

## FOREST HILL WITH SHOTOVER PARISH COUNCIL

Councillors are hereby summoned to attend a meeting to be held on  
Thursday 4 August 2022 at 7.00pm in Forest Hill Village Hall

Signed:

Claire Waite Brown, Acting Clerk to the Parish Council

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

26. **APOLOGIES FOR ABSENCE** – To receive and accept.
27. **DECLARATIONS OF INTEREST** – To receive requests for declarations of interests from Councillors relating to items on the agenda.
28. **PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
29. **MINUTES OF LAST MEETING OF THE PARISH COUNCIL**  
held on Thursday 7<sup>th</sup> July 2022 – previously circulated – to confirm.
30. **UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
  - a) **Bayswater Fields playground** – Silke O'Ferrell confirmed that POS and Play Area for Bayswater Farm development (P16/S0942/FUL (16S31)) is managed and maintained by REMUS Management. The contact persons are:  
Hazel Jordan - [Hazel.Jordan@remus-mgmt.co.uk](mailto:Hazel.Jordan@remus-mgmt.co.uk)  
Natasha-Lee Jane [Natasha-Lee.Jane@remus-mgmt.co.uk](mailto:Natasha-Lee.Jane@remus-mgmt.co.uk) Tel: 01189 586899
  - b) **Rectory Farm water request** – Village Hall committee confirm they have not met to discuss this.
  - c) **Replacement defibrillator battery** has been received.
  - d) **Insurance** – notice to renew has been given to the insurance company
31. **OCC and SODC MATTERS** – To receive reports.

**32. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.  
No matters to discuss

**33. FINANCE** – To receive, approve, consider and review the following:  
**a) Balances at bank** – as at 5 July 2022 (latest bank statements not received at time of writing agenda)

Business Reserve Account	£29,252.17
Current Account	£31,116.67
	<b>£60,368.84</b>
Less: Unpresented cheques	£2,604.00
	<b>£57,764.84</b>
Less: CIL balance	£20,465.44
Less: Earmarked reserves	£10,000.00
<b>Total available funds</b>	<b>£27,299.40</b>

**Receipt included in above figure**

VAT refund	£2,021.07
Business account interest	£2.40

**b) Payment requests**

Administration to the council	£333.64
Green Scythe	£1,231.20
MyVision Oxfordshire	£100.00
FH Baby & Toddler Group request for final payment	£350.00
Play Inspection Company	£83.40

**c) Scribe accounts software** – Cllrs Waite Brown and Massey to report on meeting. Discuss adoption of software to streamline the council's financial control

**d) Request for donation** from Clean Slate

**34. CLERK / RFO** – To receive a report.

**a) AGAR 2021/22** – still awaiting external auditor report

**b) Internal audit** – discuss re-appointing Jane Olds for internal audit

**35. GOVERNANCE** – To receive any matters for consideration and information.

**l) New code of conduct** – discuss adoption of new code of conduct as per communication received from Oxfordshire Secretaries and Monitoring Officers Group

**36. SECTION 137 EXPENDITURE**

**I) Request** – from Home Start Southern Oxfordshire to support their ongoing work

**37. BUS SERVICE and TRANSPORT** – To receive reports.

**I) Parish Transport Representatives Group** – discuss report of meeting held on 5th July – previously circulated

**38. VILLAGE and PARISH MATTERS** – To receive any updates and matters for consideration.

**I) Grass cutting** – discuss with Cllr Hobbins that the contractor continues to cut more than the 1m strip that was previously instructed.

**II) Notice boards** – Bayswater Farm notice board needs repairing. Forest Hill notice board still requires oiling by Cllr Waite Brown

**III) Old Cemetery hedge and wall** (since Dec 2021 min.2021/120) – ongoing.

**VI) New Parish Clerk/RFO recruitment** (since June 2022 min.2022/219)

**VII) Parking issues** – discuss issues in Forest Hill

**VIII) Poppy wreath** – agree to order poppy wreath for Remembrance Day.

**IX) Deep cleanse by Biffa**

**39. VILLAGE HALL** – To receive a report, updates and matters for consideration.

**I) Managing Trustees report**

Current account balance	£3,948.85
Deposit account balance	£2,888.47
	<b>£6,837.32</b>

**40. RECREATION GROUND** – To receive a report, updates and matters for consideration.

**I) Proposed new project** and rewilding (since Aug 2021 min 2021/60vi) - ongoing.

**II) Rotten picnic bench** – discuss removal and replacement

**III) The Play Inspection Company report** – discuss findings

**41. CEMETERY** – To receive a report, updates and matters for consideration.

**I) Memorial stones** – discuss request for two memorial stones.

**II) Tree branches** – Cllr Waite Brown to report on tree branches

- 42. ALLOTMENTS** – To receive a report, updates and matters for consideration.
- 43. COMMUNITY EMERGENCY RESILIENCE PLAN** – To receive an update.
- 44. OALC / NALC**
  - I) OALC newsletter** – previously circulated.
  - II) AGM** – receive report from Cllr Leeding on AGM
- 45. LAND NORTH OF BAYSWATER BROOK** – To receive report from Cllr Leeding
- 46. INFORMATION and CORRESPONDENCE** – all circulated when received.
- 47. DATE, TIME AND PLACE OF NEXT MEETING** – To confirm.