

FOREST HILL WITH SHOTOVER PARISH COUNCIL

Councillors are hereby summoned to attend a meeting to be held on
Thursday 24 June 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 29, according to the Council's Standing Orders.

PARISH COUNCIL MEETING AGENDA

- | No. | Item | |
|-----|---|---|
| 25. | APOLOGIES FOR ABSENCE | – To receive and accept. |
| 26. | DECLARATIONS OF INTEREST | – To receive requests for declarations of interests from Councillors relating to items on the Agenda. |
| 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 | |
| 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. |
| 29. | PUBLIC FORUM | – To facilitate public participation. |
| | a) Members of the public | are welcome to raise matters of concern or ask questions of the council. |
| 30. | MINUTES OF LAST ANNUAL MEETING OF THE PARISH COUNCIL | held on Thursday 6 May 2021 - previously circulated – To confirm. |
| 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 | An update to the plan was not required. New lease, plan and declaration to be signed by Chairman and Vice Chairman |
| 32. | OCC and SODC MATTERS | - To receive reports. |
| 33. | PLANNING | |
| | a) 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. |
| | ii) Decisions | There were none at time of writing Agenda. |
| 34. | FINANCE | |
| | a) 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>)
	83,256.30
Earmarked reserves	<u>10,000.00</u>
ii) Total available funds	£ <u>73,256.30</u>
iii) Receipts included in above total	
Precept – 1 st 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
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 svcs to recreation ground Oct'20-Apr'21	173.80
 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	
 d) Financial items for agreement and authorisation:	
i) End of year 2020/21 figures and budget comparison – previously circulated.	
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 – previously circulated – To authorise.	
35. CLERK / RFO – To receive a report.	
36. GOVERNANCE – To receive any reports, updates and matters for consideration.	
i) Online banking (since Feb 2021 min.2021/159ii). – To consider.	
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.	
iii) Web Assessability Audit Report – previously circulated – To accept and authorise.	

37. **BUS SERVICE and TRANSPORT** - To receive a report.
38. **VILLAGE and PARISH MATTERS** – To receive reports, updates and any matters for consideration.
- i) **Grass cutting** - To receive an update.
- ii) **The wooden bollards at the end of Mickle Way are rotting** (since June 2019 min.2019/28e). SOHA to assess repair under 2021 budget.
Ongoing. Action: Clerk to follow up with SOHA.
- iii) **The new notice boards for the Village Hall and Bayswater Mill** (since April 2021 min.2021/187i).
Action: Cllrs. Waite Brown and Hobbins.
- iv) **Dog bins** – to review emptying schedule and number of bins
- v) **SODC deep clean services - 27-29/07/21** – to consider areas of village to request cleaning services.
39. **VILLAGE HALL** - To receive a report, updates and any matters for consideration.
- i) **VH committee report**
- ii) **Cllr. Leeding’s paper** - Possible provision of Broadband to the village hall – previously circulated.
- iii) **Possible re-opening and re-imaging of the village hall.**
40. **RECREATION GROUND** - To receive a report, updates and matters for consideration.
- 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.
- i) Clerk’s feedback on a recently attended Cemetery management course – previously circulated.
42. **ALLOTMENTS** - To receive a report, updates and any matters for consideration.
43. **COMMUNITY EMERGENCY RESILIENCE PLAN** – To receive an update
- i) **Community Emergency Planning Survey – response requested** (since April 2021 min.2021/188i).
Action: Clerk will respond.
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.
46. **DATE, TIME AND PLACE OF NEXT MEETING** – To confirm. Thursday 12 August, 2021 at 7pm in the Village Hall.