

FOREST HILL WITH SHOTOVER PARISH COUNCIL
Unauthorised MINUTES of the PARISH COUNCIL MEETING

Held on Thursday 19th October 2023 at 7.00pm in Forest Hill Village Hall

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

In attendance: Clerk and RFO Sue Cox

Members of the Public: 1

No. Item

87. APOLOGIES FOR ABSENCE – received from Cllr G Blomley.

88. DECLARATIONS OF INTEREST – None.

89. PUBLIC FORUM – road closure signs will give access to residents during the overnight closure. The road is being repaired ready for resurfacing next year. Mickle Way – the refuse collections have failed to turn up and when SODC has been contacted they have said it is an access problem. PC to contact SODC and ask what the access problem is and where the obstruction is causing problems. **Action:** Clerk

90. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 14th September 2023 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

91. 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 – update on Unity Trust Bank – agreed to transfer £10,000 to the Unity Current Account from Nat West. Two Cllrs to approve transactions. Set up new bank account on Scribe.
- SODC and Old Cemetery hedge and wall – update from meeting held on 15.09.23. The trees are the PC's responsibility and as they hang over the wall, we can cut them back and offer the waste to the neighbour. The trees are regularly inspected, some are 200 years old, and they are fine. Clerk to contact Hannah about the wall and hedge.
- Stiles and Footpaths – handrail for stile on footpath 1 and update on blocked footpath between Keepers Cottage and Rugby Club at Holton. Update on Polecat Lane stile. Keepers Cottage footpath has been cleared. Redhill footpath – Countryside Services are installing a handrail for the stile. AWB to look at the tree on Polecat Lane and there is a new stile going in there too.

92. OCC and SODC MATTERS – Cllr Bearder has £15,000 available for

Priority Grants.

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

Applications:

P23/S3251/LB

White Horse Cottage, Wheatley Road, Forest Hill, OX33 1EH

Replace existing single rotten wooden glazed windows with same style in wooden double-glazed units.

The Parish Council approved this application with no objections

P23/S3144/HH

The Sun Trap, Main Street, Forest Hill, OX33 1EG

Demolition of existing outbuildings and proposed construction of two replacement outbuildings.

The Parish Council approved this application with no objections

Decisions:

P23/S1700/DIS

Stable building to the south of The Orchard, The Ridings, Shotover Hill, OX3 8TB

Discharge of conditions 7(surface water drainage), 8(foul water drainage) & 10(tree protection) P21/S3064/FUL (Change of use of stable to provide self-contained 1-bed dwelling).

Fully Discharged on 10th October 2023

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.

Planning Permission granted on 5th October 2023

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

a) Balances at bank – as of 29th September 2023

Business Reserve Account	£29,555.33
Current Account	<u>£25,588.65</u>
Sub Total	£55,143.98

Less: Unpresented cheques	£ 819.54
Sub Total	£54,324.44
Less: Earmarked reserves	£10,000.00
Less: Earmarked reserves traffic calming	<u>£30,000.00</u>
Total available funds	£14,324.44
CIL balance	£22,583.77
Receipt included in above figure	
Business account interest	£69.11

b) Payment requests

Admin to the Parish Council - September	£424.40
Admin to the Parish Council - October	£424.20
HMRC – PAYE Qtr. 2 to 5 th October	£28.89
Tactical Facilities Management Ltd - September	£51.55
Chapman Worth – Payroll Services to September	£276.00
Green Scythe Ltd - September	£624.00
Transfer to Unity Current Account - cheque	£10,000

c) Scribe Reports:

Bank Reconciliation at 29/09/23 - Chair approved and signed.

d) Internal Financial Audit completed by Cllr Clare Massey for July to September 2023.

e) To consider transferring funds to the Unity Trust Bank account – agreed to transfer £10,000 to Unity from Nat West.

95. CLERK / RFO:

- 2022/23 AGAR and Internal Audit

- Section 1 – Annual Governance Statement completed, approved, and signed by the Chairman
- Section 2 – Accounting Statements approved and signed by Chairman and RFO
- The Certificate of Exemption was approved.
- Clerk to send the Certificate of Exemption to the External Auditors and put the required documentation on the website.

96. SECTION 137 EXPENDITURE: None.

97. BUS SERVICE and TRANSPORT:

- Report from the PTR – The Otmoor Flyer will continue as usual. We have not been told if there is a contract for a new bus service. This may change at the end of November. While this is on hold, we will continue to run the Otmoor Flyer, and the rest is unknown. There have been suggested tweaks to the timetable to suit passengers better. There could be a six

times a week service and it will take time to get the timetable right. A contact group of OFOG would be established. The 7.30 am bus is good for commuters and the 6.00 pm return too. The OFOG group would work with the bus company. ML is trying to get two stops in Forest Hill, the same as we have now. Horton-cum-Studley do not want to be connected to Bicester but also do not want to end up with no bus. More information to follow.

98. VILLAGE and PARISH MATTERS:

- Request for funding for the Forest Hill Baby and Toddler Group for 2024 – *JS to apply to Cllr Tim Bearder for a grant*
- Website enquiry – parked cars on the footpaths and overhanging trees and shrubs – *AWB to put some signs up on the gates and Clerk to reply to say the PC has agreed to put signs up on the gates into the Rec. The PC agreed to spend up to £50 on signage.*
- Bruton Knowles – Thames Water Works – starting October 2023 – *temporary fences to ensure the safety of the bridleway users. AM-J has asked for photographs of before and after the works. The aim is to process water on site and upgrade the sewer. PC to monitor.*
- Request for Assistance with Speed Control on Church Hill Street – *solar power street sign to be considered. The PC considered it would not be a waste of money to put in a 20-mph sign. There is no footway, so it is more dangerous. Church Hill is in a bad way. The temporary option would be to take the speed camera mount and put it on the solar light and see the impact. **Action:** attach a sign to the solar lights. Clerk to send a thank you letter to the resident and the PC will investigate what is possible for solar signs. Clerk to write to Highways/FixMyStreet to report the road markings are worn out causing damage to cars and ask for the road humps to be remarked.*
- Unchecked Defibrillator – notification from The Circuit - *AWB to login and update.*
- The Howe Trust Christmas Meal Campaign for children receiving free school meals – request for a small donation - *agreed to donate £150 under Section 137 and raise a cheque at the December meeting.*
- Request for a local person to repair Stile No 1 and install a handrail - *Countryside Services will fix it so there is no need for a local person to repair the stile.*

99. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – September 2023

Current account balance £6499.38

Deposit account balance £2906.31

Total Reserves £9405.69

We are progressing with a schedule for minor repairs/decorating, plus repair of damage/weak points in the floor

100. RECREATION GROUND:

- a) Changing facilities – no updates
- b) Playground Inspection report and actions – update on repairs
- *all done and invoice due for payment*

- 101. CEMETERY:** all noted
- Request for Memorial in the Old Cemetery – permission to be granted by the Church not the PC
 - Request for Memorial plaque in the cemetery
 - Request for Burial in the cemetery on 27.09.23
 - Request for information about installing a memorial in the cemetery
- 102. ALLOTMENTS:** nothing to report.
- 103. OALC / NALC** - all updates previously circulated.
- 104. LAND NORTH OF BAYSWATER BROOK:** response to planning application amendments due by 30th October 2023. *PC will not be sending in a response to the amendments.*
- 105. INFORMATION and CORRESPONDENCE** – all circulated when received.
- 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).**
 - The Children's Air Ambulance Service – request for donation - *agreed to a donation of £250 under Section 137 and the cheque will be raised at the December meeting.*
 - Age UK Oxfordshire – AGM on Friday 3rd November 2023
 - Direct Services from Oxfordshire Direct Services
 - Community First Oxfordshire – AGM – Wednesday 8th November 2023
- 106. DATE, TIME, AND PLACE OF NEXT MEETING:**
Meeting of the Parish Council on **Thursday 7th December 2023** at 7.00 pm in the Village Hall at Forest Hill.
- **Agendas and Minutes** are available on the notice boards and website: Forest Hill with Shotover Parish Council | Home (parish-council.com)
 - **AOB:**
 - Allotments behind SW garages – who owns them?
 - Meadow on Rec – JS to research
 - December agenda – confirm signatories for the new Unity Account
 - Scribe increased costs of £5 per month from 1.4.24.
 - Meeting closed at 8.30 pm

Signed as a true and accurate record of the meeting:

Chair:

Date: