

**FOREST HILL WITH SHOTOVER PARISH COUNCIL  
PARISH COUNCIL MEETING AGENDA**

**Councillors** are hereby summoned to attend a meeting to be held on  
**Thursday 18<sup>th</sup> May 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*

**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:**
  - A) Election of Vice Chairman
  - B) Election of Internal Financial Controller
- 5. PARISH COUNCIL ANNUAL DOCUMENTS:**
  - 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 statement and report
  - viii) Internal Financial Controls Policy
- 6. PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 7. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 20<sup>th</sup> April 2023 – previously circulated – to confirm.
- 8. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
  - **Telephone banking**

- **Old Cemetery hedge and wall**
  - **Stile on Footpath No 1 - from Main Street across Gerald Williams' field and down the bank into Shotover land**
  - **Speed Awareness Wheelie Bin Stickers**
  - **CIL (Community Infrastructure Levy)**
  - **Church Hill**
  - **No 8 Mickle Way – garden fence**
9. **OCC and SODC MATTERS** – To receive reports from the County and District Councillor
10. **PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.

**Applications:** None

**Decisions:**

**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.

**Planning Permission on 18th April 2023**

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

**a) Balances at bank** – as of 1<sup>st</sup> March 2023 - statement for April and May not received at the time of writing the agenda.

Business Reserve Account	£29,348.87
Current Account	<u>£28,690.91</u>
Sub Total	£58,039.78
<b>Less: Unpresented cheques</b>	<u>£4495.20</u>
Sub Total	£53,544.58
<b>Less: CIL balance</b>	£22,583.77
<b>Less: Earmarked reserves</b>	<u>£10,000.00</u>
Total available funds	£20,960.81

Receipt included in above figure

Business account interest £20.25

**b) Payment requests**

Admin to the Parish Council – April	£563.15
Chapman Worth – Payroll services	£136.00
Tactical Facilities Management Ltd - April	£51.55

**12. CLERK / RFO:**

- Printer

**13. SECTION 137 EXPENDITURE:**

**14. BUS SERVICE and TRANSPORT:**

**15. VILLAGE and PARISH MATTERS:**

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

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

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

Current account balance £tbc

Deposit account balance £tbc

Total Reserves £tbc

**17. RECREATION GROUND:**

**a) Rec clear-up - update**

**b) Purchase of new picnic benches – update**

**c) Changing facilities – update**

**d) PC to draft an article for the Four Parishes News Magazine asking for ideas for the Rec.**

**18. CEMETERY:**

- Poppy Wreath

- Grass and strimming

- Fees

- Remainder of the tree recently cleared away is suffering from rot

**19. ALLOTMENTS:**

**20. COMMUNITY EMERGENCY RESILIENCE PLAN – consent forms**

**21. OALC / NALC - all updates previously circulated.**

- Training and Events email

**22. LAND NORTH OF BAYSWATER BROOK:**

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

Dawn Dunbar email 16/4/23 – woods at the bottom of the recreation field and removing dead wood and rubbish to make it a nicer path to walk through.

Michael's Tree Services – quotation for cutting back trees and branches from 5 streetlamps in Forest Hill and Church Hill - £380

RoSPA Play Safety – invitation to book an inspection in July 2023

Waste Facility Tours for Parish Cllrs in 2023

Clean Slate – donation request letter

Cllr Tim Bearder – remedial work for the 20 mph signs

Steven Corrigan – Post Election Forms and Code of Conduct Briefing on Thursday 15<sup>th</sup> June 2023

OPFA – Playground Inspection Training on Thursday 15<sup>th</sup> June 2023

**24. DATE, TIME, AND PLACE OF NEXT MEETING:**

Meeting of the Parish Council on Thursday 22<sup>nd</sup> June 2023 at 7.00 pm in the Village Hall at Forest Hill

- **Agendas and Minutes** are available on the notice boards and website: Forest Hill with Shotover Parish Council | Home (parish-council.com)