



WATERPERRY with THOMLEY PARISH COUNCIL

Thursday 26th March 2026

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Draft Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Thursday 26th March 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

96.25 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE

No apologies received

97.25 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS - None

98.25 PUBLIC PARTICIPATION SESSION - No member of the public present

99.25 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS –

Cllr Bearder's District and County Councillor reports had been circulated ahead of the meeting.

100.25 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29th January 2026

(a) The minutes of the meeting held on 29th January 2026 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 expired pads had been replaced in the phone box defibrillator, the unit was now registered as “active” on British Heart Foundation’s online database (The Circuit) and is now ready for use.
- The Clerk reported that under item 89.25 from the previous meeting, the petition in opposition to the Greater Oxford Unitary Authority proposal had been delivered to 10 Downing Street by a group representing the Oxford Green Belt rural parishes, including our District and County Councillor, Tim Bearder and Freddie van Mierlo MP.

FINANCE AND ADMINISTRATION

101.25 a. The Finance Report and reconciled bank statements were presented, discussed, and agreed as accurate. On 28 February 2026 the balances of the Council’s bank accounts were as follows:

Unity Trust Current Account – £168.79

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

Barclays Village News Account – £2.65 (on 13th March 2026)

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.

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

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

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

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

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

HMRC (PAYE on Clerk's salary) - **£72.84**

A J Gallagher Insurance (Annual Insurance Premium – agreed minute ref 55.25) - **£431.37**

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

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

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

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

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:

Lawrence Wootten – Clerk's salary (February) – **£147.09**

Jacksons Fencing – verge protection posts - **£592.80**

Clerk's salary (March) - **£147.09**

HMRC (PAYE on Clerk's salary) - **£73.20**

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

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

103.25 The Council resolved to grant the Clerk/RFO and Chairman Power to Act during April.

d. Asset Register

104.25 The Council's Asset Register for 2025/26 was reviewed and agreed and will be added to the website (under Finances 2025/26 by the Clerk).

ACTION FOR CLERK – add the Asset Register to the website

e. Allocated and General Reserves

105.25 It was agreed to carry this item over to the next meeting.

106.25 PLANNING

- Planning Application
Ref: P26/S0345/HH
Location: Grooms Cottage, Townsend Farm, Waterperry OX33 1LG
Proposed: Installation of three rooflights, replacement doors and insertion of two glazed panels on the front elevation.
- Owing to the 6th March 2026 closing date for comments on this application, the following comments were submitted using the Clerk's Delegated Authority – *"Waterperry with Thomley Parish Council has no objections to this application"*

The following Planning Notification was noted:

- Planning Notification – Certificate of Lawful Development
Ref: P26/S0603/LDP
Location: 1 Spinney Cottages, Waterperry OX33 1LA
Certificate of Lawfulness for proposed French window to rear of property and new painted timber door on outer opening of front porch.

107.25 PARISH PROJECTS

a. Recreation Ground – Land Registration

No further progress to report - ongoing.

b. Recreation Ground – Tree Work

The Clerk presented three quotes to the Council for the necessary tree work to be carried out in the Recreation Ground (mainly pollarding the crack willow and removing a dead flowering cherry). The quote supplied by BGG Garden & Tree Care was approved unanimously. Clerk to inform BGG and request that the work is carried out as soon as possible.

ACTION FOR CLERK – request that BGG proceed with the tree work as soon as possible

The Clerk reported that the pedestrian gate into the Recreation Ground had fallen down owing to a rotten supporting post (which had been reported to him by a resident). The Clerk had used Delegated Authority to instruct R Taylor Landscapes to carry out repair work as soon as possible owing to the risk presented. This decision was approved unanimously.

c. Village verges and drains

Cllr Parker had emailed the OCC Highways Officer regarding persistent problems with the drain near the Waterperry Gardens exit.

The possibility of using a gravel edge to the roadside to prevent further verge erosion was discussed. Cllr Parker to request more information on this from OCC Highways.

The Clerk presented an up-to-date quote from Jacksons Fencing for 20 additional verge protection posts which would cost £592.80 (including VAT and delivery) – this was the same as the quote previously obtained by Cllr Parker earlier in the year. It was unanimously agreed to proceed with the purchase of the 20 additional verge posts.

ACTION FOR CLERK – order with Jacksons Fencing for 20 additional verge posts and add the payments schedule

It was agreed that the recommended spacing of verge posts ought to be checked with OCC Highways.

ACTION FOR CLERK/CLLR PARKER – check recommended verge post spacing with OCC Highways.

d. Village Litter Pick/Churchyard and Green Ground tidy

The Clerk informed the Council that he had received the litter picking equipment ordered from SODC and he had prepared a Risk Assessment for the activity.

It was agreed that the village litter pick, Green Ground and churchyard tidy would be held on Saturday 28th March – with volunteers meeting at 10am outside the church.

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

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

f. Community Speedwatch

Cllr Parker informed Council that she had been in touch with TVP Community Speedwatch and had requested an in-person visit from them to get volunteers trained – they are now looking into it.

g. Annual Parish Meeting

A provisional date of 6th May 2026 had been set for the Annual Parish Meeting, with the Annual Meeting of the Parish Council to be held on 28th May 2026.

It was agreed that the Clerk would request food to be supplied by Waterperry Gardens Café, as last year, with a budget of £180.00 for food and a further £20.00 for drinks (which the Clerk will purchase using the Council's Corporate Multipay Card).

It was agreed that a speaker from the School of Economic Science would be invited to bring residents up-to-date of progress with the new development project at Waterperry Gardens and for questions to be tabled by residents in advance. It was important that the Annual Parish Meeting was used to convey the balanced view of the village on the matter.

108.25 LOCAL GOVERNMENT REORGANISATION IN OXFORDSHIRE

It was agreed that although the Council had objected to the Greater Oxford Unitary Authority proposal, there was insufficient information available to decide which of the other two options it would support. It was noted that the decision would be made and announced in July 2026 by the Government Minister.

109.25 ITEMS RAISED BY COUNCILLORS

Cllr Leopard – asked if there were to be any changes to the refuse collections in the SODC area. The Clerk informed the meeting that there were no planned changes to the three-bin systems currently operated by SODC - black bins for general refuse, green bins for recycling material and food waste caddies.

Cllr Marshall – raised the issue of the new booking system at OCC Recycling Centres, which was discussed.

110.25 COUNCILLOR AND CLERK TRAINING

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

111.25 CORRESPONDENCE

112.25 ITEMS FOR INFORMATION OR NEXT MEETING – none raised

DATE OF NEXT MEETING – 28th May 2026

Meeting closed at 8.55pm

Signed

Date

Councillor Sue Parker (Chairman)