

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**MINUTES of the PARISH COUNCIL MEETING**  
**held on Thursday 24 June 2021 at 7.00pm in Forest Hill Village Hall**

**Present:** Parish Cllrs. A. Waite Brown (Chairman), G. Blomley, W. Blyth, J. Hobbins,  
M. Leeding, C. Massey, D Waters  
Clerk and RFO. H Cross  
Members of the Public: 1 for part

**No.    Item**

- 25.    APOLOGIES FOR ABSENCE** – To receive and accept.  
There were no apologies.
- 26.    DECLARATIONS OF INTEREST** – To receive requests for  
declarations of interests from Councillors relating to items on the  
agenda.  
Cllr. Leeding declared an interest in Forest Hill Village Hall and OFOG.
- 27.    PARISH COUNCIL ACCEPTANCE OF OFFICE** – To be physically  
completed and witnessed before meeting begins - As duly elected at  
previous meeting, held virtually due to COVID-19 restrictions, on 6 May  
2021, min.2021/4i  
**i) Declaration of Acceptance of Office of Chairman**  
Completed and duly witnessed.
- 28.    PARISH COUNCIL ANNUAL DOCUMENTS** - To review,adopt and sign.  
**i) Health and Safety Policy** – previously circulated.  
**ii) Risk Assessment** – previously circulated.  
**iii)Finance Risk Assessment** – previously circulated.  
The Council reviewed each of the above documents and **RESOLVED** to  
agree and adopt them. Duly signed.
- 29.    PUBLIC FORUM** – To facilitate public participation.  
**a)** A concern was raised regarding the amount of overgrown weeds and  
vegetation on the footpaths within the village, making them impassable  
for children and difficult for pushchairs and mobility aids.  
The Council will address the issue and highlight for the forthcoming  
annual South and Vale deep clean service.  
**b)** A correspondence had been received regarding the absence of a lid  
on the dog bin sited at Forest Hill village hall.  
The Council **RESOLVED** to agree to purchase a new bin for this site.  
**Action:** Clerk to order a new bin.
- 30.    MINUTES OF LAST ANNUAL MEETING OF THE PARISH COUNCIL**  
held on Thursday 6 May 2021 - previously circulated – To accept.  
The Council **RESOLVED** to accept the minutes as a true and accurate  
record. Duly signed.

- 31. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING –**  
Chairman/Clerk to report on progress of outstanding items which do not require further decision.
- i) Village Litter Pick** (since April 2021 min.2021/172iii)  
Clerk sent item to 4 Parishes Newsletter.
- ii) Lye Hill Quarry** (since May 2021 min 2021/16viii)  
Clerk has responded to Thames Valley Police.
- iii) Allotment lease**  
Previously agreed min. 2021/20i. An update to the plan was not required. New lease, plan and declaration to be signed by Chairman and Vice Chairman. Duly signed.
- 32. OCC and SODC MATTERS** - To receive reports.  
No reports had been received.
- 33. PLANNING** - To receive any planning applications and decisions.
- i) Submitted**  
P21/S2042/HH – 3 Powell Close, Forest Hill, OX33 1EN  
Proposed garage conversion and external alterations.  
The Council **RESOLVED** to agree there were no objections.  
**Action:** Clerk to submit comments.
- ii) Decisions**  
There were none at time of writing Agenda.
- 34. FINANCE** -To receive the current finance report.
- i) Balances at bank – as at 4 June 2021**
- |                                                   |                    |  |
|---------------------------------------------------|--------------------|--|
| Business Reserve A/C                              | 29,242.71          |  |
| Current A/C                                       | <u>32,079.82</u>   |  |
|                                                   | 61,322.53          |  |
| Less: Unpresented cheques                         | <u>650.00</u>      |  |
|                                                   | 60,672.53          |  |
| (This includes a remaining CIL balance of         | <u>22,583.77</u> ) |  |
|                                                   | 38,088.76          |  |
| Earmarked reserves                                | <u>10,000.00</u>   |  |
| <b>ii) Total available funds</b>                  | <b>£ 28,088.76</b> |  |
| <b>iii) Receipts included in above total</b>      |                    |  |
| Precept – 1 <sup>st</sup> payment                 | 9,250.00           |  |
| CIL share – in relation to building developments: |                    |  |
| P19/S1295/FUL, P20/S0836/FUL                      | 2,119.59           |  |
- b) To consider and approve for payment the following:**
- |                                                                                                  |               |        |
|--------------------------------------------------------------------------------------------------|---------------|--------|
| Administration to the Council                                                                    |               |        |
| 07/05/2021 – 25/06/2021                                                                          |               | 684.80 |
| Andrew Waite Brown –                                                                             |               |        |
| Reimbursement for battery for speed camers                                                       | 82.94         |        |
| Added since time of writing agenda:                                                              |               |        |
| Face coverings for PC meetings                                                                   | 6.95          |        |
| 2 x planters for village                                                                         | <u>269.99</u> | 359.88 |
| The Council <b>RESOLVED</b> to agree the payment for the planters would be taken from CIL monies |               |        |

Green Scythe – Inv.13255, Inv.13370	
Gang and verge mowing 20/04/21	586.80
Gang mowing, grass cutting, maintenance 7/05/-27/5/2021	1,642.80
Jane Olds – Inv.JO127	
Internal audit 2019/20	130.00
Thames Water –	
Supply of water svs to recreation ground Oct'20-Apr'21	173.80
The Council <b>RESOLVED</b> to agree all payments. Duly signed.	

**c) Request for donations, grants or annual subscriptions –**

**i) Community First Oxfordshire – last joined 2018 –**

Annual subscription £55

**ii) Oxfordshire Playing Fields Assoc.(OPFA)**

Annual subscription £30

The Council **RESOLVED** to agree to pay at next meeting.

**d) Financial items for agreement and authorisation:**

**i) End of year 2020/21 figures and budget comparison –** previously circulated -To review and authorise.

**ii)Internal Audit Report –** previously circulated -To review and authorise.

**iii)Effectiveness of Internal Audit –** previously circulated – To review and authorise.

**iv)End of year AGAR 2020/21 –** previously circulated – To review and authorise.

**v)Exercise of Public Rights – 28/06/2021-06/08/2021 –** previously circulated – To review and authorise.

The Council reviewed each document and **RESOLVED** to agree and authorise them. Duly signed.

**35. CLERK / RFO – To receive a report.**

. Water to rec changing facility totalled £61.66 for year 20/21. £30.83 deducted from FHSSC's balance, leaving £1,041.21 for 3 more years.

. The notice board at the bottom of Old Rd, Shotover has had it's lock broken and fixing damaged so the cover does not close. The posts are rotten, making it very unsteady.

The Council **RESOLVED** to agree to purchase a new notice board.

**Action:** Clerk to order.

. The Parish Council printer not being used as it leaks ink onto the paper. The Clerk is using her personl printer.

The Council **RESOLVED** to agree that the Clerk should continue to use her own printer and claim for printing inks used.

. The Clerk thanked Cllrs. Hobbins and Waters for erecting the new notice boards on Forest Hill village hall and Bayswater Mill.

**36. GOVERNANCE – To receive any reports, updates and matters for consideration.**

**i) Online banking** (since Feb 2021 min.2021/159ii) – To consider.

The Clerk had done further research into the Council using on-line banking and reported that the Nat West, which is where the Council currently banks, has set up a new Community service for businesses such as parish councils. There is a 2-3 month waiting list to be assigned to this service.

The Council **RESOLVED** to agree to apply for the service.

**Action:** Clerk to organise.

**ii) Insurance** – To approve renewal from 19 Aug 2021 for one year at a cost of £1,367.38 – fixed for 3 yrs from Aug 2020.

The Council **RESOLVED** to agree the payment for the 2020/21 renewal.

**iii) Web Assessability Audit Report** – previously circulated – To accept and authorise.

The Council reviewed the report and **RESOLVED** to agree to accept and authorise the document. Duly signed.

**37. BUS SERVICE and TRANSPORT** - To receive a report.

Cllr. Leeding reported that the bus continues to run within the Covid-19 restrictions, allowing a maximum of 6 passengers to travel.

**38. VILLAGE and PARISH MATTERS** – To receive reports, updates and any matters for consideration.

**i) Grass cutting** - To receive an update.

Cllr. Hobbins gave an update on communications with the contractor regarding the 1 metre 'no cut' on certain areas of the village and re-seeding the goal mouth on the rec.

**ii) The wooden bollards at the end of Mickle Way are rotting** (since June 2019 min.2019/28e).

SOHA have replaced the bollards.

**No further action.**

**iii) The new notice boards for the Village Hall and Bayswater Mill** (since April 2021 min.2021/187i).

Cllrs. Hobbins and Waters have erected the notice boards.

**No further action.**

**iv) Dog bins** – to review emptying schedule and number of bins.

SODC had supplied clarification of the locations of the dog bins the the Council are charged for emptying.

The Council **RESOLVED** to agree to continue to pay the costs.

**No further action.**

**v) SODC deep clean services** - 27-29/07/21 – to consider areas of village to request cleaning services.

The Council **RESOLVED** to agree the areas of Forest Hill that need a deep cleanse.

**Action:** Clerk to respond to SODC.

**vi) Parish Maintenance Worker**

The Council discussed and **RESOLVED** to agree to the employment of a maintenance and odd job person for the parish.

**Action:** Andrew Waite Brown will write an advertisement for the 4 Parishes newsletter.

- 39. VILLAGE HALL** - To receive a report, updates and any matters for consideration.
- i) VH committee report** – previously circulated.  
Reserves as at 2 June 2021. Current Account bank balance £4,152.93.  
Deposit Account bank balance £2,887.75. Totalling £7,040.68.  
The reserves look healthy at the moment, but with a recent rise in water charges outgoings are likely to exceed income.  
There are also some hall maintenance expenses to come. Exterior decoration of facias etc. will cost £560 and estimates are being obtained to replace the side windows.  
The trustees have not been able to raise money via hall events eg. the monthly lunch, due to covid restrictions.
- ii) Possible provision of Broadband to the village hall.** Cllr. Leeding's paper - – previously circulated.  
The Council RESOLVED to agree to apply to the OCC fibre provision project.  
**Action:** Clerk to respond to OCC.
- iii) Possible re-opening and re-imaging of the village hall.**  
The Council discussed the possibilities of supporting remote working from the village hall creating a hub for people living within the parish and working from home.  
**Action:** Cllr. Waite Brown will write something for the 4 Parishes Magazine.
- 40. RECREATION GROUND** - To receive a report, updates and matters for consideration.  
There are no matters to report.
- i) The litter bin on the rec needs replacing** (since Aug 2020 min.2020/56).  
**Ongoing. Action:** Cllr. Waite Brown will purchase a new bin.
- ii) Replacement or repair of a gate on the recreation ground** (since Nov 2020 min 2020/77iii).  
**Ongoing. Action:** Cllr.Waite Brown has applied for a Councillor's Grant to replace the gate.
- 41. CEMETERY** - To receive a report, updates and matters for consideration.  
There are no matters to report.
- i) Clerk's feedback on a recently attended Cemetery management course.** To be carried forward to next meeting.
- 42. ALLOTMENTS** - To receive a report, updates and any matters for consideration.
- i) All is going well on the allotments, there are no matters to report.**
- 43. COMMUNITY EMERGENCY RESILIENCE PLAN** – To receive an update
- i) Community Emergency Planning Survey – response requested** (since April 2021 min.2021/188i).  
The Clerk did respond but received no reply.

**Action:** Cllr. Massey will complete the survey with the information already collated.

44. **OALC / NALC** - To receive a report.  
i) **OALC May newsletter** – previously circulated
45. **INFORMATION and CORRESPONDENCE** – To note any information and correspondence received not requiring a decision.  
There was none.
46. **DATE, TIME AND PLACE OF NEXT MEETING**  
Thursday 12 August, 2021 at 7pm in Forest Hill Village Hall.

The meeting closed at 8.25pm.

Signed as a true and accurate record, with amendments to min.34i

Cllr. Andrew Waite Brown, Chair      Date 12/08/21  
min.2021/50