

FOREST HILL WITH SHOTOVER PARISH COUNCIL

PARISH COUNCIL MEETING AGENDA

Councillors are hereby summoned to attend a meeting to be held on:

Thursday 9th July 2026 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

theclerk@foresthillwithshotover-pc.gov.uk

Date: 7th July 2026

Ref No	Item
26/27 063	APOLOGIES FOR ABSENCE – To receive and accept.
26/27 064	DECLARATIONS OF INTEREST – To receive requests for declarations of interests from Councillors relating to items on the agenda.
26/27 065	PUBLIC FORUM – To facilitate public participation. Members of the public are welcome to raise matters of concern or ask questions from the council.
26/27 066	MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 11 th June 2026 – previously circulated – to confirm and sign as an accurate record.
26/27 067	UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision. • Memorial Bench and plaque – update • Bus pull-in – update from Cllr Molloy • Forest Hill traffic bump or filter – update from Cllr Molloy • Gigaclear
26/27 068	BUS SERVICE and TRANSPORT: • PTR Rep – update from Cllr Stutfield

	• PTR Meeting on Tuesday 14th July at 1.30 pm online
26/27 069	OCC and SODC MATTERS – To receive reports from the County Councillor and District Councillor:
26/27 070	PLANNING – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated: <u>Planning Applications:</u> P26/S1301/HH - Red Hill Farm Cottage, Church Hill, Forest Hill, Oxford, OX33 1EG. Proposed Rear/Side Single Storey Extension with First floor Extension. P26/S1887/HH - Oak Apples, Old Road, Shotover Hill, Oxford, OX3 8GH. Proposed - Various domestic alterations and extensions. <u>Planning Decisions:</u> None.
26/27 071	FINANCE – To receive, approve, consider, and review the following: a) Balances at bank: Unity Current Account - £13,121.64 at 30.06.26 Unity Reserve Account – (1.95%) £30,004.99 at 30.06.26 <u>Sub Total £43,126.63</u> Less: Unpresented cheques £0 Plus: unpresented receipts £0 <u>Sub Total</u> Less: Earmarked reserves – General £10,000.00 Less: Earmarked reserves – Maintenance £5,000.00 Less: Earmarked reserves – Traffic calming £20,000.00 Less: Earmarked reserves – Garden Club £1,120.01 Total available funds - £7,006.62 <u>CIL balance - £21,580.62</u> Receipts included in above figure - £145.17 credit interest and £244.00 for allotment rents and cemetery fee. b) Payment requests – by Online Banking, SO, DD, or Cheque • Admin to the Parish Council – July - £605.63 • Unity Bank Service Charge – June - £7.00 • Tactical Facilities Management Ltd – June dog bins - £65.00 • Starboard Systems Ltd – Invoice 5 Subscription - £ 21.60

	• Stanley & Pickford, Rectory Farm – mowing for May - £480.00 • Starboard Systems Ltd – Invoice 1 Cemetery Import - £238.80 • Earth Anchors Ltd – Fixing kit, Teak Seat, Brass Plaque - £764.40 c) Scribe Reports: Bank Reconciliation as at 30.06.26 – Cllr to approve and sign. d) Summary of Receipts and Payments against Budget Report up to end June 2026 e) Internal Financial Control check: January to March and April to June – folder for JS to complete the checks f) To consider approval of the Annual Governance and Accountability Return 2025/26 (AGAR) – Sections 1 and 2 to be signed by the Chairman and RFO. Section 1 to be completed at the meeting: • The Annual Internal Audit Report to be received and noted. • Section 1 – Annual Governance Statement 2025/26 – to be signed the Chairman and RFO. • Section 2 – Accounting Statements 2024/25 – to be signed by Chairman and RFO. g) To note: the Period for Exercise of Public Rights will commence on Monday 13th July and end on Friday 21st August 2026 (30 working days) by appointment only with the Clerk. The Notice will be published on the website and noticeboards. h) Unity Trust Bank - Important Information - Local Authority & Councils FSCS annual Review 2026 – confirm eligibility by 27th September.
26/27 072	CLERK / RFO: • Internal Audit for 2025/26 – extension granted to 14.07.26 to submit AGAR • Annual Review for Clerk with Chairman and Cllr – date to be confirmed • PC Meetings – monthly, every other month or every six weeks – to discuss.
26/27 073	SECTION 137 EXPENDITURE: None.
26/27 074	VILLAGE and PARISH MATTERS: • Defibrillator – monthly check by AWB. • Grass cutting – update on Rectory Farm contract.

	• Annual insurance renewal due on 20th August • Winter Preparedness 26/27 email – respond by end of September
26/27 075	VILLAGE HALL – To receive a report and updates Managing Trustees report – July 2026 Current account balance £8,801.84 Deposit account balance £2,988.19 Total Reserves £11,790.03 Repointing brickwork – update Wi-Fi – Gigaclear / BT OpenReach – update from AWB
26/27 076	RECREATION GROUND: a) Summer Fete on the Rec on 29th August 2026. • To receive the completed hire form, risk assessment and insurance cover certificate from Cllr Molloy. Paperwork to be provided to the Clerk by Monday 6th July 2026 for the 9th of July PC meeting. • Electricity at the cabin – update from Cllr Molloy b) Routine Monthly Playground Inspection and actions required.
26/27 077	CEMETERY: to receive a report, updates and matters for consideration: • Mowing and upkeep of the Cemetery – update • Scribe Cemetery Management Software transfer of files – update from AWB • First Registration of Forest Hill Cemetery and App – update from Cllr Stutfield ref original records for Land Registry. • Ashes area improvements – update from PC following visit to the site. • Grave maintenance • War Memorial Cleaning – quote received
26/27 078	ALLOTMENTS: to receive any updates and matters for consideration: • Perimeter fence – fencing materials to be collected from the Clerk's home. • Allotment Holders list for 2026/27 – update from Cllr Shepherd with a copy of the current allotment holders list for the Clerk.
26/27 079	OALC / NALC – all updates previously circulated.

26/27 080	INFORMATION and CORRESPONDENCE – all circulated when received: • Email from resident - Forest Hill Village Hall - Inappropriate hiring and usage. • Problems with rubbish at Shotover – email from a resident • Complaint from residents to Thames Water re Polecat Lane and speeding traffic • Email from resident - Parking Issue Village Hall • General review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - South Oxfordshire district – September • Outreach at Clean Slate - Supporting Trauma-Informed Community Work in your Parish • Email from a resident with complaints about Forest Hill Recreation Ground, roads and grass cutting.
26/27 081	Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 27th July 2026.
26/27 082	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 13th August 2026 at 7.00pm in the Village Hall at Forest Hill. Agendas and Minutes are available on the notice boards and websites: https://www.foresthillwithshotover-pc.gov.uk and https://www.parish-council.com/foresthillwithshotover