

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

**Councillors** are hereby summoned to attend a meeting to be held on  
**Thursday 13<sup>th</sup> November 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:** 7<sup>th</sup> November 2025

**No.    Item**

**131.    APOLOGIES FOR ABSENCE** – To receive and accept.

**132.    DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.

**133.    PARISH COUNCIL ANNUAL DOCUMENTS to review:**

1.       Standing Orders 2025

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

**134.    PUBLIC FORUM** – To facilitate public participation.

Members of the public are welcome to raise matters of concern or ask questions of the council.

**135.    BUS SERVICE and TRANSPORT:**

- Next PTR Meeting on Tuesday 11<sup>th</sup> November at 1.30 pm via Teams – email from Tim Darch circulated to PC.

**136.    MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 11<sup>th</sup> September (amended) and Thursday 9<sup>th</sup> October 2025 – previously circulated – to confirm.

**137.    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 30<sup>th</sup> November
- Silhouette soldier for VE/VJ Day
- SSE Tree Cutting - Land @ Bayswater Farm
- Email from OGBN with an opportunity to register an objection now to

becoming part of Greater Oxford after 2028 – emails sent on 4<sup>th</sup> November 2025 by Clerk.

- Email from Reuben at Lone Star Land Ltd asking if the Parish Council would be interested in meeting to discuss the next steps for the land at Sandhills (the bridleway diversion and the reserved matters application) and to see if the Parish Council would want to be involved in any way – date tbc.
- Asset Register – record title number for cemetery on asset register – Land Registry forms to be completed by Chairman and Clerk.
- *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?

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

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

**P25/S2832/HH**

Eastwoods, Stanton Road, Forest Hill, Oxford, OX33 1DT

Erection of an annexe for ancillary use to the main dwellinghouse.

*Planning Permission on 4th November 2025*

**P25/S2831/LDP**

Eastwoods, Stanton Road, Forest Hill, OX33 1DT

Use of the land to site a mobile home for ancillary use to the main dwellinghouse.

*Certificate of Lawful Use or Development on 3rd November 2025*

**Planning Permission for Thames Water Utilities Limited for: Extension of Sewage Treatment Works to provide new inlet works elevation screen, balancing tank, above ground pipework, wash water booster station, motor control centre, standby generator and bulk fuel storage, break in chamber, security fence, flow control tank and pumping station, security fencing and associated works at Sewage Treatment Works, Polecat End Lane, Forest Hill, Oxford, Oxfordshire OX33 1EH**

*The Planning Permission has now been approved for the above*

*development.*

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

**a) Balances at bank:**

Current Account – Nat West	£5,066.15	at 31.08.25
Unity Current Account	£18,084.19	at 31.10.25
Unity Reserve Account – (2.25 %)	£33,734.78	at 31.10.25
<b>Sub Total</b>	<b>£56,885.12</b>	

<b>Less:</b> Unpresented cheques	£32.50
<b>Plus:</b> unpresented receipts	£0
<b>Sub Total</b>	<b>£56,852.62</b>

<b>Less:</b> Earmarked general reserves	£10,000.00
<b>Less:</b> Earmarked reserves - traffic calming	£30,000.00
<b>Less:</b> Earmarked reserves – Garden Club	<u>£1135.00</u>

Total available funds **£15,717.62**

CIL balance £27,278.17

Receipts included in above figure £1135.00

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

Admin to the Parish Council – November	£605.63
Unity Service Charge – October	£6.00
Tactical Facilities Management Ltd – Oct waste	£65.00
Tactical Facilities Management Ltd – Oct ground	£495.00
TEEC Limited – new website, emails, hosting	£813.60
A Waite Brown – Poppy wreath reimbursement	£24.49
FH Baby & Toddler Group – grant from the PC	£100.00
T Wiggins – children’s play area – fencing	£560.28

**c) Scribe Reports:** Bank Reconciliation as at 31.10.25

- Chair to approve and sign.

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

**e) Internal Financial Control check:**

- July to September – JS to complete.

**h) To consider** closing the Nat West Bank account and using the Switch service to transfer the funds to Unity Trust Bank – update from Clerk.

**i) To consider** the email from Scribe advising of a price increase from 1<sup>st</sup> April 2026 of £2.20 per month. Annual subscription £372.00 plus VAT.

j) **To consider** payment of the invoice received from SP1 Solutions Ltd.

**141. CLERK / RFO:**

- Internal Audit Checklist for 2025/26 to complete by 30<sup>th</sup> November.
- Annual CIL declaration form to be completed by 31<sup>st</sup> December.
- Community Emergency Plan to review by 31<sup>st</sup> December 2025.

**142. SECTION 137 EXPENDITURE:**

- FH Baby and Toddler Group £100

**143. VILLAGE and PARISH MATTERS:**

- Shepherd's Pit Lane Initial Drop-In Session at Stanton St John Village Hall on Wednesday 12<sup>th</sup> November from 7-8.30 pm – feedback.
- A40 London Road, Eastbound Layby (Forest Hill) – Proposed experimental closure.
- Defibrillator – monthly check for Clerk to update The Circuit website.
- Request for financial support from The Howe Trust Christmas Hamper Campaign for 4 eligible families whose children attend Wheatley Park School.
- Citizens Advice Oxfordshire – request for Grant Aid

**144. VILLAGE HALL – To receive a report and updates**  
**a. Managing Trustees report – November 2025**

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

**145. RECREATION GROUND:**

- a) Changing facilities – proposals to be submitted to the Clerk by 31<sup>st</sup> 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) Anti-social behaviour on the roof of the green box changing facilities.

d) Reids Playgrounds – update on repairs from AWB.

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

- Mowing and upkeep of the Cemetery – report from GS
- Photos received from TFM.
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and any further advice received.

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

- Perimeter fence – approximate costs of rabbit fencing - JB

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

**149. INFORMATION and CORRESPONDENCE** – all circulated when received:

- TTRO (T16453) Temporary Road Closure, No Waiting and Layby Closure - Forest Hill, A40 East Bound Layby near Forest Hill - A temporary Notice is being made to implement the temporary closure and will operate from 18 November 2025 up to and including 19 November 2025. This will operate between 20:00 and 06:00.
- Clean Slate: Supporting Trauma-Informed Community Work in Your Parish - follow up request for financial support.
- Briefing from Chief Fire Officer - Fire and Rescue consultation Oxford & Kidlington.
- Join the Conversation - Review of the Playing Pitch and Leisure Facilities Strategies.
- Primary School Applications - Applications can be submitted from 4 November 2025 and the deadline for receipt of completed school applications for Reception is 15 January 2026.
- Traffic Regulation Orders Made (WC: 27/10/2025) - Holton/Wheatley: A40 London Road/ B4027 Wheatley Road – Prohibition of Vehicles (approved at decisions meetings: [09/10/2025](#) item no.13).

**150. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1<sup>st</sup> December 2025.

**151. 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> December 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 \(parish-council.com\)](#)