

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**Thursday 7<sup>th</sup> August 2025 at 7.00pm in Forest Hill Village Hall**

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

**In Attendance:** S Cox, Clerk/RFO and Cllr Tim Bearder, OCC, and SODC

**Members of the Public:** two

**No. Item**

**67. APOLOGIES FOR ABSENCE** – JH – received and accepted.

**68. DECLARATIONS OF INTEREST** – None.

**69. Register of Interest form:**

- to be completed by Cllr Molloy and returned to the Clerk – resolved.
- 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 – for September meeting
2. Financial Risk Assessment – reviewed and adopted
3. Financial Regulations 2025 – reviewed and adopted
4. Health and Safety Policy - reviewed and adopted
5. Internal Control Policy - reviewed and adopted
6. Document Retention Policy - reviewed and adopted

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

**71. PUBLIC FORUM** – two members of the public attended the meeting to give updates on the Allotments and Village Hall items on the agenda.

**72. BUS SERVICE and TRANSPORT:**

- Report from the PTR Meeting on 8<sup>th</sup> July – circulated for information.
- Red Rose Travel 108 Bus - new timetable from Monday 21<sup>st</sup> July 2025 to include stops at Rectory Farm – available on the noticeboard by the Village Hall and on the Forest Hill website. [Forest Hill with Shotover Parish Council | BUSES](#)

**73. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 3<sup>rd</sup> July 2025 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

**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 – *Clerk to contact HO at SODC for any updates.*
- Thames Water and Sewage Treatment Works – update on works and responses from Thames Water, Countryside Services and Highways Engagement. *The public road is adopted by Highways and Thames Water could ask Highways about parking and access issues.*
- Thames Water – construction warning signs for Forest Hill and Breach Farm – *no update given.*
- Mowing and strimming of verges in the village and Milton Crescent – *GS wrote to TFM but received no dates or photographs. TFM admitted they were two weeks late. The Cemetery and Rec are good, but the verges are not so good. We have photographs for July mowing. Milton Crescent has not been mowed. Some damage was done to the grass last year, or from the previous really dry summer. TFM need to understand what the problem is. **Action:** Clerk to find out when TFM are next in the village and let all Cllrs know.*
- Steps by the Church and weeds – *the steps had been strimmed before JS could report it on FMS. ML used to kill the weeds but now does not do this. **Action:** JS to raise on FMS to find out who is responsible for this work to be done.*
- Church Hill and verges – *work postponed until November.*
- Saplings removed from the Rec and grass mown – *to look again after the summer. The bug hotel has been destroyed.*
- Planter at the bottom of Mickel Way – *Highways to monitor.*
- A40 Forest Hill Layby – *update from TB – the layby will be closed at a cost of £60,000 in November 2025 – TBC.*
- Four Parishes Magazine for September – Bins and cars parking on pavements – *reminder for Clerk to submit by 15<sup>th</sup> August 2025.*

**75. OCC and SODC MATTERS** – To receive reports from the County Councillor and District Councillor: *A40 Layby – today works are being ordered with MGH for £60,000. The TTRO road closure will take a minimum of 12 weeks to be put in place. The works could start in November, or they may start within the 12 weeks of the TTRO. There will be concrete bollards and using an OCC contractor. The work has been agreed on Health and Safety grounds. The Parish Council thanked TB for this news and information. Red Rose Bus – there have been a few problems with the driver and the route. The driver has been removed from the service and all ok now. The route now includes Stanton St John village. TB and DW have talked about the plans for the upgrade of the cycle path in the early stages. Plans to widen the path and reduce the gap between cars and bikes. Reduce the speed to sixty mph. S106 housing development will pay for this. TB will share plans when available and with DW. Maintenance of cycle tracks is not upheld. Headington to the A40 is not good in the winter. There is a need to maintain the cycle tracks. Road*

closures can make allowances for farm vehicles. Footpaths are kept open too. Budget – proposals to use the fair funding formula for reallocation of high-net-worth areas to low worth areas elsewhere is being considered. Grants – OCC or SODC grants are available to apply for. The Baby and Toddler group could apply for an OCC grant. Allotment expenses could be eligible too. **Action:** JS to email TB. AWB asked TB if Fly Tipping could be put back onto Fix My Street. TB has asked for it to be put back on. It is easier to report on a phone than on the website. Access to the website has been difficult. Reports to FMS can also be made by a phone call.

