

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**Unauthorised MINUTES of the PARISH COUNCIL MEETING held on**  
**Thursday 29<sup>th</sup> February 2024 at 7.00 pm in Forest Hill Village Hall**

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

**In attendance:** Clerk and RFO Sue Cox

**Members of the Public:** 2

**No.    Item**

**147.   APOLOGIES FOR ABSENCE** – received from Cllr A Waite Brown.

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

**149.   PUBLIC FORUM** – There is a large pothole outside CM's house, and it has been reported. ML attended the Sandhills meeting of over 100 people.

**150.   MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 18<sup>th</sup> January 2024 and previously circulated. CM queried removal of speed humps but it was agreed to keep them. Agreed as an accurate record of the meeting and signed by the Chairman.

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

- New battery for the speed sign near the Rec – purchased and installed – speed sign not working on the night of the meeting. **Action:** AWB
- Community Emergency Plan Survey – 2024 – by 1<sup>st</sup> April 2024 – forms for signature by Cllrs – all Cllrs have signed the forms and CM has checked the cover letter. **Action:** Clerk to return forms to OCC.

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

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

**Applications:**

**P24/S0133/O**

**Land at Bayswater Farm, Bayswater Farm Road, near Barton, OX3 8EB**

Outline planning application (with all matters reserved except for access) for up to 121 dwellings and a care home, including open space and green infrastructure.

Comments to SODC by 1<sup>st</sup> March 2024

AWB had prepared a draft response and the PC agreed that there will be problems that will affect the parish to include traffic, policing, and social behaviour. JH read out Stanton St John's response, which had good comments about policy. JH read out Forest Hill's draft response and the PC felt it was not strong enough. JH to redraft the response and email the PC tonight. Clerk to send in the response on Friday 1<sup>st</sup> March 2024.

**Decisions:**

**P24/S0178/HH**

**The Willow House, The Ridings, Shotover, OX3 8TB**

Porch extension and alterations.

Planning Permission granted on 19th February 2024

**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.

Planning Permission granted on 14th February 2024

**154. 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	£7397.59	at 31.01.24
Unity Current Account	£9273.58	at 31.01.24
Unity Reserve Account	£0	at 31.01.24
<b>Sub Total</b>	<b>£46,333.47</b>	
<b>Less: Unpresented cheques</b>	<b>£0</b>	
<b>Sub Total</b>	<b>£46,333.47</b>	
<b>Less: Earmarked reserves</b>	<b>£10,000.00</b>	
<b>Less: Earmarked reserves traffic calming</b>	<b><u>£30,000.00</u></b>	
<b>Total available funds</b>	<b>£6,333.47</b>	

CIL balance	£22,583.77
Receipts included in above figure	
Business account interest Nat West	£106.97

**b) Payment requests – by Online Banking or Cheque – all payments approved**

Admin to the Parish Council - January	£424.40
Admin to the Parish Council - February	£729.26
Admin to the Parish Council - HMRC	£309.80
Tactical Facilities Management Ltd - January	£51.55
Westcotec Ltd – Batteries for Speed Indicator	£17.04
Community First Oxfordshire – Membership 2024/25	£55.00
Open Spaces Society – Membership 2024/25	£45.00

**c) Scribe Reports:** Bank Reconciliation as at 31/01/24 -  
Chair to approve and sign – done.

**d) Receipt:** VAT reclaim for 2022/23 of £1,590.04 (to be included in February Bank Rec)

**e) To consider** transferring funds to the Unity Trust Bank account – no funds needed.

**f) To consider** the Budget review to 31.01.24 - postponed to next meeting.

**g) To confirm** the bank signatories for Unity Trust Bank – not confirmed.

**155. CLERK / RFO:**

- Clerk's Appraisal – date tbc after CM and AWB have met.

**156 SECTION 137 EXPENDITURE:** None.

**157 BUS SERVICE and TRANSPORT:**

- Report from the PTR – the 108 bus is still running, and tickets have been sold. The demand is there but includes all sorts of travel. There is a 108-committee meeting next week. Hoping to get more information from the bus company. The bus can take 16 people with 7 standing in the aisle. The vehicle is not big enough and the step is not safe, and the gap is too big. Numbers are good and so are the drivers. ML uses the bus twice a week and keeps an eye on numbers for when the subsidy runs out. OCC are running the service. Two new passengers from Forest Hill on the bus who have not used a bus before. ML will take up any comments with the bus company.
- Next PTRs meeting: March 19th 2024 - noted

**158. VILLAGE and PARISH MATTERS:**

- Village Planters – to agree an annual budget of £150 for plants – agreed.
- Damaged solar light on the A40 – insurance claim and settlement offer of £1686.80 (quote less excess of £250 and excluding VAT) - agreed.
- Two solar lights at the bottom of Church Hill – not working. Quote for repairs to be considered from Zeta – no quote had been received.
- Forest Hill 20mph Speed Limit – to agree the speed survey quote of £570 plus VAT for three locations in the village – agreed.
- Temporary Road Closure at – **Forest Hill, Main Street**. A temporary Notice is being made to implement the temporary closure and will operate from **18/03/2024**. In the interests of public safety, it will be necessary for Oxfordshire County Council to close the road as detailed above to facilitate hedge trimming works. The anticipated completion date is **20/03/2024 (each day from 09:30hrs to 15:30hrs)**.
- Temporary Road Closure and “No Waiting” Restriction at - Risinghurst & Sandhill and Forest Hill with Shotover, A40 (East Bound). A Temporary Traffic Regulation Order (TTRO) is being made to implement the temporary closure and “No Waiting” restriction and will operate **from 02/04/2024 (at 20:00hrs)**. The estimated duration of the works is two nights **until 04/04/2024 (at 06:00hrs)** – **each night from 20:00hrs to 06:00hrs.**
- Temporary Road Closure and “No Waiting” Restriction at - Wheatley, Forest Hill & Risinghurst, A40 (WB) - Wheatley to Thornhill P&R. A Temporary Traffic Regulation Order (TTRO) is being made to implement the temporary closure and “No Waiting” restriction and will operate **from 04/04/2024 (at 20:00hrs)**. The estimated duration of the works is two nights **until 06/04/2024 (at 06:00hrs)** – **each night from 20:00hrs to 06:00hrs.**
- SODC Deep Cleanse Service on 23<sup>rd</sup> April 2024 - action required if there are areas that the PC would like to be cleaned.
- Proposed development at Sandhills/Bayswater Farm – response to SODC due by 1<sup>st</sup> March 2024 – JH to redraft response for Clerk to return to SODC.

## 159. VILLAGE HALL – To receive a report and updates

### a. Managing Trustees report – February 2024

Current account balance	£6405.40
Deposit account balance	£2916.48
Total Reserves	£9321.88

Quotes have been received from MSM Electricians to convert the lights to more efficient LED panels. To fit a new board c/w surge protection device and additional sockets. The costs exceed £2000 and will be discussed at the next VH meeting on 5<sup>th</sup> March. There will be a Litter Pick from the Hall

on Saturday 16<sup>th</sup> March 2024,

**160. RECREATION GROUND:**

- a) Changing facilities – no updates
- b) Playground Inspection – routine, and any actions - no actions
- c) Forest Hill Grass Cutting Contract 2024 – Green Scythe have restructured their business but can still cut the Rec and playground.

They are not able to mow the verges this year. **Action:** Clerk to enquire who SSJ use and let JH know.

- d) Clean-up of the Recreation Ground – photos circulated - there is a lot of rubbish by the big green box. **Action:** Clerk to find waste removal companies with a Waste Licence to remove the rubbish. Access from the allotments and gates into the Rec.

**161. CEMETERY:**

- To discuss changing cemetery rules for headstones to meet new standards - **Action:** Clerk to look at old files on the PC laptop from pre-2017 to find the agreed sizes. Defer to next meeting.
- Scribe Allotments: Quote & Information - not agreed, not necessary

**162. ALLOTMENTS:**

- Allotment fees to remain the same as 2023 – confirmed to BD
- Enquiry from Jade for an allotment plot - forwarded to BD but no plots are available at present.
- Scribe Cemetery: Quote & Information - not agreed, not necessary

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

- Membership invoice for 2024/25 - due 29.03.24 - agreed to pay March
- ML remains as the President until July 2024.
- Training - there will be more in the future and bulletins are sent to the Parish Council via the Clerk.

**164. LAND NORTH OF BAYSWATER BROOK:** Planning application to return by 1<sup>st</sup> March 2024.

**165. INFORMATION and CORRESPONDENCE** – all circulated when received, and noted.

- Dr Abdala Espinosa Morgado - Request for Assistance with Speed Control on Church Hill Street – agreed to a speed survey for the village.
- South and Vale District Councils - Reminder: we would like your views on the Joint Local Plan Preferred Options – closing date Monday 26<sup>th</sup> February 2024.
- Community Infrastructure Levy Meeting Reminder - “This email is a reminder to ensure that a meeting is held for this to be formally discussed before 31 March 2024 at which you decide if you wish the Council to retain these monies on your behalf, as the usual practice is for the Parish share to be **automatically** transferred. If you wish the

Council to retain your CIL share, then please let SODC know.” PC agreed for the Parish share to be automatically transferred.

- Dog Walkers exercising large number of dogs on Shotover – for information only.
- SCAS - UNCHECKED Defibrillator on The Circuit – AWB to check
- Vision Zero Road Safety Strategy & Action Plan - Consultation open for feedback.
- Free Portrait of His Majesty the King for Town, Parish, and Community Councils – closing date for applications is 28<sup>th</sup> March 2024 - not agreed.
- SODC Update - Your comments are invited on Significant Modifications to the Beckley and Stowood Neighbourhood Plan by Thursday 29<sup>th</sup> February 2024.
- SODC - Great British Spring Clean 2024 – 15<sup>th</sup> to 31<sup>st</sup> March 2024.
- SODC - Expressions of Interest now open: Community Infrastructure Levy Grant Fund – closing date 5<sup>th</sup> April 2024 – N/A
- Data Protection fee - Reminder to renew ICO by 8<sup>th</sup> April 2024 – agreed for Clerk to set up a DD for the renewal to save £5 per year.

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

- End of year Finance and Planning Meeting on **Thursday 21<sup>st</sup> March 2024** at 7.00 pm in the Village Hall at Forest Hill.
- Annual Parish Meeting and Meeting of the Parish Council on **Thursday 25<sup>th</sup> April 2024** 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://parish-council.com))

Meeting closed at 8.30 pm.

Signed as a true and accurate record of the meeting

Chair:

Date: