

**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> January 2024 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**

- 127. APOLOGIES FOR ABSENCE** – To receive and accept.
- 128. DECLARATIONS OF INTEREST**  
- To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 129. PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 130. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 7<sup>th</sup> December 2023 – previously circulated – to confirm.
- 131. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- A new stile to be installed in the Spring.
  - Church Hill and solar sign.
  - New battery for the speed sign near the Rec
  - Traffic survey – Clerk to respond to the letter
  - Clerk to write to Highways re letter dated December 2022 to ask for the costs of a speed survey, and we could use the information for traffic calming on B4027 at the entrances to the village.
- 132. OCC and SODC MATTERS** – To receive reports from the County and District Councillor Tim Bearder
- 133. 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 5**

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).

Comments to SODC by 18<sup>th</sup> January 2024

### **P23/S4305/HH**

#### **Far Outlook, Old Road, Shotover Hill, OX3 8TA**

Rear single storey extension, extension to existing two storey stair tower. Removal of existing bay windows to rear and construction of two new bays. Fenestration alterations to existing house. Balcony over single storey extension.

Comments to SODC by 20<sup>th</sup> January 2024

### **P23/S4196/LDP**

#### **Certificate of Lawful Development for Oak Apples, Old Road, Shotover Hill, OX3 8TA**

Proposed demolition of existing conservatory & replace with single storey 4m side extension. Proposed single storey 4m rear extension.

No comments required

### **Decisions:**

### **P23/S4196/LDP**

#### **Oak Apples, Old Road, Shotover Hill, OX3 8TA**

Proposed demolition of existing conservatory and replace with single

storey 4m side extension. Proposed single storey 4m rear extension.  
Certificate of Lawful Use or Development on 18th December 2023

**Appeals:**

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER S78  
AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION

Site Address: Manor Farm, Main Street, Forest Hill, OX33 1EB

Description of development: Erection of oak-framed garage.

Application reference: P23/S2038/HH

Appellants name: Prime Oak

Appeal reference: APP/Q3115/D/23/3332345

Appeal start date: 21st December 2023

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

**a) Balances at bank –**

Business Reserve Account - Nat West	£29,662.30	at 31.12.23
Current Account – Nat West	£8147.59	at 31.12.23
Unity Current Account	£9993.53	at 31.12.23
Unity Reserve Account	£0	at 31.12.23
<b>Sub Total</b>	<b>£47,803.42</b>	

<b>Less:</b> Unpresented cheques	£0	
Sub Total	<b>£47,803.42</b>	

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

Total available funds **£7,803.42**

CIL balance £22,583.77

Receipts included in above figure  
Business account interest Nat West £106.97

**b) Payment requests – by Cheque and Online Banking**

Admin to the Parish Council - December	£424.40
HMRC to 5 <sup>th</sup> December 2023 - Qtr 3	£106.00
The Childrens' Air Ambulance Service	£250.00
Tactical Facilities Management Ltd - December	£51.55
Chapman Worth – payroll services 3 months	£138.00
Citizen's Advice – S137 donation	£500.00

**c) Scribe Reports:** Bank Reconciliation as at 30/11/23 and 31/12/23 -  
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 confirm** the bank signatories for Unity Trust Bank

**135. CLERK / RFO:**

- Rachel Brown, Internal Auditor – Internal Audit Questionnaire 23/24
- NALC/SLCC Pay Award for the Clerk - to confirm
- Clerk's Appraisal – date

**136. SECTION 137 EXPENDITURE:**

Citizen's Advice donation £500.00

**137. BUS SERVICE and TRANSPORT:**

- Report from the PTR

**138. VILLAGE and PARISH MATTERS:**

- Damaged solar light on the A40
- Solar light by bus stop is broken

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

**a. Managing Trustees report – January 2024**

Current account balance	£tbc
Deposit account balance	£tbc
Total Reserves	£tbc

**140. RECREATION GROUND:**

- Changing facilities – update
- Playground Inspection – routine, and any actions
- Request for a pull bar and other outdoor exercise equipment

**141. CEMETERY:**

- The following Faculty Application has been approved: Reference 2023-086798 concerning Forest Hill: St Nicolas (Church Code 627111).

**142. ALLOTMENTS:**

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

**144. LAND NORTH OF BAYSWATER BROOK:** response to planning application amendment No 5, due by 18<sup>th</sup> January 2024.

**145. INFORMATION and CORRESPONDENCE** – all circulated when

received.

- Forest Hill proposed 20mph Speed Limit – speed surveys approximately £200 each
- SODC - We'd like your views on the Joint Local Plan Preferred Options
- Further information regarding South and Vale's Joint Local Plan Preferred Options consultation
- Community Emergency Plan Survey – 2024 – by 1<sup>st</sup> April 2024
- IMPORTANT - change to deep clean date - deep clean will now be carried out on 22<sup>nd</sup>, 28<sup>th</sup> and 29<sup>th</sup> of *March* (previously 24<sup>th</sup> to 26<sup>th</sup> January).
- Thame & Wheatley Ramblers poster January 2024
- The Maple Tree newsletter
- SwitchboardFREE – account and payment
- Community First Oxfordshire Membership 24/2025 - unchanged from 2023/24

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

Meeting of the Parish Council on **Thursday 29<sup>th</sup> February 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://parish-council.com)