

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

Councillors are hereby summoned to attend a meeting to be held on
Thursday 11th September 2025 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: 5th September 2025

No. Item

89. APOLOGIES FOR ABSENCE – To receive and accept.

90. DECLARATIONS OF INTEREST - To receive requests for declarations of interests from Councillors relating to items on the agenda. Reminder of the six-month rule for non-attendance of meetings.

91. PARISH COUNCIL ANNUAL DOCUMENTS to review:

1. Standing Orders 2025

The documents will be added to the website under Policies and Governance when they have been reviewed.

92. PUBLIC FORUM – To facilitate public participation.
Members of the public are welcome to raise matters of concern or ask questions of the council.

- visit by Keir construction regarding water works work - tbc

93. BUS SERVICE and TRANSPORT:

- Next PTR Meeting on Tuesday 11th November at 1.30 pm via Teams – email from Tim Darch circulated to PC.
- Red Rose Travel 108 Bus - new timetable from Monday 21st July 2025 to include stops at Rectory Farm – feedback from bus users.

94. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 7th August 2025 – previously circulated – to confirm.

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

- The wall at St Nicolas Old Cemetery, Main Street, Forest Hill – email from HO received with updates. Copy of structural engineer's report

requested for PC records.

- Steps by the Church and weeds – reply from FMS?
- Church Hill and verges – work postponed until November.
- Poppy Wreath – ordered?
- New FixMyStreet updates on report: 'Loose drain cover' – Action scheduled within 28 days.

96. OCC and SODC MATTERS – To receive reports from the County Councillor and District Councillor:

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

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

a) Balances at bank:

Current Account – Nat West	£5,084.15	at 31.07.25
Unity Current Account	£11,320.50	at 31.08.25
Unity Reserve Account – (2.25 %)	£33,544.54	at 31.08.25
Sub Total	£49,949.19	

Less: Unpresented cheques	£50.50
Plus: unpresented receipts	£0
Sub Total	£49898.69

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

Total available funds **£9,898.69**

CIL balance £27,278.17

Receipts included in above figure £0

b) Payment requests – by Online Banking, DD, or Cheque

Admin to the Parish Council – September	£563.43
Admin to the Parish Council – HMRC Q2	£455.51
Working from Home Allowance for Clerk - qtr.	£26.00
Unity Service Charge – August	£6.00
Tactical Facilities Management Ltd – Aug waste	£65.00
Tactical Facilities Management Ltd – Aug ground	£495.00
Moore – External Auditor's fee 2024/25 audit	£252.00

c) Scribe Reports: Bank Reconciliations as at 31.08.25

- Chair to approve and sign.

d) **To consider** the Summary of Receipts and Payments against Budget Report up to end August 2025.

e) **Internal Financial Control check:**

- April to June – JS to complete.

f) **AGAR 2024/25:** the following documents have been published on the website under Finance:

1. The audited versions of the Statement of Accounts and Annual Governance Statement.
2. The auditor's certificate and opinion.
3. Any public interest report (none), or other recommendation of the auditor.
4. A form of Notice of Conclusion of Annual Audit.

g) **To consider** the costings of a mobile phone against the Switchboard Free! Premium rate service - AWB

h) **To consider** closing the Nat West Bank account and using the Switch service to transfer the funds to Unity Trust Bank – forms to sign

i) **To consider** the Office 365 renewal invoice received for £1100.00 from SP1 Solutions. The renewal is due in February, but the invoice has been sent in July. **Action:** AWB

j) **To consider** the email received from My Parish Council with a quote for £156 per year for a new website.

k) **Receipt:** 2nd half Precept for 2025/26 £10,175.00 – payment due 02/09/25.

l) **To consider:** a quote from TEEC Ltd to migrate to a new email and web platform. The migration is a one-off cost.

99. CLERK / RFO:

- **Received:** a letter from Moore with signed External Audit Report to accompany the AGAR for the year ended 31st March 2025.
- **To consider** a new logo to add to paperwork and any signs, website, email etc, designed by AWB.

100. SECTION 137 EXPENDITURE:

101. VILLAGE and PARISH MATTERS:

- Defibrillator – monthly check for Clerk to update The Circuit website.
- Defibrillator - Annual Reminder: Your Defibrillator's Batteries & Pads Need Checking and Replacing.
- Solar Lighting and Bus Shelter maintenance – reply from Alex Collett

at Solar Lighting Solutions and a quote.

- Winter Preparedness – order for salt bags and salt bins, if required – reply by September.
- **To consider** a grant to the Baby and Toddler group if a grant is not available from SODC or OCC.
- **To consider** purchasing a silhouette soldier for VE/VJ Day for £175 from Royal British Legion Industries.
- **To consider** the Consultation on A40 gate being left open - Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to OCC by 12 September 2025.
- **To consider** the diversion of the bridleway at Bayswater Farm, Sandhills - reply by Friday 12th September 2025. *Application for diversions of bridleway 215/1/80 under S257 of the Town and Country Planning Act 1990 Land at Bayswater Farm, Bayswater Farm Road near Barton OX3 8EB*
- **To consider:** TFM and recent dog bin emptying schedule and updated verge map.
- **To receive:** feedback from the Village Maintenance meeting with TFM and AWB and GS.
- **To consider** an email from OGBN with an opportunity to register an objection now to becoming part of Greater Oxford after 2028.
- **To consider** an email from Reuben at Lone Star Land Ltd asking if the Parish Council would be interested in meeting to discuss the next steps for the land at Sandhills (the bridleway diversion and the reserved matters application) and to see if the Parish Council would want to be involved in any way.

102. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – September 2025

Current account balance	£7239.02
Deposit account balance	<u>£2964.48</u>
Total Reserves	£10,203.50

Nothing to report this month.

b. **To consider** the VHC's proposals from the last meeting and decide:

- Repointing brickwork
- Replace the window above the stage.
- Electrical – to replace the consumer unit.
- To replace the hot air blowers.
- To replace the clock and the electrical supply.
- The RCD is not necessary and trips when people are in the hall. This can be removed.
- Replace light units with LEDs which are more efficient and no tubes to replace.

- Hot air blowers – replace and in the kitchen for variable output heaters.
- Wi-Fi – there are no deals from Gigaclear at present.

103. RECREATION GROUND:

- a) Changing facilities – update and decision following site meeting - all
- b) Routine Monthly Playground Inspection and actions required
- c) Hole in the fence on the Rec – update from AWB.
- d) The Play Inspection Company – annual inspection delayed until September.

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

- Mowing and upkeep of the Cemetery – report from - GB/GS
- Asset Register – record title number for cemetery on asset register
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and any further advice received.
- Wooden cross marker request – resolved by GB.

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

- Perimeter fence – following a site meeting.

106. OALC / NALC - all updates previously circulated.

107. INFORMATION and CORRESPONDENCE – all circulated when received:

- Thames Water and Sewage Treatment Works – letter to residents and a drop-in session at the village hall – date tbc.
- Beckley and Stowood Parish Council - Invitation to Speak at a Public Meeting on Local Government Reform at 7pm at Beckley Village Hall on Monday 22nd September.
- Beckley and Stowood Parish Council - CPRE Petition to Change the Definition of the Grey Belt.
- Beckley and Stowood Parish Council - Local Government Reorganization: Greater Oxford Proposal.
- INITITAL Consultation – Banbury, Carterton, Didcot & Oxford - Proposed Experimental School Streets (Phase 3) & ANPR Enforcement – comments by Friday 13th October 2025.
- Community Governance Review 2025/2026 - submit any requests for matters to be considered with supporting evidence by Friday 12 September 2025.
- Invitation to AGM of Citizens Advice Oxfordshire.
- Highways Depot Open Day - 27 September 2025 for Parish Councils.
- Application for diversions of bridleway 215/1/80 under S257 of the Town and Country Planning Act 1990 Land at Bayswater Farm

Bayswater Farm Road near Barton OX3 8EB.

- Oxford Vaccine Group - Advertising for the BiVISTA Study.
- SODC - Have your say on our Licensing Act Policy consultation – closes 16th October 2025.

108. Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 1st October 2025.

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

- A meeting of the Parish Council will be held on the second Thursday of each month. Next meeting on **Thursday 9th October 2025** 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))