

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**Unauthorised MINUTES of the PARISH COUNCIL MEETING**  
**Held on Thursday 3<sup>rd</sup> August 2023 at 7.00pm in Forest Hill Village Hall**

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

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

Members of the Public: 3

**No.    Item**

**46.    APOLOGIES FOR ABSENCE** – received from Cllr C Massey.

**47.    DECLARATIONS OF INTEREST** – None.

- reminder to Cllrs to complete their Register of Interests form and return to Democratic Services asap. **Action:** Clerk to send the forms to Cllrs again for completion.

**48.    PUBLIC FORUM** – Reminder to school children and the U25s that the Holford Trust awards grants to students and it is not means tested. Contact Alison Finch, Chair of the Trust.

The Comet Bus Service has reviewed its financial position up to the end of their fiscal year 31.12.23. There will be a letter coming to the PC to request donations for the next financial year 2023/24. PC asked if the attendance is down or are the costs going up? The answer was both. Long term they need more people buying tickets even if they do not go on the bus. At the Parish Transport Reps meeting there was mention of a grant for the Oxfordshire bus service improvement plan. There is £13m for distribution in the county. There are capital and revenue schemes, and a revenue scheme might help Forest Hill.

There is a survey being undertaken along Main Street and people have asked what it is for. Cllr Bearder to find out what the survey is for. The PC thought all the utilities were being surveyed and recorded.

**49.    MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 22<sup>nd</sup> June 2023 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

**50.    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:
- **Action:** AWB to look at other bank accounts
- DW to be added as a signatory. **Action:** AWB and JH
- ML to be removed as a signatory. **Action:** AWB and JH
  
- SODC and Old Cemetery hedge and wall - **Action:** Clerk to arrange a site meeting after 28<sup>th</sup> August with Parks Department at SODC

- Church Hill potholes – stay connected with Cllr Tim Bearder for updates
- No 6, 8 and 10 Mickle Way – garden fences: one house has moved the fence back but left the rubbish behind. **Action:** AWB to look at Land Registry and do a search on the boundaries.
- Stiles and Footpaths – Handrail alongside steps required. The Clerk has checked the Countryside Services website, and the status is **unresolved** and was last updated on 22 December 2022. The status comment is: Thank you for reporting this problem. It has been logged in the database. We will follow this up in line with our priority management approach.

**51. OCC and SODC MATTERS** – the 20-mph scheme – an arm has been attached to one of the signs and there is another sign by Mickle Way obscured by a tree. OCC cannot maintain foliage around the signs. AWB has spoken to the owner of the tree, and it was suggested to put an arm on both signs. The PC was promised plastic signs to advertise the 20-mph scheme, but these have not materialised. Cllr Bearder will keep an eye on the Church wall issue if needed. Cllr Bearder predicts the numbers of passengers on buses will soar when cars cannot drive into Oxford. Resurfacing Church Hill – this is not the worst in the division and there are no funds to do repairs. AWB asked if the work will be done properly, and a culvert needs to be made. The road is not safe for bicycles and the economic impact would improve if Oxfordshire had better roads. A member of the public reported that lorries are parking in the laybys where the toilets used to be. Cllr Bearder left the meeting at 19:25.

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

#### **Applications:**

##### **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.  
The PC has No Strong Views on this application

##### **P23/S2296/LDP**

Milton Cottage, Main Street, Forest Hill, OX33 1DY  
 Install solar panels onto the existing main roof of the property.  
No comments required from the Parish Council

##### **P23/S2164/HH**

Manor Farm, Main Street, Forest Hill, OX33 1EB  
 Erection of oak framed garden room to rear of existing dwelling.

The PC has No Strong Views on this application

**P23/S2541/HH**

3 Wheatley Road, Forest Hill, OX33 1EH

Hip to gable roof with loft conversion, dormer to rear and rooflights to front.

The PC Supports this application

**Decisions:**

**P23/S1845/DIS**

Mulberry House, The Ridings, Shotover Hill, OX3 8TB

Discharge of conditions 3(surface water drainage works) & 4(foul drainage works) on application P22/S2488/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 (as approved under application P21/S5236/FUL) with the inclusion of a single storey side extension.

