

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**Unauthorised MINUTES of the PARISH COUNCIL MEETING held on**  
**Thursday 18<sup>th</sup> January 2024 at 7.00pm in Forest Hill Village Hall**

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

**In attendance:** Sue Cox, Clerk/RFO

**Members of the Public:** 1

**No. Item**

**127. APOLOGIES FOR ABSENCE** – CM sent apologies for being late for the start of the meeting.

**128. DECLARATIONS OF INTEREST** - JS is a member of the Village Hall Committee

**129. PUBLIC FORUM** – No members of the public were present at the forum. A question was raised during item 137 from a member of the public about LnBB (LAND NORTH OF BAYSWATER BROOK) and the land near Sandhills that has not yet been applied for planning permission. The developers are seeking outline planning permission at this stage and a public consultation was held over Christmas.

**130. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 7<sup>th</sup> December 2023 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

**131. 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 to be installed in the Spring at Polecat Lane – *item to be removed from the next agenda.*
- Church Hill and solar sign – *no further action. PC to look at traffic calming after the resurfacing takes place next year. Agreed to keep the speed humps on Church Hill to reduce speed.*
- New battery for the speed sign near the Rec – *AWB to order two new batteries for the speed sign.*
- Traffic survey – *PC agreed to go ahead with a speed survey by the Rec. Clerk to reply to Highways.*
- 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 – *the cost of the survey is around £200.*

132. **OCC and SODC MATTERS** – To receive reports from the County and District Councillor Tim Bearder – *no reports received due to Cllr Bearder's absence.*
133. **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 5**

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).

Comments to SODC by 18<sup>th</sup> January 2024

Response from the PC: the Parish Council has seen the response from Beckley and Stowood Parish Council and has confirmed that it supports these views.

**P23/S4305/HH**

**Far Outlook, Old Road, Shotover Hill, OX3 8TA**

Rear single storey extension, extension to existing two storey stair tower. Removal of existing bay windows to rear and construction of two new bays. Fenestration alterations to existing house. Balcony over single storey extension.

Comments to SODC by 20<sup>th</sup> January 2024

Response from the PC: No Objections

**P23/S4196/LDP**

**Certificate of Lawful Development for**

**Oak Apples, Old Road, Shotover Hill, OX3 8TA**

Proposed demolition of existing conservatory & replace with single storey 4m side extension. Proposed single storey 4m rear extension.

No comments required

**Decisions:**

**P23/S4196/LDP**

**Oak Apples, Old Road, Shotover Hill, OX3 8TA**

Proposed demolition of existing conservatory and replace with single storey 4m side extension. Proposed single storey 4m rear extension.

Certificate of Lawful Use or Development on 18th December 2023

**Appeals:**

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER S78  
AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION

Site Address: Manor Farm, Main Street, Forest Hill, OX33 1EB

Description of development: Erection of oak-framed garage.

Application reference: P23/S2038/HH

Appellants name: Prime Oak

Appeal reference: APP/Q3115/D/23/3332345

Appeal start date: 21st December 2023

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

**a) Balances at bank –**

Business Reserve Account - Nat West	£29,662.30*	at 31.12.23
Current Account – Nat West	£8147.59	at 31.12.23
Unity Current Account	£9993.53	at 31.12.23
Unity Reserve Account	£0	at 31.12.23

**Sub Total** **£47,803.42**

**Less:** Unpresented cheques £0  
**Sub Total** **£47,803.42**

**Less:** Earmarked reserves £10,000.00  
**Less:** Earmarked reserves traffic calming £30,000.00\*

Total available funds **£7,803.42**

CIL balance £22,583.77\*

\*Held in the NW Reserve Account and included in the earmarked reserves for traffic calming above

Receipts included in above figure  
 Business account interest Nat West £106.97

**b) Payment requests – by Cheque and Online Banking**

Admin to the Parish Council - December	£424.40	OL
Admin to the Parish Council - HMRC	£106.00	OL
The Childrens' Air Ambulance Service	£250.00	chq
Tactical Facilities Management Ltd - OL	December £51.55	
Chapman Worth – payroll services 3 months	£138.00	OL
Citizen's Advice – S137 donation	£500.00	chq

