

FOREST HILL WITH SHOTOVER PARISH COUNCIL

Councillors are hereby summoned to attend a meeting to be held on **Thursday 16th March 2023 at 7.00pm in Forest Hill Village Hall**

Members of the public and press are welcome to attend. Members of the public may make representations to the council under item 175, according to the Council's Standing Orders.

Signed:

Sue Cox, Clerk/RFO to the Parish Council

PARISH COUNCIL MEETING AGENDA

No. Item

- 133. APOLOGIES FOR ABSENCE** – To receive and accept.
- 134. DECLARATIONS OF INTEREST** – To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 135. PUBLIC FORUM** – To facilitate public participation. Members of the public are welcome to raise matters of concern or ask questions of the council.
- 136. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 26th January 2023 – previously circulated – to confirm.
- 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.
 - **Bank account balances and updating contact details and telephone banking** – update from Chairman.
 - **Payroll and Pension** – to consider a quote for outsourcing the payroll service for the Clerk – update from Chairman.
 - **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 if available.
- 138. OCC and SODC MATTERS** – To receive reports from the County and District Councillor

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

Keepers 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.

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.

P23/S0657/FUL

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

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

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.

d) **Clerk’s pay and expenses** - unpaid from November to March 2023

141. **CLERK / RFO** – To receive a report.

a) **Solar speed limiter** – to receive a report on costings from the Clerk

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.

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

a) **Lampost on A40** – Cllr Waite Brown has reported that the lamp by the bus shelter has been damaged – update.

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.

c) **Mickle Way noticeboard** – to consider whether the notice board is to be removed or repaired as part of spring clean-up day.

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

e) **To receive Grass Cutting Quotes for 2023 from Cllr Hobbins:**

145. **VILLAGE HALL** – To receive a report and updates

a. **Village Hall trustees and Parish Council:**

b. **Managing Trustees report – March 2023**

Current account balance £tbc

Deposit account balance £tbc

Total Reserves £tbc

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.

b) Purchase of new picnic benches – to consider purchasing new picnic benches ready for the clean-up day in early spring (as agreed).

c) Changing facilities – Cllr Hobbins to update on thoughts from Stanton St John PC

d) Request regarding skate equipment on the rec from FH resident - update from Cllr Hobbins after the spring clean event on 18th March.

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.

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

- Request from Thomas Payne for an allotment if there are any available.
- Allotment fees due at the end of March – review and agree for 2023
- Allotment holders list

149. COMMUNITY EMERGENCY RESILIENCE PLAN

- Annual Emergency Planning Unit Town and Parish Survey 2023 – for completion by 1st April 2023

150. OALC / NALC – to discuss any issues, all updates previously circulated.

- The Coronation Weekend – 6-8th May 2023

151. LAND NORTH OF BAYSWATER BROOK:

- to consider sending responses to the planning applications – closing date Saturday 18th March 2023

152. INFORMATION and CORRESPONDENCE – all circulated when received.

- **Forest Hill Baby and Toddler Group** – request for grant – update
- **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.
- **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.
- **Speed Awareness Wheelie Bin Stickers** – 20 mph

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

Thursday 13th April 2023 at 7.00 pm in the Village Hall at Forest Hill

- **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))