

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**

**Thursday 11<sup>th</sup> December 2025 at 7.00pm in Forest Hill Village Hall**

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

**In Attendance:** S Cox, Clerk/RFO

**Members of the Public:** One

**No. Item**

**151. APOLOGIES FOR ABSENCE** – Apologies for absence were received and accepted from GB. Apologies for absence were received from DW.

**152. DECLARATIONS OF INTEREST** – Poppy Wreath – AWB, Logo Competition – AWB.

**153. PUBLIC FORUM** – No decisions can be made in the public forum. The public can speak for 5 minutes each. Items raised by a member of the public were:

1. Lights on Church Hill are not working.
2. Polecat timeframe – middle to end of next year.
3. Bench in the park – to monitor for soft rubbish and look to get a quote from TFM for a bin.
4. Layby at Holton, B4027 towards Wheatley – speak to DW about hedge cutting. To add to the agenda for January.

**154. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 13<sup>th</sup> November 2025 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

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

- Steps by the Church and weeds – no response from FMS – remove from next agenda.
- Parish Council logo competition – no entries were received by 30<sup>th</sup> November. **Resolved** to keep exploring options.
- Asset Register – record title number for cemetery on asset register – Land Registry forms to be completed by Chairman and Clerk – deferred to February meeting.
- Update on the closure of the Nat West bank account – account now closed. Remove from next agenda.

- 156. BUS SERVICE and TRANSPORT:** an email was sent to Cllr Bearder about the bus being 30 minutes late. TB replied and said there were roadworks in Bicester which may have caused the delay. Recommended to use the tracking service - Oxon Time. Stanton Road residents have kept the bus area clear as much as possible.
- 157. OCC and SODC MATTERS** – Layby on A40 – the bins have not been emptied, and the layby is blocked off. There is space for a van to access the layby. PC to write to TB and thank him, however it would be good if the cleaning team could clear up any mess.
- 158. PLANNING** – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated:

**P25/S3264/FUL**

Land near Mulberry House, The Ridings, Shotover, OX3 8TB

Erection of a self-build dwelling with associated landscaping.

*The PC agreed to make a response and were not able to make a comment on the information we have so will defer to SODC for a decision.*

**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.

*AWB and JH went to see the neighbours who had concerns about the conifers blocking off the restricted light to their house. The neighbours are not entitled to a view, but they are entitled to light. Response comment – the owners of Milton Cottage are concerned that the extension could negatively impact the light of Milton Cottage and is exacerbated by three large trees which are already restricting the light.*

**P22/S4618/O**

Land North of Bayswater Brook near Barton

Outline Planning permission for up to: 1. 1,450 new dwellings (Class C3), 2. 120 units of Assisted Living dwellings, with ancillary communal and care facilities (Class C2/C3), 3. 560 sq.m of new community use buildings (Class F2), 4. 500 sq.m of new commercial/business/service buildings/health provision (Class E), 5. 2,600 sq.m of new Primary School (Class F1), 6. Creation of areas of green infrastructure, including areas of open space, allotments, habitats, recreation facilities and public park areas, 7. Associated transport, parking, access, surface water and utility infrastructure works. Full planning permission for: 1. Change of Use to Class E and associated refurbishment works to the Main Barn and 3no. curtilage barns at Wick Farm, 2. Change of Use to Class F1 and associated refurbishment works to the Wick Farm Well House building, 3. Erection of New Build barn-style building (Class E), 4. Erection of New Build building containing back-of-house facilities for the Main Barn-style

building (Class E), 5. Erection of New Build Community Space building (Class F2), 6. Associated transport, parking associated with the local centre, access and utility infrastructure works, 7. Demolition of identified buildings, 8. Associated landscaping, public realm and market garden. (As amended and amplified by documentation received 17 August, 19 & 26 September, 29 November 2023, and 3 January, 5, 9, 26, 27 & 28 February, 1 & 7 March and 5 April 2024).  
Outline Planning Permission granted on 18th November 2025

**159. 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	£20,465.35	at 30.11.25
Unity Reserve Account – (2.25 %)	£33,734.78	at 30.11.25
<b>Sub Total</b>	<b>£54,200.13</b>	

<b>Less:</b> Unpresented cheques	£32.50
<b>Plus:</b> unpresented receipts	£0
<b>Sub Total</b>	<b>£54,167.63</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 **£13,047.62**

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 – December	£605.63
Working from Home Allowance for Clerk – Qtr.	£26.00
Unity Service Charge – November	£6.00
Tactical Facilities Management Ltd – Nov waste	£65.00
Tactical Facilities Management Ltd – Nov ground	£495.00
RPM Ltd – playground repairs	£5394.00
The Howe Trust (Wheatley) – Xmas Hampers	£200.00
Citizens Advice Oxfordshire – grant aid	£350.00
SP1 Solutions Ltd – Software renewal	£1100.15
MSM Electrical – Village Hall electrical work	£1134.00

**c) Scribe Reports:** Bank Reconciliation as at 30.11.25 – *The bank reconciliation as at 30.11.25 was reviewed. It was noted that the Chair*

*should not sign off the reconciliation. Cllr Molloy reviewed and signed the reconciliation.*

- d) **To consider** the Summary of Receipts and Payments against Budget Report up to end November 2025 and the Flexible budget report for setting the precept. *The Summary of Receipts and Payments were reviewed. It was noted that the Clerk's salary budget was underestimated and Recreation Ground maintenance is over budget due to necessary repairs (£4,900). It was discussed that CIL money could be allocated to cover infrastructure maintenance. To consider if the current precept is enough to cover our expenditure.*
- e) **Precepts 2026/27** – request form to be returned to SODC no later than Thursday 15<sup>th</sup> January 2026. *A discussion took place regarding the setting of the precept. It was noted that costs are rising (salary, software, bank charges). The decision was deferred to the January meeting.*
- f) **Internal Financial Control check:**
  - October to December – deferred to January 2026.

