

**FOREST HILL WITH SHOTOVER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
Thursday 10<sup>th</sup> April 2025 at 7.30pm in Forest Hill Village Hall**

**Present:** Cllrs A Waite Brown (Chair), J Hobbins, G Blomley, J Stutfield,  
G Shepherd

**In Attendance:** S Cox, Clerk/RFO, Cllr T Bearder, SODC and OCC

**Members of the Public:** 1

**No. Item**

**1. APOLOGIES FOR ABSENCE – DW**

**2. DECLARATIONS OF INTEREST** - To receive requests for declarations of interests from Councillors relating to items on the agenda. None. JS is a Village Hall Trustee.

**3. PUBLIC FORUM** – ML has used the new bus, and it is working well, and minor issues have been ironed out. The bus is better, wider and comfortable. ML enquired if the PC had responded to the boundaries – resolved. Mickle Way rooves are being renewed and this may cause traffic congestion while the work is carried out.

**4. BUS SERVICE and TRANSPORT:**

- Report from the PTR – JH attended an online meeting with very generic presentations and conversations. Nothing relevant to our Parish.
- Red Rose Travel 108 Bus - the timings are better, and it is used more.

**5. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 6<sup>th</sup> March 2025 – previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

**6. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** – Chairman/Clerk to report on progress of outstanding items that do not require further decision.

- 20 mph Speed Limit and traffic calming measures – *take off agenda – no further action required now.*
- Village Hall Clock – *the clock is in the cupboard and JS to ask the VH Committee if they could put it up on the wall outside.*
- The wall at St Nicolas Old Cemetery, Main Street, Forest Hill – response from Property Maintenance Project Officer, the district council will look to appoint a structural engineer to come out and carry out an individual structural assessment, to see if there is any immediate action that may be required – *update received from JW on behalf of the Church at the APM, to say the structural engineering work will be progressing.*
- Roadside Technologies Quote: *The speed sign will cost approximately £4K for a solar-operated sign. The traffic is slower than*

*it used to be, but cars still speed past the Rec. Resolved not to spend £4K on speed signs. AWB will not recharge the batteries on a regular basis. Remove from agenda and defer for 12 months.*

**7. OCC and SODC MATTERS** – To receive reports from the County and District Councillor Tim Bearder:

- AWB attended the evening Inquiry meeting for LnBB/Sandhills along with 200+ residents. Risinghurst and Sandhills gave a strong representation, but the Council withdrew objections, and it should have gone back to Committee as it excluded the democratic say. There is limited or no impact to our Parish, but Sandhills will be impacted.
- A40 Layby and Toilets – this is progressing and £7K will be spent on concrete blocks. There is still the TTRO to do. The layby will be blocked off on the Forest Hill side. Church Hill and the cycle paths are being looked at and there will be a consultation for the layby closure.
- Sandhills development – distance to public transport and cycling is being considered.
- Request to TB for a footbridge over the A40 as it is too dangerous to cross – this is unlikely to happen.  
Cllr Bearder left the meeting at 19:40.
- Request from Daniel Masters, OCC candidate, to meet or speak to the Chairman to get an overview of the key matters in the Forest Hill area – *Clerk to reply to DM and suggest speaking to residents or reading the minutes on the website.*

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

**Applications:**

**P25/S0975/PDS**

Wolf House, The Ridings, Shotover Hill, OX3 8TB

Erection of additional storey to the dwellinghouse with existing roof form retained.

The PC has No Strong Views on this application

**P25/S0955/LDP**

20 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

**P25/S0941/LDP**

9 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

**Decisions:**

**P25/S0955/LDP**

20 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

*25 March 2025 - Certificate of Lawful Use or Development*

**P25/S0941/LDP**

9 Turner View, Bayswater Mill, near Headington, OX3 8GG

Conversion of garage to habitable space.

