

**FOREST HILL WITH SHOTOVER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 24th October 2024 at 7.00pm in Forest Hill Village Hall**

Present: Cllrs A Waite Brown (Chair), C Massey, G, Blomley, J Hobbins,
D Waters, G Shepherd (after item 112)

In Attendance: S Cox, Clerk/RFO

Members of the Public: 2

No. Item

109. APOLOGIES FOR ABSENCE – J Stutfield

110. DECLARATIONS OF INTEREST – None.

111. PUBLIC FORUM – One member of the public from SSJ attended the meeting to discuss the 108 buses. JH had met Cllrs from Beckley and SSJ and JH explained the conversations he had had with them. The SSJ Cllr to forward a proposal to JH. The split route would be of interest and could be a shuttle between villages and Barton Shops from 7.00 am to 7.00 pm. Walters will be putting in a bid and can avoid all the extra tea breaks. Oxford Bus Company has the current contract. Peter has been involved in the shuttle route and has got quite far with it. To combine a strategy with the bus companies. The bus could run into the P&R with connections to Thame, Oxford, Aylesbury etc. Trying to avoid Headington roundabout, but it is fine at certain times of the day. This would open the bus up to more users for London and Airports. The bus must get to Barton Shops by 7.30 am. Work backwards from the rush hour. Any bus is better than no bus.

112. VACANCY FOR A PARISH COUNCILLOR:

- to receive any applications for co-option onto Forest Hill with Shotover Parish Council – *one application received*.
- Forms to be completed and signed by candidate:
- Declaration of Acceptance of Office - *completed*
- SODC Register of Members' Interests – *completed*
- Greta Shepherd was unanimously co-opted onto the Parish Council with immediate effect.

113. BUS SERVICE and TRANSPORT:

- Report from the PTR – no report received as ML was unavailable. ML is worried about the buses and would like someone from the Parish Council to take over as PTR. We need a PC Bus Rep to keep the bus service going. JH has been talking to Stanton St John PC, who have been liaising with Beckley and Stowood PC. The report from OCC shows the cost per person is £200 or £20 for each journey. The bus comes from Bicester but how many use it? There is a direct bus for the journey but could have two buses to do the journeys each day. Beckley

and SSJ should be split at HCS, and then the HCS bus can go on to Oxford. Boarstall passengers are more likely to go to Bicester. The 108A and 108B could link up and the frequency could potentially double. The key is getting to Barton and the ring road and coordinating with the No 8 bus at Barton with a single ticket that covers the whole journey. The alternative is to go to the Park and Ride and get to all other areas. The Bus should go to the P&R. Frequency – first bus at 7.00 am. There is not a responsibility for OCC to provide a service for private school children. OCC provide transport to local state schools. LTNs are coming in with more pressure on transport. It will need creative thinking. If the bus went to the P&R, more people would use it to go into Oxford. No one has come to FH PC to complain about the bus. FH are the largest users of the bus for the older population of the village.

- Tim Darch, OCC letter - Subsidised bus service contracts terminating in March 2025 – comments by Friday 11th October 2024 - *completed by ML and 108 Bus Users' Group*
- OCC – reminder for Bus Stop Data Capture Exercise by 29.11.24 - *noted*.
- Retirement of the PTR – *Following ML's retirement as PTR, JH to attend the PTR meetings. The Bus Service is important for all the villages. Thanks to ML for all his hard work over the years as PTR for Forest Hill and the PC wish him all the best.*
- Next PTR meeting on Tuesday 19th November at 1.30 pm on Teams - *JH to attend.*

114. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 5th September 2024 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

115. 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 to be added. **Action:** AWB and Clerk.
- 20 mph Speed Limit Survey and list of Transport Consultants from J Beale – *Clerk to contact three consultants for costs and services for speed reduction, what it involves and the initial advice. Costs at each stage to be included.*
- Village Hall Clock - update from JS and Shotover Estate - *JS was not present at the meeting. PC discussed the history of the clock. The old clock broke years ago and AWB put another clock up in its place. We now need a new clock at an estimated cost of £1,000 plus VAT. It is a nice feature for the village and decorative. The clock can be bespoke or second hand and there may be a shop in Thame. The two quotes provided by JS are too expensive and the PC will need cheaper quotes. Thank you to JS for her research on the clock.*
- Red Hill Stile and Pole Cat Stile on public footpath - update from AWB and Countryside Services – *both items have been resolved – item*

closed.

- Highways Engagement Team – walk and talk meeting with PC – proposed date Wednesday 20th November 2024 from 10.30 to 12.00 pm, meet at Mickle Way.
- Repairs to wall along Wheatley Road opposite Milton Crescent – *resolved – item closed.*
- Cemetery Wall – the deterioration of the wall has increased and is in imminent danger of collapse. Two reports of concern have been received by the PC. *Clerk to report.*
- Insurance receipt – to confirm £1,686.80 received from Hiscox Insurance on 11.03.24 - *resolved – item closed.*

116. OCC and SODC MATTERS – *Cllr Bearder was not present at the meeting but had sent a report on the recent flooding at Wheatley.*

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

Applications:

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.

The PC agreed to Support this application with No Objections

P24/S1886/DA

5 Bank Cottages, Main Street, Forest Hill, OX33 1EA

Without planning permission, the construction of a terrace with wooden handrails and wooden steps on the Land. (SE21/2)

No response required from the PC

P24/S2849/HH

Ridings End, The Ridings, Shotover Hill, OX3 8TB

Basement level extension to provide indoor leisure and amenity facilities along with garage; landscaping enhancements.

Comment submitted

P24/S2843/FUL

The Oaks, Old Road, Shotover, OX3 8TA

Use of part lower ground floor of dwelling for dual purposes of part dwelling and part time or occasional holiday short let accommodation (As amended revised drawing showing cycle parking provision received 1 October 2024)

Comment submitted

Decisions:

P24/S2098/HH

Watch Hill, The Ridings, Shotover Hill, OX3 8TB

Proposed extensions, alterations and refurbishment. (Additional

information received 19 August 2024)
Planning Permission granted on 14th October 2024

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)
Refusal of Planning Permission on 3rd October 2024

Notification of Planning Committee Meeting - P22/S4618/O

Location: Land North of Bayswater Brook, near Barton

Wednesday 9th October 2024 at 6.00 pm

Approved – Part 1 Outline Planning

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

a) Balances at bank – to 30.09.24

Business Reserve Account - Nat West	Closed	on 10.07.24
Current Account – Nat West	£5,000.00	at 30.09.24
Unity Current Account	£14,754.44	at 30.09.24
Unity Reserve Account – (2.75%)	£32,920.34	at 30.09.24
Sub Total	£52,674.78	

Less: Unpresented cheques	£0
Plus: unpresented receipts	£0
Sub Total	£52,674.78

Less: Earmarked general reserves	£10,000.00
Less: Earmarked reserves - traffic calming	<u>£30,000.00</u>

Total available funds **£12,674.78**

CIL balance £24,023.44

Receipts included in above figure

Unity Trust – credit interest 30.09.24 £50.38

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

Admin to the Parish Council - September	£463.86
Admin to the Parish Council – October	£463.86
Admin to PC - HMRC – Quarter 2 ending 5.10.24	£303.60
Tactical Facilities Management Ltd – Sept dog bins	£51.55
Tactical Facilities Management Ltd – Sept grass	£288.00
Tactical Facilities Management Ltd – Shelter flooring	£330.00
Green Scythe Ltd – Mowing in August	£318.00
Green Scythe Ltd – Mowing in September	£116.40
MyVision Oxfordshire – grant (S137)	£100.00

Moore – 2023/24 External Auditor's review fee	£252.00
Lincoln College, Oxford – Rent for Village Hall	£250.00
OALC – training course for the Clerk on 17.10.24	£72.00

- c) **Scribe Reports:** Bank Reconciliations as at 31.08.24 and 30.09.24
- Chair to approve and sign – *completed*

- d) **To consider** the Summary of Receipts and Payments against Budget Report up to 30th September 2024 - *AWB went through the figures on the report. The PC has spent £16K against a £23K budget and is on budget. There were no further questions on the budget, and it was approved. Future consideration – to replace the playground equipment. To consider for the December meeting whether to increase the Precept or keep it the same. The PC has used CIL money on capital projects previously.*

- e) **Internal Financial Control check:** from July to September 2024 – *completed by CM*

119. **CLERK / RFO:**

- OALC Finance Day 17.10.24 - course attended by the Clerk
- Rachel Brown, Internal Auditor – has declined to undertake audit for 2024/25
- Theresa Goss, Internal Auditor – PC to consider a letter of engagement for 2024/25 - *agreed to estimated cost of £250.00, Chairman to sign and Clerk to return the form.*
- AGAR Part 3 2023/24 published to the website by 30.09.24:
 - The audited versions of the Statement of Accounts and Annual Governance Statement
 - The auditor's certificate and opinion
 - A form of Notice of Conclusion of Annual Audit
 - No public interest report was received and therefore not published
- Moore – signed External Audit Report to accompany AGAR for the year ended 31st March 2024.
- Employer's new duty to prevent sexual and general harassment – comes into force on 26th October 2024. Template policy attachment sent out with September OALC newsletter – *agreed and Clerk to add the policy to the website.*

120. **SECTION 137 EXPENDITURE:**

- Oxfordshire South and Vale Citizens Advice – request for Grant Aid – *agreed to a grant of £250 (S137) for Citizens Advice. Clerk to set up the payment.*
- *Clerk to move MyVision payment from miscellaneous to grants on Scribe Accounts.*

121. **VILLAGE and PARISH MATTERS:**

- Email from P Jeffrey regarding feedback on the speed monitoring – *PC*

discussed and felt solar was too expensive and the batteries can get stolen. Cost £2,800 to £3,000 for solar speed monitoring. The recent speed survey didn't show a large amount of speeding. **Action:** Clerk to write to TVP and ask if Stanton Road could be put on a rota for speed monitoring by the Police. Clerk to respond to PJ and suggest he also writes to TVP. PC could use CIL money for solar speed monitoring at both ends of the village. PC to look at the planters.

