

FOREST HILL WITH SHOTOVER PARISH COUNCIL

MINUTES of the meeting held on Thursday 28 June 2018 at 7.00pm in the Village Hall

Present: Parish Cllrs. A. Waite-Brown (Chair), G. Blomley, A. Boylston,
M. Leeding, C. Massey
County Cllr. K. Johnson – for part
District Cllr. J. Walsh – for part
Clerk and RFO. H Cross
Members of the Public - 1

No. Item

54. APOLOGIES FOR ABSENCE

received from Cllrs. C. Goffey, J. Hobbins

55. DECLARATIONS OF INTEREST

Cllr. M Leeding – Village Hall, Bus service

56. PUBLIC FORUM

There were no matters of concern or questions from the public.

57. CONFIRMATION OF MINUTES OF LAST MEETING

held on Thursday 17 May, 2018. The minutes had been previously circulated and taken as read. They were signed as a true and accurate record.

58. MATTERS ARISING FROM MINUTES OF LAST MEETING

(32.) Water on the road in front of Bank Cottages (since Sep 2016 min.2016/31).
Ongoing - Cllr. Waite-Brown has a forthcoming meeting with all parties concerned.

(32.) Lincoln College footpath (since Aug 2017 min.2017/58).

Ongoing - Cllr. Goffey will liaise with Rights of Way at OCC on the rights of walkers to use the path.

(32.) Minchin Court Farm – possible site for development of affordable housing (since Dec 2017 min.2017/136m).

Ongoing - Further discussion is needed.

Action: Cllr Waite-Brown to contact Lincoln College

(32.) Village Super User/Highway Warden (since Feb 2018 min.2018/166).

Iain Dunbar has not yet been officially registered by SODC but the procedure is progressing, although slowly.

(32.) Possibilities of installing a climbing wall and a hardstanding area for children's activities (since April 2018 min.2018/11a).

Ongoing.

(32.) Replacement of Recreation Ground notice board (since April 2018 min.11b).

New notice boards have been purchased and received.

Action: Cllr. Waite-Brown to ask Rikki Grandi to install them.

(32.) Free wifi installation in Village Hall (since April 2018 min.2018/24iv)

Ongoing.

44b) Broken stile on Footpath 1 on top of Red Hill Junction – Clerk reported and has received an acknowledgement.

Clerk's Action points from the Public Forum at the last meeting:

a) Alarm noise at Breech Farm – Clerk has written to Breech Farm but has received no response. Cllr. Waite-Brown visited the farm but could

not gain access.

b) Condition of road left by Gigaclear – Clerk has written and received an acknowledgement.

c) Debris on fields near Breech Farm – Clerk has written to Countryside Services and SODC and received a suggestion to write to DEFRA.

d) Report of speeding in Mickel Way – Clerk has written to SOHA.

Action: Clerk to follow up these issues.

59. OCC and SODC MATTERS

Cllr. Johnston had recently visited the John Watson School in Wheatley. She is helping them with a grant. A South Oxfordshire Community Bus Service has been set up. Christopher Gowers will give a presentation to the Otmoor Flyer Group on the service and hopes to be able to support the School bus service. Cllr. Walsh confirmed that the route of the Oxford to Cambridge Expressway would not be announced in July as previously thought, it will be publicised at a later time during the summer.

60. PLANNING REPORT

a) SUBMITTED –

i) P18/S1570/HH – Stone Farm Barn, Church Hill, Forest Hill, OX33 1EG – for a single storey home/office studio extension to existing detached garage – previously circulated.

Agreed – no strong views.

Action: Clerk to respond.

b) DECISIONS

i) P18/S1079/HH – min.2018/34i) – Granted – previously circulated

ii) P18/S1194/HH – min.2018/34ii) – Granted – previously circulated

iii) P18/S1283/HH – min.2018/34iv) - Granted – previously circulated

c) PENDING

None

61. FINANCIAL ISSUES

BALANCES at bank -

	£
a) Deposit A/C as at 5 June 2018	2,245.81
Current A/C as at 5 June 2018	<u>69,998.54</u>
	72,244.35
Less: Unpresented cheque	<u>1,000.00</u>
Current balance	£ 71,244.35

b) Receipts included in Current A/C figure:
further payment (11/5/18) of £23,394.38 as
CIL share for new development at Bayswater
Mill – Planning application P16/S9042/FUL

c) Accounts for payment –

Administration to the Council	£	577.36
Andrew Waite-Brown – re-imbursement for rec ground keys	£	13.00
New College – rent – Inv.RENT008888 - 25/03/2018–24/03/2019	£	350.00
E-ON – electricity supplied to rec. changing rooms – Inv.H15DDA37A5 – 01/05/2018 – 31/05/2018	£	35.09

BGG Garden and Tree Care – Village grass cutting – Inv.99/18 - May	£	372.00
Spanglefish – website – Inv.36272/2018	£	29.95
Arrow Accounting – Internal Audit – Inv.P361	£	231.68
Thames Water – water supplied to rec changing Facility – 9/10/17-22/04/18	£	81.17
Received after writing of Agenda: Arien Designs – Notice boards Inv. 4897	£	778.80

All agreed and authorised.

- c) Earmarked reserves –
 - Oxford/Cambridge Expressway campaign - remaining from £1,000 start-up fund £ 854.33
- d) CIL Allocation – to discuss spending £ 46,788.76

Action: Clerk to obtain clarification of requirements of spending.
- e) Request for donations or annual subscriptions - None.
- f) RFO report
 - i) 2017/18 Budget figures – previously circulated
 - ii) Internal Auditor's report – previously circulated

Both were reviewed.
- g) To authorise:
 - i) Annual Governance and Accountability Return 2017/18 – previously circulated
Annual Governance Statement
Accounting Statements
 - ii) Review of Effectiveness of Internal Audit – previously circulated
 - iii) Letter to Nat West Bank to transfer funds – previously circulated

All agreed and authorised.
- h) To adopt Internal Control check list and to agree the term of the Internal Controller – previously circulated.
The document was agreed and adopted.
The councillor acting as Internal Controller to be agreed annually at the AGM.

62. GDPR

- i) Parish Council Privacy Notice
 - ii) Parish Council Retention Policy
 - iii) Parish Council Request for Information Policy
 - iv) Parish Council BYOD
- Documents i,ii,iii, were all adopted. iv is to be reviewed.
To comply with GDRP, Cllr. Waite-Brown confirmed that all Councillors will be assigned to a Parish Council email, to be used for Council business only.

63. COMMUNITY EMERGENCY/RESILIENCE PLAN – previously circulated

It was agreed to initiate a Community working group to organise a plan.
Cllrs. Waite-Brown and Leeding agreed to be members.
Action: Clerk to appeal for volunteers in next Parish Newsletter.

64. BUS SERVICE and TRANSPORT ISSUES

Cllr. Leading is working with the South Oxfordshire Community Bus Service group and will be attending Chris Gower's presentation. He confirmed that the Otmoor Flyer has secure funding to run until at least the end of the summer.

65. RECREATION GROUND

There have been reports of motorbikes being ridden on the recreation ground. This has been reported to Thames Valley Police.

There is a need for self-closing gates to be installed into the play area.

Action: Cllr. Waite Brown to look into purchasing.

i) Usage of changing facility

The changing unit is no longer being used by football clubs, there needs to be discussion on its future use.

Action: Clerk to add to next Agenda.

66. VILLAGE HALL

Cllr. Leeding reported the current account bank balance is £3,308.51; the deposit account is £2,851.17; making total reserves £6,159.68.

The final cost of redecorating the main hall was £1,225.00. Rents are slow but not a concern.

The figure and terms for the renewal of the lease is still being negotiated with Lincoln College.

Action: Cllr. Waite-Brown will pursue.

i) EPC quote

Ongoing - One quote has so far been received.

67. ALLOTMENTS

There was nothing to report.

68. CEMETERY

Cllr. Blomley reported that there has been one burial during June.

i) Burial plot markers

The committee had met at the Cemetery. It was agreed that burial plot markers were not necessary as the council holds a detailed plan of all burial plots which is used for identifying used and empty plots.

69. VILLAGE MATTERS

i) Grass cutting

The current grass cutting contract in the village is to be reviewed as the council are dissatisfied with the service.

Action: Clerk to write to the contractors.

ii) WW1 Centenary – Sun Nov 11th – Battle's Over.

The Parish Council will be laying a Poppy Wreath at the memorial for the first time this year on Remembrance Day which will continue for future years.

Action: Clerk to order Poppy Wreath.

70. BAYSWATER MILL

Cllr. Boylston reported that due to other works being carried out at Bayswater Mill there had been no further discussion

71. OALC / NALC

There was nothing to report.

72. OXFORD – CAMBRIDGE EXPRESS WAY

As minuted in item 59.

73. PARISH RISK ASSESSMENT

Water on road in front of Bank Cottages (since Sep 16).

74. ITEMS FOR AUTHORISATION and AGREEMENT

i) Cllr. Waite-Brown signed the Chairman's Declaration of Acceptance.

75. INFORMATION and CORRESPONDENCE

i) OALC May Newsletter – previously circulated

ii) NALC Newsletter – previously circulated

iii) Parish Newsletter

iv) Parishioner email re Motorbikes on recreation ground.

As minuted in item 65.

76. DATE, TIME AND PLACE OF NEXT MEETING –

Thursday 02 August at 7.00pm in the Village Hall –

this is a change from the previous scheduled date.

The meeting closed at 8.20pm.