Fully Discharged on 13th July 2023

**P23/S1764/FUL**

Home Farm, Shotover Estate, Wheatley, OX33 1QP

Change of use of part of the central range from general agricultural use to category B8 storage.

Planning Permission granted on 3rd July 2023

Public Footpath – DW to speak to Shotover Estate about the Heras fencing.

- 53. FINANCE** – To receive, approve, consider, and review the following:  
Agreed to earmark £30k for potential traffic calming measures due to LnBB construction. This will be a separate amount from the £10k already earmarked by the PC.

**a) Balances at bank – as of 30<sup>th</sup> June 2023**

|                                      |                      |
|--------------------------------------|----------------------|
| Business Reserve Account             | £29,453.10           |
| Current Account                      | <u>£30,605.51</u>    |
| Sub Total                            | £60,058.61           |
| <br><b>Less: Unpresented cheques</b> | <br><u>£7,130.23</u> |
| Sub Total                            | £52,928.38           |
| <br><b>Less: CIL balance</b>         | <br>£22,583.77       |

|  |                   |
|--|-------------------|
| <b>Less:</b> Earmarked reserves          | £10,000.00        |
| Less: Earmarked reserves traffic calming | <u>£30,000.00</u> |
| Total available funds                    | <b>-£9655.39</b>  |

|                                  |        |
|----------------------------------|--------|
| Receipt included in above figure |        |
| Business account interest        | £27.81 |

**b) Payment requests**

|   |                |
|---|----------------|
| Admin to the Parish Council – June                | £424.40        |
| Admin to the Parish Council - July                | £424.40        |
| Summer Planters – purchase of plants              | £66.00         |
| Starboard Systems Ltd – Annual Sub 1.9.23         | £345.60        |
| A Waite Brown – Picnic benches reimbursement      | £527.00        |
| A J Gallagher Insurance Brokers Ltd - renewal     | £1866.93       |
| Tactical Facilities Management Ltd - June         | £51.55         |
| Green Scythe Ltd – June mowing                    | £1140.00       |
| Michael's Tree Services – branches removed        | £380.00        |
| HMRC – PAYE to 5 <sup>th</sup> August             | £106.00        |
| SP1 Solutions Ltd – Office 365 licences           | £1100.15       |
| A Waite Brown – Laptop and Care Pack – reimbursed | <u>£535.98</u> |
|   | £6,862.01      |

**54. CLERK / RFO:**

- PC Laptop not charging – consider purchase of a new laptop - Approved. **Action:** AWB
- 20-mph wheelie bin stickers available to collect at the meetings
- 2022/23 AGAR and Internal Audit - extra charges of £40 per reminder letter will be added for late submission

**55. SECTION 137 EXPENDITURE:** None.

**56. BUS SERVICE and TRANSPORT:** The Parish Transport Rep gave a report during the Public Forum.

**57. VILLAGE and PARISH MATTERS:**

Defibrillator inspection to be arranged - not necessary – AWB checks at every PC meeting. The pads were replaced last year after the Defibrillator was used at a cricket match.  
 Poppy Wreath for Remembrance Day - **Action:** AWB to contact Forest Hill Flowers

**58. VILLAGE HALL – To receive a report and updates**

**a. Managing Trustees report – July 2023**

|                         |          |
|-------------------------|----------|
| Current account balance | £6130.67 |
| Deposit account balance | £2901.41 |

|                |          |
|----------------|----------|
| Total Reserves | £9032.08 |
|----------------|----------|

Finances have been boosted again this month with £600 profit from the village fete. A further £300 was donated to St Nicolas Church. The expected bill from SSE for the winter quarter was £662. Waiting for advice on repairs to the Hall floor and will be considering refreshing the décor to keep it bright. A member of the public asked about a baby changing station for the Baby and Toddler Group and the PC suggested they talk to the Village Hall Committee about their request.

**59. RECREATION GROUND:**

- a) Installation of new picnic benches – the benches have been delivered and are waiting to be installed.
- b) Changing facilities – ongoing. JH talking to Stanton St John Parish Cllrs.
- c) Playground Inspection booked for July – report due following annual inspection.

**60. CEMETERY:** The hedgerows are overgrown. To obtain a quote from MT Services as the area needs tidying up and the hedges need hard siding too.

**61. ALLOTMENTS:** Nothing to report

**62. OALC / NALC** - all updates previously circulated.

**63. LAND NORTH OF BAYSWATER BROOK:** Boundary stone planning application is being processed. The PC has received a letter from two residents of the village about LnBB and Wheatley Park/Holton traffic. PC to discuss at the September meeting when Cllrs have read the proposal. The designated route is down Church Hill to the footpath and then onto Wheatley Park School.

**64. INFORMATION and CORRESPONDENCE** – all circulated when received.

- Tracy Morton - Church Hill, Main Street, road resurfacing - TM has forwarded the PC's email to the team who would be dealing with these works, for information.
- Tracy Morton - Church Hill, Forest Hill – TM to look at this road when next in the area and raise any defects that meet OCC's intervention levels to be fixed. TM also suggested it would help if this issue were raised via FMS (FixMyStreet) so that it is recorded in the correct way. *The PC would prefer better speed humps and to get rid of the chicane.*
- Gallagher Insurance Brokers Ltd - Forest Hill with Shotover Parish Council and The Management Trustees of the Village Hall Renewal Quote - £1866.93 for renewal by 20<sup>th</sup> August 2023 - *Approved*
- Temporary Traffic Regulation Order – S14 Road Traffic Regulation Act

1984. Temporary Road/Bridleway/Footpath Closure – at Forest Hill, Main Street & Church Hill - In the interests of public safety, it will be necessary for Oxfordshire County Council to close the Main Street & Church Hill at Forest Hill to facilitate survey works. A Temporary Traffic Regulation Order (TTRO) is being made to implement the temporary closure and will operate from 31/07/2023. The estimated duration of the works is 10 nights (each night from 20:00hrs to 06:00hrs) - *noted*

- Ruth Lowe – request for an allotment – forwarded to Bruce Davies
- OALC - Online Banking – recommendations - OALC is unable to make any recommendations, but most online banks offer dual or triple authorisation when making payments.
- Community First Oxfordshire - Conference 2023 - Community-led Stewardship: Shaping Resilient, Sustainable Places on Friday 15 September 2023 @ Chesterton Community Hall, Oxfordshire, 10:00 – 14:00 (followed by lunch)
- Switchboard FREE - Please be aware that for future reference calls that are redirected to mobiles and landlines do come at an out-of-bundle cost of 3 pence per minute for landlines and 6 pence per minute for mobiles. *PC agreed to continue with the service and understand it is now not necessarily a free service.*
- OALC - Private house extending onto leased land – advice received to speak to landowner first. *Agreed not to get the landlord involved.*
- Steven Corrigan, Democratic Services – reminder to Cllrs to complete Register of Interest forms (new 2022 version). Completed forms can be submitted electronically to [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk) or in hard copy to Democratic Services, South Oxfordshire and Vale of White Horse District Councils, Abbey House, Abbey Close, Abingdon OX14 3JE. *Clerk to send the forms again to the PC*
- Press Release: Free electric blanket tests coming to Oxfordshire this autumn on Monday 18 September – Oxford City and Tuesday 19 September – South Oxfordshire. They must be pre-booked by phoning 01865 895999 or emailing [duty.officer@oxfordshire.gov.uk](mailto:duty.officer@oxfordshire.gov.uk) - *noted*
- Grant scheme for EV Charging Points that can be installed on public spaces that the PC are responsible for – *noted*
- For the September meeting – to consider co-opting Julia Stutfield onto the Parish Council. Clerk to research the process.

**65. DATE, TIME, AND PLACE OF NEXT MEETING:**

Meeting of the Parish Council on **Thursday 14<sup>th</sup> September 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 \(parish-council.com\)](http://Forest Hill with Shotover Parish Council | Home (parish-council.com))
- Meeting closed at 8.00 pm.

Signed as a true and accurate record of the meeting:

**Chair:** .....

**Date:** .....