

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

Councillors are hereby summoned to attend a meeting to be held on **Thursday 29th February 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

147. APOLOGIES FOR ABSENCE – To receive and accept.

148. DECLARATIONS OF INTEREST

- To receive requests for declarations of interests from Councillors relating to items on the agenda.

149. PUBLIC FORUM – To facilitate public participation.

Members of the public are welcome to raise matters of concern or ask questions of the council.

150. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 18th January 2024 – previously circulated – to confirm.

151. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision.

- New battery for the speed sign near the Rec – purchased and installed
- Community Emergency Plan Survey – 2024 – by 1st April 2024 – forms for signature by Cllrs

152. OCC and SODC MATTERS – To receive reports from the County and District Councillor Tim Bearder

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

Applications:

P24/S0133/O

**Land at Bayswater Farm, Bayswater Farm Road, near Barton,
OX3 8EB**

Outline planning application (with all matters reserved except for access) for up to 121 dwellings and a care home, including open space and green infrastructure.

Comments to SODC by 1st March 2024

Decisions:

P24/S0178/HH

The Willow House, The Ridings, Shotover, OX3 8TB

Porch extension and alterations.

Planning Permission granted on 19th February 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.

Planning Permission granted on 14th February 2024

154. 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	£7397.59	at 31.01.24
Unity Current Account	£9273.58	at 31.01.24
Unity Reserve Account	£0	at 31.01.24
Sub Total	£46,333.47	
Less: Unpresented cheques	£0	
Sub Total	£46,333.47	
Less: Earmarked reserves	£10,000.00	
Less: Earmarked reserves traffic calming	<u>£30,000.00</u>	
Total available funds	£6,333.47	
CIL balance	£22,583.77	
Receipts included in above figure		
Business account interest Nat West	£106.97	

b) Payment requests – by Online Banking or Cheque

Admin to the Parish Council - January	£424.40
Admin to the Parish Council - February	£729.26
Admin to the Parish Council - HMRC	£309.80
Tactical Facilities Management Ltd - January	£51.55
Westcotec Ltd – Batteries for Speed Indicator	£17.04
Community First Oxfordshire – Membership 2024/25	£55.00
Open Spaces Society – Membership 2024/25	£45.00

c) Scribe Reports: Bank Reconciliation as at 31/01/24 -
Chair to approve and sign

d) Receipt: VAT reclaim for 2022/23 of £1,590.04 (to be included in
February Bank Rec)

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

f) To consider the Budget review to 31.01.24

g) To confirm the bank signatories for Unity Trust Bank

155. CLERK / RFO:

- Clerk's Appraisal – date

156 SECTION 137 EXPENDITURE:

157 BUS SERVICE and TRANSPORT:

- Report from the PTR
- Next PTRs meeting: March 19th 2024

158. VILLAGE and PARISH MATTERS:

- Village Planters – to agree an annual budget of £150 for plants.
- Damaged solar light on the A40 – insurance claim and settlement offer of £1686.80 (quote less excess of £250 and excluding VAT)
- Two solar lights at the bottom of Church Hill – not working. Quote for repairs to be considered from Zeta.
- Forest Hill 20mph Speed Limit – to agree the speed survey quote of £570 plus VAT for three locations in the village.

- Temporary Road Closure at – **Forest Hill, Main Street**. A temporary Notice is being made to implement the temporary closure and will operate from **18/03/2024**. In the interests of public safety, it will be necessary for Oxfordshire County Council to close the road as detailed above to facilitate hedge trimming works. The anticipated completion date is **20/03/2024 (each day from 09:30hrs to 15:30hrs)**.
- Temporary Road Closure and “No Waiting” Restriction at - Risinghurst

& Sandhill and Forest Hill with Shotover, A40 (East Bound). A Temporary Traffic Regulation Order (TTRO) is being made to implement the temporary closure and “No Waiting” restriction and will operate **from 02/04/2024 (at 20:00hrs)**. The estimated duration of the works is two nights until 04/04/2024 (at 06:00hrs) – each night from 20:00hrs to 06:00hrs.

- Temporary Road Closure and “No Waiting” Restriction at - Wheatley, Forest Hill & Risinghurst, A40 (WB) - Wheatley to Thornhill P&R. A Temporary Traffic Regulation Order (TTRO) is being made to implement the temporary closure and “No Waiting” restriction and will operate **from 04/04/2024 (at 20:00hrs)**. The estimated duration of the works is two nights until 06/04/2024 (at 06:00hrs) – each night from 20:00hrs to 06:00hrs.
- SODC Deep Cleanse Service on 23rd April 2024 - action required if there are areas that the PC would like to be cleaned.
- Proposed development at Sandhills/Bayswater Farm – response to SODC due by 1st March 2024.

159. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – February 2024

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

160. RECREATION GROUND:

- a) Changing facilities – update
- b) Playground Inspection – routine, and any actions
- c) Forest Hill Grass Cutting Contract 2024 – Green Scythe
- d) Clean-up of the Recreation Ground – photos circulated

161. CEMETERY:

- To discuss changing cemetery rules for headstones to meet new standards
- Scribe Allotments: Quote & Information

162. ALLOTMENTS:

- Enquiry from JW for an allotment plot
- Scribe Cemetery: Quote & Information

163. OALC / NALC - all updates previously circulated.

- Membership invoice for 2024/25 - due 29.03.24

164. LAND NORTH OF BAYSWATER BROOK:

165. INFORMATION and CORRESPONDENCE – all circulated when received.

- Dr Abdala Espinosa Morgado - Request for Assistance with Speed Control on Church Hill Street.
- South and Vale District Councils - Reminder: we would like your views on the Joint Local Plan Preferred Options – closing date Monday 26th February 2024
- Community Infrastructure Levy Meeting Reminder - “This email is a reminder to ensure that a meeting is held for this to be formally discussed before 31 March 2024 at which you decide if you wish the Council to retain these monies on your behalf, as the usual practice is for the Parish share to be **automatically** transferred. If you wish the Council to retain your CIL share, then please let SODC know.”
- Dog Walkers exercising large number of dogs on Shotover
- SCAS - UNCHECKED Defibrillator on The Circuit
- Vision Zero Road Safety Strategy & Action Plan - Consultation open for feedback
- Free Portrait of His Majesty the King for Town, Parish, and Community Councils – closing date for applications is 28th March 2024
- SODC Update - Your comments are invited on Significant Modifications to the Beckley and Stowood Neighbourhood Plan by Thursday 29th February 2024
- SODC - Great British Spring Clean 2024 – 15th to 31st March 2024
- SODC - Expressions of Interest now open: Community Infrastructure Levy Grant Fund – closing date 5th April 2024
- Data Protection fee - Reminder to renew ICO by 8th April 2024

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

- End of year Finance and Planning Meeting on **Thursday 21st March 2024** at 7.00 pm in the Village Hall at Forest Hill (tbc)
- Annual Parish Meeting and Meeting of the Parish Council on **Thursday 25th April 2024** 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))