

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

Councillors are hereby summoned to attend a meeting to be held on
Thursday 12th March 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 March 2026

No. Item

- 211. APOLOGIES FOR ABSENCE** – To receive and accept.
- 212. DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 213. PUBLIC FORUM** – To facilitate public participation.
Members of the public are welcome to raise matters of concern or ask questions of the council.
- 214. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 12th February 2026 – previously circulated – to confirm.
- 215. 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 – update from AWB.
 - Memorial Bench – update
 - Holford Centre and old paperwork – update
 - Scribe Cemetery Management Software – update
 - Website - update
- 216. BUS SERVICE and TRANSPORT:**
- PTR meeting on Tuesday 10th March 2026 at 1.30pm.
- 217. OCC and SODC MATTERS** – To receive reports from the County Councillor and District Councillor:
- 218. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated:

Planning Applications: None received.

Planning Decisions:

P25/S3264/FUL

Land near Mulberry House, The Ridings, Shotover, OX3 8TB
Erection of a self-build dwelling with associated landscaping. (Additional Information Received 6th & 13th January 2026)
Refusal of Planning Permission on 23rd February 2026

219. 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	£8,433.66	at 28.02.26
Unity Reserve Account – (2.10%)	<u>£29,696.21</u>	at 28.02.26
Sub Total	£38,129.87	

Less: Unpresented cheques	£32.50
Plus: unpresented receipts	<u>£0</u>
Sub Total	£38,097.37

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	<u>£1120.01</u>

Total available funds	£1977.36
CIL balance	£23,053.69
<u>Receipts included in above figure</u>	£0

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

Admin to the Parish Council – March	£605.63
WFHA for Clerk – Qtr.	£26.00
Unity Bank Service Charge – February	£6.00
Tactical Facilities Management Ltd – Feb waste	£65.00
Tactical Facilities Management Ltd – Feb ground	£495.00
Reids Playground Maintenance – Cableway*	£2,550.00
Starboard Systems Ltd – Cemetery software	£21.60
Lincoln College, Oxford – Allotment rent	£150.00
MSM Electrical – fitting clock to front wall VH	£99.00

*To be paid out of CIL money funds

- c) **Scribe Reports:** Bank Reconciliation as at 28.02.26 - Cllr to approve and sign.
- d) Summary of Receipts and Payments against Budget Report up to end February 2026.
- e) **Financial Reporting and Re-alignment of Section 137 expenditure:**
- f) **Internal Financial Control check:**
 - January to March – JS to complete in April 2026.

220. CLERK / RFO:

- Internal Audit Checklist for 2025/26 - ongoing

221. SECTION 137 EXPENDITURE:

222. VILLAGE and PARISH MATTERS:

- Defibrillator – monthly check by AWB.
- Logo design from AWB

223. VILLAGE HALL – To receive a report and updates
a. Managing Trustees report – March 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.
- Wi-Fi – installation date 24th March 2026

224. RECREATION GROUND:

- a) Presentation for proposed events on the rec from Cllr Molloy.
- b) Changing facilities – to consider the proposals received on how to shape the future of our community facility.
- c) Routine Monthly Playground Inspection and actions required.
- d) Reids Playgrounds – update on cable repair from AWB.

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

- Mowing and upkeep of the Cemetery – report from GS

Final

- Instruction Request: First Registration of Forest Hill Cemetery
 - Quotes received from TFM for Cemetery work
- 226. ALLOTMENTS:** to receive any updates and matters for consideration:
- Perimeter fence – update
 - Allotment Holders list for 2026/27 – update from JB
- 227. OALC / NALC** - all updates previously circulated.
- 228. INFORMATION and CORRESPONDENCE** – all circulated when received:
- North Oxfordshire Resident Action - Common sense planning: add up the impacts before it is too late – please sign the petition
 - Oxfordshire Playing Fields Association - 2026/27 membership for renewal
 - Invitation: Oxford City Council Briefing on Local Government Reorganisation for Oxfordshire and West Berkshire on 11th March at 6.30 pm
 - Your data protection fee - Upcoming Direct Debit payment due on 8th April
 - OALC Membership Subscription 2026-27 due for renewal
 - Forest Hill with Shotover Parish Council - Spanglefish Gold Reminder (renewal not needed)
 - Temporary Road Closure and No Waiting - Bicester / Blackthorn, A41 – 9th May 2026
 - One Oxfordshire and LGR - Invitation to Town and Parish Councils Briefing Session - The Government's consultation **closes at 11:59pm on 26 March 2026**
 - OALC - Reminder - Local Government Reorganisation survey
 - TTRO (T17631) temporary road closure Islip, Wheatley Road – 16th March 2026
 - Join the conversation - Invitation - T&P councils and Local Government Reorganisation – summary and video of the meeting
 - Open Spaces Society – Membership renewal for 2026/27
- 229. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 30th March 2026.
- 230. 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 9th April 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://Forest Hill with Shotover Parish Council | Home (parish-council.com))