

**FOREST HILL WITH SHOTOVER PARISH COUNCIL  
PARISH COUNCIL MEETING AGENDA**

**Councillors** are hereby summoned to attend a meeting to be held on  
**Thursday 10<sup>th</sup> April 2025 at 7.30pm in Forest Hill Village Hall**

**Members of the public and press** are welcome to attend. Members of the public may make representations to the council under item 175, according to the Council's Standing Orders.

**Signed:** *Sue Cox, Clerk/RFO to the Parish Council*

**Date:** 4<sup>th</sup> April 2025

**No.    Item**

1.    **APOLOGIES FOR ABSENCE** – To receive and accept.
2.    **DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.
3.    **PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
4.    **BUS SERVICE and TRANSPORT:**
  - Report from the PTR – JH
  - Red Rose Travel 108 Bus
5.    **MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 6<sup>th</sup> March 2025 – previously circulated – to confirm.
6.    **UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
  - 20 mph Speed Limit and traffic calming measures – *continue to explore solutions.*
  - Village Hall Clock - update
  - 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 – *no further updates received.*
  - Roadside Technologies Quote: *update from AWB. The poles we have are not sufficient for a solar unit and the wind will knock them down. AWB is waiting for a revised quote. Solar could be £3,500 plus a pole fitted by Highways. **Action:** Clerk to look for old Westcotec emails with specifications of the poles previously installed.*
    - **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.
7. **OCC and SODC MATTERS** – To receive reports from the County and District Councillor Tim Bearder
- A40 Layby and Toilets
  - Request from Daniel Masters, OCC candidate, to meet or speak to the Chairman to get an overview of the key matters in the Forest Hill area.
8. **PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.

**Applications:**

**P25/S0975/PDS**

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

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

**P25/S0955/LDP**

20 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

**P25/S0941/LDP**

9 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

**Decisions:**

**P25/S0955/LDP**

20 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

*25 March 2025 - Certificate of Lawful Use or Development*

**P25/S0941/LDP**

9 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

*25 March 2025 - Certificate of Lawful Use or Development*

**Appeals**

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

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

Public Inquiry commencing at 10am on 1 April 2025 at Fountain Conference Centre, Howbery Park, Wallingford, OX10 8BA.

9. **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	£11,505.08	at 31.03.25
Unity Reserve Account – (2.50 %)	£33,349.47	at 31.03.25
<b>Sub Total</b>	<b>£49,854.55</b>	

<b>Less:</b> Unpresented cheques	£0
<b>Plus:</b> unpresented receipts	£0
<b>Sub Total</b>	<b>£49,854.55</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 **£9,854.55**

CIL balance £27,278.17

Receipts included in above figure

Unity Trust – credit interest £208.65

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

Admin to the Parish Council – April	£473.71
Admin to the Parish Council – HMRC Q4	£192.88
Tactical Facilities Management Ltd – Mar waste	£61.85
Tactical Facilities Management Ltd – Mar maint	£495.00
Tactical Facilities Management Ltd – dog bin new	£570.00
Tactical Facilities Management Ltd – dog bin old	£150.00
Lincoln College, Oxford – Allotment Rent	£150.00
New College, Oxford – Recreation Ground Rent	£350.00
SLCC – Membership Fee for Clerk	£64.60
ICO Data Protection Fee Renewal due 8.4.25 DD	£52.00

**c) Scribe Reports:** Bank Reconciliations as at 31.03.25

- Chair to approve and sign

**d) To consider** the Summary of Receipts and Payments against Budget Report up to end March 2025

**e) Internal Financial Control check:** - January to March 2025 – JS

**f)** New Financial Regulations 2024 in draft, for approval at the May meeting.

**g)** SODC – 1<sup>st</sup> Half Precept 2025/26 = £10,175.00 due 1<sup>st</sup> April 2025

**h)** Nat West Bank and Mandates and Safe Deposit documents – to remove CM and ML and add SC to proceed further with the query.

**10. CLERK / RFO:**

- Theresa Goss, Internal Auditor – Checklist and Interim Audit to complete. Invoice will be due for part payment following Interim Audit – *ongoing*.
- Moore - Official notification to submit your authority's return 2024/2025 on or before 30<sup>th</sup> June 2025
- Date for Annual Review for Clerk with AWB and JS
- Salary Review for Clerk - following Annual Review

**11. SECTION 137 EXPENDITURE:**

**12. VILLAGE and PARISH MATTERS:**

- The Circuit – monthly check for Clerk to update The Circuit
- VE Day Celebrations from Bank Holiday Monday 5<sup>th</sup> to Thursday 8<sup>th</sup> May 2025 - PC to consider supporting any village activities
- Request for an update on the bridge works on Polecat Lane
- Forest Hill Sewage Treatment Works Upgrade Project – starting summer 2025 subject to planning approval
- Request for quote for Church Hill and verges – email from TFM

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

**a. Managing Trustees report – 24<sup>th</sup> March 2025**

Current account balance	£6,813.89
Deposit account balance	<u>£2,952.08</u>
Total Reserves	£9,765.97

The water bill is kept roughly in line with current usage as long as we send in regular readings with photograph. Octopus is considerably cheaper SSE. Electricity costs for Aug '24/March '25 were £583, compared with SSE at £1164 Aug '23/March '24.

The Trustees have discussed improvements in the Hall, principally the heating and the decor, and will progress when we know if CIL money will be allocated to improve the building itself.

**14. RECREATION GROUND:**

- a) Changing facilities – update and decision - JH
- b) Routine Monthly Playground Inspection and actions required - AWB
- c) To consider quotes for fencing - DW
- e) Moles – quote from TFM
- f) Wildflower seeding quote – two options from TFM

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

- Mowing and upkeep of the Cemetery – report from JH/AWB
- Cemetery gates and repairs – update from DW

- Asset Register – record title number for cemetery on asset register – update and plan going forward.
  - Burial plots in our parish cemetery – enquiry about reservations for Muslim graves.
- 16. ALLOTMENTS:** to receive any updates and matters for consideration:
- Allotment fees are due on 1.4.25 - payable by bank transfer or cash
  - Invoice for allotment fees - Clerk to prepare for BD
  - Allotment Terms and Conditions and Weeds notice – to go to each tenant
  - Request for an allotment plot from DT and forwarded to BD
- 17. OALC / NALC** - all updates previously circulated.
- Data Protection Officer Services from OALC – expressions of interest
- 18. INFORMATION and CORRESPONDENCE** – all circulated when received:
- Jon D - Bayswater Farm Planning Appeal – planning comments for consideration for the Appeal.
- Freddie Van Merlo MP - (Case Ref: FV05385) Thames Water
- 19. 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.
- 20. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1<sup>st</sup> May 2025.
- 21. DATE, TIME, AND PLACE OF NEXT MEETING:**
- A meeting of the Parish Council will be held on **Thursday 15<sup>th</sup> May 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 \(parish-council.com\)](#)