

**FOREST HILL WITH SHOTOVER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 16th January 2025 at 7.00pm in Forest Hill Village Hall**

Present: Cllrs A Waite Brown (Chair), C Massey, D Waters,
G Shepherd, J Stutfield

In Attendance: S Cox, Clerk/RFO

Members of the Public: 2

No. Item

150. APOLOGIES FOR ABSENCE – GB and JH

151. DECLARATIONS OF INTEREST – ROI form for GS amended and to be returned to Democratic Services by the Clerk.

152. PUBLIC FORUM – Two members of the public attended the meeting and spoke later in the meeting about the Village Hall and Allotments.

153. BUS SERVICE and TRANSPORT:

- Report from the PTR - *no reports given due to the absence of JH*
- Bus Stop Data capture project - paused until a review has been carried out – *noted*.
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154. MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 12th December 2024 and previously circulated. Agreed as an accurate record of the meeting and signed by the Chairman.

155. 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 - response from JB, Highways - *PC to continue to explore the issue. Rumble strips by the Rec were considered. Clerk to contact JB and see if he would consider coming out and looking at the site. AWB to contact Kat Gash, Highways Engagement.*
- Church Hill – drainage and flooding – *this has been passed onto another team to deal with. **Action:** DW to look at the ditches and hedges to see who owns them.*
- Village Hall Clock - *update from JS and Shotover Estate - battery clocks are between £30 and £100 and run on AA batteries. Cllrs asked how long does the battery last.*
- 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. **Action:** Clerk to chase up as it is now the New Year.

- Two solar lights are not working – *Update if received from Zeta.*
Action: Clerk to chase up a reply from Zeta for both lights.
 - The light inside the bus stop - West bound on the A40
 - The first light East bound on the A40 towards to the bus stop.
- Roadside Technologies Quote: *update from AWB – the existing pole will not be sufficient for a solar unit as the wind will knock it down. Highways put the pole in originally. AWB waiting for a revised quote. Solar sign could be £3,500 plus a pole fitted by Highways.* **Action:** Clerk to look for old Westcotec and Highways emails.
 - **Pole mounted Display - £3,294.00 per unit.**
 - Optional extras to be added as needed:
 - Solar panel and batteries to offer continuous operation - £1,245.00 per unit.
 - Engineer Install and Training (Solar) - £695.00 per unit (Fitted to existing street furniture)
 - Vehicle Data Logging (Bluetooth) - £379.00 per unit
 - All quoted prices are plus VAT.

156. OCC and SODC MATTERS – To receive reports from the County and District Councillor Tim Bearder – *no report given due to Cllr Bearder's absence.*

- A40 Layby and Toilets – the wrong side has been cut. Permission to be sought from the tenant to cut the hedge down and discourage anti-social behaviour. **Action:** DW

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

Applications:

P24/S3967/FUL

The Oaks, Old Road, Shotover Hill, OX3 8TA

Use of outbuilding for dual purposes of part dwelling and part-time or occasional holiday or short let accommodation (linked to tree house).

The PC agreed to respond to this application with no strong views

Decisions:

P24/S3975/NM **Ridings End, The Ridings, Shotover Hill, OX3 8TB**
 Nonmaterial amendment to application
 P24/S2849/HH (Basement level extension to provide indoor leisure and amenity facilities along with garage; landscaping enhancements) - to substitute solid garage doors for glazed garage door.
Agreed on 17th December 2024

Appeals **P24/S2074/O - Land at Bayswater Farm**
P24/S0133/O - Land at Bayswater Farm
AWB responded to the appeals on 30/12/24

Consultations: Joint Local Plan 2041: Consultation on Technical Addendum to the Sustainability Appraisal Scoping Report. Comments on the technical addendum can be made from **Friday 6 December 2024 until Friday 17 January 2025 at 11.59pm.** *PC had no strong views on the consultation and did not respond.*

158. 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	£12,354.08	at 31.12.24
Unity Reserve Account – (2.60 %)	£33,140.82	at 31.12.24
Sub Total	£50,494.90	

Less: Unpresented cheques	£0
Plus: unpresented receipts	£0
Sub Total	£50,494.90

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

Total available funds	£10,494.90
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CIL balance	£27,278.17
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<u>Receipts included in above figure</u>	
Unity Trust – credit interest	£220.48

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

Admin to the Parish Council – December backpay	£157.25
Admin to the Parish Council – January	£481.31
Tactical Facilities Management Ltd – Dec dog bins	

£77.33

Tactical Facilities Management Ltd – Dec grass	£288.00
Wheatley Park School – Prizegiving 2024	£50.00
The Howe Trust – Hamper Campaign	£250.00
Land Registry – New Cemetery search fee	£4.00

c) Scribe Reports: Bank Reconciliations as at 31.12.24

- Chair to approve and sign - *completed*

d) To consider the Summary of Receipts and Payments against Budget Report up to January 2025 – *noted*.

e) Internal Financial Control check: - from October to December 2024 - *completed by CM. CM will be stepping down as a Parish Cllr and the PC will need a new person to become the Internal Financial Controller. JS has agreed to become the IFC and will have access to Scribe Accounts. Thank you to CM for all her hard work as a Councillor, and previously as the Parish Clerk. Action: Clerk to add JS to Scribe Accounts and update the website. CM to send the Emergency Plan to the Clerk.*

