

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

Councillors are hereby summoned to attend a meeting to be held on
Thursday 12th February 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: 6th February 2026

No. Item

- 191. APOLOGIES FOR ABSENCE** – To receive and accept.
- 192. DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 193. PUBLIC FORUM** – To facilitate public participation.
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 194. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 8th January 2026 – previously circulated – to confirm.
- 195. UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- Asset Register – record title number for cemetery on asset register – Feedback from meeting held with Chairman and Clerk and next steps.
 - Community Emergency Plan – reviewed. Contact details to be checked.
 - Church Hill – speeding and use of speed sign – update from AWB
 - Repairs to eleven streetlights on Church Hill – update from AWB
- 196. BUS SERVICE and TRANSPORT:**
- PTR meeting - The next meeting is currently scheduled for Tuesday 10th March 2026 at 1.30pm.
- 197. OCC and SODC MATTERS** – To receive reports from the County Councillor and District Councillor:
- 198. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated:

Planning Applications:**P26/S0078/LDP**

Oak Apples, Shotover Hill, Shotover, OX3 8TA

The stationing of a roadworthy bus within the curtilage of Oak Apples for ancillary residential use.

P26/S0029/CM

Sewage Treatment Works, Polecat End Lane, Forest Hill, OX33 1EH

Details pursuant to Condition Mandatory Biodiversity Net Gain and Condition 8 (CEMP and surveys) of planning permission no. (MW.0006/25).

Planning Decisions:**P26/S0029/CM**

Sewage Treatment Works, Polecat End Lane, Forest Hill, OX33 1EH

Details pursuant to Condition Mandatory Biodiversity Net Gain and Condition 8 (CEMP and surveys) of planning permission no. (MW.0006/25).

*Responded on 14th January 2026***P25/S3516/HH**

Bramley Cottage, Main Street, Forest Hill, OX33 1DY

Demolition of existing garage and construction of two storey rear extension with correspondent changes to the elevations.(Additional Information Received 18th December 2025)

*Planning Permission granted on 9th January 2026***199. FINANCE** – To receive, approve, consider, and review the following:**a) Balances at bank:**

Current Account – Nat West - closed	£0	at 19.11.25
Unity Current Account	£9,857.94	at 31.01.26
Unity Reserve Account – (2.10%)	<u>£33,920.69</u>	at 31.01.26

Sub Total **£43,778.63****Less:** Unpresented cheques £32.50**Plus:** unpresented receipts £0**Sub Total** **£43,746.13****Less:** Earmarked general reserves £10,000.00**Less:** Earmarked reserves - traffic calming £30,000.00**Less:** Earmarked reserves – Garden Club £1120.01Total available funds **£2,626.12**

CIL balance £27,278.17

Receipts included in above figure £0

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

Admin to the Parish Council – February	£605.63
Unity Service Charge – January	£6.00
Tactical Facilities Management Ltd – Jan waste	£65.00
Tactical Facilities Management Ltd – Jan ground	£495.00
Reimburse AWB for Mobility Smart Online battery	£89.94
Reimburse AWB for HCL Drive Socket Bit	£12.71
Chapman Worth – Payroll services for Qtr.	£150.00
Solar Lighting Solutions repairs to solar lights	£4224.48*

*Payment to be deducted from CIL funds and transferred from Reserve Account to Current Account.

c) Scribe Reports: Bank Reconciliation as at 31.12.25 and 31.01.26 - Cllr to approve and sign.

d) To consider the Summary of Receipts and Payments against Budget Report up to end January 2026.

f) Internal Financial Control check:

- October to December – JS to complete in January 2026.

200. CLERK / RFO:

- Internal Audit Checklist for 2025/26 - ongoing

201. SECTION 137 EXPENDITURE:

202. VILLAGE and PARISH MATTERS:

- Defibrillator – monthly check by AWB.
- **Agenda Item: Memorial Bench**
 - **To Consider:** The proposal to purchase and install a wooden memorial bench in memory of former Councillor Malcolm Leeding, to be sited on the Recreation Ground, using one of the options set out in the Chairmans report.
 - **Purpose:** To provide a lasting public tribute to former Councillor Malcolm Leeding recognising their service to the parish; to ensure the bench is of suitable quality and durability for long-term public use; and to agree the wording of a memorial inscription/plaque, subject to the approval of the late Councillor's wife.
 - **Costings: (within approved budget £500–£700):**

- Bench purchase (timber memorial bench, approx. 5ft): £525–£664
 - Delivery: included or circa £60 (depending on supplier)
 - Engraving / memorial plaque: approximately £60–£120
 - Estimated total commitment: £650–£700 (final amount dependent on chosen supplier and inscription details)
 - **Proposed Resolution:** “The Council resolves to approve, in principle, the purchase and installation of a wooden memorial bench in memory of former Councillor Malcolm Leeding, at a total cost not exceeding £700, to be funded from general budget; and to authorise the Clerk, in consultation with the Chair and the late Councillor’s wife, to select the preferred supplier and bench model from the options presented, agree the final wording of the inscription or plaque, and place the order accordingly.”
- To consider the old council paperwork previously stored at the Holford Centre, to keep or dispose of.
 - To consider the offer of free gardening services from Chilworth House Upper School.
 - To consider the location of the Tommy soldier.
 - To consider the use of the Recreation Ground for a Summer Festival.
 - To consider a business plan for the re-opening of Stanton St John Village Shop.
 - To consider the Grounds Maintenance Schedule for 2026 from TFM.
 - To consider The Great British Spring Clean 2026 – 13th to 29th March 2026.
 - To consider a Quote for repair of 2 x Bus Shelter lighting (A40).

203. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – February 2026

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

- *Update on the following Village Hall items and progress:*
- Repointing brickwork – in the spring.
- To replace the clock and the electrical supply – after repointing.
- Wi-Fi – to consider installation and who will pay for it.

204. RECREATION GROUND:

- a) Changing facilities – to receive any proposals on how to shape the future of our community facility.
- b) Routine Monthly Playground Inspection and actions required.
- c) Reids Playgrounds – update on cable repair from AWB.

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

- Mowing and upkeep of the Cemetery – report from GS
- Muslim Burial Provision: To consider the Chairman’s report regarding the recent inquiry into Muslim burial provision and resolve the Council's response, taking into account current operational, regulatory, and statutory constraints.
- **Cemetery Management Software**
 - **To Consider:** The proposal to adopt **Scribe Cemetery** cloud-based management software to replace current manual record-keeping.
 - **Purpose:** To ensure statutory compliance with the Local Authorities' Cemeteries Order (LACO) 1977, improve data security (daily backups/encryption), and automate the production of Burial Registers, Deeds of Grant, and memorial safety inspections.
 - **Costings: * Setup Fee:** £149 (One-off)
 - **Annual Subscription:** £216 (£18 per month)
 - **Total Year 1 Commitment:** £365
 - **Proposed Resolution:** "The Council resolves to approve the purchase of Scribe Cemetery management software at a Year 1 cost of £365, to be funded from general budget"

206. ALLOTMENTS: to receive any updates and matters for consideration:

- Perimeter fence – approximate costs of rabbit fencing – JB
- To review allotment fees for 1st April 2026.

207. OALC / NALC - all updates previously circulated.

208. INFORMATION and CORRESPONDENCE – all circulated when received:

- Email received regarding the appearance of the village and Main Street.
- Complaint by a resident to Thames Water re speeding traffic on Polecat Lane and reply received from Kier.
- Howe Trust Christmas Hamper Campaign report and thank you note.
- OCC CONSULTATION – Old Road (Forest Hill with Shotover) –

Proposed 20mph Speed Limit - any objections or other representations on the proposals should be submitted by Friday 27th February 2026.

- Government's Water White Paper - A Response from Freddie van Mierlo MP (Case Ref: FV05385)
- The Threat of the Grey Belt to Your Parish - Real and Immediate
- CIL Funds and Collaborating with River Thame Conservation Trust
- CANCELLATION TTRO (T16761) Temporary Road Closure - Oxford, Horspath Driftway from 16th to 22nd March.
- SODC - Have your say on our Taxi Licensing Policy
- Public Consultation on LGR next month - Urgent Action - Sign Letter to SoS Opposing Greater Oxford
- SODC - Town and Parish Council Planning Training Session on 26.02.26 and 03.03.26.
- Shotover Preservation Society: Dates for your diaries
- Invitation - T&P councils and Local Government Reorganisation on 11.02.26
- SODC Neighbourhood Planning Event – Virtual Session Available - 2 February 2026
- Oxford Local Plan 2045 – six-week consultation opens on 30th January until 13th March 2026.
- SODC - Invitation - Connecting Local Action
- Open Spaces Society - January updates: Our victory on map scales | Celebrating a new town green | Our 2026 training dates
- SODC - £320k capital grants awarded to improve quality of life in South Oxfordshire

209. Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 1st March 2026.

210. 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 12th March 2026** at 7.00pm 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 \(parish-council.com\)](http://parish-council.com)