



# WATERPERRY with THOMLEY PARISH COUNCIL

Wednesday 9<sup>th</sup> July 2025

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## Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Wednesday 9<sup>th</sup> July at 7:00pm

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

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

**Members of the public:** None

### 15.25 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Monteith.

### 16.25 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS

None.

### 17.25 PUBLIC PARTICIPATION SESSION – No member of the public present

### 18.25 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

None received.

### 19.25 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28<sup>th</sup> MAY 2025

(a) The minutes of the meeting held on 28<sup>th</sup> May 2025 were approved and will be added to the website.

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

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

### 20.25 FINANCE AND ADMINISTRATION

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

**Unity Trust Current Account - £1264.71**

**Unity Trust Instant Saver Account (Allocated Reserves) - £7416.19**

**Barclays Village News Account – £ 437.65 (as at 13<sup>th</sup> June 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.

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

**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**

c. The following invoices for payment were approved – Clerk/RFO to set up the payments on the Unity Trust online account – Cllrs Parker and Atkinson to authorise:

**Lloyds Tree Services – Emergency Tree Work in Recreation Ground - £210**

**Richard Taylor Landscapes – mowing in May/June -£345.60**

## Waterperry with Thomley Parish Council meeting held on 9<sup>th</sup> July 2025

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**Clerk's salary (June) - £147.09**

**HMRC PAYE - £36.60**

**HMRC PAYE - £36.60** (to be paid on 18/07/2025)

**Clerk's salary (July) - £147.09** (to be paid on 28/07/2025)

**HMRC PAYE - £36.60** (to be paid on 28/07/2025)

The transfer of £210 from Reserves Account to Current Account (for emergency tree work) was approved.

**ACTION FOR CLERK** – set up payments for authorisation

**ACTION FOR COUNCILLORS PARKER AND ATKINSON** – authorise payments

d. The Annual Governance Statement for 2024/25 (AGAR Section 1) was completed, approved and signed by the Chairman and Clerk, and will be published on the website under Finances 2024-25.

**ACTION FOR CLERK** – publish the Annual Governance Statement 2024/25 on the website

e. The Accounting Statements (AGAR Section 2) for 2024/25 were presented by the Responsible Financial Officer, approved by all and signed by the Chairman, and will be published on the website under Finances 2024-25.

**ACTION FOR CLERK** – publish the Accounting Statements 2024/25 on the website

f. The Annual Internal Audit Report 2024/25, signed by the Internal Auditor was received and will be published on the website by the Clerk under Finances 2024-25.

**ACTION FOR CLERK** – publish the Annual Internal Audit Report 2024/25 on the website

g. It was agreed that the Parish Council would submit a Certificate of Exemption from External Audit (AGAR 2024/25 Form 2) for the 2024/25 tax year to Oxfordshire County Council's External Auditor.

The certificate was signed by the Responsible Financial Officer and Chairman and will be submitted by email to the External Auditor and published on the website under Finances 2024-25.

**ACTION FOR CLERK** – submit the Certificate of Exemption 2024/25 (AGAR 2024/25 Form 2) to the External Auditor and publish the document on the website

h. The dates of the Exercise of Public Rights for 2024/25 were noted as Friday 11<sup>th</sup> July to Thursday 21 August 2025. The Clerk will post the notice on the Parish Council noticeboard and publish it on the website under Finances 2024-25.

**ACTION FOR CLERK** – publish the Exercise of Public Rights 2024/25 on the Parish Council noticeboard and website

i. The Statement of Variance was approved and will be published on the website in Finances 2024-25.

**ACTION FOR CLERK** – publish the Statement of Variance on the website

j. It was agreed that the Clerk would contact Hugo Fox to request an additional email account for Cllr Marshall at a cost of £2.99 per month (including VAT), but if a single additional email account wasn't available, a further ten would be purchased (at a cost of £11.99 per month including VAT) and could be used for the Village News Editor's email.

k. It was agreed that Cllrs Leopard and Marshall would be added to the Unity Trust banking mandate and ex-councillors would be removed from the mandate.

**21.25 PLANNING** – No applications or decisions received.

**22.25 PARISH PROJECTS**

- a. Progress has been made and the Chairman is now looking back through paperwork relating to the Charity Commission supplied by a former councillor.
- b. The Clerk reported that emergency tree work had been necessary following a willow tree bough in the Recreation Ground falling and presenting a risk of injury to users. The Clerk had contacted the Chairman, and it was agreed that action should be taken under Delegated Authority owing to the imminent danger. Lloyds Tree Services had been contacted and quickly made the site safe. It was agreed that the Clerk would obtain quotes for any further necessary tree work in the Recreation Ground.

**ACTION FOR CLERK** – obtain quotes for further tree work in the Recreation Ground

- c. Sue had emailed the County Council Highways Outreach Officer regarding the Green Ground verges.
- d. It was pointed out that the new Parish Council noticeboard could be installed by bolting the uprights into ground anchors (supplied), so could be done by a small team of volunteers. Cllr Atkinson will speak with the landowner of the adjacent property to explain.

**ACTION FOR COUNCILLOR ATKINSON** – contact owner of property to inform them of noticeboard replacement.

- e. No further progress with the Thames Valley Police Community Speedwatch Scheme. Cllr Parker to follow-up.

**ACTION FOR COUNCILLOR PARKER** – follow-up the Community Speedwatch Scheme contact

- f. Two residents were organising a community event on Friday 19<sup>th</sup> September, possibly in the classrooms at Waterperry Gardens. An advert would be sent to the editor of the Village News for the magazine to help publicise it.

It was agreed that that Council would contribute £50 to the cost of the event.

**23.25 GREATER OXFORD UNITARY AUTHORITY PROPOSAL**

It was agreed that the Parish Council would oppose the proposal for a Greater Oxford Unitary Authority.

**24.25 COUNCILLOR AND CLERK TRAINING** – Nothing to report.

**25.25 CORRESPONDENCE** – Nothing to report

**26.25 ITEMS FOR INFORMATION OR NEXT AGENDA** – No items raised, but the Clerk reminded Council that a meeting in June would be necessary to approve, complete and submit the Annual Governance and Accountability Return for the 2024/25 tax year ahead of the 30<sup>th</sup> June deadline.

**27.25 DATE OF NEXT MEETING** – To be confirmed, but probably first or second week of September.

Meeting closed at 8.50pm

Signed .....  
Councillor Sue Parker (Chairman)

Date 18<sup>th</sup> September 2025