

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

Councillors are hereby summoned to attend a meeting to be held on
Thursday 11th December 2025 at 7.00pm 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: 8th December 2025

No. Item

- 151. APOLOGIES FOR ABSENCE** – To receive and accept.
- 152. DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 153. PUBLIC FORUM** – To facilitate public participation.
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 154. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 13th November 2025 – previously circulated – to confirm.
- 155. UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- Steps by the Church and weeds – reply from FMS?
 - Parish Council logo competition – closing date 30th November
 - Asset Register – record title number for cemetery on asset register – Land Registry forms to be completed by Chairman and Clerk.
 - Update on the closure of the Nat West bank account
- 156. BUS SERVICE and TRANSPORT:**
- 157. OCC and SODC MATTERS** – To receive reports from the County Councillor and District Councillor:
- 158. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated:

P25/S3264/FUL

Land near Mulberry House, The Ridings, Shotover, OX3 8TB
Erection of a self-build dwelling with associated landscaping.

P25/S3516/HH

Bramley Cottage, Main Street, Forest Hill, OX33 1DY
Demolition of existing garage and construction of two storey rear extension with correspondent changes to the elevations.

P22/S4618/O

Land North of Bayswater Brook near Barton

Outline Planning permission for up to: 1. 1,450 new dwellings (Class C3), 2. 120 units of Assisted Living dwellings, with ancillary communal and care facilities (Class C2/C3), 3. 560 sq.m of new community use buildings (Class F2), 4. 500 sq.m of new commercial/business/service buildings/health provision (Class E), 5. 2,600 sq.m of new Primary School (Class F1), 6. Creation of areas of green infrastructure, including areas of open space, allotments, habitats, recreation facilities and public park areas, 7. Associated transport, parking, access, surface water and utility infrastructure works. Full planning permission for: 1. Change of Use to Class E and associated refurbishment works to the Main Barn and 3no. curtilage barns at Wick Farm, 2. Change of Use to Class F1 and associated refurbishment works to the Wick Farm Well House building, 3. Erection of New Build barn-style building (Class E), 4. Erection of New Build building containing back-of-house facilities for the Main Barn-style building (Class E), 5. Erection of New Build Community Space building (Class F2), 6. Associated transport, parking associated with the local centre, access and utility infrastructure works, 7. Demolition of identified buildings, 8. Associated landscaping, public realm and market garden. (As amended and amplified by documentation received 17 August, 19 & 26 September, 29 November 2023 and 3 January, 5, 9, 26, 27 & 28 February, 1 & 7 March and 5 April 2024).

Outline Planning Permission granted on 18th November 2025

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

a) Balances at bank:

Current Account – Nat West - closed	£0	at 19.11.25
Unity Current Account	£20,465.35	at 30.11.25
Unity Reserve Account – (2.25 %)	£33,734.78	at 30.11.25
Sub Total	£54,200.13	

Less: Unpresented cheques	£32.50
Plus: unpresented receipts	£0
Sub Total	£54,167.63

Less: Earmarked general reserves	£10,000.00
Less: Earmarked reserves - traffic calming	£30,000.00
Less: Earmarked reserves – Garden Club	<u>£1120.01</u>

Total available funds	£13,047.62
CIL balance	£27,278.17
<u>Receipts included in above figure</u>	£0

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

Admin to the Parish Council – December	£605.63
Working from Home Allowance for Clerk – Qtr.	£26.00
Unity Service Charge – November	£6.00
Tactical Facilities Management Ltd – Nov waste	£65.00
Tactical Facilities Management Ltd – Nov ground	£495.00
RPM Ltd – playground repairs	£5394.00
The Howe Trust (Wheatley) – Xmas Hampers	£200.00
Citizens Advice Oxfordshire – grant aid	£350.00
SP1 Solutions Ltd – Software renewal	£1100.15
MSM Electrical – Village Hall electrical work	£1134.00

c) Scribe Reports: Bank Reconciliation as at 30.11.25

- Chair to approve and sign.

d) To consider the Summary of Receipts and Payments against Budget Report up to end November 2025 and the Flexible budget report for setting the precept.

e) Precepts 2026/27 – request form to be returned to SODC no later than Thursday 15th January 2026.

f) Internal Financial Control check:

- October to December – JS to complete in January 2026.

160. CLERK / RFO:

- Internal Audit Checklist for 2025/26 to complete by 31st December.
- Annual CIL declaration form to be completed by 31st December.
- Community Emergency Plan to review by 31st December 2025.
- OALC Blended Training Course - Good Governance & Transparency: What Should be on Your Website? Monday 26th January 2026 - 10 to 11 am. Cost £50.00.

161. SECTION 137 EXPENDITURE:

- Howe Trust and Citizens Advice Oxfordshire

162. VILLAGE and PARISH MATTERS:

- Defibrillator – monthly check for Clerk to update The Circuit website.
- Church Hill – speeding and use of speed sign
- Quote required for repairs to three streetlights on Church Hill

163. VILLAGE HALL – To receive a report and updates
a. Managing Trustees report – December 2025

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

- *Update on the following Village Hall items and progress:*
- Repointing brickwork
- Replace the window above the stage.
- Electrical – to replace the consumer unit.
- To replace the hot air blowers.
- To replace the clock and the electrical supply.
- The RCD. This can be removed.
- Replace light units with LEDs which are more efficient and no tubes to replace.
- Hot air blowers – replace and in the kitchen for variable output heaters.
- Wi-Fi – Gigaclear?

164. RECREATION GROUND:

- a) Changing facilities – proposals to be submitted to the Clerk by 31st January 2026 on how to shape the future of our community facility – please share your ideas. Full article can be found in the Four Parishes News Magazine for November 2025.
[e8ebed_617e556c6ccf4ea38655e556c5e0c8bf.pdf](#)
- b) Routine Monthly Playground Inspection and actions required.
- c) Reids Playgrounds – update on repairs from AWB.
- d) Quote from Reids Playgrounds for repairs to cableway and Kompan Spica.

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

- Mowing and upkeep of the Cemetery – report from GS

- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and any further advice received.
- 166. ALLOTMENTS:** to receive any updates and matters for consideration:
- Perimeter fence – approximate costs of rabbit fencing – JB
 - To review allotment fees for 1st April 2026.
- 167. OALC / NALC** - all updates previously circulated.
- 168. INFORMATION and CORRESPONDENCE** – all circulated when received:
- Community Shop Briefing.
 - EXPERIMENTAL TRO – A40 East/London-bound Layby (Forest Hill) Motor Vehicle Prohibition.
 - P22/S4618/O - Land North of Bayswater Brook - Draft S106 Legal Agreement available to view, with comments from Beckley.
 - South Parish Council Independent Remuneration Panel Report.
 - Correspondence with the Ministry of Housing, Communities & Local Government – response.
 - Change of property name from: The Ike to: The Meadows, Church Hill, Forest Hill, OXFORD OX33 1EQ
- 169. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1st January 2025.
- 170. 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 8th January 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://parish-council.com)