

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

**Councillors** are hereby summoned to attend a meeting to be held on  
**Thursday 16<sup>th</sup> January 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:** 10<sup>th</sup> January 2025

**No.    Item**

- 150.    APOLOGIES FOR ABSENCE** – To receive and accept.
- 151.    DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 152.    PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 153.    BUS SERVICE and TRANSPORT:**
- Report from the PTR
  - Bus Stop Data capture project - paused until a review has been carried out.
- 154.    MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 12<sup>th</sup> December 2024 – previously circulated – to confirm.
- 155.    UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- 20 mph Speed Limit and traffic calming measures - response from JB, Highways
  - Church Hill – drainage and flooding – *update if received from Highways Engagement*
  - Village Hall Clock - *update from JS and Shotover Estate*
  - The wall at St Nicolas Old Cemetery, Main Street Forest Hill – response from Property Maintenance Project Officer, the district council will look to appoint a structural engineer to come out and carry out an individual structural assessment, to see if there is any immediate action that may be required.
  - Two solar lights are not working – *Update if received from Zeta*
    - 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: *update from AWB*
  - **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.

**156. OCC and SODC MATTERS** – To receive reports from the County and District Councillor Tim Bearder

- A40 Layby and Toilets

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

**Applications:**

**P24/S3967/FUL      The Oaks, Old Road, Shotover Hill, OX3 8TA**

Use of outbuilding for dual purposes of part dwelling and part-time or occasional holiday or short-let accommodation (linked to tree house).

**Decisions:**

**P24/S3975/NM      Ridings End, The Ridings, Shotover Hill, OX3 8TB**

Nonmaterial amendment to application P24/S2849/HH (Basement level extension to provide indoor leisure and amenity facilities along with garage; landscaping enhancements) - to substitute solid garage doors for glazed garage door.

Agreed on 17th December 2024

**Appeals**

**P24/S2074/O - Land at Bayswater Farm  
P24/S0133/O - Land at Bayswater Farm**

**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.**

**158. 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	£12,354.08	at 31.12.24
Unity Reserve Account – (2.60 %)	£33,140.82	at 31.12.24
<b>Sub Total</b>	<b>£50,494.90</b>	

<b>Less:</b> Unpresented cheques	£0
<b>Plus:</b> unpresented receipts	£0
<b>Sub Total</b>	<b>£50,494.90</b>

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

Total available funds	<b>£10,494.90</b>
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CIL balance	£27,278.17
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<u>Receipts included in above figure</u>	
Unity Trust – credit interest	£220.48

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

Admin to the Parish Council – December backpay	£157.25
Admin to the Parish Council – January	£481.31
Tactical Facilities Management Ltd – Dec dog bins	
£77.33	
Tactical Facilities Management Ltd – Dec grass	£288.00
Wheatley Park School – Prizegiving 2024	£50.00
The Howe Trust – Hamper Campaign	£250.00

**c) Scribe Reports:** Bank Reconciliations as at 31.12.24

- Chair to approve and sign

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

**e) Internal Financial Control check:** - from October to December 2024

**159. CLERK / RFO:**

- Theresa Goss, Internal Auditor – Checklist and Interim Audit to complete. Invoice will be due for part payment following Interim Audit – ongoing.
- Salary review for Clerk

**160. SECTION 137 EXPENDITURE:**

**161. VILLAGE and PARISH MATTERS:**

- The Circuit – expiry date of new pads to add to The Circuit
- Dog Waste and litter bin routine emptying – date for retendering of

quotes and costs

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

**a. Managing Trustees report – January 2025**

Current account balance	£
Deposit account balance	£
Total Reserves	£

**163. RECREATION GROUND:**

- a) Changing facilities – update and decision - JH
- b) Routine Monthly Playground Inspection and actions required - AWB
- c) Play Inspection Company – Annual Inspection due August 2025 – booked at a cost of £94.95 plus VAT.
- d) grass cutting quotes for the next three years – Green Scythe, TFM and one more – action JH

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

- Mowing and upkeep of the Cemetery – update
- Cemetery gates and repairs – update from DW
- Asset Register – record title number for cemetery on asset register – update and Land Registry documents – JS
- Burial to take place on Thursday 30<sup>th</sup> January 2025

**165. ALLOTMENTS:** to receive any updates and matters for consideration:

- Date for collection of allotment fees
- Invoice for allotment fees

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

- Local Government Standards Consultation – closes 2.02.25

**167. INFORMATION and CORRESPONDENCE** – all circulated when received:

- Let's make Oxfordshire Smoke Free - PLEASE get involved!
- Oxfordshire South & Vale Citizens Advice - Thank you for donation
- East West Rail scoping report consultation
- National Highways and Transport Public Satisfaction Survey 2024-25 - Public Representatives

**168. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by Thursday 27<sup>th</sup> February 2025.

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

- Meeting of the Parish Council on **Thursday 6<sup>th</sup> March 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://parish-council.com)