

FOREST HILL WITH SHOTOVER PARISH COUNCIL
UNAUTHORISED MINUTES of the Parish Council Meeting
held on Thursday 15th December 2022 at 7.00pm in Forest Hill Village Hall

Present: Cllrs A Waite Brown, C Massey, J Hobbins, G Blomley
Clerk and RFO Sue Cox

Members of the public: 0

No. Item

91. APOLOGIES FOR ABSENCE – W Blyth, D Waters, M Leeding

92. DECLARATIONS OF INTEREST – None.

93. PUBLIC FORUM – Julia, representing the Baby and Toddler Group requested a grant of £1,000 as the rent for the hall has gone up. PC to ask the VH Committee to look more favourably as the £1,000 grant would be for rent. Five or six families, mainly from Forest Hill attend the group and it is socially valuable. Cllr Waite Brown to talk to the Village Hall Committee about funding part or some of the rent or waiving/reducing the rent. The PC should get a discount. **Action:** Cllr Hobbins to speak to the Village Hall Chair to co-support the Baby and Toddler Group. All agreed (item 107 no 4). The Baby and Toddler Group do not yet have a bank account and were asked to return the cheque previously issued if it has run out. **Action:** Julia

94. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 10 November 2022. All agreed and signed by the Chairman.

95. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision.

a) Rectory Farm water request – Cllr Waite Brown has communicated with Rectory Farm regarding the Village Hall being unable to supply water to them. Receive an update from Cllr Waite Brown. No further updates have been received and the matter is now closed.

96. OCC and SODC MATTERS – To receive reports.

a) 20 MPH speed limit in Forest Hill – the Clerk has asked the question regarding cost and viability of instating a pinch point at entrance to village from Stanton St John, with priority given to vehicles leaving Forest Hill. The Clerk received a reply and the estimate was £30K for the works. Traffic surveys would cost £200-£300. To be considered at a later date.

b) Report from Cllr Tim Bearder for December – circulated. Items noted including that the Botley Road closure has been postponed. The toilets in the layby on A40 to be demolished on 9th January 2023.

c) Traffic Filters meeting on Tuesday 22nd November at Beckley – update if available. No update available.

- d) **OCC Decisions Meeting (08/12/2022) - Cabinet Member for Highway Management** - Following consultations on several Highway Management proposals, objections & concerns have been received to the following proposals:
Forest Hill with Shotover – proposed 20mph speed limits. Six people were in favour and one objection for the 20 mph speed limits. The decision will be made at the Cabinet meeting.

e) **Cold Weather Amber Alert Level-3 (7th-16th Dec)** - noted.

f) **Distribution S-14(2) NOTICE - T11361 Forest Hill with Shotover, A40 (Westbound Layby) KE40085427423** – noted.

g) **Distribution S-14(2) NOTICE - T11358 Forest Hill with Shotover, A40 (Eastbound Layby) KE40098276059** – noted.

h) **Playing Pitch Strategy - request for information** – request for information by Sunday 18th December 2022. **Action:** Clerk

97. **PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.

- a) **P22/S4136/DIS - Bayswater Farm, Bayswater Farm Road, Sandhills OX3 8BY** – Discharge of conditions agreed.
- b) **P22/S2488/FUL - Mulberry House, The Ridings, Shotover, OX3 8TB - Decision** - Planning Permission granted on 5.12.22.
- c) **P22/S3458/HH - Far Outlook, Old Road, Shotover Hill, OX3 8TA – Decision** - Planning Permission granted on 14.11.22.

98. **FINANCE** – To receive, approve, consider and review the following:

a) Balances at bank – as at 19 October 2022 (latest bank statements not received at time of writing agenda)

Business Reserve Account	£29,257.13
Current Account	£28,912.17
	£58,169.30
Less: Unpresented cheques	£3,850.99
	£54,318.31
Less: CIL balance	£20,465.44
Less: Earmarked reserves	£10,000.00
Total available funds	£24,051.78

Receipt included in above figure

Business account interest £2.64

b) Payment requests

TFM dog bins	
£51.55	
Administration to the council – Acting Clerk	£156.59
Green Scythe – gang mowing and grass cutting	£715.20

c) CIL – To discuss how CIL money should be spent, including the traffic pinch point (96a) - The Clerk has received a reply and the estimate was £30K for the works. Traffic surveys would cost £200-£300. To be considered at a later date.

d) Closure of NatWest Bank in Headington – Council to reconsider where to store the documents currently held by the bank. **Action:** Agreed that Cllrs Waite Brown and Hobbins to go to the bank and collect the documents and agree how to store them, before 7th February 2023.

e) Bank account balances and updating contact details and telephone banking – update from Chairman and Clerk:

- To approve Telephone Banking – all agreed and resolved to adopt. **Action:** Cllrs Waite Brown and Hobbins to complete the bank forms.

f) Parish Precept 2023-24 – return form by Monday 16th January 2023. The Precept Demand was agreed at £18,500. PC resolved to support local communities by not increasing the precept this year. **Action:** Clerk

g) Payroll and Pension – to consider outsourcing the payroll service for the Clerk. **Action:** Clerk to obtain a quote for wages and pension services from Chapman Worth Accountants. Defer to January meeting.

