

## FOREST HILL WITH SHOTOVER PARISH COUNCIL

**Councillors** are hereby summoned to attend a meeting to be held on **Thursday 12 August 2021 at 7.00pm in Forest Hill Village Hall**

**Helen Cross, Clerk to the Parish Council**

**Members of the public and press** are welcome to attend. Members of the public may make representations to the council under item 49, according to the Council's Standing Orders. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

**All Attendees:** To continue to protect everyone as much as possible against COVID-19 infection social distancing rules remain in place.

### PARISH COUNCIL MEETING AGENDA

- | <b>No.</b> | <b>Item</b>   |
|------------|---|
| 47.        | <b>APOLOGIES FOR ABSENCE</b> – To receive and accept.   |
| 48.        | <b>DECLARATIONS OF INTEREST</b> – To receive requests for declarations of interests from Councillors relating to items on the agenda.   |
| 49.        | <b>PUBLIC FORUM</b> – To facilitate public participation.<br><b>a)</b> Members of the public are welcome to raise matters of concern or ask questions of the council.   |
| 50.        | <b>MINUTES OF LAST MEETING OF THE PARISH COUNCIL</b> held on Thursday 24 June 2021 - previously circulated. To confirm.   |
| 51.        | <b>UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING</b> – Chairman/Clerk to report on progress of outstanding items which do not require further decision.<br><b>i) Online banking</b> (since Feb 2021 min.2021/159iii).<br>Clerk has applied to the waiting list for a Nat West community service account.<br><b>ii) Replacement dog waste litter bin for Village Hall</b> (since June 2021 min.2021/29b).<br>Clerk ordered and received new bin.<br><b>iii) Planning application P2/S2042/HH</b> (since June 2021 min.2021/33a).<br>Clerk submitted comments from the Council.<br><b>iv) SODC deep clean services</b> (since June 2021 min.2021/38v)<br>Clerk returned request schedule to SODC.<br><b>v) Possible provision of Broadband to the village hall</b> (since June 2021 min.2021/39ii).<br>Clerk responded to SODC and received a reply that Forest Hill is not in the scope for the project as it already falls under a full fibre commercial coverage area. |
| 52.        | <b>OCC and SODC MATTERS</b> - To receive reports.   |

53. **PLANNING**

i) To consider all recent planning applications and notifications received from South Oxfordshire District Council – all previously circulated.

a) **Submitted**

**P21/S2878/HH** – Mulberry House, The Ridings, Shotover Hill, OX3 8TB - Demolition of existing single storey side extension and erection of replacement 2 storey and loft side extension with rear dormer windows.

**P21/S3064/FUL** – Stable bldg. south of the The Orchard, The Ridings, Shotover Hill, OX3 8TB – Change of use of stable to provide self-contained 1-bed dwelling.

**P21/S323/HH** – The Willow House, The Ridings, Shotover House, OX3 0TB – Demolition of existing outbuilding and erection of Replacement outbuilding.

b) **Notification**

**P21/S2829/LDE** – Longcott, 8 Shotover Kilns, Shotover Hill, OX3 8ST To seek certificate of Lawful Development of outbuilding which has been used historically as ancillary residential accommodation.

c) **Decision**

**P21/S2042/HH** - GRANTED

54. **FINANCE**

i) To receive the current finance report:

**Balances at bank – as at 5 July 2021**

Business Reserve Account	29,242.97
Current Account	<u>30,346.74</u>
	59,589.71
Less: Unpresented cheques	<u>2,426.60</u>
	57,163.11
(This includes a remaining CIL balance of	<u>22,313.78</u> )
	34,849.33
Less: Earmarked reserves	<u>10,000.00</u>
<b>Total available funds</b>	<b>£ 24,849.33</b>

**Receipts**

£200 from Forest Hill Garden Club towards village planters, received since this bank statement

ii) To consider and approve payment of the following:

Administration to the Council -	
28/07/2021 – 13/08/2021	719.73
Green Scythe – Inv.13476	
Gang mowing 08/06/21-23/06/21	
Verge cutting 07/06/21 – 23/06/21	1,173.60
Less: Overpayment on previous invoice	<u>67.00</u>
	1,106.00
SODC – Inv. 10274292 –	
Dog bin emptying 1/04/2021 – 31/06/2021	538.20
The Play Inspection Company – Inv.48356	
Annual play equipment inspection	81.00
Roadware – Order 6124	
Dob waste litter bin	143.94
Andrew Waite Browne –	

Reimbursement for Forest Hill planters Jason Hobbins	258.94
Reimbursement for Post fix for notice boards Community First Oxfordshire 2021/22 – Membership Agreed min.2021/ci	23.80
Oxfordshire Playing Fields Assoc. – Membership Agreed min.2021/cii	55.00
Came & Company – Ref.2352945 Insurance 20/08/2021 – 19/08/2022	30.00
	1,406.90

**iii) To review the first quarter accounts and budget comparison**

01/04/2021–30/06/2021 – previously circulated.

55. **CLERK / RFO** – To receive a report.
56. **GOVERNANCE** – To receive any reports, updates and matters for consideration  
i) To consider the appointment of the Internal Auditor for 2021/22.
57. **BUS SERVICE and TRANSPORT** - To receive reports  
i) **Comet bus service** – previously circulated.  
ii) **Parish Transport Reps meeting** – previously circulated.
58. **VILLAGE and PARISH MATTERS** – To receive reports, updates and any matters for consideration.  
i) **Grass cutting**  
ii) **Replacement notice board for Old Rd, Shotover** (since June 2021 min.2021/35).  
**Action:** Clerk to order  
vi) **Appointment of Maintenance Worker for the Parish** (since June 2021 min.2021/38vi).  
**Action:** Andrew Waite Brown will write an advertisement for the 4 Parishes newsletter.
59. **VILLAGE HALL** - To receive a report, updates and any matters for consideration.  
i) **VH committee report.**  
ii) **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.
60. **RECREATION GROUND** - To receive a report, updates and matters for consideration.  
i) **The Outdoor Annual Inspection and Life Expectancy - ROSPA report 2021** – previously circulated.  
ii) **Replacement of the litter bin on the rec** (since Aug 2020 min.2020/56).  
**Ongoing. Action:** Cllr. Waite Brown will purchase a new bin.  
iii) **Replacement or repair of a gate on the rec** (since Nov 2020 min 2020/77iii).  
**Ongoing. Action:** Cllr. Waite Brown has applied for a Councillor’s Grant to replace the gate.

61. **CEMETERY** - To receive a report, updates and matters for consideration.
62. **ALLOTMENTS** - To receive a report, updates and any matters for Consideration.
63. **COMMUNITY EMERGENCY RESILIENCE PLAN** – To receive an update  
i) **Community Emergency Planning Survey – response requested** (since April 2021 min.2021/188i).  
**Action:** Cllr. Massey to complete the survey
64. **OALC / NALC** - To receive a report.  
i) OALC June, July newsletters – previously circulated
65. **INFORMATION and CORRESPONDENCE** – all circulated when received.
66. **DATE, TIME AND PLACE OF NEXT MEETING**  
Thursday 23 September 2021 at 7pm in the Village Hall.