

**FOREST HILL WITH SHOTOVER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 12th December 2024 at 7.00pm in Forest Hill Village Hall**

Present: Cllrs A Waite Brown (Chair), J Hobbins, G Shepherd (until 20:15),
D Waters, J Stutfield

In Attendance: S Cox, Clerk/RFO

Members of the Public: 3

No. Item

130. APOLOGIES FOR ABSENCE – CM and GB.

131. DECLARATIONS OF INTEREST - To receive requests for declarations of interests from Councillors relating to items on the agenda.
GS to complete the ROI form and return to Clerk.

132. PUBLIC FORUM – One member of the public attended the meeting and gave a report on the allotments at item 145. Two Parish Cllrs from Risinghurst and Sandhills attended the meeting to discuss the Appeal at Bayswater Farm/Land north of Bayswater Brook. There is no access across the bridleway and the Green Belt boundary is still in the site. Grey Belt can be used by developers. The access is still across the bridleway and the Case Officer for SODC will rigorously refuse it. Oxford City say it is advantageous for housing following Oxfordshire Highways' recommendations. There are ten reasons for refusal of the site and access is one of them. R&SPC would like FH to put in a response to the Inspectorate online and it would be a stronger case if the PC responded. FH's view has not changed on this application. There should be a hearing if a fundamental issue over access is raised. Rule 6 and a ten day appeal with a Barrister is expected. Responses to the Inspectorate to be received by 2nd January 2025. FH will respond opposing vehemently siting traffic, narrow roads, care home services, Thornhill junction, school children and safety. ANPR cameras have been used near the School in Terret Avenue to monitor traffic. The traffic now goes down Delbush Avenue instead of Terret Avenue. There is free parking at Thornhill P&R for half an hour for school parents to use. There is too much traffic already in this area. Sandhills School is not oversubscribed. The houses at the end own the land above the turning circle and this is shown on the Deeds. They have subsoil rights which the Developers can't disturb without permission. This is secondary backup if SODC don't lose the land. The developers are now saying that the Bridleway is on their land and they want to move and divert it. This has been refused. The Land Registry shows that it is not their land. The precedents are Grey Belt land that can be redefined, but the field was AONB and agricultural land previously. Safety and narrowness of the roads is a concern. The Environment Agency have said No, plus the problem of sewage and

Thames Water plants. The PC will get a response sent off before the deadline. Strat 13 originally had 1100 houses. Christ Church now has 1450 houses on this site. The care home is not the issue, but the lack of staff will be the issue.

133. BUS SERVICE and TRANSPORT:

- Report from the PTR and date of next PTR meeting – *JH attended a PTR meeting with a presentation. Tim D and Dave H talked about the community bus and funding for the next round and renegotiation of the bus routes. Next meeting will be in March.*
- Bus Stop Data Capture exercise - Deadline extended until further notice

134. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 24th October 2024 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

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

- Bank Signatories for Unity Trust Bank – *JH has been added – item resolved and now closed.*
- 20 mph Speed Limit Survey and list of Transport Consultants from J Beale – *Clerk has written to three consultants for initial advice. One consultant replied with initial advice and costs estimated between £30k to £120k. OCC had estimated £50k. Traffic calming between Stanton St John and Forest Hill was discussed and speeding is expected to get worse when LnBB starts. One option could be to install rumble strips. Clerk to write to JB at Highways for a response for more effective alternatives to reduce speed. 20-mph speed limits need a gradual reduction of speed from 50 to 30 to 20 mph. The speed survey didn't show a huge problem. Could hold a Consultation with the village and ask for ideas. Options – slow up traffic earlier and reduce the speed limit further back, put in rumble strips.*
- Village Hall Clock - *update from JS and Shotover Estate - the next step is to talk to Tony N, clock expert from the shop in Thame. JS has received two quotes for mains powered clocks that auto adjust for summertime. A battery clock would cost around £200.00.*
- Highways Engagement Team – *walk and talk meeting with PC on Wednesday 20th November 2024 – update from AWB - Mickle Way is on a maintenance roster and the holes are not patchable. AWB has a link from Highways showing who is responsible for hedges with a letter to send to residents. It was a good meeting.*
- Church Hill – *still floods. Clerk to write to Highways about the drainage and flooding as the scheme hasn't worked and the water still can't get to the river.*
- Layby A40 – *this issue has been passed onto someone else to deal with and there are proposals to cut the vegetation down. The PC would like to see the layby closed, or 30-minute parking enforced.*

- Reply from Thames Valley Police - *The request has been passed to the neighbourhood policing team, and they will be the right department to deal with the request for speed monitoring.*
- The wall at St Nicolas Old Cemetery, Main Street Forest Hill – *Clerk has written to HO at SODC to say the wall has deteriorated rapidly and is in imminent danger of collapse. The wall was damaged by Storm Bert. A surveyor is coming out to look at the wall.*

136. OCC and SODC MATTERS – To receive reports from the County and District Councillor Tim Bearder – *Cllr Bearder was not present at the meeting and no updates received.*

- A40 Layby and Toilets – *no updates*
- Polecat Lane – *AWB has written to Countryside Services about the hedgecutting and to thank them for doing the work.*

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

- Oxfordshire County Council Planning Reference LL.0119/24 - consultation on a proposed update to Oxfordshire County Council's Local List of Information Requirements for validation of planning and related applications until 2nd December 2024 – *noted.*

Applications:

P24/S3654/FUL **Mulberry House, The Ridings, Shotover Hill, OX3 8TB**
Erection of self-building dwelling and associated infrastructure (relocation of extant permission P21/S5236/FUL).
The PC agreed to respond to this application with no strong views

P24/S3868/HH **Littlecroft, Stanton Road, Forest Hill, OX33 1DT**
First floor extension to rear, single storey rear extension, and alterations to existing house.
The PC agreed to respond to this application with no strong views

Decisions:

P24/S3216/HH **Wolf House, The Ridings, Shotover Hill, OX3 8TB**
Replacement of existing single storey extension with new single storey extension to provide additional bedroom and sitting area.
Planning Permission granted on 3rd December 2024

Appeals

P24/S2074/O

Land at Bayswater Farm, Bayswater Farm Road, near Barton, OX3 8EB

Outline planning application (with all matters reserved except for access) for up to 76 dwellings and a care home, including open space and green infrastructure. (Additional information received 16 August 2024)

Appeal lodged on 21 November 2024

P24/S0133/O

Land at Bayswater Farm, Bayswater Farm Road, near Barton, OX3 8EB

Outline planning application (with all matters reserved except for access) for up to 121 dwellings and a care home, including open space and green infrastructure. (As amended by revised archaeological report received 11 March 2024)

Appeal lodged on 21 November 2024

- *AWB to see what DA has sent to him and respond by 2nd January to the above appeals.*
- Oxford City Council - Notification of Public Inquiry - Land at Bayswater Farm, Bayswater Farm Road, Oxford

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.**

138. 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 | £14,988.50 | at 30.11.24 |
| Unity Reserve Account – (2.60 %) | £32,920.34 | at 30.11.24 |
| Sub Total | £52,908.84 | |
| Less: Unpresented cheques | £0 | |
| Plus: unpresented receipts | £0 | |
| Sub Total | £52,908.84 | |

| | |
|---|-------------------|
| Less: Earmarked general reserves | £10,000.00 |
| Less: Earmarked reserves - traffic calming | <u>£30,000.00</u> |
| Total available funds | £12,908.84 |
| CIL balance | £27,278.17 |
| <u>Receipts included in above figure</u> | |
| Unity Trust – credit interest | £0 |

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

| | |
|---|---------|
| Admin to the Parish Council - November | £463.86 |
| Admin to the Parish Council – December | £463.86 |
| Admin to the Parish Council - HMRC Quarter 3 | £303.60 |
| Tactical Facilities Management Ltd – Oct dog bins | £51.55 |
| Tactical Facilities Management Ltd – Nov dog bins | £51.55 |
| Tactical Facilities Management Ltd – Oct grass | £288.00 |
| Tactical Facilities Management Ltd – Nov grass | £288.00 |
| Green Scythe Ltd – Mowing in October | £318.00 |
| Citizens Advice – grant S137 | £250.00 |
| Chapman Worth – Payroll Services to 30/09/24 | £150.00 |

c) Scribe Reports: Bank Reconciliations as at 31.10.24 and 30.11.24

- Chair to approve and sign – *completed*.

d) To consider the Summary of Receipts and Payments against
Budget Report up to December 2024 - *estimated end of year spend could be £22,000 with no unpredicted costs.*

e) Internal Financial Control check: from October to December 2024 - *for January meeting.*

f) Forest Hill with Shotover CIL Share Oct 24 = £3,254.73 received on 22/10/24 - *noted and added to the CIL balance at item a)*

g) 2nd Half Precept 2024/25 = £9,250.00 received on 03/09/24 - *noted.*

139. CLERK / RFO:

- Theresa Goss, Internal Auditor – Checklist and Interim Audit to complete. Invoice will be due for part payment following Interim Audit.
- Parish Precept 2025-26 – form to be returned by 15th January 2025 – *the precept is £18,500 currently and we have been running over budget. There is money in the bank account and our overspend is 1/3 or £6k over. We have a lot of reserves but will get through them and we should be on a budget. The tax base calculation is available on the precept letter. A 10% increase would be £1850.00. FHwS has a total of 423 houses, up one on last year. The tax band base is 387. PC agreed to raise the precept by 10% to £1850 making a total of £20,350.00. The council tax per Band D dwelling will be £51.24 for*

2025/26 compared to £47.75 for 2024/25. Over the last few years, the PC has not put the precept up to support people during Covid. Due to interest rates and a new Government, we are now running at a deficit and eating into our reserves and have made the decision to raise the precept.

- CIL - Annual Monitoring Report due by 31 December 2024 – *Clerk has completed the form.*
- Local Government Services Pay Agreement 2024/25 - *the value of the scale point has increased to £16.93 for Spine Point 22. Clerk to contact Payroll to implement the changes and back pay from 1.4.24.*
- Salary review for Clerk - *to be discussed.*
- Meeting dates for 2025 - *agreed and to be sent to SR to book the village hall. Dates are available on the website.*

140. SECTION 137 EXPENDITURE:

- The Howe Trust Christmas Hamper Campaign – request for £250 for hampers for five families in the parish – *PC agreed to donate the full amount requested to The Howe Trust.*
- Wheatley Park School Prizegiving 2024 18.12.24 – request to sponsor one or more awards - *PC agreed to donate £50 to the Prize Giving for 2024.*

141. VILLAGE and PARISH MATTERS:

- The Circuit - Defibrillator adult pads expire 31st October 2024 and service due – *the pads have been replaced. Following service, the unit has been sent away under warranty and a loan unit is in the cabinet. Clerk to report the changes on The Circuit.*
- Two solar lights are not working: *Clerk to contact Zeta Lighting and ask them to have a look and give a quote if repairs are needed.*
 - The light inside the bus stop - West bound on the A40
 - The first light East bound on the A40 towards to the bus stop.
 - Solar lights on Church Hill are not good but this may be due to the lack of sunlight in the winter months.
- Roadside Technologies Quote: *AWB has two quotes, and we could use CIL money. AWB to organise following unanimous agreement for a smiley face sign.*
 - **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.
- Dog Waste and litter bin routine emptying – quotes and costs - *to retender for next year for a 3-year agreement.*

142. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – December 2024

| | |
|-------------------------|------------------|
| Current account balance | £6,180.78 |
| Deposit account balance | <u>£2,944.50</u> |
| Total Reserves | £9,125.28 |

Rentals have kept up well which is good as we need to address the damp on the stage walls and do some redecoration. Also, the floor needs attention. With the retirement of Dawn, we are now down to four Trustees and are trying to recruit some (younger) blood but so far not so good. We are holding a village event on 22nd December and maybe someone will come forward then.

Clerk to invite the Chairman to the next meeting on 16.01.25 to talk about plans for the VH to include infrastructure, Wi-Fi and heating. The PC are happy to spend money on improving the hall and to look at more modern and cost-effective solutions for heating. Background heat would be better for the hall and contactless payment for the electricity used. The Baby and Toddler Group is thriving.

143. RECREATION GROUND:

- a) Changing facilities – update and decision - JH
- b) Routine Monthly Playground Inspection and actions required - *AWB has ordered new nets, and they will be arriving tomorrow. Fencing to do.*
- c) Dog roaming free on the Rec – *there is no mention in the Byelaws about dogs on the Rec. The Dog Control Act in Public Spaces has little control either. The Leaseholder has the responsibility to deal with this. AWB to look to see where the dog is coming from. Four Parishes Magazine – reminder to keep dogs under control on the Rec.*

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

- Mowing and upkeep of the Cemetery – *AWB mowed the paths on Remembrance Sunday.*
- Asset Register – record title number for new cemetery on asset register – update and Land Registry documents – *JS to fill in the form and send to Land Registry.*
- Request for headstone on grave in cemetery – *Clerk has responded.*

145. ALLOTMENTS: to receive any updates and matters for consideration: *BD gave the Clerk a list of current plot holders. Some of the plots have gone to seed. PC to write to allotment holders about weeds and unattended plots. If plots are not attended, they should be given up. There is a waiting list for plots. Rules of the allotment are in the Lease Agreement and on the FH website.*

- Request for an allotment space from YH - *forwarded to BD*
- Review Allotment fees – *fees to remain at £12.50 for full plot and £6.50 for half plot.*

146. OALC / NALC - all updates previously circulated.

147. INFORMATION and CORRESPONDENCE – all circulated when received:

- Notice from Dame Elizabeth Holford's Charity – *see village noticeboard*
- Email from TM, Stanton Road – would like to meet the Parish Council – *Clerk to invite TM to attend the public forum at the January meeting.*
- Email from AW – loose dogs on the Rec without supervision – *AWB to investigate.*
- Hope After Harm – request for a donation
- Clean Slate - Urgent Appeal for Support: Tackling Domestic Abuse in Oxfordshire – request for donations
- Age UK Oxfordshire - Together, we can change the lives of older people who are feeling lonely
- Age UK Oxfordshire - Scams awareness group talks available for local older people
- Age UK Oxfordshire - Working together with SGN to help local older people stay safe and warm
- Oxfordshire Mind – Donation request for Oxfordshire Mind/Mind in Berkshire.
- Shotover Preservation Society Winter Newsletter
- Countryside Access Team - Waterperry with Thomley, Bridleway 15, Bridge Closure - the bridge will remain accessible to pedestrians and cyclists, it will be closed to horse riders until further notice.
- Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984. Temporary Road Closure at Old Road, Headington. A request has been received from Network Plus Ltd, for a temporary road closure to apply to a length of Old Road, whilst essential new service connection works are carried out. A temporary Notice is being made by Oxfordshire County Council to implement the temporary restriction and will operate from 27/1/2025 up to and including 31/1/2025.
- The Smoke Free Community Fund - It's Well Worth It! Funding available for signage.
- School Applications for Reception (September 2025) - Applications for Reception can be submitted from 4 November; and the deadline for receipt of completed school applications for Reception is 15 January 2025.

148. Items for next Agenda: all items for the next agenda to be submitted to the Clerk by Thursday 9th January 2025.

149. DATE, TIME, AND PLACE OF NEXT MEETING:

- Meeting of the Parish Council on **Thursday 16th January 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)
- Meeting closed at 20:50.

- Signed as a true and accurate record of the meeting.

Chairman:

Date: