

FOREST HILL WITH SHOTOVER PARISH COUNCIL

Councillors are hereby summoned to attend a meeting to be held on
Thursday 12 May 2022 at 7.00pm in Forest Hill Village Hall

Signed:

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 7, according to the Council's Standing Orders.

All Attendees: To continue to protect everyone as much as possible against COVID-19 infection social distancing advice to remain in place until further notice.

ANNUAL MEETING OF THE PARISH COUNCIL AGENDA

- | No. | Item |
|------------|--|
| 1. | ELECTION OF CHAIRMAN |
| 2. | APOLOGIES FOR ABSENCE – To receive and accept. |
| 3. | DECLARATIONS OF INTEREST – To receive requests for declarations of interests from Councillors relating to items on the agenda. |
| 4. | ELECTION OF OFFICERS AND COUNCILLORS FOR AREAS OF INTEREST
i) Election of Vice-Chairman
ii) Election of Internal Financial Controller
iii) Election of Councillor for Interest in Allotments |
| 5. | PARISH COUNCIL ANNUAL DOCUMENTS
To review and authorise – all previously circulated.
i) Updated Standing Orders
ii) Financial Regulations
iii) Health and Safety Policy
iv) Risk Assessment
v) Finance Risk Assessment
vi) Document Retention Policy
vii) Web Accessibility Report
To adopt:
viii) Internal Financial Controls Policy |
| 6. | PUBLIC FORUM – To facilitate public participation.
a) Members of the public are welcome to raise matters of concern or ask questions of the council. |
| 7. | MINUTES OF THE ANNUAL PARISH MEETING held on Thursday 7 April, 2022 - To be authorised at next year's Annual Parish Meeting |
| 8. | MINUTES OF LAST MEETING held on Thursday 7 April, 2022 – To confirm - previously circulated. |
| 9. | UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING – |

Chairman/Clerk to report on progress of outstanding items which do not require further decision.

i) Planning applications – min.2022/179i.

Clerk submitted all Councillors comments.

ii) Grass cutting – (min.2022/184i).

Clerk contacted Green Scythe with acceptance of quote.

10. OCC and SODC MATTERS - To receive reports.

11. PLANNING - To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.

i) Planning applications

a) P22/S0519/FUL – Bayswater Farm, Bayswater Farm Rd., nr Sandhills, OX3 8BY.

The erection of two apartments accessed from Bayswater Farm Road. (As amended and amplified by revised site plan and vehicle swept path analysis and letter from Glanvilles received 24 March 2022, SAP calculations submitted on 5 April 2022 and amended by site plan received 21 April 2022).

Also email from SODC planning officer.

b) P21/S5236/FUL – Mulberry House, The Ridings, Shotover Hill – amendment no.2: As amplified by SAP calculations received 19 April 2022.

c) P21/S4479/FUL – Keepers Cottage, Wheatley Rd. Forest Hill – amendment no.1: As amplified by Energy information received 27 April 2022.

d) P21/S5144/FUL – Hazels, Old Rd., Shotover Hill – amendment by site plan received 4 May 2022.

e) P22/S1430/FUL and P22/S1431/LB – Shotover House, Shotover Estate, OX33 1QN

Alterations to design of outbuildings as previously approved under P19/S0036/LB and P19/S0035/FUL – Construction of plant room for ground source heating plant and installation of ground arrays.

12. FINANCE

i) Balances at bank – as at 5 April 2022

(latest bank statements not received at time of writing agenda) £

Business Reserve Account 29,245.17

Current Account 24,027.61

53,272.78

Less: Unpresented cheques 2,970.64

50,302.14

Less: Earmarked reserves 10,000.00

40,302.14

(This includes a current remaining CIL balance of 20,465.44)

Total available funds as at 5 April, 2022 **£19,826.70**

ii) Receipts included in above figure	
Allotment fees for 2022/23	139.00
(Less: £12.50 refund)	

b) To consider and approve for payment the following:	
Administration to the Council	TBA
Oxford Greenbelt Network –	
annual subscription - agreed min.2022/180iv	15.00
Oxfordshire Playing Fields Assoc –	
annual subscription – agreed min.2022/180iv	45.00
TFM Ltd – InvS1-110	
Dog waste services March 2022	51.55
Jane Olds – Inv.JO164	
Internal audit 2021/22	190.00
Manning Media Svs – Inv.020	
Annual Web accessibility report	99.99

c) For information

FHSCC yr 3 balance remaining from 2019 figure of £1,121.56 is £765.75 – schedule previously circulated.

13. END OF YEAR FINANCIAL DOCUMENTS

To review, consider, agree and authorise the following – all previously circulated

- i) End of year 2021/22 Accounts
- ii) AGAR 2021/22
- v) Elector’s Rights notice dates – 03/06/2022-17/07/2022
- iv) Internal Auditor’s Report 2021/22
- v) Review of effectiveness of Internal Auditor’s report 2021/22
- vi) End of year 2021/22 Budget comparison
- vii) End of year 2021/22 Asset Register

14. CLERK / RFO – To receive a report.

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

16. BUS SERVICE and TRANSPORT - To receive a report.

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

i) Grass cutting update

ii) Old Cemetery hedge and wall (since Dec 2021 min.2021/120).

Action: Clerk to write to SODC again expressing the concerns on the wall and to continue pursuing the ownership.

iii) Rectory Farm:

- a) Request a water supply from Forest Hill village hall.
- b) Request a permissive right of way around certain fields.

iv) SODC - Litter Bug Detective Trail

v) Parish Council notice boards

18. **VILLAGE HALL** - To receive a report, updates and any matters for consideration.
i) Management Trustees report
19. **RECREATION GROUND** - To receive a report, updates and matters for consideration.
i) Proposed new project and rewilding (since Aug 2021 min 2021/60vi)
A water supply is required to water the new recently planted tree saplings.
Action: Cllr Waters to obtain a quote.
ii) The green storage container / changing facility.
20. **CEMETERY**- To receive a report, updates and matters for consideration.
21. **ALLOTMENTS** - To receive a report, updates and any matters for consideration.
22. **OALC / NALC** - To receive a report.
i) **OALC** - April newsletter.
23. **INFORMATION and CORRESPONDENCE** – To note any information and correspondence received not requiring a decision.
i) BT have removed the village phone box.
24. **DATE, TIME AND PLACE OF NEXT MEETING** – To confirm.
Thursday 30th June, 2022 at 7pm in the Village Hall.