- Thank you to Dawn and Ian Dunbar for all their work with the planters at the end of the village.
- Email - Mickle Way – Crab Apple Tree - a resident asked about the crab apple tree as the apples have fallen into their garden. The resident can cut back the overhanging tree and throw the branches back over onto the Rec. **Action:** AWB will respond to say the PC are happy for them to prune the tree that is overhanging the garden.
- Tree work in the village and at the cemetery has been carried out.
- Email - A40 Layby open after toilets demolished and cycle path - Clerk to write to Tim Bearder and ask if the layby can be shut. PC are concerned about the health and safety perspective for cyclists and pedestrians going to Wheatley Park and Sandhills Schools. This is an approved route to Sandhills School. The area is currently being used as an open toilet.
- The Circuit - Defibrillator adult pads expire 31st October 2024 - **Action:** AWB. Clerk to update The Circuit when replaced.

122. VILLAGE HALL – To receive a report and updates - no report available at the time of the meeting.

a. Managing Trustees report – September 2024

Current account balance	£tbc
Deposit account balance	<u>£tbc</u>
Total Reserves	£tbc

123. RECREATION GROUND:

- Changing facilities – update and decision – JH – *no updates available.*
- Routine Monthly Playground Inspection and actions required - **Action:** AWB to repair the fencing. A new net is needed for the goals at a cost of £200.00, and this was agreed. **Action:** AWB
- Play Inspection Company - Annual Inspection report- Forest Hill with Shotover Play Area – AWB – *noted.*
- Forest Hill football team is starting up again with a second team after half term. They will not be using the recreation ground pitch.
- Shield from Thame have quoted to empty the dog bins at half the cost of the current contractor.
- Grass cutting – for the December agenda. To review as part of the budget and to consider a three-year term.

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

- Mowing and upkeep of the Cemetery – *the grass has been cut this week. Mowing takes place from March to November. The contractors*

*will mow over the graves if there are no flowerpots etc in place. The second gate in the cemetery is in a poor condition but is a nice feature. The gates are repairable and DW agreed to look and report back at the December meeting. **Action:** DW*

- Asset Register – record title number for cemetery on asset register – update and Land Registry documents - *for the December meeting when JS is present.*

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

- *DW spoke to BD, and he would still like to do a report for the PC meetings but not collect the allotment rent. Clerk to write to BD and apologise for the misunderstanding. BD is welcome to come and give a report whenever he wants to. Report to include a list of current allotment holders and any vacant plots.*
- Request for an allotment space from YH – *Clerk to contact YH, and PC to check with BD if any spaces are available.*

126. OALC / NALC - all updates previously circulated.

127. INFORMATION and CORRESPONDENCE – all circulated when received:

- South and Vale DC - Forest Hill with Shotover Community Infrastructure Levy - October 2024 - payment due end of October.
- **Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984. Temporary Road Closure at Oxford, Horspath Driftway.** In the interests of public safety; it will be necessary for Oxfordshire County Council to close the road as detailed above to facilitate Vision Zero cycle lane improvement works. Includes kerb realignment, new road markings and installation cycle lane protection units. A temporary Notice is being made to implement the temporary closure and will operate from 04 November 2024 up to and including 09 November 2024. This will operate between 21:00 and 05:00.
- Age UK Oxfordshire – information on raising awareness of falls prevention and Homeshare.
- Emergency Planning – Flood Briefing Note
- South and Vale DC - Next steps in shaping our districts' future: proposed Joint Local Plan Publication Stage – runs until Tuesday 12th November 2024
- South and Vale DC - Have your say on our Street Trading Policy – by Tuesday 26th November 2024.
- Hope After Harm – request for a donation
- Shotover Estate - Flooding at Thornhill Farmhouse, OX3 9RY

128. Items for next Agenda: all items for the next agenda to be submitted to the Clerk by Thursday 21st November 2024.

1. Poppy Wreath £40.00 - agreed.
2. Speed camera quotes for December meeting.

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

- Meeting of the Parish Council on **Thursday 12th December 2024** 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)
- Meeting closed at 8.30 pm
- Signed as a true and accurate record of the meeting:

Chairman:

Date: