

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

**Councillors** are hereby summoned to attend a meeting to be held on  
**Thursday 7<sup>th</sup> August 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:** 1<sup>st</sup> August 2025

**No.    Item**

- 67.    APOLOGIES FOR ABSENCE** – To receive and accept.
- 68.    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.
- 69.    Register of Interest form** to be completed by Cllr Molloy and returned to the Clerk or SODC.
- Register of Interest and contact details – reminder from SODC for all Cllrs to check their details and make amendments, as necessary.
- 70.    PARISH COUNCIL ANNUAL DOCUMENTS to review:**
1.    Standing Orders 2025
  2.    Financial Risk Assessment
  3.    Financial Regulations 2025
  4.    Health and Safety Policy
  5.    Internal Control Policy
  6.    Document Retention Policy
- The documents will be added to the website under Policies and Governance when they have been reviewed.
- 71.    PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 72.    BUS SERVICE and TRANSPORT:**
- Report from the PTR Meeting on 8<sup>th</sup> July
  - Red Rose Travel 108 Bus - new timetable from Monday 21<sup>st</sup> July 2025 to include stops at Rectory Farm – report from bus users.
- 73.    MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 3<sup>rd</sup> July 2025 – previously circulated – to confirm.

**74. 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
- Thames Water and Sewage Treatment Works – update on works and responses from Thames Water, Countryside Services and Highways Engagement.
- Thames Water – construction warning signs for Forest Hill and Breach Farm – update
- Mowing and strimming of verges in the village and Milton Crescent – update from GS and TFM
- Steps by the Church and weeds – update from Fix My Street?
- Church Hill and verges – work postponed until November.
- Saplings removed from the Rec and grass mown – postponed.
- Planter at the bottom of Mickle Way – Highways to monitor.
- A40 Forest Hill Layby – update
- Four Parishes Magazine for September – Bins and cars parking on pavements – reminder.

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

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

Decisions:

**P24/S1388/HH**

Glenavon, Wheatley Road, Forest Hill, OX33 1EW

Two storey side extension. Single storey rear extension.

Withdrawn prior to determination on 21st July 2025

**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.

Planning Permission on 14th July 2025

**77. 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	£15,695.03	at 31.07.25
Unity Reserve Account – (2.25 %)	£33,544.54	at 31.07.25

<b>Sub Total</b>	<b>£54,344.57</b>
<b>Less:</b> Unpresented cheques	£0
<b>Plus:</b> unpresented receipts	£0
<b>Sub Total</b>	<b>£54,344.57</b>
<b>Less:</b> Earmarked general reserves	£10,000.00
<b>Less:</b> Earmarked reserves - traffic calming	<u>£30,000.00</u>
<b>Total available funds</b>	<b>£14,344.57</b>
<b>CIL balance</b>	<b>£27,278.17</b>
<u><b>Receipts included in above figure</b></u>	<b>£62.50 Allotment Rent</b>

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

Admin to the Parish Council – August	£tbc
Working from Home Allowance for Clerk - qtr.	£26.00
Unity Service Charge – June	£6.00
Unity Service Charge – July	£6.00
Tactical Facilities Management Ltd – June waste	£65.00
Tactical Facilities Management Ltd – June ground	£495.00
OPFA Membership for 2025/26	£49.00
Starboard Systems Ltd – Scribe renewal 2025	£414.72
Chapman Worth – payroll services to 30.06.25	£150.00
Tactical Facilities Management Ltd – July ground	£495.00
Tactical Facilities Management Ltd – July waste	£65.00
AJG Community Schemes – insurance renewal	£1968.71

**c) Scribe Reports:** Bank Reconciliations as at 31.07.25

- Chair to approve and sign.

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

**e) Internal Financial Control check:**

- April to June – JS to complete.

**f) AGAR 2024/25** – initial review query from Moore - we note that per the initial submission Assertion 'O' per the AIAR has not been completed. Please can you send this back to the Internal Auditor to be filled out, and then please can you provide us with an amended form. The amended form will then need to be published to the council's website. **Action:** Clerk

**g) To note:** the Period for Exercise of Public Rights will commence on Monday 7<sup>th</sup> July and end on Friday 16<sup>th</sup> August 2025 (30 working days) by appointment only with the Clerk.

**h) Internal Auditor** – letter of engagement form 2025/26 to be signed by the Chair.

**i) Insurance** – to consider setting up a three-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Ltd at an LTA premium of £1968.71.

**j) To consider** closing the Nat West Bank account and using the Switch service to transfer the funds to Unity Trust Bank.

**k) To consider** setting up a direct debit for Switchboard Free! To pay any charges incurred.

**l) Unity Trust Bank** - Important Information - Local Authority & Councils FSCS annual Review 2025 – confirm eligibility by 17<sup>th</sup> September.

**78. CLERK / RFO:**

- Staff Salary – to note the NALC revised cost of living salary scale for the Clerk for 2025/26 together with the amount backdated to 1<sup>st</sup> April 2025. **Action:** Clerk/Payroll.
- **To consider:** a Salary Review for Clerk - following Annual Review - **Action:** PC
- **To consider:** improving email communication within the Parish Council.
- **To consider:** changing the frequency of the meetings to monthly instead of every six weeks.

**79. SECTION 137 EXPENDITURE:**

**80. VILLAGE and PARISH MATTERS:**

- Defibrillator – monthly check for Clerk to update The Circuit website.
- Part-night lighting Consultation
- Poppy Wreath to order for November.
- Rubbish dumped on field at the back of Mickle Way houses - update.
- Maintenance of the planters at Mickle Way after two residents leave the village.
- Solar Lighting and Bus Shelter maintenance – email from Alex Collett at Solar Lighting Solutions.

**81. VILLAGE HALL – To receive a report and updates**  
**a. Managing Trustees report – July 2025**

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

**82. RECREATION GROUND:**

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

**83. 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 any further advice received.

**84. 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. One plot remains unpaid.
- Terms and Conditions and Weed Control letter for GS to distribute.

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

- Premium Rate telephone number for the Parish Council – ongoing

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

- Winter Preparedness – salt bags and salt bins – reply by September.
- Shotover Preservation Society: some requests for help and dates for your diary
- Local Government Reorganisation: A Three Unitary proposal - Greater Oxford
- Reminder - Take Action Now Together to Oppose Your Parish Becoming Part of Greater Oxford - Local Government Reorganization: 'Greater Oxford' proposal.
- OCC - Help Shape Oxfordshire's Tobacco Control Strategy
- SODC - Community Governance Review 2025/2026

**87. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 11<sup>th</sup> September 2025.

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

- A meeting of the Parish Council will be held on **Thursday 25<sup>th</sup> September 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))