

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

**Councillors** are hereby summoned to attend a meeting to be held on **Thursday 7<sup>th</sup> December 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**

- 107.   APOLOGIES FOR ABSENCE** – To receive and accept.
- 108.   DECLARATIONS OF INTEREST**  
- To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 109.   PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 110.   MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 19<sup>th</sup> October 2023 – previously circulated – to confirm.
- 111.   UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- 112.   OCC and SODC MATTERS** – To receive reports from the County and District Councillor Tim Bearder
- 113.   PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.

**Applications:**

**P22/S4618/O**

**Land North of Bayswater Brook near Barton – Amendment No 3**

Outline Planning permission for up to: 1. 1,450 new dwellings (Class C3), 2. 120 units of Assisted Living dwellings, with ancillary communal and care facilities (Class C2/C3), 3. 560 sq.m of new community use buildings (Class F2), 4. 500 sq.m of new commercial/business/service buildings/health provision (Class E), 5. 2,600 sq.m of new Primary School (Class F1), 6. Creation of areas of green infrastructure, including areas of

open space, allotments, habitats, recreation facilities and public park areas, 7. Associated transport, parking, access, surface water and utility infrastructure works. Full planning permission for: 1. Change of Use to Class E and associated refurbishment works to the Main Barn and 3no. curtilage barns at Wick Farm, 2. Change of Use to Class F1 and associated refurbishment works to the Wick Farm Well House building, 3. Erection of New Build barn-style building (Class E), 4. Erection of New Build building containing back-of-house facilities for the Main Barn-style building (Class E), 5. Erection of New Build Community Space building (Class F2), 6. Associated transport, parking associated with the local centre, access and utility infrastructure works, 7. Demolition of identified buildings, 8. Associated landscaping, public realm and market garden.(amended documentation received 19 September and as amended and amplified by information received 29 November 2023). (Hard copies on the Environmental Statement can be found at South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon OX14 3JE and Barton Library, Barton Neighbourhood Centre, Underhill Circus, Headington OX3 9LS).

**Decisions:**

**P23/S1450/FUL**

**5 Shotover Kilns, Shotover Hill, OX3 8ST**

Proposed demolition of existing residential structure and existing garage with canopies. Erection of a new residential two-storey dwelling with associated landscaping (As amended and amplified by plans and information received 25 October 2023).

Planning Permission granted on 4<sup>th</sup> December 2023

**P23/S2833/FUL**

**Field - part of the Shotover Estate Land, 1 Shotover Estate, Wheatley, OX33 1QN**

Provision of a temporary Works /CDM compound to support essential upgrades to the electrical infrastructure of overhead lines and underground cables managed and owned by SSEN in the Wheatley area. (as amplified by drainage information received from agent attached to email dated 16 October 2023 and surfacing/drainage drawing received 27 October 2023).

Planning Permission granted on 17<sup>th</sup> November 2023

**P23/S3251/LB**

**White Horse Cottage, Wheatley Road, Forest Hill, OX33 1EH**

Replace existing single rotten wooden glazed windows with same style in wooden double-glazed units.

Listed Building Consent granted on 6<sup>th</sup> November 2023

**P23/S2541/HH**

**3 Wheatley Road, Forest Hill, OX33 1EH**

Dormer windows to side and rear and rooflight to front to allow for a loft conversion. (As amended by revised drawing no 23 2020 01 Rev B received 16 October 2023).

Planning Permission granted on 20th October 2023

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

**a) Balances at bank –**

Business Reserve Account - Nat West	£29,555.33	at 29.09.23
Current Account – Nat West	£13,657.82	at 30.10.23
Unity Current Account	£10,055.60	at 30.11.23
Unity Reserve Account	£0	at 30.11.23
<b>Sub Total</b>	<b>£53,268.75</b>	

<b>Less:</b> Unpresented cheques	£1099.75
<b>Sub Total</b>	<b>£52,169.00</b>

<b>Less:</b> Earmarked reserves	£10,000.00
<b>Less:</b> Earmarked reserves traffic calming	<u>£30,000.00</u>

