

**FOREST HILL WITH SHOTOVER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
Thursday 8th May 2025 at 7.00pm in Forest Hill Village Hall**

**Present:** Cllrs A Waite Brown (Chair), G Blomley, G Shepherd

**In Attendance:** S Cox, Clerk/RFO

**Members of the Public:** 1

**No.    Item**

**22.    ELECTION OF CHAIRMAN:** AWB stood down as Chairman. GB and GS nominated and seconded AWB who was unanimously elected.

**23.    APOLOGIES FOR ABSENCE –** DW, JS, JH

**24.    DECLARATIONS OF INTEREST –** None.

**25.    ELECTION OF OFFICERS AND COUNCILLORS FOR AREAS OF INTEREST:** *postponed to next meeting*

- A) Election of Vice Chairman
- B) Election of Internal Financial Controller
- C) Recreation Ground
- D) Planning
- E) Grass Cutting
- F) Parish Transport Representative and 108 Bus
- G) Cemetery – *GB and GS*
- H) Allotments
- I) Footpaths & Bridleways - *GS*

**26.    PUBLIC FORUM –** Bruce Davies has resigned as the Parish Council Allotment Representative. The Chairman thanked Bruce on behalf of the Parish Council for all his work over the last ten years. The PC will now look for a replacement Allotment Representative to take over the day-to-day admin of the allotments and report back to the Parish Council at the meetings.

**27.    BUS SERVICE and TRANSPORT:**

- Report from the PTR – JH – *no report given due to JH's absence.*
- Red Rose Travel 108 Bus

**28.    MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 10<sup>th</sup> April 2025 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

**29.    UPDATE 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 - *ongoing*
- The wall at St Nicolas Old Cemetery, Main Street, Forest Hill – response from Property Maintenance Project Officer, the district council will look to appoint a structural engineer to come out and carry out an individual structural assessment, to see if there is any immediate action that may be required – *ongoing*.
- Thames Water and Sewage Treatment Works – *a reply has been received and AWB read out the response to the PC. Clerk to reply to Thames Water and suggest that they put up signs warning of construction staff and at Breach Farm to warn pedestrians there is construction traffic. Construction can start legally at 8.00 am in the morning going past residential, but not before 8.00 am. Copse ownership – AWB to look at the map.*
- Verges in the village and Milton Crescent – *Milton Crescent has been cut. Powell Close – one side only. Corner – not good. Rec key has not yet been returned. Action: to monitor the work closely and take photographs if necessary. How do we know when the work has been done so we can check it? GS will be the grass cutting monitor.*
- Church Hill and verges – *no progress.*
- Saplings removed from the Rec and grass mown – *ask TFM to requote.*

30. **OCC and SODC MATTERS** – To receive reports from the County Councillor and District Councillor:
- A40 Forest Hill Layby – *the layby will be shut permanently with some large concrete blocks. No timescale has been agreed.*
31. **PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.

#### **Applications:**

##### **P25/S1198/LDP**

6 Turner View, Bayswater Mill, near Headington, OX3 8GG  
Single storey rear extension – *withdrawn*.

##### **P25/S1150/S73**

Rock Villa, Wheatley Road, Forest Hill, OX33 1EH  
Removal of conditions 4 (New vehicular access), 5 (Vision splay protection) and 6 (Provide parking prior to first use/occupation) on application P22/S1953/HH (Proposed single-storey rear and side extension and relocation of parking bay with vehicle turntable. Dropped kerb). *The Parish Council responded and will leave Highways to make a decision based on highway grounds.*

##### **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  
*The Parish Council supported this application with No Objections.*

### **Planning Application Withdrawal**

#### **P25/S1198/LDP**

6 Turner View, Bayswater Mill, near Headington, OX3 8GG  
 Withdrawn prior to determination on 30th April 2025

#### **Decisions:**

#### **P25/S1100/T28**

Forest Hills Farm, Land Adjacent to A40 East A40 London Road near Forest Hill, Oxfordshire, OX33 1EQ  
 Replacement of a cabinet, monopole shroud to be upgraded internally.  
Permitted Development on 4th April 2025

### **Appeals**

**P24/S2074/O - Land at Bayswater Farm**

**P24/S0133/O - Land at Bayswater Farm**

## **32. FINANCE – To receive, approve, consider, and review the following:**

### **a) Balances at bank:**

Current Account – Nat West	£5,110.00	at 28.03.24
Unity Current Account	£18,819.04	at 30.04.25
Unity Reserve Account – (2.50%)	£33,349.47	at 30.04.25
<b>Sub Total</b>	<b>£57,278.51</b>	

<b>Less:</b> Unpresented cheques	£0
<b>Plus:</b> unpresented receipts	£0
<b>Sub Total</b>	<b>£57,278.51</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 **£17,278.51**

CIL balance £27,278.17

Receipts included in above figure £0

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

Admin to the Parish Council – May	£473.71
Tactical Facilities Management Ltd – April waste	£65.00
Tactical Facilities Management Ltd – Mar grounds	£495.00
Chapman Worth – monthly payroll x3 to 31.3.25	£150.00
WTG Consultants Ltd – IA Final report 2024/25	£200.00

### **c) Scribe Reports: Bank Reconciliations as at 30.04.25**

- Chair to approve and sign – *completed*.
- d) **To consider** the Summary of Receipts and Payments against Budget Report up to end April 2025 – *noted*.
- e) **Internal Financial Control check:** - January to March 2025 – JS to complete - *Clerk to contact JS*.
- f) **Statement of Accounts to 31<sup>st</sup> March 2025** – Chairman to approve and sign – *completed*.
- h) **Nat West Bank** and Mandates and Safe Deposit documents – to remove CM and ML and add Clerk to proceed further with the query - *ongoing*.

**33. CLERK / RFO:**

- Theresa Goss, Internal Auditor – Checklist and Interim and Final Audit completed. Invoice received for payment following Audit.
- Final Internal Audit Report 2024/25 received for review by the PC and recommendations for action. **Action:** *AWB had read the report and the recommendation for a mobile phone for the Clerk. We have a premium rate number now. It would cost £5 a month for a SIM, and we would need to find a phone or convert the premium to a landline for £8 per month. Action: Defer Audit Report to next meeting and all councillors are asked to read the report beforehand.*
- Moore - Official notification to submit your authority's return 2024/2025 on or before 30<sup>th</sup> June 2025 – **Action:** Clerk
- Annual Review for Clerk with AWB – *completed on 1<sup>st</sup> May 2025*
- Salary Review for Clerk - following Annual Review - **Action:** *PC for next meeting.*
- To consider a Pension for the Clerk and Working from Home Allowance, as recommended by the Internal Auditor. **Action:** *Payroll have confirmed the Clerk is not eligible for a pension. WFH allowance of up to £26 per month was agreed.*
- To consider an IT Policy – recommended in the IA's report and available from OALC. *The OALC IT Policy was approved and adopted by the PC. Clerk to update the OALC policy for Forest Hill.*

**34. SECTION 137 EXPENDITURE:** None.

**35. VILLAGE and PARISH MATTERS:**

- The Circuit – monthly check for Clerk to update The Circuit - *the green light indicates the Defibrillator is ready to use. Clerk to update The Circuit website.*
- Planter at the bottom of Mickel Way - **Action:** *Clerk to write to SOHA about the planter and the crack in the wall which has gone again in the same place. The planter is on the left side as you turn in Mickel Way. SOHA repaired the wall last time about 4-5 years ago.*

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

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

Current account balance	£7132.63
Deposit account balance	<u>£2954.59</u>
Total Reserves	£10087.22

**37. RECREATION GROUND:**

a) Changing facilities – update and decision – *ongoing*. *Grant originally came from Sport England and no one under 16 could use the changing rooms due to safeguarding issues, DBS, and Public Liability insurance. The Rec is not a football pitch now.*

b) Routine Monthly Playground Inspection and actions required -  
**Action:** *AWB to replace the picket fencing.*

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

- Mowing and upkeep of the Cemetery – *The grass has been mown today. AWB to check and notify the Clerk.*
- Cemetery gates and repairs – *the gates are ok for now and agreed no further action required.*
- Asset Register – record title number for cemetery on asset register – *ongoing.*
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and advice from OALC – *some advice has been received from OALC. PC to seek further advice for the next meeting.*
- To consider membership of the Institute of Cemetery and Crematorium Management (ICCM) at £110 for individual membership from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026. **Action:** *Clerk to write to ICCM about Muslim burials. No decision on the ICCM membership.*

**39. ALLOTMENTS:** to receive any updates and matters for consideration:

- Allotment fees are due on 1.4.25 - *fees have been paid by cash or bank transfer. The fees are £12.50 for a full plot and £6.50 for a half plot. Clerk and Chairman to check fees paid and refund any overpayments. Water fees to be paid direct to the Village Hall Committee, via Linda.*
- Allotment Terms and Conditions and Weeds notice – to go to each tenant - *ongoing*
- Water fees – payment due to Village Hall Committee - *not the Parish Council.*

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

- Email from Lucy regarding the Premium Rate telephone number for the Parish Council – *PC considering other options.*
- To consider the OALC Cemetery Management Course on 23<sup>rd</sup> and 24<sup>th</sup> September at £145.00, for the Clerk to attend – *agreed.*
- To consider the SLCC Financial Introduction to Local Council Administration (FILCA) self-paced, online course at £120, for the Clerk

- agreed and Clerk to keep a record of all courses attended.

- 41. INFORMATION and CORRESPONDENCE** – all circulated when received:
- Zeta Technova Ltd has gone into administration and will not be able to complete works – *PC to monitor the lights in the bus shelters.*
  - Tobacco Control Strategy engagement survey, VBA training and The Smoke Free Community Fund!! - *noted.*
  - Oxfordshire County Council community transport grants 2025-26: APPLICATIONS INVITED by 11<sup>th</sup> July 2025 – *not needed.*
- 42. Notice of Casual Vacancy** – Further to the Notice of Vacancy dated 28 Feb 2025, Electoral Services have confirmed that they have received no requests for an election to be called, and we can therefore proceed to co-option. Contact the Clerk for an application form. **Action:** *add to Four Parishes Magazine article.*
- 43. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 19<sup>th</sup> June 2025.
- GB has given apologies for the June meeting.
- 44. DATE, TIME, AND PLACE OF NEXT MEETING:**
- A meeting of the Parish Council will be held on **Thursday 26<sup>th</sup> June 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))
  - On this day, VE Day, the Parish Council would like to record our gratitude to everybody, with special thanks to those from this Parish, that fought and came back and fought and did not come back 80 years ago.
  - Meeting closed at 8.20 pm
  - **Signed as a true and accurate record of the meeting:**

**Chairman:**

**Date:**