

FOREST HILL WITH SHOTOVER PARISH COUNCIL

PARISH COUNCIL MEETING AGENDA

Councillors are hereby summoned to attend a meeting to be held on:

Thursday 8th October 2026 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

theclerk@foresthillwithshotover-pc.gov.uk

Date: 3rd October 2026

Ref No	Item
26/27 123	APOLOGIES FOR ABSENCE – To receive and accept.
26/27 124	DECLARATIONS OF INTEREST – To receive requests for declarations of interests from Councillors relating to items on the agenda. Governance: <ul style="list-style-type: none">• To receive nominations for a Vice Chairman.• Proposal that Cllrs take more responsibility for their designated area of responsibility.
26/27 125	PUBLIC FORUM – To facilitate public participation. Members of the public are welcome to raise matters of concern or ask questions from the council.
26/27 126	MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 10 th September 2026 – previously circulated – to confirm and sign as an accurate record.
26/27 127	UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision. <ul style="list-style-type: none">• Bus pull-in – update from Cllr Molloy• Bridleways and Footpaths – response sent to Clerk from CS• First Registration of Forest Hill Cemetery with Land Registry – update from AWB

	<ul style="list-style-type: none"> • SOHA and No 2 Mickle Way – response received • Dedicated phone number and App for a phone for the Clerk.
26/27 128	BUS SERVICE and TRANSPORT: <ul style="list-style-type: none"> • Next PTR Meeting on Tuesday 17th November at 1.30 pm online
26/27 129	OCC and SODC MATTERS – To receive reports from the County Councillor and District Councillor:
26/27 130	PLANNING – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated: <u>Planning Applications:</u> None. <u>Decisions:</u> None
26/27 131	FINANCE – To receive, approve, consider, and review the following: a) Balances at bank: Unity Current Account - £18,607.86 as at 30.09.26 Unity Reserve Account - £30,152.47 as at 30.09.26 (1.95%) <u>Sub Total £48,760.33</u> Less: Unpresented cheques £0 Plus: unpresented receipts £0 <u>Sub Total £48,760.33</u> Less: Earmarked reserves – General £10,000.00 Less: Earmarked reserves – Maintenance £5,000.00 Less: Earmarked reserves – Traffic calming £20,000.00 Less: Earmarked reserves – Garden Club £1,120.01 Total available funds - £12,640.32 <u>CIL balance - £21,580.62</u> Receipts included in above figure - £147.48 credit interest and £11,750.00 Precept 2 nd half. b) Payment requests – by Online Banking, SO, DD, or Cheque <ul style="list-style-type: none"> • Admin to the Parish Council – October plus backpay - £716.55 • HMRC – Quarter 2 to 5.10.26 - £169.74 • Unity Bank Service Charge Fee – September - £7.00 • Tactical Facilities Management Ltd – September dog bins - £tbc

	<ul style="list-style-type: none"> • Starboard Systems Ltd – Invoice 8 Subscription Cemetery - £ 21.60 • Starboard Systems Ltd – Invoice 2 Subscription Accounts - £37.20 • TEEC Invoice - £tbc by AWB • The Play Inspection Company Ltd – Annual Inspection - £115.80 • Lincoln College, Oxford – Village Hall rent - £250.00 • RWK Goodman LLP – Professional charges Cemetery - £1,210.00 • Stanley & Pickford – June mowing - £480.00 • Stanley & Pickford – July mowing - £480.00 • Stanley & Pickford – August mowing - £480.00 <p>c) Scribe Reports: Bank Reconciliation as at 30.09.26 – Cllr to approve and sign.</p> <p>d) Summary of Receipts and Payments against Budget Report up to end September 2026</p> <p>e) Internal Financial Control check: for July to September.</p> <p>f) Bank Signatories – update from Clerk.</p> <p>g) Purchase Orders in Scribe Accounts</p> <p>h) To consider outsourcing IT support</p>
26/27 132	<p>CLERK / RFO:</p> <ul style="list-style-type: none"> • Annual Review on 2nd October 2026 and proposed salary increase. • SAAA Small Authority Portal – Clerk to set up the account. • Internal Auditor 2026/27 – letter of engagement to sign by Chairman and RFO.
26/27 133	<p>SECTION 137 EXPENDITURE: None.</p>
26/27 134	<p>VILLAGE and PARISH MATTERS:</p> <ul style="list-style-type: none"> • Defibrillator – monthly check by AWB. • Grass cutting – update on Rectory Farm contract. • Notice of Casual Vacancy – next steps.

	<ul style="list-style-type: none"> Thermal Imaging Camera Scheme - To consider whether the Parish Council wishes to participate in South Oxfordshire District Council's thermal imaging camera loan scheme and, if so, identify a volunteer or councillor to coordinate the project on behalf of residents.
26/27 135	<p>VILLAGE HALL – To receive a report and updates Managing Trustees report – October 2026</p> <p>Current account balance £tbc Deposit account balance £tbc</p> <p>Total Reserves £tbc</p> <p>Repointing brickwork – update Quotes from Damprot Renovations for all work required Quotes for air conditioning – JH Wi-Fi – Gigaclear – update Village Hall Bookings – monthly update</p>
26/27 136	<p>RECREATION GROUND:</p> <p>a) Electricity supply to the cabin (changing rooms), Mickle Way. To receive the Clerk's report on E.ON Next's letter of 15 September 2026 and the charges to date, and any quotation from E.ON Next for a meter downgrade, and to consider the following motions proposed by the Chairman:</p> <p>Motion A. That Standing Orders 7(a) and 9(b) be suspended for this item under Standing Order 26(a), because the cost of the supply was first notified by E.ON Next's letter dated 15 September 2026, after the meeting of 10 September, E.ON Next has since advised that the single-phase downgrade would not reduce the charges, and fixed charges of £9.92 a day continue to accrue.</p> <p>Motion B. That the Council:</p> <ol style="list-style-type: none"> Option 1, end the supply: ratifies the Clerk's request to E.ON Next to de-energise the cabin supply, rescinds the resolution at minute 26/27 116(b) of 10 September 2026, and resolves to end the electricity supply to the cabin. or Option 2, keep it on a standard meter: rescinds the resolution at minute 26/27 116(b) of 10 September 2026, accepts E.ON Next's written quotation to replace the half-hourly meter as reported by the Clerk at this meeting, and approves the supply at the daily charges stated in that quotation, the figures to be recorded in the minutes. instructs the Clerk to take any further step E.ON Next confirms in writing is needed to bring the current charges to an end. authorises payment of the charges incurred at the current rates, on receipt of a correct invoice, and any de-energisation fee up to £500, from the Recreation Ground budget, or from the General reserve if that budget is insufficient. (Option 1 only) notes that the works depending on power at the cabin (minute 26/27 096(d)) will not proceed. agrees that any future reconnection comes back to the Council with a written quotation before any step is taken; and agrees that all instructions to E.ON Next for this site are given in writing by the Clerk.

	<p>b) Green Box and anti-social behaviour – update.</p> <p>c) Routine Monthly Playground Inspection and actions required.</p> <p>d) The Play Inspection Company’s Annual Playground Inspection – received and circulated.</p> <p>e) More Than Sit Adolescent Puppy Group Class</p>
26/27 137	<p>CEMETERY: to receive a report, updates and matters for consideration:</p> <ul style="list-style-type: none"> • Mowing and upkeep of the Cemetery – update • Burial on Friday 9th October.
26/27 138	<p>ALLOTMENTS: to receive any updates and matters for consideration:</p> <ul style="list-style-type: none"> • Perimeter fence - update
26/27 139	<p>OALC / NALC – all updates previously circulated.</p>
26/27 140	<p>INFORMATION and CORRESPONDENCE – all circulated when received:</p> <ul style="list-style-type: none"> • OCC Request for feedback on 20mph schemes - South Oxfordshire – by end of November 2026
26/27 141	<p>Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 29th October 2026.</p>
26/27 142	<p>DATE, TIME, AND PLACE OF NEXT MEETING:</p> <p>A meeting of the Parish Council will be held on the second Thursday of each month. Next meeting on Thursday 12th November 2026 at 7.00pm in the Village Hall at Forest Hill.</p> <p>Agendas and Minutes are available on the notice boards and websites: https://www.foresthillwithshotover-pc.gov.uk and https://www.parish-council.com/foresthillwithshotover</p>