Minutes of the Annual Meeting of Botley Parish Council
held on Tuesday 16th June 2026

Meeting Venue: The Diamond Jubilee Hall, at the Botley Centre, High Street, Botley, SO30 2ES.

Start Time: 7:19pm

Name	Present	Apologies	Absent
Cllr Cooper (Chair)	✓		
Cllr Grinham (Vice Chair)	✓		
Cllr Gurd	✓		
Cllr John		✓	
Cllr King	✓		
Cllr Kinloch	✓		
Cllr Kitching	✓		
Cllr Kyrle		✓	
Cllr Lamey		✓	
Cllr Li	✓		
Cllr Simcock	✓		
Cllr Stone		✓	

Also Present: Mr Dave Nevin, Parish Clerk, Mr Matthew Wanstall, Deputy Clerk and one member of the public, PCSO Colin Dodds.

The Chair welcomed all to the meeting.

Public Questions – A member of the public had sent in correspondence regarding how busy Mortimer Road car park has become and wondered if it is due to the train station charging and has requested that the parish council look at possible solutions. Cllrs Grinham and King volunteered to conduct surveys of the car park to collect some data on number of vehicles within the car park at different times.

FC/26/20 Council Housekeeping:

i. To receive and accept apologies for absence

Cllr King proposed with Cllr Grinham seconding, with a unanimous vote in favour of accepting the apologies from Cllrs John, Kyrle, Lamey and Stone.
RESOLVED: That the apologies were accepted.
(Power used: Local Government Act 1972 s85)

ii. To receive and accept Declarations of Pecuniary Interests on the Agenda

No declarations were received.

iii. To receive the decision spreadsheet

The spreadsheet was received.

As the PCSO was in attendance, it was agreed to move FC/26/27 (i) to be discussed here to allow Colin to leave if called.

FC/26/21 **Minutes of meetings:**

i. **To approve the minutes of the Parish Council meeting held on Tuesday 12th May 2026**

Cllr Gurd proposed, Cllr Simcock seconded, with a unanimous vote in favour.
RESOLVED: That the minutes of the Council meeting held on 12th May 2026 are approved.

ii. **To approve the minutes of the Parish Council meeting held on Tuesday 19th May 2026**

Cllr Grinham proposed, Cllr Kitching seconded, with a unanimous vote in favour.
RESOLVED: That the minutes of the Council meeting held on 19th May 2026 are approved.

iii. **To receive the draft minutes of the Oversight Committee meeting held on Tuesday 26th May 2026 for questions only**

No questions were received.

iv. **To receive the draft minutes of the Planning Committee meetings held on Tuesday 2nd June 2026 for questions only**

No questions were received.

v. **To receive the draft minutes of the Project Delivery Committee meeting held on Tuesday 9th June 2026 for questions only**

No questions were received.

FC/26/22 **Committee Recommendations:**

i. **To receive and agree the Terms of Reference for the Oversight Panel**

Cllr Simcock proposed with Cllr Grinham seconding, with a unanimous vote in favour of agreeing the Terms of Reference for the Oversight Panel.
RESOLVED: That the Terms of Reference are agreed.

ii. **To receive and agree the Terms of Reference for the Project Delivery Committee**

Cllr King proposed with Cllr Simcock seconding, with a unanimous vote in favour of agreeing the Project Delivery Terms of Reference.

RESOLVED: That the Terms of Reference are agreed.

iii. **To receive and agree the Terms of Reference for the Planning Committee**

Cllr Simcock proposed with Cllr King seconding, with a unanimous vote in favour of agreeing the Terms of Reference for the Planning Committee.
RESOLVED: That the Terms of Reference are agreed.

FC/26/23 **<u>To appoint membership to Committees and Working Groups:</u>**

i. **Project Delivery – to include agreeing the Chair of the Committee**

Cllrs Li, Gurd, Simcock, King, Kinloch, Cooper and Grinham agreed to serve as Members of the Project Delivery Committee.
Cllr Gurd proposed with Cllr Grinham seconding, with a unanimous vote in favour of electing Cllr Cooper as the Chair of the Project Delivery Committee.
RESOLVED: That Cllr Cooper will serve as the Chair of the Project Delivery Committee for the year 2026-2027.

ii. **Planning Committee**

Cllrs Simcock, Lamey, Grinham, Cooper, King, Kyrle agreed to serve as Members of the Planning Committee.

iii. **HR Committee**

Cllrs Cooper, Grinham and King agreed to serve as Members of the HR Committee. The Clerk was requested to confirm with Cllr Stone if she would like to remain on the HR Committee.

iv. **Oversight Panel**

Cllrs Li, Gurd, Kitching, Kinloch agreed to serve as Members of the Oversight Panel. The Clerk was requested to confirm with Cllr Stone if she would like to join the Oversight Panel for the forthcoming year.

FC/26/24 **<u>To receive and agree the Code of Conduct</u>**

Cllr Simcock proposed, Cllr Kitching seconded, with a unanimous vote in favour of agreeing the Code of Conduct, with all members present signing and returning their Code of Conducts.
RESOLVED: That the Code of Conduct is agreed.

FC/26/25 **<u>To pass a resolution to sign up to the Civility & Respect pledge</u>**

Cllr Kinloch proposed, Cllr Cooper seconded, with a unanimous vote in favour of passing the resolution to sign up to the Civility & Respect pledge and that the councillor training plan will be formalised to support this action.
RESOLVED: That Botley Parish Council sign the Civility & Respect pledge.

FC/26/26 **<u>Financial Matters:</u>**

i. **To approve payments of May's accounts**

Cllr Kinloch proposed with Cllr Grinham seconding, with 7 voting in favour and 1 abstaining to approve the circulated payment schedule.
RESOLVED: That the payments are approved.

ii. To receive the cashbook balances as of 31st May 2026

Cashbook 1 - £7,966.35
Cashbook 2 - £757,087.48
Cashbook 3 - £0.00 (petty cash, which is no longer used)
Cashbook 4 - £65,176.21
Cashbook 5 - £100,000.00
Cashbook 6 - £100,000.00
Cashbook 7 - £100,793.30

iii. To receive and agree the Summary Income & Expenditure Report up to 31st May 2026

It was agreed to defer this items after a debate and the Clerk will discuss with Rialtas how the Income & Expenditure report can better reflect the position, especially including the Earmarked Reserves. This should then highlight if we have an overspend in expenditure against income. This will be brought back to a future meeting.

iv. To consider and agree the independence of the Internal Auditor

Cllr King proposed with Cllr Simcock seconding, with a unanimous vote in favour of agreeing the independence of the Internal Auditor.
RESOLVED: That BPC is happy with the independence of the Internal Auditor.

v. To receive and approve the Internal Auditors Year End Audit Observations

Cllr Simcock proposed with Cllr Grinham seconding, with a unanimous vote in favour of approving the observations.
RESOLVED: That the Internal Auditors year end observations are noted and approved.

vi. To receive and approve Botley Parish Council's Annual Internal Auditor Report for the 2025 – 2026 financial year

Cllr Kinloch proposed with Cllr Simcock seconding, with a unanimous vote in favour of approving the Annual Internal Auditors Report for the 2025 – 2026 financial year.
RESOLVED: That the Annual Internal Auditor Report is agreed.

vii. To receive and approve Botley Parish Council's Annual Governance Statement for the 2025 – 2026 financial year

Cllr Kinloch proposed with Cllr Grinham seconding, with a unanimous vote in favour of approving the Annual Governance Statement for the 2025 – 2026 financial year.
RESOLVED: That the Annual Governance Statement for the 2025 – 2026 financial year.

viii. To receive and approve Botley Parish Council's Accounting Statement for the 2025 – 2026 financial year

Cllr Simcock proposed with Cllr Kinloch seconding, with a unanimous vote in favour of approving the Accounting Statement for the 2025 – 2026 financial year.
RESOLVED: That the Accounting Statement for the 2025 – 2026 financial year.

ix. To agree the Conflict of Interest with BDO LLP form

All Councillors present declared no conflict of interest with BDO LLP.
RESOLVED: That no Councillors have a Conflict of Interest with BDO LLP.

x. To receive and agree proposal to consolidate Earmarked Reserves pots

Cllr Kinloch proposed with Cllr Gurd seconding, with a unanimous vote in favour of deferring this matter whilst budget conversations continue and that s106 funds should remain separate.
RESOLVED: That the proposed consolidation is deferred.

xi. To receive and agree an update on the vehicle for the Estates team

Cllr Simcock proposed with Cllr Gurd seconding, with a unanimous vote in favour of approving the new electric van for the Estates team.
RESOLVED: That the new electric van is agreed.

xii. To receive an update on the youth offering from the Botley and Boorley Green Community Group and agree any actions

Cllr Simcock proposed with Cllr King seconding, with a unanimous vote in favour of approving the update and paying the agreed funds. It was acknowledged that the Parish Clerk gives his time voluntarily to the CIO.
RESOLVED: That the update was accepted and the payments are approved

xiii. To receive and agree proposal for the football team(s) on the High Street Recreation Ground

Cllr Simcock proposed with Cllr Gurd seconding, to unanimously vote in favour of meeting with Botley Village FC
RESOLVED: For the Deputy Clerk to meet with Botley Village FC

xiv. To agree quote from the Internal Auditor

This item is no longer required as the Internal Auditor completed the work included in his current audit fees.

FC/26/27 Reports:

i. Police Report

The report was received and the PCSO was asked to change the format of the date produced. Discussion took place on environmental noise, speed watch and scooters. The PCSO and team were thanked for attending the Boorley Green Vintage Fayre.

ii. Chairman's Report

The Chairman's report was received.

iii. Borough Councillor's & County Councillor's

Cllr Cooper suggested that we invite Cllr Steve Foster, the Executive Member for Highways and Transport at HCC to a meeting and visit to Botley and to include Cllr Kyrle as our county member. Cllr Gurd also hosted a meeting with a broad group to discuss environmental impact and how they can support each other.

iv. Any other meetings attended by Council's representatives

Cllr Gurd attended Southern Parishes. Cllr Stone attended a HALC LGR meeting and will update council for the next meeting.

FC/26/28 **To agree the calendar of planned meetings for the Council year 2026 - 2027**

Cllr Cooper proposed with Cllr Grinham seconding, with a unanimous vote in favour of agreeing the calendar of meetings for the Council year 2026 – 2027.
RESOLVED: That the calendar of meetings is agreed.

'To receive resolution to exclude members of the public and press from Confidential Matters to be discussed 'that in the view of the confidential/special mature of the business about to be transacted, it is in the public interest that the public and press be temporarily excluded and they are instructed to withdraw'

FC/26/29 **To receive the legal updates regarding Little Hatts and agree next steps**

Cllr Cooper proposed with Cllr Simcock seconding, to unanimously vote that the gate at Little Hatts should be retained.

Cllr Simcock proposed with Cllr Grinham seconding, to unanimously vote that no easement will be granted for the purpose of utility connections through Little Hatts.

Cllr Gurd proposed with Cllr Cooper seconding, to unanimously vote that the covenants attached to the deed for a 20ft wide pathway and post and rail fence on the eastern boundary should be actioned.
RESOLVED: That the gate will be retained, no easement will be granted and covenants will be actioned.

FC/26/30 **To receive and agree proposal for a potential asset transfer**

Cllr Simcock proposed with Cllr Grinham seconding, with a unanimous vote in favour of agreeing that BPC would be interested in the potential asset transfer.
RESOLVED: That BPC would be interested in the potential asset transfer.

Meeting closed at 9:45pm.

THESE MINUTES COULD BE THE SUBJECT OF AMENDMENTS WHICH WILL BE RECORDED IN THE MINUTES OF THE FOLLOWING MEETING