**160. CLERK / RFO:**

- Internal Audit Checklist for 2025/26 to complete by 31<sup>st</sup> December – ongoing.
- Annual CIL declaration form to be completed by 31<sup>st</sup> December – completed.
- Community Emergency Plan to review by 31<sup>st</sup> December 2025. *A detailed review of the plan took place. Updates are required for contact numbers and risk assessments. Cllr Molloy volunteered to act as the Community Emergency Coordinator. It was agreed to update the plan with local resources e.g. Church, Baby & Toddler Group and review the final document in February.*
- 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. *The Clerk requested to attend the OALC course, and it was **Resolved** to approve the cost of £50.00 for the Clerk to attend.*

**161. SECTION 137 EXPENDITURE:**

- Payments to Howe Trust and Citizens Advice Oxfordshire were noted as approved in the previous month.

## 162. VILLAGE and PARISH MATTERS:

- Defibrillator – monthly check for Clerk to update The Circuit website – *checked and operational.*
- Church Hill – speeding and use of speed sign. *A resident reported speeding issues on Church Hill. It was proposed to relocate the defunct speed sign to Church Hill, which requires a new battery and the resident will charge it up. The battery will cost around £100 and the purchase was proposed by AWB. The speed humps are now lower, and the traffic now speeds up. Action: AWB and all in favour. Resolved to purchase a replacement battery and relocate the speed sign to Church Hill.*
- Quote required for repairs to three streetlights on Church Hill. *Quotes were considered for the repair of five streetlights on Church Hill. The repair cost is approximately £329.46 per light (£1,647.30 total), versus replacement at £1,750 per light. Resolved to proceed with the repair of the five streetlights at a cost of approximately £1,647.30. The solar panels also need cleaning. To allocate lights and maintenance items against CIL money. AWB to speak to Scribe Accounts.*

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

### a. Managing Trustees report – December 2025

Current account balance	£7,541.40
Deposit account balance	<u>£2,974.40</u>
Total Reserves	£10,515.80

- *Update on the following Village Hall items and progress:*
- Repointing brickwork
- Replace the window above the stage.
- Electrical – to replace the consumer unit.
- To replace the hot air blowers.
- To replace the clock and the electrical supply.
- The RCD. This can be removed.
- Replace light units with LEDs which are more efficient and no tubes to replace.
- Hot air blowers – replace and in the kitchen for variable output heaters.
- Wi-Fi – Gigaclear?
- *A report was received. The account balance is £10,515.80. Electrical works (consumer unit, kitchen heater) have been completed. Repointing of brickwork is deferred to Spring. The replacement of lights with LEDs is pending a grant application.*

## 164. 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 –

deferred to February meeting.

- b) Routine Monthly Playground Inspection and actions required. *The playground is in good condition following recent works.*
- c) Reids Playgrounds – update on repairs from AWB. *An inspection of the Aerial Runway revealed the cable needs replacing. The quote for repair is £2,125. The Spicer equipment also requires a bearing repair (£815). **Resolved** to proceed with the repair of the Aerial Runway cable at a cost of £2,125, to be funded from CIL money. **Resolved** to defer the Spicer repair to Spring and consider replacing it with a seesaw.*
- d) Quote from Reids Playgrounds for repairs to cableway and Kompan Spica – *received.*

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

- Mowing and upkeep of the Cemetery – *report from GS received.*
- Burial plots in our parish cemetery – enquiry about reservations for Muslim graves and any further advice received. *Logistics regarding Muslim burials were discussed. It was agreed to seek further advice from ICCM or other councils regarding the logistics of 24-hour burial requirements. **Resolved** to defer the matter to February.*

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

- Perimeter fence – approximate costs of rabbit fencing – JB. *No quote received. Deferred to next meeting.*
- To review allotment fees for 1<sup>st</sup> April 2026. *Deferred to next meeting.*

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

**168. INFORMATION and CORRESPONDENCE** – all circulated when received: *all noted.*

- Community Shop Briefing.
- EXPERIMENTAL TRO – A40 East/London-bound Layby (Forest Hill) Motor Vehicle Prohibition.
- P22/S4618/O - Land North of Bayswater Brook - Draft S106 Legal Agreement available to view, with comments from Beckley.
- South Parish Council Independent Remuneration Panel Report.
- Correspondence with the Ministry of Housing, Communities & Local Government – response.
- Change of property name from: The Ike to: The Meadows, Church Hill, Forest Hill, OXFORD OX33 1EQ

**169. Items for next Agenda:** all items for the next agenda to be submitted to the Clerk by 1<sup>st</sup> January 2025.

**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 8<sup>th</sup> January 2026** 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://Forest Hill with Shotover Parish Council | Home (parish-council.com))
- Meeting closed at 20:35.

Signed as a true and accurate record of the meeting:

Chairman: .....

Date: .....