



# GREATWORTH & HALSE PARISH COUNCIL



## MINUTES

of the **Annual** meeting of Greatworth and Halse Parish Council, held in the Methodist Church, Greatworth on **Monday 12<sup>th</sup> May 2025 at 7.30pm.**

**PRESENT:** Cllrs Bingham (Chair), Hewison, Robinson, Smith, Weller and the Clerk (R. Foote).

**IN ATTENDANCE:** 2 Members of the Public.

**1. Election of Chairman for 2025/26**

It was proposed by Cllr Robinson and seconded by Cllr Weller that Cllr Bingham remain as Chairman for 2025/26. Cllr Bingham was duly elected as Chairman.

**2. Signing of Chairman's Declaration of Acceptance of Office**

Cllr Bingham signed the Declaration of Acceptance of Office for Chairman, countersigned by the Clerk.

**3. Apologies for absence:** It was resolved to accept apologies from Cllr Jackson and Cllr Lindop.

**4. Declarations of Interest:** None

**5. Election of Vice Chairman for 2025/26**

Cllr Hewison proposed that Cllr Smith remain as Vice Chairman for 2025/26 and this was seconded by Cllr Robinson. Cllr Smith was duly elected as Vice Chairman.

**6. To receive Councillor's Declaration of Acceptance of Office or if not received, to decide by when they should be received.**

Cllr Smith signed the Declaration of Acceptance of Office for Vice Chairman, countersigned by the Clerk. All Councillors present at the meeting signed the Councillor's Declaration of Acceptance of Office forms and returned to the Clerk. **RESOLVED:** Cllrs Jackson and Lindop to return completed acceptance of office forms to the Clerk by the next meeting.

**7. To receive a reminder from the Clerk regarding Election expenses and Register of Interest Forms.**

Cllrs received the relevant forms and a reminder of deadlines and procedure from the Clerk.

**8. To consider if the Council is eligible to use the General Power of Competence in accordance with the Localism Act 2011 s1-6**

At least two thirds of members were elected and the Clerk is CiLCA qualified, it was therefore **RESOLVED** that the Council is eligible to use the General Power of Competence

**9. To appoint members of working groups:**

The membership of the working groups was agreed as follows:

- a. **Finance group:** The full Parish Council
- b. **Playground group:** Cllrs Bingham, Smith and Lindop
- c. **Planning group:** The full Parish Council.
- d. **Community engagement group:** The full Parish Council

**10. To appoint Parish representatives:**

The following were appointed with all in favour:

- a. **Internal Controls Officer:** Cllrs Hewison and Jackson
- b. **Parish Highways representative:** Cllr Weller
- c. **Police Liaison Officer:** Cllr Weller
- d. **School Liaison Councillor:** Cllr Lindop
- e. **Health & Safety Officer:** Cllrs Smith and Lindop
- f. **Defibrillator Officers:** Cllrs Smith and Lindop
- g. **Community Transport Officers:** Cllr Bingham, R. Hooper
- h. **Parish Council representatives for HS2:** Cllr Bingham and C.Weller
- i. **Parish Paths Warden:** Cllr Robinson

- j. **Parish Tree Warden:** Cllr Robinson and N. Jackson
- k. **Parish Dog Warden:** A. Lyzkowski
- l. **Any other representatives that may be considered necessary**
  - **Parish Speed Wardens:** Cllr Robinson and J. Hewison
  - **Playground Repairs:** N. Jackson

**11. To consider delegation to the Clerk any decision that must be made if the council is incapacitated and unable to hold a meeting**

This was approved. Until further notice the Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty. The Clerk will exercise these powers within the approved budget, the Council's Financial Regulations, Standing Orders and other adopted policies of the Council and all statutory common law and contractual requirements.

- 12. Open Time:** Two members of the Public from Halse were in attendance and wished to raise comments regarding the money the Community has received from RWE in relation to the Solar Farm. They wished to raise their opinion that some funds should be ring-fenced for Halse, particularly for the Mission Hall and felt that residents in Halse had not received adequate notification that funds had been received. They explained a private meeting in Halse had been held to formulate a response to the issue as they saw it. Cllr Weller explained that the funds, both receipt and allocation of, had been discussed for quite some time during Parish Council meetings, was on the agenda, and that Halse residents have known about these just as other residents have. Those in attendance were reminded that Parish Council meetings are open for all to attend and that the Parish Council holds its September meeting every year in Halse and that no residents from Halse attended last September. Cllr Hewison provided historical information on the Mission Hall also known as the Tabernacle, gave an overview of ownership as it is currently understood and explained briefly why this causes issues for the Parish Council.
- Cllr Hewison left the meeting at 8.18pm*

