

FOREST HILL WITH SHOTOVER PARISH COUNCIL
MINUTES of THE ANNUAL MEETING OF THE PARISH COUNCIL
held on Thursday 6 May 2021 at 7.00pm

Note: This meeting was held remotely under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (No.392), due to the COVID-19 restrictions.

Present: Parish Cllrs. A. Waite Brown (Chairman), W. Blyth, J. Hobbins,
Malcolm Leeding, C. Massey, D Waters
Clerk and RFO. H Cross
Members of the Public: 1

No. Item

- 1. APOLOGIES FOR ABSENCE** – To receive and accept.
The Council received and accepted apologies from Cllrs. G. Blomley and T. Bearder.
- 2. DECLARATIONS OF INTEREST**– To receive requests for declarations of interests from Councillors relating to items on the Agenda.
Cllr. Leeding declared an interest in the Village Hall and OFOG.
- 3. PARISH COUNCIL ACCEPTANCE OF OFFICE**
 - i) Declaration of acceptance of office** – To be completed by any new Councillor at next physical meeting.
 - ii) Councillor register of interests** – To be completed by each Councillor if necessary and submitted.
- 4. ELECTION OF OFFICERS**
 - i) Election of Chairman**
Cllr. Waite Brown nominated by Cllr. Leeding, seconded by Cllr. Hobbs.
Cllr. Waite Brown duly **ELECTED**.
Declaration of acceptance of Office of Chairman to be completed at next physical meeting of the Parish Council.
 - ii) Election of Vice-Chairman**
Cllr. Leeding nominated by Cllr. Waite Brown, seconded by Cllr. Hobbs.
Cllr. Leeding duly **ELECTED**.
- 5. PARISH COUNCIL ANNUAL DOCUMENTS** – To review and adopt.
 - i) Revised Standing Orders**
The Council **RESOLVED** to agree and adopt the revised Standing Orders.
 - ii) Revised Financial Regulations**
The Council **RESOLVED** to agree and adopt the revised Financial Regulations making the following changes:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority

is to be determined by:

- *the full council for all items up to £5,000;*
- *a duly delegated committee of the council for items over £5,000; or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

These changes to the original document were proposed by Cllr. Waite Brown and seconded by Cllr. Waters.

The Chairman will sign the 2 documents named above post meeting.

iii)Health and Safety Policy – To be carried forward to next meeting.

iv)Risk Assessment - To be carried forward to next meeting.

v)Finance Risk Assessment - To be carried forward to next meeting.

6. PUBLIC FORUM – To facilitate public participation.

a) A member of the public, representing other residents, raised disappointment that the grass verges on Stanton Road, entering the village and Main Street had been cut without allowing 1 metre not cut, as previously agreed, minute 2020/25i. Cllr. Hobbins offered the Council's apologies. He will take photos and address the issue with the contractor.

Action: Cllr. Hobbins

7. MINUTES OF LAST ANNUAL PARISH COUNCIL MEETING held on Thursday 16 May, 2019 - previously circulated – To confirm.

The Council **RESOLVED** the minutes be accepted as a true record and would be signed by the Chairman post meeting.

8. MINUTES OF LAST PARISH COUNCIL MEETING held on Thursday 8 April, 2021 - previously circulated – To confirm.

The Council **RESOLVED** the minutes be accepted as a true record and would be signed by the Chairman post meeting.

9. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING –

The Chairman/Clerk to report on progress of outstanding items which do not require further decision.

i) ICO (Information Commissioner's Office) – Registration

Registration fee has been receipted and certificate received for 2021 annual registration.

10. OCC and SODC – To receive reports.

No reports had been received.

11. PLANNING

a) To receive any planning applications and decisions.

No planning applications had been received.

