

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**

**PARISH COUNCIL MEETING AGENDA**

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

**Thursday 14<sup>th</sup> May 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**

**Date:** 8th May 2026

<b>Ref. No.</b>	<b>Item</b>
<b>26/27-021</b>	<b>ELECTION OF CHAIRMAN:</b>
<b>26/27-022</b>	<b>APOLOGIES FOR ABSENCE</b> – To receive and accept.
<b>26/27-023</b>	<b>DECLARATIONS OF INTEREST</b> – To receive requests for declarations of interests from Councillors relating to items on the agenda.
<b>26/27-024</b>	<b>ELECTION OF OFFICERS AND COUNCILLORS FOR AREAS OF INTEREST:</b>  a) Election of Vice Chairman  b) Election of Internal Financial Controller  c) Recreation Ground  d) Planning  e) grass cutting  f) Parish Transport Representative and 108 Bus  g) cemetery  h) allotments  i) Footpaths and Bridleways  <b>PARISH COUNCIL ANNUAL DOCUMENTS</b>  1. Standing Orders  2. Financial Risk Assessment  3. Financial Regulations

	<p>4. Health and Safety Policy</p> <p>5. Internal Control Policy</p> <p>6. Code of Conduct</p> <p>The documents will be added to the website under Policies and Governance when they have been reviewed.</p>
<b>26/27-025</b>	<p><b>PUBLIC FORUM</b> – To facilitate public participation.</p> <p>Members of the public are welcome to raise matters of concern or ask questions from the council.</p>
<b>26/27-026</b>	<p><b>MINUTES OF LAST MEETING OF THE PARISH COUNCIL</b> held on Thursday 9<sup>th</sup> April 2026 – previously circulated – to confirm and sign as an accurate record.</p>
<b>26/27-027</b>	<p><b>UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING</b> – Chairman/Clerk to report on progress of outstanding items that do not require further decision.</p> <ul style="list-style-type: none"> <li>• Memorial Bench and plaque – update</li> <li>• Website – update on new site at <a href="http://foresthillwithshotover-pc.gov.uk">foresthillwithshotover-pc.gov.uk</a></li> <li>• Holford Centre and old paperwork – update.</li> </ul>
<b>26/27-028</b>	<p><b>BUS SERVICE and TRANSPORT:</b></p> <ul style="list-style-type: none"> <li>• Update from the 108 bus users support group</li> <li>• March PTR meeting: notes and presentations.</li> </ul>
<b>26/27-029</b>	<p><b>OCC and SODC MATTERS</b> – To receive reports from the County Councillor and District Councillor:</p>
<b>26/27-030</b>	<p><b>PLANNING</b> – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated:</p> <p><u>Planning Applications:</u></p>

	<p><b>Application No. P26/S1125/HH</b></p> <p>Glenavon, Wheatley Road, Forest Hill, Oxford, OX33 1EW</p> <p>Proposal: Erection of a new single-story utility room and downstairs toilet.</p> <p><u>Planning Decisions:</u> None received.</p>
<p><b>26/27-031</b></p>	<p><b>FINANCE</b> – To receive, approve, consider, and review the following:</p> <p><b>a) Balances at bank:</b></p> <p>Unity Current Account £15,146.33 at 30.04.26</p> <p>Unity Reserve Account – (1.95%) £29,859.82 at 30.04.26</p> <p><b><u>Sub Total</u> £45,006.15</b></p> <p><b>Less:</b> Unpresented cheques £0</p> <p><b>Plus:</b> unpresented receipts £0</p> <p><b><u>Sub Total</u> £45,006.15</b></p> <p><b>Less:</b> Earmarked reserves – General £10,000.00</p> <p><b>Less:</b> Earmarked reserves – Maintenance £5,000.00</p> <p><b>Less:</b> Earmarked reserves – Traffic calming £20,000.00</p> <p><b>Less:</b> Earmarked reserves – Garden Club £1,120.01</p> <p><b><u>Total available funds - £8,886.14</u></b></p> <p><b><u>CIL balance - £21,580.62</u></b></p> <p>Receipts included in above figure - £11,750.00 Precept and £651.93 CIL share April 2026.</p> <p><b>b) Payment requests</b> – by Online Banking, SO, DD, or Cheque</p> <ul style="list-style-type: none"> <li>• Admin to the Parish Council – May - £tbc</li> <li>• Unity Bank Service Charge – April - £7.00</li> <li>• Tactical Facilities Management Ltd – Apr dog bins - £65.00</li> <li>• Starboard Systems Ltd – Invoice 3 Subscription - £ 21.60</li> </ul>

