

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

**Councillors** are hereby summoned to attend a meeting to be held on  
**Thursday 8<sup>th</sup> January 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:** 4<sup>th</sup> January 2026

**No.   Item**

- 171.   APOLOGIES FOR ABSENCE** – To receive and accept.
- 172.   DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda.
- 173.   PUBLIC FORUM** – To facilitate public participation.  
Members of the public are welcome to raise matters of concern or ask questions of the council.
- Friends of Four Parishes Community Shop Steering Group
- 174.   MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 11<sup>th</sup> December 2025 – previously circulated – to confirm.
- 175.   UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.
- Parish Council logo competition – to keep exploring options.
  - Asset Register – record title number for cemetery on asset register – Land Registry forms to be completed by Chairman and Clerk for February meeting.
  - Community Emergency Plan to review asap – AWB/Clerk
  - Church Hill – speeding and use of speed sign – update from AWB
  - Repairs to five streetlights on Church Hill – update from AWB
- 176.   BUS SERVICE and TRANSPORT:**
- PTR meeting - The next meeting is currently scheduled for Tuesday 10th March 2026 at 1.30pm.
- 177.   OCC and SODC MATTERS** – To receive reports from the County Councillor and District Councillor:

- Cllr Bearder's Review of 2025 – circulated.
- New FixMyStreet updates on report: 'Speed signs' – email from AWB to Cllr Bearder on 19.12.25.

**178. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated:

**179. 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	£11,089.57	at 31.12.25
Unity Reserve Account – (2.10%)	<u>£33,920.69</u>	at 31.12.25
<b>Sub Total</b>	<b>£45,010.26</b>	

<b>Less:</b> Unpresented cheques	£32.50
<b>Plus:</b> unpresented receipts	<u>£0</u>
<b>Sub Total</b>	<b>£44,977.76</b>

<b>Less:</b> Earmarked general reserves	£10,000.00
<b>Less:</b> Earmarked reserves - traffic calming	£30,000.00
<b>Less:</b> Earmarked reserves – Garden Club	<u>£1120.01</u>

Total available funds **£3,857.75**

CIL balance £27,278.17

Receipts included in above figure £185.91

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

Admin to the Parish Council – January	£605.63
Unity Service Charge – December	£6.00
Tactical Facilities Management Ltd – Dec waste	£65.00
Tactical Facilities Management Ltd – Dec ground	£495.00
OALC – training course for Clerk	£60.00

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

**d) To consider** the Summary of Receipts and Payments against Budget Report up to end December 2025.

**e) Budget and Precepts 2026/27:**

- To consider and approve the Council's Budget for the 2026/27 financial year.
- to receive a proposal for the precept demand from the Parish Council. Request form to be returned to SODC no later than Thursday 15<sup>th</sup> January 2026.
- To resolve to set a Precept of £23,500 for the 2026/27 financial year (representing a 15.5% increase) and to authorize the Chairman and Clerk to sign the demand to the Billing Authority.

**f) Internal Financial Control check:**

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

**180. CLERK / RFO:**

- OALC Blended Training Course - Good Governance & Transparency: What Should be on Your Website? Monday 26<sup>th</sup> January 2026 - 10 to 11 am. Cost £50.00 – booked.
- To review and consider booking the Village Hall for monthly meetings from March to December 2026.
- Internal Audit Checklist for 2025/26 to complete asap.

**181. SECTION 137 EXPENDITURE:**

**182. VILLAGE and PARISH MATTERS:**

- Defibrillator – monthly check for Clerk to update The Circuit website.
- To consider what to do with old council paperwork previously stored at the Holford Centre.
- To consider a quote for Solar Lighting repairs and Bus Shelter maintenance from Solar Lighting Solutions for £2,172.24 inc VAT.
- To consider the Layby at Holton and hedge cutting.

**183. VILLAGE HALL – To receive a report and updates**

**a. Managing Trustees report – January 2026**

Current account balance	£7,696.38
Deposit account balance	<u>£2,974.40</u>
Total Reserves	£10,670.78

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

**184. RECREATION GROUND:**

- a) Changing facilities – proposals to be submitted to the Clerk by 31<sup>st</sup> January 2026 on how to shape the future of our community facility – please share your ideas.
- b) Routine Monthly Playground Inspection and actions required.
- c) Reids Playgrounds – update on cable repair from AWB.
- d) Repeat Order form - The Play Inspection Company – for one year only
- e) Quotation for Independent Playground Inspection - Forest Hill with Shotover PC (2026) CRM 139942.

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

- Request for purchase of two plots for the burial of ashes in the village burial ground.
- Mowing and upkeep of the Cemetery – report from GS
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and any further advice received – for February meeting.

**186. ALLOTMENTS:** to receive any updates and matters for consideration:

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

**187. OALC / NALC** - all updates previously circulated.

**188. INFORMATION and CORRESPONDENCE** – all circulated when received:

- Community Shop Briefing – emails from Kate MacFarlane and Nicholas Braithwaite.
- Wheatley Park School Prizegiving 2025 – request to sponsor one or more awards.
- Thame & Wheatley Ramblers poster January 2026.
- Revised 3 TTRO (T16938) Temporary Road Closure and No Waiting - Bicester / Blackthorn, A41.
- Neighbourhood Planning Event – National Changes and Local Support – save the date 28 Jan 2026.
- FOR INFORMATION: Oxfordshire Street Design Code.
- Have Your Say! SAPPP and CIPFA Launch Joint Consultation on Proper Practices for Smaller Authorities.
- SODC - Planning Update 2025.
- Citizens Advice Oxfordshire - Grant Aid – letter of thanks.

- Shotover Preservation Society: Winter 2025 Newsletter

**169. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1<sup>st</sup> February 2026.

**170. 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 12<sup>th</sup> February 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)