



WATERPERRY with THOMLEY PARISH COUNCIL

Thursday 28th May 2026

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Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Thursday 28th May 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: One

1.26 TO ELECT THE CHAIR

Cllr Parker was nominated by Cllr. Atkinson, seconded by Cllr. Leopard and elected unopposed.

2.26 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from County and District Cllr Bearder

3.26 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS - None

4.26 PUBLIC PARTICIPATION SESSION

Issues relating to sewage outflow from the Klargester unit at Townsend Farm were raised by a resident. Discussions relating to this are at Minute Ref: 17.26.

5.26 REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

Cllr Bearder's District and County Councillor's reports had been circulated ahead of the meeting and are included at Annex A to these minutes.

6.26 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26th March 2026

(a) The minutes of the meeting held on 26th March 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 VAT S126 reclaim of £698.56 for the 2025/26 tax year had been submitted to HMRC and the refund had been paid into the Council's account on 7th May 2026.
- The Clerk reported that the first half of the Parish Precept (£4046.00) had been received from SODC on 8th April 2026.

7.26 FINANCE AND ADMINISTRATION

a. The Finance Report and reconciled bank statements were presented, discussed, and agreed as accurate. On 31st March 2026 the balances of the Council's bank accounts were as follows:

Unity Trust Current Account – £66.03

Unity Trust Instant Saver Account (Reserves) - £6324.46

Barclays Village News Account – £2.65

On 30th April 2026 the balances of the Council's bank accounts were as follows:

Unity Trust Current Account – £3746.25

Unity Trust Instant Saver Account (Reserves) - £6324.46

Barclays Village News Account – £2.65

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 (26th March) were noted and approved:

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** (February)

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

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

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

Unity Trust Bank (monthly service charge) - **£7.00** (March)

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

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

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

Unity Trust Bank (monthly service charge) - **£7.00** (April)

The following payments made since the last meeting using Clerk's Delegated Authority in consultation with the Chairman were noted and approved:

Waterperry Gardens Tea Shop – cold buffet for Annual Parish Meeting = **£180.00**

Play Inspection Company – Annual Safety Inspection of Rec Ground = **£115.80**

Lawrence Wootten – Clerk's salary (net) – April 2026 = **£205.63**

OALC – Annual subscription 2026 = **£228.00**

SLCC – Clerk's annual subscription = **£94.80**

R Taylor Landscapes (3223) – Recreation Ground Cutting + Churchyard Strimming in May = **£270.00**

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:

R Taylor Landscapes (3197) – Recreation Ground Cutting + Churchyard Strimming in March = **£270.00**

R Taylor Landscapes (3209) – Recreation Ground Cutting + Churchyard Strimming in April = **£270.00**

R Taylor Landscapes (3204) – Recreation Gate Post Repair = **£300.00**

BGG Garden & Tree Care Ltd (26062) – Tree work in Recreation Ground = **£1,684.38**

Lawrence Wootten – Clerk's salary (net) – May (to be paid on or about 29th May) = **£205.43**

HMRC – PAYE due on clerk's salary (final 2025/26 tax year payment) = **£36.88**

HMRC – PAYE due on clerk's salary (April/May 2026) = **£51.20**

Lawrence Wootten – Clerk's printing costs from 1st April 2025-31st March 2026 = **£48.55**

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

c. Allocation of Earmarked and General Reserves

The Clerk/RFO briefed the Council on the current financial situation. It was agreed to move this item to the agenda of the next meeting to allow for any recommendations in the Internal Auditor's written report.

8.26 PLANNING – no Planning Applications or Notifications received

9.26 PARISH PROJECTS

a. Recreation Ground – Land Registration

Cllr Parker reported that progress was being made with the Open Spaces Society, and she will send the conveyance of the recreation ground land to them to assist in getting the land registered.

b. Recreation Ground

The Clerk reported that the tree work in the recreation ground (pollarding the crack willow and removing a dead flowering cherry tree) had been completed by BGG as instructed.

The Clerk reported that the rotten supporting post for the pedestrian access gate into the recreation ground had been replaced by R Taylor Landscapes as instructed.

c. Village verges and drains

The Clerk reported that he had taken delivery of the the 20 verge protection posts, and they would now be distributed to those households that had requested them.

ACTION FOR CLERK – distribute some of the verge protection posts to those that have requested them.

The Clerk had written to Oxfordshire County Council about the cost of carrying out “tube” traffic surveys, and received a reply stating that the cost of each “tube” survey was £190.00 + VAT, which would provide data on traffic speed, traffic numbers by vehicle class and traffic flow over a 7-day period.

- 10.26** It was agreed that two “tube” surveys should be requested – one near the VAR sign at the entrance to the village, and another nearer to the defibrillator telephone box. It was agreed that this should be requested to take place as soon as possible. Mr Buchanan had suggested at the Annual Parish Meeting that Waterperry House might be willing to assist with the cost of the traffic surveys – it was agreed that the Clerk would write to him to request a contribution.