159. CLERK / RFO:

- Theresa Goss, Internal Auditor – Checklist and Interim Audit to complete. Invoice will be due for part payment following Interim Audit – *ongoing*.
- Salary review for Clerk - *PC to discuss after the PC meeting, without the Clerk being present.*

160. SECTION 137 EXPENDITURE: None.

161. VILLAGE and PARISH MATTERS:

- The Circuit – expiry date of new pads to add to The Circuit – *to be completed when the unit has been returned following repairs.*
- Dog Waste and litter bin routine emptying – date for retendering of quotes and costs - *for the next meeting.*
- *DW asked if all emails go to everybody on the Parish Council? Because of privacy, personnel emails would not be forwarded. For information emails are forwarded by the Clerk to keep everyone in the loop.*

162. VILLAGE HALL – To receive a report and updates

a. Managing Trustees report – January 2025

Current account balance	£6470.40
Deposit account balance	<u>£2947.11</u>
Total Reserves	£9417.51

SR, Chairman of the VH Committee attended the meeting and reported that with the bookings the hall was breaking even. A Summer Fete was organised, and £1000 had been spent on a new consumer unit, resulting in a £800 loss. The VHC are keeping money for emergencies and projects such as redecorating the hall. Other ideas included insulating the floor, underfloor heating, storage heaters, remote access for heat and quicker ways to heat up the hall. Internet and Gigaclear – SR to look at the costs. There is another consumer unit to replace, and SR will find out if this could be contactless payment. Fluorescent lighting could be replaced with LEDs. A dehumidifier runs 24/7 to keep the damp under control and the outside walls are damp. The PC are the leaseholders for structural. The VHC could get someone to look at it and the PC could look to get it fixed. The PC has CIL money that must be spent on infrastructure e.g. heating to make the hall better and more comfortable and greener using intelligent controls. SR to report back to the PC and will also look at the back wall and the heating. Parking – more land from Lincoln College? There is a bridlepath and access jointly owned by the neighbours and they would object. The cost of making it into a car park would be too high and Lincoln College would need to give permission. The Church uses the yard at Manor Farm occasionally for big Church events.

163. RECREATION GROUND:

- a) Changing facilities – update and decision – JH -ongoing
- b) Routine Monthly Playground Inspection and actions required -
AWB – the fence is broken on the right-hand side. The fence post has rotted by the play area. The picket fence is over ten years old.
Action: DW to get two quotes to replace wooden fencing with metal fencing for 85 metres. Pressure-treated wood has a 20 year plus guarantee.
- c) Play Inspection Company – Annual Inspection due August 2025 –
booked at a cost of £94.95 plus VAT by the Clerk.
- d) grass cutting quotes for the next three years – *the PC needs quotes for grass cutting and dog bin emptying and would like to use less suppliers for these services.* **Action:** JH to provide a map for the Clerk to request quotes from suppliers. Visual points where wildflowers do not grow should be cut for road safety. **Action:** Clerk to ask JH for a map of what is currently cut and circulate to the PC. The Clerk to send an email to three suppliers plus the map and report back to the PC when responses are received.
- e) Moles – **Action:** AWB is getting a quote for a humane option from Hawthorn Pest Control along with a risk assessment.

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

- Mowing and upkeep of the Cemetery – *the grass looks messy if it is not cut often enough. The grave area needs to be cut more regularly. Cost? Empty ground can be left longer. The grave area needs mowing and strimming on a more regular basis. To continue the discussion outside the meeting.*
- Cemetery gates and repairs – **Action:** DW to look at the gates and recommend repair or remove, depending on the condition.
- Asset Register – record title number for cemetery on asset register – update and Land Registry documents – JS has a form from Land Registry and the search fee is £4.00. **Action:** Clerk to send off the form and cheque to Land Registry.
- Burial to take place on Thursday 30th January 2025 – *noted.*

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

- Date for collection of allotment fees - due 1.04.25 by bank transfer or cash.
- Invoice for allotment fees for each plot and attach the allotment rules. Bank details to be included using name and plot number as a reference. For March meeting. **Action:** Clerk
- Weeds – **Action:** Clerk to draft a letter from the Chairman to give to BD for the allotment tenants. Paper copies of the letter to be handed to each tenant. If the allotment plots are not maintained and there has been no communication from the tenant, then the PC may not renew the tenancy on an annual basis. BD will warn the tenants. The PC can reclaim allotments if they are not maintained to the required standard as per tenant responsibilities. A copy of the Allotment Terms and Conditions is on the website.

166. OALC / NALC - all updates previously circulated.

- Local Government Standards Consultation – closes 2.02.25

167. INFORMATION and CORRESPONDENCE – all circulated when received:

- Let's make Oxfordshire Smoke Free - PLEASE get involved!
- Oxfordshire South & Vale Citizens Advice - Thank you for donation
- East West Rail scoping report consultation
- National Highways and Transport Public Satisfaction Survey 2024-25 - Public Representatives

168. Items for next Agenda: all items for the next agenda to be submitted to the Clerk by Thursday 27th February 2025.

169. DATE, TIME, AND PLACE OF NEXT MEETING:

- Meeting of the Parish Council on **Thursday 6th March 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 8.20 pm.

- Signed as a true and accurate record of the meeting.

Chairman:

Date: