

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

Councillors are hereby summoned to attend a meeting to be held on
Thursday 3rd July 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: 20th June 2025

No. Item

- 45. APOLOGIES FOR ABSENCE** – To receive and accept.
- 46. 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.
- 47. ELECTION OF OFFICERS AND COUNCILLORS FOR AREAS OF INTEREST:**
A) Election of Vice Chairman
B) Election of Internal Financial Controller
C) Recreation Ground
D) Planning
E) Grass Cutting
F) Parish Transport Representative and 108 Bus
G) Cemetery – GB and GS
H) Allotments
I) Footpaths & Bridleways - GS
- 48. PARISH COUNCIL ANNUAL DOCUMENTS:**
1. Standing Orders 2025
2. Financial Risk Assessment
3. Financial Regulations 2025
4. Health and Safety Policy
5. Internal Control Policy
6. Code of Conduct

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

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

Casual Vacancy for Co-option:

- To request a dispensation to vote (anonymously) by paper ballot for the Casual Vacancy Co-option, if there are more than two candidates.
- To receive applications and vote. Closing date 30.06.25.
- Declaration of Acceptance of Office Form to be completed
- SODC Register of Interests Form to be completed.

50. BUS SERVICE and TRANSPORT:

- Report from the PTR – JH
- Red Rose Travel 108 Bus - new timetable from Monday 21st July 2025 to include stops at Rectory Farm.
- PTR Meeting on 8th July 2025 at 1.30 pm via Teams

51. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 8th May 2025 – previously circulated – to confirm.

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

- Village Hall Clock
- The wall at St Nicolas Old Cemetery, Main Street, Forest Hill
- Thames Water and Sewage Treatment Works – developments and response from Thames Water
- Thames Water – construction warning signs for Forest Hill and Breach Farm
- Verges in the village and Milton Crescent
- Church Hill and verges – work postponed until November.
- Saplings removed from the Rec and grass mown – postponed.
- Planter at the bottom of Mickie Way – Highways to monitor.
- Nat West Bank - Mandates, Safe Deposit documents, remove ML and CM from mandate, My Business Profile form, Clerk's email not on the account.

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

- A40 Forest Hill Layby

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

Applications:

P25/S1537/FUL

6 Turner View, Bayswater Mill, near Headington, OX3 8GG

Erection of lean-to single storey extension to the rear of the property - 9.8m wide x 3m depth x 3.6m high reducing to 2.7m at eaves.

Decisions:

P25/S1150/S73

Rock Villa, Wheatley Road, Forest Hill, OX33 1EH

Variation of conditions 2 (Approved plans), 4 (New vehicular access), 5 (Vision splay protection) and 6 (Provide parking prior to first use/occupation) on application P22/S1953/HH to allow for the removal of the requirement to provide a parking turntable. (Proposed single-storey rear and side extension and relocation of parking bay with vehicle turntable. Dropped kerb).

Planning Permission on 19th May 2025

P25/S0975/PDS

Wolf House, The Ridings, Shotover Hill, OX3 8TB

Erection of additional storey to the dwellinghouse with existing roof form retained.

Agreed on 14th May 2025

P25/S1159/PDH

3 Stanton Road, Forest Hill, OX33 1DT

Demolition of the existing single storey rear extension and construction of new single-storey rear extension. Depth - 5.00m Height - 3.00m Height at the eaves - 3.00m

PDH Agreed on 13th May 2025

P25/S0644/LDP

78 Mickle Way Forest Hill OX33 1DX

Provision of twin unit mobile home in grounds of existing dwelling.

Certificate of Lawful Use or Development on 13th May 2025

Appeals

P24/S2074/O - Land at Bayswater Farm

Appeals C and D are allowed.

P24/S0133/O - Land at Bayswater Farm

Appeals A and B are dismissed.

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

a) Balances at bank:

Current Account – Nat West	£5,105.00	at 31.05.25
Unity Current Account	£17,429.33	at 31.05.25
Unity Reserve Account – (2.50 %)	£33,349.47	at 31.05.25
Sub Total	£55,883.80	

Less: Unpresented cheques	£0
Plus: unpresented receipts	£0
Sub Total	£55,883.80

Less: Earmarked general reserves	£10,000.00
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Less: Earmarked reserves - traffic calming	<u>£30,000.00</u>
Total available funds	£15,883.80
CIL balance	£27,278.17
<u>Receipts included in above figure</u>	£0

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

Admin to the Parish Council – May	£473.71
NW Charges - Safe Custody Hold	£25.00
Unity Service Charge – May	£6.00
Forest Hill Village Hall – water payment allotment	£10.00
Tactical Facilities Management Ltd – April waste	£65.00
Tactical Facilities Management Ltd – Mar grounds	£495.00

- c) Scribe Reports:** Bank Reconciliations as at 31.05.25 and 30.06.25
- Chair to approve and sign.

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

e) Internal Financial Control check:

- January to March 2025 and
- April to June – JS to complete.

- f) To consider** approval of the Annual Governance and Accountability Return 2024/25 (AGAR) – Sections 1 and 2 to be signed by the Chairman and RFO. Section 1 to be completed at the meeting:

- The Annual Internal Audit Report to be received and noted
- Section 1 – Annual Governance Statement 2024/25
- Section 2 – Accounting Statements 2024/25

- g) To note:** the Period for Exercise of Public Rights will commence on Monday 7th July and end on Friday 16th August 2025 (30 working days) by appointment only with the Clerk. The Notice will be published on the website and noticeboards.

- h) To receive** quotes from Internal Auditors for 2025/26:

56. CLERK / RFO:

- Moore - Official notification to submit your authority's return 2024/2025 by 30th June 2025. Extension agreed to 7th July – **Action:** Clerk
- To consider paying the Clerk a Working from Home Allowance of £2 per week as an admin cost, and not a staff cost. Standing Order to be set up for £26 per quarter, backdated to 1st April 2025.
- Salary Review for Clerk - following Annual Review - **Action:** PC

57. SECTION 137 EXPENDITURE:

58. VILLAGE and PARISH MATTERS:

- The Circuit – monthly check for Clerk to update The Circuit
- Bins not being taken in after they have been emptied and left in the street.
- Cars parking on the pavement on Stanton Road.
- Dogs

59. VILLAGE HALL – To receive a report and updates
a. Managing Trustees report – May 2025

Current account balance	£tbc
Deposit account balance	£
Total Reserves	£

60. RECREATION GROUND:

- a) Changing facilities – update and decision – JH
- b) Routine Monthly Playground Inspection and actions required - AWB
- c) request to use the football pitch area for football training for 10, 10-year-old boys.

61. 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 – ongoing
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and advice received from OALC and ICCM.
- Request to replace the grass on the top of a grave with natural gravel/stone.
- Application from Reeves Memorials to add an additional inscription to an existing headstone.

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

- Allotment fees are due on 1.4.25 - payable by bank transfer or cash - £12.50 for full plot and £6.50 for half plot.
- Allotment Terms and Conditions and Weeds notice – to go to each tenant.
- Water – payment due to Village Hall Committee - £10 by BACS.

63. OALC / NALC - all updates previously circulated.

- Email from Lucy regarding the Premium Rate telephone number for the Parish Council – ongoing

- 64. INFORMATION and CORRESPONDENCE** – all circulated when received:
- Stanton St. John Parish Council - Neighbourhood Plan.
 - SODC - Have your say on our proposed two new councils.
- 65. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1st August 2025.
- 67. DATE, TIME, AND PLACE OF NEXT MEETING:**
- A meeting of the Parish Council will be held on **Thursday 7th August 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)