*25 March 2025 - Certificate of Lawful Use or Development*

**Appeals**

**P24/S2074/O - Land at Bayswater Farm**

**P24/S0133/O - Land at Bayswater Farm**

Public Inquiry commencing at 10am on 1 April 2025 at Fountain Conference Centre, Howbery Park, Wallingford, OX10 8BA. *Bridleway – OCC found an ancient rule to overcome the problem. The Inquiry is ongoing. No decisions yet.*

**9. FINANCE – To receive, approve, consider, and review the following:**

**a) Balances at bank:**

|                                     |                   |             |
|-------------------------------------|-------------------|-------------|
| Business Reserve Account - Nat West | Closed            | on 10.07.24 |
| Current Account – Nat West          | £5,000.00         | at 30.09.24 |
| Unity Current Account               | £11,505.08        | at 31.03.25 |
| Unity Reserve Account – (2.50 %)    | £33,349.47        | at 31.03.25 |
| <b>Sub Total</b>                    | <b>£49,854.55</b> |             |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Less:</b> Unpresented cheques  | £0                |
| <b>Plus:</b> unpresented receipts | £0                |
| <b>Sub Total</b>                  | <b>£49,854.55</b> |

|   |                   |
|---|-------------------|
| <b>Less:</b> Earmarked general reserves           | £10,000.00        |
| <b>Less:</b> Earmarked reserves - traffic calming | <u>£30,000.00</u> |

Total available funds **£9,854.55**

CIL balance £27,278.17

Receipts included in above figure

Unity Trust – credit interest £208.65

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

|  |         |
|--|---------|
| Admin to the Parish Council – April              | £473.71 |
| Admin to the Parish Council – HMRC Q4            | £192.88 |
| Tactical Facilities Management Ltd – Mar waste   | £61.85  |
| Tactical Facilities Management Ltd – Mar maint   | £495.00 |
| Tactical Facilities Management Ltd – dog bin new | £570.00 |
| Tactical Facilities Management Ltd – dog bin old | £150.00 |
| Lincoln College, Oxford – Allotment Rent         | £150.00 |
| New College, Oxford – Recreation Ground Rent     | £350.00 |
| SLCC – Membership Fee for Clerk                  | £64.60  |
| ICO Data Protection Fee Renewal due 8.4.25 DD    | £47.00  |

- c) **Scribe Reports:** Bank Reconciliations as at 31.03.25
  - Chair to approve and sign – resolved.
- d) **To consider** the Summary of Receipts and Payments against Budget Report up to end March 2025 - *noted*
- e) **Internal Financial Control check:** - January to March 2025 – JS – *not completed - postponed to May meeting.*
- f) New Financial Regulations 2024 in draft, for approval at the May meeting – *draft to be sent to the PC by the Clerk.*
- g) SODC – 1<sup>st</sup> Half Precept 2025/26 = £10,175.00 due 1<sup>st</sup> April 2025 - *received 3.04.25.*
- h) Nat West Bank and Mandates and Safe Deposit documents – to remove CM and ML and add the Clerk to proceed further with the query. *Agreed to add the Clerk to the mandate for Nat West. **Action:** Clerk*

**10. CLERK / RFO:**

- Theresa Goss, Internal Auditor – Checklist and Interim Audit to complete. Invoice will be due for part payment following Interim Audit – *ongoing.*
- Moore - Official notification to submit your authority's return 2024/2025 on or before 30<sup>th</sup> June 2025 – **Action:** Clerk
- Date for Annual Review for Clerk with AWB and JS – *1<sup>st</sup> May 2025 at 1.00 pm.*
- Salary Review for Clerk - *following Annual Review on 1.05.25*

**11. SECTION 137 EXPENDITURE:** None.

**12. VILLAGE and PARISH MATTERS:**

- The Circuit – monthly check for Clerk to update The Circuit - *Clerk to update on website.*
- VE Day Celebrations from Bank Holiday Monday 5<sup>th</sup> to Thursday 8<sup>th</sup> May 2025 - PC to consider supporting any village activities - *there is a Church Service on 11<sup>th</sup> May with reference to VE Day. Activity organisers encouraged to approach the PC for funding.*
- Request for an update on the bridge works on Polecat Lane – *a sign on the bridge says the work is due to be completed by end of May 2025. Work has not started yet and maybe due to funding.*
- Forest Hill Sewage Treatment Works Upgrade Project – starting summer 2025 (subject to planning approval) - *Clerk to contact Thames Water with the three questions that JH would like answers to: restriction of movement and times, increase in antisocial hours of traffic and movement of lorries. Noise, smell and dumping area were also questions from residents. The village meeting with TW is to be rescheduled and Clerk to find out when this will take place.*

- Request for quote for Church Hill and verges – email from TFM - *the quote was approved unanimously and for TFM to go ahead and clear the rubbish and reseed the area with grass seed asap.*
- JH reported that all the verges have not been cut yet by TFM. **Action:** *Clerk to chase and find out when they will be cut. JH will run a mower down the path between Forest Hill and Stanton St John to keep it clear.*
- Milton Crescent verges – **Action:** *Clerk to ask for a quote from TFM for mowing the straight verges in Milton Crescent.*

### 13. VILLAGE HALL – To receive a report and updates

#### a. Managing Trustees report – 24<sup>th</sup> March 2025

|                         |                  |
|-------------------------|------------------|
| Current account balance | £6,813.89        |
| Deposit account balance | <u>£2,952.08</u> |
| Total Reserves          | <u>£9,765.97</u> |

The water bill is kept in line with current usage if we send in regular readings with photograph. Octopus is cheaper than SSE. Electricity costs for Aug '24/March '25 were £583, compared with SSE at £1164 Aug '23/March '24.

The Trustees have discussed improvements in the Hall, principally the heating and the decor, and will progress when we know if CIL money will be allocated to improve the building itself.

**Action:** *The Parish Council would like to see a list of actions from the Village Hall Committee of things they would like to do. Repointing and resealing are necessary, and Wi-Fi.*

### 14. RECREATION GROUND:

- a) Changing facilities – update and decision – JH - *ongoing*
- b) Routine Monthly Playground Inspection and actions required - *AWB checked the playground, and no actions required.*
- c) To consider quotes for fencing – *AWB to get a quote for a post repair. Quote for fencing not agreed due to the cost.*
- e) Moles – quote from TFM - *PC did not agree to the quote as it would not be safe to have mole traps on the Rec.*
- f) Wildflower seeding quote – two options from TFM – *quotes not agreed for wildflowers. TFM to be asked to take out the dead saplings and cut the grass in line with the Rec.*

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

- Mowing and upkeep of the Cemetery – report from JH/AWB - *not received. To check before the next meeting.*
- Cemetery gates and repairs – *the main gate needs repairing and the middle gate – AWB to look at both gates.*
- Asset Register – record title number for cemetery on asset register – update and plan going forward. **Action:** *need to proceed with the Nat West documents held at the bank.*
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves. *This was discussed at the meeting. Burial plots used*

*to be able to be reserved but not since April 2017. The PC asked if they could meet the requirements for the religion of Islam. A Muslim burial will be acceptable if based on the PC's rules and regulations (see website). **Action:** Clerk to contact OALC for advice and to be aware of any complications. Clerk to reply to NR to say we have discussed her enquiry but need further advice before making a decision. The Cemetery is a natural burial ground with no religion and timing of burials is not in the PC's control. Burials to be in line with our cemetery rules, or the PC to consider finding an area to set aside for Muslim burials. Clerk to forward NR's emails to all Cllrs as requested by JS.*

16. **ALLOTMENTS:** to receive any updates and matters for consideration:
  - Allotment fees are due on 1.4.25 - payable by bank transfer or cash
  - Invoice for allotment fees - Clerk to prepare for BD – *not needed*
  - Allotment Terms and Conditions and Weeds notice – to go to each tenant – *for the May meeting*
  - Request for an allotment plot from DT and forwarded to BD
17. **OALC / NALC** - all updates previously circulated.
  - Data Protection Officer Services from OALC – expressions of interest – *not agreed*
18. **INFORMATION and CORRESPONDENCE** – all circulated when received:
 

Jon D - Bayswater Farm Planning Appeal – planning comments for consideration for the Appeal.

Freddie Van Merlo MP - (Case Ref: FV05385) Thames Water
19. **Notice of Casual Vacancy** – Further to the Notice of Vacancy dated 28 Feb 2025, Electoral Services have confirmed that they have received no requests for an election to be called, and we can therefore proceed to co-option. **Action:** *Cllrs to talk to people in the village. Clerk to add to the Four Parishes article for May. JS to add to Maple Tree WhatsApp group.*
20. **Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1<sup>st</sup> May 2025.
  - Planter at the bottom of Mickle Way – for May agenda
21. **DATE, TIME, AND PLACE OF NEXT MEETING:**
  - A meeting of the Parish Council will be held on **Thursday 8<sup>th</sup> May 2025** at 7.00 pm 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)
  - Meeting closed at 9.00 pm.
  - **Signed as a true and accurate record of the meeting:**

- **Chairman:**

- **Date:**