

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**Unauthorised MINUTES of the Annual meeting of the Parish Council**  
**held on Thursday 12 May 2022 at 7.00pm in Forest Hill Village Hall**

**Present:** Cllrs A Waite Brown, G Blomley, W Blyth, J Hobbins, M Leeding, C Massey, D Waters  
Clerk and RFO: Helen Cross, New Clerk, Anita James  
Members of the public 2

**No.    Item**

**1.    ELECTION OF CHAIRMAN**

Cllr Waite Brown nominated by Cllr Blyth, seconded by Cllr Blomley.  
Duly **ELECTED** Cllr Waite Brown signed a declaration of acceptance of Office of Chairman.

**2.    APOLOGIES FOR ABSENCE**

There were none.

**3.    DECLARATIONS OF INTEREST**

Cllr Leeding declared an interest in the Village Hall and OFOG.

**4.    ELECTION OF OFFICERS AND COUNCILLORS FOR AREAS OF INTEREST**

**i)** Election of Vice-Chairman.

Cllr Leeding nominated by Cllr Blomley, seconded by Cllr Hobbs.  
Duly **ELECTED**.

**ii)** Election of Internal Financial Controller.

The Council **RESOLVED** to agree not to replace Cllr Massey as Internal Financial Controller. Cllr Massey unanimously **ELECTED**.

**iii)** Election of Councillor for Interest in Allotments.

The Council **RESOLVED** to agree unanimously not to elect a councillor to represent the Allotments.

**5.    PARISH COUNCIL ANNUAL DOCUMENTS**

The Council reviewed the following annual documents - all previously circulated.

**i)** Updated Standing Orders

**ii)** Financial Regulations

**iii)** Health and Safety Policy

**iv)** Risk Assessment

**v)** Finance Risk Assessment

**vi)** Document Retention Policy

**vii)** Web Accessibility statement and report

The Council **RESOLVED** to agree all for authorisation with no alterations.  
Duly signed.

**viii)** Internal Financial Controls Policy

The Council reviewed and considered the policy and **RESOLVED** to agree it for adoption with no alterations. Duly signed.

**Action:** Clerk to publicise the documents on the Parish Council website.

6. **PUBLIC FORUM**

a) A concern was raised that there are no proper warning signs on the electric fence around the paddock in the field behind the village hall.

**Action:** Clerk to notify tenant and request appropriate warning signs are installed.

b) It was reported that the hedge along the footpath from Milton Cresecent to Redhill is overgrown.

**Action:** Clerk to notify Countryside Services.

7. **MINUTES OF THE ANNUAL PARISH MEETING** held on

Thursday 7 April, 2022 - to be authorised at next year's Annual Parish Meeting

8. **MINUTES OF LAST MEETING** held on Thursday 7 April, 2022

The Council **RESOLVED** to agree and confirm a true and accurate record. Duly signed.

9. **UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING –**

i) Planning applications – min.2022/179i.

Clerk submitted all Council's comments.

ii) Grass cutting – (min.2022/184i).

Clerk contacted Green Scythe with acceptance of quote.

10. **OCC and SODC MATTERS**

There was no report or feedback received regarding the Council's objections to the plan to close the toilets in the A40 lay-by and to leave the lay-by open or the need for the resurfacing of Church Hill.

**Action:** Clerk to request feedback from Cllr Bearder.

11. **PLANNING**

The Council considered the following applications and notifications from South Oxfordshire District Council – all previously circulated.

**i) Planning applications**

**a) P22/S0519/FUL** – Bayswater Farm, Bayswater Farm Rd., nr Sandhills, OX3 8BY.

The erection of two apartments accessed from Bayswater Farm Road.

(As amended and amplified by revised site plan and vehicle swept path analysis and letter from Glanvilles received 24 March 2022, SAP calculations submitted on 5 April 2022 and amended by site plan received 21 April 2022).

Also email from SODC planning officer.

The Council **RESOLVED** to agree to reply to the planning officer that they consider the application to be a gross over development of the site.

**b) P21/S5236/FUL** – Mulberry House, The Ridings, Shotover Hill – amendment no.2: As amplified by SAP calculations received 19 April 2022.

The Council **RESOLVED** to agree no objection.

**Action:** Clerk to submit responses to both above.

**ii) For information**

**a) P21/S4479/FUL** – Keepers Cottage, Wheatley Rd. Forest Hill – amendment no.1: As amplified by Energy information received 27 April 2022.

**b) P21/S5144/FUL** – Hazels, Old Rd., Shotover Hill – amendment by site plan received 4 May 2022.

**c) P22/S1430/FUL and P22/S1431/LB – Shotover House, Shotover Estate, OX33 1QN**

Alterations to design of outbuildings as previously approved under P19/S0036/LB and P19/S0035/FUL – Construction of plant room for ground source heating plant and installation of ground arrays.

## 12. **FINANCE**

### **i) Balances at bank – as at 5 April 2022**

(latest bank statements not received at time of writing agenda) £

Business Reserve Account	29,245.17
Current Account	<u>24,027.61</u>

53,272.78

Less: Unpresented cheques	<u>2,970.64</u>
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50,302.14

Less: Earmarked reserves	<u>10,000.00</u>
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40,302.14

(This includes a current remaining CIL balance of	<u>20,465.44</u> )
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### **Total available funds as at 5 April, 2022**

**£19,826.70**

### **ii) Receipts included in above figure**

Allotment fees for 2022/23	139.00
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(Less: £12.50 refund)

### **iii) Payment requests:**

Administration to the Council	787.33
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Oxford Greenbelt Network –

annual subscription - agreed min.2022/180iv	15.00
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Oxfordshire Playing Fields Assoc –

annual subscription – agreed min.2022/180iv	45.00
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TFM Ltd – InvS1-110

Dog waste services March 2022	51.55
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Jane Olds – Inv.JO164

Internal audit 2021/22	190.00
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Manning Media Svs – Inv.020

Annual Website accessibility report	99.99
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### **iv) For information**

FHSCC yr 3 balance remaining from 2019 figure of £1,121.56

is £765.75 – schedule previously circulated.

## 13. **END OF YEAR FINANCIAL DOCUMENTS**

The Council reviewed and considered the following documents – all previously circulated.

**i)** End of year 2021/22 Accounts

**ii)** AGAR 2021/22 and Certificate of Exemption - because the higher of gross income or gross expenditure did not exceed £25,000 for the year.

**v)** Elector's Rights notice dates – 03/06/2022-15/07/2022

**iv)** Internal Auditor's Report 2021/22

**v)** Review of effectiveness of Internal Auditor's report 2021/22

**vi)** End of year 2021/22 Budget comparison

**vii)** End of year 2021/22 Asset Register

The Council **RESOLVED** to agree and authorise all the documents with no alterations. Duly signed.

**Action:** Clerk to submit the signed Certificate of Exemption AGAR 2021/22 to the External Auditor before the deadline of 1 July 2022

and to publicise the required documents on the Parish Council website, adhering to regulations.

**14. CLERK / RFO**

Nothing to report.

**15. GOVERNANCE**

There was a question on what powers the Parish Council has to support residents monetarily in times of emergency. Especially considering the expected crisis in the rise in the cost of living.

**Action:** Clerk to contact OALC.

**16. BUS SERVICE and TRANSPORT**

OFOG are able to continue the bus service for another 4 or 5 months at the current rate of use. More passengers are needed to support it.

Cllr Leeding and all who are involved with this valuable service were thanked by the Council.

**17. VILLAGE and PARISH MATTERS**

**i) Grass cutting update**

It had been noted that the contractors had been cutting all of the grass verges and not just a 1m strip, as they had been requested to do.

**Action:** Cllr Hobbins to contact the contractor.

**ii) Old Cemetery hedge and wall** (since Dec 2021 min.2021/120).

It had been confirmed by the Oxford Diocese that the 'old cemetery' remains in the ownership of the incumbent. It is known that SODC have the responsibility of the maintenance of the wall and the hedge. Planning permission must be acquired to remove the hedge as it is in a Conservation Area.

**Action:** Clerk to write to St. Nicholas' Church to ask permission to apply for planning permission to remove the hedge.

**iii) Rectory Farm**

**a) Request a water supply from Forest Hill village hall.**

Rectory Farm have requested a water installation from the Village Hall to the fields behind and would pay for the installation if the Parish Council and Village Hall Trustees agree.

6 Council members **RESOLVED** to agree, 1 abstained.

**Action:** Cllr Leeding will take the request to the Trustees.

**b) Rectory Farm have requested an informal agreement with the Parish Council for a permissive right of way for village residents through certain fields.**

The Council **RESOLVED** to agree to no objection to Cllr Waite Brown expanding discussions with Rectory Farm.

**Action:** Cllr Waite Brown

**iv) SODC - Litter Bug Detective Trail**

The Council **RESOLVED** to agree to host a trail for the SODC initiative.

**Action:** Cllr Waite Brown to enter a proposed route.

**v) Parish Council notice boards**

**a) The old rotten notice board has still to be removed from Bayswater Farm.**

**Action:** Cllr Waters agreed to dispose of the board.

**b) The new Village Hall notice board needs the application of a wood protector and the backing secured.**

**Action:** Cllr Waite Brown will maintain the board.

**vi) Bayswater Farm playground**

A question was raised regarding the Parish Council's responsibility for the play area, installed by the developers of the new development, which was never officially handed over to the Council.

**Action:** Clerk to ask OALC for guidance.

**18. VILLAGE HALL**

**i)** Management Trustees report – previously circulated.

Reserves as at 2 May 2022:

Current Account £4,454.22. Deposit Account £2,887.98. Total £7,342.20

The faulty coin meter is being replaced at a cost of £250. New shelving has been fitted in the storage room to replace the old space consuming wardrobe.

**19. RECREATION GROUND**

**i) Proposed new project and rewilding** (since Aug 2021 min 2021/60vi)

A water supply is required to water the recently planted tree saplings.

**Action:** Cllr Waters to obtain a quote.

**Ongoing.**

**ii)** The green storage container / changing facility.

To consider re-purposing. To carry forward to next meeting.

**iii)** Maintenance is required to some fencing panels.

**Action:** Cllr Waite Brown to carry out the maintenance.

**20. CEMETERY**

A request had been received to scatter, in the Cemetery, the ashes of a former resident of Forest Hill who had been born and brought up in the village.

The Council **RESOLVED** to agree no objection.

**21. ALLOTMENTS**

There was no report.

**22. OALC / NALC**

**i) OALC** - April newsletter.

Cllr Leeding had resigned from NALC, he will not report on them in the future. Updates and circulations will be forwarded as usual by the Clerk.

**23. INFORMATION and CORRESPONDENCE** – All circulated when received.

**i)** BT have removed the village phone box.

**24. APPOINTMENT OF NEW CLERK and RFO.**

The Council **RESOLVED** to agree the employment contract of the new Clerk and RFO to begin on 1 June 2022.

**25. DATE, TIME AND PLACE OF NEXT MEETING** – To confirm.

Thursday 30<sup>th</sup> June, 2022 at 7pm in the Village Hall.

Cllr Blyth gave his apologies for the next meeting.

The Parish Council thanked Helen Cross for her work as Clerk and RFO and wished her well in her retirement.

The meeting closed at 8.40pm.