

**FOREST HILL WITH SHOTOVER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 3rd July 2025 at 7.00 pm in Forest Hill Village Hall**

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

In Attendance: S Cox, Clerk/RFO

Members of the Public: one

No. Item

45. APOLOGIES FOR ABSENCE – None.

46. DECLARATIONS OF INTEREST – None.

47. ELECTION OF OFFICERS AND COUNCILLORS FOR AREAS OF INTEREST:

- A) Election of Vice Chairman – not elected
- B) Election of Internal Financial Controller - JS
- C) Recreation Ground - AWB
- D) Planning - JH
- E) Grass Cutting - GS
- F) Parish Transport Representative and 108 Bus – Clerk to inform the Parish Council if there is any news
- G) Cemetery – GB and GS
- H) Allotments – GS, and JB as Allotment Rep to the PC
- I) Footpaths & Bridleways - GS

48. PARISH COUNCIL ANNUAL DOCUMENTS: to review

- 1. Standing Orders 2025 – August meeting
- 2. Financial Risk Assessment – August meeting
- 3. Financial Regulations 2025 – August meeting
- 4. Health and Safety Policy – August meeting
- 5. Internal Control Policy – August meeting
- 6. Code of Conduct – reviewed and agreed.

The documents will be added to the website under Policies and Governance when they have been reviewed.

49. PUBLIC FORUM – No public present apart from a candidate for the casual vacancy.

Casual Vacancy for Co-option:

- To request a dispensation to vote (anonymously) by paper ballot for the Casual Vacancy Co-option, if there are more than two candidates

– resolved.

- To receive applications and vote – the Clerk received two nominations. The Parish Council voted in public with a paper ballot and reached a clear majority. Tommy Molloy was voted in and joined the Parish Council for the rest of the meeting.
- Declaration of Acceptance of Office Form completed by Cllr Tommy Molloy and returned to the Clerk.
- SODC Register of Interests Form to be completed within 28 days of co-option.
- Clerk to write to the other candidate and ask them to please attend PC meetings if they want to be active in the village.
- Parish Council email address to be set up for TM by AWB.

50. BUS SERVICE and TRANSPORT:

- Report from the PTR – no report given.
- Red Rose Travel 108 Bus - new timetable from Monday 21st July 2025 to include stops at Rectory Farm. The 4.30 pm bus into Oxford on a Saturday is popular.
- PTR Meeting on 8th July 2025 at 1.30 pm via Teams

51. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 8th May 2025 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

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

- Village Hall Clock – to be put up by the VHC – item closed and to be removed from the next agenda.
- The wall at St Nicolas Old Cemetery, Main Street, Forest Hill – ongoing.
- Thames Water and Sewage Treatment Works – developments and response from Thames Water – these are planned works on Polecat Lane. For six weeks the tankers have been coming in every day and sometimes more than three times a day. The tankers cannot get behind the pub. JH phoned Thames Water after receiving the tanker letter. Since then, the tankers have not been down between 10.30 pm and 6.00 am in the morning. TW need to apply for temporary parking restrictions. **Action:** Clerk to write to TW with questions raised in the meeting tonight. Bridleway - AWB has spoken to Countryside Services about driving down there. Behind the pub there is three metres and no parking. **Action:** Clerk to write to Countryside Services and Highways Engagement to clarify their position on parked cars at the rear of the pub that is a bridleway. The lorries are causing trouble, and the parked cars do not help. A new access would have been better. Ninety percent of the problems are due to poor access. Lamps shine through curtains

at night.

- Thames Water – construction warning signs for Forest Hill and Breach Farm – no updates.
- Verges in the village and Milton Crescent – Highways cut up to the Church and the Cemetery. The PC cuts the left-hand side by Bank Cottages. Highways cut the grass late July – once a year. The splays and junctions are mown for safety. **Action:** Clerk to write to Highways as Church Hill is dangerous for pedestrians. AWB has reported on Fix My Street and JS will report too. **Update:** the grass was cut on 4th July. Milton Crescent – TFM have not been for a while since 20th May. TFM have made a good job of the Rec and Cemetery but not the verges. **Action:** Clerk to give GS the contact details of Henry to discuss – done.
- Steps by the Church and weeds – JS to report on 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.
- Nat West Bank - Mandates, Safe Deposit documents, remove ML and CM from mandate, My Business Profile form, Clerk's email not on the account. AWB and JH have collected the documents from Safe Custody but were unable to update the mandate or add the Clerk's email to the account. Clerk has completed and returned the My Business Profile form to the Bank.

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

- A40 Forest Hill Layby – Cllr Bearder has promised it would be closed. Overnight lorries are using the area as a toilet. The cycle path to Sandhills School and Wheatley Park School passes through the 'toilet' area. The PC agreed it was disgusting but still nothing happens. **Action:** Clerk to write to TB and ask for an update.

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

Applications:

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.

The Parish Council approved this application with no objections.

Decisions:

P25/S1150/S73

Rock Villa, Wheatley Road, Forest Hill, OX33 1EH

Variation of conditions 2 (Approved plans), 4 (New vehicular access), 5 (Vision splay protection) and 6 (Provide parking prior to first use/occupation) on application P22/S1953/HH to allow for the removal of the requirement to provide a parking turntable. (Proposed single-storey rear and side extension and relocation of parking bay with vehicle turntable. Dropped kerb).

Planning Permission on 19th May 2025

P25/S0975/PDS

Wolf House, The Ridings, Shotover Hill, OX3 8TB

Erection of additional storey to the dwellinghouse with existing roof form retained.

Agreed on 14th May 2025

P25/S1159/PDH

3 Stanton Road, Forest Hill, OX33 1DT

Demolition of the existing single storey rear extension and construction of new single-storey rear extension. Depth - 5.00m Height - 3.00m Height at the eaves - 3.00m

PDH Agreed on 13th May 2025

P25/S0644/LDP

78 Mickle Way Forest Hill OX33 1DX

Provision of twin unit mobile home in grounds of existing dwelling.

Certificate of Lawful Use or Development on 13th May 2025

Appeals

P24/S2074/O - Land at Bayswater Farm

Appeals C and D are allowed.

P24/S0133/O - Land at Bayswater Farm

Appeals A and B are dismissed.

55. 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	£17,429.33	at 31.05.25
Unity Reserve Account – (2.50 %)	£33,349.47	at 31.05.25
Sub Total	£55,883.80	

Less: Unpresented cheques	£0
Plus: unpresented receipts	£0
Sub Total	£55,883.80

Less: Earmarked general reserves	£10,000.00
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Less: Earmarked reserves - traffic calming £30,000.00

Total available funds **£15,883.80**

CIL balance £27,278.17

CIL could be used for traffic calming, infrastructure within the Parish, a new playground or solar lighting.

Receipts included in above figure £0

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

Admin to the Parish Council – June	£473.71
Admin to the Parish Council – July	£473.71
NW Charges - Safe Custody Hold	£25.00
Unity Service Charge – May	£6.00
Forest Hill Village Hall – water payment allotment	£10.00
Tactical Facilities Management Ltd – May waste	£65.00
Tactical Facilities Management Ltd – May ground	£495.00

c) Scribe Reports: Bank Reconciliations as at 31.05.25 and 30.06.25

- Chair to approve and sign – completed.

d) To consider the Summary of Receipts and Payments against Budget Report up to end June 2025. The budget is over the precept. PC approved for the Chairman and the Clerk to align the budgets before the next meeting.

e) Internal Financial Control check:

- January to March 2025 – **Action:** VAT refund figure to be moved to the VAT Refund column.
- April to June – JS to complete at next meeting.

f) To consider approval of the Annual Governance and Accountability Return 2024/25 (AGAR) – Sections 1 and 2 to be signed by the Chairman and RFO. Section 1 to be completed at the meeting:

- The Annual Internal Audit Report was received and noted.
- Section 1 – Annual Governance Statement 2024/25 – signed by Chairman and Clerk.
- Section 2 – Accounting Statements 2024/25 – signed by Chairman and Clerk.

g) To note: the Period for Exercise of Public Rights will commence on Monday 7th July and end on Friday 16th August 2025 (30 working days) by appointment only with the Clerk. The Notice will be published on the website and noticeboards – noted.

h) To receive quotes from Internal Auditors for 2025/26: The Parish Council considered three quotes and agreed to appoint Theresa Goss to be the Internal Auditor for 2025/26.

56. CLERK / RFO:

- Moore - Official notification to submit your authority's return 2024/2025 by 30th June 2025. Extension agreed to 7th July – **Action:** Clerk
- To consider paying the Clerk a Working from Home Allowance of £2 per week as an admin cost, and not a staff cost. Payment to be set up for £26 per quarter, backdated to 1st April 2025.
- Salary Review for Clerk - following Annual Review - **Action:** PC to honour the employment contract. Clerk to send the details to the PC for the next meeting.

57. SECTION 137 EXPENDITURE: The PC is willing to support ideas in the village. S137 is a budget for the wider good e.g. community bus, baby and toddler group, lunch club, events in the village, pop up café. JS to bring a request to the next meeting. **Action:** Clerk to look for the grant application form.

58. VILLAGE and PARISH MATTERS:

- The Circuit – monthly check for Clerk to update The Circuit. **Action:** Clerk to update the Circuit website.
- Bins not being taken in after they have been emptied and left in the street. Bins should be put out late and brought in asap and not block the pavements. A reminder to go into the Four Parishes September edition.
- Cars parking on the pavement on Stanton Road. Parked cars and bins on the path force pedestrians to walk in the road which is dangerous in the dark. Roads are for cars and pavements are for people.
- Dogs – positive feedback was received from the article in the Four Parishes Magazine.
- TFM and photo evidence – GS to request again. Clerk has asked for photos and none received. Invoices have been received.

59. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – July 2025

Current account balance	£7029.06
Deposit account balance	<u>£2959.53</u>
Total Reserves	£9988.59

60. RECREATION GROUND:

- a) Changing facilities – update and decision – JH. Green box to be moved to Stanton St John – as agreed. The box was previously used for two seasons for a football team. The box has not been used for 8 years and has been used for storage. Time to find a new home for it. The Pavillion at SSJ is falling apart. The green box is

included on the Asset Register for the PC. TM to have a look at the green box but the decision has already been made to let SSJ have it at their cost. Is there a plan to use it in the village? The SSJ pavilion will last for another year. **Action:** JH to arrange a trip to the green box and PC to make a plan for the benefit of the village/parish. The Rec and playing field can be used by everyone. The box has been used as changing rooms but if the coach/staff are not DBS checked then the changing rooms cannot be used.

b) Routine Monthly Playground Inspection and actions required -

- AWB has found an email for getting the play equipment cleaned and will get a quote.
- A new seat for the zipwire will be £100.
- Agreed to purchase ten pickets to repair the fence.
- AWB has cut back the hedge and trees in the Rec.
- Bearing needs replacing on play equipment.
- Annual inspection due in August.

c) request to use the football pitch area for football training for ten 10-year-old boys by Wheatley U10s coach – not agreed.

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

- Mowing and upkeep of the Cemetery – report from GB /GS – the mowing is all good and the families are happy.
- Asset Register – record title number for cemetery on asset register – ongoing and we now have the documents from the Bank.
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and advice received from OALC and ICCM. The advice given is that it is not a statutory obligation to provide for any denomination. The Cemetery is an agnostic burial ground. The PC does not have the resources or logistics to provide a service on Saturdays or Sundays. For a Muslim burial, the PC would have to respond immediately but we are not set up to facilitate the administration of a burial at weekends. There is no statutory obligation to provide separate areas and no reservations of plots. We cannot accommodate a Muslim burial in the Cemetery with our rules. The ICCM advice was circulated to the PC and there is no statutory requirement to provide separate areas for different denominations – this is up to each burial authority to decide what they provide for their site and take into consideration if you have a high demand in your area for a Muslim section to be created. **Action:** JS to speak to an Islamic Funeral Director. JH to send details of his contact to JS.
- Request to replace the grass on the top of a grave with natural gravel/stone. **Action:** GB to contact the family. No kerbing is allowed, and stones would need a kerb to protect them from lawn mowers and strimmers. Respect the other graves which are mostly grass. The PC will maintain their current rules and not allow stones on the grave.

- Application from Reeves Memorials to add an additional inscription to an existing headstone. **Action:** GB to speak to the family and to Reeves Memorials. Nothing to be added to the reverse of the headstone.
- 62. 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.
 - Allotment Terms and Conditions and Weeds notice – to go to each tenant.
 - Water – payment due to Village Hall Committee - £10 by BACS.
- 63. OALC / NALC** - all updates previously circulated.
- Email from OALC regarding the Premium Rate telephone number for the Parish Council – ongoing
 - Switchboard Free! – keep as is. AWB to set up as a DD to pay any charges due.
- 64. INFORMATION and CORRESPONDENCE** – all circulated when received:
- Stanton St. John Parish Council - Neighbourhood Plan.
 - SODC - Have your say on our proposed two new councils. The proposals are in the July Four Parishes Magazine. Oxford City would incorporate a lot of villages that are in the Green Belt.
- 65. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1st August 2025.
- 67. DATE, TIME, AND PLACE OF NEXT MEETING:**
- A meeting of the Parish Council will be held on **Thursday 7th August 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))
 - Meeting closed at 9.50 pm.
 - **Signed as a true and accurate record of the meeting:**

Chairman:

Date: