

FOREST HILL WITH SHOTOVER PARISH COUNCIL

PARISH COUNCIL MEETING AGENDA

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

Thursday 13th August 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 August 2026

Ref No	Item
26/27 083	APOLOGIES FOR ABSENCE – To receive and accept.
26/27 084	DECLARATIONS OF INTEREST – To receive requests for declarations of interests from Councillors relating to items on the agenda.
26/27 085	PUBLIC FORUM – To facilitate public participation. Members of the public are welcome to raise matters of concern or ask questions from the council.
26/27 086	MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 9 th July 2026 – previously circulated – to confirm and sign as an accurate record.
26/27 087	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 • Forest Hill traffic bump or filter – update from Cllr Molloy
26/27 088	BUS SERVICE and TRANSPORT: • New PTR Rep – update from Cllr Stutfield • Next PTR Meeting on Tuesday 17th November at 1.30 pm online
26/27 089	OCC and SODC MATTERS – To receive reports from the County Councillor and District Councillor:

26/27 090	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> <u>Ref: P26/S2516/HH</u> Proposal: Proposed single-storey rear extension. Location: Felbridge, Stanton Road, Forest Hill, Oxford, OX33 1DT Comments to be submitted by 4th August (extension of time has been granted to 14th August). <u>Ref: P26/S3011/HH</u> Proposal: Single-storey side extension to form a utility room and construction of a front entrance canopy Location: Hillside, Main Street, Forest Hill, Oxford, OX33 1EF Comments to be submitted by 20th August 2026. <u>Ref: P26/S2600/HH</u> Proposal: External timber access stair to existing first-floor landing/balcony, together with timber-framed canopy over the existing first-floor landing/balcony. Location: The Oaks, Old Road, Shotover Hill, Headington, OX3 8GH Comments to be submitted by 12th August (extension of time has been granted to 14th August). <u>Appeal Notification:</u> Site Address: Land near Mulberry House, The Ridings, Shotover, OX3 8TB Description of development: Erection of a self-build dwelling with associated landscaping. (Additional Information Received 6th & 13th January 2026) Application reference: P25/S3264/FUL Appeal reference: 6013677 Appeal start date: 30 July 2026 All representations to be sent to SODC by 4th September 2026
26/27 091	FINANCE – To receive, approve, consider, and review the following: a) Balances at bank: Unity Current Account - £10,739.21 at 31.07.26 Unity Reserve Account - £30,004.99 at 31.07.26 (1.95%) <u>Sub Total £40,744.20</u> Less: Unpresented cheques £0 Plus: unpresented receipts £0 <u>Sub Total £40,744.20</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 - £4,624.19 <u>CIL balance - £21,580.62</u> Receipts included in above figure - £25.00 for allotment rents. b) Payment requests – by Online Banking, SO, DD, or Cheque • Admin to the Parish Council – August - £605.63 • Clerk's Expenses – Postage – July - £10.95 • Unity Bank Service Charge – July - £7.00 • Tactical Facilities Management Ltd – July dog bins - £65.00 • Starboard Systems Ltd – Invoice 6 Subscription - £ 21.60 • AJG Community Insurance – annual renewal - £2018.74 • Damprot Renovations Ltd – Village Hall Inspection - £240.00 • Chapman Worth – payroll service to 30th June 2026 - £150.00 c) Scribe Reports: Bank Reconciliation as at 30.06.26 and 31.07.26 – Cllr to approve and sign. d) Summary of Receipts and Payments against Budget Report up to end July 2026 e) Internal Financial Control check: January to March and April to June – JS to complete the checks f) Instruction to bank to pay by Direct Debit – Scribe £37.20 payable on 1st of month for Accounts and Cemetery software. Form to be signed and returned to Scribe. Starts 1st September 2026.
26/27 092	CLERK / RFO: • Annual Review for Clerk with Chairman and Cllr – date to be confirmed • Quotes from Internal Auditors for 2026/27 to consider.
26/27 093	SECTION 137 EXPENDITURE: None.
26/27 094	VILLAGE and PARISH MATTERS: • Defibrillator – monthly check by AWB. • Grass cutting – update on Rectory Farm contract.

	• Annual insurance renewal due on 20th August. • Rural Housing Enablers Meeting and what they offer – feedback from Cllr Waite Brown who attended the meeting. • Cash for Community Groups with SODC Councillor Grant Scheme – TM • Bridleways and Footpaths – photographs circulated - GS
26/27 095	VILLAGE HALL – To receive a report and updates Managing Trustees report – August 2026 Current account balance £tbc Deposit account balance £tbc Total Reserves £tbc Repointing brickwork – update Wi-Fi – Gigaclear – update from AWB
26/27 096	RECREATION GROUND: a) Summer Fete on the Rec on 29th August 2026. • Hire Agreement to approve. • Risk Assessment to approve. • Public Liability Insurance certificate – copy required. • Bouncy Castle documentation required. • Request for a donation from the PC to Forest Hill Fete from TM. b) Electricity at the cabin – update from Cllr Molloy c) Quote for water testing in the green cabin. 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 August/September
26/27 097	CEMETERY: to receive a report, updates and matters for consideration: • Mowing and upkeep of the Cemetery – update • Scribe Cemetery Management Software – Chairman and Clerk and in-house training date.

	• First Registration of Forest Hill Cemetery with Land Registry – update
26/27 098	ALLOTMENTS: to receive any updates and matters for consideration: • Perimeter fence – fencing materials still to be collected from the Clerk’s home.
26/27 099	OALC / NALC – all updates previously circulated. • To consider Payroll Service facilitated by OALC – from £8.50 per month.
26/27 100	INFORMATION and CORRESPONDENCE – all circulated when received: • LGR and 3-Council/Greater Oxford – Post-consultation Collective Response draft letter and representation from GCW to consider. • Ragwort – complaint from residents. • Advance Notice of Joint Local Plan 2045 (JLP2) Scoping Consultation. The scoping consultation will be open from Tuesday 8 September until Tuesday 29 September 2026 at 11.59pm. • Water leak on Main Street and Thames Water – complaint from resident. • TTRO (T18445) Temporary Road Closure - Oxford, St Clements Street from 29th to 30th September. • Forest Hill recreation ground – complaint from resident about grass cutting.
26/27 101	Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 27th August 2026.
26/27 102	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 10th September 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