

FOREST HILL WITH SHOTOVER PARISH COUNCIL
UNAUTHORISED MINUTES of the Parish Council Meeting
Held on Thursday 26th January 2023 at 7.00 pm in Forest Hill Village Hall

Present: Cllrs J Hobbins (Chair), M Leeding (Vice Chair), W Blyth, C Massey, G Blomley, D Waters

District and County Cllr Tim Bearder (from 19:40 to 20:10)
Clerk and RFO Sue Cox

Members of the Public: 1

No. Item

112. APOLOGIES FOR ABSENCE – Cllr A Waite Brown

113. DECLARATIONS OF INTEREST – Cllr Leeding declared an interest in the Village Hall, The Holford Trust, OFOG and the Gardening Club.

114. PUBLIC FORUM – One member of the public attended the meeting to discuss the footpath and Rectory Farm vehicles. Access to the fields could be made by using the farmyard instead of the field track. A permanent water supply was not granted by the Village Hall Committee, and someone is now driving on the footpath. Legally the footpath must be kept open and can be used but there is an alternative access through the farmyard. **Action:** Clerk to send a polite request to find an alternative route through Manor Farm for access and to reduce the detrimental impact on the path. Potholes – the cold weather has caused problems and potholes have appeared. Fix My Street is the only way to report potholes and footpath problems.

Church Hill – the speed bump and drainage issues. The culvert needs cleaning out and should be reported to Highways. It was last done 12 months ago. The vegetation has been cut back. Pedestrian access to the A40 public transport is difficult and residents are not able to access on foot (see item 117).

115. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 15th December 2023 – Clerk to amend the minutes to show one member of the public had attended the meeting. Cllr Hobbins signed the minutes as a true and accurate record.

116. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision. Nothing to discuss.

117. OCC and SODC MATTERS – To receive reports.

1. Toilet block on the A40 on the eastbound side has not been removed. There has been a problem disconnecting the services on the Forest Hill side and this has caused a delay.

2. Cllr Bearder reported that council tax would be going up by 4.99% to fund adult social care. £4.9 million to go to other schemes including the Comet Bus to expand the scheme. Transport initiatives – there is no bus service from the villages to get into town. Need to tackle rural connectivity. Ditch clearance and

drains and cyclist and pedestrian access to the bus stop. Cllr Bearder has sent an email to Tracey and AWB has been in touch via Fix My Street. Botley Road - traffic filters will be delayed due to patchy closures. The East West rail link is due to be completed in 2025 and the Zero Emission Zone will be accelerated out to the Plain etc. Drivers would need an electric car or be able to afford to pay the fees. Solving this issue is a problem. The proposed traffic filters at Marston Ferry Road may be scrapped due to delays with Botley Road. Cycle paths would require extra money. The whole idea of measures will lead to traffic evaporation and buses can travel easier, faster, and more efficiently. The Park and Ride used to be free but now must pay to park. It would be more attractive if there was free parking. The Thornhill car park is leased from Shotover Estate. 20,000 houses will be built in the Oxford Green Belt. 1450 houses and 120 assisted living units planned for LnBB and there will be changes to parking to insist on a zero-car policy, which is not for everyone. Edge of city developments are good for cycling, walking and buses. Expecting to see more zero car developments for edge of city sites. Christ Church have submitted their application. Northfields would have 1800 houses. Brasenose own the rest of the land and it would be car free so public transport is essential. For climate change to be net zero by 2050, one third would have to come from transport. Shepherds Pit Lane – proposal to close the road and make it a cul-de-sac. Cllr Bearder has talked to Stanton St John PC and Rectory Farm, and they are happy. It will make a nice cycle and walking route. Toilets on A40 – one has been taken down and the other block has been delayed, possibly due to bats. Cllr Bearder left the meeting at 20:10.

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

**P23/S0170/T28 - Telecommunications Installation, Old Road
Shotover Hill, Oxfordshire, OX3 8TD**

Installation of electronic communication apparatus to existing telecommunications installation.

This application is not subject to public consultation however it is sometimes necessary for the council to consult professional bodies.

For information only

**P23/S0160/S73 - Bayswater Farm, Bayswater Farm Road, near
Barton, OX3 8BY**

Variation of Condition 2 (approved plans) following planning permission P22/S0519/FUL for internal alterations comprising the insertion of a wall at the end of each of the bedrooms to create a small self-contained study. The erection of two apartments accessed from Bayswater Farm Road.