- 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

**P25/S0467/FUL**

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

Demolition of the existing single storey side extension, construction of a two-storey side extension and the sub-division of existing property to form additional self-build dwelling and associated infrastructure (Resubmission of extant planning permission P22/S2488/FUL). (As amplified by Contaminated Land Questionnaire received 11 March 2025). (As per additional information received 02 April 2025) (As per Bat Survey received 22 May 2025).

Planning Permission on 8th August 2025

**P25/S1857/HH**

4 Milton Crescent, Forest Hill, OX33 1EJ

Proposed ground floor single storey rear extension.

Planning Permission on 5th August 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
Sub Total	<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>
Total available funds	<b>£14,344.57</b>
CIL balance	£27,278.17
<u>Receipts included in above figure</u>	£62.50 Allotment Rent

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

Admin to the Parish Council – August	£473.71
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
AWB – Picket Fencing Pales – reimbursement	£43.99
AWB – Pendulum Seat – reimbursement	£122.40

\*Further evidence of when the work was done with photographs before payment can be made. Clerk to contact TFM. July invoices to be withheld until a meeting has taken place. June and July waste invoices to be paid. Make decisions before next year going forward.

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

- Chair to approve and sign – resolved.

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

**e) Internal Financial Control check:**

- April to June – JS to complete and return the folder to the Clerk.

**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 – resolved.

**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 – resolved. Clerk to return the form to TG.

**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 – resolved.

**j) To consider** closing the Nat West Bank account and using the Switch service to transfer the funds to Unity Trust Bank. *AWB proposed that now the documents have been removed from the Bank we close the account and transfer the funds to Unity Trust Bank. We have the Deeds for the graveyard and other leases for JS to copy. Action: The proposal was agreed, and the Clerk will action the closure and transfer.*

**k) To consider** setting up a direct debit for Switchboard Free!, to pay any charges incurred. *The Switchboard Free number forwards calls to AWB's mobile phone. It is a premium rate number and does give a warning. The caller is charged, and the PC is charged too. AWB has been paying the small number of charges previously. The PC does need a telephone number. A mobile phone could be used with a £5 a month SIM card. Numbers would need to be changed on the notice boards and the website. We need good communications. Action: AWB to get costings ready for the September meeting. AWB to calculate how many people do call in a year.*

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

## **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. *Noted and agreed.*
- **To consider:** a Salary Review for Clerk following the Annual Review – *resolved and item closed.*
- **To consider:** improving email communication within the Parish Council. *Emails are now marked as action required or for information. Outlook has emojis for a quick response to a message.*
- **To consider** the Office 365 renewal invoice received for £1100.00 from SP1 Solutions. The renewal is due in February, but the invoice has been sent in July. **Action:** AWB
- **To consider** the email received from My Parish Council with a quote for £156 per year for the website. Parish Online offer a similar service

too. AWB proposed the PC look to move providers to host the website with links to Fix My Street and Planning. The minutes and agendas can be uploaded too. We would have gov.uk email addresses which would comply with the Audit.

- **To consider:** changing the frequency of the meetings to monthly instead of every six weeks. *Agreed to a six-month trial of meetings on the second Thursday of each month, from September 2025.*

**79. SECTION 137 EXPENDITURE:** none.

**80. VILLAGE and PARISH MATTERS:**

- Defibrillator – monthly check for Clerk to update The Circuit website – *checked and ready for use, Clerk to update The Circuit website.*
- Part-night lighting Consultation – *no comments from the PC.*
- Poppy Wreath to order for November. **Action:** agreed, AWB to order at a cost of £40.00.
- Rubbish dumped on field at the back of Mickle Way houses – *the PC have found no rubbish behind the houses. Item closed.*
- Maintenance of the planters at Mickle Way after two residents leave the village – *a working group of residents will maintain the planters led by PL.*
- Solar Lighting and Bus Shelter maintenance – email from Alex Collett at Solar Lighting Solutions. **Action:** Clerk to obtain a quote for replacing the battery in the bus shelter.

