

FOREST HILL WITH SHOTOVER PARISH COUNCIL
Unauthorised MINUTES of the Parish Council meeting
held on Thursday 7th July 2022 at 7.00pm in Forest Hill Village Hall

Present: Cllrs A Waite Brown, G Blomley, M Leeding, C Massey, D Waters
Members of the public: 2

No. Item

193. APOLOGIES FOR ABSENCE

W Blyth, J Hobbins

194. DECLARATIONS OF INTEREST

Cllr Leeding declared an interest in the Village Hall, OFOG, Gardening club and Holford Trust.

195. PUBLIC FORUM

A representative from the Forest Hill Baby and Toddler Group attended and requested the second half of the support grant. It was reported that the numbers are steady and 4-5 children attend each week from a pool of 15 or so families. The attendees are mainly from Forest Hill but also from the surrounding area. Feedback has been received that it is a welcoming and open group. ACTION: Add the request to the next agenda for voting.

196. MINUTES OF THE LAST MEETING HELD ON 12 MAY 2022 – PREVIOUSLY CIRCULATED

All agreed and they were duly signed

197. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Minute 15 – Governance Support for residents in emergencies - power available. The clerk had reported the advice received that the Parish Council cannot give donations to individuals within the Parish but can support local organisations / charities who can give advice and / or support.

Minute 17 – Grass cutting. It was noted that the contractor is still cutting the entire verge not just 1m strip as previously instructed. To discuss with Councillor Hobbins at the next meeting

Minute 17 – Water Supply for Rectory Farm. It was noted that this was referred to the Village Hall Committee.

Minute 17 – Parish Hall Notice Board – ACTION: Councillor Waite Brown to oil the board.

Minute 17 – Bayswater Fields Playground – Advice was sought from OALC regarding who is responsible for the maintenance of the playground within the new development. It was advised that the PC should speak to SODC because this should have been part of the planning application. ACTION: Councillor Waite Brown to reach out to David Cookson at SODC and ask who will maintain.

Minute 18 – Recreation Ground Rewilding – To be added to the next agenda

198. GOVERNANCE MATTERS

The parish council is currently without a Clerk and RFO and finding a replacement will be discussed later in the meeting. It was noted that the numbering of the agenda items did not follow the previous meeting as

this was done by a councillor acting as clerk.

199. OCC and SODC

No reports were received.

200. PLANNING MATTERS

a) Decisions

P22/S0519/FUL – Bayswater Farm, OX3 8BY – GRANTED

P22/S1846/FUL – The Oaks, Old Road, Shotover – GRANTED

b) Applications –

P22/S5144/FUL – Hazels, Old Road, Shotover, Change of conditions – NOTED

201. FINANCE MATTERS

a) Balances at Bank as at 5 June 2022

Deposit Account £29,249.77

Current Account £29,140.60

b) CIL money availability £20,465.44

c) Payment Requests

Green Scythe £715.20

Green Scythe £1231.20

Tactical Facilities (dog bin emptying) £51.55

Tactical Facilities (dog bin emptying) £51.55

Subbi the Handyman (gate installation in recreation ground) £365

Final Administration to the Council £140

ALL APPROVED

d) other matters – The chair raised a suggestion that there is specialist financial software available for Parish Councils. A demo has been arranged and all agreed they would be happy to explore and discuss at a future meeting.

202. AGAR REPORT

It was confirmed that this was submitted to the external auditor and we are awaiting feedback.

203. SECTION 137 EXPENDITURE 2022

It was confirmed the approved figure is £8.08p per elector.

204. PAYMENTS MADE SINCE LAST MEETING

None reported

205. REQUESTS FOR PAYMENTS MADE SINCE LAST MEETING

My Vision Oxfordshire (formerly Oxfordshire Association for the Blind) had requested a donation. All voted in favour of donating £100.

206-208. Missing in error from agenda

209. RECREATION GROUND

a) It was noted that the new gate was installed

b) It was noted that the picnic table in the main rec is rotten and needs removing and replacing. ACTION: Councillor Waite Brown will investigate replacements and it will be discussed at the next meeting

c) RoSPA annual inspection is due – All agreed to instruct this is carried out.

210. VILLAGE HALL

a) Trustees reported balances at bank:

current account £3646.83

deposit account £2888.22

TOTAL £6535.05

- b) The defibrillator was successfully used and the battery and pads will be replaced.
- 211. CEMETERY**
- a) Issue with unmarked grave – resolved, located in old cemetery.
- b) Issues regarding boundary wall – Jane Walker (Church Warden) has contacted the Coopers and Millers. The Coopers do not think repairs are needed to their part of the wall. If we want to take the hedge down the Church will need to apply for planning permission. All agreed to ask the Church to do this so we at least have permission. It was agreed that we inform SODC that we will remove the hedge and raise the concerns about the stability of the wall once this is removed.
- c) It was also noted that oak tree branches from trees in the old cemetery overhang into the new cemetery and cause an issue for the grass cutters. ACTION: Councillor Waite Brown to inspect.
- 212. ALLOTMENTS**
- Awaiting the new fencing, awaiting a report
- 213. COMMUNITY EMERGENCY RESILIENCE PLAN**
- Councillor Massey to finalise and send.
- 214. OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS**
- June bulletin circulated previously
- 215. BUS SERVICE**
- OFOG continuing to provide an essential service. Uncertain future noted for all local bus services. Councillor Leeding will keep the council updated.
- 216. NATIONAL ASSOCIATION OF LOCAL COUNCILS**
- a) Views agreed by the council have been included as submitted in the survey report
- b) A copy of the Executive Summary was circulated
- 217. EAST WEST RAIL CONSULTATION GROUP**
- Councillor Leeding has attending meetings and will continue to monitor.
- 218. SOUTH OXFORDSHIRE LOCAL PLAN AND LAND NORTH OF BAYSWATER BROOK NEW HOUSING**
- 2 meetings attended by Councillor Leeding. The development company have shown proposals to change Green Road Roundabout to support the housing. The next stage is expected to be a planning application in October. The plans now include 1450 houses rather than the previous 1100.
- 219. APPOINTMENT OF CLERK AND RFO**
- There is currently no one in position for the clerk and RFO as the person who accepted the position has declined to join. One option for a temporary stand in would be Claire Waite Brown, spouse of the Chair. The chairman left the meeting and the councillors discussed the proposal.
- It was agreed to employ Claire Waite Brown to the position of Clerk and RFO while the permanent role is advertised and a permanent employee found. It was agreed to keep the pay and hours the same as offered to the previous clerk.
- The chairman returned to the meeting.
- It was agreed that the advert would be placed in the 4 parishes newsletter, on facebook pages (Forest Hill and Wheatley) and in

Wheatley newsletter.

220. **OTHER ITEMS**

a) All agreed to the proposed insurance renewal sent on email. ACTION: Councillor Waite Brown to respond.

b) It was noted that the new code of conduct should be added to the next meeting agenda so it could be discussed.

c) The Parish Council received information that the postman, Chris Simmons, was leaving the round after 30 years service. The Parish Council noted their thanks for all his hard work and dedication.

221. **DATE, TIME AND PLACE OF NEXT MEETING.**

Thursday 4th August, 2022 at 7pm in the Village Hall.