

FOREST HILL WITH SHOTOVER PARISH COUNCIL

PARISH COUNCIL MEETING AGENDA

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

Thursday 10th September 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: 8th September 2026

Ref No	Item
26/27 103	APOLOGIES FOR ABSENCE – To receive and accept.
26/27 104	DECLARATIONS OF INTEREST – To receive requests for declarations of interests from Councillors relating to items on the agenda.
26/27 105	PUBLIC FORUM – To facilitate public participation. Members of the public are welcome to raise matters of concern or ask questions from the council.
26/27 106	MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 13 th August 2026 – previously circulated – to confirm and sign as an accurate record.
26/27 107	UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision. • Bus pull-in – update from Cllr Molloy • Bridleways and Footpaths – Cllr Shepherd • First Registration of Forest Hill Cemetery with Land Registry
26/27 108	BUS SERVICE and TRANSPORT: • Next PTR Meeting on Tuesday 17th November at 1.30 pm online
26/27 109	OCC and SODC MATTERS – To receive reports from the County Councillor and District Councillor:

26/27 110	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> Ref: P26/S3373/FUL Proposal: Replacement of existing dwelling with purpose-built dwellinghouse and associated works. Location: Wolf House, The Ridings, Headington, Oxford, OX3 8TB. Comments by 11th September 2026. Planning application by Thames Water Utilities Limited, for planning permission: Section 73 application to continue the development permitted by MW.0006/26 (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), and amend Conditions 1 and 14 to replace the drainage strategy at Sewage Treatment Works, Polecat End Lane, Forest Hill, Oxford, Oxfordshire OX33 1EH. Comments by 11th September 2026 to OCC. Details pursuant to Condition 6 (Lighting Details) of planning permission no.MW.0006/25 at Sewage Treatment Works, Polecat End Lane, Forest Hill, Oxford, Oxfordshire OX33 1EH. Comments by 28 September 2026 to OCC. <u>Decisions</u> Section 73 for Thames Water Utilities Limited - Thames Water Utilities Limited, Clearwater Court, Vastern Road, Reading, Berkshire, RG1 8DB for: Section 73 application to continue the development permitted by MW.0006/25 (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), with the removal of Condition 9 to reflect the completed purchase of off-site biodiversity net gain units outside of Oxfordshire and the discharged Biodiversity Gain Plan at Sewage Treatment Works, Polecat End Lane, Forest Hill, Oxford, Oxfordshire, OX33 1EH. The Section 73 has now been approved for the above development.
26/27 111	FINANCE – To receive, approve, consider, and review the following: a) Balances at bank: Unity Current Account - £7,620.29 as at 31.08.26 Unity Reserve Account - £30,004.99 as at 31.08.26 (1.95%) <u>Sub Total £37,625.28</u> Less: Unpresented cheques £0 Plus: unpresented receipts £0 <u>Sub Total £37,625.28</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 - £1,505.27 <u>CIL balance - £21,580.62</u> Receipts included in above figure - zero b) Payment requests – by Online Banking, SO, DD, or Cheque • Admin to the Parish Council – September - £605.63 • Working from Home Allowance for Clerk – Qtr. - £26.00 • Unity Bank Service Charge Fee – August - £7.00 • Tactical Facilities Management Ltd – August dog bins - £65.00 • Starboard Systems Ltd – Invoice 7 Subscription Cemetery - £ 21.60 • Starboard Systems Ltd – Invoice 1 Subscription Accounts - £37.20 c) Scribe Reports: Bank Reconciliation as at 31.08.26 – Cllr to approve and sign. d) Summary of Receipts and Payments against Budget Report up to end August 2026 e) Internal Financial Control check: next check will be July to September. f) Bank Signatories – to review and add if necessary. Minimum of three signatories required. g) Precept – second half for 2026/27 due 1/09/26 - £11,750.00.
26/27 112	CLERK / RFO: • Annual Review for Clerk with Chairman and Cllr – date to be confirmed • Staff Salary – to note the NALC revised cost of living salary scale for the Clerk for 2026/27 together with the amount backdated to 1st April 2026. 3.3% increase. • To consider paying for a dedicated phone number and App for a phone for the Clerk.
26/27 113	SECTION 137 EXPENDITURE: None.
26/27 114	VILLAGE and PARISH MATTERS: • Defibrillator – monthly check by AWB.

	• Grass cutting – update on Rectory Farm contract • Notice of Casual Vacancy following the resignation of Cllr Waters. • Local Elections May 2027 and succession planning.
26/27 115	VILLAGE HALL – To receive a report and updates Managing Trustees report – September 2026 Current account balance £tbc Deposit account balance £tbc Total Reserves £tbc Repointing brickwork – update Wi-Fi – Gigaclear – update Village Hall Bookings – monthly update
26/27 116	RECREATION GROUND: a) Summer Fete on the Rec on 29th August 2026 – feedback to PC. b) Electricity at the cabin – update from Cllr Molloy c) Water testing in the green cabin – update from Cllr Molloy d) Green Box and anti-social behaviour. e) Routine Monthly Playground Inspection and actions required. f) The Play Inspection Company's Annual Playground Inspection – due September
26/27 117	CEMETERY: to receive a report, updates and matters for consideration: • Mowing and upkeep of the Cemetery – update • Approve memorial for ML
26/27 118	ALLOTMENTS: to receive any updates and matters for consideration: • Perimeter fence • Enquiry for an allotment plot – sent to JB
26/27 119	OALC / NALC – all updates previously circulated.
26/27 120	INFORMATION and CORRESPONDENCE – all circulated when received:
26/27 121	Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 25th September 2026.

26/27 122	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 8 th October 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
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