99. CLERK / RFO – To receive a report.

a) AGAR 2021/22 – to receive an update from the Clerk. The Audit has been completed. **Action:** Clerk to add the Conclusion of Audit Notice to the website.

b) Solar speed limiter – to receive a report on costings from the Clerk. **Action:** Cllr AWB to provide Clerk with details of the company to contact.

100. SECTION 137 EXPENDITURE – nothing to report

- 101. BUS SERVICE and TRANSPORT** – To receive reports.
- a) Comet Service** – to discuss request for £750 grant for bus service for 2023/2024. The PC unanimously agreed to support the bus service with a grant of £750 for 2023/24. **Action:** Clerk to reply to the Treasurer and the grant will be paid at the April meeting.
- 102. VILLAGE and PARISH MATTERS** – To receive any updates and matters for consideration.
- a) Lamppost on A40** – Cllr Waite Brown has reported that the lamp by the bus shelter has been damaged. **Action:** Cllr WB to chase.
 - b) Old Cemetery hedge and wall** (since Dec 2021 min.2021/120) - council sourcing quotes for repairing the wall, ongoing. **Action:** work to be done in the Spring
 - c) Mickle Way noticeboard** – to discuss whether to remove or replace worn notice board. Cllrs agreed to remove the notice board for safety reasons. **Action:** Date tbc for the Village Clean Up Day.
 - d) Forest Hill planters** – discuss moving the planters, which currently cover the white gates put up to slow drivers entering the village. Consideration also needs to be made to possible insertion of pinch points (minute 75a). **Action:** Cllrs to have an onsite meeting to review the options.
- 103. VILLAGE HALL** – To receive a report and updates
- a. Village Hall trustees and Parish Council** – to discuss best practice to ensure proper governance is established with regards to Village Hall and Parish Council. Agreed that no further action is needed at this time.
 - b. Managing Trustees report – December 2022**

Current account balance	£4,601.71
Deposit account balance	£2,889.97
Total Reserves	£7,491.68
- 104. RECREATION GROUND** – To receive a report, updates and matters for consideration.
- a) Rec clear-up** – to discuss hiring a skip and organising a general clear up of the recreation ground. **Action:** PC to decide on a date for the spring clean at the January meeting.
 - b) Purchase of new picnic benches** – update on decision. **Action:** agreed to purchase the new picnic benches ready for clean-up day in early spring.
 - c) Changing facilities** – Cllr Hobbins to update on thoughts from Stanton St John PC. **Action:** ongoing
 - d) Request regarding skate equipment** on the rec from FH resident - update from Cllr Hobbins. **Action:** Cllr Hobbins to research and

update the PC at the next meeting.

- 105. CEMETERY** – To receive a report, updates and matters for consideration.

1) Memorial stone for Sylvia Stanier. **Action:** Cllr AWB had received a telephone call from the Stanier family and will let them know that the rules apply. The consensus of opinion is that the rules and regulations are in place for all memorial stones and they apply to everyone.

- 106. ALLOTMENTS** – To receive a report, updates and matters for consideration: No report was received for the December meeting.

107. COMMUNITY EMERGENCY RESILIENCE PLAN

a) GDPR Consent forms to be sent to James Crozier – update from Clerk. The forms have been sent to James Crozier by post.

- 108. OALC / NALC** – to discuss any issues, all updates previously circulated. None to discuss.

- 109. LAND NORTH OF BAYSWATER BROOK** – to discuss any updates. None to discuss.

- 110. INFORMATION and CORRESPONDENCE** – all circulated when received.

1) Wheatley Park School Prize Giving – 14th December 2022 – request for sponsorship of one or two awards. Each award is £15. **Action:** All agreed to £50 for the Prize Giving awards. Clerk to send the cheque.

2) Girls Football – Chelsea Burden and Pete Burden – local team at Forest Hill. Discussed but not something the PC wishes to explore further. **Action:** Clerk to reply

3) Botley West Solar Farm – email from David Rogers. This would be the second largest solar farm in Europe. The consultation closes on 15th December 2022. The PC discussed the email and thanked David for drawing the PC's attention to this matter.

4) Forest Hill Baby and Toddler Group – request for grant. Discussed at item 93.

5) Grant application for The Howe Trust Christmas Hamper Initiative – request for a grant. The PC voted against a donation at this time.

6) Stile on Footpath No 1 - from Main Street across Gerald Williams' field and down the bank into Shotover land.

- 111. DATE, TIME AND PLACE OF NEXT MEETING** – Thursday 26th January 2023 at 7.00 pm in the Village Hall at Forest Hill. **Action:** Clerk to book

the hall for 26th January 2023. Clerk to prepare a list of dates for 2023 for the January meeting.

A) Agendas and Minutes are available on the website:
[Forest Hill with Shotover Parish Council | Home \(parish-council.com\)](http://Forest Hill with Shotover Parish Council | Home (parish-council.com))

B) Grass cutting - quotes from three contractors – for January meeting agenda