**81. VILLAGE HALL – To receive a report and updates**

**a. Managing Trustees report – July 2025**

Current account balance	£7074.68
Deposit account balance	<u>£2961.96</u>
Total Reserves	£10,036.64

Request from the Village Hall Chairman for projects for the PC to fund:

- Repointing brickwork – a couple of people are coming out this month to quote.
- Replace the window above the stage. Didcot Windows have been, but it is not one of their windows. A replacement window quote for £610 has been received from Didcot Windows.
- Electrical – to replace the consumer unit.
- To replace the hot air blowers.
- To replace the clock and the electrical supply.
- The RCD is not necessary and trips when people are in the hall. This can be removed. One quote has been received so far for £1100.00.
- Replace light units with LEDs which are more efficient and no tubes to replace. Quote received for eight new LED panels for £1300.00.

- Hot air blowers – replace and in the kitchen for variable output heaters. Infra-red heaters provide instant heat. Quote £2,500 to £3,000. Infra-red heaters are good for infrequent use of community buildings. Would need six heaters for the hall based on the size of the hall.
- Wi-Fi – there are no deals from Gigaclear at present.

The Parish Council asked who would pay for all these proposals? The Village Hall Committee would pay for redecoration of the whole building after the works have been completed. PC to pay for some or all of the quotes. Final prices to be sent to the PC to consider. **Action:** add to the next agenda and make a decision. Someone needs to come out and see if the proposals are in the right place. The current insulation is 200 mm and should be 300 mm. To consider doing this work at the same time.

## 82. RECREATION GROUND:

- a) Changing facilities – **Action:** *AWB has a key and PC to have a look before the September meeting.*
- b) Routine Monthly Playground Inspection and actions required:
  - Picket fencing replacements and pendulum seat have been ordered by AWB.
  - Cable on zip wire to adjust – AWB
  - Hedging to cut back by the entrance gate – AWB

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

- Mowing and upkeep of the Cemetery – report from GS – the grass looks good. To consider displaying the rules at the cemetery to remind families to remove items from the graves. **Action:** AWB to get a quote for a sign.
- Asset Register – record title number for cemetery on asset register – AWB to pass the documents to JS.
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and any further advice received. *JH had not passed the details of his contact to JS. JS has written to a Muslim funeral director and will report back at the September meeting if a reply has been received.*

## 84. ALLOTMENTS: to receive any updates and matters for consideration:

- JB is the new Allotment Rep for the Parish Council and will report back to the meetings on the day-to-day admin of the allotments.
- 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. Clerk to write to RM and notify them that the lease expired on 1.4.25 due to non-payment of rent in accordance with the rules.
- Terms and Conditions and Weed Control letter given to JB to distribute.
- Perimeter fence – the PC is responsible for the fence. The allotment is

leased from Lincoln College. The bottom third is ex-quarry. JB proposed bringing the allotment up beside the drive and that the bottom third be fenced off and move the plots up. PC to negotiate with Lincoln College and to have a site meeting. The cost of the fencing would be approximately £20 per metre. TM has a digger to help with the work.

- WhatsApp group – JB to set up for communication with the allotment holders.

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

- Premium Rate telephone number for the Parish Council – see item 77/k.

**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 1st September 2025.

- to consider purchasing a silhouette soldier to place on the grass corner opposite Main Street to commemorate the 80th VE and VJ Days this year.
- Baby and Toddler Group grant request

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

- A meeting of the Parish Council will be held on the second Thursday of each month. Next meeting on **Thursday 11<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))
- Meeting closed at 20:50
- Signed as a true and accurate record of the meeting.
- Chairman:
- Date: