

FOREST HILL WITH SHOTOVER PARISH COUNCIL

Unauthorised Minutes of the Parish Council Meeting **held on Thursday 16th March 2023 at 7.00pm in Forest Hill Village Hall**

Present: Cllrs A Waite Brown (Chair), D Waters, C Massey, M Leeding,
J Hobbins, W Blyth
Clerk and RFO – S Cox

Members of the public: 4

No. Item

133. APOLOGIES FOR ABSENCE – G Blomley

134. DECLARATIONS OF INTEREST – Cllr D Waters – Keeper's Cottage planning application

135. PUBLIC FORUM – Church Hill is a health and safety hazard with potholes and deep water. AWB wrote to Cllr Tim Bearder as two people have been hurt. Cllr Bearder responded that the repair work is programmed for 2024/25. AWB has written to Cllr Bearder again this week and the council would fix potholes but not resurface the road. Everyone is asked to report the Church Hill problems on Fix My Street to see if that would make a difference. Should the PC offer to pay for potholes? This could set a precedent if the PC does it once. Taxis avoid Church Hill. OCC must be responsible and could put cones or something similar near the potholes. **Action:** Clerk to write to Highways and Fix My Street and copy Cllr Bearder about the health and safety issue on Church Hill.

20 mph speed limit – AWB has written to OCC about the signs that have been put up in the village in difficult to see places.

Rectory Farm track – the PC has held off from sending a letter to Rectory Farm. It is a Public Footpath, but it is also a farm track. It is the farmer's choice where he drives on his field. A resident has reported the track to OCC. PC could write to Countryside Services and ask them to inspect the footpath. AWB walked it yesterday and it was fine. Agreed that the resident would write to R Stanley and the land agent at Lincoln College and the Countryside Services Footpaths Officer.

136. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 26th January 2023 – agreed and signed by the Chairman.

137. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision.

- **Closure of NatWest in Headington** – Council to collect documents from the bank and to consider where to store the documents previously held by the bank – update. The documents could be collected at some point from the Bank in Oxford Cornmarket. ML is happy to go to the Bank and collect the documents which are the Rec Lease and the Hall Lease.

- **Bank account balances and updating contact details and telephone banking** – update from Chairman – the balances and contact details have been done. Telephone banking still to be done.
- **Payroll and Pension** – to consider a quote for outsourcing the payroll service for the Clerk – update from Chairman – PC have agreed to go ahead with the service.
- **Stile on Footpath No 1 - from Main Street across Gerald Williams' field and down the bank into Shotover land** – Clerk has reported the problem - update – Clerk has reported the problem again to Countryside Services on 27.03.23.

138. OCC and SODC MATTERS – To receive reports from the County and District Councillor – Cllr Bearder was not present at the meeting and no reports were given. ML had attended a meeting with OALC and OCC and there will be a Charter on what councils are expected to do as this varies across the county. It will take time but is in progress.

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

Applications:

P23/S0764/S73

Keeper's Cottage, Wheatley Road, Forest Hill, OX33 1EP

Variation of conditions 2(approved plans), 10(parking and turning areas) & 13(vision splays) on application P21/S4479/FUL (Demolition of existing house and replacement with new single dwelling) - increase in width of site entrance from 4.5 to 6 metres.

PC agreed to Support with No Objections

P23/S0659/LB

Merry Cottage, Main Street, Forest Hill, OX33 1DY

Infill a non-structural opening formed in 2005, in materials to match to restore the building into two separate dwellings.

PC agreed to Support with No Objections

P23/S0657/FUL

Merry Cottage, Main Street, Forest Hill, OX33 1DY

Proposed infilling of ground floor doorway opening, and to revert to two separate dwellings.

PC agreed to Support with No Objections

Decisions:

None received.

140. FINANCE – To receive, approve, consider, and review the following:

a) Balances at bank – as of 1st March 2023

Business Reserve Account	£29,348.87
Current Account	<u>£28,690.91</u>
Sub Total	£58,039.78
Less: Unpresented cheques	<u>£968.76</u>
Sub Total	£57,071.02
Less: CIL balance	£22,583.77
Less: Earmarked reserves	<u>£10,000.00</u>
Total available funds	£24,487.25
Receipt included in above figure	
Business account interest	£20.25

b) Payment requests

TFM dog bins - January	£77.33
TFM dog bins - February	£51.55
ICO – Data Protection Fee - annual	£40.00
Spanglefish Website – annual sub	£29.95
Zeta – repair to Nano light	£424.49
OALC – Allotment training course	£36.00
OALC – Membership invoice	£194.65
Community First – membership fee	£55.00
Open Spaces Society - subscription	£45.00

c) CIL – To discuss how CIL money should be spent - ongoing

d) Clerk's pay and expenses - unpaid from November to March 2023 – not paid

141. CLERK / RFO – To receive a report.

a) Solar speed limiter – Clerk to write to Westcotec.co.uk about converting to a solar speed camera instead of a battery-operated camera.

b) OALC Allotments Course – Clerk attended on 8th February online

142. SECTION 137 EXPENDITURE: None.

143. BUS SERVICE and TRANSPORT – To receive reports.

a) Comet Service – £750 grant agreed and cheque to be paid at the April meeting. ML gave a report about a bus scheme in Chipping Norton. The Comet continues but needs more passengers. A ticket is £15 for ten trips and buying a ticket would help keep the service afloat. OAP passes are not valid for use on the Comet. The bus service is on Mondays and Thursdays at 10.30 am at Mickle Way and Powell Close.

ML has been the Parish Transport Rep for 25 years and would be happy to continue that role if the PC wishes. The minutes of the last meeting will be circulated when they are available. The PC are happy for ML to continue as the PT Representative. Church Hill is on the bus route and further strengthens the argument for repairs to the potholes. The grants from the parishes are sufficient for this year.

144. VILLAGE and PARISH MATTERS – To receive any updates and matters for consideration.

a) Lamppost on A40 – Cllr Waite Brown has reported that the lamp by the bus shelter has been damaged – update – the lamp post has been fixed and the item is now closed.

b) Old Cemetery hedge and wall (since Dec 2021 min.2021/120) - Cllr Leeding has found a letter from 21.11.03 addressed to the Clerk confirming that Public Amenities, SODC will take over the maintenance responsibilities for the old cemetery on 22.12.03. **Action:** Clerk to write to SODC about the safety of the cemetery wall and ask them to inspect the wall. Include reference to the 2003 letter above and copy to J Stutfield for information.

c) Mickle Way noticeboard – to consider whether the notice board is to be removed or repaired as part of spring clean-up day. ML would like to see the board being repaired as there would be nothing in Mickle Way. ML puts the minutes in there sometimes. A vote was taken for getting a replacement board – 2 in favour, 2 against, including the Chair and 2 abstained – the notice board is to be removed.

d) Forest Hill planters – discuss moving the planters, which currently cover the white gates put up to slow drivers entering the village – update when site meeting has taken place, to review the options.

e) To receive Grass Cutting Quotes for 2023 from Cllr Hobbins: no quotes have been received. As the quote is over £250 more than one quote will be required. **Action:** JH - urgent

145. VILLAGE HALL – To receive a report and updates

a. Village Hall trustees and Parish Council: the meter has been repaired as it was not recording correctly.

b. Managing Trustees report – March 2023

Current account balance £4812.64

Deposit account balance £2893.09

Total Reserves £7705.73

146. RECREATION GROUND – To receive a report, updates, and matters for consideration.

a) Rec clear-up – PC to decide on a date for the spring clean at the March meeting – PC will notify the 4PNM if they do something but only the PC will be involved in the clear-up day.

b) Purchase of new picnic benches – to consider purchasing new picnic benches ready for the clean-up day in early spring (as agreed).
Action: AWB to order benches up to £750 for use this summer

c) Changing facilities – Cllr Hobbins to update on thoughts from Stanton St John PC – ongoing, no updates.

d) Request regarding skate equipment on the rec from FH resident
- update from Cllr Hobbins – the skate park is a lot of money at £20K and will be taken off the agenda. Thame skate park is amazing. A litter pick has been done on Stanton Road. The planters and gates are in Stanton St John Parish. An article to be included in the Four Parishes with ideas for the playground – come to next meeting or write to the Clerk. Could consider having electric chargers for cars along the edge. Sports and Social Club? The playground equipment will need replacing in a few years. The safety inspection is done annually. We should be improving it and adding to it. For age 12+ children, there is nothing for them to do. PC to look at equipment and consider replacements.

147. CEMETERY – To receive a report, updates and matters for consideration.

- Request from Jennifer Kent to inter her brother's ashes in the cemetery and to erect a suitable headstone later – The PC agreed to this request and Clerk to write to JK with three options for the family to consider.

148. ALLOTMENTS – To receive a report, updates and matters for consideration:

- Plot No 4 has been let to Grace Jennings from 1.4.23
- Will, Badger Close has half of Janice's plot
- Dawn is giving up her plot
- Thomas Payne – a half plot is available. Clerk to contact TP
- Tom and Emma have let their plot to someone else
- There is a half plot spare
- Trevor's fence has collapsed.
- Rent £12.50 and £6.50 and will stay the same for this year.
- Water rates are paid by the village hall

149. COMMUNITY EMERGENCY RESILIENCE PLAN

- Annual Emergency Planning Unit Town and Parish Survey 2023 – for completion by 1st April 2023 – CM is the main emergency contact, and the Pub and Village Hall would be used for emergencies. Clerk to check with CM before sending off the form. Shotover would go to Barton Community Centre and Bayswater would go to Barton Community

Centre or other places in the village.

- 150. OALC / NALC** – to discuss any issues, all updates previously circulated - ML will remain as president of OALC until 4th July 2023. The Holford Trust – ML is one of two nominees, and the term ends in November and ML is happy to continue in that role. PC are happy for ML to continue in the role.

- The Coronation Weekend – 6-8th May 2023 – not discussed

151. LAND NORTH OF BAYSWATER BROOK:

- to consider sending responses to the planning applications – closing date Saturday 18th March 2023 – Clerk to respond to the planning applications with help from the Chair. Traffic is the main concern for Forest Hill. The full set of planning applications are available to read in Stanton St John Church.

152. INFORMATION and CORRESPONDENCE – all circulated when received.

- **Forest Hill Baby and Toddler Group** – request for grant – update – a grant of £600 was agreed and cheque to be paid in April.
- **No 8 Mickle Way** – it has been brought to the PC's attention that No 8 have extended the garden at the rear onto the Rec – Clerk to contact SOHA and request clarification – update – the SOHA Case Officer to investigate.
- **Elections on Thursday 4th May 2023:** closing date for receipt of nominations is 4th April 2023 by 4.00 pm in person. Voter ID will be needed on election day. **Action:** JH to take the forms to Abingdon next weekend. Clerk to send the election letter again to all for info. CM to send a link to all for the form.
- **Speed Awareness Wheelie Bin Stickers** – 20 mph - agreed and Clerk to order 20 mph signs.

153. DATE, TIME, AND PLACE OF NEXT MEETING:

Thursday 20th April 2023 at 7.00 pm in the Village Hall at Forest Hill - tbc

- **Agendas and Minutes** are available on the website:
[Forest Hill with Shotover Parish Council | Home \(parish-council.com\)](http://Forest Hill with Shotover Parish Council | Home (parish-council.com))