**c) Scribe Reports:** Bank Reconciliation as at 30/11/23 and 31/12/23 - *Chair approved and signed both forms.*

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

**e) To consider** transferring funds to the Unity Trust Bank account - *no action required.*

**f) To consider** the Quarterly Budget review and agree Budget figures for 2024/25 - *Clerk to enter the budget figures for 2024/25.*

**g) To confirm** the bank signatories for Unity Trust Bank – *agreed to add JH to the bank mandate.*

**135. CLERK / RFO:**

- Rachel Brown, Internal Auditor – Internal Audit Questionnaire 23/24 - *Clerk to complete the questionnaire for the Internal Audit*
- NALC/SLCC Pay Award for the Clerk – *PC agreed to the increase of £1 per hour for the Clerk's salary and for the Clerk to contact payroll to implement the changes.*
- Clerk's Appraisal – *date to be confirmed in February, after half term.*

**136. SECTION 137 EXPENDITURE:**

- Citizen's Advice donation £500.00

**137. BUS SERVICE and TRANSPORT:**

- Report from the PTR (Parish Transport Representative) – *the new 108 bus service is functioning. Points to note – it is a small bus, and the access steps are not good. Amendments to the timetable have been requested by passengers. School children use the 7.30 am service. The numbers are there but will need a bigger vehicle as standing on the small bus is not ideal for some passengers. JS requested the 7.45 am morning bus to come ten minutes earlier as it would be helpful for two passengers who*

*work and use the bus service. ML left the meeting.*

**138. VILLAGE and PARISH MATTERS:**

- Damaged solar light on the A40 by bus stop – *Clerk to chase the quote from Zeta. PC to decide at the next meeting if it should be replaced.*

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

**a. Managing Trustees report – January 2024**

Current account balance	£6618.02
Deposit account balance	£2916.48
Total Reserves	£9534.50

The VH Chairman will be contacting AWB. JS to let the VHC know at the meeting next week that approval is required from the PC for any material changes to the hall. The PC are the leaseholders. The VHC are not charged for VAT as they are a Charity.

**140. RECREATION GROUND:**

- a) Changing facilities – *no updates to receive from JH*
- b) Playground Inspection – routine - *nothing to report from AWB*
- c) Request for a pull bar and other outdoor exercise equipment – *not agreed due to cost and potential short-term use. Similar items have been discussed in previous years. The PC is keen to support a fitness group that makes a proposal to the Council for them to look again at the idea.*

**141. CEMETERY:**

- The following Faculty Application has been approved: Reference 2023-086798 concerning Forest Hill: St Nicolas (Church Code 627111) - *noted.*

**142. ALLOTMENTS:** nothing to report.

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

**144. LAND NORTH OF BAYSWATER BROOK:** response to planning application amendment No 5, due by 18<sup>th</sup> January 2024.  
Response from the PC: the Parish Council has seen the response from Beckley and Stowood Parish Council and has confirmed that it supports these views.

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

- Forest Hill proposed 20mph Speed Limit – speed surveys approximately £200 each – *Clerk to reply for one speed survey*
- SODC - We would like your views on the Joint Local Plan Preferred Options
- Further information regarding South and Vale's Joint Local Plan

Preferred Options consultation

- Community Emergency Plan Survey – 2024 – by 1<sup>st</sup> April 2024 – *add to February agenda*
- IMPORTANT - change to deep clean date - deep clean will now be carried out on 22<sup>nd</sup>, 28<sup>th</sup> and 29<sup>th</sup> of *March* (previously 24<sup>th</sup> to 26<sup>th</sup> January).
- Thame & Wheatley Ramblers poster January 2024 – *see notice board in Forest Hill*
- The Maple Tree newsletter - *circulated*
- Switchboard FREE – account and payment - *noted*
- Community First Oxfordshire Membership 24/2025 - unchanged from 2023/24 - *noted*

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

Meeting of the Parish Council on **Thursday 29<sup>th</sup> February 2024** (JH to chair) 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: