

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

Councillors are hereby summoned to attend a meeting to be held on **Thursday 19th October 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

- 87. APOLOGIES FOR ABSENCE** – To receive and accept.
- 88. 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.
- 89. PUBLIC FORUM** – To facilitate public participation.
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 90. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 14th September 2023 – previously circulated – to confirm.
- 91. 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 – update on Unity Trust Bank
 - SODC and Old Cemetery hedge and wall – update from meeting held on 15.09.23
 - Stiles and Footpaths – handrail for stile on footpath 1 and update on blocked footpath between Keepers Cottage and Rugby Club at Holton. Update on Polecat Lane stile.
- 92. OCC and SODC MATTERS** – To receive reports from the County and District Councillor Tim Bearder
- 93. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.
Applications:

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.

P23/S3144/HH

The Sun Trap, Main Street, Forest Hill, OX33 1EG

Demolition of existing outbuildings and proposed construction of two replacement outbuildings.

Decisions:

P23/S1700/DIS

Stable building to the south of The Orchard, The Ridings, Shotover Hill, OX3 8TB

Discharge of conditions 7(surface water drainage), 8(foul water drainage) & 10(tree protection) P21/S3064/FUL (Change of use of stable to provide self-contained 1-bed dwelling).

Fully Discharged on 10th October 2023

P23/S2747/S73

Monks Farm House & Monks Farm Cottage, Shotover Hill, OX3 8TD

Variation of condition 11 (Landscaping Scheme) on application reference number P19/S1295/FUL. (Phased) Demolition of two existing dwellings and outbuildings and erection of two replacement dwellings with gardens and new outbuilding and associated works. Continued use of existing buildings within walled area for storage of grounds maintenance equipment and sundries and its maintenance) - to allow provision of the landscaping for the first new house to be undertaken and allow occupancy of the first new dwelling.

Planning Permission granted on 5th October 2023

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

a) Balances at bank – as of 29th September 2023

Business Reserve Account	£29,555.33
Current Account	<u>£25,588.65</u>
Sub Total	£55,143.98
Less: Unpresented cheques	£ 819.54
Sub Total	£54,324.44
Less: Earmarked reserves	£10,000.00
Less: Earmarked reserves traffic calming	<u>£30,000.00</u>
Total available funds	£14,324.44
CIL balance	£22,583.77

Receipt included in above figure
Business account interest £69.11

b) Payment requests

Admin to the Parish Council - September	£424.40
Admin to the Parish Council - October	£424.20
HMRC – PAYE Qtr. 2 to 5 th October	£28.89
Tactical Facilities Management Ltd - September	£51.55
Chapman Worth – Payroll Services to September	£276.00

c) Scribe Reports:

Bank Reconciliation at 29/09/23 - Chair to approve and sign

d) **Internal Financial Audit** to be completed by Cllr Clare Massey for Mar-June and July to September 2023

e) **To consider** transferring funds to the Unity Trust Bank account.

95. CLERK / RFO:

- 2022/23 AGAR and Internal Audit

- Section 1 – Annual Governance Statement to complete and approve
- Section 2 – Accounting Statements to be approved
- The Certificate of Exemption to be approved

96. SECTION 137 EXPENDITURE:

97. BUS SERVICE and TRANSPORT:

- Report from the PTR
- OCC Proposals for improved rural transport: – update if available from the PTR

98. VILLAGE and PARISH MATTERS:

- Request for funding for the Forest Hill Baby and Toddler Group for 2024
- Website enquiry – footpaths and overhanging trees and shrubs
- Bruton Knowles – Thames Water Works – starting October 2023
- Request for Assistance with Speed Control on Church Hill Street
- Unchecked Defibrillator – notification from The Circuit
- The Howe Trust Christmas Meal Campaign for children receiving free school meals – request for a small donation
- Request for a local person to repair Stile No 1 and install a handrail

99. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – September 2023

Current account balance	£6499.38
Deposit account balance	£2906.31
Total Reserves	£9405.69

We are progressing with a schedule for minor repairs/decorating, plus repair of damage/weak points in the floor

100. RECREATION GROUND:

- a) Changing facilities – update
- b) Playground Inspection report and actions – update on repairs

101. CEMETERY:

- Request for Memorial in the Old Cemetery – permission to be granted by the Church not the PC
- Request for Memorial plaque in the cemetery
- Request for Burial in the cemetery on 27.09.23
- Request for information about installing a memorial in the cemetery

102. ALLOTMENTS:

103. OALC / NALC - all updates previously circulated.

104. LAND NORTH OF BAYSWATER BROOK: response to planning application amendments due by 30th October 2023.

105. INFORMATION and CORRESPONDENCE – all circulated when received.

- Temporary Road Closure and No Waiting Restriction at - Stanton St John & Forest Hill, B4027 Wheatley Rd (Site-34). A temporary Notice is being made to implement the temporary closure and will operate **from 22/10/2023 to 27/10/2023 (each night from 20:00hrs to 06:00hrs).**
- The Children’s Air Ambulance Service – request for donation
- Age Uk Oxfordshire – AGM on Friday 3rd November 2023
- Direct Services from Oxfordshire Direct Services
- Community First Oxfordshire – AGM – Wednesday 8th November 2023

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

Meeting of the Parish Council on **Thursday 30th November 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)**