



# GREATWORTH & HALSE PARISH COUNCIL



## MINUTES

of the **Annual** meeting of Greatworth and Halse Parish Council, held in the Methodist Church, Greatworth on **Monday 18<sup>th</sup> May 2026 at 7.30pm.**

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

**IN ATTENDANCE:** None

**1. Election of Chairman for 2026/27**

It was proposed by Cllr Jackson and seconded by Cllr Hewison that Cllr Bingham remain as Chairman for 2025/26. Cllr Bingham was unanimously 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 Robinson.

**4. Declarations of Interest:** None

**5. Election of Vice Chairman for 2026/27**

Cllr Weller was unanimously elected as Vice Chair.

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

Cllr Weller signed the Declaration of Acceptance of Office for Vice Chair, countersigned by the Clerk.

**7. To formally acknowledge the resignation of the Clerk**

Cllrs thanked the Clerk for all her hard work over the years.

**8. To acknowledge the resignation of Cllr Lindop**

Cllr Lindop's resignation was acknowledged. **RESOLVED** Electoral services to be notified of the new vacancy.

**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 Weller
- 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 Smith
- c. **Police Liaison Officer:** Cllr Weller
- d. **School Liaison Councillor:** Cllr Jackson
- e. **Health & Safety Officer:** Cllr Smith
- f. **Defibrillator Officers:** Cllrs Bingham and Smith and J Waite
- g. **Community Transport Officers:** Cllrs Bingham and Jackson, R. Hooper
- h. **Parish Council representatives for HS2:** Cllr Bingham and C.Weller
- i. **Parish Paths Warden:** Cllr Robinson and N. Jackson
- 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. **Open Time:** None

12. **Approval and signature of the minutes of the ordinary meeting of 2<sup>nd</sup> March 2026**

These were approved and signed with no amendments made.

13. **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 £64,241.94 and an expected balance of £34,511.18 once the remaining invoices have been settled. It was resolved to pay the following invoices:

	Payee	Description	Amount
1	Rebecca Foote	Expenses and Pay in lieu of Annual Leave	£655.76
2	Cheney Coaches	Banbury Bus (may, June and July)	£435.00
3	M Dempsey	Grass Cutting 2025-26	£2390.00
4	Transfer	Transfer to Savings Account	£26,250.00
		<b>TOTAL</b>	<b>£29,730.76</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 2025-26: 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 but one of relevant questions with 'no' being ticked for "The authority has complied with laws, regulations and proper practices relating to digital data compliance" and has signed the Annual Return as required. The Parish Council received a 'no' because whilst we had a number of different IT policies containing all the required information, documentation and proper practice, it was not contained within just one document entitled "IT Policy".

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 exception of box 10 "We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review" and the final trust funds statement marked as not applicable. Box 10 we ticked 'no' as advised by the Internal Auditor due to not having one document entitled "IT Policy" although all information that was required was contained within other policies with names such as "Internet and Email Usage Policy" and "Data and Device Management Policy".

**RESOLVED:** to approve the Annual Governance Statement. Cllr Bingham and the Clerk (Responsible Finance Officer) signed section 1 of the Annual Return. The adoption of an IT Policy for 2026-27 year is tabled for later on in this meeting.

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

**REOLVED:** 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 Wednesday 3<sup>rd</sup> June– Tuesday 14<sup>th</sup> July 2026.

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

14. **To review, approve and adopt the new IT Policy. The following policies will be approved for revocation in line with the adoption of the IT Policy which combines the information contained within these:**

a) **Internet and Email Usage Policy**

b) **Data and Device Management Policy**

The new policy was circulated prior to the meeting. **RESOLVED:** To adopt the new IT policy and revoke the two above named policies.

**15. 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

**16. 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 31<sup>st</sup> July 2026 and will be advertised with decisions being made on applications during September's meeting. 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.

**17. To discuss the village Defibrillator**

Cllr Bingham has taken over this project from Cllr Lindop.

**RESOLVED:** To approve, in advance, the purchase of a new defib and all associated costs such as a new defib box and installation. It was resolved to approve an amount of £2000 plus VAT for the project.

**18. To approve the 2026/27 dates for the Banbury Bus**

**RESOLVED:** To continue with the bus on the first Thursday of every month except for January 2027 where there would be no bus. **ACTION: CLERK** to arrange the bookings.

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

There are no current planning applications to review.

**20. Councillor Questions**

Cllr Weller asked for suitable dates for another HS2 tour; Cllr Weller will contact HS2 to arrange.

Cllr Jackson highlighted that traffic is often having to wait a long time on the B4525 at the HS2 crossing lights– is there a way to limit the number of trucks allowed to cross at one time? Cllr Weller will raise with HS2.

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

The next meeting of the Parish Council will be on Monday 6<sup>th</sup> July at 7.30pm in the Methodist Church, Greatworth. The next meeting of the working group will be on 9<sup>th</sup> June at 7pm.

**22. Close**

The meeting was closed at 8.55pm.

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  
**Expected TOTAL balance** once invoices settled: **£47,346.91**

### **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	
12-May-25		Totals	51465.98	2148.22	49317.76
		<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>