



# WATERPERRY with THOMLEY PARISH COUNCIL

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

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## Minutes of Waterperry with Thomley Parish Council meeting held in the classroom at Waterperry Gardens on Thursday 18<sup>th</sup> September at 7:00pm

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

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

**Members of the public:** None

**28.25 WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE** - None

**29.25 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTERESTS** - None

**30.25 PUBLIC PARTICIPATION SESSION** - No member of the public present

**31.25 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS** - None received.

**32.25 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9<sup>th</sup> July 2025**

(a) The minutes of the meeting held on 9<sup>th</sup> July 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.

**33.25 FINANCE AND ADMINISTRATION**

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

**Unity Trust Current Account - £344.71**

**Unity Trust Instant Saver Account (Allocated Reserves) - £7206.19**

**Barclays Village News Account – £77.65 (on 15<sup>th</sup> August 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 (July meeting) were noted and approved:

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

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

**Information Commissioner's Office (annual subscription) - £47.00**

**123 Reg (Clerk's [mail@waterperry.org](mailto:mail@waterperry.org) email address) - £57.46 (paid using Lloyds Multipay Card)**

**Lloyds Bank (Corporate Multipay Card Monthly Fee £3.00 + credit balance £57.46) - £ 60.46**

The following receipts were noted:

**South Oxfordshire District Council – 2<sup>nd</sup> half of Parish Precept (2<sup>nd</sup> September 2025) - £3825.00**

(this payment was received in September, so does not appear in the above Bank Reconciliation above)

c. 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 July (Invoice 3090) - £172.80**

**Richard Taylor Landscapes – mowing in August (Invoice 3105) - £172.80**

**Clerk's salary (August) - £147.09**

**HMRC PAYE - £36.60**

**Clerk's salary (September – to be paid end of September) - £147.09**

**Mrs H Marshall – reimbursement for materials for village Autumn Feast – £52.29**

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

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

#### **34.25 PLANNING**

**Planning Ref No: P25/S2424/LB**

**Location: 28 Waterperry, Oxford OX33 1LB**

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

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

It was agreed that the Parish Council had no objections to the nature of the proposal but noted the retrospective nature of the application and would respond as such to the District Council.

**ACTION FOR CLERK** – respond to SODC via the planning portal

#### **35.25 PARISH PROJECTS**

a. Progress has been made and the Chairman is now in contact with the Fields in Trust charity. She had also discovered that the recreation ground had been donated by Magdalen College to the village in 1948. It is hoped that Fields in Trust will help provide a deed of dedication, protecting the area as a recreation ground for the future.

b. The Clerk agreed to chase-up quotes for tree work in the recreation ground.

**ACTION FOR CLERK** – follow-up quotes for tree work in the recreation ground

c. Sue reported that there is no funding available to help protect the village verges, as we do not meet the criteria.

It was agreed that Cllr Parker would investigate the possibility of getting damaged wooden verge posts repaired and that a call-out on social media for broken posts would be a good idea.

**ACTION FOR COUNCILLOR PARKER** – investigate the possibility of getting damaged verge posts repaired

d. Cllr Atkinson confirmed he had spoken with the owner of the property close to the Parish Council's notice board, and he had no objections to the replacement notice board.

It was agreed that the Clerk would obtain a quote for the removal of the existing notice board (and repositioning in the church yard) and installation of the new notice board.

**ACTION FOR CLERK** – obtain quotes for removal of existing notice board, repositioning in the church yard and installation of new notice board.

e. No further progress to report with Community Speedwatch initiative.

f. A village Harvest Feast was being organised by volunteers to be held in the classroom at Waterperry Gardens. Council approved reimbursement of expenses for the event of £52.29 to Mrs Marshall (see 33.25c above) to be paid under S137 LGA (1972)

g. The Clerk reported that he was beginning to put-together a Community Emergency Plan for submission to the Joint Oxfordshire Resilience Team and would report back to Council on progress.

**ACTION FOR CLERK** – continue putting-together a Community Emergency Plan

#### **36.25 WATERPERRY GARDENS SUMMER EVENTS**

Cllr Parker pointed out that noise from forklift operation late at night had been raised by residents and dealt with promptly.

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There had been much better traffic control at the gates this year, and that had resulted in minimal disturbance to residents.

Signage for the Celebrating Ceramics event had not been as good as previous years, which had caused some traffic issues - Handmade had been signed much better.

### 37.25 CORRESPONDENCE FOR CONSIDERATION AND ACTION

- a. Clerk would respond to SSE's letter which offered to address a Parish Council meeting on emergency planning and winter preparation – perhaps with Waterstock and Holton.

**ACTION FOR CLERK** – reply to SSE's letter

- b. It was agreed that a Councillor would attend the Beckley meeting held by the Oxfordshire Greenbelt Network.  
It was agreed that the Clerk would investigate if a template letter was available to amend and send to the Government Minister responsible for the decision on Oxfordshire's Unitary Authorities.  
It was agreed that the Clerk would invite District and County Cllr Bearder to the next meeting.

**ACTION FOR CLERK** – investigate template letter and invite Cllr Bearder to the next meeting

### 38.25 REMEMBRANCE SUNDAY

It was agreed that a budget of £50 would be allocated under S137 LGA (1972) for the purchase of a poppy wreath from the Royal British Legion and for the purchase of a frame for the information about the village's WW1 and WW2 casualties to be placed in the church.

It was agreed that the Clerk would purchase the poppy wreath from the Royal British Legion using the Council's Corporate Multipay Card.

**ACTION FOR CLERK** – purchase poppy wreath from Royal British Legion

### 39.25 COUNCILLOR AND CLERK TRAINING

- a. No Councillor or Clerk training requested.
- b. The Clerk reported that through his employment as Clerk to Kennington Parish Council he had completed the OALC RPII Operational Inspection Course for playgrounds and was now qualified to carry out quarterly safety inspections.

### 40.25 ITEMS FOR INFORMATION OR NEXT AGENDA

Litter picking – Clerk to investigate if support is available for a litter pick through OCC or SODC

**DATE OF NEXT MEETING** – To be confirmed, but probably mid-November.

Meeting closed at 8.50pm

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

Date