Comments to SODC by 10th February 2023. The Clerk to respond with No Strong Views on this application

**P22/S4443/DIS - Mulberry House, The Ridings, Shotover Hill,
OX3 8TB**

Discharge of conditions 3 (Surface Water Drainage), 4 (Foul Water Drainage), 5 (Boundary Walls & Fences), 9 (Electric Vehicle Charging Points) on planning application P21/S5236/FUL (Demolition of the existing single storey side extension, construction of a two-storey side extension

and the sub-division of existing property to form additional dwelling and associated infrastructure).

Discharge Details Agreed on 7 December 2022

For information only

P22/S4136/DIS - Bayswater Farm, Bayswater Farm Road, Sandhills, OX3 8BY

Discharge of conditions 3 (Surface Water Drainage), 4 (Wildlife Protection) and 5 (Schedule of Materials) under application reference number P22/S0519/FUL (The erection of two apartments accessed from Bayswater Farm Road).

Discharge Details Agreed on 14 November 2022

For information only

P22/S3989/FUL - Shotover House, Shotover Estate, Wheatley, OX33 1QS

Installation of ground source heating arrays all below ground to supply heating for development approved under application P21/S4479/FUL

Planning Permission granted on 4 November 2022.

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

Action: No bank statements have been received since October 2022.

Action: JH and AWB to go to the bank to get statements as they are signatories.

a) Balances at bank – as of 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
A Waite Brown – plants for planters	£73.13

c) CIL – To discuss how CIL money should be spent. Ongoing.

d) Closure of NatWest in Headington – Council to collect documents

from the bank and to consider where to store the documents previously held by the bank. **Action:** AWB and JH to go to the Bank before 7th February 2023.

e) Bank account balances and updating contact details and telephone banking – AWB and JH to confirm the progress of the telephone banking application. ML gave JH the sealed leases for the village hall and allotments at the meeting. The Rec lease is deposited at the Bank, there is one large brown envelope to collect.

F) Payroll and Pension – to consider a quote for outsourcing the payroll service for the Clerk. **Action:** JH to speak to AWB on Monday. Clerk to send the quote to Cllrs by email. Clerk to be paid at each meeting. Decision to be made via email or at the March meeting.

120. CLERK / RFO – To receive a report.

a) Solar speed limiter –

Action: AWB to provide Clerk with the information of the company to contact.

121. SECTION 137 EXPENDITURE: None.

122. BUS SERVICE and TRANSPORT – To receive reports.

a) Comet Service – £750 grant agreed and cheque to be paid at the April meeting.

b) Report from Cllr Leeding – the Comet Bus continues, and a small balance will be carried forward to the next financial year. Able to continue to fund for the next two years and will run as long as possible. All four parishes have agreed to contribute for 2022/23. Cllr Leeding has a supply of bus tickets for passengers to purchase.

123. VILLAGE and PARISH MATTERS – To receive any updates and matters for consideration.

a) Lampost on A40 – Cllr Waite Brown has reported that the lamp by the bus shelter has been damaged – the lamp is working but is hanging – ongoing. A lamp by Vent Farm is on all day long and could be reported to Fix My Street.

b) Old Cemetery hedge and wall (since Dec 2021 min.2021/120) - council sourcing quotes for repairing the wall – ongoing. Cllr Leeding gave the Clerk a letter from Public Amenities at SODC dated 21.11.03 confirming that SODC will take over the maintenance responsibilities for the old cemetery on 22.12.03.

c) Mickle Way noticeboard – proposed that the notice board be removed as part of spring clean-up day. Cllr Leeding would like to see the notice board repaired rather than removed as there are 80 houses

in Mickle Way. **Action:** Discuss again at the March meeting.

d) Forest Hill planters – discuss moving the planters, which currently cover the white gates put up to slow drivers entering the village – agreed to talk to the people who put them up before moving them. **Action:** PC to look on Saturday 18th March and engage with members of the Gardening Club.

e) Grass Cutting Quotes for 2023 from Cllr Hobbins: the contract with Green Scythe is for 3 years on a 3-year deal and they do a good job. Could reduce the work with a clear brief. **Action:** JH to ask for a quote for 1 and 3 years for the March meeting.

f) To receive a resignation from the present Vice Chairman: ML is standing down as Vice Chairman and will not be standing again in the May 2023 elections. ML will continue to help and look after transport in the villages. ML has served 40 years as a Parish Councillor and has decided now to resign as the Vice Chairman. We all hope to see ML at the meetings in future, in the audience. ML to come to two more meetings and will continue to sign cheques until May.

g) [OBJ] To consider election of a new Vice Chairman: If the Chair is not available then the Vice Chair would take the meeting. Informally, JH takes the meetings, or another Cllr can take the meeting if the Chair is not available. **Action:** Cllrs to talk to people in the village about the elections in May and vacant seats.

h) [OBJ] Spring Clean-up with a skip on the Rec. Keep Britain Tidy campaign runs from 17th March to 2nd April 2023. PC would like to tie in with these dates. Proposed date Saturday 18th March 2023 at 2.00 pm – meet at the Rec. **Action?** to book a 6-yard skip for Friday 17th March from? JH may have a contact and GB suggested Mead Skips. PC to advertise the date in the newsletter and on Facebook.

124. VILLAGE HALL – To receive a report and updates

a. **Village Hall trustees and Parish Council:**

b. Managing Trustees report – December 2022

Current account balance	£4728.71
Deposit account balance	£2890.53

Total Reserves	£7619.24
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125. RECREATION GROUND – To receive a report, updates, and matters for consideration.

a) Rec clear-up – PC to decide on a date for the spring clean at the January meeting – **Saturday 18th March 2023**. Book village hall?

b) Purchase of new picnic benches – to consider purchasing new

picnic benches ready for the clean-up day in early spring (as agreed).
Action: AWB to get some quotes for the two benches that need replacing.

c) Changing facilities – Cllr Hobbins to update on thoughts from Stanton St John PC – ongoing.

- d) Request regarding skate equipment** on the rec from FH resident
- update from Cllr Hobbins – Tetsworth have a ramp on the green built by Fearless Ramps. The quote received was for £20k and the ramp is made of ply. The PC could canvas opinion via the Parish Newsletter or on Saturday 18th March at the Rec clear-up day. All the CIL money would be used up if the PC went ahead with the ramp. ML and AWB previously held an open day for the new playground but only 2 people attended this valuable resource for young people. **Action:** Agreed to canvas further opinion at the Spring Clean on 18th March 2023.

126. CEMETERY – To receive a report, updates and matters for consideration – the Funeral Directors will contact the Clerk if there are any burials to arrange.

127. ALLOTMENTS – To receive a report, updates and matters for consideration: nothing to report.

128. COMMUNITY EMERGENCY RESILIENCE PLAN: nothing to report.

129. OALC / NALC – to discuss any issues, all updates previously circulated.
Training – Clerk to attend an online Allotments Course with OALC at a cost of £30 plus VAT.

130. LAND NORTH OF BAYSWATER BROOK – to discuss any updates – the planning application has been submitted for LnBB. PC to apply for an extension of time to consider the applications. AWB is involved in the inter-parish group. **Action:** Clerk to request an extension of time from SODC.

131. INFORMATION and CORRESPONDENCE – all circulated when received.

1) Forest Hill Baby and Toddler Group – request for a grant to cover the rent for the village hall. Julie, Chair of the Village Hall Committee has ^[OBJ]reduced the rent from £10 back to £8 per hour. This booking is a long-term booking of about 100 hours per year. It is hoped the VHC will acknowledge the cost of living for our community. **Action:** Clerk to email Julia S and ask her to contact Julie, Chair of VHC and ask what the costs would be for the next 12 months, to include heating. To discuss again at the March meeting. Heating – how is the pre-paid meter set and does what we pay reflect in the rate charged per hour, as we are conscious of rising costs. **Action:** Clerk to email VH Trustee Chair

2) Stile on Footpath No 1 - from Main Street across Gerald Williams' field and down the bank into Shotover land – Clerk has reported the

problem – no update available. **Action:** Clerk to report to the Footpath Officer – DW has a contact and will pass on to the Clerk.

3) TTRO (T11401) Temporary Road Closure - Littleworth, Old Road – 15th March 2023

132. AOB: Four dog deaths have occurred in the village in the last few weeks. AWB to seek more information to see if there is a connection between the deaths and if there is anything suspicious. **Action:** AWB

133. DATE, TIME, AND PLACE OF NEXT MEETING:
Thursday 9th March 2023 at 7.00 pm in the Village Hall at Forest Hill

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))

134. Meeting Closed: 21:00

Signed as a true and accurate record:

..... Date: