

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

**Councillors** are hereby summoned to attend a meeting to be held on  
**Thursday 6<sup>th</sup> March 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:** 28<sup>th</sup> February 2025

**No.    Item**

**170.    APOLOGIES FOR ABSENCE** – To receive and accept.

**171.    DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.

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

**173.    BUS SERVICE and TRANSPORT:**

- Report from the PTR – JH
- Subsidised bus services: summary of changes from 30 March 2025
- Agenda for PTR meeting on 18<sup>th</sup> March 2025 – received

**174.    MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 16<sup>th</sup> January 2025 – previously circulated – to confirm.

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

- To confirm that CM has been removed from the Councillors email list – AWB.
- 20 mph Speed Limit and traffic calming measures – *continue to explore solutions.*
- Church Hill – drainage and flooding – *this has been passed onto another team. **Action:** DW to look at ditches and hedges to see who owns them.*
- Village Hall Clock - *update from JS and Shotover Estate - battery clocks range from £30 to £100 and run on AA batteries – how long do the batteries last?*
- 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 – *no further updates received*.

- Two solar lights are not working – *Zeta have been to look at the lights and will prepare a quote for the repairs – received.*
  - 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. The poles we have are not sufficient for a solar unit and the wind will knock them down. AWB is waiting for a revised quote. Solar could be £3,500 plus a pole fitted by Highways. **Action:** Clerk to look for old Westcotec emails with specifications of the poles previously installed.*
  - **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.

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

- A40 Layby and Toilets
- Oxford Greenways Project Consultation – reply by 18<sup>th</sup> March 2025

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

**Applications:**

**P25/S0467/FUL      Mulberry House, The Ridings, Shotover Hill,  
OX3 8TB**

Demolition of the existing single storey side extension, construction of a two storey side extension and the sub-division of existing property to form additional self build dwelling and associated infrastructure.  
(Resubmission of extant planning permission P22/S2488/FUL).

**Decisions:**

**P25/S0278/CM      Sewage Treatment Works, Polecat End Lane,  
Forest Hill, OX33 1EH**

Extension of Sewage Treatment Works to provide new inlet works elevation screen, balancing tank, above ground pipework, washwater

booster station, motor control centre, standby generator and bulk fuel storage, break in chamber, security fence, flow control tank and pumping station, security fencing and associated works.

*County Matter - Recommended Approval on 13th February 2025*

### **Appeals**

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

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

Public Inquiry commencing at 10am on 1 April 2025  
at Fountain Conference Centre, Howbery Park,  
Wallingford, OX10 8BA.

### **Consultations:**

**178. 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	£10,890.19	at 31.01.25
Unity Reserve Account – (2.60 %)	£33,140.82	at 31.01.25
<b>Sub Total</b>	<b>£49,031.01</b>	

<b>Less:</b> Unpresented cheques	£0
<b>Plus:</b> unpresented receipts	£0
<b>Sub Total</b>	<b>£49,031.01</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 **£9,031.01**

CIL balance £27,278.17

#### **Receipts included in above figure**

Unity Trust – credit interest £0

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

Admin to the Parish Council – February	£481.31
Admin to the Parish Council – March	£tbc
Tactical Facilities Management Ltd – Jan dog bins	£55.85
Tactical Facilities Management Ltd – Feb dog bins	£55.85
Tactical Facilities Management Ltd – Jan grass	£288.00
Tactical Facilities Management Ltd – Feb grass	£288.00
Annual Subscription to Open Spaces Society	£45.00
Spanglefish – annual subscription for website	£39.95

- c) **Scribe Reports:** Bank Reconciliations as at 31.01.25 and 28.02.25
  - Chair to approve and sign
- d) **To consider** the Summary of Receipts and Payments against Budget Report up to February 2025
- e) **Internal Financial Control check:** - January to March 2025 – for the April meeting .
- f) New Financial Regulations 2024 in draft, for approval at the April meeting.
- g) Unity Bank – Account management: submission form to remove CM from the accounts. To be signed by AWB, JH and Clerk
- h) HMRC Vat refund of £2,573.36 received 24.02.25

**179. CLERK / RFO:**

- Theresa Goss, Internal Auditor – Checklist and Interim Audit to complete. Invoice will be due for part payment following Interim Audit – *ongoing*.
- Review of the Effectiveness of Audit 2023/24 form to approve and sign.
- Salary review for Clerk
- To consider paying the SLCC membership subscription for the Clerk
- Old printer and laptop to return to the Chairman and remove from Asset Register.

**180. SECTION 137 EXPENDITURE:**

**181. VILLAGE and PARISH MATTERS:**

- Emergency Plan – update contact details for Cllrs that have left the PC.
- The Circuit – expiry date of new pads to add to The Circuit when the unit is returned to FH.
- Quotes for Grass Cutting and Dog Waste and litter bin routine emptying – all quotes received to be considered for the 2025 season, or three years.
- Quote for replacement Dog Bin for Old Road, Shotover Hill

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

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

Current account balance	£
Deposit account balance	£
Total Reserves	£

**183. RECREATION GROUND:**

- a) Changing facilities – update and decision - JH

- b) Routine Monthly Playground Inspection and actions required - AWB
- c) grass cutting quotes for the next three years – to be discussed at item 181 above.
- d) To consider quotes for fencing
- e) Moles – AWB and quote

- 184. CEMETERY:** to receive a report, updates and matters for consideration:
- Mowing and upkeep of the Cemetery – Cllrs to discuss which areas need to be cut more regularly and the costs.
  - Cemetery gates and repairs – update from DW
  - Asset Register – record title number for cemetery on asset register – update and plan going forward
  - Cemetery papers stored under the stage in the village hall
  - Request for a wooden cross memorial for a grave from Funeral Directors.
- 185. ALLOTMENTS:** to receive any updates and matters for consideration:
- Allotment fees are due on 1.4.25 - payable by bank transfer
  - Invoice for allotment fees - Clerk to prepare for BD
  - Allotment Terms and Conditions – to go with each invoice
  - Draft weeds letter
  - Request for an allotment plot – forwarded to BD
- 186. OALC / NALC** - all updates previously circulated.
- OALC Membership invoice for 2025/26 - to approve for payment in April
- 187. INFORMATION and CORRESPONDENCE** – all circulated when received:
- CM - Letter of Resignation and copy of Emergency Plan
  - Community First Oxfordshire – Membership Subscription 2025/26 - renew?
  - Home-Start Oxford in your parish and request for financial support from Parish Council.
  - GCW - Does Your Parish /Community Want to Become Part of Oxford Unitary Authority? If Not We Need To Act Now – draft letter to the Minister re Oxford City Unitary.
- 188. Notice of Casual Vacancy** – see noticeboards and website.
- 189. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1<sup>st</sup> April 2025.
- 190. DATE, TIME, AND PLACE OF NEXT MEETING:**
- Annual Parish Meeting followed by a meeting of the Parish Council on **Thursday 10<sup>th</sup> April 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)