

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**MINUTES of the PARISH COUNCIL MEETING**  
**held on Thursday 4 November 2021 at 7.00pm in Forest Hill Village Hall**

**Present:** Parish Cllrs A Waite Brown (Chairman), G Blomley, J Hobbins,  
M.Leeding, C Massey,  
Clerk and RFO H Cross  
SODC and OCC Councillor T Bearder – for part

**No. Item**

**87. APOLOGIES FOR ABSENCE**

The Council received and accepted apologies from Cllr D Waters.

**88. DECLARATIONS OF INTEREST**

Cllr Leeding declared an interest in the Village Hall and OFOG.

**89. PUBLIC FORUM**

a) Members of the public are welcome to raise matters of concern or ask questions of the Council.

No members of the public attended and there were no matters.

**90. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on

Thursday 23 September 2021 - previously circulated - To confirm.

The Council **RESOLVED** to agree and confirmed as a true and accurate record. Duly signed.

**91. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING –**

**i) Replacement or repair of a gate on the rec - 2020/77iii.**

min.2021/98iii of these minutes refers.

**ii) Planning applications – min.2021/73.**

All Parish Council comments submitted.

**iii) Dog waste bin emptying – min.2021/78iii.**

Tactical Facilities Management Ltd (TFM) provided confirmation of their licence and insurance which was circulated to Councillors. An agreement was made with TFM and the service with SODC was terminated. The agreement with TFM begun on 19/10/2021.

**iv) Grant request from Managing Trustees of Village Hall – min.2021/79ii.**

Clerk has written to Managing Trustees notifying them of the Council's decision and requested copies of invoices for the work done.

**92. OCC and SODC MATTERS**

Cllr Bearder attended to give responses to the issues raised by the Parish Council regarding the resurfacing of Forest Hill village roads and the plans for the A40 lay-by (heading south) (since September 2021 min. 2021/72).

The Chair detailed the issues the Parish Council have with both these matters of concern.

Cllr Bearder took on board the issues raised regarding the resurfacing of the village roads and will report back to the Council.

Regarding the A40 lay-by, he disclosed that the toilets are unable to be removed at the current time and the lay-by cannot be closed. A discussion ensued. Cllr Bearder will look further into the situation.

**93. PLANNING - Notifications and decisions from South Oxfordshire District - all previously circulated.**

**i) Planning applications – for information only.**

**a) P21/S2829/LDE – Longcott, 8 Shotover Kilns, Shotover Hill, Oxford**

APPROVED.

**b) P21/S3560/LDP** – Long Leys, The Ridings, Shotover Hill, Oxford.

APPROVED.

**ii) Notifications of planning permission** - for information only.

**a) P21/S2878/HH** – Mulberry House, The Ridings, Shotover Hill, OX3 8TB. GRANTED.

**b) P21/S3231/HH** – The Willow House, The Ridings, Shotover Hill, OX3 8TB. GRANTED.

**c) P21/S3761/HH** – Bramley Cottage, Main St., Forest Hill, OX33 1DY. GRANTED.

The council acknowledged the decisions.

Since writing the Agenda;

**d) P21/S4563/DIS** – The Orchard, The Ridings, Shotover Hill, Oxford.

Change of use of stable to provide self contained 1 bed dwelling -

Discharge of conditions 6(parking & turning areas),

7(surface water drainage, 8(foul water drainage),10(tree protection).

The council **RESOLVED** to agree no objections.

**Action:** Clerk to submit comments.

#### 94. **FINANCE**

##### **i) Balances at bank – as at 5 October 2021**

	£
Business Reserve Account	29,243.47
Current Account	<u>34,774.84</u>
	64,018.31
Less: Unpresented cheques	<u>2,408.55</u>
	61,609.76
(This includes a current remaining CIL balance of	<u>22,231.04</u> )
	39,378.72
Less: Earmarked reserves	<u>10,000.00</u>
<b>Total available funds</b>	<b>£ 29,378.72</b>

##### **Receipts included in above total**

	£
V.A.T. refund	1,794.71
Precept – 2 <sup>nd</sup> half	9,250.00

##### **ii) Payment requests:**

	£
Admin to the Council	587.08
A Waite Brown – reimbursement for new bin liner for recreation ground	48.70
Green Scythe Ltd – Inv.13813	
Grass cutting 07-24/09/2021	1,173.60
Arien Designs Ltd – Inv:FOR008	
Notice board for Shotover Hill (CIL)	1,065.60
Subbi The Handyman – Inv.#29	
Installation of new notice board on Shotover Hill	250.00
Since writing the agenda;	
SODC – FINAL Inv.10282028	
Dog bin emptying (01/07-13/10/2021)	621.00

**The Council RESOLVED** to agree all payments. Duly signed.

##### **iii) Grant request**

The Parish Council had received an application from Forest Hill Baby and Toddler Group with an update on the current running of the group. The request was for a possible contribution towards their total

annual running costs of approx. £700 for the weekly hire of the village hall plus heating costs.

The Council **RESOLVED** unanimously to pay the full £700 running costs. This will be split into two payments £350 for the first six months, after 6 months if the local attending numbers remain the same or higher the remaining £350 will be paid. If, however, the numbers have declined then the council reserves the right to review the final payment.

**Action:** Clerk to respond.

**iv) 2<sup>nd</sup> quarter internal check and budget comparison –**  
documents previously circulated.

The Council **RESOLVED** to agree the checks and budget comparison. Duly signed by the Internal Controller.

**v) Draft budget for 2022/23.**

The Council discussed the draft budget with three suggested minor alterations. The final budget will be presented at the next meeting for authorisation.

**Action:** Clerk to complete.

**95. CLERK / RFO**

i) The new allotment lease has been received. There are now 2 original leases to be taken to the bank for safe storage.

**Action:** Clerk to contact the bank to discuss the storage.

ii) Poppy wreath for Remembrance service received.

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

There were none.

**97. BUS SERVICE and TRANSPORT**

Cllr Leeding reported that the Otmoor Flyer would continue to run while funds allow. The no 85 bus is running, usually with no passengers on board. Cllr Leeding had recently attended a meeting of the Parish Transport Representatives group (PTR).

The Chair thanked Cllr Leeding for all his work on the bus and transport services to the village.

**98. VILLAGE and PARISH MATTERS**

**i) Grass cutting – update.**

The Council were pleased with the service provided by Green Scythe this year. The number and areas of cuts will be reviewed before next year's cutting season.

**ii) Installation of car charging point outside the village hall**

The Council discussed the possibilities but **RESOLVED** to agree to postpone the idea for the immediate future.

**iii) Installation of Shotover notice board and recreation ground gate**

Four local Handyman/Maintenance providers had been approached for quotes. Only one had replied with a quote. Two could not take on the work and one did not reply. Due to the amount of money involved the Chair agreed to the quote from Subbi The Handyman of:

£250 to remove the existing notice board and install the replacement.

£365 to install the new gate in the recreation ground.

The Shotover notice board has been installed and a new gate has been ordered.

iv) There was a concern on the activity of vehicles entering Minchin Court.

**Action:** Clerk to write to New College requesting an update on the current lease holders of the property.

**99. VILLAGE HALL**

**i) Managing Trustees finances report** – previously circulated.

Reserves as at 2 December 2021; Current Account £3,658.43. Deposit Account 2,887.83. Total £6,546.26.

The Trustees thank the Parish Council for agreeing to award a grant towards the decorating and replacement windows. Rentals are slowly climbing back towards pre-Covid levels but the Keep-fit/Health classes have not returned.

The Trustees are planning a 'Village get-together' tea in the hall on the afternoon of Saturday 21 November, as an opportunity for new people to the village to meet each other.

**100. RECREATION GROUND**

**i) Proposed new project and rewilding** (since Aug 2021 min 2021/60vi). – to receive an update.

The Chair updated Councillors; 200 freely given saplings are due to arrive around mid November. He has received a quote of £450 to plant the trees. There will be a need for the installation of a water supply in the spring.

**ii) Ground repairs to cricket net area**

Cllr Hobins reported that the bowling area has become unfit for purpose. He will cover the area with top soil and plant grass seed.

**Action:** Cllr Hobbins

**101. CEMETERY**

**i) Burials for non-residents**

Clerk has received confirmation that it is a fairly normal practice for a Parish Council to either refuse to bury non-residents or to charge double of even triple fees.

The Council **RESOLVED** to agreed to review any such application on a case by case basis.

**ii) Measurements of headstones**

It was suggested that the measurement of memorial headstones currently quoted in the Cemetery procedures document was updated to the standard measurements used by memorial stone masons.

The Council **RESOLVED** to agree to the following:

Headstone - height 27" x width 23" x depth 3"

Base – width 24" x depth 12" x height 1"

Foundation base – width 33" x depth 18" x height 1"

**iii) Exclusive Right of Burial and privacy notice**

The Council **RESOLVED** to agree that the purchaser of a grave space should be issued with a confirmation of the Exclusive Rights of Burial to that plot, for a fixed period of 99 years. Raising it from the current period of 50 years. Each plot will be double dug, unless specifically requested by the grave purchaser.

**Action:** Clerk to update the procedure document with the details of all of the above.

**102. ALLOTMENTS**

There was no report.

**103. COMMUNITY EMERGENCY RESILIENCE PLAN**

Cllr Massey had received one response to the appeal for volunteer residents to be listed as a responder in document.

**Action:** Cllr Massey will finalise the document.

**104. Land North of Bayswater Brook**

The Chair reported that a developer has presented an outline plan for the development.

**Action:** Cllr Waite Brown will continue to update the council on the proposed development.

**105. A safer pace, safer place campaign**

The Chair introduced a project from OCC to reduce all the urban 30mph speed limits to 20mph.

The Council **RESOLVED** unanimously to back the proposal.

**Action:** Cllr Waite Brown to reply to OCC.

**106. OALC / NALC**

i) OALC newsletter – previously circulated.

Cllr Leeding has retired from his position with NALC. He will remain with OALC.

On behalf of the Parish Council, the Chair thanked Cllr Leeding for his dedication to NALC for 26 years.

The Council **RESOLVED** unanimously to agree the work and time Cllr Leeding gives to the Parish Council is much appreciated.

**107. INFORMATION and CORRESPONDENCE – all circulated when received.**

There had been no additional correspondence received.

**108. DATE, TIME AND PLACE OF NEXT MEETING**

Thursday 9 December 2021 at 7pm in Forest Hill Village Hall.

The meeting closed at 9.00pm.

Signed as a true and accurate record

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Date..... min.....