ACTION FOR CLERK – write to Oxfordshire County Council to request the “tube” traffic surveys and write to Mr Buchanan to request a contribution from Waterperry House to the Parish Council’s costs.

It was noted that there was currently no FixMyStreet SuperUser in the village. A SuperUser would be able to authorise work directly, so can speed up pothole repairs and other highway-related issues.

- 11.26** It was agreed that Cllr Leopard would produce some publicity for publication via the Village News and social media channels.

ACTION FOR CLERK – produce some publicity to encourage a resident to register as a FixMyStreet SuperUser.

The Council discussed the value of the wide Green Ground verge, given its visual contribution to the village and considered if there was scope to protect it as a village amenity.

- 12.26** The Council agreed to authorise the Clerk to use the Corporate Multipay Card to purchase roadside “wildlife” warning signs for the village verges up the value of £80.

ACTION FOR CLERK – investigate and purchase “wildlife” warning signs

d. Village Litter Pick/Churchyard and Green Ground tidy

This event had been very successful and well-attended. The Clerk pointed out that this activity could be held at any time, and necessary equipment ordered from SODC whenever required. A possible autumn event was discussed – once the vegetation had died back and litter was easier and safer to pick.

e. Village Events for Spring/Summer

Cllr Marshall reported that a Village Open Gardens event was planned for Saturday 20th June, with 6 gardens open to the public and tea and cakes for sale. Waterperry Gardens had kindly given permission for cars to be parked in their car park. A poster would be printed in the June edition of the village news, and the event would be publicised via social media channels

f. Community Speedwatch

Cllr Parker informed the Parish Council is registered with TVP Community Speedwatch and is waiting for information on how individuals can join the group. It was felt that an informal Working Group would be the best way to move the project forward.

g. Possible Parish Project following discussions at the Annual Parish Meeting

- 13.26** It was agreed that the Clerk would write to Mr A Sweeney, Team Leader Place and Planning (South and Vale) at Oxfordshire County Council to request a site visit to discuss options for improving pedestrian safety at various pinch points in the village.

ACTION FOR CLERK – write to Mr A Sweeney, OCC Team Leader for Place and Planning, to request a site visit.

- 14.26** Cllr Leopard reported that she had applied for a grant through the South Oxfordshire District Council's Everyone Active grant scheme on behalf of the Parish Council, and had been successful in obtaining a grant of £1,000 for a '*Waterperry Community Wellbeing: Strength, Stretch & Mobility*' project – it was expected that small group session of up to 15 people would be organised with a professional instructor.

- 15.26** It was agreed that the Clerk would assist Cllr Leopard with any further necessary form-filling and would write to Mr Buchanan to request free (or subsidised) use of one of the classrooms at Waterperry Gardens to hold the sessions.

ACTION FOR CLERK – write to Mr Buchanan to request free (or subsidised) use of a classroom at Waterperry Gardens for the *Waterperry Community Wellbeing* sessions.

17.26 SUSPECTED SEWAGE OVERFLOW FROM THE KLARGESTER AT TOWNSEND FARM

The Council was addressed by a member of the public regarding the continuing problem with suspected sewage overflow from the Klargester Septic Tank at Townsend Farm, which is thought to intermittently pollute both the ditches and road at the end of the village, particularly after heavy rainfall. The overflow and smell of sewage is noticeable to all road users – pedestrians, cyclists, equestrians and vehicle drivers.

It was noted that this issue had been raised before, and it was understood that the situation had been resolved, but this was clearly not the case. Although the problem originated on private land, it was causing a potential health and safety risk on the public highway. The resident reported that the landowner had been contacted about the problem but they had shown no interest in helping resolve the situation.

- 18.26** It was agreed that the resident would supply further information and photos of the problem to the Parish Council, which it would forward to the relevant authorities as well as requesting help from Freddie van Mierlo MP's Office.

19.26 COUNCILLOR AND CLERK TRAINING

No new training requested

No recent training received

20.26 CORRESPONDENCE

OALC Monthly Newsletters

SODC & VoWHDC Media Releases

Oxfordshire County Council Media Releases

Oxfordshire County Council – The latest news for your communities

South Oxfordshire District Council – South News

South Oxfordshire District Council - Town and Parish Council Forum – slides, demos and recording

Oxford Greenbelt Parishes - Submission and Petition from Oxfordshire Green Belt Parishes to Government
Consultation on LGR for Oxfordshire

21.26 ITEMS FOR INFORMATION OR NEXT MEETING

Community Grants

Annual Governance & Accountability Review 2025/26

DATE OF NEXT MEETING – 25th June 2026

Meeting closed at 9.04pm

Signed

Date 25th June 2026

Councillor Sue Parker (Chairman)