	<ul style="list-style-type: none"> <li>• Chapman Worth – monthly payroll for quarter to 31.3.26 - £150.00</li> <li>• StowAg - Allotment Perimeter Fence – £214.23</li> </ul> <p><b>c) Scribe Reports:</b> Bank Reconciliation as at 30.04.26 – Cllr to approve and sign.</p> <p><b>d) Summary</b> of Receipts and Payments against Budget Report up to end March 2026 – deferred from April meeting.</p> <p><b>e) Internal Financial Control check:</b></p> <ul style="list-style-type: none"> <li>• January to March – folder for JS to complete the checks</li> </ul> <p><b>f) Remittance Advice</b> for Forest Hill CIL Share April 2026 - £651.93 received on 28.04.26.</p>
26/27-032	<p><b>CLERK / RFO:</b></p> <ul style="list-style-type: none"> <li>• Internal Audit for 2025/26 – update</li> <li>• Annual Review for Clerk with Chairman and Cllr – date to be confirmed</li> <li>• Salary Review for Clerk – following Annual Review</li> <li>• Anita James – Internal Auditor quote for 2026/27 AGAR – update</li> <li>• The Pensions Regulator – workplace pensions re-enrolment – update.</li> </ul>
26/27-033	<p><b>SECTION 137 EXPENDITURE:</b> None.</p>
26/27-034	<p><b>VILLAGE and PARISH MATTERS:</b></p> <ul style="list-style-type: none"> <li>• Defibrillator – monthly check by AWB.</li> <li>• Grass cutting – update on Rectory Farm contract.</li> <li>• Traffic flow through the village from Stanton St John – further consideration of bus pull-in and double yellow lines.</li> <li>• Quote from Ben Goldie Jones – grass cutting</li> <li>• TFM Dog Bin emptying service – increase from £16.00 to £18.84 per fortnight.</li> </ul>

<p><b>26/27-035</b></p>	<p><b>VILLAGE HALL</b> – To receive a report and updates</p> <p><b>Managing Trustees report – May 2026</b></p> <p>Current account balance £tbc</p> <p>Deposit account balance £tbc</p> <p>Total Reserves £tbc</p> <ul style="list-style-type: none"> <li>• Repointing brickwork – update</li> <li>• Wi-Fi – Gigaclear / BT OpenReach – update from AWB.</li> </ul>
<p><b>26/27-036</b></p>	<p><b>RECREATION GROUND:</b></p> <ul style="list-style-type: none"> <li>• Summer Fete on the Rec – hire form and risk assessment from Cllr Molloy.</li> <li>• Routine Monthly Playground Inspection and actions required.</li> <li>• Sponsored Gym Equipment (Loose Weights) and Commercial Use Proposals – further consideration.</li> </ul>
<p><b>26/27-037</b></p>	<p><b>CEMETERY:</b> to receive a report, updates and matters for consideration:</p> <ul style="list-style-type: none"> <li>• Mowing and upkeep of the Cemetery – update</li> <li>• Scribe Cemetery Management Software – update from AWB and Clerk</li> <li>• Instruction Request: First Registration of Forest Hill Cemetery – update from Cllr Stutfield</li> <li>• Quotes from TFM and others for Cemetery work – deferred from April meeting – decision required</li> <li>• Ashes area improvements – new hedging (dog rose or trees) – to consider</li> <li>• Cancellation of ashes plot no 601</li> <li>• Interment of ashes – 1st May 2026 – update</li> <li>• Grave maintenance</li> </ul>
<p><b>26/27-038</b></p>	<p><b>ALLOTMENTS:</b> to receive any updates and matters for consideration:</p> <ul style="list-style-type: none"> <li>• Perimeter fence – Clerk to pay by bank transfer. Goods to be delivered to Folly Farm.</li> </ul>

	<ul style="list-style-type: none"> <li>Allotment Holders list for 2026/27 – update from JB. Allotment holders to be added to CRM on Scribe Accounts.</li> </ul>
<b>26/27-039</b>	<b>OALC / NALC</b> – all updates previously circulated.
<b>26/27-040</b>	<p><b>INFORMATION and CORRESPONDENCE</b> – all circulated when received:</p> <ul style="list-style-type: none"> <li>Complaint from residents to Keir reporting the issue of speeding again down Polecat Lane.</li> <li>Planning Policy S&amp;V - Levelling Up and Regeneration Act 2023 - Sections 98 and 99</li> <li>OCC - Oxfordshire County Council community transport grants 2026-27: APPLICATIONS INVITED – by 10th July</li> <li>Shotover Preservation Society: members-only event, Headington Festival, and our AGM</li> <li>Thames Water - Water Industry Act 1991 (Amendment) (Payment of Fines) Bill (Case Ref: FV05385) – Freddie van Mierlo MP</li> <li>SODC - Town and Parish Council Forum – slides, demos and recording</li> <li>Chair Moulsoford Pavilion Management Committee - Use of Bouncy Castles in your village hall</li> <li>The National Allotment Society - National Allotment Survey</li> </ul>
<b>26/27-041</b>	<b>Items for next Agenda:</b> all items for the next agenda to be submitted to the Clerk by 28 <sup>th</sup> May 2026.
<b>26/27-042</b>	<p><b>DATE, TIME, AND PLACE OF NEXT MEETING:</b></p> <ul style="list-style-type: none"> <li>A meeting of the Parish Council will be held on the second Thursday of each month. Next meeting on Thursday 11th June 2026 at 7.00pm in the Village Hall at Forest Hill.</li> <li><b>Agendas and Minutes</b> are available on the notice boards and websites: <a href="https://www.parish-council.com/foresthillwithshotover/">https://www.parish-council.com/foresthillwithshotover/</a> and <a href="https://www.foresthillwithshotover-pc.gov.uk/">https://www.foresthillwithshotover-pc.gov.uk/</a></li> </ul>