12. FINANCE

a) To receive the current finance report.

i) Balances at bank – as at 1st April, 2021

Deposit A/C	29,242.25
Current A/C	<u>23,443.65</u>
	52,685.90
Less: Unpresented cheque	<u>142.20</u>
	52,543.70
(This includes a remaining CIL balance of	<u>20,464.18</u>)
	32,079.52
Earmarked reserves	<u>10,000.00</u>
ii) Total available funds	<u>£ 22,079.52</u>

iii) Receipts included in above total –

Allotment fees for 2021/22	126.00
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b) To consider and approve for payment the following:

Administration to the Council	395.20
SODC – Inv 10259909	
Dog bin emptying 1/1-31/3/2021	269.10
Thames Water –	
Annual services charge	39.03
The Otmoor Flyer – S213 donation	
as agreed min.179e	500.00

The Council **RESOLVED** to agree all payments.

The Chairman will sign post meeting.

The Council requested a schedule of the dog bin emptying service.

Action: Clerk to request a schedule.

c) Request for donations, grants or annual subscriptions – None.

d) Financial items for agreement and authorisation.

i) End of year Accounts 2020/21 – previously circulated.

The Council **RESOLVED** to agree and adopt the Accounts. The Chairman will sign post meeting.

Action: The clerk to prepare the AGAR for the external auditor and upload accounts on to the website.

13. CLERK / RFO – To receive a report.

The clerk attended an OALC organised course on Cemetery Management and will write a report for circulation.

- 14. GOVERNANCE** – To receive reports, updates and any matters for consideration.
- i) Online banking** (since Feb 2021 min.2021/159ii) – To consider.
a) Cllr Leeding's comments – previously circulated.
 The Council discussed and agreed in principal to move to on line banking but require further information on authorisational procedures. The Council will resolve at a future meeting.
Action: Clerk to obtain further information regarding payment authorisation procedures.
- ii) Web accessibility audit** (since April 2021 min 2021/181ii). - To receive an update.
 The Audit had been carried out and a report and assessibility statement by the Auditor written and received. Clerk will circulate the documents.
Action: Clerk
- iii) The end of virtual meetings** – To consider.
 The Council **RESOLVED** to end virtual Parish Council meetings in line with Government Regulations stating virtual must end at 12.00 midnight on 6 May 2021.
 Future meetings will be held in the Village Hall. A notice will be displayed until the time it is thought not necessary, requesting members of the public respect, for the safety of those present, the recommended social distancing rule, the wearing of masks and use of hand sanitiser. The Council will supply masks and hand sanitiser and space tables and chairs appropriately.
Action: Clerk to arrange notice and purchase of masks and hand sanitiser.
- 15. BUS SERVICE and TRANSPORT ISSUES** – To receive a report.
 The Otmoor Flyer is running again with currently a maximum of 6 passengers able to travel, using a booking system.
- 16. VILLAGE and PARISH MATTERS** – To receive reports, updates and any matters for consideration.
- i) Grass cutting** – To receive a report.
 see item 6a above, also Cllr. Hobbins will follow up with the contractor the re-seeding the grass area of the goal as discussed with them.
- ii) The wooden bollards at the end of Mickle Way are rotting.**
 (since June 2019 min.2019/28e).- To receive an update.
 SOHA to assess repair under its 2021 budget and have agreed to re-visit the site for an assessment.
Ongoing - Action: Clerk to follow up with SOHA.
- iii) A bench memorial plaque in memory of Dick Tolley** (since Jan 2021 min.2021/138). – To receive an update.
 Cllr. Waite Brown has fitted the plaque.
No further action.
- iv) The bench is in need of repair?** (since April 2021 min.176/5). - To receive and update. Cllr. Waite Brown has assessed the bench and reported that it is fit for purposes and no maintenance is required.
No further action.
- v) Parish maintenance work**

Mr. Ricky Grandi is no longer able to continue in his role to carry out village and parish maintenance work. The Parish Council thanked Ricky for all the work he has carried out over many years and wished him well and all the very best wishes for the future.

vi) The new notice boards will be put up on the Village Hall and Bayswater Mill (since April 2021 min.2021/187i). – To receive an update.

Action: Cllrs. Waite Brown and Hobbins.

vii) A village litter pick was requested (since April 2021 min.2021/172iii). – To consider.

The Keep Britain Tidy GBSC is set to run from 28 May to 13 June, when groups of 30 will be able to meet outside. SODC have an option for individuals to register as permanent, ongoing litter pickers. SODC will provide a litter picker and bags and will collect the bags when necessary. There is a dedicated web page which the Clerk will advertise in the next 4 Parishes Newsletter. The Parish Council encourages individuals to register.

The Council **RESOLVED** not to organise a communal litter pick at this time.

Action: Clerk

viii) Lye Hill Quarry. The Council considered Thames Valley Police' request for support and approval of traffic restrictions on B4027 junction with the A40, Lye Hill Quarry.

The Council **RESOLVED** to have no clear objections but as the area is not within the parish they feel unable to support Thames Valley Police in the matter.

Action: Clerk to respond to Thames Valley Police.

17. **VILLAGE HALL** – To receive a report and any matters for consideration. Report attached to these minutes. The committee hopes to soon re-start its meetings.

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

i) The Litter bin on the rec needs replacing (since Aug 2020 min.2020/56).- To receive an update.

Ongoing. Action: Cllr. Waite Brown will purchase a new bin.

iii) Replacement or repair of a gate on the recreation ground (since Nov 2020 min 2020/77iii). – To receive an update.

Ongoing. Action: Cllr. Waite Brown has applied for a Councillor's Grant to replace the gate.

iv) The zip wire in the children's playground is broken (since April 2021 min.2021/183i).- To receive an update.

The zip wire has been repaired.

No further action.

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

There was nothing to report.

i) A resident had raised an issue regarding grass cutting around the graves (since April 2021 min.2021/186i). – To receive an update.

Cllrs Hobbins had contacted the contractor and the grass has been cut as requested.

No further action.

- 20. ALLOTMENTS** - To receive a report, updates and any matters for consideration.
The Clerk has received letting agreements from the three new tenants.
i) To consider the terms of the new lease.
The Council **RESOLVED** to agree the terms of the new lease subject to an amendment of the plan.
Action: Clerk to request a copy of the plan.
- 21. COMMUNITY EMERGENCY RESILIENCE PLAN** – To receive an update.
The plan is ongoing.
i) Community Emergency Planning Survey – response requested (since April 2021 min.2021/188i). The Clerk responded to the survey attaching a copy of the draft plan and requested help in continuing.
Action: Clerk will follow up the request for help.
- 22. OALC / NALC** - To receive a report.
i) OALC April newsletter – Items of particular interest.
a)“OCC and the Department for Digital, Culture, Media, and Sport (DCMS) are funding a project to build full fibre broadband infrastructure such that Fibre to the Premise (FTTP) broadband services may be accessed by a range of premises in Oxfordshire which provide a public service.” These may include village halls, which the Parish Council would be interested in applying for.
Action: Clerk to respond to OCC requesting consideration to the project.
b) Reopening and reimagining community buildings.
The Parish Council would like to see the village hall used for more of a community hub.
Action: Cllr. Leeding will initiate a conversation with the village hall committee.
- 23. INFORMATION and CORRESPONDENCE** – To note any information and correspondence received not requiring a decision.
i) A letter regarding the joining of Community First Oxfordshire had been received and will be carried forward to the next meeting.
- 24. DATE, TIME AND PLACE OF NEXT MEETING** – To confirm.
Thursday 24th June, 2021 at 7pm in the Village Hall
The Council **RESOLVED** to agree as per minute item 14iii above.
The meeting closed at 20.50 pm.

Signed as a true and accurate record

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Cllr. Andrew Waite Brown, Chair

Date..... min.....

THE VILLAGE HALL

Reserves as at 4th April 2021	£
Current Account bank balance	3,856.23
Deposit Account balance	2,887.71
TOTAL RESERVES	£ 6,743.94

The Hall has received very few bookings as we are still limited by the Covid regulations. The Art School that has been the principal customer recently does not require the Hall after May17th, and some of the activity classes. Fortunately the Toddler group will be restarting soon.

The allotment holders have agreed to contribute to the water bill at an annual rate of £5 per plot, £10 for a double.