

**FOREST HILL WITH SHOTOVER PARISH COUNCIL
PARISH COUNCIL MEETING AGENDA**

Councillors are hereby summoned to attend a meeting to be held on
Thursday 12th December 2024 at 7.00pm in Forest Hill Village Hall

Members of the public and press are welcome to attend. Members of the public may make representations to the council under item 175, according to the Council's Standing Orders.

Signed: *Sue Cox, Clerk/RFO to the Parish Council*

Date: 9th December 2024

No. Item

- 130. APOLOGIES FOR ABSENCE** – To receive and accept.
- 131. DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 132. PUBLIC FORUM** – To facilitate public participation.
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 133. BUS SERVICE and TRANSPORT:**
- Report from the PTR and date of next PTR meeting.
 - Bus Stop Data Capture exercise - Deadline extended until further notice
- 134. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 24th October 2024 – previously circulated – to confirm.
- 135. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- Bank Signatories for Unity Trust Bank – *JH has been added.*
 - 20 mph Speed Limit Survey and list of Transport Consultants from J Beale – *Clerk has written to three consultants for initial advice.*
 - Village Hall Clock - *update from JS and Shotover Estate*
 - Highways Engagement Team – walk and talk meeting with PC on Wednesday 20th November 2024 – *update from AWB*
 - Reply from Thames Valley Police - *The request you have made has been passed to the neighbourhood policing team and they will be the right department to deal with your request for speed monitoring.*
 - The wall at St Nicolas Old Cemetery, Main Street Forest Hill – *Clerk has written to HO at SODC to say the wall has deteriorated rapidly and is in imminent danger of collapse.*
- 136. OCC and SODC MATTERS** – To receive reports from the County and

District Councillor Tim Bearder

- A40 Layby and Toilets

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

- Oxfordshire County Council Planning Reference LL.0119/24 - consultation on a proposed update to Oxfordshire County Council's Local List of Information Requirements for validation of planning and related applications until 2nd December 2024.

Applications:

P24/S3654/FUL Mulberry House, The Ridings, Shotover Hill, OX3 8TB
Erection of self-building dwelling and associated infrastructure (relocation of extant permission P21/S5236/FUL).

Decisions:

P24/S3216/HH Wolf House, The Ridings, Shotover Hill, OX3 8TB
Replacement of existing single storey extension with new single storey extension to provide additional bedroom and sitting area.
Planning Permission granted on 3rd December 2024

Appeals

P24/S2074/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 76 dwellings and a care home, including open space and green infrastructure. (Additional information received 16 August 2024)
Appeal lodged on 21 November 2024

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. (As amended by revised archaeological report received 11 March 2024)
Appeal lodged on 21 November 2024

- Oxford City Council - Notification of Public Inquiry - Land at Bayswater Farm, Bayswater Farm Road, Oxford

Consultations:

Joint Local Plan 2041: Consultation on Technical Addendum to the Sustainability Appraisal Scoping Report. Comments on the technical addendum can be made from **Friday 6 December 2024 until Friday 17 January 2025 at 11.59pm.**

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

a) Balances at bank:

Business Reserve Account - Nat West	Closed	on 10.07.24
Current Account – Nat West	£5,000.00	at 30.09.24
Unity Current Account	£14,988.50	
Unity Reserve Account – (2.60 %)	£32,920.34	
Sub Total	£52,908.84	

Less: Unpresented cheques	£0
Plus: unpresented receipts	£0
Sub Total	£52,908.84

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

Total available funds	£12,908.84
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CIL balance	£24,023.44
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Receipts included in above figure

Unity Trust – credit interest	£0
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b) Payment requests – by Online Banking, DD or Cheque

Admin to the Parish Council - November	£463.86
Admin to the Parish Council – December	£463.86
Admin to the Parish Council - HMRC Quarter 3	£303.60
Tactical Facilities Management Ltd – Oct dog bins	£51.55
Tactical Facilities Management Ltd – Nov dog bins	£51.55
Tactical Facilities Management Ltd – Oct grass	£288.00
Tactical Facilities Management Ltd – Nov grass	£288.00
Green Scythe Ltd – Mowing in October	£318.00
Citizens Advice – grant S137	£250.00
Chapman Worth – Payroll Services to 30/09/24	£150.00

c) Scribe Reports: Bank Reconciliations as at 31.10.24 and 30.11.24

- Chair to approve and sign

- d) **To consider** the Summary of Receipts and Payments against Budget Report up to December 2024
- e) **Internal Financial Control check:** for the January meeting - from October to December 2024
- f) Forest Hill with Shotover CIL Share Oct 24 = £3,254.73 received on 22/10/24.
- g) 2nd Half Precept 2024/25 = £9,250.00 received on 03/09/24

139. CLERK / RFO:

- Theresa Goss, Internal Auditor – Checklist and Interim Audit to complete. Invoice will be due for part payment following Interim Audit.
- Parish Precept 2025-26 – form to be returned by 15th January 2025
- CIL - Annual Monitoring Report due by 31 December 2024
- Local Government Services Pay Agreement 2024/25 - the value of the scale point has increased.
- Salary review for Clerk
- Meeting dates for 2025

140. SECTION 137 EXPENDITURE:

- The Howe Trust Christmas Hamper Campaign – request for £250 for hampers for five families in the parish.
- Wheatley Park School Prizegiving 2024 18.12.24 – request to sponsor one or more awards.

141. VILLAGE and PARISH MATTERS:

- The Circuit - Defibrillator adult pads expire 31st October 2024 and service due.
- Two solar lights are not working:
 - The light inside the bus stop - West bound on the A40
 - The first light East bound on the A40 towards to the bus stop.
- Roadside Technologies Quote:
 - **Pole mounted Display - £3,294.00 per unit.**
 - Optional extras to be added as needed:
 - Solar panel and batteries to offer continuous operation - £1,245.00 per unit.
 - Engineer Install and Training (Solar) - £695.00 per unit (Fitted to existing street furniture)
 - Vehicle Data Logging (Bluetooth) - £379.00 per unit
 - All quoted prices are plus VAT.
- Dog Waste and litter bin routine emptying – quotes and costs

142. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – December 2024

Current account balance	£
Deposit account balance	£
Total Reserves	£

143. RECREATION GROUND:

- a) Changing facilities – update and decision - JH
- b) Routine Monthly Playground Inspection and actions required - AWB

144. CEMETERY: to receive a report, updates and matters for consideration:

- Mowing and upkeep of the Cemetery – update
- Asset Register – record title number for cemetery on asset register – update and Land Registry documents – JS
- Request for headstone on grave in cemetery

145. ALLOTMENTS: to receive any updates and matters for consideration:

- Request for an allotment space from YH
- Review Allotment fees

146. OALC / NALC - all updates previously circulated.

147. INFORMATION and CORRESPONDENCE – all circulated when received:

- Notice from Dame Elizabeth Holford's Charity – see village noticeboard
- Email from TM, Stanton Road – would like to meet the Parish Council
- Email from AW – loose dogs on the Rec without supervision.
- Hope After Harm – request for a donation
- Clean Slate - Urgent Appeal for Support: Tackling Domestic Abuse in Oxfordshire – request for donations
- Age UK Oxfordshire - Together, we can change the lives of older people who are feeling lonely
- Age UK Oxfordshire - Scams awareness group talks available for local older people
- Age UK Oxfordshire - Working together with SGN to help local older people stay safe and warm
- Oxfordshire Mind – Donation request for Oxfordshire Mind/Mind in Berkshire.
- Shotover Preservation Society Winter Newsletter
- Countryside Access Team - Waterperry with Thomley, Bridleway 15, Bridge Closure - the bridge will remain accessible to pedestrians and cyclists, it will be closed to horse riders until further notice.
- Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984. Temporary Road Closure at Old Road, Headington. A request has been received from Network Plus Ltd, for a temporary road closure to apply to a length of Old Road, whilst essential new service connection works are carried out. A temporary Notice is being made by Oxfordshire County Council to implement the temporary restriction and will operate from 27/1/2025 up to and including 31/1/2025.
- The Smoke Free Community Fund - It's Well Worth It! Funding available for signage.

- School Applications for Reception (September 2025) - Applications for Reception can be submitted from 4 November; and the deadline for receipt of completed school applications for Reception is 15 January 2025.

148. Items for next Agenda: all items for the next agenda to be submitted to the Clerk by Thursday 9th January 2025.

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

- Meeting of the Parish Council on **Thursday 16th January 2025 (TBC)** 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)