



# WATERPERRY with THOMLEY PARISH COUNCIL

Wednesday 3<sup>rd</sup> December 2025

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## **Draft Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Wednesday 3<sup>rd</sup> December 2025 at 7:00pm**

**Present:** Cllr. Parker; Cllr Atkinson; Cllr Marshall

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

**Members of the public:** None

### **41.25 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Leopard and Cllr Monteith

### **42.25 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS - None**

### **43.25 PUBLIC PARTICIPATION SESSION - No member of the public present**

### **44.25 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS –**

October reports from Cllr Bearder had been circulated ahead of the meeting.

### **45.25 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18<sup>th</sup> September 2025**

(a) The minutes of the meeting held on 18<sup>th</sup> September 2025 were approved and will be added to the website.

**ACTION FOR CLERK** – add the approved minutes to the website.

(b) No updates to receive – all issues to be discussed under relevant agenda item.

### **46.25 FINANCE AND ADMINISTRATION**

a. The Finance Report and reconciled bank statements were presented, discussed, and agreed as accurate. On 30<sup>th</sup> November 2025 the balances of the Council's bank accounts were as follows:

**Unity Trust Current Account - £3128.66**

**Unity Trust Instant Saver Account (Allocated Reserves) - £7247.20**

**Barclays Village News Account - £72265 (on 17<sup>th</sup> November 2025)**

0 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 (September meeting) were noted and approved:

**Go Cardless (Hugo Fox website monthly subscription) - £ 11.99 (in September, October & November)**

**Go Cardless (Hugo Fox email monthly subscription for 5 email boxes) - £ 11.99 (September)**

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

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

**Lloyds Bank (Corporate Multipay Card Monthly Fee + credit balance) - £198.44 (October)**

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

**Unity Trust Bank (monthly service charge) - £6.00 (September, October & November)**

The following receipts were noted:

**Unity Trust Bank – Quarterly Interest Received (September) - £41.01**

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** – mowing in June (Invoice 3074) - **£427.20**

**Richard Taylor Landscapes** – mowing in September (Invoice 3134) - **£210.00**

**Richard Taylor Landscapes** – mowing in September (Invoice 3146) - **£345.60**

Clerk's salary (October) - **£147.09**

Clerk's salary (November) - **£147.09**

**HMRC PAYE** - **£36.60**

**HMRC PAYE** - **£36.95**

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

**c. Clerk's working hours**

**47.25** The Clerk/RFO presented a proposal to increase his paid working hours from 3 to 4 per week as of 1<sup>st</sup> April 2026 (at Annex A).

**48.25** Council resolved to increase the Clerk/RFO's paid working hours from 3 to 4 hours/week as of 1<sup>st</sup> April 2026.

**d. Parish Council Budget 2026-2027**

**49.25** The Clerk/RFO presented a draft annual budget for 2026-2027 (Annex B) of £8092 to Council for approval.

**50.25** The draft budget was discussed and approved by Council. Clerk/RFO to post on the website.

**ACTION FOR CLERK/RFO** – post the approved budget for 2026-2027 on the website.

**e. Parish Council precept 2026-2027**

**51.25** The Clerk/RFO presented a Financial Report (Annex C) with a recommendation to increase the Parish Precept by £442 to £8092 per year. This would increase the precept paid by a Band D property by £2.93 per year to £85.81.

**52.25** The Clerk/RFO's financial figures and recommendation were discussed and agreed by Council.

**53.25** It was agreed that a Parish Precept demand of £8092 would be returned to South Oxfordshire District Council.

**f. Sign the Parish Precept Form 2026-2027**

**54.25** The Parish Precept Form directing South Oxfordshire District Council to pay a Parish Precept £8092 in 2026-2027 was signed by the Clerk/RFO and checked by the Chairman, to be returned to the SODC Finance Team as soon as possible.

**ACTION FOR CLERK/RFO** – return the Parish Precept Form to SODC Finance Team

**g. Parish Council Insurance Policy**

**55.25** The Parish Council's Annual Insurance Policy renewal documents were reviewed and agreed as appropriate. It was agreed that the current policy with Hiscox Insurance through A J Gallagher would be renewed with no amendments necessary to the policy at a cost of £431.37. The policy will renew on 28<sup>th</sup> January 2026.

**ACTION FOR CLERK** – confirm acceptance of insurance renewal with A J Gallagher.

**h. Power to Act by Clerk/RFO and Chairman during December and January**

**56.25** Council resolved to grant Power to Act to the Clerk/RFO and Chairman during December and January to ensure all necessary invoices etc were paid promptly (payments would still need to be authorised electronically by 2 councillors).

**i. Schedule of Meetings in 2026**

57.25 A provisional list of dates for council meetings in 2026 was approved as follows: January 29<sup>th</sup>; March 26<sup>th</sup>; May 28<sup>th</sup>; July 23<sup>rd</sup>; September 24<sup>th</sup>; November 26<sup>th</sup>. Annual Parish Meeting to be held in April (date to be confirmed). Planning Applications will be considered at a scheduled meeting if possible, or an extraordinary meeting will be called if necessary.

**ACTION FOR CLERK** – post diary of meetings on website, noticeboard and in the village news.

**j. Requests for Community Grant Aid**

58.25 A request for a Community Grant had been received from Citizens Advice Oxfordshire with information on how many residents in Waterperry with Thomley Parish had received advice from them. The Clerk pointed out that this payment could be made under S142 (2A) LGA 1972, rather than S137 which is used for most Community Grants.

59.25 The principle of awarding a Community Grant to Citizens Advice Oxfordshire was proposed by Cllr Parker, seconded by Cllr Marshall and approved by all.

60.25 The award of a Community Grant of £120 was proposed by Cllr Parker, seconded by Cllr Marshall and approved by all.

**ACTION FOR CLERK** – write to Citizens Advice Oxfordshire informing them of the agreed Community Grant

**61.25 PLANNING**

The Council noted the following Planning Application decision from SODC:

*Planning Ref No: P25/S2424/LB*

*Location: 28 Waterperry, Oxford OX33 1LB*

*Proposed: Opening in a stone wall and installation of a wooden gate*

*Applicant: Fellowship of the School of Economic Science, Waterperry House, Waterperry OX33 1JY*

*Decision: Granted*

**62.25 PARISH PROJECTS**

**a. Recreation Ground – Land Registration**

Ongoing but currently no further progress to report.

**b. Recreation Ground – Working Party**

The Clerk reported that he would be carrying out weekly (routine visual) and quarterly (Operational) inspections of the Recreation Ground. The first Operational Inspection would be in January.

**ACTION FOR CLERK** – carry out weekly and quarterly inspections of the Recreation Ground

**c. Village verges and drains**

Cllr Parker reported she had been in touch with the OCC Highways Engagement Team.

63.25 The possibility of purchasing additional verge protection posts was discussed and it was agreed that Cllr Parker would request a quote from Jacksons (who supplied the wooden verge posts currently installed in the village). It was thought that the current price for each post was approximately £22.10 (+ VAT) plus delivery.

**ACTION FOR CLLR PARKER** – obtain a quote from Jacksons for additional verge marker/protection posts

64.25 It was agreed that the Clerk would investigate OCC grants available to assist with the costs of mowing the village verges.

**ACTION FOR CLERK** – investigate OCC grants available for mowing the village verges

65.25 Cllr Parker had found out that the horse chestnut trees on Green Ground had been planted by the Parish Council several decades ago. It was suggested that a survey of the condition of those trees ought to be carried out as well as clarifying ownership/responsibility for them. It was agreed that the

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Clerk would contact the Oxfordshire County Council Tree Service and also enquire about the horse chestnut trees growing near Bow Bridge.

**ACTION FOR CLERK** – contact OCC Tree Service.

**66.25** Concerns were raised about the continued deterioration of the verge outside the Old Rectory.

**d. Parish Council Noticeboard**

**67.25** The Council resolved to accept the quote for installation of the new Parish Council noticeboard and removal of the existing noticeboard by R Taylor Landscapes at a cost of £390 (including VAT)

**ACTION FOR CLERK** – instruct R Taylor Landscapes to proceed with the work as per the quote received.

**e. Village Litter Pick**

**68.25** The possibility of a village litter pick was discussed, possibly during half-term and incorporating a tidying up/pruning of the pear trees on Green Ground. Clerk to contact OCC and/or SODC to ask if what support/assistance/advice is available for a litter pick.

**ACTION FOR CLERK** – contact OCC and/or SODC regarding a possible village litter pick.

**f. Village Events for Spring/Summer**

Carried forward to next meeting.

**g. Welcome to Waterperry Letter**

**69.25** A resident (Mrs Marshall) had written to the Parish Council suggesting that a “Welcome to Waterperry” letter could be circulated by the Parish Council to provide useful local information (as well as reminding other residents) and to encourage people to read the parish magazine and join the various local social media groups which provide useful information in the event of flooding, power cuts, road closure etc. It was agreed that the letter was a good idea and could be circulated with the parish magazine, and that the Clerk would liaise Mrs Marshall to finalise wording.

**ACTION FOR CLERK** – liaise with Mrs Marshall to finalise wording of the letter and arrange for it to be printed and circulated with the parish magazine.

**70.25 CORRESPONDENCE**

**71.25** The Clerk had received notification from the Community Heartbeat Foundation that the defibrillator was now outside the scope of their support scheme. It was agreed to clarify what the implications of this were, and for the council to consider arrangements for defibrillator pads and batteries to be sourced elsewhere in the future if necessary.

**72.25 COUNCILLOR AND CLERK TRAINING**

a. No Councillor or Clerk training requested. b. No training recently undertaken.

**73.25 ITEMS FOR INFORMATION OR NEXT AGENDA**

Village litter pick; Reinstatement of verges outside the Rectory; Grass cutting – possible OCC grant

**DATE OF NEXT MEETING** – Thursday 29<sup>th</sup> January 2026.

Meeting closed at 8.55pm

**Signed** .....

**Date**

**Councillor Sue Parker (Chairman)**