Cllr Bingham again explained how the funds came about, when they were received and the process for applying for money. Cllr Bingham explained PC restrictions and why the Parish Council had prioritised spending funds on playground replacement. Cllr Bingham explained the issues surround the Mission Hall particularly the issues relating to ownership and explained why, to date, the Parish Council has been unable to provide public funding to support it. Cllr Bingham explained that Halse residents have two Councillors representing them on the Parish Council – Cllr Hewison and Cllr Robinson.

Cllr Robinson raised that he had not been informed of the private Halse community meeting that had been arranged and so was not aware of what discussions took place and could therefore not address the rumour mill or provide facts at that meeting.

*Cllr Hewison returned to the meeting at 8.27pm*

Cllr Robinson requested that he and others at Hill Farm were notified by flier or similar of any such future meetings etc and raised the issue that there were likely others in Halse that also needed paper notifications of any such future meetings. Cllr Robinson and Cllr Hewison explained they can only raise issues from Halse at the PC if they are aware of them.

The two members of the public left after open time ended.

**13. Approval and signature of the minutes of the ordinary meeting of 3<sup>rd</sup> March 2025**

These were approved and signed with no amendments made.

#### 14. Finance:

##### a) To receive the Finance Report and consider invoices to be paid

The Clerk presented the financial report (see appendix A) which showed a balance of £49,317.76 and an expected balance of £47,346.91 once the remaining invoices have been settled. It was resolved to pay the following invoices:

	Payee	Description	Amount
1	Rebecca Foote	Expenses	£337.93
2	Cheney Coaches	Banbury Bus	£290.00
3	Parish Online	Website Service	£420.00
4	SLCC	Membership Fee Uplift	£22.92
5	Transfer to Savings	Sinking Fund 25/26	£900.00
		<b>TOTAL</b>	<b>£1,970.85</b>

##### b) To review the current Standing Orders and Direct Debits and approve their ongoing use

**RESOLVED:** The council reviewed the list and approved all for ongoing use.

##### c) Annual Return 2024-25: to receive a report from the Internal Auditor

The report from the Internal Auditor had been circulated prior to the meeting. The Internal Auditor has stated that they were able to tick 'yes' to all relevant questions and has signed the Annual Return as required.

##### d) Annual Return 2024-25: to consider and sign the Annual Governance Statement

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as not applicable.

**RESOLVED:** to approve the Annual Governance Statement. Cllr Bingham and the Clerk (Responsible Finance Officer) signed section 1 of the Annual Return.

##### e) Annual Return 2024-25: to approve and sign the Statement of Accounts

**RESOLVED:** to approve the Statement of Accounts. Cllr Bingham and the Clerk (Responsible Finance Officer) signed section 2 of the Annual Return

##### f) To note the commencement date for the Period of the Exercise of Public Rights

These were noted as Tuesday 3<sup>rd</sup> June– Monday 14<sup>th</sup> July 2025.

**Action: Clerk** to upload audit documentation to the Council's website and send on to the auditors, PKF Littlejohn.

#### 15. To review the Happylands skate ramp repair or replacement proposals and to make a decision on contractor/provider/equipment selection following the Village Consultation and a review of the quotes received.

Since discussions took place with contractors/providers and quotes received, significant damage has occurred due to vandalism; as a result the Council will have to remove the skate ramp as it is no longer safe for use. As all quotes received included the removal of the current equipment, this tabled decision has been postponed whilst the Council awaits confirmation as to the deduction for removing the Skate Ramp ourselves. It was acknowledged that this delay would mean the new Skate Ramp would not be installed in time for the summer holidays.

#### 16. To review the Brownsills playground repair and replacement proposals and to make a decision on contractor/provider/equipment selection following the Village Consultation and a review of the quotes received.

The play area has been split up for the purpose of the quotes into "Toddler" and "Middle" sections. **RESOLVED:** After reviewing the options available and the quotes submitted, the provider the Council has chosen is Wicksteed.

The Toddler section is quoted as £24,981 plus VAT and the Middle section as £12,943.89 plus VAT. **RESOLVED:** The council voted unanimously in favour of spending £37,924.89 plus VAT on the new playground equipment. **ACTION: Clerk and Cllr Bingham** to contact Wicksteed and place the order.

**17. To review the adult gym equipment installation proposals and to make a decision on contractor/provider/equipment selection following the Village Consultation and a review of the quotes received.**

Quotes received thus far indicate that 6 pieces of gym equipment would be around £8,017 plus VAT. If it is added into the playground project there would be a reduction in cost.

**RESOLVED:** The decision is deferred until September whilst the council investigates the requirement further and reviews and any other project/funding requests that are received.

**18. To review and approve the following documents:**

- a) **Standing Orders**
- b) **Code of Conduct**
- c) **Expenses Policy**
- d) **Data Protection Policy**
- e) **Subject Access Request Procedure**
- f) **Data Breach Policy**
- g) **Records Retention Policy**
- h) **General Privacy Notice (Staff)**
- i) **General Privacy Notice (Public)**
- j) **GDPR Data Map**
- k) **Members register of interests**
- l) **Website Accessibility Statement**

**RESOLVED:** The above policies and documents were all reviewed and signed off by the Council

**19. To discuss the Small Grant Scheme – advertisement and application window**

**RESOLVED:** £1250 will again be made available. An award of up to £250 per application will be made. The application window will close on 30<sup>th</sup> June 2025 and will be advertised. All applications need to be made to the Clerk. The application form can be found at the end of the Grand Awarding Policy which can be found on the website.

**20. To discuss the village Defibrillator – potential relocation**

Cllr Bingham explained he has been notified that the pub does not wish to have the defib anymore. Cllr Lindop is discussing with the school moving the defib there.

**RESOLVED:** To approve, in advance, the purchase of a new defib box up to £350 should the defibrillator need to be moved.

**21. To approve the 2025/26 dates for the Banbury Bus**

**RESOLVED:** To continue with the bus on the first Thursday of every month except for January 2026 where there would be no bus. **ACTION: CLERK** to arrange the bookings.

**22. To set the date for the next community engagement working group meeting**

The group will meet on Monday 2<sup>nd</sup> June in the Social Club. Off the back of the Annual Village meeting, Cllr Weller has been liaising with the Police who have agreed to host a community roadshow offering advice and information on relevant issues. Cllrs will be

present and remain after the Police event for residents to raise issues or have a discussion with them. Further details are to be confirmed and will be advertised in due course.

**ACTION: Cllr Weller and Clerk** to advertise.

**23. To review current planning applications and approve any formal responses**

There are no current planning applications to review.

**24. Councillor Questions**

Whilst not a question, Cllr Robinson took the opportunity to inform the Council of a notable increase in significant anti-social behaviour occurring on farms recently – lambs being attacked, barns set alight.

Cllr Weller informed the Council of an upcoming HS2 tour.

**25. Date and location of the next meeting**

The next meeting of the Parish Council will be on Monday 7<sup>th</sup> July at 7.30pm in the Methodist Church, Greatworth.

**26. Close**

The meeting was closed at 9.55pm.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Councillor Simon Bingham, Chairman

## **APPENDIX A**

This report was presented by the Clerk for approval by the Council on 7<sup>th</sup> May 2024

Balance in Unity Account (12/05/25):	£49, 317.76
<b>Expected TOTAL balance</b> once invoices settled:	<b>£47,346.91</b>

### **SO/DD payments made since 01/04/25:**

	Payee	Description	Type	Amount
1	Yu Energy	Electricity	DD	£17.63
2	Yu Energy	Electricity	DD	£455.74
3	Lloyds Bank	January Credit Card	DD	£35.71
4	Rebecca Foote	Clerk's Salary – January	SO	£1031.66
5	HMRC	Employer's NI	DD	£113.28
6	Nest	Pension Contributions	DD	£41.01
7	Unity Bank	Service Charge	DD	£6.00
8	HMRC	Employer's NI	DD	£33.74
9	Yu Energy	Electricity	DD	£17.02
10	Yu Energy	Electricity	DD	£396.43

### **Payments received since 01/04/25:**

	Payee	Description	Amount
1	WNC	Precept Payment	£22,935.00
2	J Burnham	Banbury Bus Donation	£344.94
3	J Burnham	Banbury Bus Donation	£38.50

### **Payments to be approved on 12/05/25:**

	Payee	Description	Amount
1	Rebecca Foote	Expenses	£337.93
2	Cheney Coaches	Banbury Bus	£290.00
3	Parish Online	Website Service	£420.00
4	SLCC	Membership Fee Uplift	£22.92
5	Transfer to Savings	Sinking Fund 25/26	£900.00
		<b>TOTAL</b>	<b>£1,970.85</b>

Transaction Date	Payee	Item Description	Income	Expenditure	Balance
			23318.44		
			DR	CR	
<b>12-May-25</b>		<b>Totals</b>	<b>51465.98</b>	<b>2148.22</b>	<b>49317.76</b>
		<b>Balance B/Fwd -1</b>	<b>28147.54</b>		<b>28147.54</b>
08-Apr-25	Yu Energy	Electricity		17.63	28129.91
08-Apr-25	Yu Energy	Electricity		455.74	27674.17
16-Apr-25	Lloyds Bank	Adobe		19.97	27654.20
16-Apr-25	Lloyds Bank	HP Instant Ink		3.99	27650.21
16-Apr-25	Lloyds Bank	Virtual Landline		8.75	27641.46
16-Apr-25	Lloyds Bank	Monthly Fee		3.00	27638.46
22-Apr-25	Rebecca Foote	Clerk's Salary		1031.66	26606.80
25-Apr-25	HMRC	Employers NI		113.28	26493.52
29-Apr-25	WNC	Precept Payment	22935.00		49428.52
29-Apr-25	Nest	Pension Contributions		41.01	49387.51
30-Apr-25	Unity	Service Charge		6.00	49381.51
01-May-25	J Burnham	Bus Donations	344.94		49726.45
02-May-25	HMRC	Employers NI		33.74	49692.71
06-May-25	J Burnham	Bus Donations	38.50		49731.21
08-May-25	Yu Energy	Electricity		17.02	49714.19
08-May-25	Yu Energy	Electricity		396.43	49317.76

		2025-2026	
Code	EXPENDITURE	Budget	Actual
<b>100</b>	<b>1. Lighting</b>	<b>8000.00</b>	<b>473.37</b>
101	Electricity supply	7000.00	473.37
102	Street Light Repairs and Maintenance	1000.00	
<b>200</b>	<b>2. Parks &amp; Open Spaces</b>	<b>9470.00</b>	
201	Grass cutting	3300.00	
202	Playground equip. inspection	170.00	
203	Playground repairs	3000.00	
204	Notice boards		
205	Bus Shelter maintenance	500.00	
206	Bins	1000.00	
207	Defibrillator		
208	CIL		
209	General Maintenance	500.00	
210	Devolution of services	1000.00	
211	Sinking Fund Money	900.00	
<b>400</b>	<b>4. General Administration</b>	<b>19258.00</b>	<b>1255.94</b>
401	Audit charge	400.00	
402	Clerk's salary	13000.00	1031.66
403	Office Expenses	1000.00	27.25
404	Election expenses		
405	Insurances/Subscriptions/Membership Fees	2000.00	
406	Training costs	1500.00	
407	Membership & Subscriptions		
408	Meeting room rental	250.00	
409	Leaflets & Advertising		
410	Website	400.00	
411	Traffic calming measures		
412	Office equipment		
413	Banking Charges	108.00	9.00
414	Other	600.00	188.03
<b>500</b>	<b>Grants</b>	<b>4,095.00</b>	
501	Grants to Village Organisations	900.00	
502	Prizes		
503	Free Bus	1595.00	
504	S. 137	1600.00	
505	CIL		
<b>800</b>	<b>Projects</b>	<b>500.00</b>	
801	Happylands Development		
802	Community Minibus		
803	National Events	500.00	
	<b>Total Regular Expenditure</b>	<b>41323.00</b>	<b>2985.25</b>
<b>600</b>	<b>Miscellaneous Expenditure</b>	<b>1200.00</b>	<b>63.86</b>
601	Transfer Out		
602	To Deposit Account		
603	Other		
604	Vat Paid	1200.00	63.86
	<b>Total Expenditure</b>	<b>42523.00</b>	<b>3049.11</b>
	<b>INCOME</b>	<b>41745.00</b>	<b>23279.94</b>
701	Precept	39895.00	22935.00
702	Interest	100.00	
703	Newsletter		
704	Grants+Prizes		
705	Donations	500.00	344.94
706	Wayleave		
707	Vat Repayment	1250.00	
708	Misc Transfers In		
709	CIL		
	<b>Total Income</b>	<b>41745.00</b>	<b>23279.94</b>