

FOREST HILL WITH SHOTOVER PARISH COUNCIL

Councillors are hereby summoned to attend a meeting to be held on **Wednesday 28 September 2022 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

PARISH COUNCIL MEETING AGENDA

- | No. | Item |
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| 48. | APOLOGIES FOR ABSENCE – To receive and accept. |
| 49. | DECLARATIONS OF INTEREST – To receive requests for declarations of interests from Councillors relating to items on the agenda. |
| 50. | PUBLIC FORUM – To facilitate public participation.
Members of the public are welcome to raise matters of concern or ask questions of the council. |
| 51. | MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 4 August 2022 – previously circulated – to confirm. |
| 52. | UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING –
Chairman/Clerk to report on progress of outstanding items that do not require further decision. <ul style="list-style-type: none">a) Rectory Farm water request – Village Hall committee plan to meet in September.
b) Play equipment inspection, ongoing – the clerk received and filed the order acknowledgment from The Play Inspection Company to complete the next inspection in July 2023
c) Defibrillator – now listed on The Circuit, which means it can be found by South Central Ambulance Service on their Save a Life app. Battery has been replaced.
d) Scribe software – Cllr Waite Brown and Acting Clerk have begun setting this up starting with financial year 2022-2023
e) Recreation ground – Cllr Waite Brown has fixed the fencing surrounding the play area
f) Memorial stones for cemetery – the clerk signed and returned the permissions for the two stones. |

- 53. OCC and SODC MATTERS** – To receive reports.
- 54. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.
- a) Burger Shack Thornhill Farmhouse** – to discuss and agree comments
- b)** Amendments have been shared with all Cllrs regarding Keepers Cottage FH (grain store and demolition of old house) The Willow House S, Rock Villa FH, Hazels Old Road S, and Shotover House Estate, for which no action is required from the PC
- 55. FINANCE** – To receive, approve, consider and review the following:
- a) Balances at bank** – as at 5 August 2022 (latest bank statements not received at time of writing agenda)

Business Reserve Account	£29,254.49
Current Account	£28,912.17
	£58,166.66
Less: Unpresented cheques	£3,649.44
	£54,517.22
Less: CIL balance	£20,465.44
Less: Earmarked reserves	£10,000.00
Total available funds	£24,051.78

Receipt included in above figure

Business account interest	£2.32
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b) Payment requests

Re-imbusement of recreationg ground fencing	£71.95
Administration to the council	£683.65
Scribe software	£582.00
Green Scythe	£516.00
TFM dog bins	£77.33

c) CIL – council to discuss how CIL money should be spent

d) Precept – The council has received notification of the payment from SODC of the 2nd half precept of £9,250 that is not yet showing on accounts.

e) Donation for poppy wreath – £40 as agreed in 2018 minute 106c

56. **CLERK / RFO** – To receive a report.
 a) **AGAR 2021/22** – still awaiting external auditor report
 b) **Internal Financial Audit** – Cllr Massey has completed and signed the audit for the first quarter, April to June
57. **GOVERNANCE** – To receive any matters for consideration and information.
58. **SECTION 137 EXPENDITURE**
 a) **Request from Clean Slate** – documents regarding their work and particular help in this parish have been circulated. Discuss donation.
 b) **Request from Home Start** Southern Oxfordshire to support their ongoing work – the clerk has received no reply regarding their work in this parish.
59. **BUS SERVICE and TRANSPORT** – To receive reports.
 a) **Parish Transport Representatives Group**
 b) **Comet Service** – to receive an update report on finances
 c) **Other bus issues** – Oxfordshire County Council consultation on the Central Oxfordshire Plan to receive a report from Cllr Leeding
60. **VILLAGE and PARISH MATTERS** – To receive any updates and matters for consideration.
 a) **Grass cutting** – discuss with Cllr Hobbins that the contractor continues to cut more than the 1m strip that was previously instructed.
 b) **Old Cemetery hedge and wall** (since Dec 2021 min.2021/120) - council sourcing quotes for repairing the wall, ongoing.
 c) **New Parish Clerk/RFO recruitment** (since June 2022 min.2022/219)
 A notice was included in the September Four Parishes newsletter.
 d) **Parking issues** – A notice was included in the September Four Parishes newsletter
 e) **Deep cleanse by Biffa 25-27 October** – Cllr Waite Brown to report on areas the council would like Biffa to focus on
61. **VILLAGE HALL** – To receive a report and updates
 a) **Managing Trustees report – 9 September 2022**
- | | |
|-------------------------|------------------|
| Current account balance | £3,948.85 |
| Deposit account balance | £2,888.47 |
| | £6,837.32 |

- 62. RECREATION GROUND** – To receive a report, updates and matters for consideration.
- a) Rotten picnic bench** – to receive an update on ordering new benches
 - b) Reinstatement of ground in front of cricket net** – to discuss
 - c) Changing facilities** – to discuss future use
- 63. CEMETERY** – To receive a report, updates and matters for consideration.
- 64. ALLOTMENTS** – To receive a report, updates and matters for consideration.
- 65. COMMUNITY EMERGENCY RESILIENCE PLAN** –
- a) Cllr Massey** has sent the final plan to OCC
- 66. OALC / NALC** – to discuss any issues, all updates previously circulated.
- 67. LAND NORTH OF BAYSWATER BROOK**
- a) Traffic meeting** - To receive a report from Cllr Waite Brown on the meeting regarding traffic held with the developers on 22nd August
- 68. INFORMATION and CORRESPONDENCE** – all circulated when received.
- 69. DATE, TIME AND PLACE OF NEXT MEETING** – To confirm.