

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

**Councillors** are hereby summoned to attend a meeting to be held on **Thursday 20<sup>th</sup> April 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**

- 158.   APOLOGIES FOR ABSENCE** – To receive and accept.
- 159.   DECLARATIONS OF INTEREST** – To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 160.   PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 161.   MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 16<sup>th</sup> March 2023 – previously circulated – to confirm.
- 162.   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. Cllr Leeding has offered to collect the documents from the bank in Oxford with the PC's permission.
  - **Telephone banking** – update from Chairman.
  - **Payroll and Pension Service for Clerk** – update from Chairman
  - **Clerk's pay and expenses** - unpaid from 14<sup>th</sup> November to March 31st, 2023
  - **Old Cemetery hedge and wall** (since Dec 2021 min.2021/120) - Cllr Leeding has found a letter from 21.11.03 addressed to the previous Clerk confirming that Public Amenities, SODC will take over the maintenance responsibilities for the old cemetery on 22.12.03 - update

if available

- **Stile on Footpath No 1 - from Main Street across Gerald Williams' field and down the bank into Shotover land** – the Clerk has reported the problem to Fix My Street/Countryside Services and the item has not been processed yet.
- **Speed Awareness Wheelie Bin Stickers** – 20 mph - Clerk to order
- **CIL (Community Infrastructure Levy)** – To discuss how CIL money should be spent.
- **Church Hill** – potholes and dangerous road surfaces.

**163. OCC and SODC MATTERS** – To receive reports from the County and District Councillor

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

**Applications:**

**P23/S1098/HH**

**46 Turner View, Barton, OX3 8GG**

Erection of a single storey outbuilding to be used as office/hobby space.

**Decisions:**

**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.

**Listed Building Consent granted on 27th March 2023**

**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.

**Planning Permission granted on 27th March 2023**

**P23/S0160/S73**

**Bayswater Farm, Bayswater Farm Road, near Barton, OX3 8BY**

Variation of Condition 2 (approved plans) following planning permission P22/S0519/FUL for internal alterations comprising the insertion of a wall at the end of each of the bedrooms to create a small self-contained study.

The erection of two apartments accessed from Bayswater Farm Road

**Planning Permission granted on 13th March 2023**

**P22/S4605/LDP**

**The Oaks, Old Road, Shotover, OX3 8TA**

Garden store.

**The proposal is not lawful and therefore the certificate of lawful development is refused.**

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

**a) Balances at bank** – as of 1<sup>st</sup> March 2023 - statement for April 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:</b> Unpresented cheques	<u>£2415.31</u>
Sub Total	£55,624.47
<b>Less:</b> CIL balance	£22,583.77
<b>Less:</b> Earmarked reserves	<u>£10,000.00</u>
Total available funds	£23,040.70
Receipt included in above figure	
Business account interest	£20.25

**b) Payment requests**

TFM dog bins - March	£51.55
Otmoor Flyer Organising Group grant	£750.00
FH Baby and Toddler Group grant	£600.00
OPFA Membership 2023/24	£45.00
Smart wheelie 20 mph stickers	£tbc

**c) Remittance Advice:**

1 <sup>st</sup> Half Precept 2023/24	£9,250.00
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**166. CLERK / RFO (Responsible Finance Officer)** – To receive a report.

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

**b) Oxon SA** - Official notification to submit your authority's return 2022/2023 (AGAR (Annual Governance and Accountability Return)) by 30<sup>th</sup> June 2023

**The Pensions Regulator** – Re-enrolment and Declaration to complete by 6<sup>th</sup> May and 5<sup>th</sup> October 2023.

for **Arvato and Thames Water** – telephone call regarding the water supply for the Recreation Ground and outstanding bill of £370.04 from 4.12.21 to 24.04.22.

**167. SECTION 137 EXPENDITURE:** £750 for Otmoor Flyer Bus

**168. BUS SERVICE and TRANSPORT** – To receive reports.

**a) Comet Service** – £750 grant agreed and cheque to be paid at the April meeting.

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

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

**b) 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.

**c) Fix My Street** – items for the Clerk to report to FMS

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

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

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

Current account balance £5,141.64

Deposit account balance £2,895.93

Total Reserves £8,037.57

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

**a) Rec clear-up** – to decide on a date for a PC-only spring clean.

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

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

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

for ideas for the Rec.

**172. 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 – update from Clerk
- Joe Smith – Cemetery Tree – fallen branches – offer to clear up the fallen section and take away the wood and brash.

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

**174. COMMUNITY EMERGENCY RESILIENCE PLAN** – Annual Community Emergency Planning Unit Survey 2023 and Parish GDPR (General Data Protection Regulation) consent form 2023 to be completed and returned to OCC.

**175. OALC / NALC (National Association of Local Councils)** – to discuss any issues, all updates previously circulated.

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

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

- **Forest Hill Baby and Toddler Group** – £600 grant awarded, and cheque will be prepared for the April meeting.
- **No 8 Mickle Way** – update letter from SOHA Housing Officer.
- **Elections on Thursday 4<sup>th</sup> May 2023:** Statement of Persons Nominated for District and Parish Councils – see website and notice boards
- **Distribution S-14(2) NOTICE - Temporary Road Closure and “No Waiting” restriction at T11863 Forest Hill with Shotover, A40 Layby E-B V2 (near Forest Hill) from 26/06/2023 to and include 29/06/2023 (full closure 24hrs each day).**

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

Annual Meeting of the Parish Council on Thursday 18<sup>th</sup> May 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 \(parish-council.com\)](http://Forest Hill with Shotover Parish Council | Home (parish-council.com))