

FOREST HILL WITH SHOTOVER PARISH COUNCIL
UNAUTHORISED MINUTES of the Parish Council Meeting held on
Thursday 18th May 2023 at 7.00pm in Forest Hill Village Hall

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

Clerk and RFO Sue Cox

Members of the public: 1

No. Item

1. ELECTION OF CHAIRMAN: Cllr A Waite Brown stood down as Chairman and was proposed by for election Cllr J Hobbins and seconded by all Cllrs present. Cllr A Waite Brown was elected as Chairman for 2023/24.

2. APOLOGIES FOR ABSENCE – None

3. DECLARATIONS OF INTEREST – None

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

A) Election of Vice Chair – not appointed

B) Election of Internal Financial Controller – Cllr C Massey

5. PARISH COUNCIL ANNUAL DOCUMENTS:

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

viii) Internal Financial Controls Policy

All reviewed with no changes.

6. PUBLIC FORUM – The road outside the Village Hall was closed due to sewage repairs. An email has been received via the website asking if the PC would object to removing the sleeping policemen when the road is resurfaced? The PC has no objections and would consider removing the pinch point as well. **Action:** Clerk to write to Highways and Cllr Tim Bearder and reply to the website enquiry.

7. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 20th April 2023 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

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

- **Telephone banking** - AWB to apply
- **Old Cemetery hedge and wall** - the wall is dangerous, Clerk to write to SODC and attach the SODC letter confirming responsibility for maintenance of the wall.
- **Stile on Footpath No 1 - from Main Street across Gerald Williams' field and down the bank into Shotover land** - the request has been logged on the Countryside Services website. Cllr D Waters to speak to the Footpath Officer when he next sees him.
- **20-mph Speed Awareness Wheelie Bin Stickers** - stickers are available from the Clerk at the monthly PC meetings and from the Cllrs. Two stickers per household.
- **CIL (Community Infrastructure Levy)** - reserve for road calming measures based on LnBB development.
- **Church Hill** - still in a bad state. Clerk to write to Highways and Cllr Bearder about the growing number of potholes in size and numbers and ask them to fill in the holes as this is the only route to the nearest public transport and is the designated safe route to school.
- **No 8 Mickle Way – garden fence** – Cllr Waite Brown to check if the fence has been removed and the post holes filled in.

9. **OCC and SODC MATTERS** – Cllr Tim Bearder has sent written reports to the Parish Council, and these have been circulated to the Cllrs.

10. **PLANNING** –

Applications: None

Decisions:

P23/S0764/S73

Keepers Cottage, Wheatley Road, Forest Hill, OX33 1EP

- Variation of conditions 2(approved plans), 10(parking and turning areas) & 13(vision splays) on application P21/S4479/FUL (Demolition of existing house and replacement with new single dwelling) - increase in width of site entrance from 4.5 to 6 metres.

Planning Permission on 18th April 2023

Footpath diversion – Cllr Waters to talk to Shotover Estate

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

a) Balances at bank – as of 1st March 2023 - statement for April and May not received at the time of writing the agenda.

Business Reserve Account	£29,348.87
Current Account	<u>£28,690.91</u>
Sub Total	£58,039.78
Less: Unpresented cheques	<u>£4495.20</u>
Sub Total	£53,544.58
Less: CIL balance	£22,583.77
Less: Earmarked reserves	<u>£10,000.00</u>
Total available funds	£20,960.81
Receipt included in above figure	
Business account interest	£20.25

b) Payment requests

Admin to the Parish Council – April	£563.15
Chapman Worth – Payroll services	£136.00
Tactical Facilities Management Ltd - April	£51.55
SODC – Fee for uncontested election	£200.00

c) **Bank Mandate** – agreed to add Cllr C Massey and to remove Cllr M Leeding – **Action:** AWB and JH

12. **CLERK / RFO:** Printer - PC agreed to purchase a new printer and Cllr Waite Brown to look at the options.
13. **SECTION 137 EXPENDITURE:** none.
14. **BUS SERVICE and TRANSPORT:** A verbal report has been received from the local representative and the Otmoor Flyer is still being used regularly by residents.
15. **VILLAGE and PARISH MATTERS:** Village Fete on 8th July 2023. Request received for parking on the Rec. Clerk to send the Hire Form to Julie and ask that cars are parked at the bottom end of the Rec by the cricket nets.
16. **VILLAGE HALL** – to receive a report and updates - circulated
 - a. **Managing Trustees report – May 2023**

Current account balance	£5236.54
Deposit account balance	£2895.83
 Total Reserves	 £8132.57
17. **RECREATION GROUND:**

a) Rec clear-up – to remove old notice board, green fencing, goal posts. Remove item from agenda for next meeting

b) Purchase of new picnic benches – AWB to order the benches and pay for them and to be reimbursed by the PC at the next meeting.
Skip – AWB to speak to Amwar about the possibility of sharing a skip to dispose of the old benches.

c) Changing facilities – no update

d) PC to draft an article for the Four Parishes News Magazine asking for ideas for the Rec.

18. CEMETERY:

- Poppy Wreath – AWB to remove
- Grass and strimming – AWB and JH to look after the meeting and let Nigel know what needs to be done.
- Fees – non-resident is considered on a case-by-case basis depending on family ties.
- Remainder of the tree recently cleared away is suffering from rot - AWB and JH to look at the tree to see if it belongs to SODC or the PC.
- Jane Walker – request from the PCC for a donation towards repair of 3 gravestones in the closed churchyard - agreed

19. ALLOTMENTS: nothing to report

20. COMMUNITY EMERGENCY RESILIENCE PLAN – consent forms to be returned to OCC by the Clerk

21. OALC / NALC - all updates previously circulated.
- Training and Events email - noted

22. LAND NORTH OF BAYSWATER BROOK: no updates

23. INFORMATION and CORRESPONDENCE – all circulated when received.

Dawn Dunbar email 16/4/23 – woods at the bottom of the recreation field and removing dead wood and rubbish to make it a nicer path to walk through – **Action:** AWB to reply to Dawn.

Michael's Tree Services – quotation for cutting back trees and branches from 5 solar streetlamps in Forest Hill and Church Hill - £380 - agreed and Clerk to accept the quote. Start date 19th June 2023.

RoSPA Play Safety – invitation to book an inspection in July 2023. **Action:** Clerk to book an inspection with The Play Inspection Company Ltd, who carried out the inspection in 2022.

Waste Facility Tours for Parish Cllrs in 2023 - noted

Clean Slate – donation request letter - PC agreed to a £150 donation.

Cllr Tim Bearder – remedial work for the 20 mph signs – the PC will deal with one of the trees.

Steven Corrigan – Post Election Forms and Code of Conduct Briefing on Thursday 15th June 2023 – Clerk to send a link to the Cllrs.

OPFA – Playground Inspection Training on Thursday 15th June 2023 - the course is fully booked.

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

Meeting of the Parish Council on Thursday 22nd June 2023 at 7.00 pm in the Village Hall at Forest Hill - there are two vacancies on the PC, please come along to the meeting on 22nd June if you are interested in becoming a Parish Cllr.

- **Agendas and Minutes** are available on the notice boards and website: Forest Hill with Shotover Parish Council | Home (parish-council.com)
- **AOB:** Chris, who runs a children's football team on Sundays is looking for a new place to play football. The Rec is a public space, and the PC are happy for this to take place.
- Meeting closed at 20:05

Signed as a true and accurate record of the meeting:

Chair:

Date: