

FOREST HILL WITH SHOTOVER PARISH COUNCIL
UNAUTHORISED MINUTES of the Parish Council meeting
held on Thursday 4th August 2022 at 7.00pm in Forest Hill Village Hall

Present: Cllrs A Waite Brown, G Blomley, M Leeding, C Massey,
Acting Clerk and RFO Claire Waite Brown

Absent: Cllr J Hobbins
Members of the public: 2

No. Item

26. APOLOGIES FOR ABSENCE

W Blyth, D Waters

27. DECLARATIONS OF INTEREST

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

28. PUBLIC FORUM

It was reported that the significant issue with the cemetery wall is the ivy, and suggested that the ivy be removed.

It was resolved that the council will source quotes for repairing the wall.

It was reported that a farewell party for Chris, Forest Hill's previous postman, will be held at the village hall on Sat 17th September, from 3 to 5pm, and any contributions of food or drink will be welcome.

29. MINUTES OF LAST MEETING OF THE PARISH COUNCIL

Held on Thursday 7th July 2022

An amendment was made to minute 219 regarding the appointment of a temporary clerk: the appointment is agreed for 6 months.

All agreed and they were duly signed.

30. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING

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

Natasha-Lee Jane 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

It was reported that the Department for Transport have been asked for money for lorry facilities on the A40 laybys, response is outstanding.

The Parish Council recorded their concern over the closing of the layby on the Shotover side of the A40, and its obstruction of the entrance to a house there. Shotover Estate has also raised concerns.

A concern was raised over the closure of Broad Street and how this would affect the local Comet bus. The council was assured that the number of disabled parking spaces and access for the buses will remain unchanged.

32. PLANNING

No matters to discuss

33. FINANCE

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
	£60,368.84

Less: Unpresented cheques	£2,604.00
	£57,764.84

Less: CIL balance	£20,465.44
Less: Earmarked reserves	£10,000.00
Total available funds	£27,299.40

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
Tactical Facilities Management (dog waste services)	£51.55
SP1 Solutions (Microsoft Office renewal)	£1,100.15
All approved	

c) Scribe accounts software – Cllrs Waite Brown and Massey reported on their Scribe software demo. It was established that using this software would streamline council accounting, for example with reconciling cheques and preparing for AGAR. The software keeps scans of invoices so making everything easily findable.

The council resolved to sign up to the accounting part of the software to begin with, and consider adopting the cemetery part after six months (January). Cost is £288 per year plus a setup charge of £197.

d) Request for donation from Clean Slate

The Parish Council resolved to contact Clean Slate to ascertain the specifics of the work they do in this parish.

e) To add to agenda for September, to discuss what to spend CIL money on

34. CLERK / RFO

a) AGAR 2021/22

Still awaiting external auditor report

b) Internal audit

Council resolved to re-appoint Jane Olds for internal audit

35. GOVERNANCE

a) New code of conduct

Council resolved to adopt the new code of conduct as per communication received from Oxfordshire Secretaries and Monitoring Officers Group.

Cllr Leeding expressed an interest in attending the meeting about the new code when dates are finalized.

36. SECTION 137 EXPENDITURE

a) Request – from Home Start Southern Oxfordshire to support their ongoing work.

The council resolved to contact Home Start to ascertain the specifics of the work they do in this parish.

37. BUS SERVICE and TRANSPORT

a) Parish Transport Representatives Group

The council thanked Cllr Leeding for his report and update that the Comet bus service is well used by Forest Hill residents.

38. VILLAGE and PARISH MATTERS

a) Grass cutting

Cllr Hobbins was not in attendance, so this point will be added to the next agenda - discuss with Cllr Hobbins that the contractor continues to cut more than the 1m strip that was previously instructed.

b) Notice boards

It was reported that the Bayswater Farm notice board has been repaired. Forest Hill notice board still requires oiling by Cllr Waite Brown

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

See minute 28.

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

A notification is to be sent to the Four Parishes Newsletter.

e) Parking issues

It was reported that there are issues with car parking on pavements in Mickle Way and on Stanton Road. The council resolved to put a notice in the Four Parishes Newsletter to encourage considerate parking, but have no authority to do any more than this.

f) Poppy wreath

Council resolved to order a poppy wreath for Remembrance Day, and to investigate options for a more sustainable option than in previous years. The council is aware that this may come at a slightly higher cost.

g) Deep cleanse by Biffa

Cllr Waite Brown to look into areas for Biffa to concentrate on.

39. VILLAGE HALL

a) Managing Trustees report

Current account balance	£3,948.85
Deposit account balance	£2,888.47
	£6,837.32

It was also reported that the hall will need a safety check on the electrics as there have been a number of supply failures in the past.

A bric-a-brac sale is currently taking place in Stanton village shop to raise funds for the hall and other local facilities.

40. RECREATION GROUND

a) Proposed new project and rewilding (since Aug 2021 min 2021/60vi) – Resolved to remove from the agenda.

b) Rotten picnic bench

Cllr Waite Brown reported that new benches for the recreation ground will cost between £180 and £250 per bench. It was resolved that the council will pay up to £750 on three new benches.

c) The Play Inspection Company report

The report contains no urgent considerations, but a few minor points that always come up. No action required.

d) Cllr Waite Brown reported that the fencing around the play area needs repairing. The council resolved to buy new fence panels to carry out the repairs.

41. CEMETERY

a) Memorial stones

Request for two memorial stones, no concerns, approved.

b) Tree branches

It was reported that no complaints have been received from the cemetery grass cutter and so resolved that no action is required regarding cutting back tree branches.

42. ALLOTMENTS

No report received.

43. COMMUNITY EMERGENCY RESILIENCE PLAN

Nothing to report at this stage.

44. OALC / NALC

a) OALC newsletter

Cllr Leeding drew attention to changes in guidelines with regards to footpaths and war memorials.

b) AGM

The council thanks Cllr Leeding for his report and update.

45. LAND NORTH OF BAYSWATER BROOK

Latest reports have been circulated.

A meeting with developers is to be held on August 22nd in Stanton St John (time tbc) to address concerns around traffic and traffic mitigation. Cllr Waite Brown recommended attendance.

46. INFORMATION and CORRESPONDENCE

No comments.

47. DATE, TIME AND PLACE OF NEXT MEETING

Original date was changed to 15th September, 7pm at Forest Hill Village Hall