and prepare a Risk Assessment for the litter pick.

ACTION FOR CLERK – contact SODC to book litter picking equipment and prepare a litter picking Risk Assessment

g. Village Events for Spring/Summer - Nothing currently planned.

h. Annual Parish Meeting

It was agreed that the Annual Parish Meeting will be held on 6th May 2026. Arrangements to be the same as in 2025. Details to be confirmed at the March meeting of the Parish Council.

92.25 ITEMS RAISED BY COUNCILLORS - No items raised.

93.25 COUNCILLOR AND CLERK TRAINING

- (a) No new training requested
- (b) No recent training received

94.25 CORRESPONDENCE

95.25 ITEMS FOR INFORMATION OR NEXT MEETING

Community Speedwatch
Annual Parish Meeting

DATE OF NEXT MEETING – 26TH March 2026

Meeting closed at 9.08pm

Signed

Date

Councillor Sue Parker (Chairman)