

FOREST HILL WITH SHOTOVER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON

Thursday 14th May 2026 at 7.00pm in Forest Hill Village Hall

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

In Attendance: S Cox, Clerk and RFO

Members of the Public: 0

Ref. No.	Item
26/27-021 and 022	ELECTION OF CHAIRMAN: Cllr Waite Brown stood down. Cllrs Shepherd and Blomley proposed and seconded Cllr Waite Brown to be elected as Chairman for 2026/27. Resolved. DECLARATION OF ACCEPTANCE OF OFFICE FORM: signed by Cllr Waite Brown. APOLOGIES FOR ABSENCE – DW sent his apologies for absence due to farming duties. The Parish Council accepted these apologies.
26/27-023 and 024	DECLARATIONS OF INTEREST – none. ELECTION OF OFFICERS AND COUNCILLORS FOR AREAS OF INTEREST: a) Election of Vice Chairman – a floating Vice Chairman will be chosen in the absence of the Chairman. b) Election of Internal Financial Controller – Cllr Stutfield c) Recreation Ground – Cllr Waite Brown d) Planning – Cllr Hobbins e) Grass cutting – Cllr Shepherd f) Parish Transport Representative and 108 Bus - tbc g) Cemetery – Cllr Blomley h) Allotment Rep – J Bennetts i) Footpaths and Bridleways – Cllr Shepherd

	PARISH COUNCIL ANNUAL DOCUMENTS 1. Standing Orders 2. Financial Risk Assessment 3. Financial Regulations 4. Health and Safety Policy 5. Internal Control Policy 6. Code of Conduct The documents will be added to the website under Policies and Governance when they have been reviewed. All approved.
26/27-025	PUBLIC FORUM – no members of the public were present.
26/27-026	MINUTES OF THE LAST MEETING OF THE PARISH COUNCIL held on Thursday 9 th April 2026 confirmed and signed as an accurate record.
26/27-027	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 – Cllr Waite Brown to order both items which will cost less than the budget. • Website – foresthillwithshotover-pc.gov.uk is up and running. • Holford Centre and old paperwork – GB and GS have had a look, and JS will look at the documents. Next step would be Oxford Archives, if they want any of it.
26/27-028	BUS SERVICE and TRANSPORT: • update from the 108 bus users support group – email noted. • March PTR meeting: notes and presentations – Action: Cllr Stutfield to ask Wendy if she would be interested in becoming the PTR for Forest Hill. • Bus Stop – there are no issues with creating a bus stop on Stanton Road, but it will be up to Highways to decide. David Bellchamber will speak to Highways. Cllr Waite Brown proposed the bus stop should be put across the access to Mickle Way

	(second entrance between the houses) with a clearway from 7.00 am to 5.30 pm. The school bus could stop there too. PC to speak to residents to see if there are any objections.
26/27-029	OCC and SODC MATTERS – Apologies had been sent to the Clerk from Cllr Bearder due to the election of the Leader of OCC that evening.
26/27-030	PLANNING: <u>Planning Applications:</u> Application No. P26/S1125/HH Glenavon, Wheatley Road, Forest Hill, Oxford, OX33 1EW Proposal: Erection of a new single-story utility room and downstairs toilet. <i>The Parish Council supported this application with No Objections.</i> OCC ref: MW.0075/26 - Thames Water – Condition 9 removal to reflect the completed purchase of off-site biodiversity net gain units outside of Oxfordshire. Action: Clerk to write to OCC and ask if Condition 9 affects the BNG plans to blend the sewage treatment works into the landscape. PC to respond to OCC by 25th June. To discuss again on 11th June. <u>Planning Decisions:</u> None received.

26/27-031	FINANCE – To receive, approve, consider, and review the following: a) Balances at bank: Unity Current Account £15,146.33 at 30.04.26 Unity Reserve Account – (1.95%) £29,859.82 at 30.04.26 Sub Total £45,006.15 Less: Unpresented cheques £0 Plus: unpresented receipts £0 Sub Total £45,006.15 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 - £8,886.14 CIL balance - £21,580.62 Receipts included in above figure - £11,750.00 Precept and £651.93 CIL share April 2026. b) Payment requests – by Online Banking, SO, DD, or Cheque Admin to the Parish Council – May - £605.63 Unity Bank Service Charge – April - £7.00 Tactical Facilities Management Ltd – Apr dog bins - £65.00 Starboard Systems Ltd – Invoice 3 Subscription - £ 21.60 Chapman Worth – monthly payroll for quarter to 31.3.26 - £150.00 StowAg - Allotment Perimeter Fence – £214.23 All payments were approved. c) Scribe Reports: Bank Reconciliation as at 30.04.26 – Cllr Molloy reviewed and signed.
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d) Summary of Receipts and Payments against Budget Report up to end March 2026 – deferred from April meeting – circulated to Cllrs before the meeting.

e) Internal Financial Control check:

- January to March – folder for JS to complete the checks. **Action:** Clerk.

f) Remittance Advice for Forest Hill CIL Share April 2026 - £651.93 received on 28.04.26.

26/27-032	CLERK / RFO: • Internal Audit for 2025/26 – ongoing • Annual Review for Clerk with Chairman and Cllr – date to be confirmed • Salary Review for Clerk – following Annual Review • Anita James – Internal Auditor quote for 2026/27 AGAR – no availability. • The Pensions Regulator – workplace pensions re-enrolment – resolved.
26/27-033	SECTION 137 EXPENDITURE: None.
26/27-034	VILLAGE and PARISH MATTERS: • Defibrillator – Action: Clerk to update The Circuit. • Grass cutting – update on Rectory Farm contract. The grass cutting looks very nice. Cllr Waite Brown has given feedback but is unclear when the mowing is being done, but it is being done. Graves – discussion on whether to cut across the graves if they are not maintained. Strimming of untended graves would be preferred. Action: Cllr Waite Brown to speak to RS and see what he suggests. • Traffic flow through the village from Stanton St John – further consideration of bus pull-in and double yellow lines – discussed at item 028. • Quote from Ben Goldie Jones – grass cutting – not required. • TFM Dog Bin emptying service – increase from £16.00 to £18.84 per fortnight – noted.

26/27-035	VILLAGE HALL – To receive a report and updates Managing Trustees report – May 2026 Current account balance £8,607.86 Deposit account balance £2,986.16 Total Reserves £11,594.02 • Repointing brickwork – ongoing • Wi-Fi – Gigaclear / BT OpenReach – update from AWB – Gigaclear have cancelled the installation twice and Cllr Waite Brown has spoken to them again today. Gigaclear have asked for permission to cut into the tarmac. Cllr Waite Brown is also considering contacting OpenReach for a quote.
26/27-036	RECREATION GROUND: a) Summer Fete on the Rec – hire form and risk assessment from Cllr Molloy – not received. Action: Cllr Molloy to update the PC by email with a date for the Fete. The deadline for the Four Parishes Magazine is the 15th of each month, and the July/August edition deadline is 15th June. Possible date – August Bank Holiday weekend. b) Routine Monthly Playground Inspection and actions required – one picket is broken in the playground – Action: Cllr Waite Brown to replace. c) Sponsored Gym Equipment (Loose Weights) and Commercial Use Proposals – further consideration. This would need a Sponsorship Policy that gives no favours to any sponsors. Charging for equipment would not be allowed by a business. A 60/40 split between the PC and commercial use would be required. The PC would have to record usage and monitor. Remove item from next agenda.
26/27-037	CEMETERY: to receive a report, updates and matters for consideration: • Mowing and upkeep of the Cemetery – the standard of mowing is very good. Action: Clerk to write to SODC about the Old Lower Cemetery and ask them to tidy up the cemetery. They currently strim all over the graves with no care or attention. Photographs to be sent too. • Scribe Cemetery Management Software – update from AWB and Clerk – discussed asking Scribe to do the work of transferring all

	the records over for a cost of £200. They will use our Excel spreadsheet for this. Resolved. • Instruction Request: First Registration of Forest Hill Cemetery – update from Cllr Stutfield – Action: Cllr Stutfield to complete asap. Clerk to re-send email as a reminder. • Quotes from TFM and others for Cemetery work – deferred from April meeting – decision required. Action: to get a quote from RS about mowing the headland. PC to ensure all gravestones are secure and top up graves with soil. • Ashes area improvements – new hedging (dog rose or trees) – to consider. Action: PC to go and have a look at the plots. To get the hedge laid in September. The Garden Club ladies could be asked if they would like to plant daffodils in the cemetery. • Cancellation of ashes plot no 601 – noted. • Interment of ashes – 1st May 2026 – resolved. • Grave maintenance – Action: Cllr Waite Brown
26/27-038	ALLOTMENTS: to receive any updates and matters for consideration: • Perimeter fence – Clerk to pay by bank transfer. Goods to be delivered to Folly Farm. • Allotment Holders list for 2026/27 - Allotment holders to be added to CRM on Scribe Accounts. Action: Cllr Shepherd to get a copy of the current allotment holders list for the Clerk
26/27-039	OALC / NALC – all updates previously circulated.
26/27-040	INFORMATION and CORRESPONDENCE – all circulated when received: • Complaint from residents to Keir reporting the issue of speeding again down Polecat Lane. • Planning Policy S&V - Levelling Up and Regeneration Act 2023 - Sections 98 and 99 • OCC - Oxfordshire County Council community transport grants 2026-27: APPLICATIONS INVITED – by 10th July • Shotover Preservation Society: members-only event, Headington Festival, and our AGM • Thames Water - Water Industry Act 1991 (Amendment) (Payment of Fines) Bill (Case Ref: FV05385) – Freddie van Mierlo MP

	• SODC - Town and Parish Council Forum – slides, demos and recording • Chair Moultsford Pavilion Management Committee - Use of Bouncy Castles in your village hall • The National Allotment Society - National Allotment Survey
26/27-041	Items for next Agenda: all items for the next agenda to be submitted to the Clerk by 28 th May 2026.
26/27-042	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 11th June 2026 at 7.00pm in the Village Hall at Forest Hill. • Agendas and Minutes are available on the notice boards and websites: https://www.parish-council.com/foresthillwithshotover/ and https://www.foresthillwithshotover-pc.gov.uk/
	Meeting closed at: 8.00 pm.
	Signed as a true and accurate record of the meeting: Chairman: Date: