

FOREST HILL WITH SHOTOVER PARISH COUNCIL
Unauthorised MINUTES of the PARISH COUNCIL MEETING held on
Thursday 14th September 2023 at 7.00 pm in Forest Hill Village Hall

Present: Cllrs A Waite Brown (Chairman), G Blomley, C Massey, D Waters, J Stutfield

In attendance: Cllr Tim Bearder, Clerk and RFO Sue Cox

Members of the Public: 1

No. Item

- 66. APOLOGIES FOR ABSENCE** – received from Cllr J Hobbins.
- 67. DECLARATIONS OF INTEREST** – none.
- reminder to Cllrs to complete their Register of Interests form and return to Democratic Services asap.
- 68. CO-OPTION OF A COUNCILLOR TO THE PARISH COUNCIL**
Forms to be completed and signed by candidate:
- Application for Co-option onto Parish Council - completed
 - Declaration of Acceptance of Office - completed
 - SODC Register of Members' Interests - completed
 - Julia Stutfield was co-opted to the Parish Council with immediate effect
- 69. PUBLIC FORUM** – Malcolm Leeding informed Cllrs that he still attends the Parish Transport Rep Meetings with OCC. The Otmoor Flyer Group have lodged a grant application for a high amount. ML has prepared a draft response to the Improving Rural Transport Report. The proposed Bicester to Oxford route has the same number of services as now. OFOG to meet in September to discuss. It is encouraging that OCC are trying to put services back and are asking for suggestions. OFOG continues to transport 5-7 people a week. It is assumed the H5 bus will continue along with the Comet bus. ML is trying to get all the issues together and will let the PC know the outcome of the grant. The demand service has been dropped and has gone back to a timetable. The ASDA route has not been reinstated.
- 70. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 3rd August 2023 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.
- 71. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.

- Online banking and updating Bank Mandate to add more signatories – PC agreed unanimously to keep the existing Nat West bank accounts open and to open new current and reserve accounts with Unity Trust Bank. Cost would be £6 a month paid quarterly.
- SODC and Old Cemetery hedge and wall - meeting with Parks on 15.09.23 at 11 am.
- Church Hill potholes – no further updates. Item closed for now.
- No 6, 8 and 10 Mickle Way – garden fences – item now closed.
- Stiles and Footpaths – handrail for stile on footpath 1 - Clerk to reply to CG and thank them for their email. The PC has no jurisdiction over Public Rights of Way and would ask that they write to Countryside Services and complete the OCC form. Clerk to write to Countryside Services and ask them to inspect the footpath from Holton to Forest Hill between Keepers Cottage, OX33 1EP and the Rugby Club at Holton. The footpath is being blocked and has been temporarily blocked. Clerk to write to AS at Shotover Estate for further information on the blockage. The Polecat Lane stile is falling apart – DW to look at the stile.

- 72. OCC and SODC MATTERS** – For the budget year 2023/24 there could be a bus linking the villages together. The proposed Route B covers Thornhill to Oxford and Bicester and serves the communities of Forest Hill, Stanton St John, Beckley and Horton Cum Studley. The closing date for the Community Transport Grants has been extended to 13.10.23. The Otmoor Flyer Comet Service could apply for the grant. The service could start in this year's budget year 2023/24.
- Zero Car Policy for LnBB development – officers are not able to apply the policy as it is unenforceable. TB to keep trying. There would be the same number of cars with one on plot and others off plot. The modelling isn't based on zero car. There is a need for a park that is acceptable to stop people from going into the SSSI, but the park is planned for the Elsfield end and does not work as a buffer. The 5-year land supply has been lost and is down to 4.3. SODC must demonstrate house building for each of the five years. If not, developers can move in and build extra houses. There has been no planning application for Grenoble Road yet.

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

Applications:

P23/S2833/FUL

Field - part of the Shotover Estate Land, 1 Shotover Estate, Wheatley, OX33 1QN

Provision of a temporary Works /CDM compound to support essential

upgrades to the electrical infrastructure of overhead lines and underground cables managed and owned by SSEN in the Wheatley area.

The PC agreed to Support this application with No Objections

P23/S2747/S73

Monks Farm House & Monks Farm Cottage, Shotover Hill, OX3 8TD

Variation of condition 11 (Landscaping Scheme) on application reference number P19/S1295/FUL (Phased) Demolition of two existing dwellings and outbuildings and erection of two replacement dwellings with gardens and new outbuilding and associated works. Continued use of existing buildings within walled area for storage of grounds maintenance equipment and sundries and its maintenance) - to allow provision of the landscaping for the first new house to be undertaken and allow occupancy of the first new dwelling.

The PC agreed to Support this application with No Objections

Planning Amendment Consultation - P22/S4618/O - BEC

An amendment relating to application number P22/S4618/O has been deposited with the District Council as Local Planning Authority.

The PC agreed to Respond to this application with No Strong Views

Decisions:

P23/S2296/LDP

Milton Cottage, Main Street, Forest Hill, OX33 1DY

Install solar panels onto the existing main roof of the property.

Certificate of Lawful Use or Development

P23/S2121/PDS

Oak Apples, Old Road, Shotover Hill, OX3 8TA

Enlargement of a dwellinghouse by the construction of 1 additional storey with new windows matching existing ground floor windows positions. Proposed new roof with same roof pitch as existing roof.

Prior Approval Agreed

P23/S2038/HH

Manor Farm, Main Street, Forest Hill, OX33 1EB

Erection of oak-framed garage.

Refusal of Planning Permission

P23/S2164/HH

Manor Farm, Main Street, Forest Hill, OX33 1EB

Erection of oak framed garden room to rear of existing dwelling.

Planning Permission granted

P23/S2040/HH

Far Outlook, Old Road, Shotover Hill, OX3 8TA

Rear single storey extension, extension to existing two storey stair tower.

Removal of existing bay windows to rear and construction of two new bays. Front single storey extension to utility room.
Planning Permission granted

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

a) Balances at bank – as of 30th August 2023

Business Reserve Account	£29,486.22
Current Account	<u>£21,733.15</u>
Sub Total	£51,219.37

Less: Unpresented cheques	£5,964.04
Plus: 2 nd Half Precept 2023/24 on 6/9/23	<u>£9,250.00</u>
Sub Total	£54,505.33

Less: Earmarked reserves	£10,000.00
Less: Earmarked reserves traffic calming	<u>£30,000.00</u>

Total available funds	£14,505.33
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CIL balance	£22,583.77
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Receipt included in above figure	
Business account interest	£33.12

b) Payment requests

Admin to the Parish Council - August	£424.40
HMRC – PAYE Qtr. 2 to 5 th August	£134.54
HMRC Qtr. 2 to 5 th October	£240.94
A Waite Brown – Earth Anchor reimbursement	£191.94
S Petrus – installing picnic tables	£250.00
The Play Inspection Company – annual inspect	£87.54
Tactical Facilities Management Ltd - July	£77.33
Tactical Facilities Management Ltd - August	£51.55
Moore – 1 st reminder letter for AGAR 2022/23	£48.00
Moore – 2 nd reminder letter for AGAR 2022/23	£48.00
Green Scythe Ltd - July	£732.00
Reids Playground Maintenance Ltd - repairs	£3,678.00

75. CLERK / RFO:

- 20-mph wheelie bin stickers available to collect at the meetings – take off the agenda but keep the item in the 4 Parishes News Magazine
- 2022/23 AGAR and Internal Audit - to be signed on 19th October 2023

76. SECTION 137 EXPENDITURE: none.

77. BUS SERVICE and TRANSPORT:

- Report from the PTR – verbal report given by Malcolm Leeding, PTR
- OCC Community Transport Grants – extended to 13th October 2023 - noted
- OCC Proposals for improved rural transport: briefing document - noted

78. VILLAGE and PARISH MATTERS:

- Parking outside 2 Mickle Way blocking vision and nowhere for vehicles to pull in from oncoming traffic – parking on white lines is not enforceable. Clerk to put a note in the 4PNM to remind residents that junctions are to always remain clear as per the Highway Code for residents to enter and exit junctions safely.
- Concerns over planned housing developments and traffic impact – email from two residents of Forest Hill – there are no current plans for a road from the cemetery to the bottom of Church Hill in the 2030 Local Plan. AWB to pen a response to the note.
- Request for a sign to the Church from the Churchwarden - AWB has responded to JW and the PC has no objection to JW contacting Highways about a sign.

Cllr Waters left the meeting at 8.00 pm.

79. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – August 2023

Current Account balance	£6107.11
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Deposit Account balance	£2903.76
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Total Reserves	£9010.87
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The kitchen window has been replaced and we are receiving advice on repairs to the Hall floor.

The casing on the outside clock has come adrift and the broken clock will be removed in due course.

80. RECREATION GROUND:

a) Installation of new picnic benches – the benches have been installed.

b) Changing facilities – no update

c) Playground Inspection report and actions – there are several items to repair. The playground is now 10/11 years old and is low risk but needs maintaining. The PC has received a quote from

Reids	for the work that needs to be done. The fence is ok, the
benches	have been done, the ship has been done and the ladybird

has been done. The gate needs mulching and AWB to do the picket fence. Chain link fence, leave as is. Spin pole to do. The mulch is £495.00. Super Nova – 30 sqm rubber mulch £2850 - no? Net to do. Cableway - £650 and gets used a lot – agreed to do. Multi-Unit – cut foliage back – AWB to contact Michael's Tree Services. Spider net to do. Table tennis table – repair to concrete – not agreed.

Action: AWB to organise the repairs of the agreed items.

81. CEMETERY:

- Request for a kerb set following a burial in an existing plot – the rules are no kerbing. The PC discussed and agreed no kerbs are allowed.

82. ALLOTMENTS: no updates received.

83. OALC / NALC - all updates previously circulated.

84. LAND NORTH OF BAYSWATER BROOK:

85. INFORMATION and CORRESPONDENCE – all circulated when received.

- Chapman Worth Accountants - Tax Enquiry - Fee Protection Service – not agreed.
- OCC Winter Preparedness – Salt Bags and Salt Bins - not agreed but do the salt bins need filling up?
- The Maple Tree – Autumn Programme
- Please can you nominate The Maple Tree for a Movement for Good £1k award? Clerk to send JS the email about nominations.
- Final reminder: Closing date for Expressions of Interest for EV Microhubs Scheme is 15 September 2023 – not agreed as nowhere to put an EV Hub.
- Revolutionise Your Parish with Six Circles Community Software – not agreed.
- Police and Crime Commissioner - One week left to apply to Community Fund – not agreed.
- OCC Tree Service - Community Planting Project Submissions – not agreed.
- Gresswell Environment Trust – Response to planning application amendments for LnBB – for information.
- Temporary Road Closure and No Waiting Restriction at - Stanton St John & Forest Hill, B4027 Wheatley Rd (Site-34). A temporary Notice is being made to implement the temporary closure and will operate from 22/10/2023 to 27/10/2023 (each night from 20:00hrs to 06:00hrs).
- Landscape evidence study now open for comments until 29th September – noted.

86. DATE, TIME, AND PLACE OF NEXT MEETING:

Meeting of the Parish Council on **Thursday 19th October 2023** at 7.00 pm in the Village Hall at Forest Hill.

- **Agendas and Minutes** are available on the notice boards and website:

- Meeting closed at 8.30 pm

Signed as a true and accurate record of the meeting:

Chair:

Date: