

FOREST HILL WITH SHOTOVER PARISH COUNCIL
Unauthorised MINUTES of the PARISH COUNCIL MEETING held on
Thursday 7th December 2023 at 7.00pm in Forest Hill Village Hall

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

In attendance: Clerk and RFO Sue Cox

Members of the Public: 1

No. Item

107. APOLOGIES FOR ABSENCE – None.

108. DECLARATIONS OF INTEREST - None. To note that JS is now a member of the Village Hall Committee.

109. PUBLIC FORUM – ML gave a verbal report on the new 108 bus service to the PC. The bus has grant funding for 18 months. ML to send a written request about a bus shelter.

110. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 19th October 2023 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

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

- A new stile will be installed in the Spring.
- Church Hill and solar sign.
- New battery for the speed sign near the Rec
- Traffic survey – Clerk to respond to the letter
- Clerk to write to Highways re letter dated December 2022 to ask for the costs of a speed survey, and we could use the information for traffic calming on B4027 at the entrances to the village.

112. OCC and SODC MATTERS – Cllr Bearder was not present at the meeting and no report had been received.

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

Applications:

P22/S4618/O

Land North of Bayswater Brook near Barton – Amendment No 3

Outline Planning permission for up to: 1. 1,450 new dwellings (Class C3),

2. 120 units of Assisted Living dwellings, with ancillary communal and care facilities (Class C2/C3), 3. 560 sq.m of new community use buildings (Class F2), 4. 500 sq.m of new commercial/business/service buildings/health provision (Class E), 5. 2,600 sq.m of new Primary School (Class F1), 6. Creation of areas of green infrastructure, including areas of open space, allotments, habitats, recreation facilities and public park areas, 7. Associated transport, parking, access, surface water and utility infrastructure works. Full planning permission for: 1. Change of Use to Class E and associated refurbishment works to the Main Barn and 3no. curtilage barns at Wick Farm, 2. Change of Use to Class F1 and associated refurbishment works to the Wick Farm Well House building, 3. Erection of New Build barn-style building (Class E), 4. Erection of New Build building containing back-of-house facilities for the Main Barn-style building (Class E), 5. Erection of New Build Community Space building (Class F2), 6. Associated transport, parking associated with the local centre, access and utility infrastructure works, 7. Demolition of identified buildings, 8. Associated landscaping, public realm and market garden.(amended documentation received 19 September and as amended and amplified by information received 29 November 2023). (Hard copies on the Environmental Statement can be found at South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon OX14 3JE and Barton Library, Barton Neighbourhood Centre, Underhill Circus, Headington OX3 9LS).

Action: Clerk to respond and say the amount of time given does not give enough time to give a considered response to the application amendments.

Decisions:

P23/S1450/FUL

5 Shotover Kilns, Shotover Hill, OX3 8ST

Proposed demolition of existing residential structure and existing garage with canopies. Erection of a new residential two-storey dwelling with associated landscaping (As amended and amplified by plans and information received 25 October 2023).

Planning Permission granted on 4th December 2023

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 SSSEN in the Wheatley area. (as amplified by drainage information received from agent attached to email dated 16 October 2023 and surfacing/drainage drawing received 27 October 2023).

Planning Permission granted on 17th November 2023

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.

Listed Building Consent granted on 6th November 2023

P23/S2541/HH

3 Wheatley Road, Forest Hill, OX33 1EH

Dormer windows to side and rear and rooflight to front to allow for a loft conversion. (As amended by revised drawing no 23 2020 01 Rev B received 16 October 2023).

Planning Permission granted on 20th October 2023

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

a) Balances at bank –

Business Reserve Account - Nat West	£29,555.33	at 29.09.23
Current Account – Nat West	£13,657.82	at 30.10.23
Unity Current Account	£10,055.60	at 30.11.23
Unity Reserve Account	£0	at 30.11.23
Sub Total	£53,268.75	

Less: Unpresented cheques	£1099.75
Sub Total	£52,169.00

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

Total available funds	£12,169.00
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CIL balance	£22,583.77
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Receipts included in above figure	
Business account interest Nat West	£69.11
D L Hancock – Burial Fee	£350.00

b) Payment requests – by cheque

Admin to the Parish Council - November	£424.40
HMRC to 5 th December 2023	£212.20
The Howe Trust - Christmas Hamper - grant	£150.00
The Childrens' Air Ambulance Service	£250.00
A Waite Brown – reimbursement for planters	£46.00
Tactical Facilities Management Ltd - October	£51.55
Tactical Facilities Management Ltd - November	£77.33
Green Scythe Ltd – October grass cutting	£516.00
Jane Olds – Internal Audit 2023	£275.00
Reids Playground Maintenance Ltd - repairs	£2658.00

Online Banking

A Waite Brown – Your Parking Sign - reimburse	£38.76
A Waite Brown – Your Parking Sign - reimburse	£12.74

c) Scribe Reports: Bank Reconciliation at 31/10/23 - Chair to approve

and sign

d) **Internal Financial Audit** to be completed by Cllr Clare Massey for October to December 2023 – for January meeting

e) **To consider** transferring funds to the Unity Trust Bank account – none needed.

f) **To consider** the Quarterly Budget review and agree Budget figures for 2024/25. Insurance £1900, Payroll £400, Bank charges £100, Pay £1 per hour increase, general repairs and maintenance £3500, IT £1500, Grants £1500 - tick S137 box on Scribe if applicable.

g) **To consider** the Precept amount for 2024/25 - form to be returned by 15th January 2024. PC agreed to keep the Precept the same as last year at £18,500 and for the Precept to be paid into the Unity Trust Bank account. PC to look at the budget figures at the next meeting.

h) **To confirm** the bank signatories for Unity Trust Bank – defer to next meeting.

115. CLERK / RFO:

- 2022/23 AGAR and Internal Audit - letter of acknowledgement of receipt of AGAR received 28.11.23 - noted
- Jane Olds, Internal Auditor – report and invoice for 2022/23 - noted
- Rachel Brown, Internal Auditor – Letter of Engagement 2023/24 - signed and Clerk to return to RB
- NALC/SLCC Pay Award for the Clerk - Clerk to check the amount with OALC and report back at the next meeting.
- Clerk's Appraisal – after the January meeting with AWB and CM. Date tbc
- 2022/2023 Annual CIL declaration – by 31.12.23 - Clerk to complete and return the form. Current CIL money is reserved for possible road calming due to LnBB
- Updates on Scribe's Services & Pricing – increase of £4.80/mth from 1.4.24 - noted.

116. SECTION 137 EXPENDITURE:

- £150 The Howe Trust Christmas Hamper Initiative
- £250.00 The Childrens' Air Ambulance Service

117. BUS SERVICE and TRANSPORT:

- Report from the PTR – ML gave a report at item 109.

118. VILLAGE and PARISH MATTERS:

- Biffa and Green Bins – missed collections - all ok now.
- New FixMyStreet updates on report: 'Road Humps - road markings worn away' - Investigate Complete - noted.
- P Miller - Flooding of road at Forest Hill Turn – drains have been cleared.
- Grant funding for Forest Hill Baby and Toddler Group – feedback from JS - no money available from Cllr Bearder for hall hire. The Pop-Up Coffee Shop has raised funds and JS will come back to the PC if they are running

short.

119. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – December 2023

Current account balance £6573.24

Deposit account balance £2911.30

Total Reserves £9484.54

Over the next few months, the VHC will be spending a fair amount on necessary repairs etc to the hall.

PC asked to be notified before any material changes are made.

120. RECREATION GROUND:

a) Changing facilities – update - none

b) Playground Inspection – routine, and any actions - none

121. CEMETERY:

- Faculty Notifications from The Church of England for the repair of 5 churchyard memorials to include laying new mortar beds to memorial bases and re-fixing memorials in their correct position using stainless steel rods in the Old Cemetery.

122. ALLOTMENTS:

- To agree allotment fees for 2024 – agreed to keep the fees the same as they are now at £12.50 per year.

123. OALC / NALC - all updates previously circulated.

124. LAND NORTH OF BAYSWATER BROOK: response to planning application amendment No 3, due by 14th December 2023 – Clerk to respond (see item 113).

125. INFORMATION and CORRESPONDENCE – all circulated when received.

- Citizen's Advice – request for financial support - 23 clients in the parish. PC agreed to a donation of £500 for payment at the next meeting.
- Wheatley Park School Prize Giving on 13th December 2023 – carry over of prize money from last year's cancelled event - noted.
- Dr R Green - Dog Walkers exercising a large number of dogs on Shotover – this is not a PC responsibility.
- OCC - School Admissions Poster for Reception Applications – deadline 15th January 2024 for applications - see noticeboard in Forest Hill.
- TTRO (T12819) Temporary Road Closure - Headington, Eastern Bypass Road – 12-13 January 2024 for upgrading of mobile telecommunications equipment – noted

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

Meeting of the Parish Council on **Thursday 18th January 2024** at 7.00 pm in the Village Hall at Forest Hill.

Dates for 2024 to be confirmed.

- **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: