

FOREST HILL WITH SHOTOVER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON

Thursday 11th June 2026 at 7.00pm in Forest Hill Village Hall

Present: Cllrs J Hobbins (Chair), D Waters, T Molloy, G Blomley

In Attendance: S Cox, Clerk and RFO

Members of the Public: 1

Ref No	Item
26/27 043	APOLOGIES FOR ABSENCE – received from Cllr Waite Brown and Cllr Stutfield due to work/volunteer commitments. The Parish Council accepted these apologies. Cllr Shepherd was not at the meeting and no reason for absence was received.
26/27 044	DECLARATIONS OF INTEREST – received from Cllr Molloy for the Summer Fete.
26/27 045	PUBLIC FORUM – one member of the public attended the meeting and raised a query over the alleys that lead to Milton Crescent and Powell Close. They asked who is responsible for cutting the brambles back that overhang from the gardens. It is the landowner's responsibility to maintain hedges on their boundary and cut back any overhanging hedgerow and brambles. On Main Street the ivy on the stone wall at No 5 is overgrowing and damaging the wall. The walled gardens at Mickle Way will be planted soon. The PC has considered planting flowers near the ashes area in the Cemetery, and the Garden Club may want to take this on. Cllr Waite Brown is meeting RS at the weekend to look at the Cemetery.
26/27 046	MINUTES OF LAST MEETING OF THE PARISH COUNCIL held on Thursday 14 th May 2026 confirmed and signed as an accurate record.
26/27 047	UPDATES ON PROGRESS FROM MINUTES OF LAST MEETING – Chairman/Clerk to report on progress of outstanding items that do not require further decision. • Memorial Bench and plaque – ordered 7.06.26. • Holford Centre and old paperwork – paperwork to be dropped off to JS by AWB. Remove from agenda for next month. • Bus pull-in – Cllr Molloy has spoken to Highways, and they have a remit to do the work and will respond soon. There would be a yellow box for the bus to pull in, and this also creates space for the Mickle Way exit. Highways would enforce parking spaces.
26/27 048	BUS SERVICE and TRANSPORT: • PTR Rep – deferred to next meeting.
26/27 049	OCC and SODC MATTERS – To receive reports from the County Councillor and District Councillor: Cllr Bearder was not present at the meeting.

26/27 050	PLANNING – To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated: Planning Applications: none Planning Decisions: Glenavon planning permission granted on 3rd June 2026.
26/27 051	FINANCE – To receive, approve, consider, and review the following: a) Balances at bank: Unity Current Account - £14,082.87 at 31.05.26 Unity Reserve Account – (1.95%) £29,859.82 at 31.05.26 <u>Sub Total £43,942.69</u> Less: Unpresented cheques £0 Plus: unpresented receipts £0 <u>Sub Total</u> Less: Earmarked reserves – General £10,000.00 Less: Earmarked reserves – Maintenance £5,000.00 Less: Earmarked reserves – Traffic calming £20,000.00 Less: Earmarked reserves – Garden Club £1,120.01 Total available funds - £7,822.68 <u>CIL balance - £21,580.62</u> Receipts included in above figure - none b) Payment requests – by Online Banking, SO, DD, or Cheque • Admin to the Parish Council – June - £605.63 • Working from Home allowance for Clerk – Qtr. - £26.00 • Unity Bank Service Charge – May - £7.00 • Tactical Facilities Management Ltd – May dog bins - £65.00 • Starboard Systems Ltd – Invoice 4 Subscription - £ 21.60 • Stanley & Pickford, Rectory Farm – mowing for April - £480.00 c) Scribe Reports: Bank Reconciliation as at 31.05.26 – Cllr Waters reviewed and signed. d) Summary of Receipts and Payments against Budget Report up to end May 2026 – circulated to Cllrs before the meeting. Not discussed.

	e) Internal Financial Control check: January to March – folder for JS to complete the checks – deferred to next meeting.
26/27 052	CLERK / RFO: - Internal Audit for 2025/26 – ongoing. - meeting to approve the AGAR will be on 9th July 2026. Clerk to contact External Auditors. - Annual Review for Clerk with Chairman and Cllr – date to be confirmed
26/27 053	SECTION 137 EXPENDITURE: None.
26/27 054	VILLAGE and PARISH MATTERS: - Defibrillator – check completed and Clerk to update The Circuit. - Grass cutting – the mowing has been good and is done on time. AWB to meet up with RS at the weekend. - Forest Hill traffic bump or filter – Cllr Molloy to write to Highways about their policy for speed bumps in villages.
26/27 055	VILLAGE HALL – To receive a report and updates Managing Trustees report – June 2026 Current account balance £8,733.00 Deposit account balance £2,988.19 Total Reserves £11,721.19 - Repointing brickwork – quote for survey received below - Quote for £200 + VAT to undertake a survey of the rear wall of the VH and make recommendations – PC agreed to go ahead with the survey of the building. A further three quotes will be needed for any remedial work. - Wi-Fi – Gigaclear / BT OpenReach – Clerk to write to Lincoln College for landowners' permission to dig a hole to run the fibre cable through. - MSN Electrical quote – Clerk to look back through the minutes for the PC to contact SR on what our thoughts are.
26/27 056	RECREATION GROUND: a) Summer Fete on the Rec. Proposed date Saturday 29th August 2026. Date to be advertised in the Four Parishes Magazine. PC agreed to the date subject to the satisfactory receipt of the completed hire form, risk assessment and insurance cover certificate from Cllr Molloy. Paperwork to be provided to the Clerk by Monday 5th July 2026 for the 9th of July PC meeting. TM to speak to JS about previous village fetes. The event will be posted on Facebook.

	b) Routine Monthly Playground Inspection and actions required. None.
26/27 057	CEMETERY: to receive a report, updates and matters for consideration: • Mowing and upkeep of the Cemetery – the mowing has been good. • Scribe Cemetery Management Software transfer of files – ongoing and AWB has given all the information to Scribe to upload. • First Registration of Forest Hill Cemetery and App – Clerk to contact the lawyers. • Ashes area improvements – site visit on Sunday • Grave maintenance – site visit on Sunday.
26/27 058	ALLOTMENTS: to receive any updates and matters for consideration: • Perimeter fence – the fencing materials have been delivered to the Clerk's home for storage, until needed. • Allotment Holders list for 2026/27 – update from Cllr Shepherd with a copy of the current allotment holders list for the Clerk – deferred to next meeting.
26/27 059	OALC / NALC – all updates previously circulated.
26/27 060	INFORMATION and CORRESPONDENCE – all circulated when received: • Oxfordshire quiet lanes pilot programme now open for expressions of interest. <i>Shepherds Pit Lane closure and possible meeting at Stanton St John in July. Expressions of Interest can be submitted from 8th June 2026. The lane is hardly being used by walkers and cyclists, and its closure would be an inconvenience to people who do need to use the road, e.g. farmers. The new houses would use it as a shortcut, and it could encourage anti-social behaviour and fly tipping. The Council is unable to maintain the roads, cycleways and footpaths we already have. The PC has deep concerns over the viability of this scheme. The Parish Council voted unanimously 'No' to this proposal on the above grounds.</i> • Oxford Greenways, Quiet Lanes, Cycle routes - Oxford to Wheatley (and other areas) – email from MH and others – <i>no further action from the PC.</i> • Planning application by Thames Water Utilities Limited, for planning permission: Section 73 application to continue the development permitted by MW.0006/26 (Extension of Sewage Treatment Works to provide new inlet works elevation screening – reply from OCC. <i>The PC will submit a formal objection to the removal of Condition 9.</i> • Climate Action, OCC - Important consultation on a local Oxfordshire policy for community benefit contributions and community shared ownership – <i>noted.</i>

	• Community Renewals AJG - Renewal Information Request by 21st June 2026 – <i>no changes required.</i> • Draft Order SE/6314: PROPOSED STOPPING UP OF HIGHWAY AT LAND OFF BURDELL AVENUE & DELBUSH AVENUE, SANDHILLS, HEADINGTON OXFORDSHIRE – respond by end of June 2026. <i>The Parish Council will object to the development as they have done previously.</i>
26/27 061	Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 25th June 2026. • Monthly meetings – to discuss going back to 9 meetings a year and every six weeks, apart from Mar to June which require monthly meetings.
26/27 062	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 9th July 2026 at 7.00pm in the Village Hall at Forest Hill. Agendas and Minutes are available on the notice boards and websites: https://www.foresthillwithshotover-pc.gov.uk and https://www.parish-council.com/foresthillwithshotover
	Meeting closed at: 8.00 pm
	Signed as a true and accurate record of the meeting: Chairman: Date: