

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

**Councillors** are hereby summoned to attend a meeting to be held on **Thursday 3<sup>rd</sup> August 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**

- 46.   APOLOGIES FOR ABSENCE** – To receive and accept.
- 47.   DECLARATIONS OF INTEREST** – To receive requests for declarations of interests from Councillors relating to items on the agenda.  
- reminder to Cllrs to complete their Register of Interests form and return to Democratic Services asap
- 48.   PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 49.   MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 22<sup>nd</sup> June 2023 – previously circulated – to confirm.
- 50.   UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- Online banking and updating Bank Mandate to add more signatories
  - SODC and Old Cemetery hedge and wall
  - Church Hill potholes
  - No 6, 8 and 10 Mickle Way – garden fences
  - Stiles and Footpaths
- 51.   OCC and SODC MATTERS** – To receive reports from the County and District Councillor  
- 20-mph signs – making the signs more visible. PC to advise TB what needs to be done for each sign.

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

**Applications:**

**P23/S2121/PDS**

Oak Apples, Old Road, Shotover Hill, OX3 8TA  
Enlargement of a dwellinghouse by the construction of 1 additional storey with new windows matching existing ground floor windows positions.  
Proposed new roof with same roof pitch as existing roof.

**P23/S2296/LDP**

Milton Cottage, Main Street, Forest Hill, OX33 1DY  
Install solar panels onto the existing main roof of the property.  
No comments required from the Parish Council

**P23/S2164/HH**

Manor Farm, Main Street, Forest Hill, OX33 1EB  
Erection of oak framed garden room to rear of existing dwelling.

**Decisions:**

**P23/S1845/DIS**

Mulberry House, The Ridings, Shotover Hill, OX3 8TB  
Discharge of conditions 3(surface water drainage works) & 4(foul drainage works) on application P22/S2488/FUL Demolition of the existing single storey side extension, construction of a two-storey side extension and the sub-division of existing property to form additional dwelling and associated infrastructure (as approved under application P21/S5236/FUL) with the inclusion of a single storey side extension.  
Fully Discharged on 13th July 2023

**P23/S1764/FUL**

Home Farm, Shotover Estate, Wheatley, OX33 1QP  
Change of use of part of the central range from general agricultural use to category B8 storage.  
Planning Permission granted on 3rd July 2023

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

**a) Balances at bank – as of 30<sup>th</sup> June 2023**

|                          |                   |
|--------------------------|-------------------|
| Business Reserve Account | £29,453.10        |
| Current Account          | <u>£30,605.51</u> |
| Sub Total                | £60,058.61        |

|                                  |                   |
|----------------------------------|-------------------|
| <b>Less:</b> Unpresented cheques | £7,130.23         |
| Sub Total                        | £52,928.38        |
| <b>Less:</b> CIL balance         | £22,583.77        |
| <b>Less:</b> Earmarked reserves  | <u>£10,000.00</u> |
| Total available funds            | £20,344.61        |
| Receipt included in above figure |                   |
| Business account interest        | £27.81            |

**b) Payment requests**

|   |                |
|---|----------------|
| Admin to the Parish Council – June            | £424.40        |
| Admin to the Parish Council - July            | £424.40        |
| Summer Planters – purchase of plants          | £66.00         |
| Starboard Systems Ltd – Annual Sub 1.9.23     | £345.60        |
| A Waite Brown – Picnic benches reimbursement  | £527.00        |
| A J Gallagher Insurance Brokers Ltd - renewal | £1866.93       |
| Tactical Facilities Management Ltd - June     | £51.55         |
| Green Scythe Ltd - June                       | £1140.00       |
| Michael's Tree Services – branches removed    | £380.00        |
| HMRC – PAYE to 5 <sup>th</sup> August         | <u>£106.00</u> |
| £5,225.88                                     |                |

**54. CLERK / RFO:**

- PC Laptop not charging – consider purchase of a new laptop
- 20-mph wheelie bin stickers available to collect at the meetings
- 2022/23 AGAR and Internal Audit

**55. SECTION 137 EXPENDITURE:**

**56. BUS SERVICE and TRANSPORT:**

**57. VILLAGE and PARISH MATTERS:**

- Defibrillator inspection to be arranged
- Poppy Wreath for Remembrance Day

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

**a. Managing Trustees report – July 2023**

|                         |      |
|-------------------------|------|
| Current account balance | £tbc |
| Deposit account balance | £tbc |

Total Reserves                      £tbc

**59. RECREATION GROUND:**

- a) Installation of new picnic benches – update
- b) Changing facilities – update

c) Playground Inspection booked for July – report due

**60. CEMETERY:**

**61. ALLOTMENTS:**

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

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

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

- Tracy Morton - Church Hill, Main Street, road resurfacing - TM has forwarded the PC's email to the team who would be dealing with these works, for information.
- Tracy Morton - Church Hill, Forest Hill – TM to look at this road when next in the area and raise any defects that meet OCC's intervention levels to be fixed. TM also suggested it would help if this issue was raised via FMS (FixMyStreet) so that it is recorded in the correct way.
- Gallagher Insurance Brokers Ltd - Forest Hill with Shotover Parish Council and The Management Trustees of the Village Hall Renewal Quote - £1866.93 for renewal by 20<sup>th</sup> August 2023.
- Temporary Traffic Regulation Order – S14 Road Traffic Regulation Act 1984. Temporary Road/Bridleway/Footpath Closure – at Forest Hill, Main Street & Church Hill - In the interests of public safety, it will be necessary for Oxfordshire County Council to close the Main Street & Church Hill at Forest Hill to facilitate survey works. A Temporary Traffic Regulation Order (TTRO) is being made to implement the temporary closure and will operate from 31/07/2023. The estimated duration of the works is 10 nights (each night from 20:00hrs to 06:00hrs).
- Ruth Lowe – request for an allotment – forwarded to Bruce Davies
- OALC - Online Banking – recommendations - OALC is unable to make any recommendations, but most online banks offer dual or triple authorisation when making payments.
- Community First Oxfordshire - Conference 2023 - Community-led Stewardship: Shaping Resilient, Sustainable Places on Friday 15 September 2023 @ Chesterton Community Hall, Oxfordshire, 10:00 – 14:00 (followed by lunch)
- Switchboard FREE - Please be aware that for future reference calls that are redirected to mobiles and landlines do come at an out-of-bundle cost of 3 pence per minute for landlines and 6 pence per minute for mobiles.
- OALC - Private house extending onto leased land – advice received to speak to landowner first.
- Steven Corrigan, Democratic Services – reminder to Cllrs to complete Register of Interest forms (new 2022 version). Completed forms can be submitted electronically to [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk) or in hard copy to Democratic Services, South Oxfordshire and Vale of White Horse District Councils, Abbey House, Abbey Close, Abingdon

OX14 3JE.

- Press Release: Free electric blanket tests coming to Oxfordshire this autumn on Monday 18 September – Oxford City and Tuesday 19 September – South Oxfordshire. They must be pre-booked by phoning 01865 895999 or emailing [duty.officer@oxfordshire.gov.uk](mailto:duty.officer@oxfordshire.gov.uk)

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

Meeting of the Parish Council on **Thursday 14<sup>th</sup> September 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://parish-council.com)