Total available funds **£12,169.00**

CIL balance £22,583.77

Receipts included in above figure	
Business account interest Nat West	£69.11
D L Hancock – Burial Fee	£350.00

**b) Payment requests – by cheque**

Admin to the Parish Council - November	£424.40
HMRC to 5 <sup>th</sup> December 2023	£212.20
The Howe Trust - Christmas Hamper - grant	£150.00
The Childrens' Air Ambulance Service	£250.00
A Waite Brown – reimbursement for planters	£46.00
Tactical Facilities Management Ltd - October	£51.55
Tactical Facilities Management Ltd - November	£77.33
Green Scythe Ltd – October grass cutting	£516.00
Jane Olds – Internal Audit 2023	£275.00
Reids Playground Maintenance Ltd - repairs	£2658.00

**Online Banking**

A Waite Brown – Your Parking Sign - reimburse	£38.76
A Waite Brown – Your Parking Sign - reimburse	£12.74

**c) Scribe Reports:** Bank Reconciliation at 31/10/23 - Chair to approve and sign

**d) Internal Financial Audit** to be completed by Cllr Clare Massey for October to December 2023

- e) **To consider** transferring funds to the Unity Trust Bank account.
- f) **To consider** the Quarterly Budget review and agree Budget figures for 2024/25
- g) **To consider** the Precept amount for 2024/25 - form to be returned by 15<sup>th</sup> January 2024
- h) **To confirm** the bank signatories for Unity Trust Bank

**115. CLERK / RFO:**

- 2022/23 AGAR and Internal Audit - letter of acknowledgement of receipt of AGAR received 28.11.23
- Jane Olds, Internal Auditor – report and invoice for 2022/23
- Rachel Brown, Internal Auditor – Letter of Engagement 2023/24
- NALC/SLCC Pay Award for the Clerk
- Clerk’s Appraisal – date
- 2022/2023 Annual CIL declaration – by 31.12.23
- Updates on Scribe's Services & Pricing – increase of £4.80/mth

**116. SECTION 137 EXPENDITURE:**

- £150 The Howe Trust Christmas Hamper Initiative
- £250.00 The Childrens’ Air Ambulance Service

**117. BUS SERVICE and TRANSPORT:**

- Report from the PTR

**118. VILLAGE and PARISH MATTERS:**

- Biffa and Green Bins – missed collections
- New FixMyStreet updates on report: 'Road Humps - road markings worn away' - Investigate Complete
- P Miller - Flooding of road at Forest Hill Turn
- Grant funding for Forest Hill Baby and Toddler Group – feedback from JS

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

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

Current account balance	£6573.24
Deposit account balance	£2911.30
Total Reserves	£9484.54

Over the next few months, the VHC will be spending a fair amount on necessary repairs etc to the hall.

**120. RECREATION GROUND:**

- a) Changing facilities – update
- b) Playground Inspection – routine, and any actions

**121. CEMETERY:**

- Faculty Notifications from The Church of England for the repair of 5 churchyard memorials to include laying new mortar beds to memorial

bases and re-fixing memorials in their correct position using stainless steel rods in the Old Cemetery.

**122. ALLOTMENTS:**

- To agree allotment fees for 2024

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

**124. LAND NORTH OF BAYSWATER BROOK:** response to planning application amendment No 3, due by 14<sup>th</sup> December 2023.

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

- Citizen's Advice – request for financial support
- Wheatley Park School Prize Giving on 13<sup>th</sup> December 2023 – carry over of prize money from last year's cancelled event.
- Dr R Green - Dog Walkers exercising a large number of dogs on Shotover
- OCC - School Admissions Poster for Reception Applications – deadline 15<sup>th</sup> January 2024 for applications
- TTRO (T12819) Temporary Road Closure - Headington, Eastern Bypass Road – 12-13 January 2024 for upgrading of mobile telecommunications equipment

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

Meeting of the Parish Council on **Thursday 18<sup>th</sup> January 2024** at 7.00 pm in the Village Hall at Forest Hill. Dates for 2024 to be confirmed.

- **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))