

# WOOTTON PARISH COUNCIL

Extraordinary Meeting held on Monday 30 April 2012  
At 7.30pm in the Village Hall

## MINUTES

### Present

Cllr Paul James (Chair)  
Cllr Joan Thomas  
Cllr Tim Shepherd  
Cllr David Parsons  
Cllr Miles Tuely  
Cllr Andy Warner  
Sarah Willcox (Clerk)  
D Cllr Charles Cottrell Dormer

1 member of the public

1. **Apologies:** Cllr Simon Jackson
2. **Disclosure of Interests and Approval of Minutes 12 March 2012:** The Chairman opened the meeting at 7.30pm. He welcomed Anni Morgan, who is taking over as Clerk at the next meeting on 14 May. He included the approval of the minutes of 12 March (proposed by MT, seconded by JT) as an extra item on the agenda. Matters arising from these minutes to be included on 14 May. There were no disclosures of interest.
3. **Approval of parish council accounts 2011/2012:** The opening balance is £5,886.15; the total income (including village hall donations of £16,550) is £23,619.65; total expenditure is £8,319.54. The surplus for year 2011-2012 is £15,300.11, but when adjusted to take account of the restricted 'village hall roof' fund, the profit/loss for year shows a deficit of (£2,849.89), with b/f (excluding hall fund) of £3,034.26. The Chairman noted that this figure was in line with recommended parish council operating guidelines. Richard Adams, RFO, has agreed the accounts and will sign them off subject to the council's approval of minutes of 12 March. The asset register totalling £57,863.57 at end of March 2012 was approved (AW, TS). The accounts were approved and adopted (MT, JT). The Chairman read out the annual governance statement. Following due discussion, the council agreed unanimously to answer 'yes' to each statement, and N/A to No 9 (JT, TS) because the council does not have a trust fund. The accounts will now be forwarded to the internal auditor.
4. **Points for new parish councillors:** The Chairman thanked Cllr Thomas and Mike Hallam for their helpful list of points to remember for new councillors.

*Andrew Jones*

Clerk to ask WODC for list of Grade I and II listed buildings in Wootton. All on-going correspondence regarding the Plantation to go to new Clerk.

5. **Election of parish councillors:** As a result of an uncontested election six persons were elected parish councillors for the Wootton parish council. They are Trudie Lang, Peter Loftus, David Parsons, Len Seymour, Miles Tuely and Andrew Warner. It was noted that a seventh councillor would need to be found by co-option by the new council as a matter of urgency.
6. **Planning:** Wootton School – no objection. Well Corner – granted with restrictions.
7. **Financial:** The council bank balance for end of April stands at £6,279.62 (current) and £1,412.39 (reserve). The No 2 account stands at £16,550. It was agreed to transfer £1,600 from current account to No 2 account in readiness for the village hall roof construction, and to make a transfer of funds from savings account to current to cover precept cheques. Chq no 232 of £46.20 was paid to Sarah Willcox for clerical work 1 March to 31 March 2012. Chq no 233 of £11.55 was paid to HMRC for tax on clerk's wages (both - PJ, AW). Chq no 234 of £820.46 was paid to Aon Ltd for council insurance (PJ, DP). Chq no 235 of £30 was paid to ORCC for annual membership (PJ, TS). Chq no 236 of £7.00 was paid to OALC for 7 x Good Councillors guides for the new parish council. (PJ, MT). It was noted that the parish council needs to make provision to insure the privy building.
8. **AOB:** It was noted that Angus Harley of Knight Frank had acknowledged the letter from the council thanking Mr and Mrs Naqvi for their *village hall roof donation*; *Woodstock Youth Club* thanked the parish council for their donation and invited them to an AGM on 11 June at 7pm. The council were reminded that it had agreed to set aside *£300 annually for donations*, and that this should be inserted into the next council's Standing Orders. The council objected to the re-insertion of wooden stakes at *Wootton Downs* for safety reasons: drivers have nowhere to pull in when meeting another car on a fast road. (TS, DP). The Chairman ended the meeting by *thanking all the councillors*, including Cllr Thomas who has been on the council for 16 years, for supporting the community and the village, and Sarah Willcox for her excellent work as Clerk. Cllr Shepherd thanked *Paul James* for his efficient running of the council as Chairman. The meeting ended at 8.21pm.
9. **The next Annual Parish Meeting is on Monday 14 May 2012 at 7pm followed by the Statutory Annual Meeting at 7.30pm.**

Sarah Willcox (Clerk)