

FOREST HILL WITH SHOTOVER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Held on:

Thursday 8th January 2026 at 7.00pm in Forest Hill Village Hall

Present: Cllrs Andrew Waite Brown (Chairman), Jason Hobbins, Greta Shepherd, Tommy Molloy, David Waters, Julia Stutfield

In Attendance: Sue Cox (Clerk)

Members of the Public: Three

CHAIRMAN'S ANNOUNCEMENTS:

The Chairman paid tribute to the late Malcolm Leeding, noting his long service and intrinsic value to the village and council. Condolences were expressed to his family.

Item 171 APOLOGIES FOR ABSENCE:

Apologies for absence were received from: GB. It was RESOLVED to accept these apologies.

Item 172 DECLARATIONS OF INTEREST:

Received from JS for the Village Hall item.

Item 173 PUBLIC FORUM:

Representatives from the Friends of Four Parishes Community Shop Steering Group presented a proposal for a community shop in Stanton St John. They requested financial support (~£12,000 setup costs). The Council requested a business plan and detailed costings for consideration at the February meeting before a decision could be made. The three members of the public left the meeting.

Item 174 MINUTES OF LAST MEETING:

The minutes of the meeting held on 11th December 2025 were confirmed as a correct record and signed by the Chairman.

Item 175 UPDATES ON PROGRESS:

- Parish Council logo competition: RESOLVED to drop the competition for the time being.
- Asset Register: Land Registry forms for the cemetery to be completed for the February meeting.
- Community Emergency Plan: Review to be scheduled ASAP.

- Church Hill Speeding: AWB to move the speed sign and order a new battery once weather permits.
- Streetlights: RESOLVED to approve the repair all 11 solar lights on Church Hill at a cost of £3,270.40 + VAT, utilising CIL funds.

Item 176 BUS SERVICE and TRANSPORT:

The next PTR meeting is scheduled for Tuesday 10th March 2026.

Item 177 OCC and SODC MATTERS:

FixMyStreet update: Speed signs at the village entrance are to be cleared of vegetation within 28 days following a report to Cllr Bearder.

Item 178 PLANNING:

Recent applications and decisions from SODC were noted with no further objections.

Item 179 FINANCE

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
Sub Total	£45,010.26	

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

Less: Earmarked general reserves	£10,000.00
Less: Earmarked reserves – traffic calming	£30,000.00
Less: Earmarked reserves – Garden Club	£1120.01
Total available funds:	£3,857.75

CIL Balance:	£27,278.17
Receipts included in above figure	£185.91

b) Payment requests: RESOLVED to approve the following payments:

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 – deferred to February meeting .

d) To consider the Summary of Receipts and Payments against Budget up to 31st December 2025 – noted.

- e) **Budget and Precept 2026/27:** RESOLVED to approve the 2026/27 Budget and to set a Precept of £23,500 (representing a 15.5% increase). **Action:** Clerk to return the form to SODC by 15th January.
- f) **Internal Financial Control check:** JS to complete the October to December checks in January.

Item 180 CLERK / RFO:

- RESOLVED to approve the OALC Blended Training Course (£50.00 + VAT).
- RESOLVED to continue monthly meetings (every four weeks) for the remainder of 2026. **Action:** Clerk to book the Village Hall.

Item 181 SECTION 137 EXPENDITURE:

None.

Item 182 VILLAGE and PARISH MATTERS:

- Defibrillator: Monthly check completed.
- Old Paperwork: RESOLVED to allow a resident to review historical documents before archiving or disposal. Cllrs to review documents before disposal.
- Layby at Holton: DW will cut the hedge at the layby.

Item 183 VILLAGE HALL:

- Current account balance £7,696.38
Deposit account balance £2,974.40
Total Reserves £10,670.78
- Brickwork and Clock deferred to Spring.
- Wi-Fi installation decision deferred pending Village Hall Committee consultation.

Item 184 RECREATION GROUND:

- Aerial Runway: Cable ordered and repair expected late January (~£2,000).
- Playground Inspection: RESOLVED to appoint The Play Inspection Company on a rolling annual contract (£96.00).

Item 185 CEMETERY:

- RESOLVED to approve the purchase of a double plot for the burial of ashes for a local resident.
- Muslim grave reservations: Deferred to the February meeting.

Item 186 ALLOTMENTS:

- Rabbit fencing and fee review deferred to the February meeting.

Item 187 OALC/NALC:

All updates previously circulated.

Item 188 INFORMATION AND CORRESPONDENCE:

All circulated when received and noted.

- Community Shop Briefing – emails from KMF and NB.
- Wheatley Park School Prizegiving 2025 – request to sponsor one or more awards – *WPS prize giving request received too late for consideration. Clerk to advise on notice periods for future requests.*
- 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! SAPP 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

Item 189 ITEMS FOR NEXT AGENDA:

To be submitted to the Clerk by 1st February 2026

Item 190 DATE, TIME, AND PLACE OF NEXT MEETING:

The next meeting will be held on **Thursday 12th February 2026** at 7.00pm in the Village Hall.

Meeting closed at 20:15.

Chairman: _____

Date: _____